



Academic Management Manual

Section A

Introduction to Academic
Management at Palm Beach State

Academic
Affairs
2011-12

Introduction:
Academic Management at Palm Beach State

This “how-to” reference manual is your guide to academic management at Palm Beach State. It includes all of the important policies and procedures, and “how-to” manuals on using the PantherNet administrative computer system. It includes:

- IntroductionSection A
- Faculty CredentialingSection B
- Class Scheduling Manual.....Section C
- Class Scheduling PoliciesSection D
- Instructor Resource ManagementSection E
- On-line Reports.....Section F
- Academic Affairs Policies & ProceduresSection G
- Academic Affairs CalendarSection H
- Prior Learning Assessment.....Section I
- International Courses.....Section J
- Program ReviewSection K
- Learning Outcomes WorkbookSection L
- Honors Program GuidelinesSection M
- E-Learning GuidelinesSection N
- Faculty Development Course.....Section O

Future sections will be added as needed. Sections A, B, G and H through N are reference materials, while sections C through F are hands-on training manuals. In order to fully utilize these training materials and references, you should have already attended a basic PantherNet training session offered through Human Resources.

Overview of this Section:

The first part of this section will present a brief overview of PantherNet screens that will act as information sources; however the information on these screens cannot be updated by you. Sections C through F of the manual will present step-by-step instructions on how to enter and maintain information pertinent to academic management. These functions are:

- Faculty Credentialing
- Class Scheduling (credit and noncredit)
- Instructor Resource Management
- On-Line Reports

Getting Started...

Below is the main PantherNet Menu Screen: Select ST to enter the student system:

```
USERMENU                      ***** PB STATE Main Menu *****
Feb 26,05                      Production      Welcome

                                Code System/Function/Explanation
                                -----
                                ST  Student Information System
                                FI  Financial Information System
                                PE  Personnel/Payroll System
                                FC  Facilities System
                                SE  Security System
                                CM  Finance Campus Menu
                                FA  Financier - Financial Aid
                                WB  Web Services System
                                UT  Utilities System
                                PL  Problem Log Menu
                                IH  PBCC In-House Systems
                                ?   Help
                                .   Terminate
                                -----
                                Code:  __
                                Direct command...:

                                Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--
                                PF12---
                                help  retrn quit
```

DISPLAYING INFORMATION IN PANTHERNET

Figure 1 – Student Information System Main Menu

```

ST0000P0          ***** PB STATE Student Information System *****          ST0000M0
Feb 26,05                - Main Menu -                9:11 PM

Code Function                                Code Function
-----
AD  Admissions Menu                          CM  Comments Menu
AV  Advisement Menu                          TB  Tables Menu
RG  Registration Menu                        CO  Communication Requests Menu
CU  Curriculum Menu                          JS  Job Submission Menu
SR  Student Records Menu                    ?   Help
FT  Fees and Tuition Menu                    .   Terminate
DA  Degree Audit Menu

-----
                                         Code: __

*Student ID: _____ *Term: _____
Student SSN: _____
*Name: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
--
      help  retrn  quitmain
  
```

The PantherNet main student system menu is divided into the main areas, as seen in Figure 1. Within each of the areas are common screens that are accessed for the purposes of academic management. The most common screens are listed on the next page, with the direct command needed to access the screen. A **direct command** is a shortcut command that can be used to go directly to the screen you want. You can also use the menus to navigate to the screen you need.

Table 1 – Common Direct Commands in PantherNet

1. Class and Class Scheduling

**PantherNet
Direct Command**

Add Class Master	CU CC MC (credit)	CU CC MN (noncredit)
Display Class Master	CU CC MC (credit)	CU CC MN (noncredit)
Update Class Master	CU CC MC (credit)	CU CC MN (noncredit)
Delete Class Master	CU CC MC (credit)	CU CC MN (noncredit)
Display Available Rooms	CU CC MC (part of normal class loading)	
	FC SM AS (separate transaction)	
Display Class List	RG CA VR	

2. Curriculum

Display Course Dictionary	CU CD MC
Display Course History	CU CD CH

3. Student Applications and Demographics

Display Student Master	AD AP CC-College Credit Application
"	AD AP VO-Vocational Application
"	AD AP NC-Non-Credit Application
" Test Scores	AD TS TS
" Holds	AD HO HO
" High School/College info	AD CR TR
Display Non Credit Transcript	SR TR DT
Display Name	"F1" help key on Name Field

4. Student Schedules and Transcripts

Display Student Schedule	RG RS CS
Update Student Schedule	RG RG
Display Student Transcript	SR TR DR