

Student Planning Faculty Guide

for:



Presented by:



Date: 5/26/2022

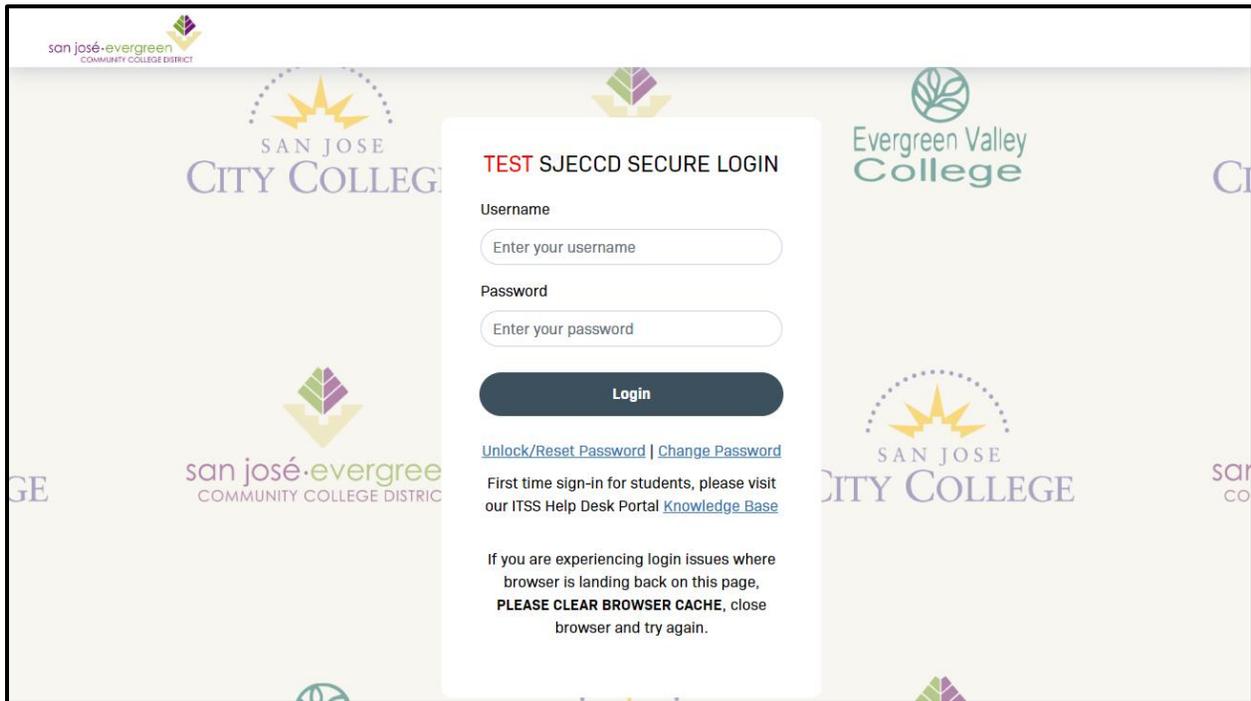


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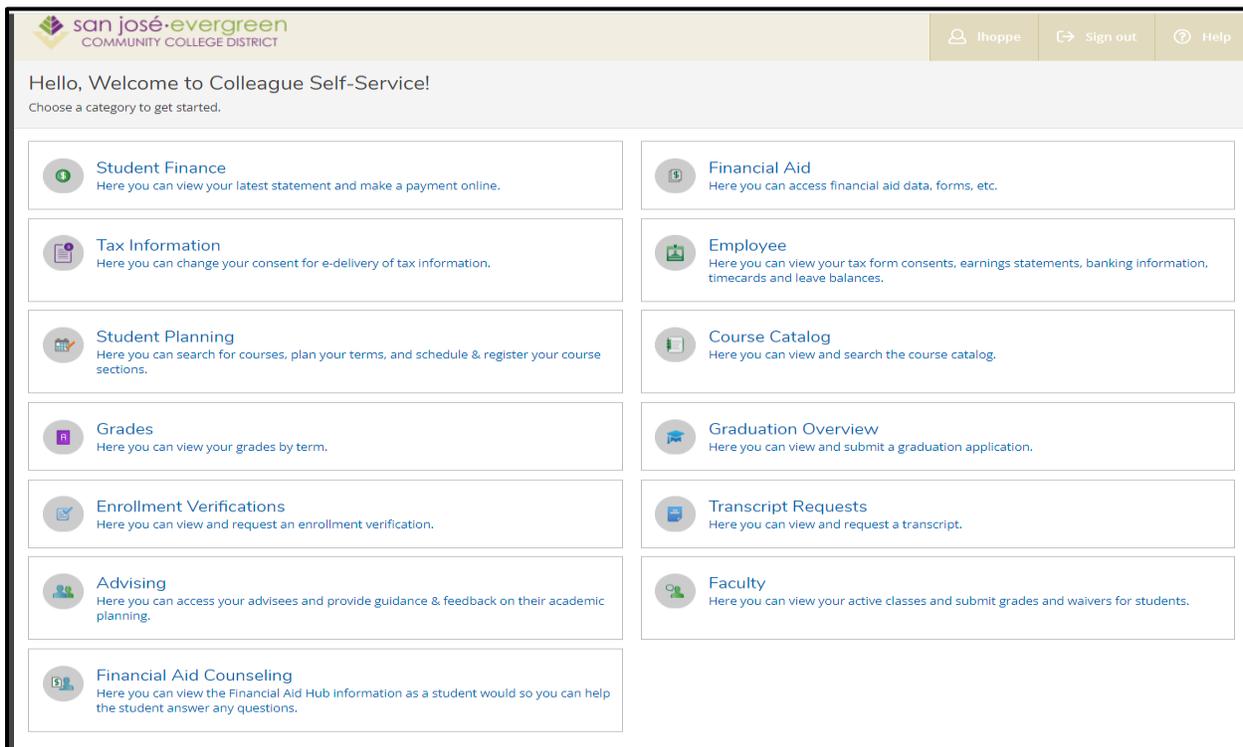
Self-Service Sign-in Screen

Enter your @sjeccd.edu username and password to access Self-Service.



Self-Service Landing Page

The tiles displayed on the Self-Service landing page depend on your role at SJECCD.

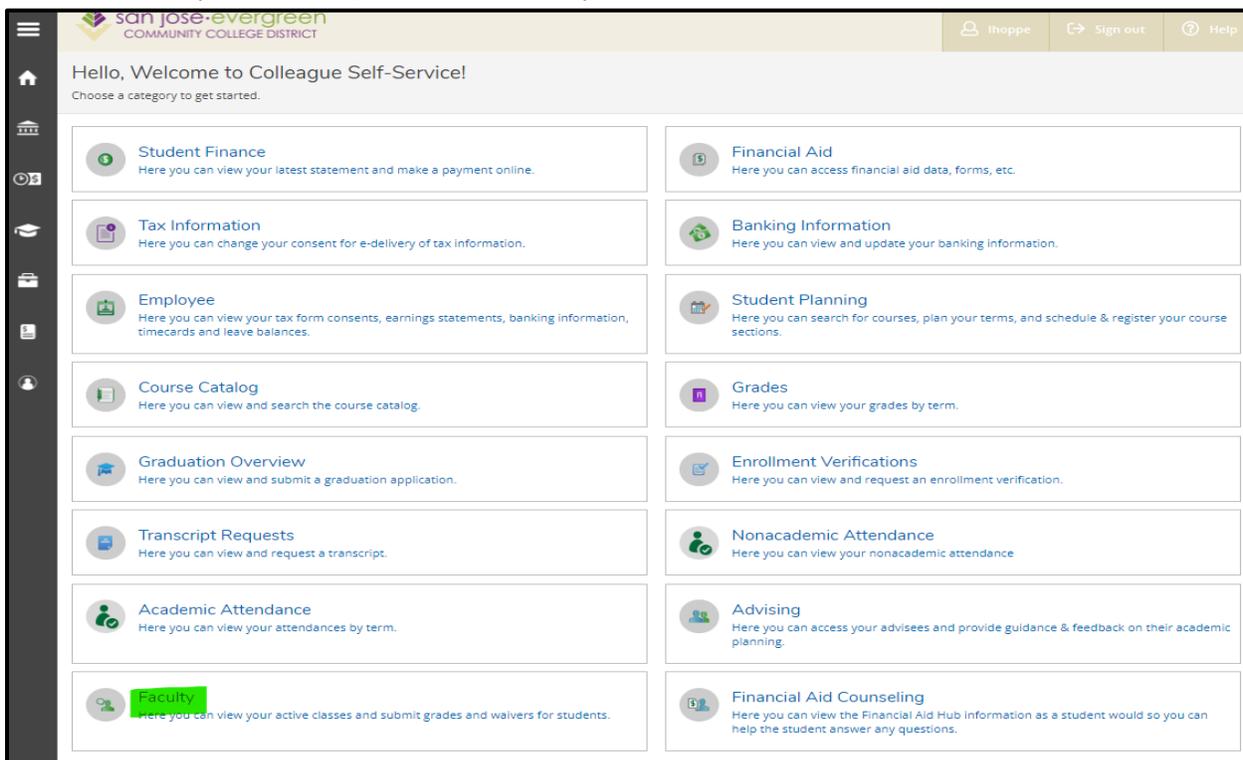


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COMMUNITY COLLEGE DISTRICT

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Enrollment Verifications**
Here you can view and request an enrollment verification.
- Transcript Requests**
Here you can view and request a transcript.
- Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.
- Financial Aid Counseling**
Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

To access Faculty Self-Service, click on the Faculty tab.



