

A HOW-TO GUIDE FOR PROGRAM COORDINATORS INTRODUCTION TO THE PEOPLESOFT (EVOLVE) SERVICES

This document is a summary guide to assist coordinators and academic chairs and deans to navigate the PeopleSoft (Evolve) system.

DOCUMENT INFORMATION

DOCUMENT NAME	A How-to Guide for Program Coordinators: Introduction to the PeopleSoft (Evolve) Services
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REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug 1, 2013	David Baker	N/A
1.1	Aug 11, 2014	David Baker	Yearly updates -Language changes to screenshots descriptions
2.0	Aug 18, 2014	David Baker	Yearly revisions
3.0	July 31, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material

OVERVIEW

Welcome to Fleming College!

This document outlines the functionality that a faculty member is authorized to perform within the Fleming College PeopleSoft (Evolve) system. There are three systems used at Fleming College: myCampus portal, PeopleSoft (aka Evolve) Enterprise Resource Planning (ERP) and Desire2Learn (D2L).

myCampus:

The myCampus Portal is a one-stop shop for all services that a student and faculty member will require. On the homepage, you will see Fleming News, Upcoming Events, and Important Dates as outlined in the Academic Schedule as well as IT Service Notices for planned outages.

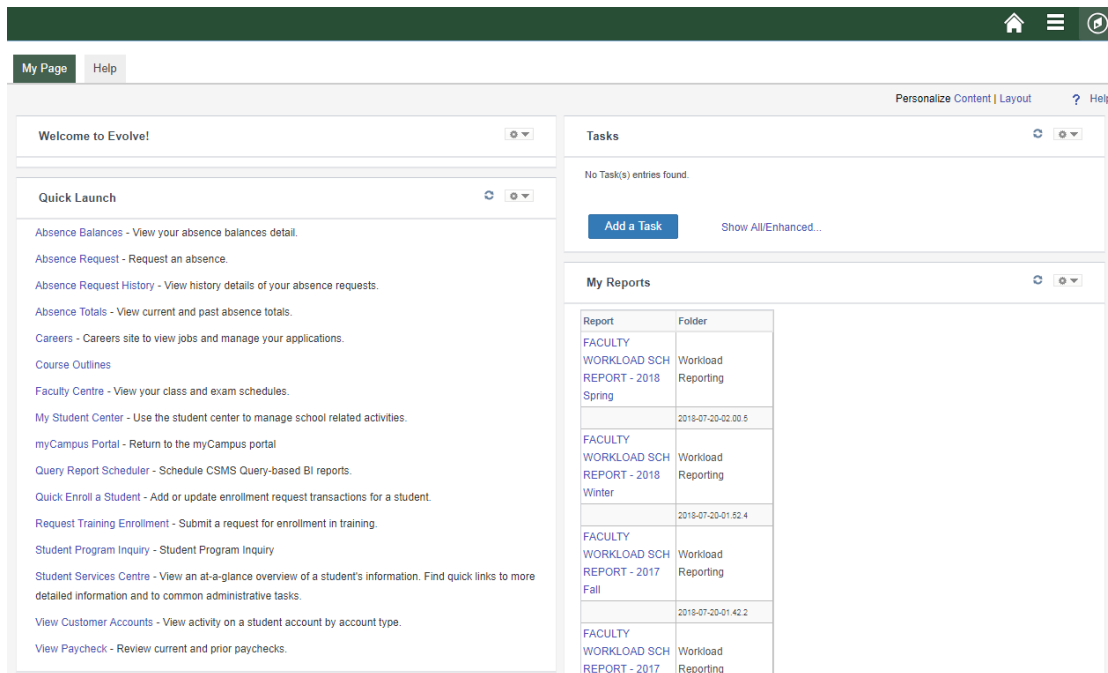
You can navigate through the myCampus Portal by using the menu links on the left hand side or the tabs at the top of the page. Take a few moments to orientate yourself with the myCampus Portal by checking out the top ribbon links (Staff, Resources, Student Life, Registrars Office, Service Directory and Virtual Tour etc.).

This Portal is also your pathway into the PeopleSoft ERP (Evolve) and Desire2Learn (D2L) systems.

The screenshot displays the myCampus portal interface. On the left is a dark sidebar with navigation links: HOME, EMAIL (OWA), MYCOURSES (D2L), MY STUDENT CENTRE, CO-CURRICULAR RECORD, EVOLVE ADMINISTRATIVE SYSTEMS, MY PROGRAM, FILEWAY (H:), GRADES, THE FLEMING ZONE, MORE APPLICATIONS..., FLEMING COLLEGE WEBSITE, BOOKIT@FLEMING, SUGGESTIONS/FEEDBACK, HELP, and CHANGE PASSWORD. The main content area features a search bar and a top navigation bar with links for STAFF, RESOURCES, STUDENT LIFE, REGISTRARS OFFICE, SERVICES DIRECTORY, and VIRTUAL TOUR. Below the search bar are three main sections: 'Today's Schedule' (with a message: 'You have no classes scheduled for the current week.'), 'Fleming News' (with a 'LATEST NEWS' header and a list of news items: 'Fleming College Board of Governors Meeting', 'Shorlines Casino Peterborough to host job fair at Fleming ...', 'Fleming College to celebrate Convocation', and 'Saskatchewan Polytechnic partnership expands online offe...'), and 'Upcoming Events' (with a header and a list of dates: 'July 15, 2018 to August 10, 2018', 'July 28, 2018', 'July 29, 2018 to August 10, 2018', and 'August 3, 2018'). The 'Important Dates' section provides details for each date, such as 'During the final third of the semester, a WF (withdrew-fail) grade will be entered for a dropped course of more than seven weeks duration'.

PeopleSoft (Evolve)

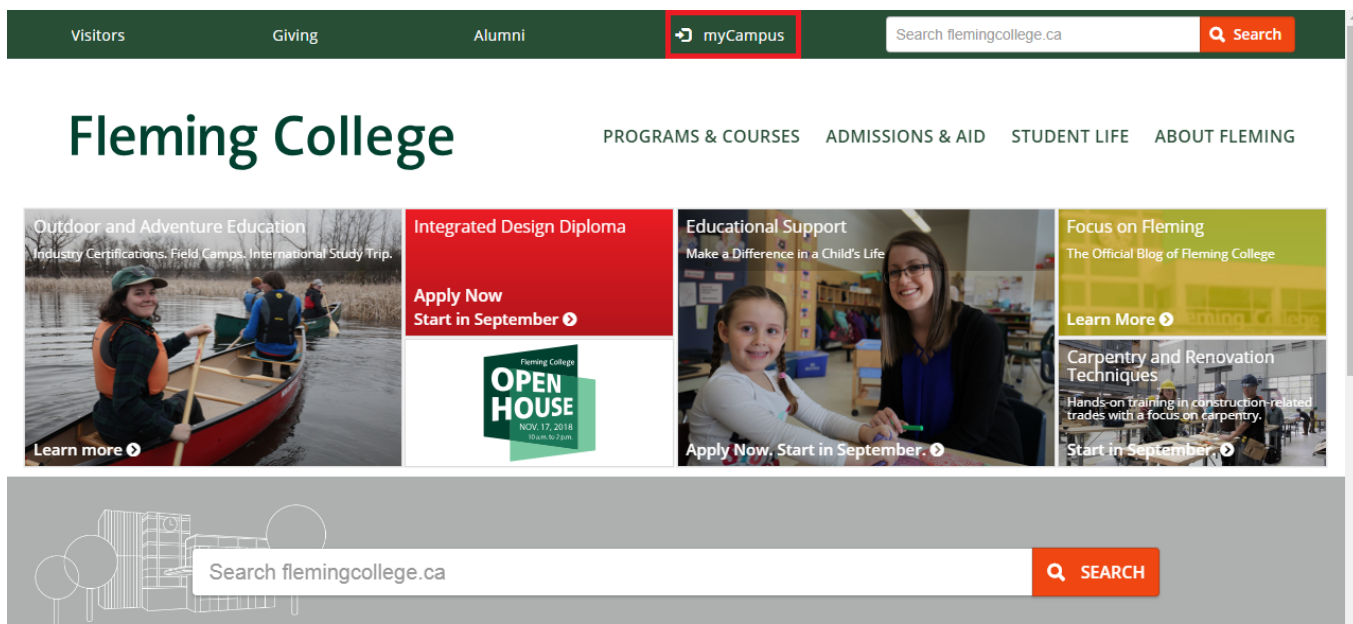
The PeopleSoft (Evolve) is Fleming College's Enterprise Resource Planning (ERP) system controlling student records and information, courses, registration, grades etc. In addition to the student side, it includes billing, payroll, human resources, and other various administrative functions.



