

Faculty Access to Colleague Policy

as of 2/15/2007

Overview

All faculty, including adjuncts, are granted standard access (defined below) to Colleague via the Web using Cardinal Direct, SVSU's version of Datatel's "Web Advisor" product. Only faculty identified as department chairs/program coordinators or account managers/supervisors (Account Management Inquiry users, XMMI) will be allowed direct access (non-web) to Colleague as defined below. Before access to Colleague information is permitted, faculty must complete FERPA (Family Educational Rights and Privacy Act) requirements. FERPA and Colleague training will be provided by the Registrar's and Academic Affairs Offices. XMMI training will be provided by the Controller's Office.

Note-

- Macintosh users need to utilize "Virtual PC" software to have direct access to Colleague. Macintosh users are responsible for purchasing this software for their micorcomputer.
- As necessary and appropriate, the access functionality defined in this policy may change in the future.

Type of Faculty Access

A) Standard Access

All faculty, including adjuncts, will be allowed to access the following in Colleague via the Web using Cardinal Direct, when such functionality is released:

General information for all courses
A schedule of their courses
Roster information for their courses
Entering of grades for their courses

B) Department Chair & Program Coordinator Access

In addition to the standard and advisor access, faculty serving as department chairs will be allowed access to the following by direct login to the Colleague system:

Additional Student Profile Info (ASPR)
Section Availability Report (CSAR)
Academic Credit GPA Totals (GPAT)
Student Locator (LOCR)
Registration Activity Monitor (RGAM)
Academic Roster Inquiry (RSTR)
Student Academic Program (SACP)
Student Academic Summary (SASM)
Section Meeting Inquiry (SMIN)
Student Academic Level (STAL)
Student Academic Transcript (STAT)

Student Term Detail (STDT)
Student Terms Summary (STRS)
Transcript Course Listing (TRCL)
Account Management Inquiry (XMMI)

C) Account Manager Access

Faculty serving as account managers will be allowed access to the following by direct login to the Colleague system:

Account Management Inquiry (XMMI)

Guidelines

- To assure compliance with the Family Educational Rights and Privacy Act, FERPA, faculty must complete FERPA requirements prior to receiving access.
- Each Fall semester, the Dean's Offices are responsible for providing ITS Operations with an updated list of department chairs/program coordinators. Operations will use this list to verify access eligibility with the Registrar's Office and update access allowed accordingly. Also, the Dean's Offices are responsible for providing ITS Operations with an updated list of department chairs/program coordinators, at the time any changes take place during the academic year.
- Faculty will be granted access to XMMI after receiving approval from the Controller's Office.

Procedures

A) Standard Access:

- Faculty, including adjuncts, will be granted access to Cardinal Direct upon completion FERPA requirements.

B) Department Chair/Program Coordinator Access:

- Faculty will be granted Department Chair access to Colleague upon completion of FERPA requirements.
- Colleague training will be provided by the Registrar's and Academic Affairs Offices. The Controller's Office will provide XMMI training.
- Operations will verify eligibility based on the department chair list provided by the Deans.
- Operations will contact faculty after their access has been enabled.

C) Account Manager Access:

- Faculty will be granted Account Manager access to Colleague upon authorization by the Controller's Office. The Controller's Office will contact Operations when such access is required.
- The Controller's Office will provide XMMI training.
- Operations will contact faculty after their access has been enabled.