



**Athena Training Manual for Faculty and
Instructors**

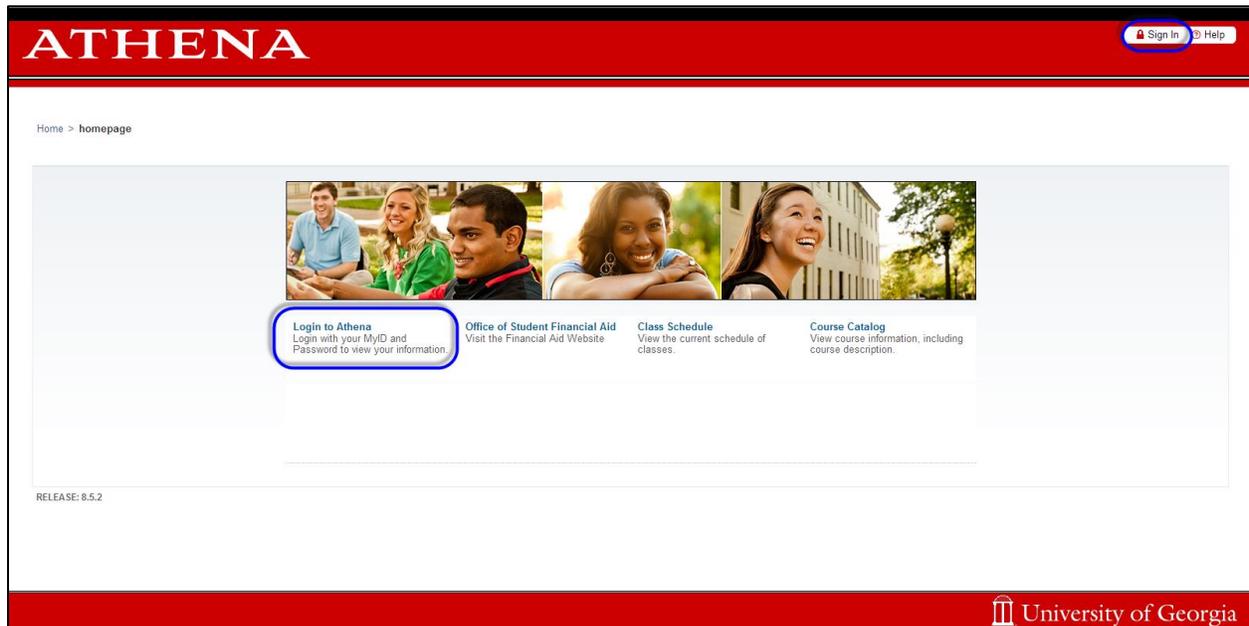
July 2014

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Logging in

1. Open an internet browser and go to <https://athena.uga.edu>.

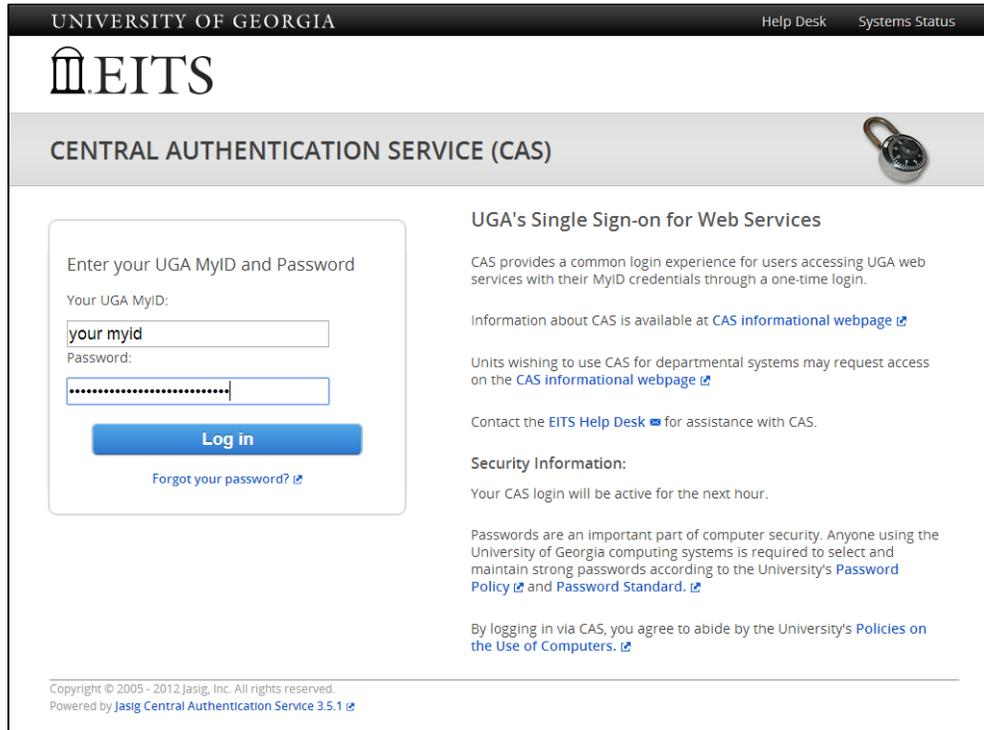


The Athena homepage, <https://athena.uga.edu>, links to the Student Financial Aid website, the class schedule, and the Banner course catalog.

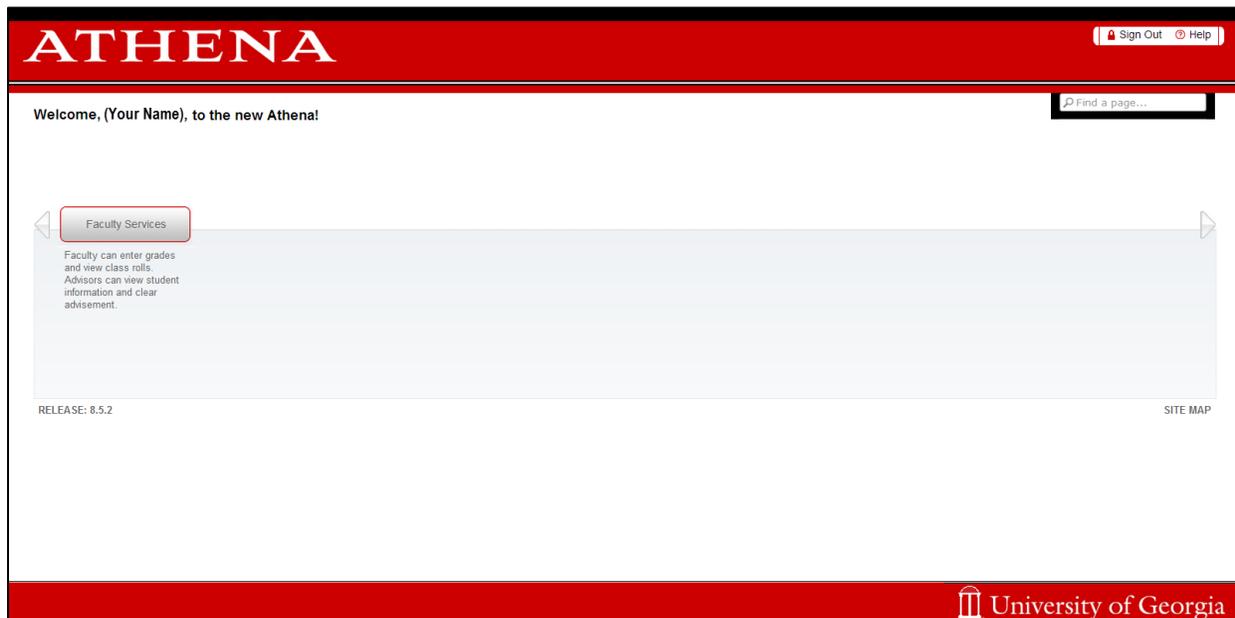
Students will be able to access Athena by going to the above website or through MyUGA Portal (<https://my.uga.edu>).

2. To log in to Athena, click "Sign In" in the top right corner of the page, or click the "Login to Athena" menu item in the middle of the page.

3. The UGA Central Authentication Services (CAS) Login page will appear. Login with your MyID and MyID password.



4. After logging in, the following screen will appear. This training will focus on the Faculty Services tab, shown below.