Report	Folder
FACULTY WORKLOAD SCH REPORT - 2018 Spring	Workload Reporting
	2018-07-20-02.00.5
FACULTY WORKLOAD SCH REPORT - 2017 Winter	Workload Reporting
	2018-07-20-01.52.4
FACULTY WORKLOAD SCH REPORT - 2017 Fall	Workload Reporting
	2018-07-20-01.42.2
FACULTY WORKLOAD SCH REPORT - 2017	Workload Reporting

Accessing the myCampus Portal

From the Fleming College homepage [<http://flemingcollege.ca/>], click on the 'myCampus' link. Alternatively, you may go directly to the myCampus Portal using the following URL: <https://mycampus.flemingcollege.ca/>



Visitors Giving Alumni **myCampus** Search flemingcollege.ca

Fleming College

PROGRAMS & COURSES ADMISSIONS & AID STUDENT LIFE ABOUT FLEMING

Outdoor and Adventure Education
Industry Certifications, Field Camps, International Study Trip.
Learn more

Integrated Design Diploma
Apply Now
Start in September

OPEN HOUSE
NOV. 17, 2018
10 am to 7 pm

Educational Support
Make a Difference in a Child's Life
Apply Now, Start in September

Focus on Fleming
The Official Blog of Fleming College
Learn More

Carpentry and Renovation Techniques
Hands-on training in construction-related trades with a focus on carpentry.
Start in September

Search flemingcollege.ca SEARCH



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FREEDOM OF INFORMATION STATEMENT

Collection, Use and Disclosure of Personal Information

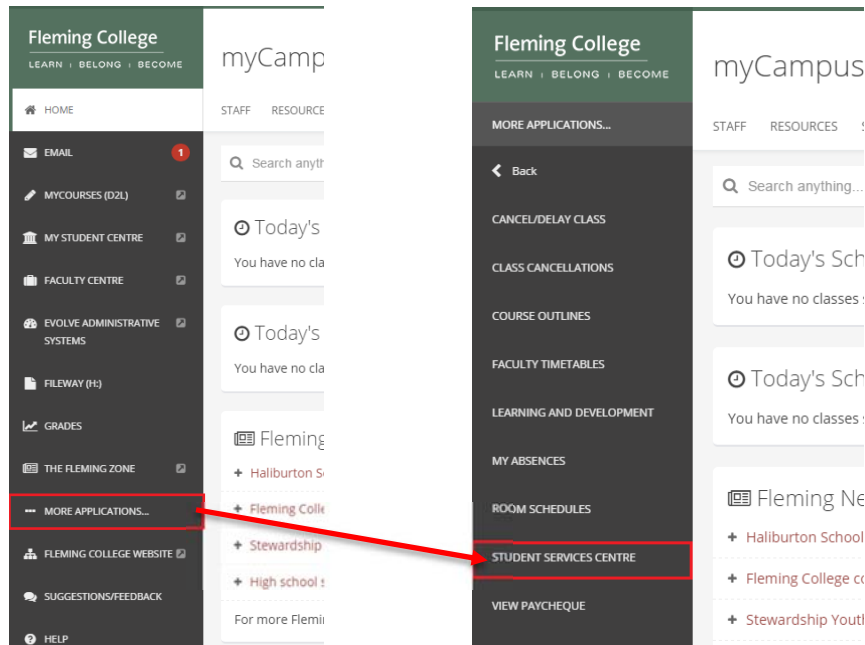
Please take all-necessary precautions in safeguarding student information (unauthorized access and must not be copied or distributed). If you print any document to hard copy, it is **your responsibility** to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

Fleming College's Freedom of Information Statement, as of July 2013:

The collection, use and disclosure of student information is protected by College policies and government legislation. Personal information is primarily used by the College for academic, administrative and statistical purposes. A Student's personal information (even confirming their enrolment at the College) may only be disclosed when a valid consent to release this information is obtained. In addition, there will be instances where the College will disclose personal information to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required or authorized by a court order or other legal document. A student may request access to their personal information and may request corrections, deletions or additions of information that is not accurate, complete or up to date.

STUDENT SERVICE CENTRE

1. Go to Fleming College's website (<http://flemingcollege.ca/>)
2. Log into the myCampus Portal
3. Click the 'More applications...' button then click the 'Student Services Centre' button



4. Define the search criteria
 - a. ID (optimal); and/or
 - b. Last Name; and/or
 - c. First Name

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Basic Search  Save Search Criteria

5. Click the 'Search' button

The Student Service Centre contains valuable information that a coordinator may use through an academic term for specific interactions with their assigned students. The options as a program coordinator are

- Academic history;
- Admissions;
- Biographical;
- Finances;
- Student schedule; and
- Transfer credit.

Billie Jean ID 123456789

Student Center General Info Admissions Academics Finances Transfer Credit

Billie's Student Center

Academics

You are a part-time student for the Spring 2018 term.

other academic... [x]

Deadlines URL

This Week's Schedule	
Class	Schedule
POP101-01OL C (494)	Online

Weekly Schedule ▶

Finances

My Account

Account Summary

Your Fee Notifications

other financial... [x]

Personal Information

Contact Information

Home Address	Mailing Address
5225 Figueroa Mountain Road Los Olivos California 93441	None
Home Phone	Fleming Email
209/233.2366	billie.jean @flemingcollege.ca

Go to top

Return To Search Notify

Search for Classes

Student Self Service Options

Confirmation of Enrolment
Transfer Credit Requests

Timetable Resources

Course Selection List
General Education Classes
Add/Drop/Swap Help

Financial Aid and Fee Payments

Scholarships and Bursaries
Tuition and Ancillary Fees
Fee Payments (Domestic)

Weekly Schedule

1. To view the student's weekly schedule, click on '**Weekly Schedule**' button at the bottom right hand corner of the student's 'The Week's Schedule' chart

Academics

You are a part-time student for the Spring 2018 term.

other academic... [x]

Deadlines URL

This Week's Schedule	
Class	Schedule
POP101-01OL C (494)	Online

Weekly Schedule ▶

2. A sample student's schedule

		<< Previous Week		Week of 7/30/2018 - 8/5/2018		Next Week >>	
		Show Week of 07/31/2018		Start Time 7:00AM		End Time 9:00PM	
		Refresh Calendar					
Schedule							
Time	Monday Jul 30	Tuesday Jul 31	Wednesday Aug 1	Thursday Aug 2	Friday Aug 3		
7:00AM							
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							

View Grades – Student Center (Simple Method)

- To view the student's grades, in the drop down menu under the Academics section select '**Grades**' and then click the '>>' button

Academics

You are a full-time student for the Spring 2018 term.

Grades >>

Deadlines URL

This Week's Schedule	
Class	Schedule
POP101 -L02 L (2289)	Fr 11:00AM - 12:00PM BR-E2 Computer lab

- Select the appropriate term (2018 Spring) or select the All Terms option and then click the '**Continue**' button

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> All Terms		Fleming College
<input type="radio"/> 2018 Spring	Credit	Fleming College
<input type="radio"/> 2018 Winter	Credit	Fleming College

Continue

Cancel

- An example of '**Class Grades**' using the grade option through the Student Center

Class Grades -

Official Grades

Term	Class	Description	Units	Grading	Grade	Grade Points
2018 Winter	BUSN 188	Intro To Bus & Success Strat	60.00	All Grades	W	
2018 Winter	COMM 201	Communications I	45.00	All Grades	W	
2018 Winter	COMP 345	Introductory Computing	45.00	All Grades	P	
2018 Winter	MATH 112	College Math Foundations	45.00	All Grades	89	171.000
2018 Winter	ORGB 13	Developing Effective Teams	45.00	All Grades	74	135.000

- To change the term selected click the '**Change Term**' button and then repeat step two.

All Terms | All Careers | Fleming College

Change Term

Class Grades -

Official Grades

Term	Class	Description	Units	Grading	Grade	Grade Points
2018 Winter	BUSN 188	Intro To Bus & Success Strat	60.00	All Grades	W	
2018 Winter	COMM 201	Communications I	45.00	All Grades	W	
2018 Winter	COMP 345	Introductory Computing	45.00	All Grades	P	
2018 Winter	MATH 112	College Math Foundations	45.00	All Grades	89	171.000
2018 Winter	ORGB 13	Developing Effective Teams	45.00	All Grades	74	135.000

View Grades – Academics tab (Multiple Programs)

A Student may attempt multiple programs at the College. If a granular review is required use the following method.

1. Click on the 'Academics' tab

Institution / Career / Program [Edit Program Data](#)

FLEMING - Fleming College

- CRED - Credit
 - GSU - Gen Arts & Science-Univ Transf
 - SG - Sporting Goods Business

Program SG Sporting Goods Business

Student Career Nbr 1

Status Completed Program as of 04/28/2018

Admit Term 1169 2016 Fall

Expected Graduation 1181 2018 Winter

Approved Load Full-Time

Load Determination Base On Units

Level Determination Base On Units

Plan SG Sporting Goods Business

Requirement Term 1169 2016 Fall

! In this case, the student was admitted and attempted several programs at Fleming. A review of only applicable grade information may be appropriate.

2. Scroll down to the 'Term Summary' section
3. Click on the desired term, example '1169 – 2016 Fall', that requires a review. 2016 Fall is the start of the student's **Sporting Goods Business** academic program and academic history

Term Summary [Edit Term Data](#)

FLEMING - Fleming College 2016 Fall

- CRED - Credit
 - 1181 - 2018 Winter
 - 1179 - 2017 Fall
 - 1171 - 2017 Winter
 - 1169 - 2016 Fall
 - 1161 - 2016 Winter
 - 1159 - 2015 Fall

Eligible to Enroll Yes

Primary Program SG Sporting Goods Business

Academic Standing Status Good Standing as of 2016-12-21

Level / Load

Academic Level - Projected Sem 1

Academic Level - Term Start Sem 1

Academic Level - Term End Sem 2

Approved Academic Load Full-Time

Academic Load Full-Time

Classes

Fall 2015 is the start of the student's **General Arts & Science – University Transfer** academic program and academic history

Term Summary
Edit Term Data

- FLEMING - Fleming College
- CRED - Credit
 - 1181 - 2018 Winter
 - 1179 - 2017 Fall
 - 1171 - 2017 Winter
 - 1169 - 2016 Fall
 - 1161 - 2016 Winter
 - 1159 - 2015 Fall

2015 Fall

Eligible to Enroll Yes

Primary Program
GSU
Gen Arts & Science-Univ Transf

Academic Standing Status Good Standing as of 2015-12-22

▼ Level / Load

Academic Level - Projected
Sem 1

Academic Level - Term Start
Sem 1

Academic Level - Term End Sem 2

Approved Academic Load Full-Time

Academic Load Full-Time

! The program coordinator of Gen Arts & Science - - University Transfer may not be interested in the student's academic performance in the Sporting Goods Business program.

