

**Co-curricular Learning Experiences (CLEs)**  
**Student Affairs Course Creation & Reporting Instructions**

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*The outline below will provide you an overview of how to get a program approved as a CLE course including how to properly add and report CLEs for those programs receiving CLE credit*

**COURSE Approval**

**Step 1: Compile all required documentation & complete the Omnibus form/Syllabus**

- For specific instructions on how to develop a “Co-curricular Learning Experience” (CLE) program and proposal requirements please refer to [PRP 3230](#) and [PRP 3612](#) for specific instructions.
- For more information on CLEs within Bloomsburg University’s Division of Student Affairs please see the “Student Affairs’ Co-Curricular Learning with Student Learning Outcomes” Power Point in Appendix A, specifically slides 5 through 8.
- See Appendix B for the Omnibus form.
- Contact the Registrar’s Office to establish a course number, per [PRP 3224](#).

**Step 2: Review & Approval by Student Affairs Curriculum Committee (SACC)**

- See box 5 of the Omnibus form (Appendix B) for approval sequence/required signatures

**Step 3: Once approved at SACC, the Proposal is forward to GEC/BUCC**

- Approval process comes first through General Education Council (GEC).
- Professional of Record must present the proposal at GEC.
- Changes and modifications to the proposal from GEC must be made prior to final approval, if GEC advances the CLE.
- With approval from GEC, the CLE is forwarded to the Bloomsburg University Curriculum Committee (BUCC).
- Professional of Record must present the proposal at BUCC.
- Changes and modifications to the proposal from BUCC must be made prior to final approval.
- If approved at BUCC, the Provost must approve and sign the Omnibus form to officially approve the CLE.

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### **CLE Occurring**

After CLE course is approved by the Provost, please follow the following steps:

#### **Step 1: Course Establishment**

- Professional on Record must complete the “*Request for Master Schedule Change*” form (See Appendix C). This form will be e-mailed from the Registrar’s Office to have a course added to the catalog and established.
- An example completed form is provided in Appendix D. All sections of the individual courses for any semester will be 01, unless multiple Professionals on Record are conducting a course (i.e., Student Leaders). If there are multiple sections of courses offered then the sections will number 01, 02, 03, etc. For CLE 300 please leave section black as multiple CLEs will be offered and the Professional of Record will be provided with the section number.
- The experience will be noted on a transcript for all students who participated in the CLE in the same manner as all other coursework attempted in the term (SC = Successful Completion once CLE is completed; NC = Not Completed if student does not complete work).
- The Office of the Registrar will manually adjust the degree audit for any student who successfully completes the CLE to reflect the earned General Education Points for the experience.

#### **Step 2: Students schedule CLE through “My Husky”/Course Occurs**

- Scheduling and enrollment deadlines for a CLEs follow the same guidelines as all academic courses. A student can be enrolled into an experience up until the end of the add/drop period for the term (8 days into the term). Withdrawal deadlines will also be enforced.
- Professional on record will get access to class roster for acceptance of students (*MyHusky*).
- CLE occurs.
- When the experience is completed, the professional of record will then enter whether or not the student successfully completed the experience by recording a SC or NC in *MyHusky*. If a student withdraws or an extension is requested, the normal academic process must be followed ([PRP 3462](#)).
- For details on how to schedule a student see page 19 of the [Department Student Records Training PDF](#) (See Appendix E).

#### **Step 3: Repeat Step 1 for Each Semester granting CLE**

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**CLE Grading**

After the completion of the CLE course:

**Step 1: Grade Reporting**

- Professional on record will report grades for each registered participant in the CLE through *MyHusky*.

**Step 2: Assessment through the Office of Planning and Assessment (OPA)**

- Professional on record will review their own data each semester and make any necessary changes while keeping in the parameters of the master syllabus.
- The data will be reported to the Office of Planning and Assessment (OPA) as requested by the General Education Council (GEC).
- Professionals of Record will need to complete the GESAR forms and review the course to continue to enhance the student experience.

**Step 3: Course Evaluations**

- Professional on record will not receive a Course Evaluation as teaching faculty would.

