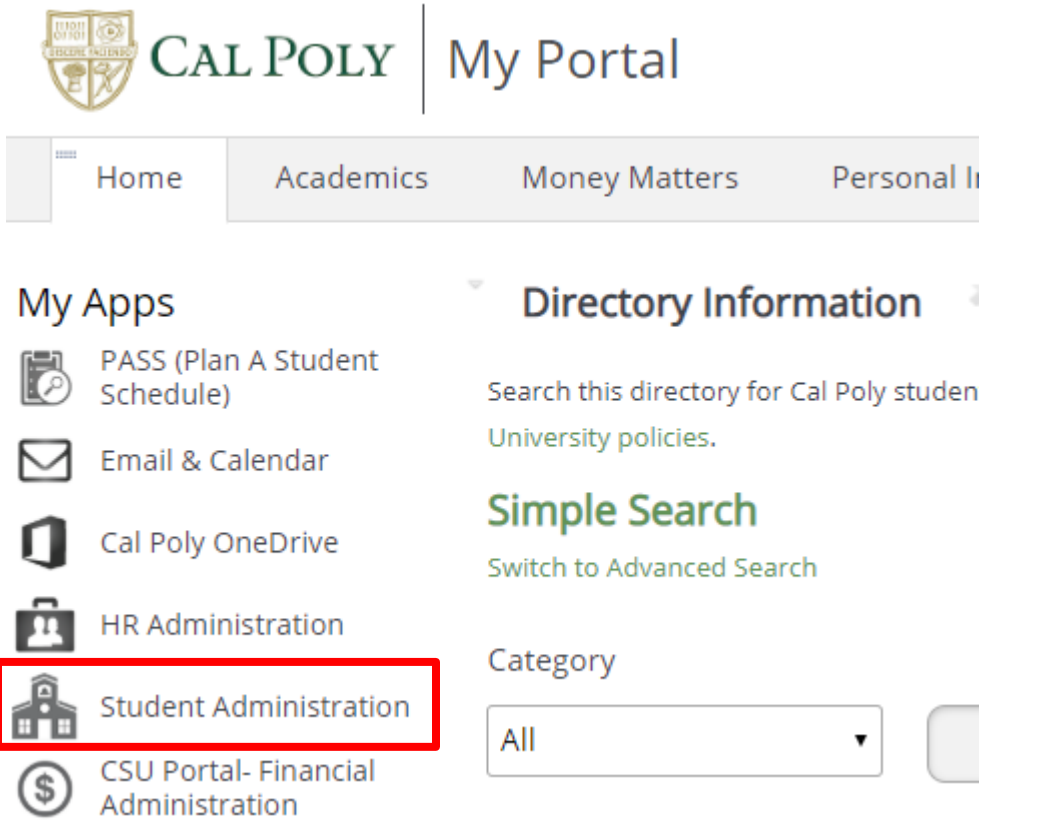
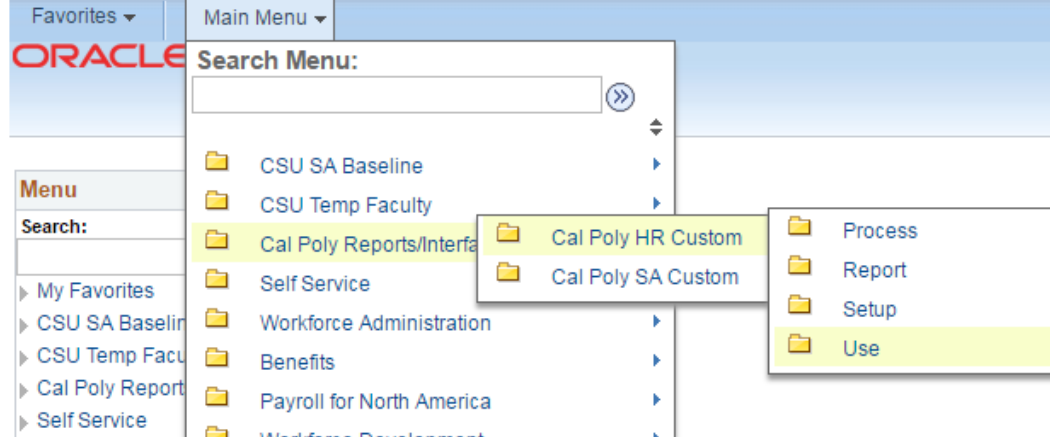