Students will not see the Faculty Services tab. For more information about screens that students see in Athena, please go to the EITS wiki, <http://wiki.eits.uga.edu/help/index.php/Athena>.

Faculty Services Tab

As a faculty member, you will use the Faculty Services tab to access student information and view the schedule of classes and class rolls. Other options, such as entering grades and tracking incomplete grades, will be available at a later time.

The Faculty Services tab includes information for faculty, advisors, and curriculum change approvers. Depending on your access, you may not have access to some menu items on the Faculty Services tab.

ATHENA Sign Out Help

Find a page...

Home > Faculty and Advisors

Personal Information Student Financial Aid **Faculty Services** WebTailor Administration

Student Information Menu Search for student contact information, registration information, view holds and test scores.	Clear Advisement Advisors use this to clear students for registration.	Schedule of Classes View the Schedule of Classes by term.	Course Catalog Go to the UGA Bulletin
Faculty Week at a Glance Faculty members can view their weekly teaching schedule.	Summary Class Roll Faculty members can view a list of students registered for their courses.	Faculty Detail Schedule Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.	Assignment History Faculty members can view their assignment history.
Office Hours Faculty members can provide office hours for their courses.	Term Selection Choose a specific term that can be used for further processing of other pages in Athena.	CRN Selection Choose a specific CRN that can be used for further processing of other pages in Athena.	Curriculum Change Application Approver View This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.			

RELEASE: 8.5.3 SITE MAP

To view instructions for the Student Information, Clear Advisement, Schedule of Classes, Course Catalog, and Curriculum Change Application menu items, [go to page 21](#) of this manual.

Faculty-Specific Athena Pages

ATHENA Sign Out Help

Find a page...

Home > Faculty and Advisors

Personal Information Student Financial Aid Faculty Services WebTailor Administration

Student Information Menu Search for student contact information, registration information, view holds and test scores.	Clear Advisement Advisors use this to clear students for registration.	Schedule of Classes View the Schedule of Classes by term.	Course Catalog Go to the UGA Bulletin
Faculty Week at a Glance Faculty members can view their weekly teaching schedule.	Summary Class Roll Faculty members can view a list of students registered for their courses.	Faculty Detail Schedule Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.	Assignment History Faculty members can view their assignment history.
Office Hours Faculty members can provide office hours for their courses.	Term Selection Choose a specific term that can be used for further processing of other pages in Athena.	CRN Selection Choose a specific CRN that can be used for further processing of other pages in Athena.	Curriculum Change Application Approver View This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.			

RELEASE: 8.5.3 SITE MAP

Below is a summary of the Faculty-Specific Athena pages. Detailed instructions can be found in the pages that follow.

Faculty Week at a Glance

The Faculty Week at a Glance page displays all of the courses that you are scheduled to teach for the current week.

Summary Class Roll

The Summary Class Roll page provides you with a detailed list of students who are registered for a specified course and term.

Faculty Detail Schedule

The Faculty Detail Schedule page displays detailed information about the courses you are scheduled to teach for the specified term. You may have to scroll down the page to view all of your courses for the term.

Assignment History

The Assignment History page displays your current teaching assignments. This page will eventually display courses that you taught in previous semesters that were assigned in Athena.

Office Hours

The Office Hours page enables you to provide office hours for each of the courses that you are teaching. Students have the option to view your office hours by clicking on your name in the Student Detail Schedule.

Term Selection

The Term Selection page enables you to choose a specific term to use, which is then used for further processing of other Faculty Athena pages until a new term is specified.

CRN Selection

This page enables you to choose a specific CRN to use, which is then used for further processing of other Faculty Athena pages until a new CRN is specified.

Faculty Week at a Glance

The Faculty Week at a Glance page displays all of the courses that you are scheduled to teach for the current week.

The screenshot displays the ATHENA web application interface. At the top, there is a red header with the word "ATHENA" in white serif font on the left, and "Sign Out" and "Help" links on the right. Below the header is a search bar with the placeholder text "Find a page...". A breadcrumb trail shows "Home > Faculty and Advisors". A horizontal menu contains five items: "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". Below this menu is a grid of service tiles. The "Faculty Week at a Glance" tile is highlighted with a blue rounded rectangle. The grid contains the following tiles:

Student Information Menu Search for student contact information, registration information, view holds and test scores.	Clear Advisement Advisors use this to clear students for registration.	Schedule of Classes View the Schedule of Classes by term.	Course Catalog Go to the UGA Bulletin
Faculty Week at a Glance Faculty members can view their weekly teaching schedule.	Summary Class Roll Faculty members can view a list of students registered for their courses.	Faculty Detail Schedule Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.	Assignment History Faculty members can view their assignment history.
Office Hours Faculty members can provide office hours for their courses.	Term Selection Choose a specific term that can be used for further processing of other pages in Athena.	CRN Selection Choose a specific CRN that can be used for further processing of other pages in Athena.	Curriculum Change Application Approver View This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.			

At the bottom left of the main content area, it says "RELEASE: 8.5.3". At the bottom right, it says "SITE MAP". The footer of the page is a red bar with the University of Georgia logo and name.

The example below displays a schedule with only one course.

ATHENA [Sign Out](#) [Help](#)

[Personal Information](#) | [Student](#) | [Financial Aid](#) | [Faculty Services](#) | [WebTailor Administration](#)

Faculty Week at a Glance

[Home](#) > [Faculty and Advisors](#) > [Faculty Week at a Glance](#)

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

Previous Week **Week of Aug 18, 2014 (1 of 18)** [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	ANTH 4110-0 89759 Class 9:05 am-9:55 am 0050 0G41		ANTH 4110-0 89759 Class 9:05 am-9:55 am 0050 0G41		ANTH 4110-0 89759 Class 9:05 am-9:55 am 0050 0G41		

[Summary Class Roll](#)

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There are several hyperlinks on the Week at a Glance page which can take you to other pages.

The example below displays a schedule with multiple courses.

The screenshot shows the Athena 'Faculty Week at a Glance' page. At the top, there is a red header with the 'ATHENA' logo and 'Sign Out' and 'Help' buttons. Below the header, there is a navigation bar with links for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'WebTailor Administration'. The main content area is titled 'Faculty Week at a Glance' and includes a date selector 'Go to (MM/DD/YYYY): 08/20/2014' with a 'Submit' button. There are also 'Previous Week' and 'Next Week' hyperlinks. The schedule is displayed in a grid format with days of the week as columns and times as rows. Courses are listed with their IDs, names, and meeting times. A search bar is located in the top right corner.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am			ANTH 3235S-0 91748 Class 9:05 am-9:55 am 0050 0G32				
10am			ANTH 3235S-0 91748 Class 10:10 am-11:00 am 0050 0G32				
11am			ANTH 3235S-0 91748 Discussion 11:05 am-11:35 am 0050 0G32				
12pm							
1pm							
2pm		AAEC 3400-0 91847 Class 2:00 pm-3:15 pm TBA		AAEC 3400-0 91847 Class 2:00 pm-3:15 pm TBA			
3pm							
4pm		AAEC 4980-0 84799 Class 3:30 pm-4:45 pm NCRR		AAEC 4980-0 84799 Class 3:30 pm-4:45 pm NCRR			

- To view your weekly schedule for a specific date, enter the date (in the format mm/dd/yyyy) into the text box provided and click Submit. This will take you to the week for the date specified.
- Clicking the Previous Week hyperlink may be used to view your schedule for previous weeks.
- Clicking the hyperlinked Next Week will allow you to view your schedule for the coming weeks.
- Click the hyperlinked course name to view a detailed schedule for that course.

Summary Class Roll

This page provides you with a detailed list of students who are registered for a specified course and term.