**Step 4: File Retention**

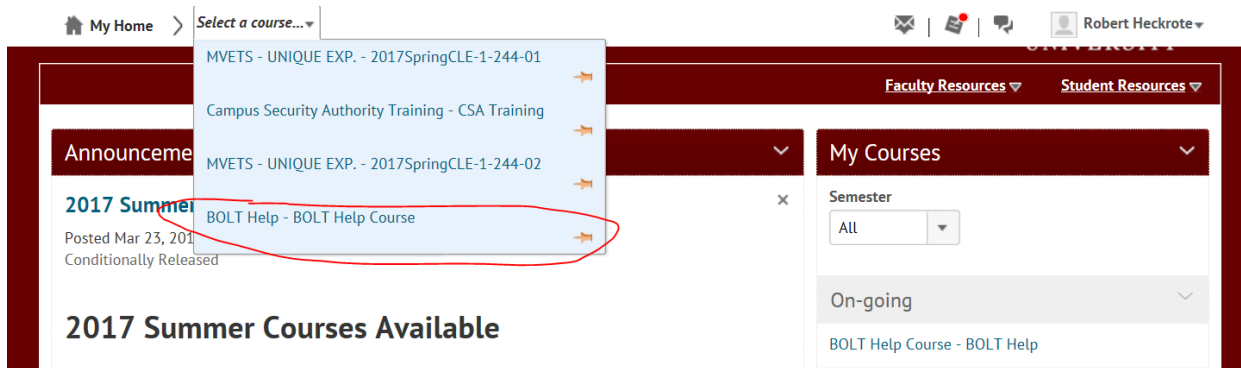
- Upon completion of course, reporting data to OPA, and submitting grades, all course records should be delivered to the Executive Associate to the Vice President of Student Affairs (this includes all rubrics, assessment tools, evaluation materials, and artifacts, etc.).
- Course records must be retained for five years.

## Co-curricular Learning Experiences (CLEs) Student Affairs Course Creation & Reporting Instructions

*The outline below will provide you an overview of how to get a program approved as a CLE course including how to properly add and report CLEs for those programs receiving CLE credit*

### BOLT Quick Start Guidelines for Professionals on Record

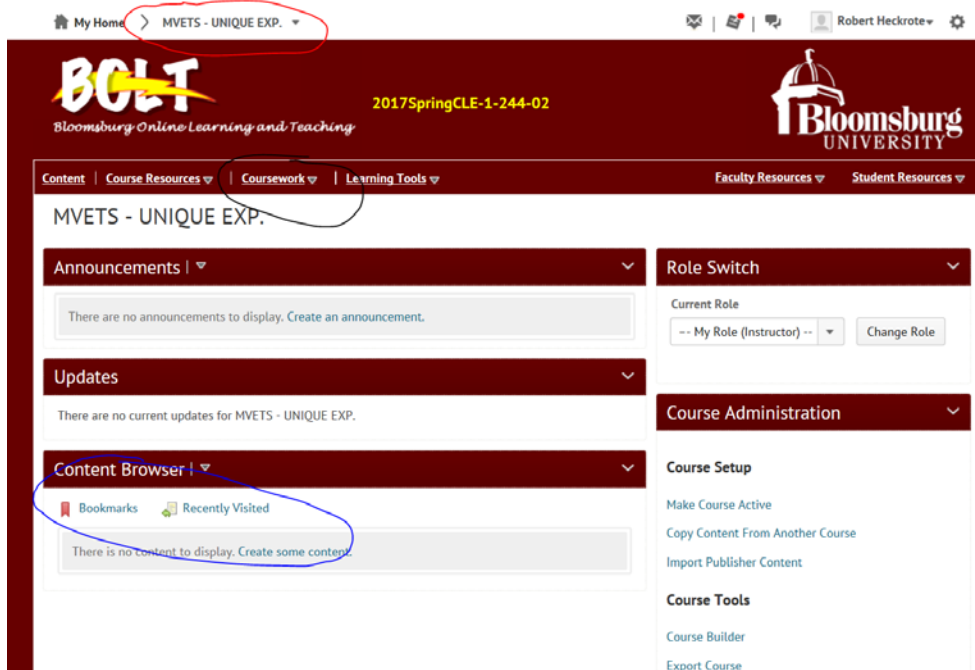
There are tutorials all throughout BOLT. The best place to start is probably with the BOLT Help Course



However, some quick notes: Select your CLE from the My Home drop down (red circle).