4. This is an example of the grade information is found under the **'Classes'** section. Viewing grade information through this method shows all components of a course, graded and non-graded components.

Class	Description	Units	Grading	Grade	Status
COMM 62-C02 (1871)	Introduction to Literature (Cls/Lect)	45.00	All Grades	85	✓
COMM 62-S02 (1868)	Introduction to Literature (Seminar)		Non-Graded Component		✓
COMM 64-S02 (2940)	Writing and Composition I (Seminar)	45.00	All Grades	99	✓
COMM 64-C02 (2937)	Writing and Composition I (Cls/Lect)		Non-Graded Component		✓
HUMN 2-C02 (2684)	Introduction to Philosophy 1 (Cls/Lect)	45.00	All Grades	61	✓
HUMN 2-S02 (2681)	Introduction to Philosophy 1 (Seminar)		Non-Graded Component		✓
HUMN 4-S02 (2131)	Critical Thinking Across Disc. (Seminar)	45.00	All Grades	P	✓

Biographical Information

1. Simplified biographical information is located under the 'Student Center' tab, 'Personal Information'.

Personal Information	
Contact Information	
Home Address	Mailing Address
5225 Figueroa Mountain Road Los Olivos California 93441	None
Home Phone	Fleming Email
209/233.2366	billie.jean@flemingcollege.ca

2. Detailed biographical information is found under the 'General Information' tab. This tab includes:
 - o Address;
 - o Email Addresses;
 - o Name;
 - o Personal Data;
 - o Phones; and
 - o Student Groups.

Billie Jean ID 123456789

Student Center	General Info	Admissions	Academics	Finances	Transfer Credit
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Billie's Student Center

Transfer Credit

A student may have transferred from another post-secondary institution. He/she may have received a transfer credit for the previous work completed.

- Click on the **'Transfer Credit'** tab
 - If the credit is from another institution, it will be displayed in the **'Course Credits'** section; or
 - If the student has completed internal testing, it will be displayed in the **'Test Credits'** section.

Student Center
General Info
Admissions
Academics
Finances
Transfer Credit

Course Credits

Model(1)
Statistics(2)
☰

Detail	Source	Career				Model Status
Detail	Laurentian University	Credit	Fleming College	Business Admin-Marketing	2017 Fall	Posted

Test Credits

No test credits found.

Other Credits

No other credits found.

☒ Go to top

Return to Search
Notify

- The applicable course information is found in the **'Transfer Credit Term'** menu
 - SPAD 1016EL from Laurentian University equivalent to Fleming's BUSN 188

Transfer Credit Model
Find | View All
First
1 of 1
Last

Academic Career	CRED	Credit
Academic Institution	FLEMG	Fleming College
Model Nbr	1	
Transcript Level	Print on Official	

Target Information

Academic Program	BAA	Business Admin-Marketing
Academic Plan	<input checked="" type="checkbox"/> Apply Agreement	

Source Information

Credit Source Type	External	
External Org ID	10002314	Laurentian University
Data Source	OCAS	

Transfer Credit Term
Find | View All
First
1 of 1
Last

Articulation Term	1179	2017Fall	
	Fetch		Posted

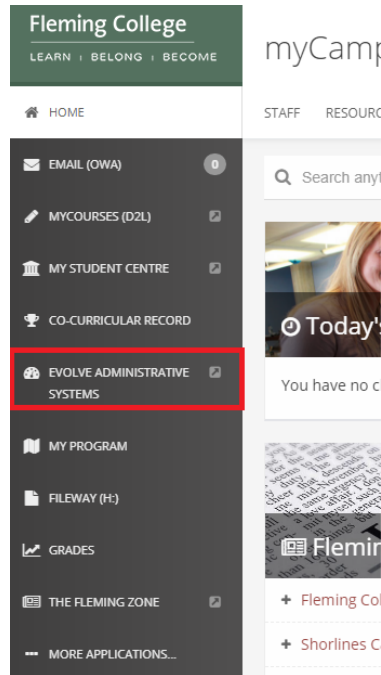
Equivalency Details
Evaluator Details
☰

Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Accepted	Grade Basis	Grade	Repeat Code	Incl in FA WI
1	Posted	2016 WINT	SPAD 1016EL	3.00	75	BUSN 188	3.000	P/F	75		<input checked="" type="checkbox"/>

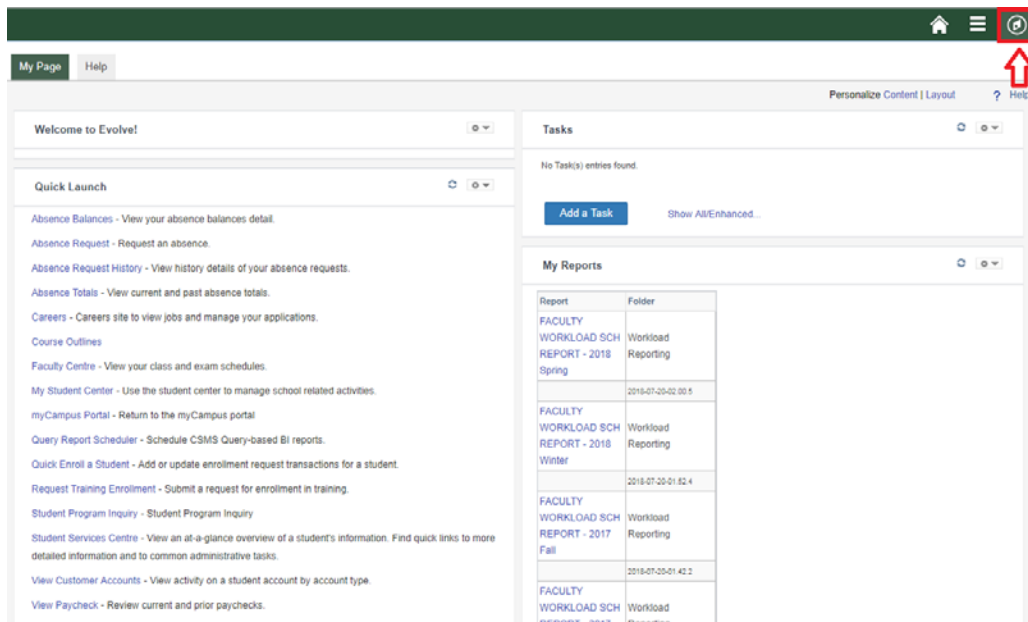
LIST OF STUDENTS IN PROGRAM

It is used to list students enrolled in a program with contact information. Also included are student contact information and a link to the Student Service Center (SSC).

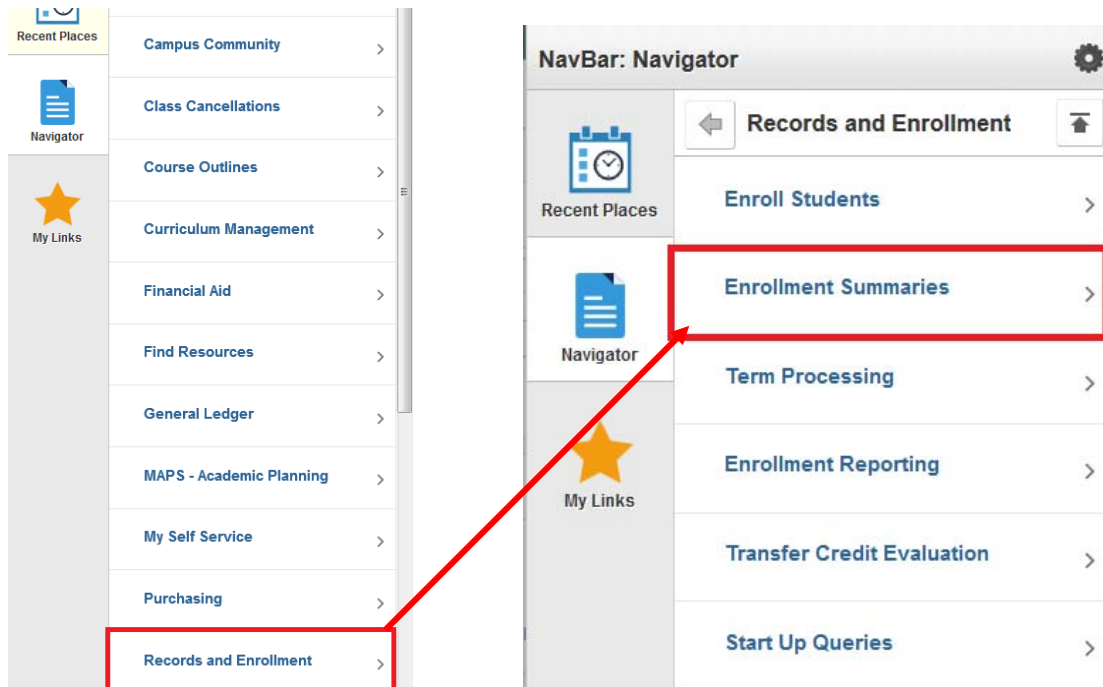
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Evolve Administrative System'** button