The screenshot displays the ATHENA web application interface. At the top, the word "ATHENA" is prominently displayed in white on a red background. To the right of the header, there are links for "Sign Out" and "Help". Below the header, a search bar contains the text "Find a page...". A breadcrumb trail shows the path: Home > Faculty and Advisors. A horizontal menu below the breadcrumb trail includes buttons for "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". The main content area is a grid of menu items. The "Summary Class Roll" item is highlighted with a blue rounded rectangle. The grid items include:

- Student Information Menu**: Search for student contact information, registration information, view holds and test scores.
- Clear Advisement**: Advisors use this to clear students for registration.
- Schedule of Classes**: View the Schedule of Classes by term.
- Course Catalog**: Go to the UGA Bulletin.
- Faculty Week at a Glance**: Faculty members can view their weekly teaching schedule.
- Summary Class Roll**: Faculty members can view a list of students registered for their courses.
- Faculty Detail Schedule**: Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.
- Assignment History**: Faculty members can view their assignment history.
- Office Hours**: Faculty members can provide office hours for their courses.
- Term Selection**: Choose a specific term that can be used for further processing of other pages in Athena.
- CRN Selection**: Choose a specific CRN that can be used for further processing of other pages in Athena.
- Curriculum Change Application Approver View**: This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
- Curriculum Change Application History View**: This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.

At the bottom left of the interface, it says "RELEASE: 8.5.3". At the bottom right, there is a "SITE MAP" link. The footer of the page features the University of Georgia logo and name on a red background.

There are several hyperlinks on this page which can take you to other pages or give you the option to email students.

ATHENA Sign Out Help

Personal Information Student Financial Aid Faculty Services WebTailor Administration Find a page...

Summary Class Roll

Home > Faculty and Advisors > Summary Class Roll

Course Information

[Anthropology and American Religion - ANTH 4110 0](#) **a**

CRN: [89759](#) **b**

Duration: Aug 18, 2014 - Dec 17, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	10	10	0
Cross List:	24	21	3

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Student Name c	81XXXXXXX	**Web Registered**	Undergraduate	3.000	 d
2	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
3	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
4	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
5	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
6	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
7	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
8	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
9	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	
10	Student Name	81XXXXXXX	**Web Registered**	Undergraduate	3.000	

[Email class](#) **e**

[Return to Previous](#)

- Clicking the hyperlinked course name under Course Information will take you to the Class Schedule Listing for that course.
- Clicking the hyperlinked CRN under Course Information will take you to the Detailed Class Roll for that course. This will include detailed information about each student registered for this course.
- Clicking the hyperlinked student name under Summary Class List will take you to the Student Information pages for that student. Use the menu items at the bottom of this page to view various information about the selected student.

Please note that if the word confidential appears next to a student's name, that student has invoked their FERPA rights and their information should be kept confidential.
- The email icon to the right of a student's record will allow you to email that individual student.
- The Email Class hyperlink at the bottom of the page will allow you to email all students in a class. This feature places all student email addresses in the Blind Carbon Copy (bcc) line of an email to allow for confidentiality. The email will be sent using your UGA email address.

Faculty Detail Schedule

This schedule provides detailed information about the courses you are scheduled to teach for the specified term. You may have to scroll down the page to view all of your courses for the term.

The screenshot displays the Athena system interface. At the top, the word "ATHENA" is prominently displayed in white on a red background. To the right of the logo, there are links for "Sign Out" and "Help". Below the header, a search bar contains the text "Find a page...". A breadcrumb trail indicates the user is in "Home > Faculty and Advisors". A horizontal menu below the breadcrumb trail includes options for "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". The main content area is a grid of service tiles. The "Faculty Detail Schedule" tile is highlighted with a blue border. This tile contains the text: "Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach." Other tiles include "Student Information Menu", "Clear Advisement", "Schedule of Classes", "Course Catalog", "Faculty Week at a Glance", "Summary Class Roll", "Assignment History", "Office Hours", "Term Selection", "CRN Selection", and "Curriculum Change Application Approver View". At the bottom left of the interface, it says "RELEASE: 8.5.3" and at the bottom right, "SITE MAP". The footer of the page features the University of Georgia logo and name.

To view this page, you will need to specify a term if you have not already done so.

There are several hyperlinks on this page which can take you to other pages.

ATHENA Sign Out Help

Personal Information | Student | Financial Aid | **Faculty Services** | WebTailor Administration Find a page...

Faculty Detail Schedule

Home > Faculty and Advisors > Faculty Detail Schedule

[Anthropology and American Religion - 89759 - ANTH 4110 - 0](#) **a**

Status: Active
Available for Registration: Apr 10, 2014 - Aug 22, 2014
College: College of Arts and Sciences
Department: Anthropology
Part of Term: 1
Course Credits: 3.000
Course Levels: Undergraduate
Campus: Athens
Override: No
Syllabus: [Add](#)
Rosters: [Classlist](#) **b**
Office Hours: [Add](#)

Enrollment Counts **c**

	Maximum	Actual	Remaining
Enrollment	10	10	0
Cross List:	24	21	3

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:05 am - 9:55 am	MWF	Baldwin Hall 0G41	Aug 18, 2014 - Dec 17, 2014	Lecture	John Smith (P)

[Return to Previous](#) **d**

University of Georgia

- Clicking the hyperlinked course name under Course Information will take you to the Class Schedule Listing for that course.
- Clicking the hyperlinked Classlist will take you to the Summary Class Roll for that course.
- Clicking the hyperlinked Enrollment under Enrollment Counts will also take you to the Summary Class Roll for that course.
- Clicking the Return to Previous hyperlink will take you to your previous page.

Assignment History

This page displays courses for which you are actively assigned as the instructor. You may have to scroll down the page to view all of your active assignments.

The screenshot shows the Athena system interface. At the top, the word "ATHENA" is displayed in white on a red background. To the right, there are links for "Sign Out" and "Help". Below this is a search bar with the text "Find a page...". A breadcrumb trail reads "Home > Faculty and Advisors". Below the breadcrumb are five navigation tabs: "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". The main content area is a grid of links with descriptions:

Student Information Menu Search for student contact information, registration information, view holds and test scores.	Clear Advisement Advisors use this to clear students for registration.	Schedule of Classes View the Schedule of Classes by term.	Course Catalog Go to the UGA Bulletin
Faculty Week at a Glance Faculty members can view their weekly teaching schedule.	Summary Class Roll Faculty members can view a list of students registered for their courses.	Faculty Detail Schedule Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.	Assignment History Faculty members can view their assignment history.
Office Hours Faculty members can provide office hours for their courses.	Term Selection Choose a specific term that can be used for further processing of other pages in Athena.	CRN Selection Choose a specific CRN that can be used for further processing of other pages in Athena.	Curriculum Change Application Approver View This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.			

At the bottom left, it says "RELEASE: 8.5.3" and at the bottom right, "SITE MAP". The footer of the page features the University of Georgia logo and name on a red background.

There are several hyperlinks on this page which can take you to other pages.

The following represents your class assignments, both past and present.

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Fall 2014	83472	ACCT.2101	Principles of Accounting I	3.000	Undergraduate	Athens		Yes	Active
Fall 2014	83501	ACCT.5000	Intermediate Accounting I	3.000	Undergraduate	Athens		Yes	Active

Faculty Week at a Glance ■ Faculty Detail Schedule ■ Summary Class Roll ■ Term Selection ■ CRN Selection

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- a. Clicking the hyperlinked CRN under Course Information will take you to the Faculty Detailed Schedule for that course.
- b. Clicking the hyperlinked course name will take you to the Class Schedule Listing for that course.

Office Hours

This page enables you to provide office hours for each of the courses that you are teaching.

The screenshot displays the ATHENA web application interface. At the top, the word "ATHENA" is prominently displayed in white on a red background. To the right of the logo, there are links for "Sign Out" and "Help". Below the header, a search bar contains the text "Find a page...". A breadcrumb trail shows "Home > Faculty and Advisors". A horizontal menu contains several options: "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". Below this menu is a grid of service tiles. The "Office Hours" tile is highlighted with a blue rounded rectangle. The "Office Hours" tile contains the text: "Faculty members can provide office hours for their courses." Other tiles include "Student Information Menu", "Clear Advisement", "Schedule of Classes", "Course Catalog", "Faculty Week at a Glance", "Summary Class Roll", "Faculty Detail Schedule", "Assignment History", "Term Selection", "CRN Selection", and "Curriculum Change Application Approver View". At the bottom left, it says "RELEASE: 8.5.3" and at the bottom right, "SITE MAP". The footer features the University of Georgia logo and name.

