

In order to get access to the Faculty Center in Campus Solutions, a faculty member must be listed on the Instructor/Advisor Table. Once they have a course listed on their Approved Courses tab, they can be scheduled for that course.

To view the Instructor/Advisor Table, follow the steps below.

<p>1. Navigate to <b>Main Menu&gt;Campus Solutions&gt;Curriculum Management&gt;Instructor/Advisor Information&gt;Instructor/Advisor Table.</b></p>																																																																																																																	
<p>2. On the first table you will see details about the instructor including Instructor Type and Primary Academic Org.</p> <p>Click the <b>Approved Courses</b> tab to see a list of courses that the instructor can teach.</p>																																																																																																																	
<p>3. The approved courses display here.</p>	<table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Acad Org</th> <th>Subject Area</th> <th>Course ID</th> <th>Offer Nbr</th> <th>Catalog Nbr</th> <th>Campus</th> </tr> </thead> <tbody> <tr><td>1</td><td>U1104</td><td></td><td>103100</td><td></td><td>1 4024</td><td></td></tr> <tr><td>2</td><td>11104</td><td></td><td>104657</td><td></td><td>1 1005</td><td></td></tr> <tr><td>3</td><td>11104</td><td></td><td>104658</td><td></td><td>1 1005L</td><td></td></tr> <tr><td>4</td><td>11104</td><td></td><td>104667</td><td></td><td>1 2010C</td><td></td></tr> <tr><td>5</td><td>11104</td><td></td><td>104668</td><td></td><td>1 2011C</td><td></td></tr> <tr><td>6</td><td>11104</td><td></td><td>104673</td><td></td><td>1 2085C</td><td></td></tr> <tr><td>7</td><td>12301</td><td></td><td>111946</td><td></td><td>1 1531</td><td></td></tr> <tr><td>8</td><td>11119</td><td></td><td>112854</td><td></td><td>1 1075</td><td></td></tr> <tr><td>9</td><td>U1104</td><td></td><td>112855</td><td></td><td>1 4930</td><td></td></tr> <tr><td>10</td><td>11104</td><td></td><td>113675</td><td></td><td>1 2010C</td><td></td></tr> <tr><td>11</td><td>13101</td><td></td><td>117381</td><td></td><td>1 0005</td><td></td></tr> <tr><td>12</td><td>11408</td><td></td><td>117400</td><td></td><td>1 1371</td><td></td></tr> <tr><td>13</td><td>11104</td><td>BCH</td><td>103101</td><td></td><td>1 4035C</td><td></td></tr> <tr><td>14</td><td>11104</td><td>BSC</td><td>104657</td><td></td><td>1 1005</td><td></td></tr> <tr><td>15</td><td>11104</td><td>BSC</td><td>104661</td><td></td><td>1 2931</td><td></td></tr> </tbody> </table>	Seq Nbr	Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus	1	U1104		103100		1 4024		2	11104		104657		1 1005		3	11104		104658		1 1005L		4	11104		104667		1 2010C		5	11104		104668		1 2011C		6	11104		104673		1 2085C		7	12301		111946		1 1531		8	11119		112854		1 1075		9	U1104		112855		1 4930		10	11104		113675		1 2010C		11	13101		117381		1 0005		12	11408		117400		1 1371		13	11104	BCH	103101		1 4035C		14	11104	BSC	104657		1 1005		15	11104	BSC	104661		1 2931	
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**Troubleshooting Issues with the Faculty Tab**

If a faculty member does not have the Faculty Tab in myFSCJ, please complete following steps:

1. Verify that the faculty member does not have duplicate records. (Have the faculty member log into myFSCJ and check that their EMPLID is correct when they click on their name in the upper right hand corner.)
2. Check that the faculty member is encoded to the class section.
3. Verify that the faculty member is on the Instructor/Advisor Table.
4. Submit a Help Desk Ticket to The faculty member needs the dynamically assigned security role for Faculty Center.