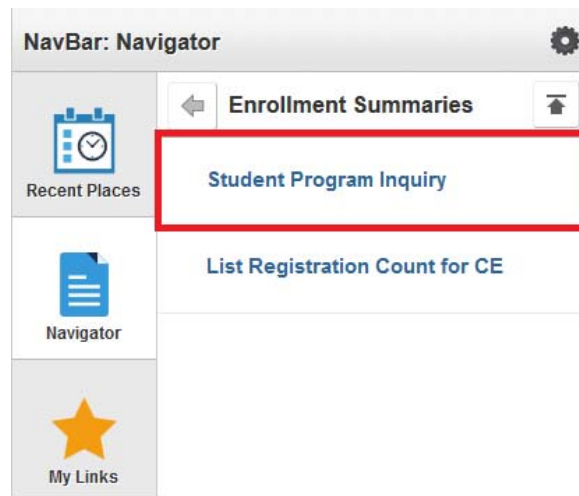
4. Click the **'Navigator'** button found in the top right-hand corner of the page



5. Click the 'Records and Enrollment' link and then the 'Enrollment Summaries' link



6. Click the 'Student Program Inquiry' menu option



7. Define the Selection Criteria
 - a. Enrollment filters (not required to be selected)
 - i. Registered Only (**recommended**)
 - ii. Eligible to Enrol
 - iii. Include Registered/Withdrawn
 - b. Population selection
 - i. Academic Career (Credit)
 - ii. Term (1159 – fall 2015)
 - iii. Academic Program (Program code – i.e. TV)
 - iv. Academic Organization (Org. code – i.e. MBS)
 - v. Semester

Student Prog Inq

Student Inquiry by Program

Selection Criteria

Registered Only?
 Eligible to Enroll
 Include Registered/Withdrawn
 Search

Academic Career Credit
 Term 1189
 Acad Prog TV
 Acad Org
 Semester

Personalize | Find | First 1 of 1 Last

Program Data Contact Info

SSC	Name	Empl ID	Prog	Sem	FT/PT	Start Date	Wdraw Code	Wdraw Date	Application Status	Records Status	Action Date	Graduation Term
1												

8. Click the 'Search' button once the search criteria are properly set
9. If required, the program coordinator can link directly to the Student Service Center (SSC) through clicking the 'man' in the SSC column

Student Prog Inq

Student Inquiry by Program

Selection Criteria

Registered Only?
 Eligible to Enroll
 Include Registered/Withdrawn
 Search

Academic Career Credit
 Term 1189
 Acad Prog TV
 Acad Org
 Semester

Personalize | Find | First 1 of 1 Last

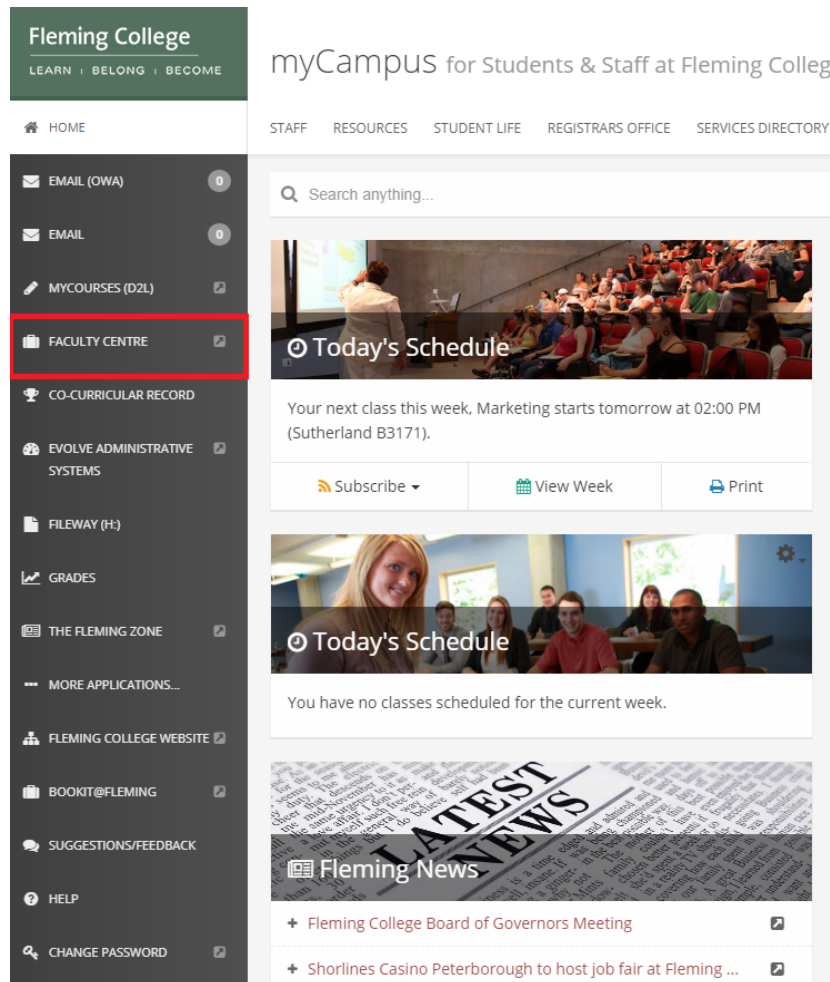
Program Data Contact Info

SSC	Name	Empl ID	Prog	Sem	FT/PT	Start Date	Wdraw Code	Wdraw Date	Application Status	Records Status	Action Date	Graduation Term
1		10	TV	Sem 3	Part-Time	09/04/2018				Active	07/26/2017	

GENERATE A PROGRAM DISTRIBUTION LIST

It is used to generate a list students enrolled in a program with contact information. Also included is student contact information and a link to the Student Service Center (SSC).

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Faculty Center'** button



4. Click **'Program Distribution'** tab option



- 5. Define the selection criteria
 - a. Academic Program (e.g. TV – Tourism and Travel)
 - b. Term (e.g. 1179 – Fall 2017)
 - c. Academic Level

Program Distribution Lists

Faculty Center

*Academic Program: Tourism and Global Travel

*Term:

Academic Level: ▼

Email Addresses Only

- 6. Click the 'Go' button

Program Distribution Lists

*Academic Program:

*Term:

Academic Level: ▼

Email Addresses Only

- 7. An example of the 'Program Distribution Lists' function

[Search Again](#)





Academic Program: TV Tourism and Global Travel

Term: 1179 2017 Fall

Academic Level - Semester 1

Email Only

Term Start:

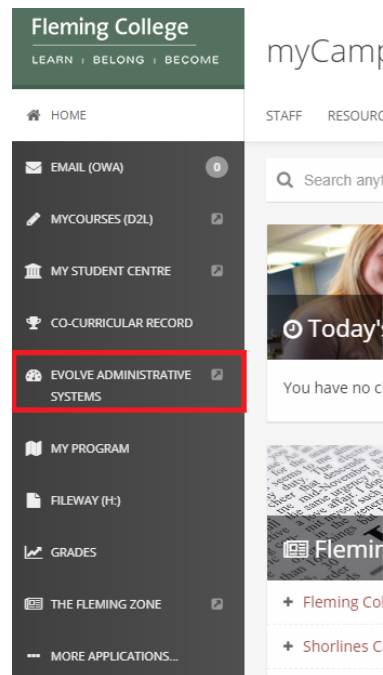
Personalize Find 			First 	1-20 of 20 	Last 
Empl ID	Name	Email Address			
1 100	Jackson, Mike	@flemingcollege.ca			
2 101	Kutcher, Ashton	@flemingcollege.ca			
3 101	Hudson, Katy	@flemingcollege.ca			

CURRICULUM MANAGEMENT

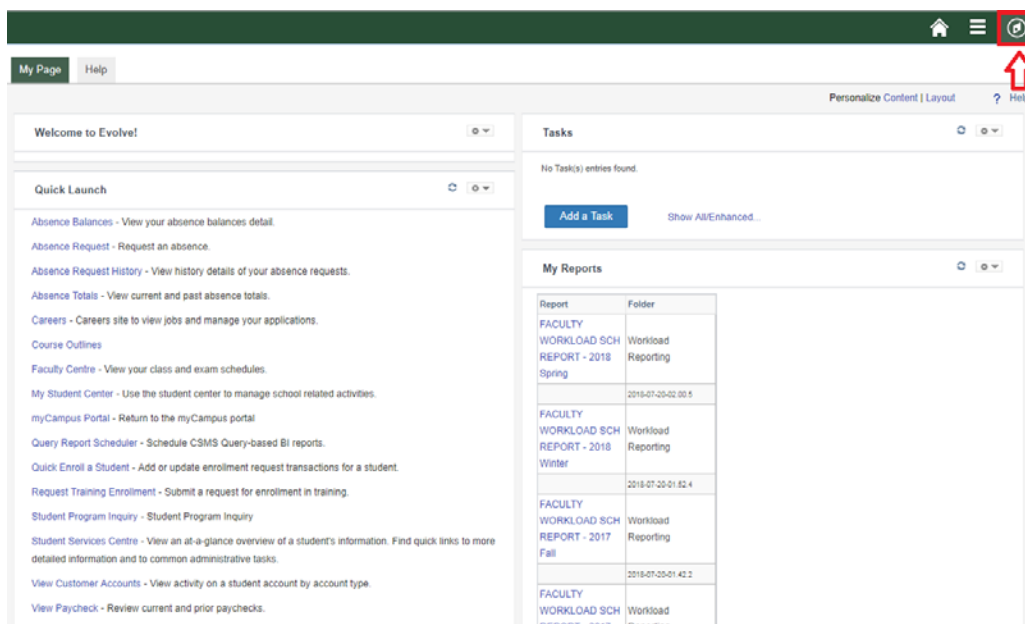
Course Catalog

Foundational course information provides details and validation to processes such as scheduling, course outlines, and fees. It allows the user to view courses, course offerings, course components and OntarioLearn equivalency. The information in course catalog flows into applications such course outlines and scheduling.