Student Information Menu Search for student contact information, registration information, view holds and test scores.	Clear Advisement Advisors use this to clear students for registration.	Schedule of Classes View the Schedule of Classes by term.	Course Catalog Go to the UGA Bulletin
Faculty Week at a Glance Faculty members can view their weekly teaching schedule.	Summary Class Roll Faculty members can view a list of students registered for their courses.	Faculty Detail Schedule Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.	Assignment History Faculty members can view their assignment history.
Office Hours Faculty members can provide office hours for their courses.	Term Selection Choose a specific term that can be used for further processing of other pages in Athena.	CRN Selection Choose a specific CRN that can be used for further processing of other pages in Athena.	Curriculum Change Application Approver View This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.			

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To get to the Office Hours page, you may need to specify a term and CRN first.

1. Fill in the appropriate information on the Office Hours page.

ATHENA Sign Out Help

Personal Information | Student | Financial Aid | Faculty Services | WebTailor Administration Find a page...

Office Hours

Home > Faculty and Advisors > Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information

Introduction to Agricultural Policy - 91847 - AAEC 3400 - 0

CRN: 91847

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 3:15 pm	TR	TBA	Aug 18, 2014 - Dec 17, 2014	Lecture	John Doe (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1500	1700	M T W R F S U <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Boyd 3C	08/18/2014	12/17/2014	<input checked="" type="checkbox"/>
1000	1200	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Boyd 3C	08/18/2014	12/17/2014	<input checked="" type="checkbox"/>
		<input type="checkbox"/>					<input type="checkbox"/>

Copy To: Select To Copy

Submit Reset

University of Georgia

- a. Provide a To and From time, in military time format.
 - b. Select the days that these office hours apply.
 - c. Specify a location.
 - d. Provide a To and From date, in the MM/DD/YYYY format.
 - e. If you wish to display these office hours to your students, check the Display checkbox.
 - f. Click "Submit" to apply the office hours to a course.
 - g. Click "Reset" to clear all of the fields.
2. If you wish to provide different office hours on different days, then you will need to enter that information on the additional rows on the page. In the example above, the professor is available from 3:00pm to 5:00pm on Mondays, Wednesdays, and Fridays and available from 10:00am to 12:00am on Tuesdays and Thursdays.
 3. By default, the office hours you have provided will display for the CRN you selected in order to get to the Office Hours page. In the example above, the office hours will apply to the "Introduction to Agricultural Policy" course displayed under Course Information.

4. Once you have entered your Office Hours Information, click "Submit."
5. To copy your office hours to a different CRN, select the desired CRN from the "Copy To" dropdown menu and then click "Submit."

ATHENA

[Sign Out](#) [Help](#)

[Personal Information](#) | [Student](#) | [Financial Aid](#) | [Faculty Services](#) | [WebTailor Administration](#)
Find a page...

Office Hours

810108189 Stacy K. Boyles
Fall 2014
Aug 06, 2014 10:23 am

Home > Faculty and Advisors > Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information

Introduction to Agricultural Policy - 91847 - AAEC 3400 - 0

CRN: 91847

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 3:15 pm	TR	TBA	Aug 18, 2014 - Dec 17, 2014	Lecture	Stacy Kathryn Boyles (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
		M T W R F S U					
<input type="text" value="1500"/>	<input type="text" value="1700"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text" value="Boyd 3C"/>	<input type="text" value="08/18/2014"/>	<input type="text" value="12/17/2014"/>	<input checked="" type="checkbox"/>
<input type="text" value="1000"/>	<input type="text" value="1200"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text" value="Boyd 3C"/>	<input type="text" value="08/18/2014"/>	<input type="text" value="12/17/2014"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To: Fall 2014 Roots and Rooting (91748)

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- Students may view your office hours from their Student Detail Schedule. If you have provided office hours, your name will be hyperlinked on your student's Student Detailed Schedule. Once they click your name, they will be taken to your office hours page.

ATHENA
Sign Out Help

Personal Information **Student** Financial Aid Faculty Services WebTailor Administration

Office Hours for John Doe

[Home](#) > [Office Hours for](#)

Introduction to Agricultural Policy - AAEC 3400 0
CRN: 91847

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 3:15 pm	TR	TBA	Aug 18, 2014 - Dec 17, 2014	Lecture	John Doe

Office Hours

Time	Day of the Week	Contact Number	Location	Date Range
10:00 am - 12:00 pm	TR	None	Boyd 301	Aug 18, 2014 - Dec 17, 2014
03:00 pm - 05:00 pm	MWF	None	Boyd 301	Aug 18, 2014 - Dec 17, 2014

[Return to Previous](#)

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SITE MAP

University of Georgia

Term Selection

This page enables you to choose a specific term to use, which is then used for further processing of other Faculty Athena pages until a new term is specified.

The screenshot shows the Athena web interface. At the top is a red header with the word "ATHENA" in white. To the right of the header are links for "Sign Out" and "Help". Below the header is a search bar with the text "Find a page...". A breadcrumb trail reads "Home > Faculty and Advisors". Below this is a horizontal menu with five items: "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". The main content area is a grid of links. The "Term Selection" link is highlighted with a blue rounded rectangle. The "Term Selection" link text is "Term Selection" and its description is "Choose a specific term that can be used for further processing of other pages in Athena." Other links in the grid include "Student Information Menu", "Clear Advisement", "Schedule of Classes", "Course Catalog", "Faculty Week at a Glance", "Summary Class Roll", "Faculty Detail Schedule", "Assignment History", "Office Hours", and "Curriculum Change Application History View". At the bottom left of the page is the text "RELEASE: 8.5.3" and at the bottom right is "SITE MAP". The footer of the page is red and contains the University of Georgia logo and name.

1. Select the term so that you can view term-specific pages (such as your schedule) within Athena.
2. Click Submit. When you click Submit, you will be returned to the Faculty Services landing page.

The screenshot shows the "Select Term" page in the Athena system. The header is the same as the previous screenshot. The breadcrumb trail is "Home > Faculty and Advisors > Select Another Term". The main content area has a "Select a Term" dropdown menu with "Fall 2014" selected. Below the dropdown is a "Submit" button. Both the dropdown menu and the "Submit" button are highlighted with blue rounded rectangles. The page also includes a search bar at the top right and a footer with the University of Georgia logo and name.

The term selected will populate automatically into other areas where a specific term is required, such as the student schedule.

CRN Selection

The CRN is the Course Reference Number, which was referred to as the Call Number in IMS and OASIS.

This page enables you to choose a specific CRN to use, which is then used for further processing of other Faculty Athena pages until a new CRN is specified.

The screenshot displays the ATHENA web application interface. At the top, the word "ATHENA" is prominently displayed in white on a red background. To the right of the header, there are links for "Sign Out" and "Help". Below the header, a search bar contains the text "Find a page...". A breadcrumb trail indicates the current location: "Home > Faculty and Advisors". A horizontal navigation menu includes buttons for "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". Below this menu is a grid of menu items. The "CRN Selection" item is highlighted with a blue rounded rectangle. The description for "CRN Selection" reads: "Choose a specific CRN that can be used for further processing of other pages in Athena." Other menu items include "Student Information Menu", "Clear Advisement", "Schedule of Classes", "Course Catalog", "Faculty Week at a Glance", "Summary Class Roll", "Faculty Detail Schedule", "Assignment History", "Office Hours", "Term Selection", and "Curriculum Change Application Approver View". At the bottom left of the page, it says "RELEASE: 8.5.3", and at the bottom right, it says "SITE MAP". The footer of the page features the University of Georgia logo and the text "University of Georgia".

Student Information Menu Search for student contact information, registration information, view holds and test scores.	Clear Advisement Advisors use this to clear students for registration.	Schedule of Classes View the Schedule of Classes by term.	Course Catalog Go to the UGA Bulletin
Faculty Week at a Glance Faculty members can view their weekly teaching schedule.	Summary Class Roll Faculty members can view a list of students registered for their courses.	Faculty Detail Schedule Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.	Assignment History Faculty members can view their assignment history.
Office Hours Faculty members can provide office hours for their courses.	Term Selection Choose a specific term that can be used for further processing of other pages in Athena.	CRN Selection Choose a specific CRN that can be used for further processing of other pages in Athena.	Curriculum Change Application Approver View This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.			

1. Select the term of the course you wish to select. (If you have already specified the term, you may not need to complete this step.)