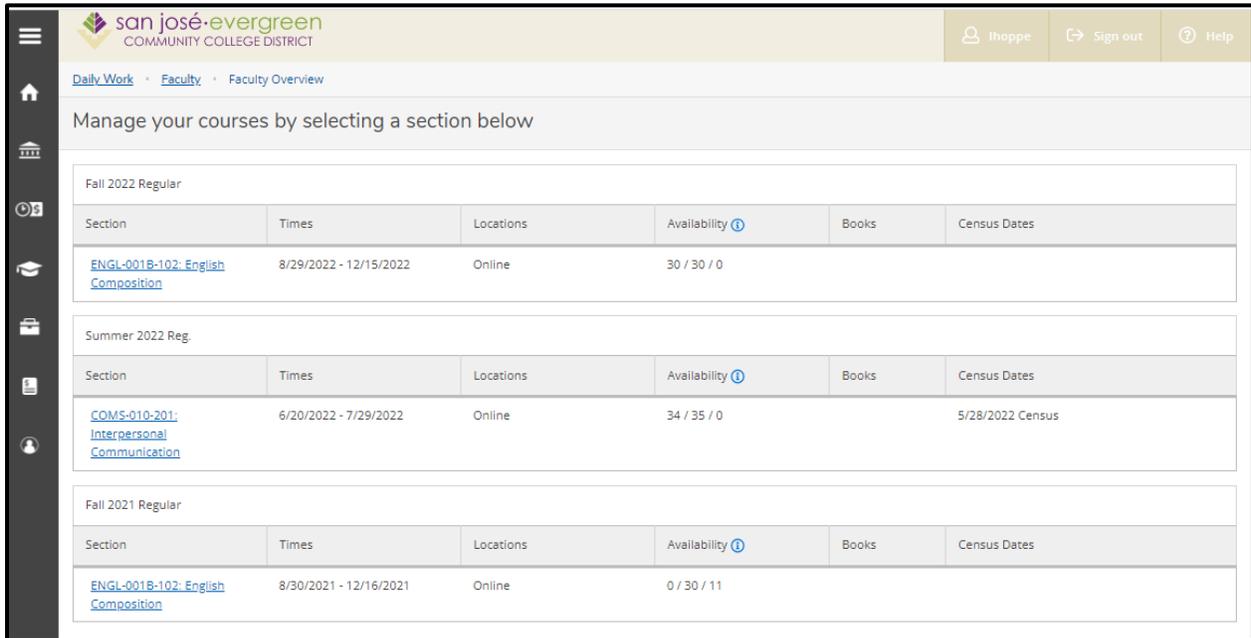
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COMMUNITY COLLEGE DISTRICT

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Enrollment Verifications**
Here you can view and request an enrollment verification.
- Transcript Requests**
Here you can view and request a transcript.
- Nonacademic Attendance**
Here you can view your nonacademic attendance.
- Academic Attendance**
Here you can view your attendances by term.
- Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.
- Financial Aid Counseling**
Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

Faculty Overview

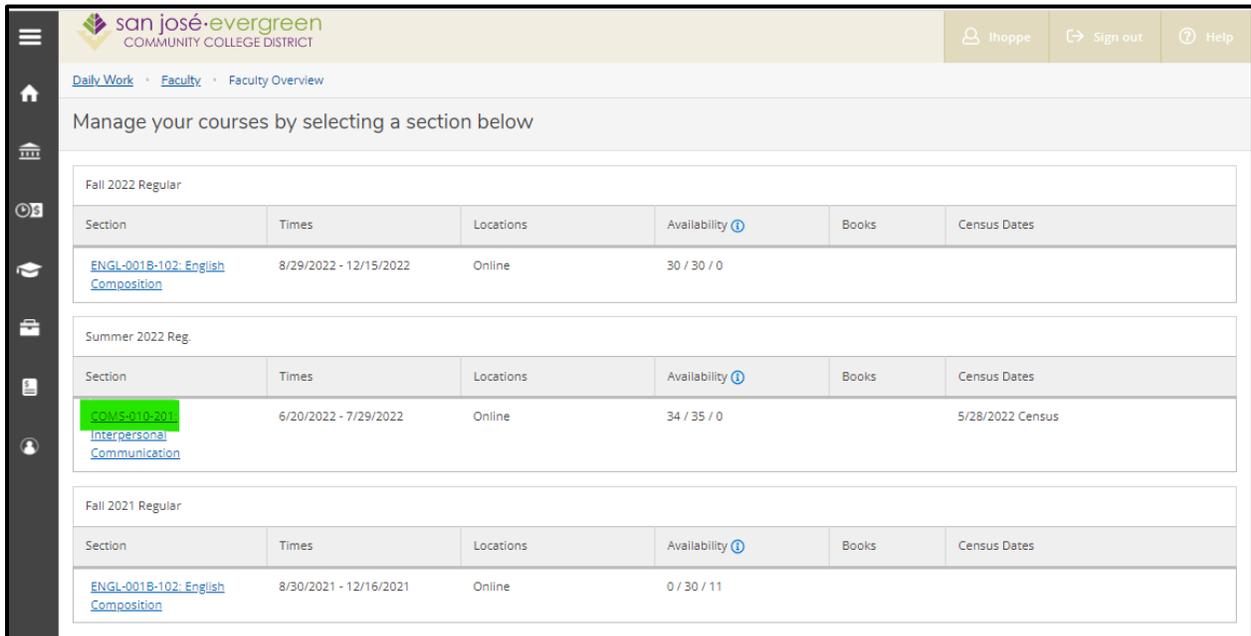
Any sections for the instructor will appear on the Faculty Overview. If a section is cancelled, it will no longer show on the page.



The screenshot shows the Faculty Overview page for the San José Evergreen Community College District. The page is titled "Manage your courses by selecting a section below" and displays three tables of course sections. The first table is for "Fall 2022 Regular" and contains one section: ENGL-001B-102: English Composition, with times 8/29/2022 - 12/15/2022, Online location, and 30 / 30 / 0 availability. The second table is for "Summer 2022 Reg." and contains one section: COMS-010-201: Interpersonal Communication, with times 6/20/2022 - 7/29/2022, Online location, 34 / 35 / 0 availability, and a 5/28/2022 Census date. The third table is for "Fall 2021 Regular" and contains one section: ENGL-001B-102: English Composition, with times 8/30/2021 - 12/16/2021, Online location, and 0 / 30 / 11 availability.

Section	Times	Locations	Availability	Books	Census Dates
Fall 2022 Regular					
Section	Times	Locations	Availability	Books	Census Dates
ENGL-001B-102: English Composition	8/29/2022 - 12/15/2022	Online	30 / 30 / 0		
Summer 2022 Reg.					
Section	Times	Locations	Availability	Books	Census Dates
COMS-010-201: Interpersonal Communication	6/20/2022 - 7/29/2022	Online	34 / 35 / 0		5/28/2022 Census
Fall 2021 Regular					
Section	Times	Locations	Availability	Books	Census Dates
ENGL-001B-102: English Composition	8/30/2021 - 12/16/2021	Online	0 / 30 / 11		

Click on the Section hyperlink to view the section details.

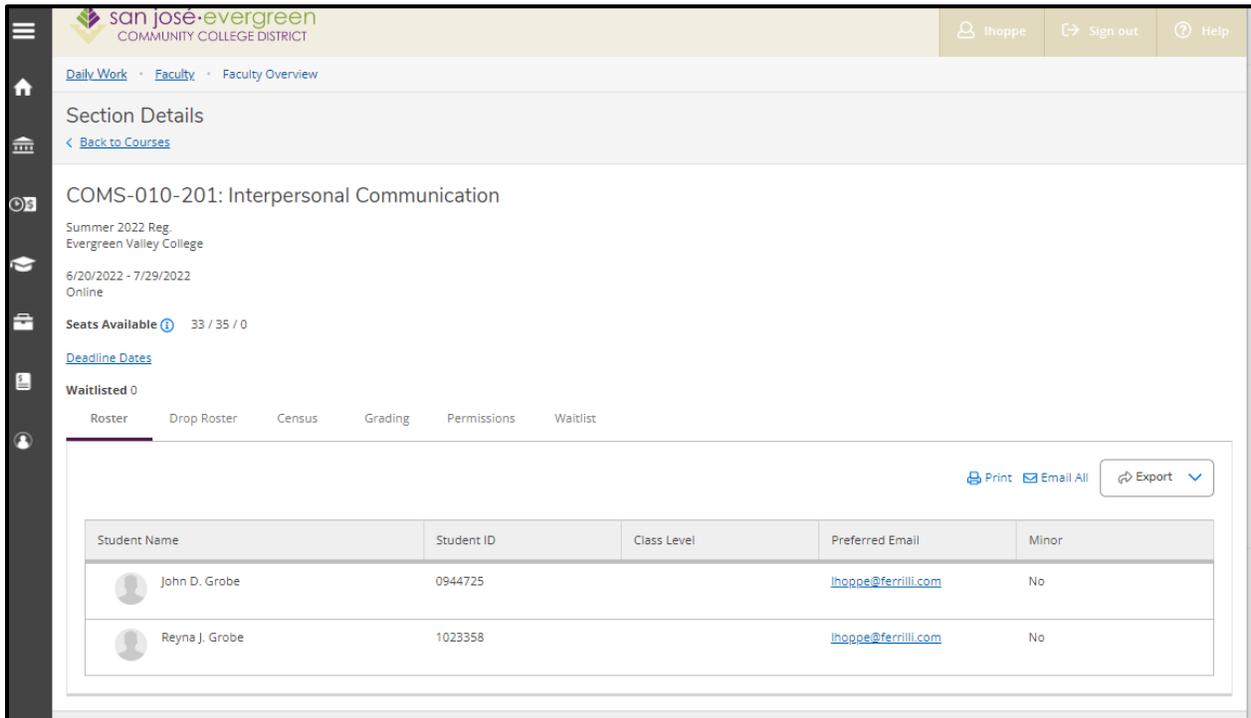


This screenshot is identical to the previous one, but the section "COMS-010-201: Interpersonal Communication" in the Summer 2022 Reg. table is highlighted with a green background, indicating it is the selected section for details.

Section	Times	Locations	Availability	Books	Census Dates
Fall 2022 Regular					
Section	Times	Locations	Availability	Books	Census Dates
ENGL-001B-102: English Composition	8/29/2022 - 12/15/2022	Online	30 / 30 / 0		
Summer 2022 Reg.					
Section	Times	Locations	Availability	Books	Census Dates
COMS-010-201: Interpersonal Communication	6/20/2022 - 7/29/2022	Online	34 / 35 / 0		5/28/2022 Census
Fall 2021 Regular					
Section	Times	Locations	Availability	Books	Census Dates
ENGL-001B-102: English Composition	8/30/2021 - 12/16/2021	Online	0 / 30 / 11		

Section Details

The Section Details page shows information regarding the section.



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Daily Work Faculty Faculty Overview

Section Details
[Back to Courses](#)

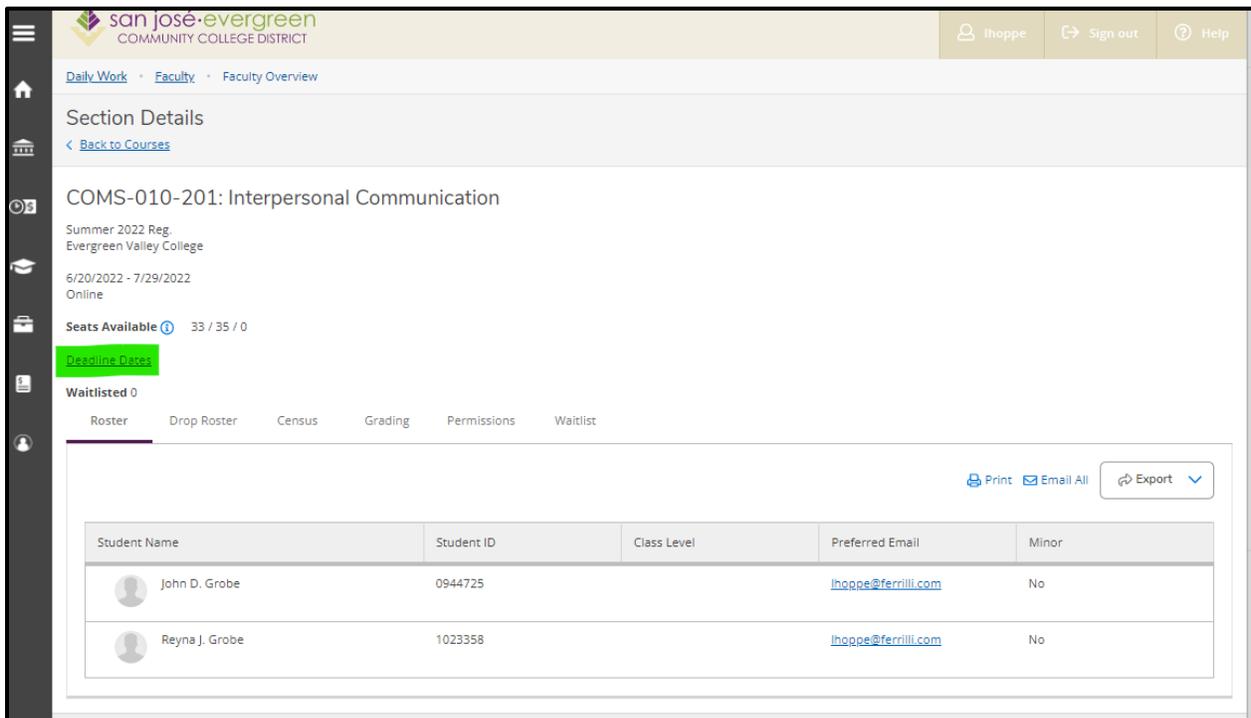
COMS-010-201: Interpersonal Communication
Summer 2022 Reg.
Evergreen Valley College
6/20/2022 - 7/29/2022
Online
Seats Available 33 / 35 / 0
[Deadline Dates](#)
Waitlisted 0

