

## BIOGRAPHICAL - YOURS

Clicking the Biographical link provides you with your biographical information.

The abbreviated name is the name that appears on rosters. This field is very limited and, therefore, your name may be shortened.

Faculty offices have not been added to the facility table, so your office location may not be listed.

Only one department will be listed even if you teach in more than one.

The Other Addresses section provides information on active addresses in the Other Address record.

The Employment section provides information on your employment history, if it is listed in the Employment record.

The Education screen provides information on your educational background, if it is listed in the Education record.

**Biographical Information**  
Schaumburg, Barb

Biographical		Other Addresses		
<b>Name</b>	Schaumburg, Barb	Fontbonne e-mail address		
<b>ID Number</b>	-----	<b>Address</b>	<b>Phone</b>	<b>Active Dates</b>
<b>Address</b>	-----	bschaumburg@fontbonne.edu		03/01/2000 -
<b>Phone</b>	-----	Non-Fontbonne e-mail		
<b>Abbrev</b>	Schaumburg	<b>Address</b>	<b>Phone</b>	<b>Active Dates</b>
<b>Office</b>	MAIN EAST	-----		04/25/2003 -
<b>Phone</b>	-----			
<b>Dept</b>	Options			
Employment				
Employer	Position	Occupation	Dates	Phone
Fontbonne University 6800 Wydown Blvd Saint Louis, MO 63105	Info Tech Specialist	Education/Higher Educ	07/15/2002 -	314 719-8019
Fontbonne University 6800 Wydown Blvd Saint Louis, MO 63105	Office Manager	Education/Higher Educ	07/17/1995 - 07/14/2002	
Education				
School	Degree	Major	Grad Date	Acad Transcript
Fontbonne University	BS	BUS	-----	
Jefferson College				None
Fontbonne University	MS	CE	-----	

## FACULTY SCHEDULE

Clicking Faculty Schedule brings up your schedule for the chosen semester and year.

To print the schedule, right click in the area you wish to print (i.e., the schedule frame).

This will provide you with a shortcut menu from which you can choose the Print option.

Left click on Print.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Faculty Schedule page. The browser's address bar shows the URL: `http://fontbonne.edu/carsserv/cgi-bin/faculty/frame.cgi`. The page content includes a table for the Summer Term 2003 and a 'Current Option Settings' section. A right-click context menu is open over the 'Print' option, with the 'Print' option highlighted. The menu also includes options like 'Back', 'Forward', 'Save Background As...', 'Copy Background', 'Set as Desktop Item...', 'Select All', 'Paste', 'Create Shortcut', 'Add to Favorites...', 'View Source', 'Encoding', and 'Refresh'.

Faculty Sched										
Summer Term 2003										
Course	Sec	Title	Max Reg	Reg	Bldg	Room	Day	Time	Instructor	End Date
ORG309	03	COMPUTER APPLICATNS/ORG	30	8	RYAN					08/27/2003


Current Option Settings		
Program	Session	Year
UNDG	SU	2003

## COURSE CATALOG

The Course Catalog link provides a list of courses by department for the semester and year for which the Options have been set.

### Course Catalog

Search Criteria


<a href="#">Biological/Physical Sci.</a>	<a href="#">Business/Administration</a>
<a href="#">Comm. Disorder/Deaf Educ</a>	<a href="#">Communication Disorders</a>
<a href="#">Education/Special Educ.</a>	<a href="#">English &amp; Communication</a>
<a href="#">Fine Arts</a>	<a href="#">Honors</a>
<a href="#">Human Environmental Sci</a>	<a href="#">Interdisciplinary Study</a>
<a href="#">Literature/Language Arts</a>	<a href="#">Math/Computer Sciences</a>
<a href="#">Phil,Rel,Social Sciences</a>	

Clicking the department link provides a list of courses in course-number order.

**NOTE:** Please make sure that the semester and year at the top of the screen are correct.

If incorrect, use the Set Options button at the bottom of the screen to obtain the correct program, session and year.

### Course Catalog



[Biological/Physical Sci. Courses: SP 2004](#)

<a href="#">BIO106</a>	TOPICS IN ENVIR. SCIENCE
<a href="#">BIO108</a>	INTRODUCTION TO LIFE SCIENCE
<a href="#">BIO111</a>	SCIENCE LABORATORY
<a href="#">BIO114</a>	GENERAL BIOLOGY II
<a href="#">BIO220</a>	ANATOMY & PHYSIOLOGY I
<a href="#">BIO222</a>	ANATOMY & PHYSIOLOGY II
<a href="#">BIO250</a>	MICROBIOLOGY
<a href="#">BIO304</a>	PATHOPHYSIOLOGY
<a href="#">BIO370</a>	TCH SCIENCE EARLY CHLD/ELEM/MID
<a href="#">BIO490</a>	INDEPENDENT STUDY
<a href="#">BIO495</a>	DEPARTMENT RESEARCH
<a href="#">BIOL1010</a>	HUMAN BIOLOGY-REGENT COLLEGE
<a href="#">CHEM204</a>	ORGANIC CHEMISTRY II LEC&LAB
<a href="#">CHM102</a>	ESSENTIALS OF CHEMISTRY
<a href="#">CHM108</a>	GENERAL CHEMISTRY II
<a href="#">CHM111</a>	SCIENCE LABORATORY
<a href="#">CHM202</a>	PHARMACOLOGY
<a href="#">CHM318</a>	BIOCHEMISTRY
<a href="#">PHY108</a>	INTRODUCTION TO PHYSICAL SCIENCE
<a href="#">PHYS104</a>	GENERAL PHYSICS II
<a href="#">PHYS221</a>	GENERAL PHYSICS II - LAB
<a href="#">PHYS223</a>	GENERAL PHYSICS II - LEC
<a href="#">U23-212</a>	GENERAL PHYSICS II