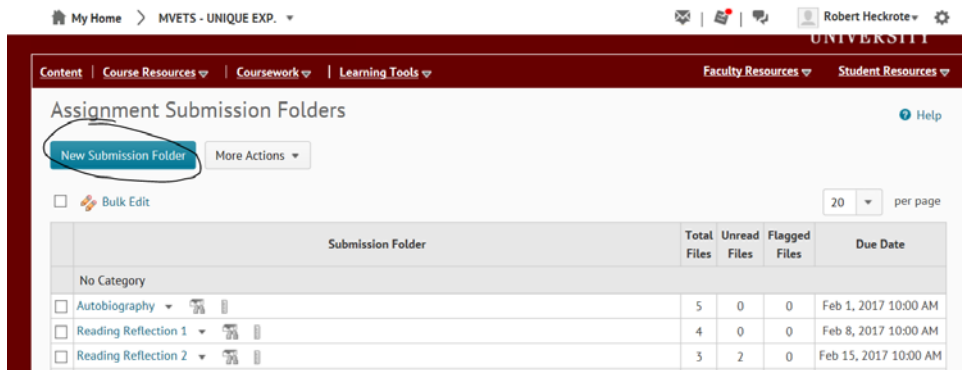
Upload your syllabus / readings / course documents to Content Browser (blue circle)

Create course assignments / options to upload coursework (black circle)



I specifically use Assignments under the Coursework drop down: Click new Submission Folder to create an assignment that will look like the “Autobiography” or “Reading Reflection 1” etc.

## BOLT (continued)



My Home > MVETS - UNIQUE EXP. ▾

Robert Heckrote ▾

Content | Course Resources ▾ | Coursework ▾ | Learning Tools ▾ | Faculty Resources ▾ | Student Resources ▾

### Assignment Submission Folders

[New Submission Folder](#) [More Actions ▾](#)

☐ Bulk Edit

20 per page

Submission Folder	Total Files	Unread Files	Flagged Files	Due Date
No Category				
<input type="checkbox"/> Autobiography ▾	5	0	0	Feb 1, 2017 10:00 AM
<input type="checkbox"/> Reading Reflection 1 ▾	4	0	0	Feb 8, 2017 10:00 AM
<input type="checkbox"/> Reading Reflection 2 ▾	3	2	0	Feb 15, 2017 10:00 AM

I highly recommend watching the BOLT videos (when at My Home, scroll down to watch the videos). There is a great amount of flexibility with how your CLE is facilitated.

line

(NOTE: You may need to refresh Status page to get most up to date information)

### BOLT Student Videos ▾

Watch these short videos to learn the basics of using BOLT. (Videos open in new window.) **Please try a different web browser if video doesn't display properly.**

- [BOLT Basics](#)
- [BOLT Courses](#)
- [BOLT Communication](#)
- [BOLT Assignments](#)
- [BOLT Quizzes and Surveys](#)

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Use the tech support options when needed – they are very helpful.

## BOLT (continued)

Bb Collaborate Support

## Need Blackboard Collaborate help?

24x7 Help Desk Number: **1-877-382-2293**

[Access Blackboard Collaborate Support Portal](#)

[Check Status of Blackboard Collaborate](#)

(NOTE: You may need to refresh Status page to get most up to date information)

When you are satisfied with your course, make it active.

My Home > MVETS - UNIQUE EXP.




 Robert Heckrote

2017SpringCLE-1-244-02

Bloomsburg Online Learning and Teaching

Content | Course Resources | Coursework | Learning Tools
Faculty Resources | Student Resources

### MVETS - UNIQUE EXP.

Announcements | ▾

There are no announcements to display. [Create an announcement.](#)

Updates | ▾

There are no current updates for MVETS - UNIQUE EXP.

Content Browser | ▾

[Bookmarks](#)   [Recently Visited](#)

There is no content to display. [Create some content.](#)

Role Switch | ▾

Current Role  

-- My Role (Instructor) -- ▾

Change Role

Course Administration | ▾

**Course Setup**  
[Make Course Active](#)  
[Copy Content From Another Course](#)  
[Import Publisher Content](#)

**Course Tools**  
[Course Builder](#)

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**For additional information, please contact one of the following individuals:**

Tom Kresch, Assistant VP

Michael McFarland, Director of Athletics/Associate Professor – Chair, Student Affairs Curriculum Committee

## Appendix A

Student Affairs  
Co-Curricular Learning

## General Education Process

- ▶ **Student Learning Outcomes (SLOs)**
  - ▶ All courses must have measurable student learning objectives
  - ▶ Objectives may be assessed through a variety of means (exams, artifacts)
- ▶ **Assessment is tied to the AAC&U VALUE Rubrics**
  - ▶ VALUE Rubric elements are used to assess student performance
  - ▶ Purpose: to allow SLOs to be tracked across programs and units