Roster Drop Roster Census Grading Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email	Minor
John D. Grobe	0944725		ihoppe@ferrilli.com	No
Reyna J. Grobe	1023358		ihoppe@ferrilli.com	No

Click on Deadline Dates to view the Deadline Dates for the section.



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Daily Work Faculty Faculty Overview

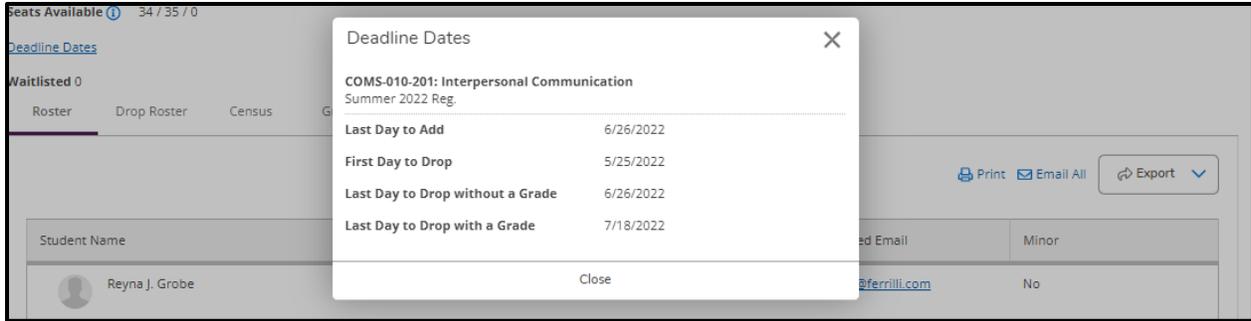
Section Details
[Back to Courses](#)

COMS-010-201: Interpersonal Communication
Summer 2022 Reg.
Evergreen Valley College
6/20/2022 - 7/29/2022
Online
Seats Available 33 / 35 / 0
Deadline Dates
Waitlisted 0

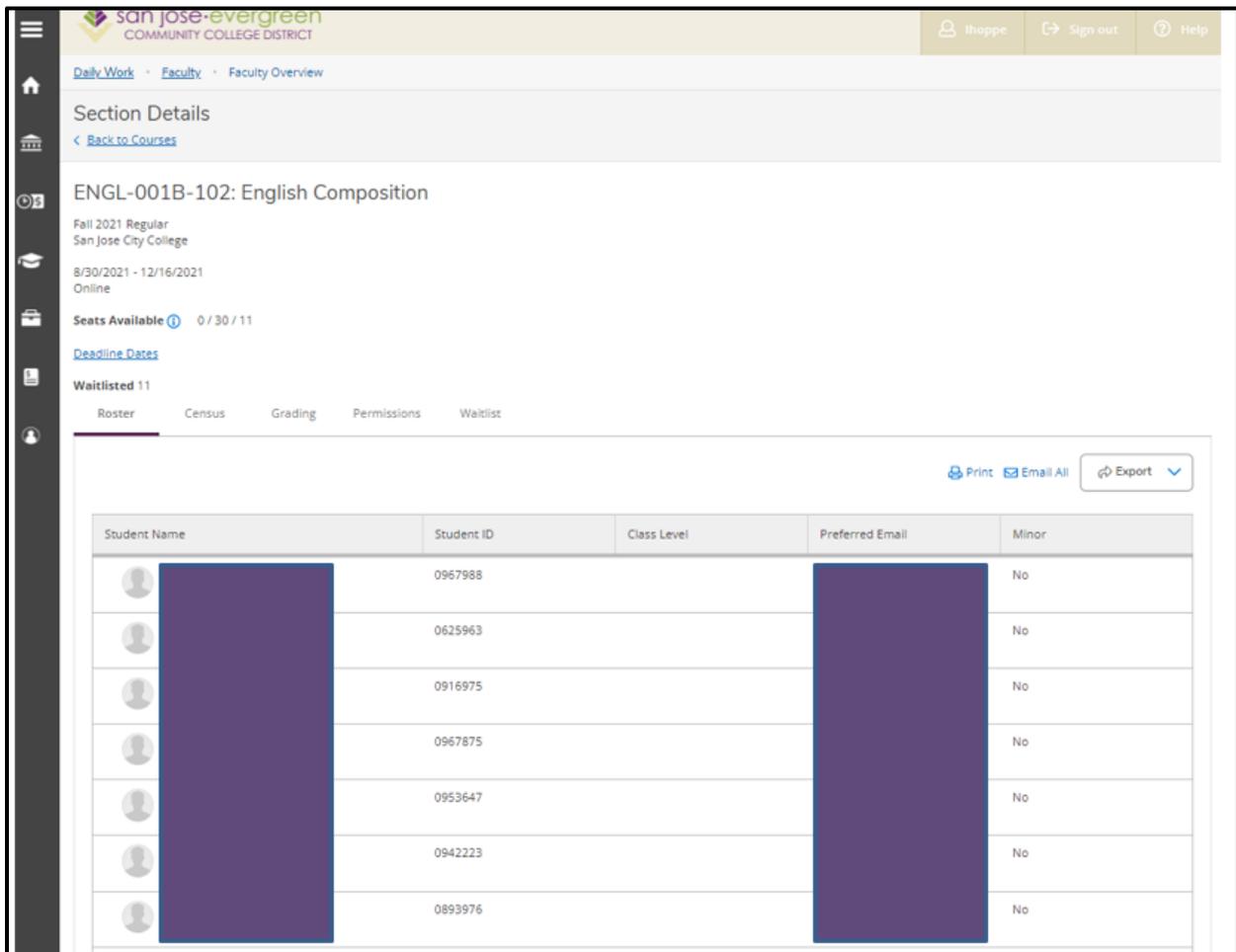
Roster Drop Roster Census Grading Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email	Minor
John D. Grobe	0944725		ihoppe@ferrilli.com	No
Reyna J. Grobe	1023358		ihoppe@ferrilli.com	No

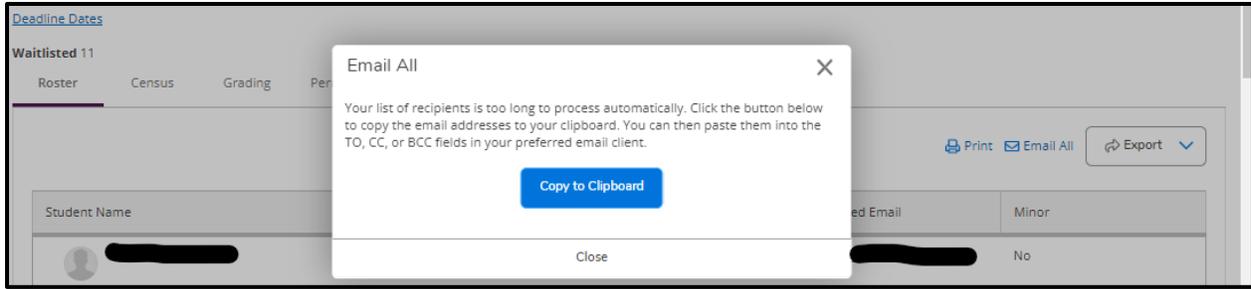


The roster for the section is the default view on the page.



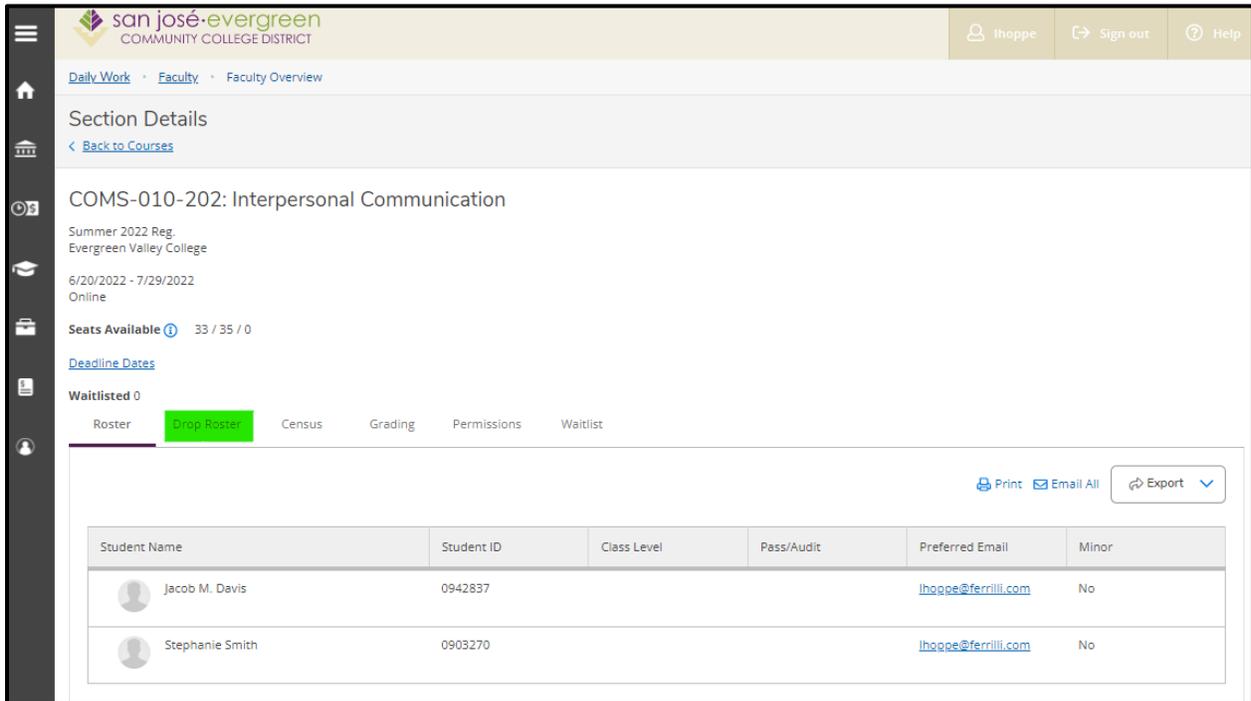
It is possible to print the roster, email all students on the roster, or Export the roster as a CSV file.