Current Option Settings		
Program	Session	Year
UNDG	SP	2004

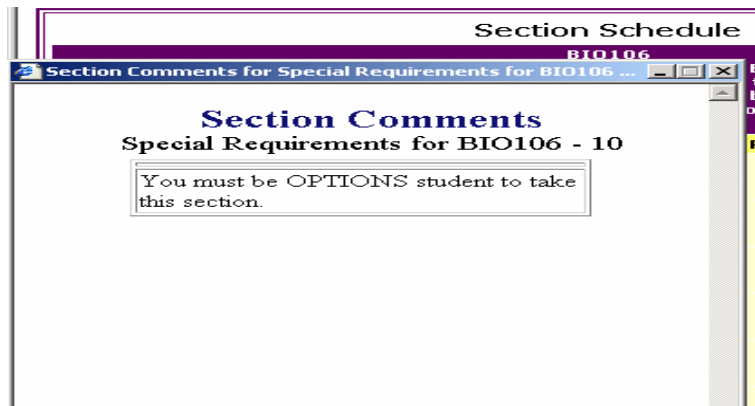
Set Options

Clicking the course number link provides a brief description of the course and a list of sections being offered for the semester.

To see other offerings, click the Back to Course Catalog link near the bottom of the screen.

Section	Instructor	Reg/Limit	Status	Hours	Reqmts	Bldg	Room	Dates	Days	Beg	End
10	Allman J	24 / 24	Waitlisted	3.00	View	SC		03/24/2004 - 05/12/2004	---W- --	6:00p	8:00p
						SC		03/24/2004 - 05/12/2004	---W- --	8:05p	10:00p
5G	Allman J	10 / 30	Open	3.00	View	SC		01/28/2004 - 02/25/2004	---W- --	6:00p	8:00p
						SC		01/28/2004 - 02/25/2004	---W- --	8:05p	10:00p
6G	Allman J	9 / 30	Open	3.00	View	SC		03/15/2004 - 04/12/2004	-M--- --	6:00p	8:00p
						SC		03/15/2004 - 04/12/2004	-M--- --	8:05p	10:00p
7C	Allman J	13 / 30	Open	3.00	View	SC		04/29/2004	----	6:00p	8:00p

Clicking the View button will provide you with information on any Special Requirements connected with the course.



If you are having difficulty finding a particular course, you can use the Search Criteria button on the first screen of the Course Catalog pages.

This will provide the ability to search the catalog in a variety of ways.

Program	Session	Year
UNDG	SP	2004

## CHANGING PASSWORD

You can change your web password by clicking the Change Password link.

Type in the old password and a new one. Then type the new password again on the Confirm Password line.

For security purposes, it is best to use passwords that contain both letters and numbers. It may be helpful to set this password the same as that for e-mail which requires this type of password.

When finished, click the Submit button. The password change will be effective the following day.

**Change Password**  
Schaumburg, Barbara

To change your password, complete the fields below, then click **Submit**. If no error message occurs then the password change will take place immediately. If you are accessing this web page from the Jenzabar Portal, then if there is no error the portal password will change also.

Status: Ready for entry.

**Old Password:**

**New Password:**

**Confirm Password:**

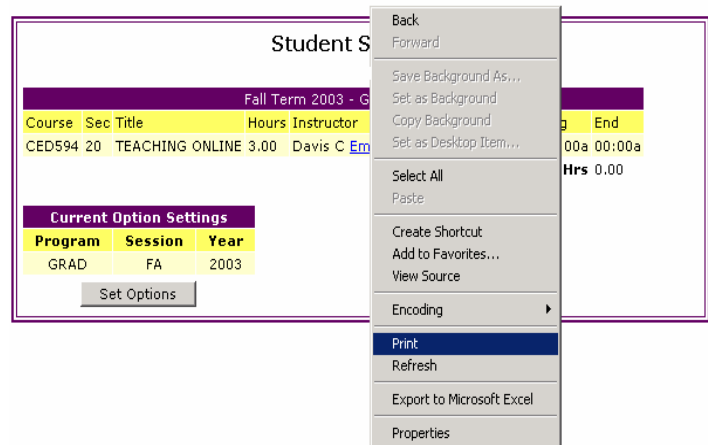
## PRINTING SCREENS

The easiest way to print any of the screens is to right click in the area you wish to print.

This will provide you with a shortcut menu from which you can choose the Print option.

Left click Print.

If a screen is such that you need to horizontally scroll to the right to see all of it, you would want to print the screen in landscape mode.



To set your printer to landscape, click the tab that allows you to choose the Orientation, and click the radio button for Landscape. Depending on the printer, this would normally be found under the Layout, Features, or Paper tabs.

