

PeopleSoft Departmental Student Records Training

Bloomsburg University

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Bloomsburg University Training Notes

Terminology Crosswalk

PeopleSoft Term	Bloomsburg Equivalent/Example
Institution	Bloomsburg University. In PeopleSoft, this is always identified with the code BLOOM.
Academic Career	Undergraduate (UGRD) Graduate (GRAD), Doctoral (DOCT)
Academic Program	College (College of Liberal Arts, College of Business)
Academic Plan	Major (English)
Academic Sub-Plan	Concentration (Creative Writing)
Term	Semester (Spring, Summer, Fall); denoted by 4-digit code

Term Code Logic

Spring 2011: 2112

2 = Millennium

11 = Last two digits year

2 = Term (2 – Spring, 4 – Summer, 6 – Fall)

Viewing a Student's Bio/Demo Data

1. After logging in through the Portal, click the **Campus Community** menu item.
2. Next, click the **Student Services Ctr (Student)** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.

The screenshot shows the 'Student Services Center' search interface. At the top, it says 'Find an Existing Value'. Below this, there's a text input field for 'Maximum number of rows to return (up to 300):' with '300' entered. There are five search criteria fields, each with a 'begins with' dropdown menu: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Below these is a checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and a link for 'Save Search Criteria'.

4. You will now see the main page of the **Student Services Center**. The **Student Services Center** is a clone of what a student sees when he or she accesses the **Student Center**. The **Student Services Center**, however, includes various administrative options that are not available to students.
5. Scroll down the page to view the **Personal Information** section. In this section, you can use the **Demographic Data** link to access the student's demographic data. Click the **Emergency Contact** link to view the student's **Emergency Contact** information.

The screenshot shows the 'Personal Information' section of the Student Services Center. It has a red border. Inside, there are two tabs: 'Demographic Data' and 'Emergency Contact'. To the right of these tabs is a 'Contact Information' section with a table. The table has two columns: 'Permanent Address' and 'Billing Address'. The 'Permanent Address' row contains '1234 Dunder Avenue', 'Bloomsburg, PA 17815', and '019 Columbia'. The 'Billing Address' row contains 'None'. Below this, there are two more rows: 'Primary Phone' and 'Home E-mail', both containing 'None'. To the right of the 'Personal Information' section are two other sections: 'Search Engines' with a 'Google' link, and 'Other Links' with a 'BU Today' link.

Permanent Address	Billing Address
1234 Dunder Avenue Bloomsburg, PA 17815 019 Columbia	None
Primary Phone	Home E-mail
None	None

6. To view more detailed personal information for this student, scroll to the top of the **Student Services Center** and click the **General Info** tab.
7. At the top of the **General Info** tab, you can see any **Service Indicators** (or Holds) on the student's record. You can also access any **Checklists** assigned to the student in the **Initiated Checklist** section. Scroll down the page to view the student's **Student Groups** and other personal information.

Service Indicators Initiated Checklists
 Student Groups Personal Data
 National ID Names
 Addresses Phones
 Email Addresses

COLLAPSE ALL

EXPAND ALL

Service Indicators

edit service indicators

★ Positive ⓧ Negative

Service Indicators		Customize View All		First	1 of 1	Last
Type	Details	Start Term	End Term	Start Date	End Date	Department
ⓧ Library Fine		2011 Spring				Library

Go to top

Initiated Checklists

review checklist summary

Checklists		View All	First	1 of 1	Last
Function	Checklist	Institution	Variable Data		
ADMA	UFR - Freshmen requirements test	BLOOM	Academic Career: UGRD Student Career Nbr: 0 Application Nbr:		
▶ Checklist Items					

8. Further down the page, you can see **Student Groups**, **Personal Data**, and **National ID**. Access to edit this information is limited based on your role within the institution. For more information on any of these fields, or to view a history of changes, click the **Edit Student Groups**, **Edit Personal Data**, or **Edit National IDs** buttons if you have access to these components.

Student Groups

edit student groups

Student Group	Description	Institution	Status
HNRS	Honors	Bloomsburg University of PA	Active as of 2011-03-10

Go to top

Personal Data

edit personal data

Campus ID:
 Date of Birth: 01/01/1990
 Gender: Male
 Marital Status: Single

Go to top

National ID

edit national ids

Country	National ID Type	National ID	Primary NID
USA	Social Security Number	999999999	<input checked="" type="checkbox"/>

Go to top

9. At the bottom of this page you will see **Names, Addresses, Phones** and **Email Addresses** on file for this student. Click the **Edit Names, Edit Addresses, Edit Phones** or **Edit Email Addresses** buttons to view more information about each of these items.

▼ Names

edit names

Name Type	Display Name	Status
Primary	James Halpert	Active as of 2011-03-10

Go to top

▼ Addresses

edit addresses

Address Type	Address	Status
Local	324 Imaginary Lane Bloomsburg, PA 17815 019 Columbia	Active as of 2011-03-15
Permanent	1234 Dunder Avenue Bloomsburg, PA 17815 019 Columbia	Active as of 2011-03-10

Go to top

▼ Phones

edit phones

Phone Type	Phone Number	Extension	Preferred
Mobile	570/555-6666		<input checked="" type="checkbox"/>
Home	570/666-7777		<input type="checkbox"/>

Go to top

▼ Email Addresses

edit email addresses

Email Type	Email Address	Preferred
Campus	HalpertJ@bloom.edu	<input checked="" type="checkbox"/>

Go to top

Viewing a Student's Academic Information

Viewing a Student's Schedule

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Ctr (Student)** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.

4. You will now see the main page of the **Student Services Center**. The **Student Services Center** is a clone of what a student sees when he or she accesses the **Student Center**. In the **Academics** section, you will see the student's schedule in list format. To view a weekly calendar view of the student's schedule, click the **Weekly Schedule** link.

James Halpert ID: 282624

[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

James's Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

Class	Schedule
ANTHRO 101-01 LEC (1714)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0164
SPANISH 101-01 LEC (1280)	MoWeFr 10:00AM - 10:50AM Old Science Hall 0128

[weekly schedule >](#)

By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

☐ Save 2011 Summer

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Account Summary

You owe 0.00.

■ Due Now	0.00
■ Future Due	0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account

SEARCH FOR CLASSES

Holds
Library Fine
[details >](#)

To Do List
Freshmen Requirements Test
[details >](#)

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2011 Fall Regular Academic Session session on April 4, 2011.
[details >](#)

Advisor
Program Advisor

5. You will now see the schedule in a calendar format. If the student has classes that take place later than 6:00pm, change the time in the **End Time** field to show these additional classes. To print this schedule, click the **Printer Friendly Version** link at the bottom right of this screen and print the page as you would with any other web page.

My Class Schedule

<< previous week
Week of 3/14/2011 - 3/20/2011
next week >>

Show Week of 03/17/2011 [S]
Start Time 8:00AM End Time 6:00PM
refresh calendar

Time	Monday Mar 14	Tuesday Mar 15	Wednesday Mar 16	Thursday Mar 17	Friday Mar 18	Saturday Mar 19	Sunday Mar 20
8:00AM							
9:00AM							
10:00AM	SPANISH 101 - 01 Lecture 10:00AM - 10:50AM Old Science Hall 129		SPANISH 101 - 01 Lecture 10:00AM - 10:50AM Old Science Hall 129		SPANISH 101 - 01 Lecture 10:00AM - 10:50AM Old Science Hall 129		
11:00AM							
12:00PM							
1:00PM	ANTHRO 101 - 01 Lecture 1:00PM - 1:50PM Centennial Hall 164		ANTHRO 101 - 01 Lecture 1:00PM - 1:50PM Centennial Hall 164		ANTHRO 101 - 01 Lecture 1:00PM - 1:50PM Centennial Hall 164		
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

▼ Display Options
refresh calendar


☒ Show AM/PM
☐ - ☐ - ☐

☒ Monday
☒ - ☐

☒ Thursday
☒ - ☐

☒ Sunday

Viewing a Student's Course History

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Center** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.
4. You will now see the main page of the **Student Services Center**. The **Student Services Center** is a clone of what a student sees when he or she accesses the **Student Center**. You can use this page to access a **Course History** for a given student that will allow you to view all classes taken by the student at Bloomsburg University as well as courses that have been transferred in. This page will also display the grades that have been posted for these classes.
5. To access **Course History**, click the **Other Academic...** drop-down menu in the **Academics** section. Select **Course History** and click the **Go** button ().



