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:

- Introduction .......................................................... Section A
- Faculty Credentialing ............................................... Section B
- Class Scheduling Manual ......................................... Section C
- Class Scheduling Policies ........................................ Section D
- Instructor Resource Management ............................ Section E
- On-line Reports ..................................................... Section F
- Academic Affairs Policies & Procedures ..................... Section G
- Academic Affairs Calendar ..................................... Section H
- Prior Learning Assessment ....................................... Section I
- International Courses ............................................. Section J
- Program Review .................................................... Section K
- Learning Outcomes, Mappings, and Assessment .......... Section L
- Honors Program Guidelines ..................................... Section M
- E-Learning Policies & Procedures .............................. Section 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

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.

```
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
  FT   Fees and Tuition Menu    ?    Help
  DA   Degree Audit Menu        .    Terminate
---- -----------------------------     ---- -----------------------------

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

```
### Table 1 – Common Direct Commands in PantherNet

#### 1. Class and Class Scheduling

<table>
<thead>
<tr>
<th>PantherNet Direct Command</th>
<th>Class and Class Master Code (credit)</th>
<th>Class and Class Master Code (noncredit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Class Master</td>
<td>CU CC MC</td>
<td>CU CC MN (noncredit)</td>
</tr>
<tr>
<td>Display Class Master</td>
<td>CU CC MC</td>
<td>CU CC MN (noncredit)</td>
</tr>
<tr>
<td>Update Class Master</td>
<td>CU CC MC</td>
<td>CU CC MN (noncredit)</td>
</tr>
<tr>
<td>Delete Class Master</td>
<td>CU CC MC</td>
<td>CU CC MN (noncredit)</td>
</tr>
<tr>
<td>Display Available Rooms</td>
<td>CU CC MC (part of normal class loading)</td>
<td>FC SM AS (separate transaction)</td>
</tr>
<tr>
<td>Display Class List</td>
<td>RG CA VR</td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Curriculum

<table>
<thead>
<tr>
<th></th>
<th>CU CD MC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Course Dictionary</td>
<td>CU CD MC</td>
</tr>
<tr>
<td>Display Course History</td>
<td>CU CD CH</td>
</tr>
</tbody>
</table>

#### 3. Student Applications and Demographics

<table>
<thead>
<tr>
<th></th>
<th>AD AP CC-College Credit Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Student Master</td>
<td>AD AP VO-Vocational Application</td>
</tr>
<tr>
<td>&quot; Test Scores</td>
<td>AD AP NC-Non-Credit Application</td>
</tr>
<tr>
<td>&quot; Holds</td>
<td>AD HO HO</td>
</tr>
<tr>
<td>&quot; High School/College info</td>
<td>AD CR TR</td>
</tr>
<tr>
<td>Display Non Credit Transcript</td>
<td>SR TR DT</td>
</tr>
<tr>
<td>Display Name</td>
<td>“F1” help key on Name Field</td>
</tr>
</tbody>
</table>

#### 4. Student Schedules and Transcripts

<table>
<thead>
<tr>
<th></th>
<th>RG RS CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Student Schedule</td>
<td>RG RG</td>
</tr>
<tr>
<td>Display Student Transcript</td>
<td>SR TR DR</td>
</tr>
</tbody>
</table>