ATHENA Sign Out Help

Personal Information Student Financial Aid Faculty Services WebTailor Administration Find a page...

Select Term

Home > Faculty and Advisors > Select Another Term

Select a Term: Fall 2014

Submit

2. Select the CRN (Course Reference Number) so that you can view CRN-specific pages (such as your class roll or incomplete grades) within Athena.
3. Click Submit. When you click Submit, you will be returned to the Faculty Services landing page.

ATHENA Sign Out Help

Personal Information Student Financial Aid Faculty Services WebTailor Administration Find a page...

Select a CRN

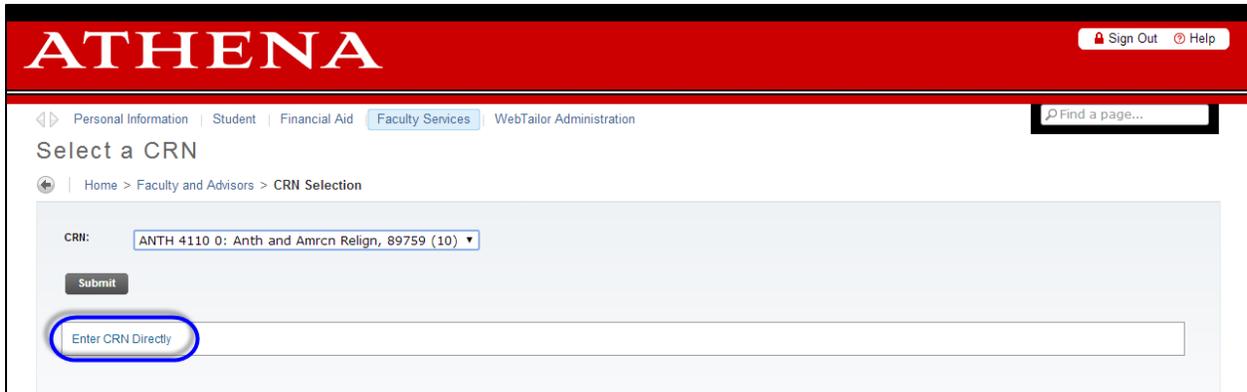
Home > Faculty and Advisors > CRN Selection

CRN: ANTH 4110 0: Anth and Amrcn Relign, 89759 (10)

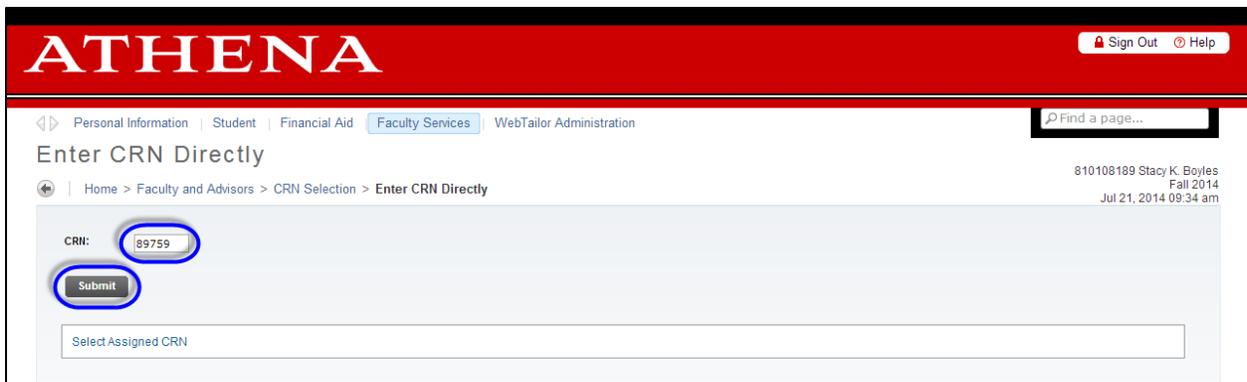
Submit

Enter CRN Directly

The CRN selected will populate automatically into other areas where a specific CRN is required, such as the summary class roll.



4. Alternatively, instead of selecting a CRN from the dropdown menu, you may enter the CRN directly by clicking the Enter CRN Directly option from the bottom of the screen.



5. Enter the five-digit CRN into the text box provided and click Submit.

This method will also cause the CRN selected to populate automatically into other areas where a specific CRN is required, such as the summary class roll.

Student Information Menu

Click on the Student Information Menu to view additional links.

The screenshot shows the ATHENA web application interface. At the top, the word "ATHENA" is displayed in large white letters on a red background. To the right of the logo, there are links for "Sign Out" and "Help". Below the header, a breadcrumb trail reads "Home > Faculty and Advisors > Student Information Menu". A search bar with the placeholder text "Find a page..." is located in the top right corner. A horizontal navigation bar contains five tabs: "Personal Information", "Student", "Financial Aid", "Faculty Services", and "WebTailor Administration". The "Student" tab is currently selected. The main content area is a grid of menu items. The "Student Information Menu" is expanded, showing a list of links: Term Selection, Student Addresses and Phone Number, Active Registrations, View Holds, ID Selection, Student E-mail Address, Registration History, Concise Student Schedule, Student Information, Student Schedule, View Test Scores, and Student Week at a Glance. Other menu items include Clear Advisement, Schedule of Classes, Course Catalog, Faculty Week at a Glance, Summary Class Roll, Faculty Detail Schedule, Assignment History, Office Hours, Term Selection, CRN Selection, and Curriculum Change Application Approver View. The University of Georgia logo is visible in the bottom right corner of the interface.

Below is a summary of the links within the Student Information Menu. Detailed instructions can be found in the pages that follow.

Please note that if the word confidential appears next to a student's name, that student has invoked their FERPA rights and their information should be kept confidential.

Term Selection

This tab can be used to select the relevant term. Once selected, the term will populate automatically into other areas where a term is required, such as the student schedule. This tab should also be used to switch from one term to another.

ID Selection

This tab can be used to search for a student by their UGAID (81X number). Once a student is selected, the student's information will populate automatically into other areas, such as the student's schedule and contact information. This tab should also be used to switch from one student's records to another.

Student Information

This tab displays the selected student's first and last term attended, programs of study (including majors, minors, and certificates), resident status, student type, etc.

Student Addresses and Phone Number

This tab displays the selected student's current address and a phone number if one is available.

Student E-mail Address

This tab displays the selected student's UGA email address (@uga.edu).

Student Schedule

This tab displays the selected student's current schedule, including classes without scheduled meeting days and times. A link to the instructor's email address is provided if an instructor has been assigned to the course section.

Active Registrations

This tab displays the selected student's registration for the current term (fall 2014). Location and times of classes are not displayed.

Registration History

This tab displays registration for the selected student from fall 2014 forward. For course history, see the student's class history through the DegreeWorks audit (<https://degreeworks.uga.edu>).

View Holds

This tab displays all holds, including advisement, library, health center, probation/dismissal, etc., that the selected student currently has on their record.

Concise Student Schedule

This tab displays the selected student's schedule, including days, times, location, and instructor. Classes with no scheduled meeting times will not appear.

Student Week at a Glance

This displays the selected student's class schedule by calendar week. Day, time, and location are included on this schedule.

Term Selection

The screenshot shows the ATHENA web interface. At the top, there is a red header with the word "ATHENA" in white. To the right of the header, there are links for "Sign Out" and "Help". Below the header, there is a navigation bar with links for "Personal Information", "Student", "Financial Aid", "Faculty Services", and "WebTailor Administration". A search bar is located on the right side of the navigation bar. The main content area is titled "Select Term" and contains a breadcrumb trail: "Home > Faculty and Advisors > Select Another Term". Below the breadcrumb trail, there is a form with a dropdown menu labeled "Select a Term" and a "Submit" button. The dropdown menu is currently set to "Fall 2014". At the bottom of the page, there is a red footer with the University of Georgia logo and the text "University of Georgia".

1. Select the term for advisement.
2. Click Submit. When you click Submit, you will be returned to the Faculty Services landing page.

The term selected will populate automatically into other areas where a specific term is required, such as the student schedule.