## GE @ BU

Goal	Goal Description	Minimum GEPs	Minimum Disciplines
1	Communication	7	3
2	Information Literacy	2	1
3	Analytical & Quantitative Reasoning	5	2
4	Cultures & Diversity	5	2
5	Natural Sciences	5	2
6	Social Sciences	5	2
7	Arts & Humanities	5	2
8	Second Language	2	1
9	Healthy Living	2	1
10	Citizenship	2	1

\* Students must also complete Foundations of College Writing and a departmentally approved math course.



## Approved Student Affairs CLE's for General Education Points - 2016

Course	Co-Curricular Learning Experience (CLE)
CLE 244	Military and Veterans--Unique Experiences
CLE 301	CGA President
CLE 380	BU Writing Center--Special Topic
CLE 390	Writing in the Disciplines Special Topic
CLE 111	Varsity Athletics
CLE 290	Writing in the Disciplines Practicum
CLE 280	University Writing Center--Practicum
CLE 101	Student Affairs 101 - Leadership Certification Program (LCP)

## SA CLE for Leadership Certification - 1 GEP for Citizenship

### 11. Student Learning Objectives:

Upon completion of this Leadership Certification program, the student will be able to:	General Education Goal GEP:	Related VALUE Rubric Elements:	Student Assessment:
1. Provide evidence of experience in civic engagement activities and describe what they have learned about themselves as it relates to a growing sense of civic identity	Goal 10: Citizenship	Civic Engagement: <i>Civic Identity and Commitment</i>	Reflective Journal with targeted questions
2. Articulate strengths and challenges as leaders to increase effectiveness in different contexts	Goal 10: Citizenship	Integrative Learning: <i>Reflection &amp; Self Assessment</i>	Reflective Journal with targeted questions
3. Generate and pursue opportunities to expand leadership knowledge, skills, and abilities	Goal 10: Citizenship	Foundations and Skills for Lifelong Learning: <i>Initiative</i>	Reflective Journal with targeted questions

## Appendix B

FORM EXPIRES 6-1-2016

BLOOMSBURG UNIVERSITY

FORM EXPIRES 6-1-2016

### DOCUMENT P - OMNIBUS COURSE, CO-CURRICULAR LEARNING EXPERIENCE, AND PROGRAM DEVELOPMENT COVER SHEET

Instructions: See [PRP 3230](#) Course and Program Development

DISCIPLINE PREFIX, COURSE NUMBER, COURSE TITLE:

SHORT TITLE OF PROPOSAL:

CIP: (FOR PROVOST'S USE ONLY)