James's Student Center

▼ Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

Deadlines

URL

Gradebook

This Week's Schedule	
Class	Schedule
ANTHRO 101-01 LEC (1714)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0164
SPANISH 101-01 LEC (1280)	MoWeFr 10:00AM - 10:50AM Old Science Hall 0129

weekly schedule >

By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

Save

2011 Summer

☐

▼ Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

Account Summary

You owe 0.00.

Due Now

0.00

Future Due

0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account

SEARCH FOR CLASSES

▼ Holds

Library Fine

details >

▼ To Do List

Freshmen Requirements Test

details >

▼ Enrollment Dates

Enrollment Appointment

You may begin enrolling for the 2011 Fall Regular Academic Session session on April 4, 2011.

details >

▼ Advisor

Program Advisor

6. You will now see the **Course History** for this student. Here you can see the course, course description, term, grade, units, and status (taken, transferred, or in progress).

By default, the courses are arranged alphabetically by course name. To arrange by **Term, Grade, Units, Status, or Description**, simply click these headings in the grid. You can print this page as you would any webpage.

9



My Course History

Select Display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by


Then by

sort

✔ Taken ← Transferred ♦ In Progress

Course	Description	Term	Grade	Units	Status
ANTHRO 101	INTRO ANTHROPOLOGY	2010 Fall	B+	3.00	✔
ANTHRO 101	INTRO ANTHROPOLOGY	2011 Spring		3.00	♦
BIOLOGY 101	HUMAN BIOLOGY	2010 Fall	TR	4.00	←
CHEM 101	INTRO CHEMISTRY	2010 Fall	TR	4.00	←
ENGLISH 101	COMPOSITION 1	2010 Fall	B	3.00	✔
HISTORY 121	US HIST COL PER 1877	2010 Fall	A	3.00	✔
MATH 110	BASIC ALGEBRA	2010 Fall	TR	3.00	←
SPANISH 101	SPANISH 1	2010 Fall	A-	3.00	✔
SPANISH 101	SPANISH 1	2011 Spring		3.00	♦

Viewing a Student's Grades

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Ctr (Student)** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.
4. You will now see the main page of the **Student Services Center**. The **Student Services Center** is a clone of what a student sees when he or she accesses the **Student Center**. You can use this page to access a student's **Grades**.
5. To access **Grades**, click the **Other Academic...** drop-down menu in the **Academics** section. Select **Grades** and click the **Go** button ().

James Halpert

ID: 282624



[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

James's Student Center

▼ Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

Deadlines

URL

Gradebook

This Week's Schedule

	Class	Schedule
	ANTHRO 101-01 LEC (1714)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0164
	SPANISH 101-01 LEC (1280)	MoWeFr 10:00AM - 10:50AM Old Science Hall 0129

weekly schedule >

By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

Save

2011 Summer

☐

▼ Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

Account Summary

You owe 0.00.

Due Now

0.00

Future Due

0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account

SEARCH FOR CLASSES

▼ Holds

Library Fine

details >

▼ To Do List

Freshmen Requirements Test

details >

▼ Enrollment Dates

Enrollment Appointment

You may begin enrolling for the 2011 Fall Regular Academic Session session on April 4, 2011.

details >

▼ Advisor

Program Advisor

- On the **Grades** page you can see all the grades a student has received for a given term, along with term and cumulative statistics. If you wish to view a different term, click the **Change Term** button at the top of this screen.

View My Grades

2011 Spring | Bloomsburg University of PA

[change term](#)

Class Grades - 2011 Spring

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
ANTHRO 101	INTRO ANTHROPOLOGY	3.00	Graded		
SPANISH 101	SPANISH 1	3.00	Graded		

Term Statistics - 2011 Spring

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken		12.000
Passed		12.000
In Progress	6.000	6.000
Units Not for GPA:		
Taken		
Passed		
Transfer Units		11.000
GPA Calculation		
Total Grade Points		42.000
/ Units Taken Toward GPA		12.000
= GPA		3.500

Viewing Detailed Academic Data

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Ctr (Student)** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.
4. You will now see the main page of the **Student Services Center**. The **Student Services Center** is a clone of what a student sees when he or she accesses the **Student Center**. You can use this page to access a student's detailed academic information for a particular student.
5. From the **Student Services Center**, click the **Academics** tab at the top of the screen.

James Halpert ID: 282624

student center general info admissions transfer credit **academics** finances financial aid

James's Student Center

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... >>

Deadlines URL Gradebook

This Week's Schedule	
Class	Schedule
ANTHRO 101-01 LEC (1714)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0164
SPANISH 101-01 LEC (1280)	MoWeFr 10:00AM - 10:50AM Old Science Hall 0129

weekly schedule >

i By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

Save 2011 Summer ☐

Finances

My Account
Account Inquiry
Financial Aid
View Financial Aid

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account

SEARCH FOR CLASSES

Holds
Library Fine details >

To Do List
Freshmen Requirements Test details >

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2011 Fall Regular Academic Session session on April 4, 2011. details >

Advisor
Program Advisor

6. Once in the **Academics** tab, you will see detailed program and plan data for this student under the **Institution/Career/Program** section. You can click the **Edit Program Data** to see more information about the student's program and plan. Scroll down the page to view more academic information. Keep in mind that access to this button is limited based on your role at Bloomsburg.

James Halpert ID: 282624

student center general info admissions transfer credit **academics** finances financial aid

Institution / Career / Program **edit program data**

BLOOM - Bloomsburg University of PA

UGRD - Undergraduate

UCOLA - UGRD Liberal Arts

Program: UCOLA UGRD Liberal Arts

Student Career Nbr: 0

Status: Active as of 08/30/2010

Admit Term: 2106 2010 Fall

Expected Graduation: 2142 2014 Spring

Approved Load: Full-Time

Load Determination: Base On Units

Level Determination: Base On Units

Plan: ENGLISH-BA English BA

Requirement Term: 2106 2010 Fall

7. In the **Term Summary** section, you can see information about the current term. To view academic data for a different term, select the desired term from the list on the left. In this section you can see the student's academic level and classes that he or she has enrolled in for this term. You can also access the **Quick Enrollment** component using the **Quick Enrollment** link below the student's class list. Scroll down the page to view term statistics.

Term Summary
[edit term data](#)

BLOOM - Bloomsburg University of PA

- UGRD - Undergraduate
 - 2116 - 2011 Fall
 - 2112 - 2011 Spring**
 - 2106 - 2010 Fall

2011 Spring
Eligible to Enroll: Yes
Primary Program: UCOLA UGRD Liberal Arts
Academic Standing Status: Data unavailable

Level / Load
Academic Level - Projected: Freshman
Academic Level - Term Start: Freshman
Academic Level - Term End: Freshman
Approved Academic Load: Full-Time
Academic Load: Enrolled Half-Time

Classes

☒ Enrolled
☐ Dropped
☐ Wait Listed

Class	Description	Units	Grading	Grade	Status
ANTHRO 101-01 (1714)	INTRO ANTHROPOLOGY (Lecture)	3.00	Graded		✓
SPANISH 101-01 (1280)	SPANISH 1 (Lecture)	3.00	Graded		✓

[Quick Enrollment](#)

8. The **Statistics** section allows you to view term and cumulative statistics.

Statistics		
2011 Spring	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken		12.000
Passed		12.000
In Progress	6.000	6.000
Units Not for GPA:		
Taken		
Passed		
In Progress		
Transfer Units		11.000
GPA Calculation		
Total Grade Points		42.000
/ Units Taken Toward GPA		12.000
= GPA		3.500

[Term History](#)

Viewing Student Admissions Information

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Center** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.
4. You will now see the main page of the **Student Services Center**. The **Student Services Center** is a clone of what a student sees when he or she accesses the **Student Center**. You can use this page to access a student's admissions information for a particular student.
5. Click the **Admissions** tab at the top of the page.

