HOW TO RUN THE FACULTY ROSTERS FOR SACS

1. Go to www.seminolestate.edu/sacs/faculty
2. Login
3. For SACS reports, you need to run the academic organizations separately as follows:

Adult Education:

Note: Run Adult Ed as one group, which will include ABE/GED, Adult HS and ESL

Academic career>check adult ed> academic org>show all>academic group>adult ed>check all campuses>select appropriate term and check all sessions

Arts & Sciences:

Note: Run Arts & Sciences as 6 separate areas: Arts Fine & Performing, Biology, English, Humanities, Mathematics, Physical Sciences.

Arts, Fine & Performing

Academic Career>check credit career> Academic org>select Arts Fine & Performing> check all campuses>select appropriate term and check all sessions

Biological Sciences

Academic Career>check credit career> Academic org>select Biological Sciences> check all campuses>select appropriate term and check all sessions

English

Academic Career>check credit career> Academic org>select English> check all campuses>select appropriate term and check all sessions

Humanities

Academic Career>check credit career> Academic org>select Humanities> check all campuses>select appropriate term and check all sessions

Mathematics

Academic Career>check credit career> Academic org>select Mathematics> check all campuses>select appropriate term and check all sessions
Physical Sciences

Academic Career>check credit career> Academic org>select Physical Sciences> check all campuses>select appropriate term and check all sessions

Career Programs:

Note: Run Career Programs as 7 separate areas: Automotive, Business/Legal/Info Systems, Criminal Justice, Health Information, Networking/Electronics, Nursing, Public Safety

Automotive (includes psav and credit)

Academic Career>check credit career AND vocational career> Academic org>select Automotive> check all campuses>select appropriate term and check all sessions

Business/Legal/Info Systems (credit)

Academic Career>check credit career > Academic org>select Business, Legal, Info Systems> check all campuses>select appropriate term and check all sessions

Criminal Justice (includes psav and credit)

Academic Career>check credit career AND vocational career > Academic org>select Criminal Justice> check all campuses>select appropriate term and check all sessions

Health Information and Child Care

(IMPORTANT NOTE: until fall term 2010 [2107] child care fell under the Health information Management Org , after fall term 2010, child care falls under the interdisciplinary org)

Academic Career>check credit career AND vocational career > Academic org>select Health Information> check all campuses>select appropriate term and check all sessions

Networking/Electronics (credit)

Academic Career>check credit career > Academic org>select Networking/Electronics> check all campuses>select appropriate term and check all sessions

Nursing (includes psav and credit)

Academic Career>check credit career AND vocational career > Academic org>select Nursing> check all campuses>select appropriate term and check all sessions
Public Safety (includes psav and credit)

Academic Career>check credit career AND vocational career > Academic org>select Public Safety> check all campuses>select appropriate term and check all sessions

Economic Development

Note: Run Economic Development as 2 separate areas: Construction/Eng Design Credit, Apprenticeship

Construction, Engineering & Design Credit (includes baccalaureate & credit)

Academic Career>check baccalaureate AND credit career > Academic org>select Construction/Engineering & Design> check all campuses>select appropriate term and check all sessions

Construction, Engineering & Design Apprenticeship (psav)

Academic Career>check vocational career > Academic org>select Construction/Engineering & Design> check all campuses>select appropriate term and check all sessions

Interdisciplinary Division:

Note: Run Interdisciplinary as one group, which will include child development, education and EPI.

Academic Career>check credit career AND institutional credit career AND vocational career > Academic org>select all> Academic group> select Interdisciplinary> check all campuses>select appropriate term and check all sessions