When selecting the Email All option, email addresses can be copied to the clipboard and used in your preferred email client.



Drop Roster

Click on Drop Roster to access the Drop Roster.



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Daily Work Faculty Faculty Overview

Section Details

[Back to Courses](#)

COMS-010-202: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College

6/20/2022 - 7/29/2022
Online

Seats Available 33 / 35 / 0

[Deadline Dates](#)

Waitlisted 0

Roster **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Jacob M. Davis	0942837	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade		3	Drop
Stephanie Smith	0903270	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade		3	Drop

Note that the drop roster is available until the census roster is certified. It allows the instructor to drop students from the section before the census date.

Select Never Attended or Last Date of Attendance to enable Drop functionality.

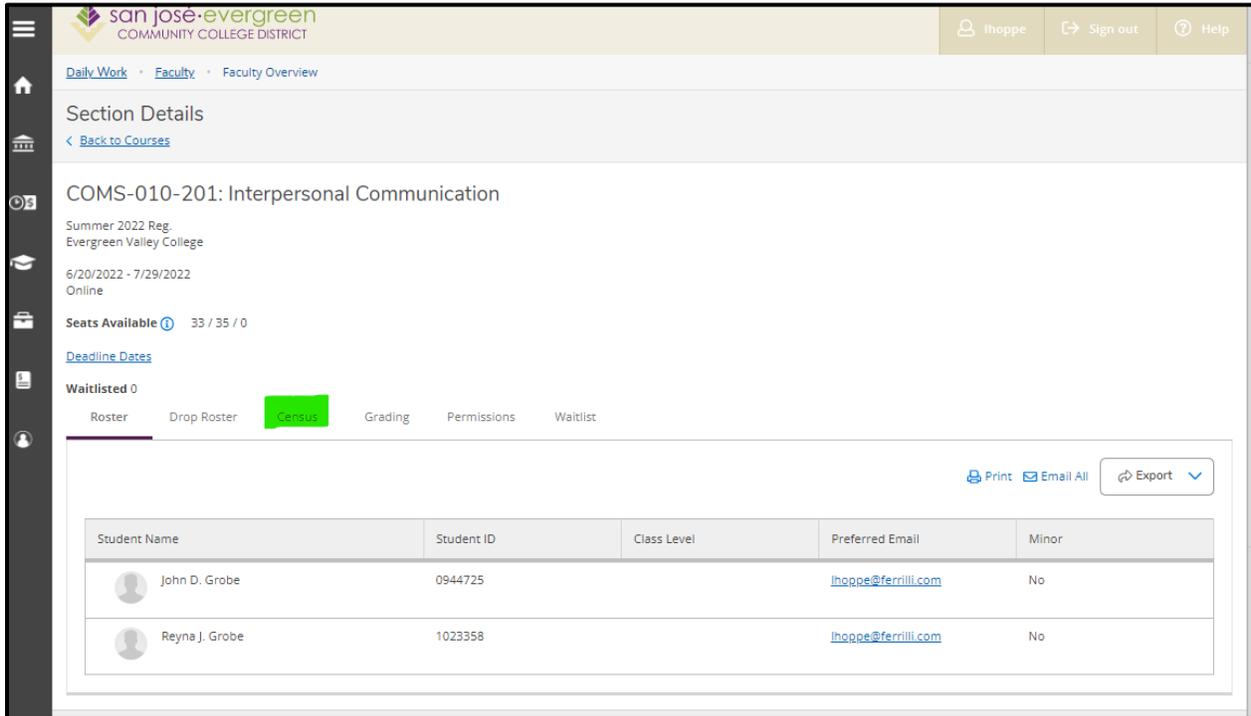
Waitlisted 0

Roster **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Jacob M. Davis	0942837	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade		3	Drop
Stephanie Smith	0903270	<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade		3	Drop

Census

Click on Census to access the census roster for the section.



The screenshot shows the Ferrilli interface for a course section. The course is COMS-010-201: Interpersonal Communication, Summer 2022 Reg. at Evergreen Valley College. The interface includes a navigation menu on the left, a breadcrumb trail (Daily Work > Faculty > Faculty Overview), and a 'Section Details' header with a 'Back to Courses' link. Below the course title, it shows the registration period (6/20/2022 - 7/29/2022) and mode (Online). The 'Seats Available' section shows 33 / 35 / 0. There are links for 'Deadline Dates' and 'Waitlisted 0'. A horizontal menu at the bottom of the details section includes 'Roster', 'Drop Roster', 'Census' (highlighted in green), 'Grading', 'Permissions', and 'Waitlist'. To the right of this menu are buttons for 'Print', 'Email All', and 'Export'. Below the menu is a table with the following data:

Student Name	Student ID	Class Level	Preferred Email	Minor
 John D. Grobe	0944725		lhoppe@ferrilli.com	No
 Reyna J. Grobe	1023358		lhoppe@ferrilli.com	No

The census roster is available five days prior to the section census date.

Note: The Census date for the section in the following screenshot was changed for testing purposes.

The Never Attended box can be checked for students who never attended the section.

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Daily Work Faculty Faculty Overview

Section Details
< Back to Courses

COMS-010-201: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College

6/20/2022 - 7/29/2022
Online

Seats Available 33 / 35 / 0

Deadline Dates

Waitlisted 0

Roster Drop Roster **Census** Grading Permissions Waitlist

5/28/2022 Census

5/28/2022 Census

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
John D. Grobe	0944725	<input type="checkbox"/>	M/d/yyyy		3
Reyna J. Grobe	1023358	<input checked="" type="checkbox"/>	M/d/yyyy		3

When all students have been evaluated, click the Certify button. This will certify the section for census. Once certified, the Census certification is no longer available. The entries cannot be modified.

Grading

Click on Grading to access the grading roster.

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Daily Work Faculty Faculty Overview

Section Details
< Back to Courses

COMS-010-201: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College

6/20/2022 - 7/29/2022
Online

Seats Available 33 / 35 / 0

Deadline Dates

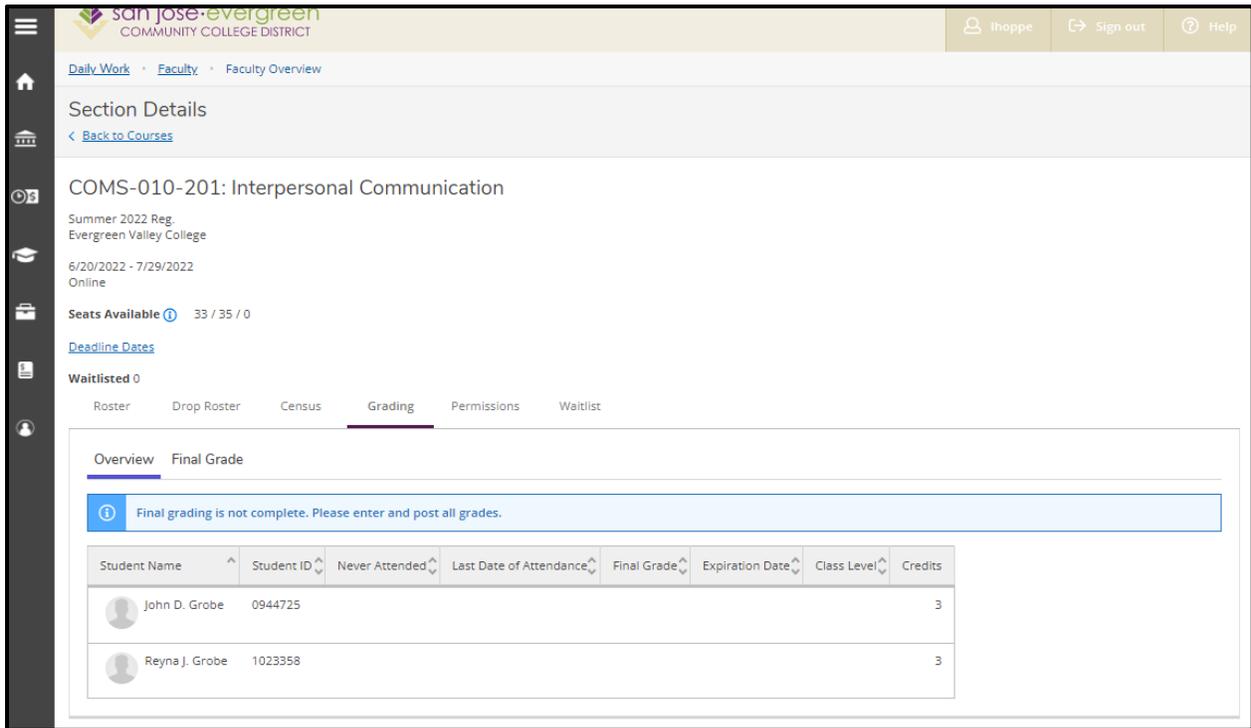
Waitlisted 0

Roster Drop Roster Census **Grading** Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email	Minor
John D. Grobe	0944725		lhoppe@ferrilli.com	No
Reyna J. Grobe	1023358		lhoppe@ferrilli.com	No

The grading Overview page will display.



