### Class Climate Dept Selection – Viewing Summer Terms

1) Log in to your Cal Poly Portal.
2) Under the “My Apps” select **Student Administration**.

3) Use the following navigation:

- **Main Menu** >
- **Cal Poly Reports/Interfaces** >
- **Cal Poly HR Custom** >
- **Use** >
- **Class Climate Dept Selection**
4) On the Class Climate Dept Selection page, enter the TERM you wish to view (e.g., 2176, 2186).

5) Hit the Search button.

Note: The current term automatically populates. If you know the session and academic organization you may enter that information too.
6) For Summer Term, you will need to pay attention to the different sessions because your Academic Organization may show up multiple times.

1 = 10 Week
5W1 = First 5 Week
5W2 = Second 5 Week
8W1 = 8 Week
CEU = Non-Academic Continuing Education Units (not evaluated)
COP = Open University
CQP = Quarter Plus
CSS = Special Session
MIN = Early Start Program

For example, if you want to look at the 10 Week courses offered in 176-CEN then select the 176-CEN that corresponds to the ‘1’.
Note: The departments appear in numerical order by Academic Organization and are sorted by Session. It may be helpful to memorize the number(s) that corresponds to your department(s), then search by term (e.g., 2176, 2186) and Academic Org so that all of the different sessions can be viewed together.

7) The courses being offered for the selected department and specified term are shown in the grid.

a) Under the “Evaluate” column courses will either be checked or unchecked according to the Criteria for Evaluation. The system automatically unchecks and grays out the courses that do not meet the evaluation criteria.

b) Summer student evaluations remain optional. If you do not wish to evaluate Summer courses, you MUST uncheck all of your courses in Class Climate Dept Selection.

Criteria for Evaluation

- Classes are not listed as independent study
- Enrollment is greater than or equal to 5