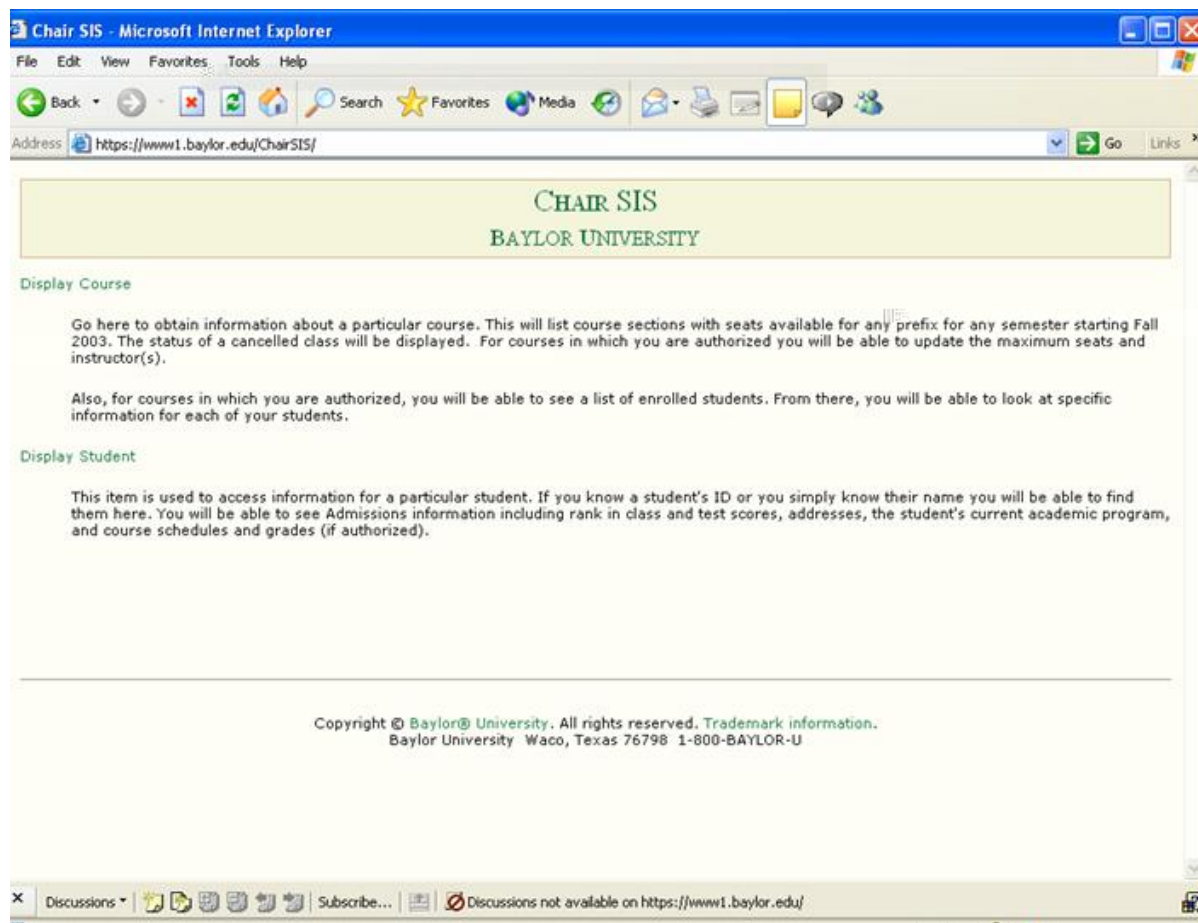


ChairSIS

- provides academic department chairs and/or their administrative assistants with access to information about their department's classes for a term, to general student information and to grades for their department's student majors;
- allows for the updating of maximum seats and the assigned instructor for classes within the department(s) for which the user is cleared;
- requires entry of the user's Bear ID and password;
- accesses current University data files and is therefore always up-to-date information;
- can be reached from the Online Tools section of the Faculty & Staff link on Baylor home page;
- is supported for the Internet Explorer browser.

For access to ChairSIS for specific major codes and course prefixes, call the HELP line at extension 4357 for direction to the appropriate person(s) within ITS.

After clicking on the ChairSIS link, entry of a Bear ID and password is required to proceed with the application. Then the following page is displayed.



At this point, choose to look at courses or students by clicking one of the two links.

If **Display Course** is clicked:

You will need to enter the term for which you'd like to look at courses. This window is displayed for that purpose.

Chair SIS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Print Preview Print and Send

Address <https://www1.baylor.edu/ChairSIS/Default.aspx> Go Links

CHAIR SIS
BAYLOR UNIVERSITY

NEW COURSE | NEW STUDENT

Enter course information...

Term:

Course Prefix:

Course Number: TO

Section:

Submit

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Discussions | Subscribe... | Discussions not available on <https://www1.baylor.edu/>

Select the term desired from the drop down box. Then enter the course prefix. You can further limit the list of classes shown by entering a range of course numbers as shown above. A specific class can be selected by entering just the one course number and the class section number as well. **Click the Submit button to have ChairSIS show the list of classes.** You will be shown a list of the classes you selected like the one below.

On the list of classes, the maximum seats available for the class, the number of students currently enrolled in the class and the seats still available for the class are shown. This information provided from ChairSIS is "live" and up-to-date directly from the University's Student Information System. It is current as of the time you check it.

Using this functionality, you can see information for all classes for any term, including the number of seats currently available. If the classes you are viewing are those for a prefix/major for which you have additional security, you can do several other things from the previous window.

You can.

- update the instructor assigned to the class by clicking on the link of the current instructor's name (The application will lead you through changing the instructor after you click.);
- update the maximum seats for the class by clicking on the link of the current max number (The application will lead you through changing this number after you click.);
- view the current class roster for the class by clicking on the link of the course prefix and number.

Remember, you have these capabilities only if you have been set up with security access to the prefix/major code that you are currently viewing.

If **Display Student** is clicked:

You will need to enter the student's name or ID number. This window is displayed for that purpose.

Chair SIS
BAYLOR UNIVERSITY

New Course | New STUDENT

Enter a student ID or name...

Student ID: Do not use dashes here. Use digits only.

Last Name: First Name:

Refer to instructions below for proper name entry.

If you enter a name on this screen...

- You may enter either full or partial names in both the last name and the first name boxes.
- The name maybe entered in one of the following formats...

Last Name: complete lastname	First Name: complete or partial firstname
example: Flinstone	Fr
Last Name: partial lastname	First Name: blank or partial firstname
example: Flint	blank Fr

After selecting a student, you can then choose one of the links shown on the following page to see specific information about that student.



Anyone with access to Chair SIS is cleared for all information on all students except individual class grades as noted above. You will have access to these grades for students in the major(s) for which you are cleared.

Faculty members who need access to their class rosters should use ClassRoll, a separate Web application provided by ITS.

For questions about or problems with Chair SIS, call the ITS HelpLine at extension 4357 (HELP) and you will be directed to the appropriate staff for assistance.

Last reviewed January 27, 2004