James Halpert ID: 282624

student center general info **admissions** transfer credit academics finances financial aid

James's Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

Deadlines URL Gradebook

This Week's Schedule	
Class	Schedule
ANTHRO 101-01 LEC (1714)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0164
SPANISH 101-01 LEC (1280)	MoWeFr 10:00AM - 10:50AM Old Science Hall 0129

[weekly schedule >](#)

i By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

2011 Summer ☐

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Account Summary

You owe 0.00.

Due Now	0.00
Future Due	0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account

Holds

Library Fine [details >](#)

To Do List

Freshmen Requirements Test [details >](#)

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2011 Fall Regular Academic Session session on April 4, 2011. [details >](#)

Advisor

Program Advisor

6. On the **Admissions** page, you can view information entered on the student's application, such as **Program** and **Plan, Housing Interest**, and **Financial Aid Interest**.

[student center](#)
[general info](#)
[admissions](#)
[transfer credit](#)
[academics](#)
[finances](#)
[financial aid](#)

Institution / Career /
Application Nbr / Program

edit application data

BLOOM - Bloomsburg University of PA

UGRD - Undergraduate

00003197

UCOLA - UGRD Liberal Arts

Application Nbr:

00003197

Program Nbr:

0

Program Status:

Admitted

as of 03/14/2011

Program:

UCOLA

UGRD Liberal Arts

Plan:

ENGLISH-BA

English BA

Sub-Plan:

ENG CW-BA

English*Creative Writing
BA

Last School Attended:

City:

State:

Graduation Date:

Financial Aid Interest:

☒

Housing Interest:

On Campus Housing

7. Further down the page, you can view the student's progression from prospect, to applicant, to student.

Applicant Progression				
Prospect		Applicant		Student
Institution		Institution	Bloomsburg University of PA	Institution
Admit Type		Admit Type	UNEFRESH	Requirement Term
Admit Term		Admit Term	2011 Spring	Admit Term
Recruiting Status		Program Status	Admitted	Program Status
Status Date		Program Action	Admit	Program Action
Referral Source		Action Reason		Action Reason
Source Date		Action Date	03/14/2011	Action Date

8. At the bottom of this screen, you can see **External Education** information as well as **Test Scores**.

External Education

[edit education data](#)

255065 - Penn State University

Transcript Information

External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received
Undergrad	1	Official	Final	Received	03/14/2011

Education Summary

External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA
Undergrad	1	Unknown	Undergraduate Overall	4.00	4.00	3.800

[External Courses](#)[External Degrees](#)

Test Summary

[edit student tests](#)



Filter data by

Operator

Value

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[filter](#)[show all](#)

Test Results		Customize		View All	 	First	1-5 of 5	Last
Test ID	Test Component	Test Score	Letter Score	Percentile	Test Date	Acad Level	Data Source	Date Loaded
ACT	COMP	28.00			03/01/2009	Unknown	SCH	03/14/2011
ACT	ENGL	20.00			03/01/2009	Unknown	SCH	03/14/2011
ACT	MATH	24.00			03/01/2009	Unknown	SCH	03/14/2011
ACT	READ	30.00			03/01/2009	Unknown	SCH	03/14/2011
ACT	SCIRE	25.00			03/01/2009	Unknown	SCH	03/14/2011

Viewing a Student's Advisor

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Center** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.
4. On the main **Student Services Center** page, scroll down to find the **Advisor** box on the right-hand side of the page. This box will display the student's advisor. For more information about this advisor, click the **Details** link.

By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

Save 2011 Summer ☐

Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

other financial... »»

Account Summary

You owe 15.00.

- Due Now 0.00
- Future Due 15.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

Enrollment Dates

Enrollment Appointment

You may begin enrolling for the 2011 Fall Regular Academic Session session on April 4, 2011.

[details ▶](#)

Advisor

Program Advisor

Caitlin Abrams

570/999-9999

[details ▶](#)

5. On the **Details** page you can view contact information for the advisor. The advisor's name will appear as a link. To email this advisor, click the name link and your default mail client (such as Outlook) will open.

James Halpert

ID: 282624

⊘

My Advisors

Academic UGRD Liberal Arts

Program

Major English BA

Advisor Name
Caitlin Abrams

Cancel

Enrolling a Student using Quick Enroll

1. There are two ways to access the **Quick Enrollment** component.
 - a. First, you can access *Records and Enrollment > Enroll Students > Quick Enroll a Student* from the main menu. If accessing the component through Records and Enrollment, you will see a **Search** page. On the **Search** page, enter the student ID number of the student you wish to enroll, as well as the student's **Career** (Undergraduate or Graduate) and the **Term** in which you will enroll him or her. If you cannot find the desired term or receive errors, the student must see the Registrar's Office for activation.

Quick Enroll a Student


Find an Existing Value

Add a New Value

ID:



Academic Career:



Academic Institution:



Term:



Add

[Find an Existing Value](#) | [Add a New Value](#)

- b. Alternatively, access **Student Services Center**, click the **Academics** tab for the student you wish to enroll and click the **Quick Enrollment** link in the **Term Summary** section. If accessing the link through the **Student Services Center**, first select the appropriate term on the left-hand side of the **Term Summary** section and then click the **Quick Enroll** link. Note that if you access **Quick Enroll** through the **Student Services Center** you will be immediately directed to the **Quick Enroll** screen.

Term Summary

edit term data

BLOOM - Bloomsburg University of PA

UGRD - Undergraduate

2116 - 2011 Fall

2112 - 2011 Spring

2106 - 2010 Fall

2011 Spring

Eligible to Enroll: Yes

Primary Program: UCOLA

UGRD Liberal Arts

Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Freshman

Academic Level - Term Start: Freshman

Academic Level - Term End: Freshman

Approved Academic Load: Full-Time

Academic Load: Enrolled Half-Time

Classes

Enrolled

Dropped

Wait Listed

Class	Description	Units	Grading	Grade	Status
ANTHRO 101-01 (17141)	INTRO ANTHROPOLOGY (Lecture)	3.00	Graded		✓
SPANISH 101-01 (12801)	SPANISH 1 (Lecture)	3.00	Graded		✓

Quick Enrollment

- On the **Quick Enroll** screen, make sure that the **Action** drop-down menu is set to **Enroll**. If you know the four-digit code associated with the desired class section (known as a **Class Number**), you can enter it into the **Class Nbr** field. If you do not know this number or wish to view other classes, click the magnifying glass icon next to the **Class Number** field to enter the **Class Search** component.

Quick Enrollment

Request ID: 0000000000

James Halpert

ID: 282624

Career: Undergrad

Institution: BLOOM

Term: 2011 SPR

Submit

Class Enrollment

Units and Grade

Other Class Info

General Overrides

Class Overrides

+

-

Enroll

Class Nbr

Section

Pending

Related 1

Related 2

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#) [Student Services Center](#)

3. In **Class Search**, you must first select your subject. Click the **Course Subject** drop-down menu and select the appropriate subject. Next, in the **Course Nbr** field you should enter the course number. You can alternatively leave this blank to search for all courses under the given subject.

Quick Enrollment

Enter Search Criteria

Bloomsburg University of PA | 2011 Spring

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Economics

Course Number

is exactly

Course Career

Undergraduate

☒ Show Open Classes Only

☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Quick Enrollment](#)

CLEAR CRITERIA

SEARCH

4. If you wish to view closed classes, uncheck the **View Open Classes Only** checkbox. Also, if you only wish to select classes in a particular career (Undergraduate or Graduate), you can identify this in the **Course Career** drop-down menu.