ID Selection

The screenshot shows the ATHENA web interface. At the top is a red header with the word "ATHENA" in white. To the right of the header are links for "Sign Out" and "Help". Below the header is a navigation bar with links for "Personal Information", "Student", "Financial Aid", "Faculty Services", and "WebTailor Administration". A search box labeled "Find a page..." is on the right. The main content area is titled "Student and Advisee ID Selection" and includes a breadcrumb trail: "Home > Faculty and Advisors > Student Menu > ID Selection".

Below the title, there is a large text box with the heading "You may enter:" and two numbered instructions:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Below the instructions is a text input field labeled "Student or Advisee ID:". Below that is the word "OR".

Under the "OR" section is the heading "Student and Advisee Query". Below this heading are two text input fields: "Last Name:" and "First Name:". Below these fields is a "Search Type:" section with three radio button options: "Students", "Advisees", and "Both". At the bottom of the form are two buttons: "Submit" and "Reset".

At the bottom left of the form area, it says "RELEASE: 8.5.4.3". At the bottom right, it says "SITE MAP".

The footer of the page is a red bar with the University of Georgia logo and the text "University of Georgia".

1. Search for a student by their UGAID (81X number), first name, or last name.

Please note: The Student and Advisee Query by first and last name can only be used to search for students who are enrolled in your current classes.

2. Click Submit.

If you searched by UGAID, the student's name will appear on the next screen. Click Submit if this is the student you wish to select.

ATHENA

Sign Out Help

Personal Information | Financial Aid | Faculty Services

Find a page...

Student Verification

Home > Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Amy Y. Graham is the name of the student or advisee that you selected.

Submit

ID Selection

RELEASE: 8.4

SITE MAP

University of Georgia

If you search by first or last name, the student's name and UGAID will appear in a dropdown menu. If there are multiple students with the first or last name you entered, you will need to select the specific student, then click Submit.

3. Click Submit. When you click Submit, you will be returned to the Student Information menu.

The student selected will populate automatically into the areas where a specific student is required, such as the student's schedule and contact information.

Please note: The ID Selection page should be used to switch from one student's record to another.

Student Information

The screenshot shows the ATHENA web interface. At the top is a red header with the word "ATHENA" in white. To the right of the header are links for "Sign Out" and "Help". Below the header is a navigation bar with "Personal Information", "Financial Aid", and "Faculty Services" tabs. A search bar on the right contains the text "Find a page...". The main content area is titled "General Student Information" and includes a breadcrumb trail: "Home > Faculty and Advisors > Student Information Menu > Student Information". The student's name is "Amy Y. Graham". A red notice states: "Student Information effective from Summer 2014 to Fall 2015". The student's information is listed as follows:

Registered for Term:	Yes
First Term Attended:	Fall 2010
Last Term Attended:	Spring 2011
Status:	Active
Residence:	Georgia Resident
Student Type:	Continuing Student
Class:	First Year, Undergraduate
Secondary	
Bach of Sci Biochemical Engr	
Level:	Undergraduate
Program:	Biochemical Engineering
Admit Term:	Summer 2014
Catalog Term:	Spring 2014
College:	College of Engineering
Campus:	Athens
Major and Department:	Biochemical Engineering
Minor:	Botany
College:	College of Engineering

Once a student has been selected, the Student Information page displays the first and last term attended, programs of study (including majors, minors, and certificates), resident status, student type, and other information about the student.

If a student has an area of emphasis, it will show up as a concentration on this page.

“Secondary” refers to any additional programs which the student pursues in addition to his or her primary program.

Programs with differential tuition will always display as the primary program.

For example: If a student is pursuing a major in History (A.B.) and a major in Landscape Architecture (B.S.A.), the primary program will be Landscape Architecture (B.S.A.).

The following student types and program levels are used in Banner:

Student Types:

- Post-baccalaureate
- Continuing Student
- Dual Enrollment
- Freshman
- Graduate
- Joint Enrollment
- Transfer Professional
- Professional
- Returning Student
- Transfer
- Transient

Program Levels:

- Non Credit (Non-Degree Seeking)
- Undergraduate
- Masters
- Educational Specialist
- Doctoral
- Law
- Pharmacy
- Veterinary Medicine

Student Addresses and Phone Number

The screenshot shows the Athena system interface. At the top is a red header with the word "ATHENA" in white. To the right of the header are links for "Sign Out" and "Help". Below the header is a navigation bar with tabs for "Personal Information", "Student", "Financial Aid", "Faculty Services", and "WebTailor Administration". A search bar is located on the right side of the navigation bar. The main content area is titled "View Student Addresses and Phone Number" and includes a breadcrumb trail: "Home > View Student Addresses and Phone Number". Below this, it says "Information for Amy Y. Graham" and "Addresses and Phones". There are two tables: "Current/Local Address" and "Permanent Address". Each table has a "Current" row and a "Phones" column. The "Current/Local Address" table shows a current address of 123 Main Street, Athens, GA 30602, Clarke, United States of America, and a primary phone number of 706-555-5555. The "Permanent Address" table shows a current address of 456 First Street, Savannah, GA 31406. At the bottom of the page, there is a navigation menu with links for "Student Information", "Student E-mail Address", "Class List", "Wait List", "Final Grades", and "Term Selection". The footer includes "RELEASE: 8.0" and "SITE MAP" on the left, and the University of Georgia logo on the right.

Current/Local Address	Phones
Current: Feb 06, 2014 - (No end date) 123 Main Street Athens, GA 30602 Clarke United States of America	Primary: None Provided Current/Local Telephone: 706-555-5555

Permanent Address	Phones
Current: Feb 05, 2014 - (No end date) 456 First Street Savannah, GA 31406	Primary: None Provided

The Student Addresses and Phone Number tab displays the most current local and permanent addresses and the primary phone number on record for the student.

Students have the ability to update this information in Athena as needed.

Student Email Address

The screenshot shows the Athena web interface. At the top is a red header with the word "ATHENA" in white. To the right of the header are links for "Sign Out" and "Help". Below the header is a navigation bar with links for "Personal Information", "Student", "Financial Aid", "Faculty Services", and "WebTailor Administration". A search box labeled "Find a page..." is on the right. The main content area is titled "Student E-Mail Address" and includes a breadcrumb trail: "Home > Faculty and Advisors > Student Information Menu > Student E-mail Address". Below this, it says "Information for Amy Y. Graham". Under the heading "E-mail Addresses", there is a section for "Official UGA Email Address" which lists "johndoe@uga.edu" as the "Preferred" address. A horizontal menu below contains links for "Student Information", "Student Address and Phones", "Class List", "Wait List", "Final Grades", "Term Selection", "Summary Class List", and "Summary Wait List". At the bottom left of the content area, it says "RELEASE: 8.0" and at the bottom right, "SITE MAP". The footer of the page is red and features the University of Georgia logo and name.

The Student E-Mail Address page displays the student's UGA email address (@uga.edu).

Every student is required to utilize their UGA email address (@uga.edu) for official University communications. Students who prefer to use outside email providers should be encouraged to forward their UGA email to their alternative email address to receive official communications from the University, including a notification email once they are cleared for registration.

Student Schedule

ATHENA [Sign Out](#) [Help](#)

[Personal Information](#) | [Financial Aid](#) | [Faculty Services](#)

View Student Schedule

Home > Faculty and Advisors > Student Information Menu > Student Schedule

Information for Amy Y. Graham

Current Schedule

Total Credit Hours: 8.000

Introduction to African American Studies - AFAM 2000 - 0

Associated Term: Fall 2014
CRN: 85117
Status: **Web Registered** on Feb 10, 2014
Assigned Instructor: Chana K. Lee 
Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Athens
[Course Materials](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	TR	Leconte Hall 0135	Aug 18, 2014 - Dec 09, 2014	Lecture	Chana Kai Lee (P) 

Project Management - MIST 5740 - 0

Associated Term: Fall 2014
CRN: 85452
Status: **Web Registered** on Feb 10, 2014
Assigned Instructor:
Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Athens
[Course Materials](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 2:50 pm	MWF	TBA	Aug 18, 2014 - Dec 17, 2014	Lecture	TBA

Practicum in Service Learning - SPAN 4090S - 0

Associated Term: Fall 2014
CRN: 90007
Status: **Web Registered** on Feb 10, 2014
Assigned Instructor:
Grade Mode: Standard
Credits: 2.000
Level: Undergraduate
Campus: Athens
[Course Materials](#)

[Return to Previous](#)

ID Selection ■ Student Information

The Student Schedule page displays the locations, meeting days, and times of classes.