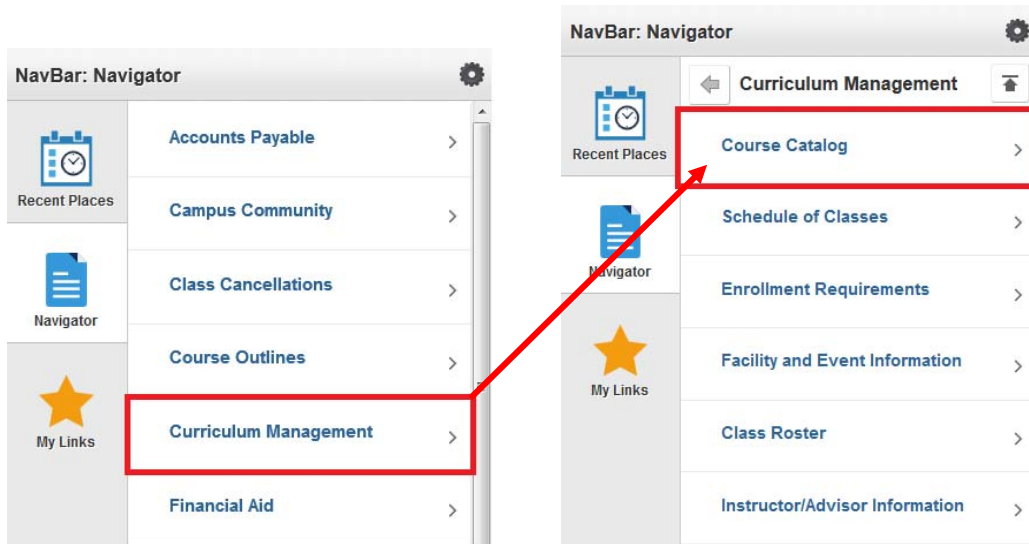
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Evolve Administrative System'** button



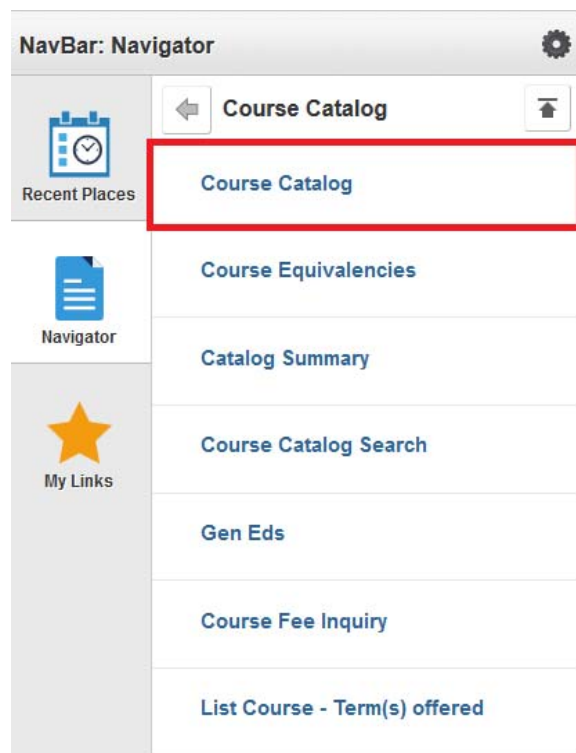
4. Click the **'Navigator'** button found in the top right-hand corner of the page



1. Click the 'Curriculum Management' link and then the 'Course Catalog' link



2. Click the 'Course Catalog' link



3. Define the selection criteria
 - a. Academic Institution (FLEMG); and/or
 - b. Subject Area (ACCT for accounting); and/or
 - c. Catalog Nbr; and/or
 - d. Course ID (optimal).

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution =

Subject Area =

Catalog Nbr begins with

Course ID begins with

Description begins with

Include History
 Case Sensitive

[Search](#)
 [Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

4. Click the 'Search' button

Description begins with

Include History
 Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

5. Click any item (FLEMG, INTL, 008923 etc.) in the specific row to review the detailed course information

Search Results

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
FLEMG	INTL	1	(blank)	008923	Basics Of Importing
FLEMG	INTL	2	(blank)	008922	Advanced Importing Techniques
FLEMG	INTL	3	(blank)	014098	Importing & Exporting Regs
FLEMG	INTL	4	(blank)	007507	International Trade
FLEMG	INTL	5	(blank)	008924	Customs For Trade
FLEMG	INTL	6	(blank)	007515	Transportation
FLEMG	INTL	7	(blank)	007505	International Money Matters
FLEMG	INTL	8	(blank)	012881	Global Political Economy
FLEMG	INTL	9	(blank)	014299	International Project Mgmt
FLEMG	INTL	10	(blank)	008140	FILE
FLEMG	INTL	10	(blank)	008140	Travel-Based Learning

6. An example of Course Catalog information – Catalog Data tab

Catalog Data Offerings Components GL Interface FC_Related_Info

Course ID 008923

Find | View All First 1 of 1 Last

Effective Date 07/01/2014 Status Active Course Offering 1 of 1

Description Basics Of Importing

Long Course Title Basics Of Importing

Long Description This course is designed to expose students to the basic principles of importing goods and services into Canada. Since importing is a two-way process that involves an exporter in a foreign land, some basic exporting principles will also be covered.

Course Units/Hours/Count

Minimum Units	45.00	<input type="checkbox"/> Last Course of Mult Term Seq
Maximum Units	45.00	Enrollment Unit Load Calc Type Actual Units
Academic Progress Units	45.00	Course Count 1.00
Financial Aid Progress Units	45.00	Course Contact Hours 45.00

Course Grading

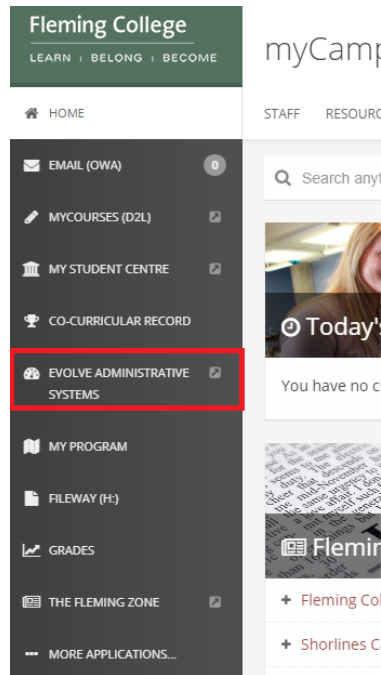
Grading Basis All Grades - GPA Grade Roster Print Component

Graded Component: CIs/Lect

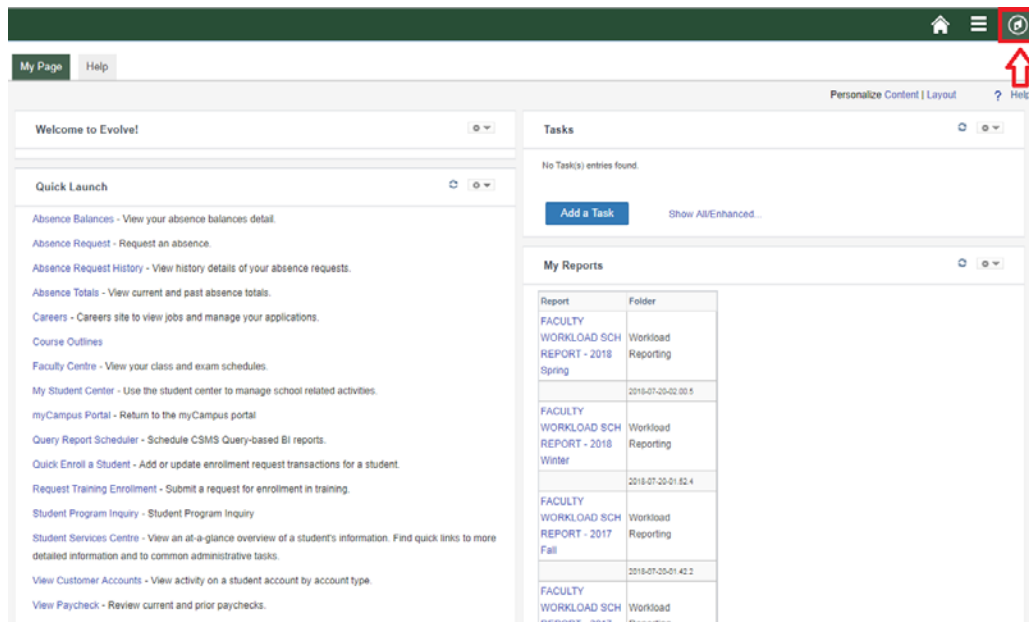
Course Equivalencies

View defined course equivalency groups. Records and Registration and Academic Advisors regularly use this feature to define and track equivalencies.

