PeopleSoft Student Administration Version 9.0 Quick Navigation Guide

Advising Transcript (AATST) & (ADVSG) – Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Transcripts

Advisor – Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Student Background Information>Student Advisor

Adjust Class Associations – Sections: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Adjust Class Associations

Change Password in PeopleSoft – Section: Other Functions

Navigation: Main Menu<My System Profile>Change My Password

Class Associations – See Adjust Class Associations

Class Schedule for Student – Section: Campus Community

Navigation: Main Menu>Campus Community>Student Services Ctr (Student)

Class Roster – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Class Roster

Course Catalog – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Course Catalog

Class Enrollment – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes>Enrollment Control (3rd tab)

Navigation: Main Menu>Curriculum Management>Schedules of Classes>Update Sections of a Class>Class

Enrollment Limits (2nd tab)

Class Meeting Times Tab – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Schedule Class Meetings
Navigation: Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes>Meetings
(2nd tab)

Class Notes Tab – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes>Notes (5th tab)

Class Schedule – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

Class Sections - Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Update Sections of a Class

Class Search – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Class Search

Combined Sections – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Combined Sections

Cumulative G.P.A. – Section: Campus Community

Navigation: Main Menu>Campus Community>Student Services Ctr (Student)>Academics (4th tab) (Click on current term for Statistics)

E-mail Address – Section: Campus Community

Navigation: Main Menu>Campus Community>Student Services Ctr (Student)>General Info (2nd tab)

Navigation: Main Menu>Campus Community>Personal Information>Biographical>Addresses/Phones>Electronic

Addresses

Emergency Contacts- Section: Campus Community

Navigation: Main Menu>Campus Community>Biographical (Student)>Emergency Contacts

Enrollment Summary – Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Enrollment Summaries

FERPA – Student Confidentiality – Section: Campus Community

Navigation: Main Menu>Campus Community>Personal Information (Student) (FERPA Flag will designate FERPA active)

FOOTNOTES - See Class Notes

GPA and Term Statistics - Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Student Term History>Term History (1st and 2nd tabs)

Grade Inquiry – Section: Campus Community

Navigation: Campus Community>Student Services Ctr (Student)>Grades (Drop Menu under "Academics" on main page)

Hold Removal – Section: Campus Community

Navigation: Main Menu>Campus Community>Manage Service Indicators

Instructor/Advisor – Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Instructor/Advisor Information

Instructor Schedule – Section: Curriculum Management

Navigation: Curriculum Management>Instructor/Advisor Information>Instructor Schedule

My Favorites – Section: My Favorites

Navigation: Favorites>My Favorites

Permission Numbers - Section: Records and Enrollment

Navigation: Records and Enrollment>Term Processing>Class Permission Numbers

Personal – Biographical – Section: Campus Community

Navigation: Main Menu>Campus Community>Personal Information>Biographical

Print Class Roster - Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Class Roster>Print Class Roster

Query Manager (Used to run query reports in HERPT)

Navigation: Main Menu>Reporting Tools>Query>Query Manager

Schedule - Section: Curriculum Management

Navigation: Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

Service Indicators – Section: Campus Community

Navigation: Main Menu>Campus Community>Service Indicators (Student)

Student Advisor – Sections: Campus Community; Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Student Background Information>Advisor

Navigation: Main Menu>Campus Community>Student Center (right column)

Student Registration Appointment – Section: Campus Community

Navigation: Main Menu>Campus Community>Student Services Ctr (Student) (right column)

Student Background Information – Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Student Background Information

Student Class Schedule – Section: Campus Community

Navigation: Main Menu>Campus Community>Student Services Ctr (Student)

Student Degree – Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Graduation>Student Degrees

Student Groups – Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Career and Program Information>Student Groups

Student Program Plan - Sections: Campus Community; Records and Enrollment

Navigation: Main Menu>Campus Community>Student Services Ctr (Student)>Academics (4th tab)

Navigation: Main Menu>Records and Enrollment>Career and Program Information>Student Program/Plan

Term Statistics – Section: Campus Community

Navigation: Main Menu>Campus Community>Student Services Ctr (Student)>Academics (4th tab)

Transfer Credit Evaluation - Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Transfer Credit Evaluation

Transcripts: - Section: Records and Enrollment

Navigation: Main Menu>Records and Enrollment>Transcripts>Transcript Request