All of the student's classes will display on this schedule, including classes without scheduled meeting days and times.

An email may be sent to the instructor of a class by clicking on the envelope icon next to the instructor's name.

Active Registrations

ATHENA Sign Out Help

Personal Information | Financial Aid | Faculty Services Find a page...

Active Registrations for Amy Y. Graham

Home > Faculty and Advisors > Student Information Menu > Active Registrations

Information for Amy Y. Graham

The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

Art After Postmodernism: Art and Visual Culture from 1985-Present - ARHI 4585 - 0

Associated Term	Spring 2014	Credits	3.000
CRN	20210	Grade Mode	Standard
Status	Audit Mar 14, 2014	Course Level	Undergraduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	N/A	Grade Detail	
Campus	Athens	Associated Instructor	
		Course URL	

Introduction to African American Studies - AFAM 2000 - 0

Associated Term	Fall 2014	Credits	3.000
CRN	85117	Grade Mode	Standard
Status	**Web Registered** Feb 10, 2014	Course Level	Undergraduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	N/A	Grade Detail	
Campus	Athens	Associated Instructor	Chana K. Lee
		Course URL	

Project Management - MIST 5740 - 0

Associated Term	Fall 2014	Credits	3.000
CRN	85452	Grade Mode	Standard
Status	**Web Registered** Feb 10, 2014	Course Level	Undergraduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	N/A	Grade Detail	
Campus	Athens	Associated Instructor	
		Course URL	

Practicum in Service Learning - SPAN 4090S - 0

Associated Term	Fall 2014	Credits	2.000
CRN	90007	Grade Mode	Standard
Status	**Web Registered** Feb 10, 2014	Course Level	Undergraduate
Schedule Type	Service-Learning	Midterm Grade	
Instructional Method	N/A	Grade Detail	
Campus	Athens	Associated Instructor	

Registration History

RELEASE: 8.0 SITE MAP

University of Georgia

The Active Registration page displays all of the student's classes for which they are actively registered, including classes without scheduled meeting days and times.

This page does not display the locations, meeting days, and times of classes.

By clicking on the course title, additional details (meeting days and times, location, and course attributes) can be viewed for each class on the student's schedule.

Class Schedule Listing

Home > Class Schedule Listing

Sections Found

[Introduction to African American Studies - 85117 - AFAM 2000 - 0](#)

Associated Term: Fall 2014

Registration Dates: Feb 26, 2014 to Dec 17, 2014

Levels: Undergraduate

Attributes: Cul Div - AG & ENV SCI, Cul Div - A&S, Cul Div - BUS, Cul Div - ECOLOGY, Cul Div - selected EDUC majors, Cul Div - ENGINEERING, Cul Div - FORESTRY, Cul Div - SPIA, Cul Div - SOCIAL WORK, Core Area V, College Multicultural - A&S, College Soc Sci - A&S, College Soc Sci - ECOLOGY

Athens Campus
Lecture Schedule Type
3.000 Credits
[View Catalog Entry](#)

[Course Materials](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	TR	Leconte Hall 0135	Aug 18, 2014 - Dec 09, 2014	Lecture	Chana Kai Lee (P) 

[Return to Previous](#)

An email may be sent to the instructor of a class by clicking on the envelope icon next to the instructor's name.

Please note: The midterm grades option will not be used at this time.

Registration History

The screenshot shows the Athena system interface. At the top, the word "ATHENA" is displayed in large white letters on a red background. To the right, there are links for "Sign Out" and "Help". Below the header, there are navigation tabs for "Personal Information", "Financial Aid", and "Faculty Services". A search bar is visible on the right with the text "Find a page...". The main heading is "Registration History for Amy Y. Graham". Below this, there is a breadcrumb trail: "Home > Faculty and Advisors > Student Information Menu > Registration History".

Information for Amy Y. Graham

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.

Fall 2014

CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
85117	AFAM 2000	Introduction to African American Studies	3.000	Undergraduate	**Web Registered** Feb 10, 2014	No access.	No access.
85452	MIST 5740	Project Management	3.000	Undergraduate	**Web Registered** Feb 10, 2014	No access.	No access.
90007	SPAN 40905	Practicum in Service Learning	2.000	Undergraduate	**Web Registered** Feb 10, 2014	No access.	No access.
81217	WMST 3250	Issues in Women's Studies	0.000	Undergraduate	Drop/Delete Mar 31, 2014	No access.	No access.

Active Registration

RELEASE: 8.0

SITE MAP

University of Georgia

The Registration History page displays all class registrations, drops, and withdrawals beginning with fall 2014. For course history, see the student's class history through the DegreeWorks audit (<https://degreeworks.uga.edu>).

Please note: Grades will not be available to advisors in Athena; however, advisors may view grades in DegreeWorks. DegreeWorks is currently only available for undergraduate and pharmacy students.

Class Schedule Listing

Home > Class Schedule Listing

Find a page...

Sections Found

[Introduction to African American Studies - 85117 - AFAM 2000 - 0](#)

Associated Term: Fall 2014

Registration Dates: Feb 26, 2014 to Dec 17, 2014

Levels: Undergraduate

Attributes: Cul Div - AG & ENV SCI, Cul Div - A&S, Cul Div - BUS, Cul Div - ECOLOGY, Cul Div - selected EDUC majors, Cul Div - ENGINEERING, Cul Div - FORESTRY, Cul Div - SPIA, Cul Div - SOCIAL WORK, Core Area V, College Multicultural - A&S, College Soc Sci - A&S, College Soc Sci - ECOLOGY

Athens Campus
Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)

[Course Materials](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	TR	Leconte Hall 0135	Aug 18, 2014 - Dec 09, 2014	Lecture	Chana Kai Lee (P) 

[Return to Previous](#)

By clicking on the course title, additional details (meeting days and times, location, and course attributes) can be viewed for each class on the student's schedule.

View Holds

ATHENA Sign Out Help

Personal Information Financial Aid Faculty Services Find a page...

View Holds

Home > Faculty and Advisors > Student Information Menu > View Holds

Information for Amy Y. Graham

Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Academic Advisement	Apr 01, 2014	Dec 31, 2099		Fall 2014		Registration Enrollment Verification
Health Immunization	Apr 01, 2014	Dec 31, 2099		UGA policy for new students	Health Center 542-8621	Registration
Verify Lawful Presence	Apr 01, 2014	Dec 31, 2099			Undergrad Admissions 542-8776	Registration

[Return to Previous](#)

ID Selection Term Selection

The View Holds page displays all holds on a student’s record, including the date of each hold and the process or processes that are affected by each hold.

In the example above, the Academic Advisement hold affects the student’s ability to register.

If the student does not have any holds on his or her record, a message stating “no holds exist” will appear.

ATHENA Sign Out Help

Personal Information Student Financial Aid Faculty Services WebTailor Administration Find a page...

View Holds

Home > Faculty and Advisors > Student Information Menu > View Holds

Information for John Doe

Please note that some holds are sensitive and may not display.

No holds exist.

[Return to Previous](#)

ID Selection Term Selection

RELEASE: 8.3 SITE MAP

This is the same information that the student will see on their “View Holds” in Athena.

Advisors will only be able to clear for advisement using the Clear Advisement process on the Faculty Services menu (see the [Clear Advisement](#) portion of this document). For all other holds, the student will need to contact the appropriate department or office.

Concise Student Schedule

ATHENA
Sign Out Help

Personal Information | Financial Aid | Faculty Services

Concise Student Schedule

Home > Faculty and Advisors > Student Information Menu > Concise Student Schedule

This page lists the classes for which you are registered for the term. All of the detailed information about the class is included.

If a course does not have an assigned meeting time, it will not appear in the concise schedule. Please see the [Student Schedule](#) to view all courses the student is registered for.

Information for [Amy Y. Graham](#)

Classification: First Year, Undergraduate

Level: Undergraduate

College: College of Arts and Sciences

Major and Department: Mathematics, Mathematics
College of Arts and Sciences

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor	Course Materials
85117	AFAM 2000 0	Introduction to African American Studies	Athens	3.000	UG	Aug 18, 2014	Dec 09, 2014	TR	8:00 am - 9:15 am	Leconte Hall 0135	Lee	List
85452	MIST 5740 0	Project Management	Athens	3.000	UG	Aug 18, 2014	Dec 17, 2014	MWF	2:00 pm - 2:50 pm	TBA	TBA	List
Total Credits:				6.000								

University of Georgia

The Concise Student Schedule page displays the locations, meeting days, and times of classes.