San Jose Evergreen Community College District

Faculty Overview

Section Details

COMS-010-201: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College

6/20/2022 - 7/29/2022
Online

Seats Available 33 / 35 / 0

Deadline Dates

Waitlisted 0

Roster Drop Roster Census **Grading** Permissions Waitlist

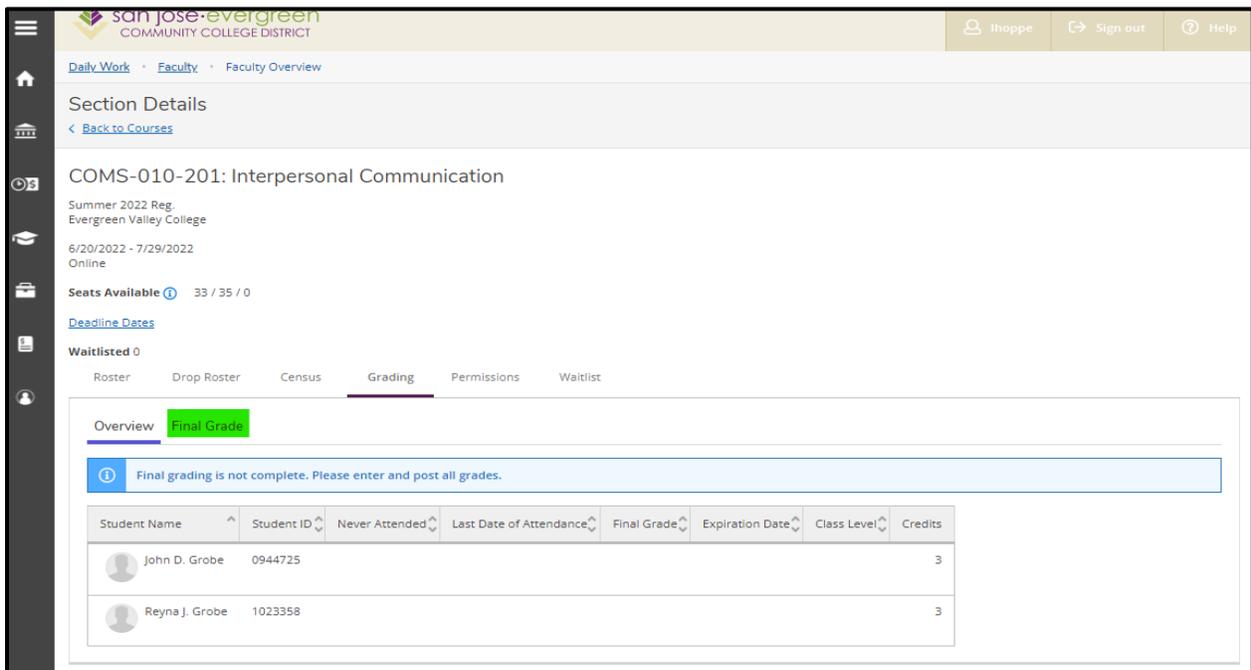
Overview Final Grade

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
John D. Grobe	0944725						3
Reyna J. Grobe	1023358						3

Note that grades cannot be entered on the Overview page.

Click on the Final Grade tab to enter final grades.



San Jose Evergreen Community College District

Faculty Overview

Section Details

COMS-010-201: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College

6/20/2022 - 7/29/2022
Online

Seats Available 33 / 35 / 0

Deadline Dates

Waitlisted 0

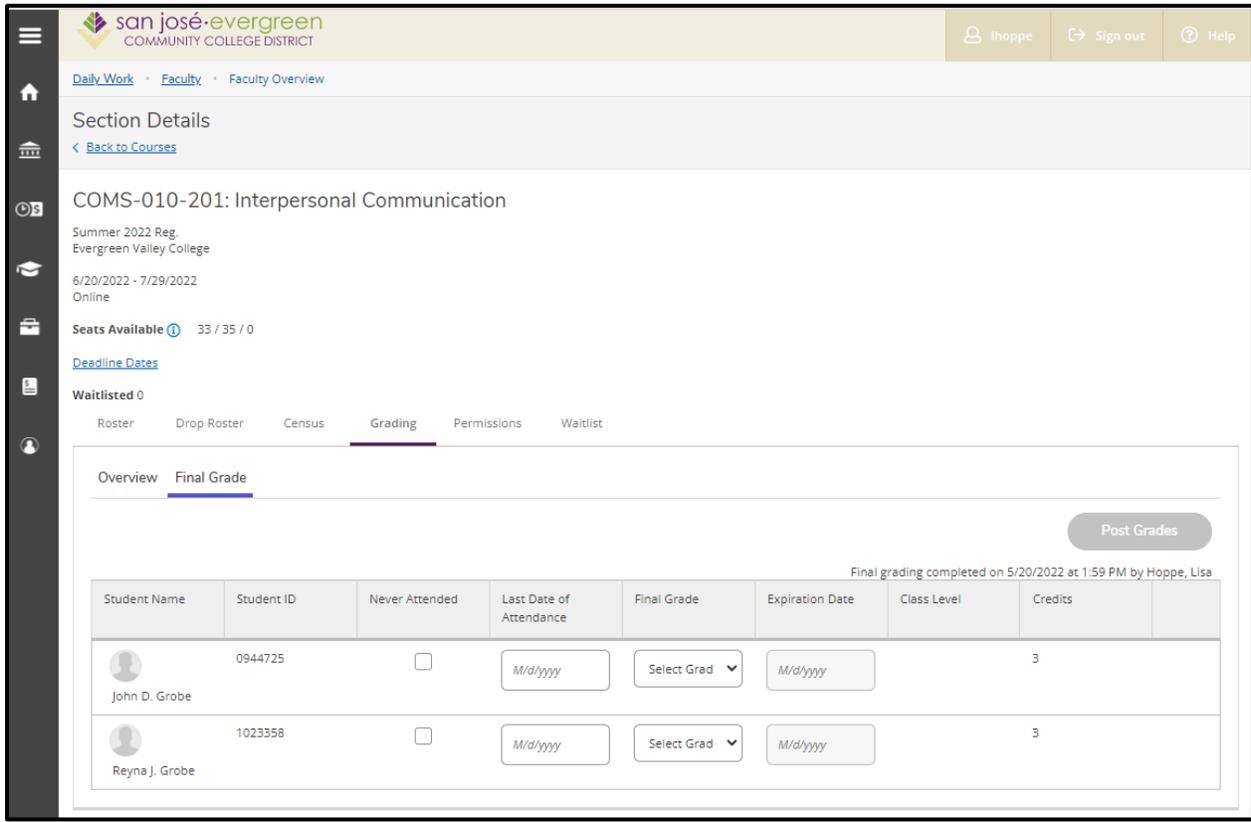
Roster Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
John D. Grobe	0944725						3
Reyna J. Grobe	1023358						3

Enter the final grade for the student.



Section Details

COMS-010-201: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College
6/20/2022 - 7/29/2022
Online

Seats Available 33 / 35 / 0

Deadline Dates

Waitlisted 0

Roster Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

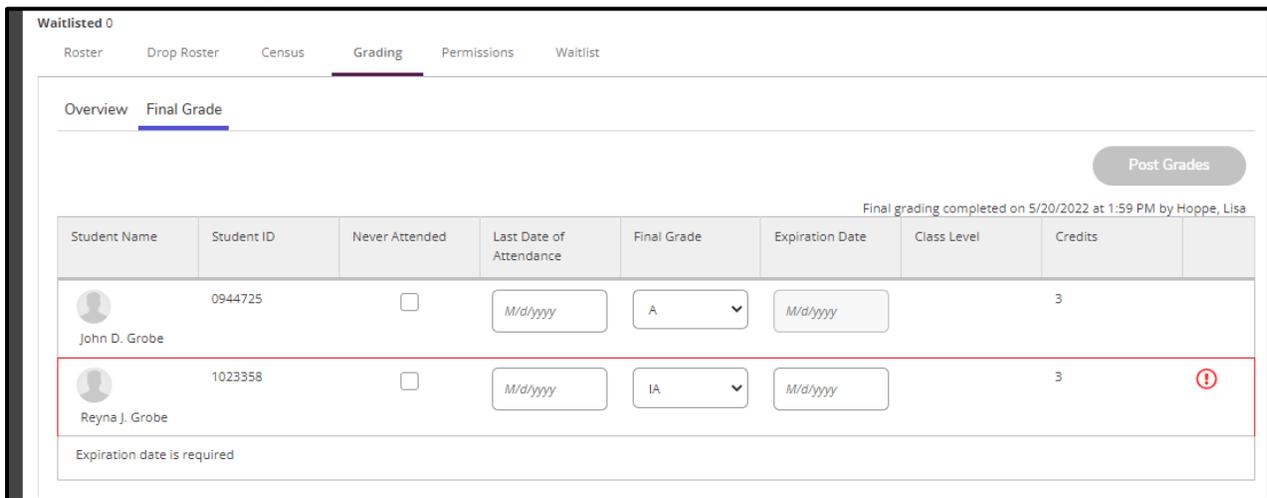
Final grading completed on 5/20/2022 at 1:59 PM by Hoppe, Lisa

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
John D. Grobe	0944725	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grad	<input type="text" value="M/d/yyyy"/>		3
Reyna J. Grobe	1023358	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grad	<input type="text" value="M/d/yyyy"/>		3

Note that the Never Attended check box will not be available for final grading after upcoming Colleague patches are installed.

If the student stops attending class, a Last Date of Attendance can be entered.

When an incomplete grade is entered, an Expiration Date is required.



Waitlisted 0

Roster Drop Roster Census **Grading** Permissions Waitlist

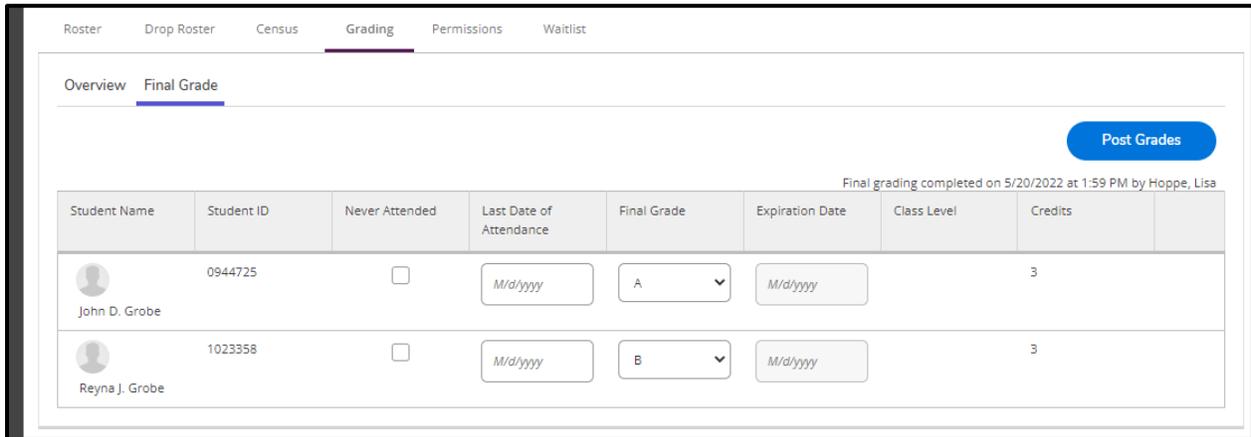
Overview **Final Grade**

Final grading completed on 5/20/2022 at 1:59 PM by Hoppe, Lisa

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
John D. Grobe	0944725	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A	<input type="text" value="M/d/yyyy"/>		3
Reyna J. Grobe	1023358	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	IA	<input type="text" value="M/d/yyyy"/>		3

Expiration date is required

Once grades are entered, click on the Post Grades button.