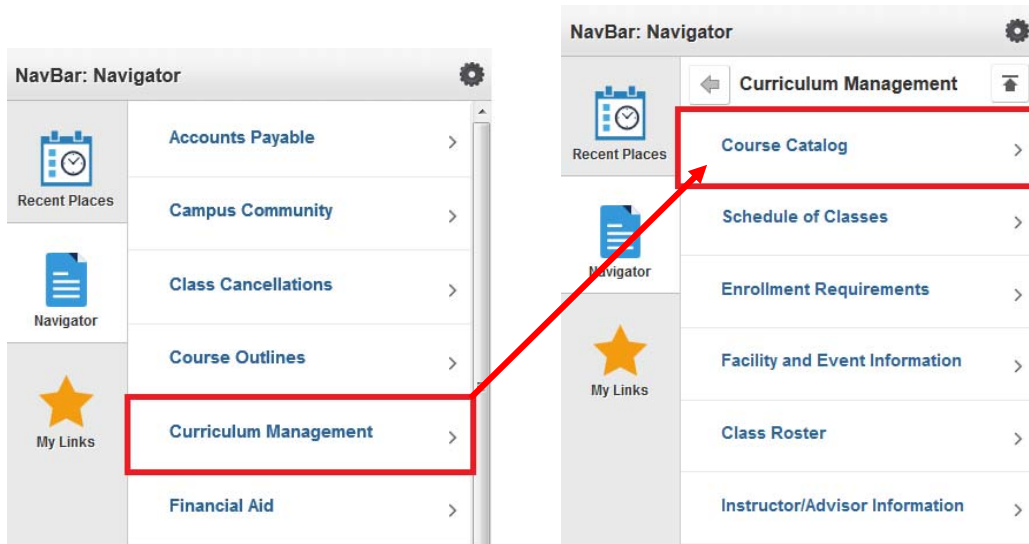
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Evolve Administrative System'** button



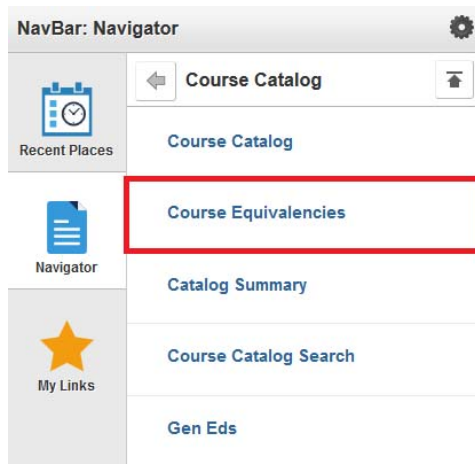
4. Click the **'Navigator'** button found in the top right-hand corner of the page



7. Click the 'Curriculum Management' link and then the 'Course Catalog' link



8. Click the 'Course Equivalencies' link



- 9. Define the selection criteria
 - a. Equivalent Course Group; and/or
 - b. Description (BUSN) (**Easiest**)

Course Equivalencies

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Search Criteria

Equivalent Course Group begins with

Description begins with

Case Sensitive

Search Clear Basic Search  Save Search Criteria

10. Click the 'Search' button

Course Equivalencies

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Equivalent Course Group begins with

Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

11. Click any item (06489 or BUSN003-1260123) in the specific row to review the detailed course information

Search Results

View All First 1-33 of 33 Last

Equivalent Course Group	Description
06480	BUSN001-1260096
06489	BUSN003-1260123
06488	BUSN004-1260120
05346	BUSN005-1090016
06478	BUSN007-1260081
06481	BUSN008-1260097

12. Click the 'Fetch Course Equivalencies' button

Course Equivalencies

Find | View All First 1 of 1 Last

Equivalent Course Group 06489

*Effective Date 01/01/1901 *Status Active

*Description BUSN003-1260123

Short Description BUSN003

Fetch Course Equivalencies

Equivalent Courses

Find First 1 of 1 Last

Course ID	Course Offering	Find	1 of 1
Effective Date	Status		
Equivalent Course Group			

13. Example of Course Equivalencies page information

Course Equivalencies

[Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Equivalent Course Group 06489 + -

*Effective Date 31 *Status Active

*Description

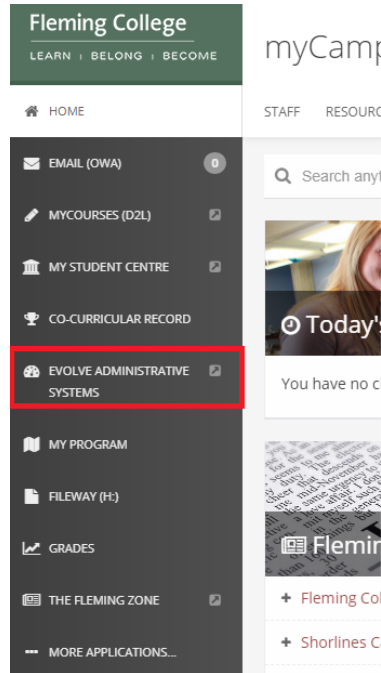
Short Description Fetch Course Equivalencies

Equivalent Courses		Find	First	1-5 of 5	Last						
<p>Course ID 006555 Business & Presentat</p> <p>Effective Date 07/01/2008 Status Inactive</p> <p>Equivalent Course Group 06489 BUSN003-1260123</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Course Offering</th> <th style="text-align: right;">Find</th> <th style="text-align: right;">1 of 1</th> </tr> <tr> <td style="padding: 2px;">BUSN</td> <td style="padding: 2px;">3</td> <td></td> </tr> </table>	Course Offering	Find	1 of 1	BUSN	3					
Course Offering	Find	1 of 1									
BUSN	3										
<p>Course ID 006555 Business & Presentat</p> <p>Effective Date 01/01/2001 Status Active</p> <p>Equivalent Course Group 06489 BUSN003-1260123</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Course Offering</th> <th style="text-align: right;">Find</th> <th style="text-align: right;">1 of 1</th> </tr> <tr> <td style="padding: 2px;">BUSN</td> <td style="padding: 2px;">3</td> <td></td> </tr> </table>	Course Offering	Find	1 of 1	BUSN	3					
Course Offering	Find	1 of 1									
BUSN	3										
<p>Course ID 009679 Business & Presentat</p> <p>Effective Date 07/01/2008 Status Inactive</p> <p>Equivalent Course Group 06489 BUSN003-1260123</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Course Offering</th> <th style="text-align: right;">Find</th> <th style="text-align: right;">1 of 1</th> </tr> <tr> <td style="padding: 2px;">126</td> <td style="padding: 2px;">123</td> <td></td> </tr> </table>	Course Offering	Find	1 of 1	126	123					
Course Offering	Find	1 of 1									
126	123										

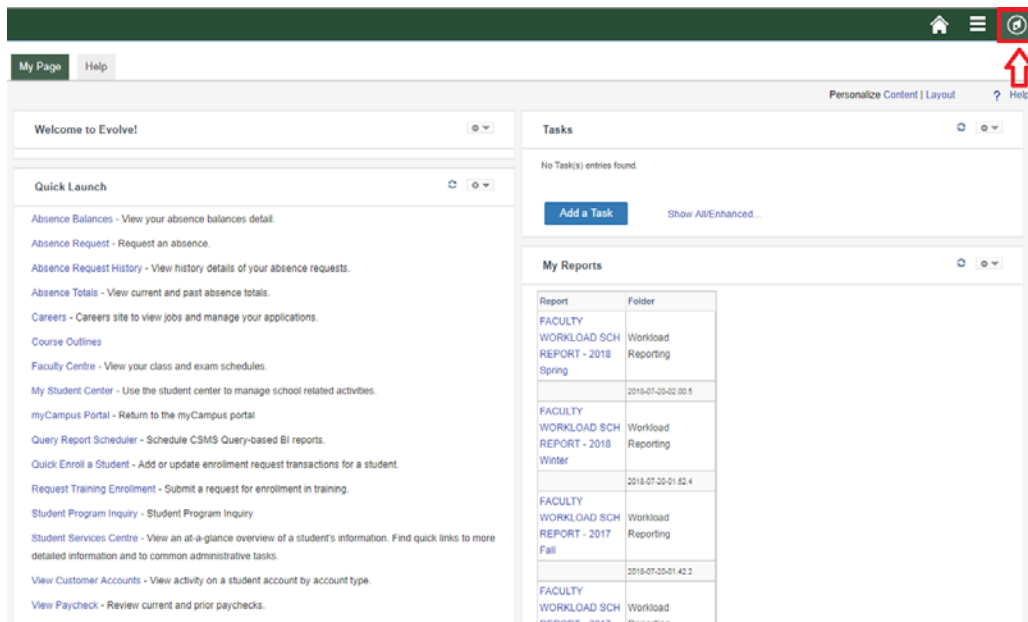
Catalog Summary

View defined Fleming College course equivalency groups. Records and Registration and Academic Advisors regularly use this feature to define and track equivalencies.