Classes without scheduled meeting days and times will not be displayed.

Student Week at a Glance

ATHENA

[Sign Out](#)
[Help](#)

Personal Information | Financial Aid | Faculty Services
Find a page...

Student Week at a Glance

Home > Faculty and Advisors > Student Information Menu > Student Week at a Glance

Information for [Amy Y. Graham](#)

This page lists classes in day and time format for a student. You may select one of the classes listed to see all of the detail information about the class.

Go to (MM/DD/YYYY):

[Previous Week](#)
Week of Aug 18, 2014 (1 of 18)
[Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am		AFAM 2000-0 85117 Class 8:00 am-9:15 am Leconte Hall 0135		AFAM 2000-0 85117 Class 8:00 am-9:15 am Leconte Hall 0135			
9am							
10am							
11am							
12pm							
1pm							
2pm	MIST 5740-0 85452 Class 2:00 pm-2:50 pm TBA		MIST 5740-0 85452 Class 2:00 pm-2:50 pm TBA		MIST 5740-0 85452 Class 2:00 pm-2:50 pm TBA		

Courses without assigned meeting times:
[SPAN 4090S-0](#) - 90007 TBA

The Student Week at a Glance page displays the locations, meeting days, and times of classes for any given week.

All of the student's classes will display on this schedule. This includes classes without scheduled meeting days and times, which will appear below the schedule.

Please note: Classes that do not follow the Academic Calendar will only appear for the dates taught.

For example, if an FYOS 1001 (First-Year Odyssey) class does not meet until the second half of the semester, the class will not appear on the Student Week at a Glance until the official start date of that class.

Clear Advisement

The Clear Advisement link allows Advisors to clear a student for registration using a student's UGAID (81X number) or name. For instructions on how to clear students for registration, please see the [Athena Training Manual for Advisors](#).

The screenshot displays the Athena web application interface. At the top, the word "ATHENA" is prominently displayed in white on a red background. To the right of the header, there are links for "Sign Out" and "Help". Below the header, a search bar contains the text "Find a page...". A breadcrumb trail indicates the current location: "Home > Faculty and Advisors". A horizontal menu below the breadcrumb trail includes buttons for "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". The main content area is a grid of service tiles. The "Clear Advisement" tile is highlighted with a blue border and contains the text: "Clear Advisement. Advisors use this to clear students for registration." Other tiles include "Student Information Menu", "Schedule of Classes", "Course Catalog", "Faculty Week at a Glance", "Summary Class Roll", "Faculty Detail Schedule", "Assignment History", "Office Hours", "Term Selection", "CRN Selection", and "Curriculum Change Application Approver View". At the bottom left of the page, it says "RELEASE: 8.5.3" and at the bottom right, "SITE MAP". The footer of the page features the University of Georgia logo and the text "University of Georgia".

Schedule of Classes

The Schedule of Classes link allows users to search for class sections by term.

The screenshot displays the ATHENA web application interface. At the top, the word "ATHENA" is prominently displayed in white on a red background. To the right of the logo, there are links for "Sign Out" and "Help". Below the header, a search bar contains the text "Find a page...". A breadcrumb trail shows "Home > Faculty and Advisors". A horizontal menu contains several items: "Personal Information", "Student", "Financial Aid", "Faculty Services" (which is highlighted with a blue border), and "WebTailor Administration". Below this menu is a grid of service tiles. The "Schedule of Classes" tile is highlighted with a blue border and contains the text "View the Schedule of Classes by term." Other tiles include "Student Information Menu", "Clear Advisement", "Course Catalog", "Faculty Week at a Glance", "Summary Class Roll", "Faculty Detail Schedule", "Assignment History", "Office Hours", "Term Selection", "CRN Selection", and "Curriculum Change Application Approver View". At the bottom left, it says "RELEASE: 8.5.3" and at the bottom right, "SITE MAP". The footer features the University of Georgia logo and name.

Student Information Menu Search for student contact information, registration information, view holds and test scores.	Clear Advisement Advisors use this to clear students for registration.	Schedule of Classes View the Schedule of Classes by term.	Course Catalog Go to the UGA Bulletin
Faculty Week at a Glance Faculty members can view their weekly teaching schedule.	Summary Class Roll Faculty members can view a list of students registered for their courses.	Faculty Detail Schedule Faculty members can view this schedule which provides detailed information about the course or courses they are scheduled to teach.	Assignment History Faculty members can view their assignment history.
Office Hours Faculty members can provide office hours for their courses.	Term Selection Choose a specific term that can be used for further processing of other pages in Athena.	CRN Selection Choose a specific CRN that can be used for further processing of other pages in Athena.	Curriculum Change Application Approver View This allows approvers to approve or deny curriculum change requests for majors, minors, and certificates.
Curriculum Change Application History View This allows approvers to view historical approvals and denials of curriculum change requests for majors, minors, and certificates.			

RELEASE: 8.5.3 SITE MAP

University of Georgia

1. Click on the Schedule of Classes link to search for class sections by term.

The screenshot shows the ATHENA web application interface. At the top, there is a red header with the word "ATHENA" in white. To the right of the header, there are links for "Sign Out" and "Help". Below the header, there is a navigation menu with links for "Personal Information", "Student", "Financial Aid", "Faculty Services", and "WebTailor Administration". A search bar is located in the top right corner with the text "Find a page...". The main content area is titled "Select Term or Date Range" and contains a breadcrumb trail: "Home > Faculty and Advisors > Class Schedule". Below the breadcrumb trail, there is a section titled "Search by Term:" with a dropdown menu showing "Fall 2014". Below the dropdown menu, there are two buttons: "Submit" and "Reset". At the bottom left of the main content area, there is a small text "RELEASE: 8.5.1". At the bottom right, there is a link for "SITE MAP". The footer of the page is red and contains the University of Georgia logo and the text "University of Georgia".

2. Select a term and click submit. The Class Schedule Search will appear.

3. Enter your search criteria and click Class Search. The class schedule listing will appear based on your search criteria. Scroll through the list to view your results.

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:20 pm - 1:10 pm	MWF	Zell B Miller Slc 0102	Aug 18, 2014 - Dec 17, 2014	Lecture	James Frederick Hamilton (p)

- a. Click the hyperlinked title of the course to view the Detailed Class Information for that course.
- b. Click the hyperlinked Catalog Entry to view the catalog entry for the course.

Course Catalog

The Course Catalog link allows users to search for courses in order to find course descriptions, restrictions, and attributes. Attributes include University and college-wide requirements. This link will take the user to the UGA Bulletin (<http://bulletin.uga.edu>) until further notice.

The screenshot shows the ATHENA web interface. At the top, the word "ATHENA" is displayed in large white letters on a red background. To the right of the logo are links for "Sign Out" and "Help". Below the logo is a search bar with the placeholder text "Find a page...".

The main content area is titled "Home > Faculty and Advisors". Below this title is a horizontal navigation menu with five buttons: "Personal Information", "Student", "Financial Aid", "Faculty Services", and "WebTailor Administration". The "Faculty Services" button is highlighted with a blue border.

Below the navigation menu is a grid of service links. The "Course Catalog" link is highlighted with a blue rounded rectangle. The link text is "Course Catalog" and "Go to the UGA Bulletin".

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At the bottom left of the page, it says "RELEASE: 8.5.3". At the bottom right, it says "SITE MAP".

The footer of the page features the University of Georgia logo and the text "University of Georgia" on a red background.



Welcome to the Fall 2014 UGA Bulletin

The official University of Georgia resource for majors, courses, and academic information

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[Transfer Equivalency Search](#)

Curriculum Change Application Approver and History Views

The Curriculum Change Application link allows Curriculum Change Approvers to approve major, minor, and certificate changes for students.

These menu items may not appear on your Faculty Services tab if you are not authorized to approve changes to high-demand majors.

For instructions on how to approve curriculum changes, please see the [Athena Training Manual for Advisors](#).

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