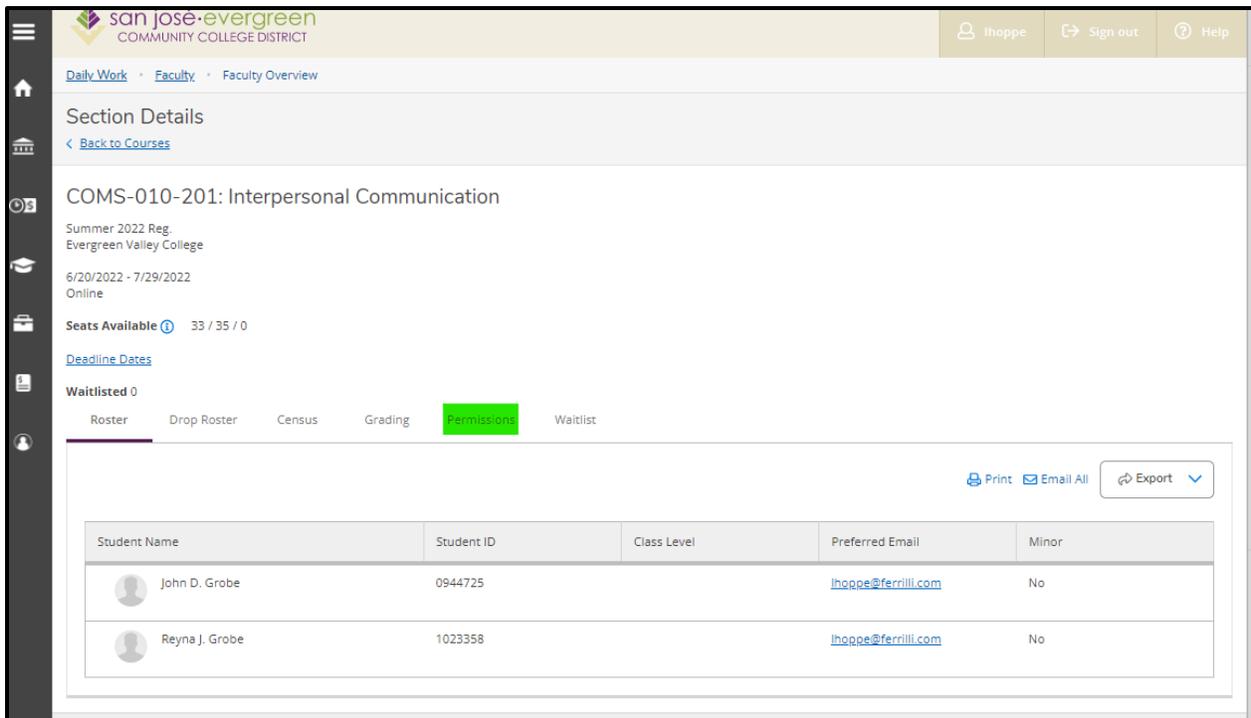
Final grading completed on 5/20/2022 at 1:59 PM by Hoppe, Lisa

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
John D. Grobe	0944725	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A	<input type="text" value="M/d/yyyy"/>		3
Reyna J. Grobe	1023358	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	B	<input type="text" value="M/d/yyyy"/>		3

Once grades are posted, they cannot be changed.

Permissions

Click on Permissions to view and manage the Permissions for the section.



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Daily Work Faculty Faculty Overview

Section Details
[Back to Courses](#)

COMS-010-201: Interpersonal Communication
Summer 2022 Reg.
Evergreen Valley College
6/20/2022 - 7/29/2022
Online
Seats Available 33 / 35 / 0
[Deadline Dates](#)
Waitlisted 0

Roster Drop Roster Census Grading **Permissions** Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email	Minor
John D. Grobe	0944725		lhoppe@ferrilli.com	No
Reyna J. Grobe	1023358		lhoppe@ferrilli.com	No

Click on the Add Authorization tile to manage Add Authorizations for the section.

Daily Work > Faculty > Faculty Overview

Section Details

[Back to Courses](#)

COMS-010-202: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College
6/20/2022 - 7/29/2022
Online

Seats Available ⓘ 33 / 35 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Drop Roster Census Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below :



Add Authorization
Review and manage add authorizations

Roster Drop Roster Census Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Student Add Authorization

Student Name or ID

ⓘ Currently there are not any Add Authorization Codes.

Search for a student to assign an Add Authorization.

Roster Drop Roster Census Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Student Add Authorization

1023358

ⓘ Currently there are not any Add Authorization Codes.

1023358
Reyna J. Grobe
Chemistry, AA (EVC)

Waitlisted 0

Roster Drop Roster Census G

[Back To Faculty Permissions](#)

Student Add Authorization

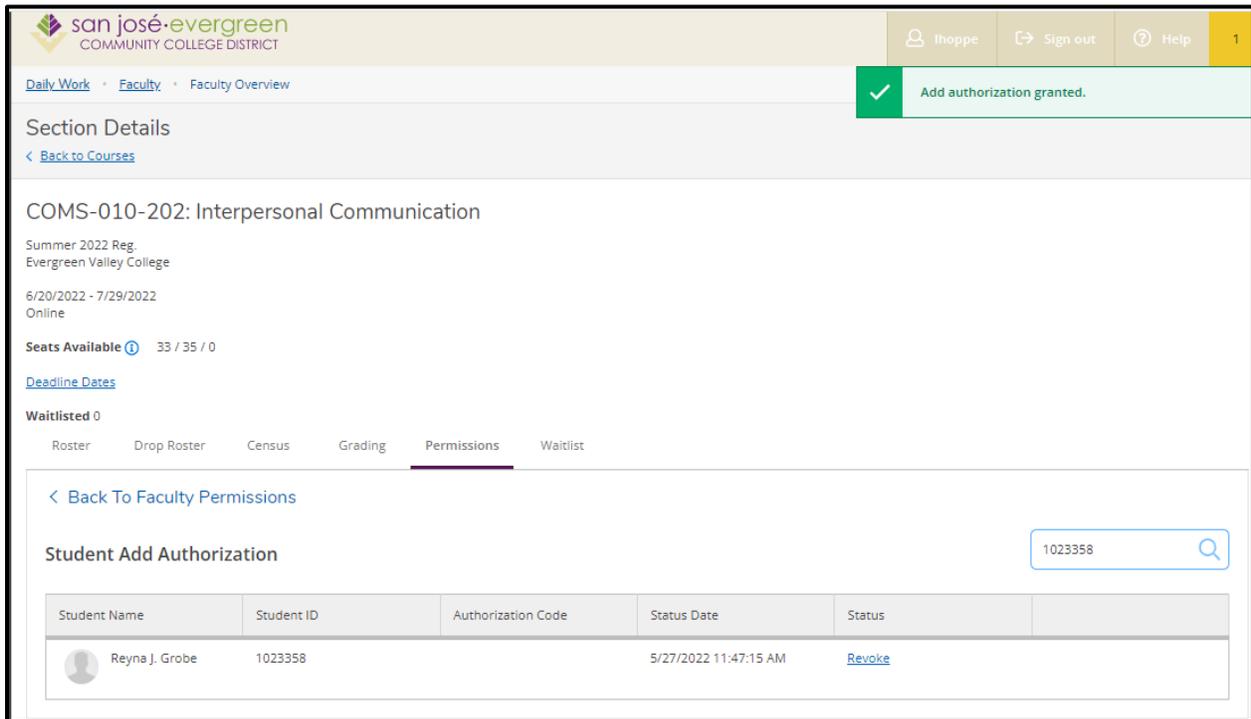
1023358

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Reyna J. Grobe**?

Cancel
OK

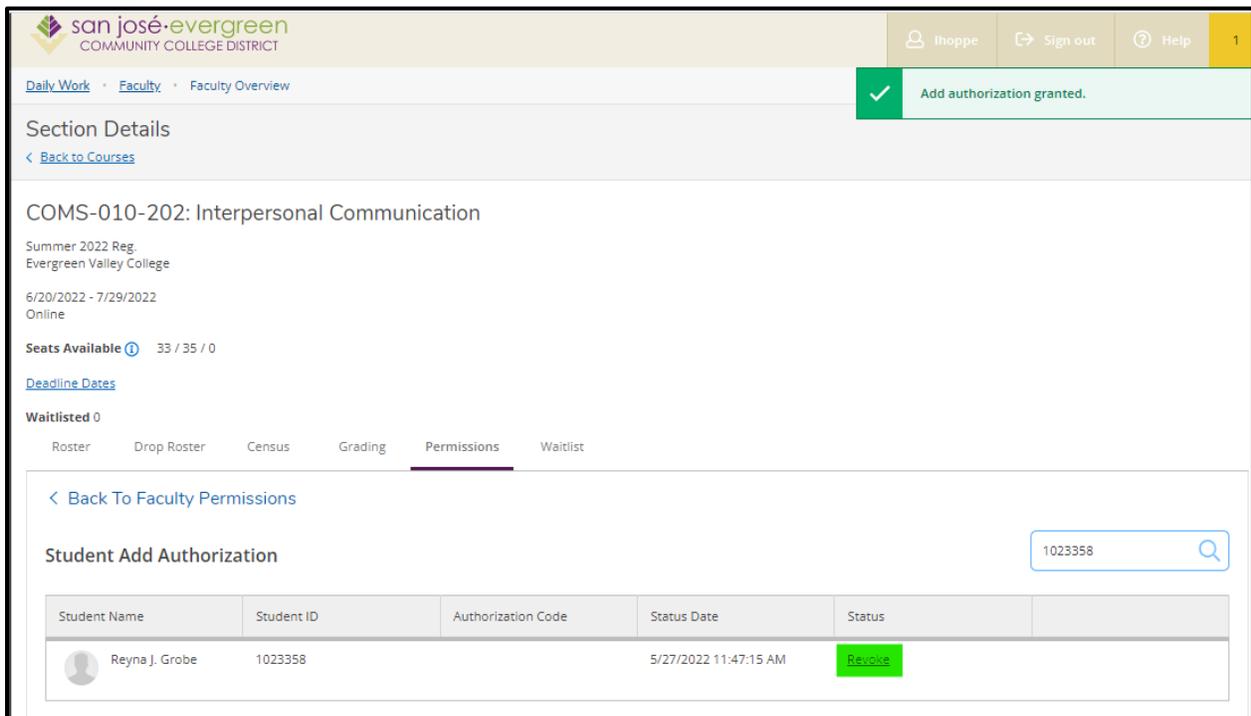
The Add Authorization is added to the student, allowing the student to register after the start of the section.



The screenshot shows the Ferrilli interface for a faculty member. At the top right, a green notification box with a checkmark says "Add authorization granted." Below this, the page title is "Section Details" for "COMS-010-202: Interpersonal Communication". The "Permissions" tab is selected. A search bar contains the student ID "1023358". Below the search bar is a table with one row of data:

Student Name	Student ID	Authorization Code	Status Date	Status
 Reyna J. Grobe	1023358		5/27/2022 11:47:15 AM	Revoke

The Add Authorization can be revoked by clicking on Revoke. This option is only available if the student has not registered for the section.



This screenshot is identical to the previous one, but the "Revoke" button in the table is highlighted in green, indicating it is the active element.

Waitlisted 0

Roster Drop Roster Census Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
 Reyna J. Grobe	1023358		5/27/2022 11:49:02 AM	Revoked

Waitlist

Click on Waitlist to view the section waitlist.