Quick Enrollment

Enter Search Criteria

Bloomsburg University of PA | 2011 Spring

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Economics

Course Number

is exactly

Course Career

Undergraduate

☒ Show Open Classes Only

☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Quick Enrollment](#)

CLEAR CRITERIA

SEARCH

- To enter additional search criteria, such as days and times, instructor last names, units, instruction mode, or location, click the **Additional Search Criteria** link and enter the appropriate search criteria. Click **Search**.

Quick Enrollment

Enter Search Criteria

Bloomsburg University of PA | 2011 Spring

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Economics

Course Number

is exactly

Course Career

Undergraduate

☒ Show Open Classes Only

☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Quick Enrollment](#)

[CLEAR CRITERIA](#)

[SEARCH](#)

- When viewing search results on the **Search Results** page, be aware that for each course only three sections will initially appear. If there are more than three sections, click the **View All Sections** link.

Quick Enrollment

Search Results

When available, click View All Sections to see all sections of the course.

Bloomsburg University of PA | 2011 Spring

The following classes match your search criteria Course Subject: **Economics**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Quick Enrollment](#)

[START A NEW SEARCH](#)

● Open

■ Closed

▲ Wait List

▼ ECONOMIC 121 - PRIN OF ECONOMICS 1

View All Sections					First	1-3 of 7	Last
Section 01-LEC(1068)					Status	●	select class
Session Regular							
Days & Times		Room	Instructor	Meeting Dates			
MoWe 4:30PM - 5:45PM		Bakeless Cntr Humanities 0305	Saleem Khan	01/18/2011 - 05/07/2011			
Section 02-LEC(1074)					Status	●	select class
Session Regular							
Days & Times		Room	Instructor	Meeting Dates			
Mo 6:00PM - 9:00PM		Bakeless Cntr Humanities 0305	Saleem Khan	01/18/2011 - 05/07/2011			

7. The **Search Results** page will display the meeting times and days as well as the instructor name. If any of these fields display “TBA” or “Staff,” the information has not yet been entered into the system. To view more information about the class, such as class description, grading basis, current enrollment and available seats, and enrollment requirements, click the section link for that class (for example, **01-LEC(1068)** in the previous illustration).
8. Once the student has selected a class, click the **Select Class** button for that class. You will now be redirected to **Quick Enrollment**.

Quick Enrollment

Request ID: 0000000000 James Halpert ID: 282624
 Career: Undergrad Institution: BLOOM Term: 2011 SPR Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	[...]		
	*Action	Class Nbr		Section		Academic Program	Related 1	Related 2
+	-	Enroll	1068	ECONOMIC 121	01	Pending	UCOLA	

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

9. A student may encounter errors when he or she tries to enroll; for example, the system will stop a student from enrolling if he or she does not meet the prerequisites for this class. Based on your access, you may be able to override some of these errors using the **General Overrides** and **Class Overrides** tabs.

Possible overrides include:

- **Closed Class:** Select this override under **Class Overrides** if the class is closed but the student has instructor permission to enter the class.
 - **Permission:** Select this override under **Class Overrides** if the class requires departmental or instructor consent and the student has obtained such consent.
 - **Requisites:** Select this override under **General Overrides** if the student does not meet the prerequisite for the class but has permission to enroll in it.
10. Once the student is ready for enrollment, you must click the **Submit** button to initiate this request. If the enrollment was successful, you will see the word **Success** in the **Status** field. If this field reads **Messages**, the enrollment was successful but there may be additional

information for you about the enrollment process. Click the **Messages** link to read any messages associated with this particular enrollment.

Quick Enrollment

Request ID: 0000650557

James Halpert

ID: 282624

Career: Undergrad

Institution: BLOOM

Term: 2011 SPR

Submit

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

If the **Status** field reads **Errors**, the enrollment was unsuccessful. Click the **Errors** link to read the error associated with this enrollment request. Possible errors include time conflict, unit overload, does not meet prerequisite, and hold on record. Once you correct the error, if possible, you must select **Submit** again to send another enrollment request.

Quick Enrollment

Request ID: 0000650557

James Halpert

ID: 282624

Career: Undergrad

Institution: BLOOM

Term: 2011 SPR

Submit

Enrollment Message Log

ID: 282624 Halpert,James
Enrollment Request ID: 0000650557
Academic Career: Undergraduate
Academic Institution: Bloomsburg University of PA
Term: 2011 Spring

Seq #	1	Enroll	Class Nbr	1068	ECONOMIC 121	Section	01	PRIN OF ECONOMICS 1
-------	---	--------	-----------	------	--------------	---------	----	---------------------

Message Severity: **Error**

Message Text:

Hold on record, Add not processed. (14640,87)

There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.

[Return](#)

11. To view the student's current enrollment, along with dropped classes, click the **Study List** link on the **Quick Enroll** page.

Using Enrollment Request Search

1. After logging into PeopleSoft, click the **Records and Enrollment** link.
2. Next, click the **Enroll Students** menu item.
3. Now click **Enrollment Request Search**.
4. The **Enrollment Request Search** page allows you to search for enrollment requests made either administratively or by the student.

On the **Search** page, enter the **Institution** name (**BLOOM**). Click **Search**.

Enrollment Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

Academic Institution:

[Search](#)

[Clear](#)

[Basic Search](#)

5. Use the **Enrollment Request Search** page to view enrollment transactions that have occurred for a particular term in PeopleSoft. You can search by various criteria, such as **Enrollment Request Source**, **Enrollment Request Action**, **User ID**, **EmplID** or **Class Number**.

Enrollment Request Search

Academic Institution: BLOOM Bloomsburg University of PA Search

Academic Career:

Term:

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

EmplID:

Class Nbr:

Refresh Previous Search Result: ☒

Enrollment Action Range

From Date:

End Date:

Last Update Range

From DateTime:

Thru DateTime:

Enrollment List

Fields 1-7	Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career
1						

Save Return to Search Notify

6. You must select a **Career** (Undergraduate, Graduate, or Doctorate) and a **Term**.
7. To narrow your results, you can enter additional search criteria, such as **Enrollment Request Source** (e.g., Self Service, Quick Enroll, or Enrollment Request), **User ID**, or **Class Nbr**. You can also select a date range using the **Enrollment Action Range** section. If you wish to search for all enrollments completed by a particular user, you can enter that person's **User ID**, or login, into the **User ID** field. To search for enrollments completed for a particular student, enter the student's ID number into the **EmplID** field.
8. Once you have entered your search criteria, click the **Search** link at the top right corner of this page.

Enrollment Request Search

Academic Institution: BLOOM Bloomsburg University of PA Search

Academic Career:

Term:

Enrollment Request ID:

Enrollment Request Source:



Refresh Previous Search Result: ☒



Enrollment Action Range



From Date:

End Date:

9. Your search results will appear at the bottom of this page and will be split amongst several tabs.

Enrollment List							
Customize Find  First 1-3 of 3 Last							
Fields 1-7 Fields 8-11 Fields 12-19 Fields 20-25 Fields 26-30 Fields 31-35 Fields 36-40 							
	User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career
1	OT_CABRAM	282624	2112	1714	ANTHRO	101	UGRD
2	OT_CABRAM	282624	2112	1280	SPANISH	101	UGRD
3	OT_CABRAM	282624	2112	1068	ECONOMIC	121	UGRD


10. The **Fields 1-7** tab shows **User ID**, **Student ID**, **Term**, **Class Number**, **Subject**, **Catalog**, and **Career** information for each enrollment transaction.
11. Use the **Fields 8-11** tab to view the **Enrollment Request ID**, **Last Update Date/Time**, **Enrollment Request Source**, and **Enrollment Requirement Detail Sequence** information for each enrollment transaction.
12. On the **Fields 12-19** tab, you can view the **Enrollment Request Action** and **Action Reason**, **Action Date**, **Units Taken** and **Course Count**, **Repeat Code** (if applicable), **Grade Input** (if applicable), and **Grading Basis**.
13. Use the **Fields 20-25** tab to view information about **Class Permissions**, **Change to Class Nbr**, **Drop if Class is Enrolled**, **Change to Wait List Nbr**, and **Related Class** options from the Enrollment components.
14. Use the **Fields 26-30** tab to view override information for these transactions.
15. Use the **Fields 31-35** tab to view continued override information.
16. The **Fields 36-40** tab displays additional override information continued from the previous tabs.
17. Click the **Show Following Tabs** icon () to view additional tabs.
18. Use the **Fields 41-44** tab to view **Enrollment Requirement Detail Status**, **Requirement Designations**, **Requirement Designation Options**, and **Requirement Designation Grades** (if applicable).
19. Finally, use the **Fields 45-48** tab to view **Transcript Note ID**, **Academic Program**, and **Dynamic Dates Override** information.
20. If you wish to view this information in spreadsheet format through Excel, click the small spreadsheet icon () at the top of the **Enrollment List** section.