Instruction	Screenshot/Details
Class Climate Dept Selection – Viewing Summer Terms	
<p>1) Log in to your Cal Poly Portal.</p> <p>2) Under the “My Apps” select Student Administration.</p>	 <p>The screenshot shows the Cal Poly My Portal interface. At the top, there is a navigation bar with 'Home', 'Academics', 'Money Matters', and 'Personal Information'. Below this, the 'My Apps' section is visible, containing links to 'PASS (Plan A Student Schedule)', 'Email & Calendar', 'Cal Poly OneDrive', 'HR Administration', and 'Student Administration' (which is highlighted with a red box). To the right, there is a 'Directory Information' section with a search bar and a 'Simple Search' button.</p>
<p>3) Use the following navigation:</p> <p>Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Class Climate Dept Selection</p>	 <p>The screenshot shows the Oracle HR system navigation menu. The 'Main Menu' is expanded, showing a list of folders including 'CSU SA Baseline', 'CSU Temp Faculty', 'Cal Poly Reports/Interfaces', 'Self Service', 'Workforce Administration', 'Benefits', 'Payroll for North America', and 'Workforce Development'. The 'Cal Poly Reports/Interfaces' folder is highlighted, and its sub-menu is expanded, showing 'Cal Poly HR Custom' and 'Cal Poly SA Custom'. The 'Cal Poly HR Custom' folder is also highlighted, and its sub-menu is expanded, showing 'Process', 'Report', 'Setup', and 'Use'.</p>

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.

Navigation: Favorites ▾ | Main Menu ▾ > Cal Poly Reports/Interfaces ▾ > Cal Poly HR Custom ▾ >





CAL POLY | Student Administration


Class Climate Dept Selection

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	begins with ▾	SLCMP	
Term	begins with ▾	2186	
Session	begins with ▾		
Academic Organization	begins with ▾		

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

- 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'.

Search Results

View All			
First 7-106 of 106 Last			
Academic Institution	Term	Session	Academic Organization
SLCMP	2176	1	160-SBUS
SLCMP	2176	1	176-CEN
SLCMP	2176	1	178-CHEM
SLCMP	2176	1	184-CPE
SLCMP	2176	1	189-CSC
SLCMP	2176	1	198-HCS
SLCMP	2176	1	247-EE
SLCMP	2176	1	277-FDN
SLCMP	2176	1	323-GRC2
SLCMP	2176	1	342-RPTA
SLCMP	2176	1	351-PSY2
SLCMP	2176	1	363-IME
SLCMP	2176	1	365-IT2
SLCMP	2176	1	411-JOUR
SLCMP	2176	1	421-KINE
SLCMP	2176	1	490-MECH
SLCMP	2176	1	688-COMS
SLCMP	2176	1	770-MATE
SLCMP	2176	1	781-WS
SLCMP	2176	1	99-ALL
SLCMP	2176	5W1	125-BRAE
SLCMP	2176	5W1	127-AGB
SLCMP	2176	5W1	136-ART
SLCMP	2176	5W1	146-BIO
SLCMP	2176	5W1	160-GSB
SLCMP	2176	5W1	176-CEN
SLCMP	2176	5W1	178-CHEM
SLCMP	2176	5W1	185-CM
SLCMP	2176	5W1	189-CSC
SLCMP	2176	5W1	235-ECON
SLCMP	2176	5W1	239-NRES
SLCMP	2176	5W1	240-SOE
SLCMP	2176	5W1	247-EE
SLCMP	2176	5W1	254-ENGL
SLCMP	2176	5W1	258-ES
SLCMP	2176	5W1	280-WLC
SLCMP	2176	5W1	323-GRC2
SLCMP	2176	5W1	348-HIST
SLCMP	2176	5W1	350-HUM

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.

Class Climate Dept Selection

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: begins with ▼ SLCMP 🔍
 Term: begins with ▼ 2176 🔍
 Session: begins with ▼ 🔍
 Academic Organization: begins with ▼ 176 🔍

Search

Clear

Basic Search 🔍

Save Search Criteria

Search Results

View All	First	1-4 of 4	Last
Academic Institution	Term	Session	Academic Organization
SLCMP	2176	1	176-CEN
SLCMP	2176	5W1	176-CEN
SLCMP	2176	5W2	176-CEN
SLCMP	2176	8W1	176-CEN

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

- 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.
- 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