Box 1: TYPE OF ACTION		ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	N/A <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION		Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input type="checkbox"/>	Other <input type="checkbox"/>	
Box 3: ITEM OF ACTION (check appropriate boxes)			APPROVAL SEQUENCE(see box 5)	DOCUMENTS REQUIRED (see box 4)	INFO COPIES (see 2 below)	
<input type="checkbox"/>	1 Experimental Course <sup>1</sup>	A B2 E		PQR	1. d	
<input type="checkbox"/>	2 Change in Master Course Syllabus:					
<input type="checkbox"/>	2a Title and/or Description <input type="checkbox"/> 2b Credits/Points	A B1 B2 E		PQ	2ab.	
<input type="checkbox"/>	2c Course/CLE Number	A B1 B2 E		PQ	2c.	
<input type="checkbox"/>	2d Pre & Co-Requisite	A B1 B2 E		PQ	2d. a, b	
<input type="checkbox"/>	2e Content Outline	A B1 B2 DE		PQR	2e. a, b	
<input type="checkbox"/>	2f Methods	A B1 B2 E		PQR	2f. a, b	
<input type="checkbox"/>	2g Student Learning Objectives	A B1 B2 DE		PQR	2g. a, b	
<input type="checkbox"/>	2h Student Assessment and/or Evaluation	A B1 B2 E		PQR	2h. a, b	
<input type="checkbox"/>	2i Course/CLE Assessment	A B1 B2 E		PQR	2i. a, b, e	
<input type="checkbox"/>	2j Supporting Materials &/or Prototype Text	A		R	2j. a, b, f	
<input type="checkbox"/>	3 Departmental Recommended Class Size, if appropriate	A B1 B2 DE		PQR	3. a, b	
<input type="checkbox"/>	4 Deactivate a Course/CLE	A B1 B2 E		PQ	4. a, b	
<input type="checkbox"/>	5 Pass/Fail Grading	A B1 B2 DE		PQR	5. a, b	
<input type="checkbox"/>	6 Major/Minor/Concentration Requirements/Electives	A B1 B2 DE		PQV	6. a, b	
<input type="checkbox"/>	7 New Course/CLE	A B1 B2 DE		PQR	7. a, b	
<input type="checkbox"/>	8 Dual Listing (select 8a or 8b)	A B1 B2 DE		PQR	8. b	
<input type="checkbox"/>	8a Offered in two departments with same number	A B1 B2 DE		PQR	8a. b	
<input type="checkbox"/>	8b Offered in one department as undergrad & grad	A B1 B2 C1 C2 DE		PQR	8b. b	
<input type="checkbox"/>	9 General Education Change	A B1 B2 C3 DE		PQR	9. a, b	
<input type="checkbox"/>	10 Minor	A B1 B2 DE		PQV	10 a, b	
<input type="checkbox"/>	11 Non-Degree Certificate Program	A B1 B2 DE FGH		PQTU	11. a, b	
<input type="checkbox"/>	12 Program Deletion	A B2 D-Information EFGH		PQTU	12. a, b, c	
<input type="checkbox"/>	13 Program Moratorium	A B2 D-Information EFH		PQ	13. a, b, c	
<input type="checkbox"/>	14 Certificate Program(Major or Minor Exists)	A B1 B2 DEFG		PQ	14. a, b, c	
<input type="checkbox"/>	15 Degree Designation	A B1 B2 DEFGH		PQTU	15. b, c	
<input type="checkbox"/>	16 Degree Program				16. a, b, c	
<input type="checkbox"/>	16a Letter of Intent	A B1 B2 DEFGH		X		
<input type="checkbox"/>	16b Request for Accelerated Program Review	A B1 B2 DEFGH		PQTUVW		
<input type="checkbox"/>	16c Detailed Program Proposal <sup>3</sup>	A B1 B2 DEFGH		PQTUVW		
<input type="checkbox"/>	17 Program Policy Change	A B1 B2 DE		PQ	17. a, b, c	
<input type="checkbox"/>	18 Concept Approval	A B1 B2 DE		PQ	18. a, b, c	
<input type="checkbox"/>	19 Distance Education (80% of content via Dist Ed)	A B1 B2 DE		PQR	19. a, b, c	
<input type="checkbox"/>	20 Other	VARIES		VARIES	20. varies	

Box 4: DOCUMENTATION					
P. This Cover Sheet		T. Fiscal Impact		W. Program Completion Plan	
Q. Summary (Reverse of P)		U. Needs Analysis		X. Letter of Intent	
R. Syllabus		V. Program Course Checklists <sup>4</sup>			

1 Approval automatically lapses after two offerings unless permanently approved as a new course.

2 Codes: a) Director, Library Services b) College Deans c) Institutional Research d) BUCC  
e) Office of Planning & Assessment f) Provost's Office

3 16a, submission of Letter of Intent to PASSHE, must be completed prior to detailed program development unless Request for Accelerated Program Review is granted

4 Include existing and proposed checklists.

SHORT TITLE OF PROPOSAL:

Box 5: APPROVAL SEQUENCE		APPROVAL SIGNATURES	DATE
A Dept/Program:	Chair: _____		_____
B1 College Curriculum Committee	Chair: _____		_____
B2 College Dean/ Vice President	Dean/VP: _____		_____
C1 Graduate Council	Chair: _____		_____
C2 Graduate Dean	Dean: _____		_____
C3 General Education Council	Chair: _____		_____
D University Curriculum Committee (BUCC)	Chair: _____		_____
E University Provost & VPAA	Provost & VPAA _____		_____
F University President	President: _____		_____
G Council of Trustees	Chair: _____		_____
H PASSHE	_____		_____

SHORT TITLE OF PROPOSAL:

**DOCUMENT Q - SUMMARY PROPOSAL**

College:	Department:		
Contact Person:	Phone:	Effective Semester:	

Q-1: Briefly describe what is requested:

For new courses or changes in existing courses (needed by Registrar):

New Title:	Course #:	Credits:
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Course Abbreviation:	(Maximum of 20 letters including blank spaces)
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Old Title:	Course #:	Credits:
------------	-----------	----------

Q-2: Set forth the full rationale for what is proposed.