Enrollment List							
Customize Find  First 1-3 of 3 Last							
Fields 1-7 Fields 8-11 Fields 12-19 Fields 20-25 Fields 26-30 Fields 31-35 Fields 36-40 							
	User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career
1	OT_CABRAM	282624	2112	1714	ANTHRO	101	UGRD
2	OT_CABRAM	282624	2112	1280	SPANISH	101	UGRD
3	OT_CABRAM	282624	2112	1068	ECONOMIC	121	UGRD


Student Service Indicators and Holds

Viewing Service Indicators

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Ctr (Student)** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field.
4. **Service Indicators** are indicators in PeopleSoft that allow you to impose holds or identify some special characteristic of a student.

A **Negative Service Indicator**, denoted by a small red “No” sign at the top of every page on the student’s record (), indicates that some sort of impact has been imposed on the student. For example, a student may not be able to enroll because they have an outstanding charge on their account.

A **Positive Service Indicator** is denoted by a small red star () and indicates a special characteristic about a student, for example, if the student is a veteran. This service indicator has no effect on the student and is only meant for informational purposes.


James Halpert ID: 282624 




[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)



James's Student Center

▼ Academics


[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... 

 Deadlines  URL  Gradebook

Class	Schedule
 ANTHRO 101-01 LEC (1714)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0164
 SPANISH 101-01 LEC (1280)	MoWeFr 10:00AM - 10:50AM Old Science Hall 0129

[weekly schedule](#)

 By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

[Save](#) 2011 Summer ☐

▼ Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Account Summary

You owe 0.00.

■ Due Now	0.00
■ Future Due	0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account

[SEARCH FOR CLASSES](#)

▼ Holds

Library Fine [details](#)

▼ To Do List

Freshmen Requirements Test [details](#)

▼ Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2011 Fall Regular Academic Session on April 4, 2011. [details](#)

▼ Advisor

Program Advisor

- Negative service indicators that have some type of hold associated with them will appear in the **Holds** box on the right-hand side of the **Student Services Center**. Students view them in the same location within the **Student Center**.

James Halpert ID: 282624

student center general info admissions transfer credit academics finances financial aid

James's Student Center

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... »

Deadlines URL Gradebook

This Week's Schedule		
	Class	Schedule
	ANTHRO 101-01 LEC (1714)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0164
	SPANISH 101-01 LEC (1280)	MoWeFr 10:00AM - 10:50AM Old Science Hall 0129

weekly schedule »

By checking this box, you are confirming your attendance in this term and that you understand you will be held responsible for tuition and fees incurred by your enrollment.

Save 2011 Summer ☐

SEARCH FOR CLASSES

Holds

Library Fine details »

To Do List

Freshmen Requirements Test details »

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2011 Fall Regular Academic Session session on April 4, 2011.

details »

Advisor

Program Advisor

Finances

My Account
Account Inquiry
Financial Aid
View Financial Aid

Account Summary

You owe 0.00.

Due Now	0.00
Future Due	0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account

- To learn more about a **Service Indicator**, click the appropriate icon at the top of the page to access the **Manage Service Indicators** component.
- To view all service indicators on this page, click the **Effect** drop-down menu and select **All**.

Manage Service Indicators

Delilah Abraham 002033305

Display: Effect Negative Institution Kutztown University Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
B05	No Refund	Overaward	KTOWN					02/15/2011	

+ Add Service Indicator

- Click the **Code** link to learn who placed the service indicator. On the detailed page, you can scroll to the bottom to see what impacts this service indicator imposes upon the student (for example, **CENR** means that the student may not enroll).

9. You can also access **Service Indicators** using the **General Info** tab on the **Student Services Center**, or by accessing *Campus Community > Service Indicators (Student) > Manage Service Indicators*.

Adding a Service Indicator

1. First, click the **Campus Community** menu item.
2. Next, click the **Student Services Ctr (Student)** link.
3. You will now be directed to a **Search** page. Enter the ID of the student you wish to search for in the **ID** field. Click **Search**.
4. Once on the main **Student Services Center** click the **General Info** tab.
5. In the **Service Indicators** box, click the **Edit Service Indicators** button.
6. You will now see the **Manage Service Indicators** page.

James Halpert ID: 282624

student center general info admissions transfer credit academics finances financial aid

[Service Indicators](#) [Initiated Checklists](#)
[Student Groups](#) [Personal Data](#)
[National ID](#) [Names](#)
[Addresses](#) [Phones](#)
[Email Addresses](#)

COLLAPSE ALL
EXPAND ALL

▼ Service Indicators **edit service indicators**

No service indicators found.

[Go to top](#)

Note: You can also access **Manage Service Indicators** by accessing *Campus Community > Service Indicators (Student) > Manage Service Indicators*.

7. On the **Manage Service Indicators** page, click the **Add Service Indicator** link.

Manage Service Indicators

James Halpert

282624

Display: Effect All Institution Bloomsburg University of PA Refresh

+ Add Service Indicator

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
D03	Library Fine	Library Fine	BLOOM	2112	2011 SPR				

+ Add Service Indicator

8. On the **Add Service Indicator** page, you must first select a **Service Indicator Code**. If it does not default, you should select a **Service Ind Reason Code** as well.

Add Service Indicator

James Halpert

282624

*Institution: BLOOM Bloomsburg University of PA

*Service Indicator Code: D01 Nursing Hold

*Service Ind Reason Code: NURSE Nursing Hold

Description: Please contact the Nursing Department

Effect: Negative

9. Next, enter a **Start Date** and/or a **Start Term**. You must enter a value into one of these two fields, but each service indicator may require you to select one field over another. If you enter an **End Date** or **End Term**, the service indicator impact will end on that day or term. In the **Assignment Details** box, you can enter an **Amount** and **Currency**. In the **Contact Information** box, you can enter a contact person for the student's reference.

Effective Period			
Start Term:	<input type="text"/>	End Term:	<input type="text"/>
Start Date:	<input type="text" value="02/10/2011"/>	End Date:	<input type="text"/>
Assignment Details			
*Department:	<input type="text" value="NURSING"/>	Nursing	
Reference:	<input type="text"/>		
Amount:	<input type="text" value="0.00"/>	Currency:	<input type="text" value="USD"/>
Contact Information			
Contact ID:	<input type="text"/>	Contact Person:	<input type="text"/>
Placed Person ID:	<input type="text"/>	Placed By:	<input type="text"/>

10. Finally, you can enter comments into the **Comments** field if you wish.

Comments

11. In the **Services Impacted** section, you can view the impacts that this service indicator will carry for the student. Click **OK** to save this service indicator and apply it to the student's record.

Services Impacted

Customize | Find | View All | First 1-2 of 2 Last

	Impact	Description	Basis - Date	Basis - Term	Term Category
1	CENR	All enroll activity blocked	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	TRAN	No transcript generation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time: 03/14/2011 10:00:18AM

User ID: OT_CABRAM

OK

Cancel

Apply

12. To release this service indicator, return to the **Manage Service Indicators** page, click the **Code** link for the service indicator, and select the **Release** button at the top right corner.