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Daily Work Faculty Faculty Overview

Section Details

[Back to Courses](#)

COMS-010-201: Interpersonal Communication

Fall 2021 Regular
Evergreen Valley College

8/30/2021 - 12/16/2021
Online

Seats Available 0 / 35 / 5

[Deadline Dates](#)

Waitlisted 5

Roster Census Grading Permissions **Waitlist**

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email	Minor
[REDACTED]	0979014		[REDACTED]	No
[REDACTED]	0943758		[REDACTED]	No
[REDACTED]	0972911		[REDACTED]	No
[REDACTED]	0710957		[REDACTED]	No
[REDACTED]	0945270		[REDACTED]	No

COMS-010-201: Interpersonal Communication

Fall 2021 Regular
Evergreen Valley College

8/30/2021 - 12/16/2021
Online

Seats Available ⓘ 0 / 35 / 5

[Deadline Dates](#)

Waitlisted 5

Roster Census Grading Permissions **Waitlist**

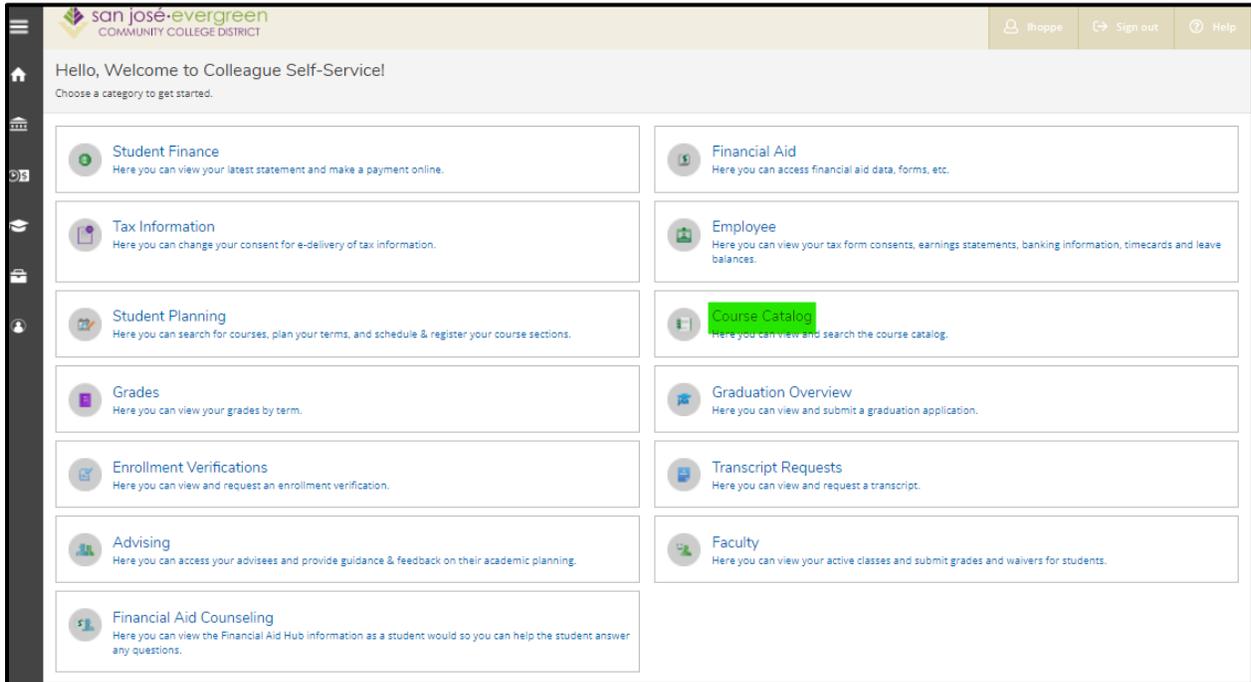
 Email All

Active Waitlist

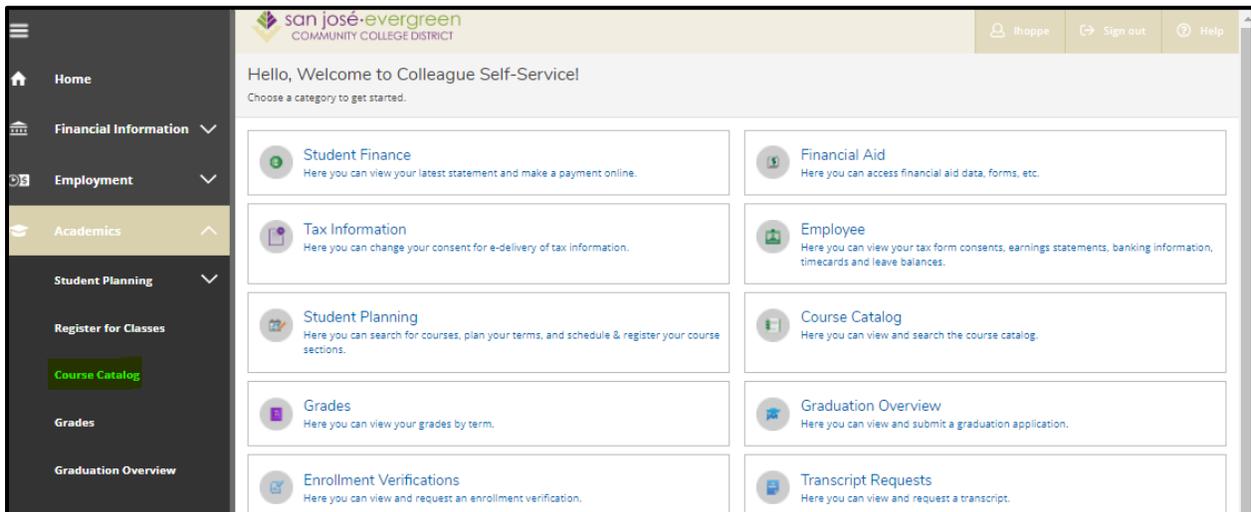
Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email
	0755409	7/24/2021 7:39:56 PM	Active	7/24/2021		
	0903963	6/2/2021 8:24:45 PM	Active	6/2/2021		
	0903380	7/15/2021 10:54:06 AM	Active	7/15/2021		
	0966487	6/26/2021 11:21:59 AM	Active	6/26/2021		
	0954220	7/19/2021 6:11:10 PM	Active	7/19/2021		

Course Catalog

Navigate to the Course Catalog from the tile on the Self-Service landing page.



The Course Catalog can be accessed by using the side menu.



The default search is the Catalog Advanced Search.

Section Listing



[Academics](#) · [Course Catalog](#)

Search for Courses and Course Sections

Subject Search
Advanced Search

Catalog Advanced Search

Results View

Catalog Listing
 Section Listing

Term	Meeting Start Date	Meeting End Date
<input type="text" value="Select Term"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>

Courses And Sections		
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

[+ Add More...](#)

Days Of Week

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Location

Academic Level

Time Of Day	Time Starts by	Time Ends by
<input type="text" value="Select Time Of Day"/>	<input type="text" value="hh:mm AM/PM"/>	<input type="text" value="hh:mm AM/PM"/>

Course Type

[Clear](#)
[Search](#)



The Section Listing will return the results in a table format.

Advanced Search Selection: ACCTG
Filters Applied: [Summer 2022 Reg. X](#)

Term	Status	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability	Credits	Course Types	Academic Level	Comments	Book Store
Summer 2022 Reg.	Open	ACCTG-001A-201	Financial Accounting	6/20/2022-7/29/2022	Evergreen Valley College	Online			45 / 45 / 0	4.00000 Credits	Internet Online Section Comments Not Basic Skills Not Coop Work Experience Not for Credit by Exam	Undergraduate	Note: This is a ... more	Bookstore Information
Summer 2022 Reg.	Open	ACCTG-001A-202	Financial Accounting	6/20/2022-7/29/2022	Evergreen Valley College	Online			45 / 45 / 0	4.00000 Credits	Internet Online Section Comments Not Basic Skills Not Coop Work Experience Not for Credit by Exam	Undergraduate	Note: This is ... more	Bookstore Information
Summer 2022 Reg.	Open	ACCTG-020-101	Financial Accounting	6/20/2022-7/29/2022	San Jose City College	Online			45 / 45 / 0	5.00000 Credits	Not Basic Skills Not Coop Work Experience Not for Credit by Exam Internet Online Section Comments	Undergraduate	This is a fully ... more	Bookstore Information

Page 1 of 1

The results can be filtered using the Filter Results pane on the left side of the screen.

To add a section to the student's course plan, click the Add button.

To see the section details, click on the section name hyperlink.

Advanced Search Selection: ACCTG
Filters Applied: [Summer 2022 Reg. X](#)

Term	Status	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability	Credits	Course Types	Academic Level	Comments	Book Store
Summer 2022 Reg.	Open	ACCTG-001A-201	Financial Accounting	6/20/2022-7/29/2022	Evergreen Valley College	Online			45 / 45 / 0	4.00000 Credits	Internet Online Section Comments Not Basic Skills Not Coop Work Experience Not for Credit by Exam	Undergraduate	Note: This is a ... more	Bookstore Information
Summer 2022 Reg.	Open	ACCTG-001A-202	Financial Accounting	6/20/2022-7/29/2022	Evergreen Valley College	Online			45 / 45 / 0	4.00000 Credits	Internet Online Section Comments Not Basic Skills Not Coop Work Experience Not for Credit by Exam	Undergraduate	Note: This is ... more	Bookstore Information
Summer 2022 Reg.	Open	ACCTG-020-101	Financial Accounting	6/20/2022-7/29/2022	San Jose City College	Online			45 / 45 / 0	5.00000 Credits	Not Basic Skills Not Coop Work Experience Not for Credit by Exam Internet Online Section Comments	Undergraduate	This is a fully ... more	Bookstore Information

Page 1 of 1

Section Details

ACCTG-001A-201 Financial Accounting
Summer 2022 Reg.

Instructors	TBD
Meeting Information	TBD
Dates	6/20/2022 - 7/29/2022
Seats Available	45 of 45 Total
Credits	4
Grading	Graded
Requisites	<div style="border: 1px solid orange; background-color: #fff9c4; padding: 5px; display: inline-block;">  ACCTG-101 or MATH-111 with a C or better - Must be completed prior to taking this course. </div>
Course Description	<p>This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool.</p>
Additional Information	<p>Note: This is a fully asynchronous online class with no scheduled Zoom meetings. Students will use the college's learning management system, Canvas, for all coursework. For additional class-specific requirements, please email the course instructor. After registering, find out how to log in to Canvas.</p>
Books	Bookstore Information
Transfer Status	CSU/UC

[Close](#)

Catalog Listing

The Catalog Listing option can be used when searching the course catalog.