## Q-3 RESOURCES

- ☐ No additional resources required. Explain why.
- ☐ Additional resources required. Indicate probable source of additional funds.

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Department Chair Signature

Date

13

## Appendix C

Master Course  
Scheduling Form

8/13

Bloomsburg University  
Office of the Registrar

## REQUEST FOR MASTER SCHEDULE CHANGE

Dept. Name		Catalog No.		Sec. No.	

Indicate Change requested:

\_\_\_\_ **ADD** course/section to the class schedule  
- Complete the information below.

\_\_\_\_ **UPDATE** only the information listed below.

\_\_\_\_ **CANCEL** this course section.

<b>Course Cap</b>	<b>Dept. Reserve</b>
<input type="text"/>	<input type="text"/>
<b>Freshman Reserve</b>	<b>Other</b>
<input type="text"/>	<input type="text"/>

Course Title

Indicate Term: Fall \_\_\_\_\_

Spring \_\_\_\_\_

Summer (1) \_\_\_\_\_

Summer (2) \_\_\_\_\_ Winter \_\_\_\_\_

Summer (3) \_\_\_\_\_

*Type	M T W R F S	Begin	End	Instructor ID	PRINT Instructor Name	Bldg./Room
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____

**\*\*ONLINE COURSES ONLY - Is this course offered 50% or more asynchronously?** Yes ☐ No ☐

Please check the appropriate online course type below:

## \* Type Codes

Lec Lecture (Regular Classroom situation; Default code)  
 Lab Laboratory session  
 Clin Clinical Experience  
 Dis Recitation/Discussion (in conjunction w/ lecture or lab)  
 Seminar  
 Tea Team Teaching  
 The Thesis  
 N Internship

## \*\* Online Course Type

\_\_\_\_\_ Blended 30% - 79%  
 \_\_\_\_\_ Interactive TV Home  
 \_\_\_\_\_ ITV Remote Site  
 \_\_\_\_\_ Online 80% - 99%  
 \_\_\_\_\_ Online 100%

Message to be printed with the course information (topic titles, special meeting dates, prerequisites, off-campus locations, etc.)

Enter credits here for courses approved by BUCC as variable credits:  
 \_\_\_\_\_ (This course is being offered this semester for this many credits.)

## ROUTING OF THIS FORM:

Signature of Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Print Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

Print College Dean \_\_\_\_\_ Date \_\_\_\_\_

## Standard Meeting Times

MWF	MW	TR
0800-0850		0800-0915
0900-0950		0930-1045
1000-1050		1100-1215
1100-1150		1230-1345
1200-1250		1400-1515
1300-1350		1530-1645
1400-1450		1700-1815
	1500-1615	1830-2130
	1630-1745	
	1800-2100	

## Begin/End Times 24-hour clock

1:00 pm=1300 6:00 pm=1800  
 2:00 pm=1400 7:00 pm=1900  
 3:00 pm=1500 8:00 pm=2000  
 4:00 pm=1600 9:00 pm=2100  
 5:00 pm=1700

## Appendix D

8/13

Bloomsburg University  
Office of the Registrar

## REQUEST FOR MASTER SCHEDULE CHANGE

Indicate Change requested:

☒ **ADD** course/section to the class schedule  
- Complete the information below.

\_\_\_ **UPDATE** only the information listed below.

\_\_\_ **CANCEL** this course section.

<b>Course Cap</b> <u>250</u>	<b>Dept. Reserve</b> <input type="text"/>
<b>Freshman Reserve</b> <input type="text"/>	<b>Other</b> <input type="text"/>

<u>CLE</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>
<b>Dept. Name</b>	<b>Catalog No.</b>	<b>Sec. No.</b>			

VARSITY ATHLETICS  
**Course Title**

**Indicate Term:** Fall 2016

Spring \_\_\_\_\_

Summer (1) \_\_\_\_\_

Summer (2) \_\_\_\_\_

Summer (3) \_\_\_\_\_

Winter \_\_\_\_\_

← Only completed  
for Term  
i.e., Fall 2011  
OR  
Spring 2012  
not both

\*Type MTWRFSS **Begin** 9/29/16 **End** 12/9/16 **Instructor ID** Number **PRINT Instructor Name** Heitzman, Kathleen **Bldg./Room** NFH/291