Edit Service Indicator

James Halpert

282624

Release

*Institution: Bloomsburg University of PA

*Service Indicator Code: Nursing Hold

*Service Ind Reason Code: Nursing Hold

Description:

Effect: Negative


Assigning an Advisor to a Student


1. From the main menu, click the **Records and Enrollment** link.
2. Next, click the **Student Background Information** menu item.
3. Now click the **Student Advisor** link.
4. On the **Search** page, enter the ID number of the student you are searching for. You can also search by the student's first and last name. Click the **Search** button.
5. Use the **Student Advisor** page to assign an individual advisor to a student.
6. If the student already has an advisor assigned, and you are REPLACING/CHANGING the advisor, click on the plus sign to the right of the Academic Institution box (highlighted in blue below), and add a new effective dated row. The newest effective dated row will be used. You don't need to "Inactivate" the advisor on the old record.
7. If you need to add a 2nd advisor for a student – where both are active at the same time -- then use the plus sign that is on the lower half to the right of the "Advisor Role" line (highlighted in pink below).

Favorites | Main Menu > Records and Enrollment > Student Background Information > Student Advisor




Student Advisor


Find | View All | First | 1 of 1 | Last


*Academic Institution: BLOOM  Bloomsburg University of PA


*Effective Date: 01/18/2011 


Find | View All | First | 1 of 1 | Last


*Advisor Role: Advisor  *Advisor Number: 1  

*Academic Career: UGRD  Undergraduate

*Academic Program: UCOB  UGRD Business

Academic Plan: 

Academic Advisor: 251723  Molnar,Istvan

Committee: 

☐ Advised by Committee ☐ Must Approve Enrollment

☒ Must Approve Graduation ☐ Graduation Approved

8. The **Advisor Role** should be set to **Advisor**. You are required to enter an **Academic Career** and **Academic Program**. You also have the ability to enter a specific **Academic Plan** for this advisor student combination, but this field is optional.

9. If you know the **Academic Advisor's** ID number, enter it into the **Academic Advisor** field. If you do not know the ID number, click the magnifying glass next to this field to search for the advisor by name.

Advisor Search Page

Look Up Academic Advisor

Academic Institution:	begins with	BLOOM
EmplID:	begins with	
Academic Organization:	begins with	
National ID:	begins with	
Campus ID:	begins with	
Last Name:	begins with	ABRAMS
First Name:	begins with	CAITLIN
<input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>		

10. Enter the advisor's last name into the **Last Name** field, and his or her first name into the **First Name** field. Click **Look Up**. Click the **Select** button next to the advisor you are selecting.

Customize Find First 1 of 1 Last										
Select	EmplID	Academic Institution	Academic Organization	National ID Country	NID Short Description	National ID	Name	Campus ID	Last Name	First Name
<input type="checkbox"/>	FACULTY01	BLOOM	COLA	USA	SSN	999999999	Abrams, Caitlin		ABRAMS	CAITLIN

11. Once you are redirected to the **Student Advisor** page, click **Save**.

Student Advisor

Joan Holloway		282626		Find View All First 1 of 1 Last			
*Academic Institution:	BLOOM	Bloomsburg University of PA		<input type="button" value="+"/> <input type="button" value="-"/>			
*Effective Date:	03/16/2011						
Find View All First 1 of 1 Last							
*Advisor Role:	Advisor	*Advisor Number:	1	<input type="button" value="+"/> <input type="button" value="-"/>			
*Academic Career:	UGRD	Undergraduate					
*Academic Program:	UCOED	UGRD Education					
Academic Plan:	MIDLV-BSED	Middle Level Ed (4-8) BSEd					
Academic Advisor:	FACULTY01	Abrams, Caitlin					
Committee:							
<input type="checkbox"/> Advised by Committee		<input type="checkbox"/> Must Approve Enrollment					
<input type="checkbox"/> Must Approve Graduation		<input type="checkbox"/> Graduation Approved					
Save Return to Search Notify Update/Display Include History Correct History							

Viewing a Student Enrollment Summary

1. After logging into PeopleSoft, click the **Records and Enrollment** link.
2. Next, click the **Enrollment Summaries** menu item.
3. Now click **Enrollment Summary**.
4. On the **Search** page, enter the ID number of the student or search for the student by first and last name. Next, enter the **Career** and **Term**. Click **Search**.
5. The **Enrollment Summary** page will display a student's schedule for a specified term. You can print this page as you would any web page. Only three classes will show at a time; if the student has more than three classes, click the **View All** link. Alternatively you can view each set of classes individually by using the **Next Row** button.

Enrollment Summary

Term Statistics

James Halpert

282624

Term: 2010 FALL

Career: Undergrad

Bloomsburg University of PA

[Print Study List](#)

[Report Manager](#)




Find


View All


First


1-3 of 4


Last

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
 1372	ANTHRO	101	Regular	01	Enrolled	Enrolled	UCOLA	Graded	3.00
	INTRO ANTHROPOLOGY		Lecture						
 1085	ENGLISH	101	Regular	01	Enrolled	Enrolled	UCOLA	Graded	3.00
	COMPOSITION 1		Lecture						
 1312	HISTORY	121	Regular	01	Enrolled	Enrolled	UCOLA	Graded	3.00
	US HIST COL PER 1877		Lecture						

 Return to Search

 Notify

 Previous tab

 Next tab

Enrollment Summary | [Term Statistics](#)

6. To view a listing of the student's classes along with the times and days for the class, click the **Print Study List** link to create this report. Then, click the **Report Manager** link.

Enrollment Summary **Term Statistics**

James Halpert 282624

Term: 2010 FALL Career: Undergrad Bloomsburg University of PA [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
1372	ANTHRO	101	Regular	01	Enrolled	Enrolled	UCOLA	Graded	3.00
	INTRO ANTHROPOLOGY		Lecture						
1085	ENGLISH	101	Regular	01	Enrolled	Enrolled	UCOLA	Graded	3.00
	COMPOSITION 1		Lecture						
1312	HISTORY	121	Regular	01	Enrolled	Enrolled	UCOLA	Graded	3.00
	US HIST COL PER 1877		Lecture						

[Return to Search](#)
[Notify](#)
[Previous tab](#)
[Next tab](#)

[Enrollment Summary](#) | [Term Statistics](#)

- On the **Report Manager** page, you can monitor the status of the study list report. If the **Status** does not read **Posted**, click the **Refresh** button until you see this status. Once the report is posted, the file name will display as a link. Click this link to view the study list report in PDF format.

List **Explorer** Administration Archives

View Reports For

User ID: OT_CABRAM Type: Last 1 Days [Refresh](#)

Status: Folder: Instance: to:

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	38863	40064	Individual Student Study Rpt	03/16/2011 3:49:39PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	38862	40063	Individual Student Study Rpt	03/16/2011 3:16:55PM	Acrobat (*.pdf)	Posted	Details

☒ [Select All](#)
☐ [Deselect All](#)

- If you do not see the PDF version of the study list, make sure your pop-up blocker is off. You can print this PDF as you would any other PDF file.

Report ID: SRSTDNT2

STUDY LIST

Page No. 1
Run Date 03/16/2011
Run Time 15:49:45Name: Halpert, James
ID: 282624
Term: 2010 FallCareer: Undergraduate
Program: UGRD Liberal Arts

Class No.	Subject	Catalog	Session	Section	Status	Units Taken	Grading Basis
1372	ANTHRO	101	1	01	Enrolled	3.00	Graded
	TBA	INTRO ANTHROPOLOGY	TBA	Lecture TBA	TBA		Staff
1085	ENGLISH	101	1	01	Enrolled	3.00	Graded
	TBA	COMPOSITION 1	TBA	Lecture TBA	TBA		Staff
1312	HISTORY	121	1	01	Enrolled	3.00	Graded
	TBA	US HIST COL PER 1877	TBA	Lecture TBA	TBA		Staff
1068	SPANISH	101	1	01	Enrolled	3.00	Graded
	TBA	SPANISH 1	TBA	Lecture TBA	TBA		Staff

Viewing a Student's Unofficial Transcript

1. From the main menu, click the **Records and Enrollment** link.
2. Next, click the **Transcripts** menu item.
3. Now click the **Request Transcript Reports** link.
4. On the **Search** page, click the **Add a New Value** tab as you are requesting a new transcript for this student.