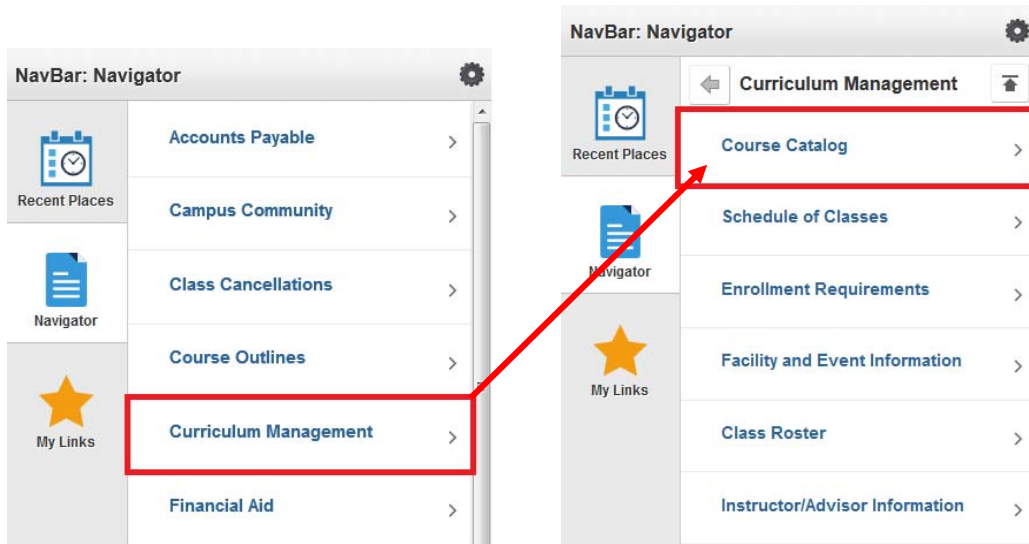
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Evolve Administrative System'** button



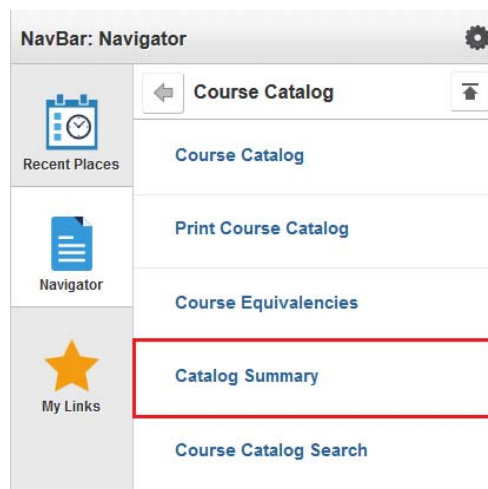
4. Click the **'Navigator'** button found in the top right-hand corner of the page



5. Click the 'Curriculum Management' link and then the 'Course Catalog' link



6. Click the 'Catalog Summary' menu option



7. Define the selection criteria
- a. Academic Institution (FLEMING); and
 - b. Subject Area (Laws – Law and Security); and/or
 - c. Catalog Nbr; and/or
 - d. Course ID (**optimal**).

▼ Search Criteria

Academic Institution = ▼ FLEMG 🔍

Subject Area = ▼ laws 🔍

Catalog Nbr begins with ▼

Campus begins with ▼ 🔍

Course ID begins with ▼

Description begins with ▼

Include History Case Sensitive

8. Click the 'Search' button

Search Criteria

Academic Institution =

Subject Area =

Catalog Nbr begins with

Campus begins with

Course ID begins with

Description begins with

Include History Case Sensitive

[Basic Search](#)

9. Click any item (FLEMG, 6, 008403, etc.) in the specific row to review the catalog summary information

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
FLEMG	LAWS	1	(blank)	008398	Adjust/Duty Relief
FLEMG	LAWS	2	(blank)	008399	Adv Civil Procedures
FLEMG	LAWS	3	(blank)	008400	Advocacy
FLEMG	LAWS	4	(blank)	008401	Bus & Contract Law
FLEMG	LAWS	4	(blank)	008401	Business and Contract Law
FLEMG	LAWS	5	(blank)	000860	Criminology
FLEMG	LAWS	5	(blank)	008402	Career Development
FLEMG	LAWS	6	(blank)	008403	Civil Law
FLEMG	LAWS	7	(blank)	008404	Commercial/Inst. Sec
FLEMG	LAWS	8	(blank)	008405	Community Policing
FLEMG	LAWS	9	(blank)	008406	Conflict Management

10. Example of Course Catalog Summary page information

Grading Basis	Min Units	Max Units	Pgrss Unt	Crs Cntct	Allowd Unt	Allow Comp
All Grades	45.00	45.00	45.00	45.00	45.00	1

Course ID	Effective Date
001043 Civil Law	09/01/1998
001043 Civil Law	07/01/2008
001043 Civil Law	05/01/2003

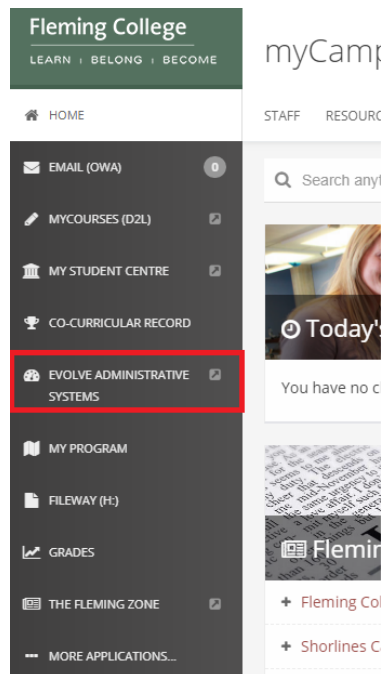
Institution	Acad Group	Subject	Catalog	Acad Org	Approved	Career	Campus
FLEMG	L&J	LAWS	6	L&J	Approved	Credit	

Component	Instructor Contact Hours
Cls/Lect	Optional: <input type="checkbox"/> 2.000
Seminar	Optional: <input checked="" type="checkbox"/> 1.000

Course Offering Inquiry

List course(s) with term(s) in which it was offered or to be offered.

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'Evolve Administrative System'** button



4. Click the **'Navigator'** button found in the top right-hand corner of the page

My Page Help

Welcome to Evolve!

Quick Launch

- Absence Balances - View your absence balances detail.
- Absence Request - Request an absence.
- Absence Request History - View history details of your absence requests.
- Absence Totals - View current and past absence totals.
- Careers - Careers site to view jobs and manage your applications.
- Course Outlines
- Faculty Centre - View your class and exam schedules.
- My Student Center - Use the student center to manage school related activities.
- myCampus Portal - Return to the myCampus portal
- Query Report Scheduler - Schedule CSMS Query-based BI reports.
- Quick Enroll a Student - Add or update enrollment request transactions for a student.
- Request Training Enrollment - Submit a request for enrollment in training.
- Student Program Inquiry - Student Program Inquiry
- Student Services Centre - View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.
- View Customer Accounts - View activity on a student account by account type.
- View Paycheck - Review current and prior paychecks.

Tasks

No Task(s) entries found.

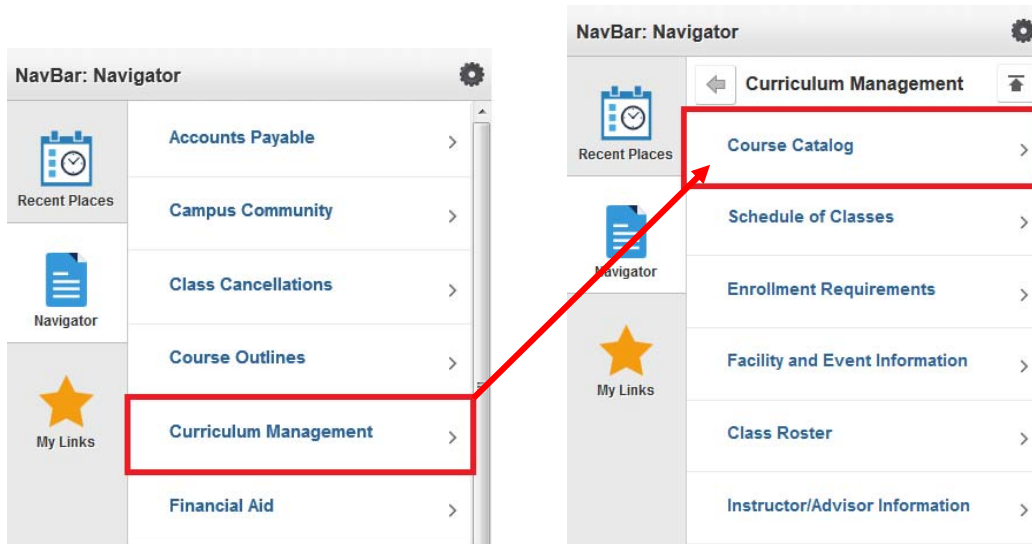
Add a Task Show All/Enhanced...

My Reports

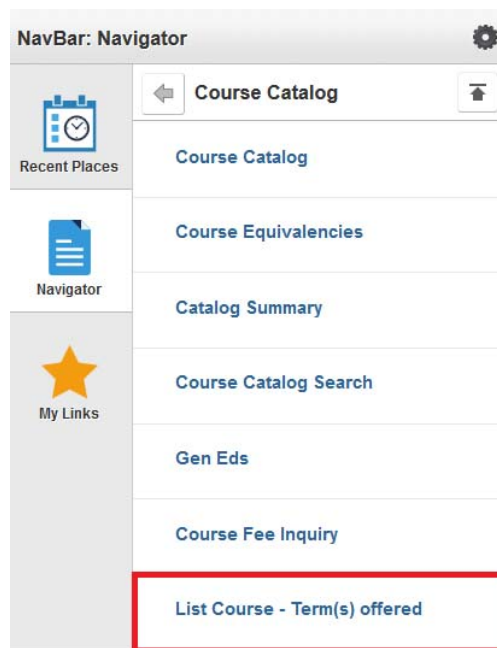
Report	Folder
FACULTY WORKLOAD SCH REPORT - 2018 Spring	Workload Reporting
	2018-07-20-02:00:5
FACULTY WORKLOAD SCH REPORT - 2018 Winter	Workload Reporting
	2018-07-20-01:52:4
FACULTY WORKLOAD SCH REPORT - 2017 Fall	Workload Reporting
	2018-07-20-01:42:2
FACULTY WORKLOAD SCH REPORT - 2017	Workload Reporting