**\*\*ONLINE COURSES ONLY - Is this course offered 50% or more asynchronously?** Yes ☐ No ☐  
**Please check the appropriate online course type below:**

**\* Type Codes**  
Lec Lecture (Regular Classroom situation; Default code)  
Lab Laboratory session  
Clin Clinical Experience  
Dis Recitation/Discussion (in conjunction w/ lecture or lab)  
Seminar  
Tea Team Teaching  
The Thesis  
N Internship

**\*\* Online Course Type**  
\_\_\_ Blended 30% - 79%  
\_\_\_ Interactive TV Home  
\_\_\_ ITV Remote Site  
\_\_\_ Online 80% - 99%  
\_\_\_ Online 100%

Message to be printed with the course information (topic titles, special meeting dates, prerequisites, off-campus locations, etc.)

Enter credits here for courses approved by BUCC as variable credits:  
0 (This course is being offered this semester for this many credits.)

CLE - 1 GEP - GOAL 1

## ROUTING OF THIS FORM:

Signature of Department Chairperson

Date

Print Department Chairperson

Date

Signature of Dean

Date

Print College Dean

Date

Standard Meeting Times		
MWF	MW	TR
0800-0850		0800-0915
0900-0950		0930-1045
1000-1050		1100-1215
1100-1150		1230-1345
1200-1250		1400-1515
1300-1350		1530-1645
1400-1450		1700-1815
	1500-1615	1830-2130
	1630-1745	
	1800-2100	

## Begin/End Times 24-hour clock

1:00 pm=1300 6:00 pm=1800  
2:00 pm=1400 7:00 pm=1900  
3:00 pm=1500 8:00 pm=2000  
4:00 pm=1600 9:00 pm=2100  
5:00 pm=1700



## Appendix E



Departmental  
Student Records Tra

### 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:

282624

Academic Career:

UGRD

Academic Institution:

BLOOM

Term:

2112

[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 (1714)	INTRO ANTHROPOLOGY (Lecture)	3.00	Graded		✓
SPANISH 101-01 (1280)	SPANISH 1 (Lecture)	3.00	Graded		✓

[Quick Enrollment](#)

2. 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 [Help](#)

	*Action	Class Nbr	Section		Related 1	Related 2
<a href="#">+</a> <a href="#">-</a>	Enroll	<input type="text"/>	<input type="text"/>	Pending	<input type="text"/>	<input type="text"/>

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 <input type="text"/>
Course Career	Undergraduate
<input checked="" type="checkbox"/> Show Open Classes Only <input type="checkbox"/> Show Open Entry/Exit Classes Only	
Use Additional Search Criteria to narrow your search results.	
<a href="#">▶ Additional Search Criteria</a>	

[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.

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Class Search Criteria	
Course Subject	Economics
Course Number	is exactly <input type="text"/>
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<input checked="" type="checkbox"/> Show Open Classes Only <input type="checkbox"/> Show Open Entry/Exit Classes Only	
Use Additional Search Criteria to narrow your search results.	
<a href="#">▶ Additional Search Criteria</a>	

[Return to Quick Enrollment](#)

CLEAR CRITERIA

SEARCH

5. 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](#)

6. 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.

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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-LEC1068 Status [select class](#)

Days & Times	Room	Instructor	Meeting Dates
MoWe 4:30PM - 5:45PM	Bakeless Cntr Humanities 0305	Salween Khan	01/18/2011 - 05/07/2011


Section 02-LEC1074 Status [select class](#)

Days & Times	Room	Instructor	Meeting Dates
Mu 6:00PM - 9:00PM	Bakeless Cntr Humanities 0305	Salween 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



Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides			
	*Action	Class Nbr		Section		Academic Program	Related 1	Related 2
+	Enroll	1068	Q	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   

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Errors	
	*Action	Class Nbr		Section	Academic Program	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	Enroll	1068	<input type="button" value="Q"/>	ECONOMIC 121	01	Success
					UCOLA		

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   

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Errors	
	*Action	Class Nbr		Section	Academic Program	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	Enroll	1068	<input type="button" value="Q"/>	ECONOMIC 121	01	Errors
					UCOLA		

### 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
<p><b>Message Severity:</b> Error</p> <p><b>Message Text:</b></p> <p>Hold on record, Add not processed. (14640,87)</p> <p>There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.</p>							

[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](#)



[Save Search Criteria](#)