Request Transcript Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Maximum number of rows to return (up to 300): 300

Report Request Nbr:

begins with

ID:

begins with

Academic Institution:

begins with

Transcript Type:

begins with

User ID:

begins with

Request Date:

=

Future Release:

=

Term:

begins with

Requested Print Date:

=

First Name:

begins with

Last Name:

begins with

☐ Case Sensitive

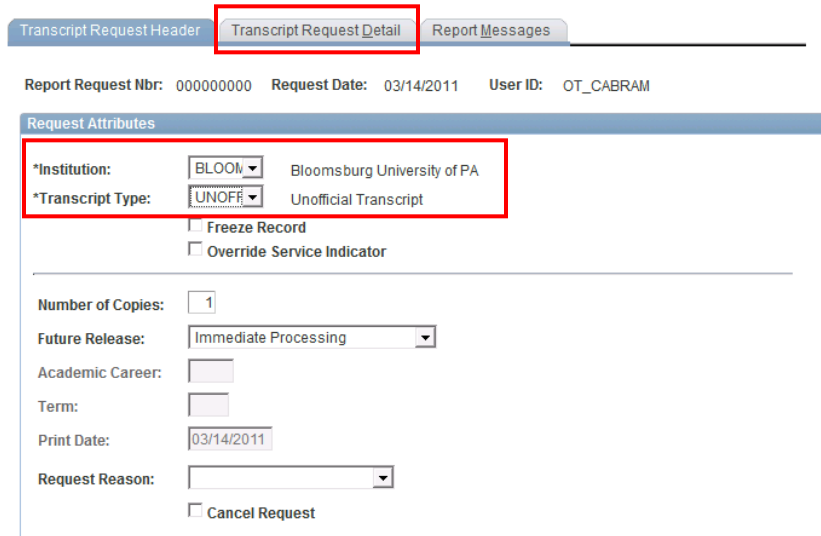
Search

Clear

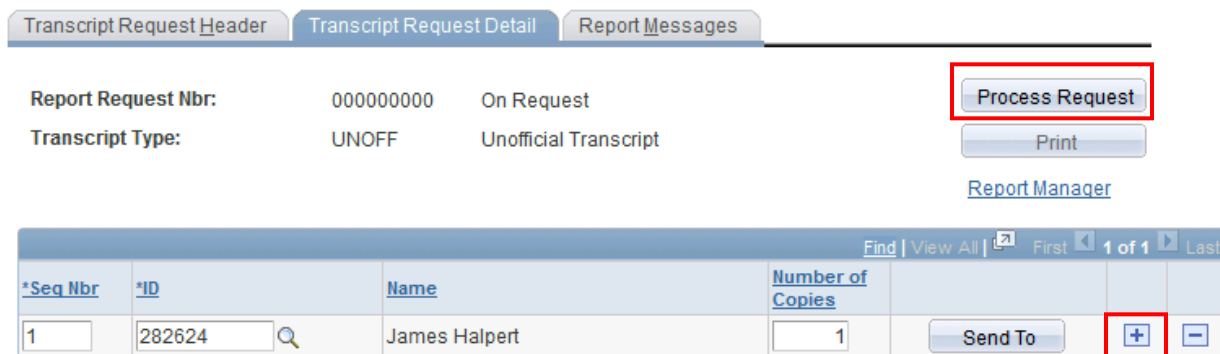
Basic Search

Save Search Criteria

- On the **Transcript Request Header** page, the **Institution** should be set to **BLOOM**. In the **Transcript Type** field, select **UNOFF** (Unofficial). The other items on this page can be left at the default values.



- Now click the **Transcript Request Detail** tab.
- On the **Transcript Request Detail** tab, enter the ID number of the student you are running this unofficial transcript for in the **ID** field. Once you have entered the ID number, click the **Tab** button on your keyboard to refresh the page. If you wish to add additional students, click the **Add a New Row** button (**+**) and add the student's ID number. Once you are ready to run this transcript, click the **Process Request** button.



- Once the process has run successfully, a **View Report** link will appear next to each student's ID. Click the **View Report** link to view the student's unofficial transcript.

Transcript Request Header Transcript Request Detail Report Messages

Report Request Nbr: 000001023 Completed [Process Request](#)

Transcript Type: UNOFF Unofficial Transcript [Print](#)

[Report Manager](#)

*Seq Nbr	*ID	Name	Number of Copies		
1	282624	James Halpert	1	Send To	View Report

9. The transcript will appear in a separate window as a PDF file. Note that you may need to turn off your pop-up blocker in order to see this report.

Page 1 of 1 **Unofficial Undergraduate Academic Record** Printed: 03/14/2011

Name: James Halpert
Student ID: 282624
 Birthdate: 01/01

Beginning of Undergraduate Record

2010 Fall

Program: UGRD Liberal Arts
 Plan: BA English Major

Regular Academic Session

Course	Description	Attempted	Earned	Grade
ANTHRO 101	INTRO ANTHROPOLOGY	3.00	3.00	B+
ENGLISH 101	COMPOSITION 1	3.00	3.00	B
HISTORY 121	US HIST COL PER 1877	3.00	3.00	A
SPANISH 101	SPANISH 1	3.00	3.00	A-

Transfer Credit from Pennsylvania State University

Course	Description	Attempted	Earned	Grade
BIOLOGY 101	HUMAN BIOLOGY	4.00	4.00	TR
CHEM 101	INTRO CHEMISTRY	4.00	4.00	TR
MATH 110	BASIC ALGEBRA	3.00	3.00	TR

Term Statistics

	Attempted	Earned	For GPA	Points
Inst GPA 3.500 Inst Total	12.00	12.00	12.00	42.00
Trans GPA Trans Total	11.00	11.00	0.00	0.00
Comb GPA 3.500 Comb Total	23.00	23.00	12.00	42.00

10. On the **Unofficial Transcript** you will be able to view the student's academic record, including all transferred credits that have been posted.

Entering Athletic Participation Information

1. From the main menu, click the **Campus Community** link.
2. Next, click the **Personal Information (Student)** menu item.
3. Click the **Participation Information (Student)** link.
4. Now click the **Athletic Participation** link.
5. On the **Search** page, enter the ID number of the student you are searching for. You can also search by the student's first and last name. Click the **Search** button.
6. Use the **Athletic Participation** page to enter athletic participation data to help track an individual's participation at your institution. From the **Sport** drop-down list, select the sport in which this individual participates.

Athletic Participation

James Halpert

282624



Sport	
Find View All First 1 of 1 Last	
*Sport:	Baseball

Athlete Information	
Find View All First 1 of 1 Last	
*Effective Date:	03/14/2011
*Athletic Participation:	Active, Eligible
<input checked="" type="checkbox"/> Current Participant	
<input checked="" type="checkbox"/> NCAA Eligible	
Comments:	

- Use the **Effective Date** field to define the date when the athletic participation information is valid. For example, a student can begin with a status of **Recruited** and then become an **Active Participant** once he or she starts playing on the team. When the person's status changes, you would enter a new row with a new effective date to record the updated information. The field defaults to the current system date, but can be changed if needed.
- Use the **Athletic Participation** drop-down list to indicate the level or status of the individual's participation in the specified sport, such as active participant, manager, not recruited, or recruited.
- Select the **Current Participant** check box to indicate that this individual currently participates in this sport. Select the **NCAA Eligible** check box to indicate that the individual is eligible to participate on an NCAA (National Collegiate Athletic Association) team for this sport.
- When you have finished entering information on this screen, click the **Save** button.