Academics > Course Catalog

Search for Courses and Course Sections

Subject Search
Advanced Search

Catalog Advanced Search

Results View

Catalog Listing
 Section Listing

Term	Meeting Start Date	Meeting End Date
<input style="width: 90%;" type="text" value="Summer 2022 Reg."/>	<input style="width: 90%;" type="text" value="M/d/yyyy"/>	<input style="width: 90%;" type="text" value="M/d/yyyy"/>

Courses And Sections	Course number	Section
<input style="width: 90%;" type="text" value="Accounting"/>	<input style="width: 90%;" type="text" value="Course number"/>	<input style="width: 90%;" type="text" value="Section"/>
<input style="width: 90%;" type="text" value="Subject"/>	<input style="width: 90%;" type="text" value="Course number"/>	<input style="width: 90%;" type="text" value="Section"/>
<input style="width: 90%;" type="text" value="Subject"/>	<input style="width: 90%;" type="text" value="Course number"/>	<input style="width: 90%;" type="text" value="Section"/>

[+ Add More...](#)

Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Location

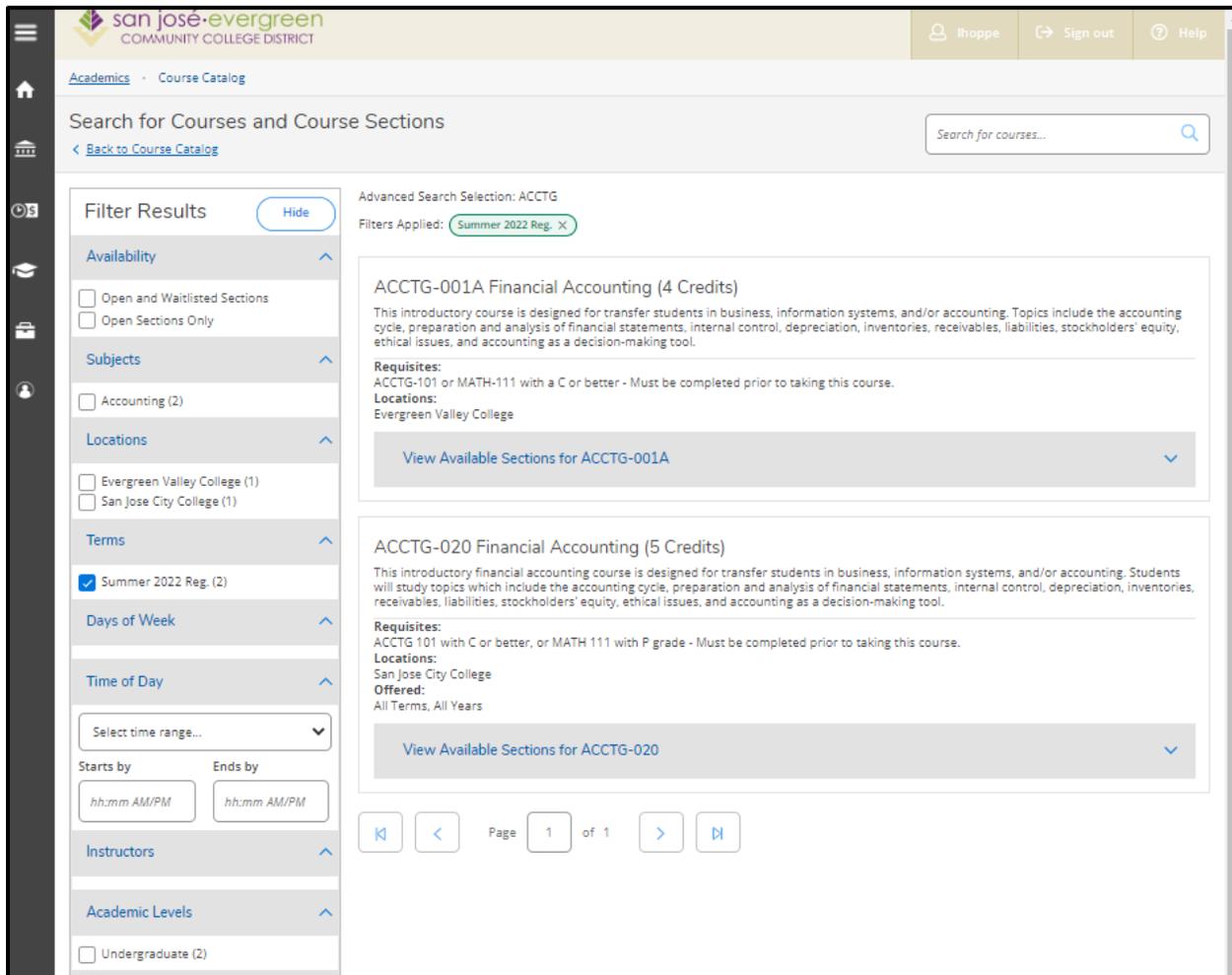
Academic Level

Time Of Day	Time Starts by	Time Ends by
<input style="width: 90%;" type="text" value="Select Time Of Day"/>	<input style="width: 90%;" type="text" value="hh:mm AM/PM"/>	<input style="width: 90%;" type="text" value="hh:mm AM/PM"/>

Course Type

[Clear](#)
[Search](#)

The Catalog Listing lists the courses and displays course details.



The screenshot displays the 'Search for Courses and Course Sections' interface. On the left, the 'Filter Results' pane is expanded, showing various filter categories: Availability (Open and Waitlisted Sections, Open Sections Only), Subjects (Accounting (2)), Locations (Evergreen Valley College (1), San Jose City College (1)), Terms (Summer 2022 Reg. (2) is selected), Days of Week, Time of Day, Instructors, and Academic Levels (Undergraduate (2)).

The main content area shows search results for 'ACCTG'. Two courses are listed:

- ACCTG-001A Financial Accounting (4 Credits)**: This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool. **Requisites:** ACCTG-101 or MATH-111 with a C or better - Must be completed prior to taking this course. **Locations:** Evergreen Valley College. A button 'View Available Sections for ACCTG-001A' is visible.
- ACCTG-020 Financial Accounting (5 Credits)**: This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool. **Requisites:** ACCTG 101 with C or better, or MATH 111 with P grade - Must be completed prior to taking this course. **Locations:** San Jose City College. **Offered:** All Terms, All Years. A button 'View Available Sections for ACCTG-020' is visible.

At the bottom of the results area, there is a pagination control showing 'Page 1 of 1' with navigation arrows.

The results can be filtered using the Filter Results pane on the left side of the screen.

To see available sections, click on View Available Sections.

The screenshot shows the 'Search for Courses and Course Sections' page. On the left, there are filter categories: Availability, Subjects, Locations, Terms, Days of Week, Time of Day, Instructors, and Academic Levels. The 'Terms' filter is set to 'Summer 2022 Reg. (2)'. The search results show two courses:

- ACCTG-001A Financial Accounting (4 Credits)**: This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool. **Requisites:** ACCTG-101 or MATH-111 with a C or better - Must be completed prior to taking this course. **Locations:** Evergreen Valley College. A green button labeled 'View Available Sections for ACCTG-001A' is visible.
- ACCTG-020 Financial Accounting (5 Credits)**: This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool. **Requisites:** ACCTG 101 with C or better, or MATH 111 with P grade - Must be completed prior to taking this course. **Locations:** San Jose City College. **Offered:** All Terms, All Years. A grey button labeled 'View Available Sections for ACCTG-020' is visible.

Courses and Sections can be added to your course plan from the Course Catalog.

Updating User Profile Information

Access the User Profile from the drop-down menu or side menu in Self-Service.

The screenshot shows the 'Hello, Welcome to Colleague Self-Service!' page. A user profile dropdown menu is open, listing the following options:

- User Profile (highlighted in green)
- Emergency Information
- View/Add Proxy Access
- Site Administration
- Account Preferences
- Required Agreements

lhoppe [Sign out](#) [Help](#)

SJECDD requires all students to submit COVID-19 proof of vaccination. Upload your proof of vaccination online through [SJECDD SECURE LOGIN](#) / Point & Click.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Student Finance Here you can view your latest statement and make a payment online. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Course Catalog Here you can view and search the course catalog. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Enrollment Verifications Here you can view and request an enrollment verification. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Advising Here you can access your advisees and provide guidance & feedback on their academic planning. </div> <div style="border: 1px solid #ccc; padding: 5px;"> Financial Management Here you can view the financial health of your cost centers and your projects. </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Graduation Overview Here you can view and submit a graduation application. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Transcript Requests Here you can view and request a transcript. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Faculty Here you can view your active classes and submit grades and waivers for students. </div> <div style="border: 1px solid #ccc; padding: 5px;"> Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions. </div>
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lhoppe [Sign out](#) [Help](#)

[User Options](#) > [User Profile](#)

About You

Lisa Hoppe
Colleague ID: 0937068

Date of Birth: 1/1/1980
✉ lhoppe@ferrilli.com

Chosen Name:
Preferred Pronoun:
Gender Identity:

Edit Personal Identity

Addresses

i

Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today.

Confirm

Add New Address

Enter Chosen Name, Preferred Pronoun, and Gender Identity as desired and save the changes.

Identity Details ✕

View your Personal Identity preferences.

Chosen Name ⓘ

First Name

Middle Name

Last Name

Preferred Pronoun ⓘ

Gender Identity ⓘ

Cancel Save

Identity Details ✕

View your Personal Identity preferences.

Chosen Name ⓘ

First Name

Middle Name

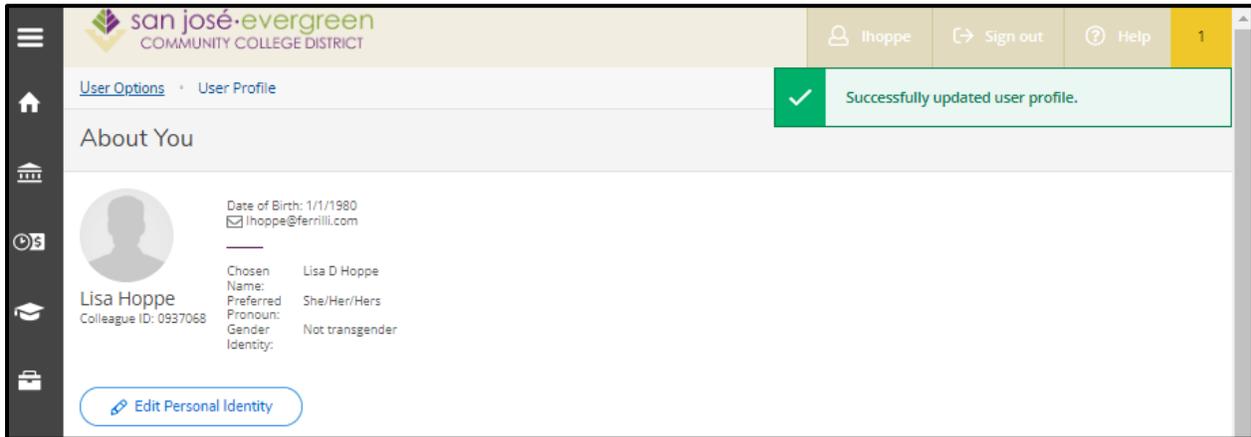
Last Name

Preferred Pronoun ⓘ

Gender Identity ⓘ

Cancel Save

The updated information appears on the User Profile.



san josé evergreen
COMMUNITY COLLEGE DISTRICT

lhoppe Sign out Help 1

User Options · User Profile

Successfully updated user profile.

About You



Date of Birth: 1/1/1980
✉ lhoppe@ferrilli.com

Chosen Name: Lisa D Hoppe
Preferred Pronoun: She/Her/Hers
Gender Identity: Not transgender

Lisa Hoppe
Colleague ID: 0937068

[Edit Personal Identity](#)