Personalize Content | Layout ? Help

5. Click the 'Curriculum Management' link and then the 'Course Catalog' link



6. Click the 'List Course – Term(s) Offered' link



7. Define the selection criteria
- Course ID; or
 - Subject (INTL – International); and/or
 - Catalog (Course Nbr).

FC_CRSE_OFFERED_TERMS - List Course - Term(s) offered

Course ID 


Or By Subject 


+ Catalog

[View Results](#)

8. Click the 'View Results' button

FC_CRSE_OFFERED_TERMS - List Course - Term(s) offered

Course ID 


Or By Subject 


+ Catalog

View Results

9. This is a built query (FC_CRSE_OFFERED_TERMS) and the results can be downloaded into Microsoft Excel spreadsheet by clicking 'Excel Spread Sheet' link

FC_CRSE_OFFERED_TERMS - List Course - Term(s) offered

Course ID 

Or By Subject 

+ Catalog

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

First 1-20 of 20 Last

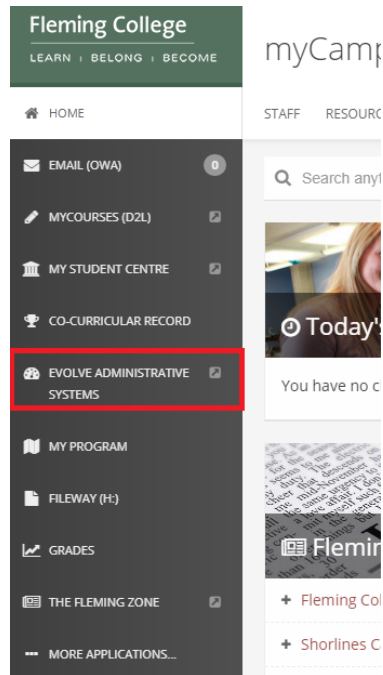
	Course ID	Subject	Catalog	Mode	Descr	Term	Campus	Session	Acad Group	Acad Org	Career	Section	Class Nbr	Component	Assoc	Tot Enrl
1	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	C01	1879	C	1	25
2	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	C02	1880	C	2	23
3	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	S01	1881	S	1	25
4	008923	INTL	1	P	Basics Of Importing	1129	1	1	MBS	MBS	CRED	S02	1882	S	2	23
5	008923	INTL	1	P	Basics Of Importing	1139	1	1	MBS	MBS	CRED	C01	2251	C	1	36

ENROLLMENT REQUIREMENTS

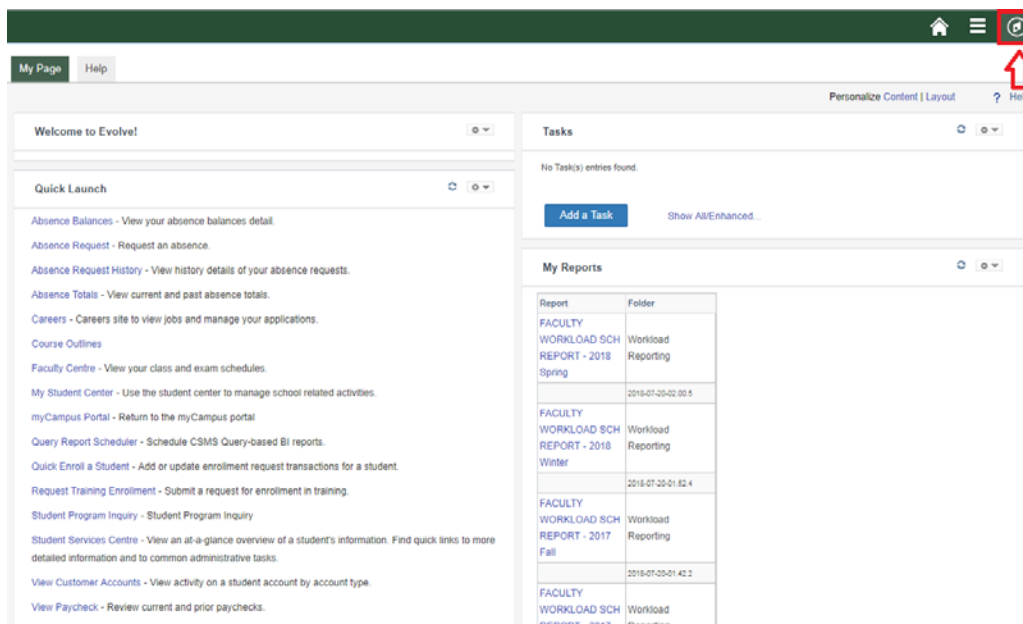
Course Prerequisites or Co-requisites

Provides details on predefined course prerequisites or co-requisites.

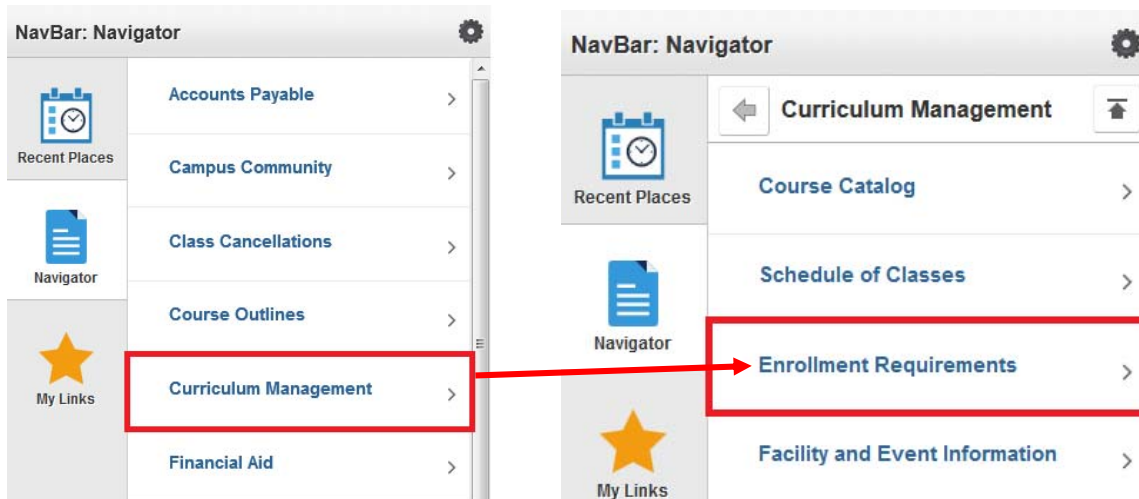
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
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3. Click the **'Evolve Administrative System'** button



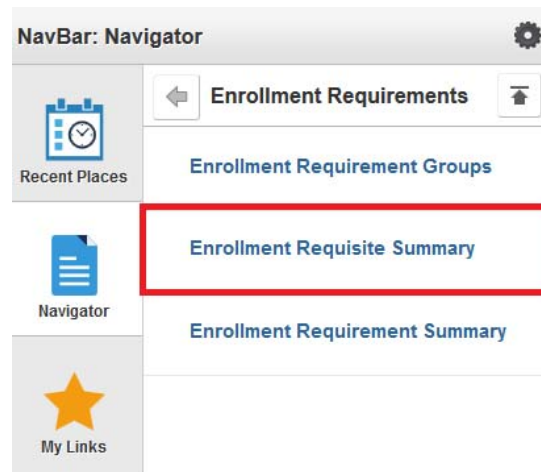
4. Click the **'Navigator'** button found in the top right-hand corner of the page



5. Click the 'Curriculum Management' link and then the 'Enrollment Requirements' link



6. Click the 'Enrollment Requisite Summary' link



7. Define the selection criteria
- a. Academic Institution (FLEMg); and/or
 - b. Subject Area (MGMT – Management); and/or
 - c. Course Nbr.

▼ Search Criteria

Requirement Group begins with

Academic Institution begins with

Academic Group begins with

Subject Area begins with

Catalog Nbr begins with

Description begins with

Include History Case Sensitive

[Basic Search](#)

8. Click the 'Search' button

▼ Search Criteria

Requirement Group begins with

Academic Institution begins with 🔍

Academic Group begins with

Subject Area begins with 🔍

Catalog Nbr begins with

Description begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

9. Click any item (Requirement Group, Subject Area, etc.) in the specific row to review the Requisite Summary information

Search Results

View All First ◀ 1-19 of 19 ▶ Last

Requirement Group	Effective Date	Academic Institution	Academic Group	Subject Area	Catalog Nbr	Description
000219	01/01/1901	FLEMG	(blank)	MGMT	33	MGMT33 PRE
000654	08/01/2006	FLEMG	(blank)	MGMT	1	MGMT1 PRE
000659	10/01/2006	FLEMG	(blank)	MGMT	3	MGMT3 PRE
000660	12/18/2006	FLEMG	(blank)	MGMT	9	MGMT9 PRE
000661	10/01/2006	FLEMG	(blank)	MGMT	10	MGMT10 PRE

10. An example Enrollment Requisite Summary page information

Enrollment Requisite Summary

Find | View All First ◀ 1 of 1 ▶ Last

000660 **MGMT9 PRE** Effective Date 12/18/2006 Active Always Report

Academic Requirements

(**Group Line Type:** Course MGMT 7

Requisite Type: Pre-Requisite

Course ID 008784 Human Resources Admin. **Include Equivalent Courses**

Or **Group Line Type:** Course) MGMT 4

Requisite Type: Pre-Requisite

Course ID 008781 HRM For HR Specialis **Include Equivalent Courses**

Return to Search **Previous in List** **Next in List** **Notify** Update/Display **Include History**

[END OF DOCUMENT]