Viewing an Instructor Schedule

- From the main menu, click the **Curriculum Management** link.
- Now click the **Instructor/Advisor Information** menu item.
- Click the **Instructor Schedule** menu item.
- On the **Search** screen, enter the ID number of the faculty member you are searching for. You can also search for the faculty member by name in this menu. After entering your criteria, click **Search**.
- You will now see the faculty member's schedule in list form, with **Class Number, Subject, Catalog Number, Section Number, Component, Class Title, Start and End Time, Meeting Days, Building, and Room**.

Instructor Schedule

ID: FACULTY01 Caitlin Abrams
Term: 2112 2011 Spring

Instructor Schedule		Instructor Schedule 2								
Class Number	Subject	Catalog	Section	Component	Class Title	Start Time	End Time	Meeting Days	Building	Room
1068	ECONOMIC	121	01	LEC	PRIN OF ECONOMICS 1	4:30PM	5:45PM	MW	BAKELES	305
1280	SPANISH	101	01	LEC	SPANISH 1	10:00AM	10:50AM	MWF	OLDSCI	129
1714	ANTHRO	101	01	LEC	INTRO ANTHROPOLOGY	1:00PM	1:50PM	MWF	CENTNL	164

- Click the **Instructor Schedule 2** tab to see start and end date and session information about each course.

Viewing a Class Roster


1. From the main menu, click the **Curriculum Management** link.
2. Now click the **Class Roster** menu item.
3. Click the **Class Roster** menu item within this menu.
4. On the **Search** screen, enter search criteria for the class you are searching for. Make sure that the **Academic Institution** field displays **BLOOM**. You are also required to enter a term into the **Term** field. It is recommended that you use the **Class Nbr** field, as it will direct you immediately to the class section you want to view without having to view multiple search results. The **Class Number** is a unique four-digit numeric code assigned to each class section as it is built. If you do not know the **Class Number**, you can search by **Subject Area** and **Course Number**. When you have entered your search criteria, click the **Search** button.


Class Roster


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Academic Institution: 

Term: 

Subject Area: 

Catalog Nbr:


Class Nbr:

Class Section:

Session:

Course ID:

Course Offering Nbr:

[Basic Search](#)  [Save Search Criteria](#)

5. Once on the **Class Roster** page, you can view the students who have enrolled in your selected class. This page displays the student name, ID number, units, program and plan, and academic level. You can also view meeting information for the class in the **Meeting Information** box. To view any students who have dropped the class, click the **Enrollment Status** drop-down menu and select **Dropped**. Note that this will not be available if the class has not been dropped.

To view detail about the class, click the **Class Detail** button at the top right corner of this page.

This page can be printed just as you would print any other web page.

To view a different class, click the **Return to Search** button at the bottom of the screen to search again.

Class Roster

SPANISH 101 - 01 SPANISH 1

Lecture (1092)

[Class Detail](#)

2011 Fall | Regular Academic Session | Bloomsburg University of PA | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 12:30PM - 1:45PM	Old Science Hall G31	Solange Garcia-moll	08/29/2011 - 12/16/2011

*Enrollment Status:

Enrollment Capacity: 30 Enrolled: 4

Enrolled Students						
Customize Find 1-4 First 1-4 of 4 Last						
ID	Name	Grade Basis	Units	Program and Plan	Level	
1 282626	Halloway,Joan	Graded	3.00	UGRD Education - Middle Level Ed (4-8) BSEd	New Freshman	
2 282624	Halpert,James	Graded	3.00	UGRD Liberal Arts - English BA	Freshman	
3 282628	Maline,Nigel	Graded	3.00	UGRD Liberal Arts - Anthropology BA	New Freshman	
4 282627	Millan,Cesar	Graded	3.00	UGRD Science and Technology - Geoscience BS	New Freshman	

[Return to Search](#)

[Notify](#)

Searching for Available Facilities

1. From the main menu, click the **Curriculum Management** menu item.
2. Click the **Facility and Event Information** link.
3. Click the **Search for a Facility** link.
4. On the **Search** page, enter **BLOOM** into the **Academic Institution** field. Now click **Search**.
5. On the **Search for a Facility** page, you can enter search criteria to find available facilities. First, enter the start and end date and times for your meeting in the **Meeting Criteria** section. You can also select the day or days of the week the event will take place.

Facility Search Criteria Facility Search Results

Academic Institution: Bloomsburg University of PA

Meeting Criteria

*From Date: 08/30/2011 *End Date: 08/30/2011

*Meeting Start Time: 4:00PM *Meeting End Time: 6:00PM

M Tu W Th F Sa Su
☐ ☒ ☐ ☐ ☐ ☐ ☐

Facility Criteria

Facility Type:

*General Assignment: Ignore Fld Room Capacity From: Room Capacity To:

Academic Organization:

Facility Partition:

Location Code:

Building: CARVER Carver Hall

Fetch Facilities

6. Next, enter a **Facility Type** (such as auditorium or lecture hall), **Room Capacity** range, **Academic Organization**(if applicable), **Partition** information, **Location Code**, and **Building** (if applicable). Once you have entered your search criteria, click the **Fetch Facilities** button.

Facility Search Criteria Facility Search Results

Academic Institution: Bloomsburg University of PA

Meeting Criteria

*From Date: 08/30/2011 *End Date: 08/30/2011

*Meeting Start Time: 4:00PM *Meeting End Time: 6:00PM

M Tu W Th F Sa Su
☐ ☒ ☐ ☐ ☐ ☐ ☐

Facility Criteria

Facility Type:

*General Assignment: Ignore Fld Room Capacity From: Room Capacity To:

Academic Organization:

Facility Partition:

Location Code:



Building: CARVER Carver Hall

Fetch Facilities

7. Next, you can enter a **Facility Type** (such as auditorium or lecture hall), **Room Capacity** range, **Academic Organization**(if applicable), **Partition** information, **Location Code**, and **Building** (if applicable). Once you have entered your search criteria, click the **Fetch Facilities** button.
8. You will now be directed to the **Facility Search Results** page, will display the results of your search.

Academic Institution: Bloomsburg University of PA

The following facilities match your search criteria. From Date: 08/30/2011, End Date: 08/30/2011, Meeting Start Time: 4:00PM, Meeting End Time: 6:00PM, Day of Week: Tues, General Assignment: Ignore Fld, Building: CARVER,

Customize Find View All   First 1-2 of 2 Last								
Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
CARVER	201	CARVER0201	350	CMLB		Y		MAIN
CARVER	228	CARVER0228		CMLB		Y		MAIN

Viewing Class Facility Usage


1. From the main menu, click the **Curriculum Management** menu item.
2. Click the **Facility and Event Information** link.
3. Click the **Class Facility Usage** link.
4. On the **Search** page, enter **BLOOM** into the **SETID** field. You can also enter or look up a **Building** in the **Building** field. Now click **Search**. You may have to select the room from the search results on this page.

Class Facility Usage


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

SetID: 

Facility ID:


Building: 

Room:

Description:

Facility Type:

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

5. On the **Class Facility Usage** page, enter specific search criteria for the facility you are searching. First enter a **Term** and then select a **Day of the Week**. You can also enter a **Session**. Click the **Fetch Class Meetings** button to view your search results.

6. Now you can view the results of your search at the bottom of this page. Your results will show the usage of this particular room during the term and day you have specified, as well as a start and end date for the class and total enrollment.

Class Facility Usage

SetID: BLOOM
Facility ID: ANDRUS0243 ANDRUS 0243 Room Capacity:
*Term: 2112 2011 SPR Facility Type: CompLab
Session: *Day of the Week: Monday [Fetch Class Meetings](#)

Class Sections															
Start Time	End Time	Subject	Catalog	Section	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
7:00PM	8:00PM	MISCIS	498	01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/18/2011	05/07/2011	1	0