



UNIVERSITY *of*
NEW ORLEANS

PeopleSoft – Student Records

Student Enrollment Summary

TABLE OF CONTENTS

REGISTRATION	1
ENROLLMENT REQUEST	1
ADDING COURSES WITH VARIABLE UNITS	6
DROPPING AND SWAPPING CLASSES.....	9
AUDITS AND OVERRIDES.....	14
ENROLLMENT REQUEST CLASS NUMBER SEARCH	16
VIEWING AND PRINTING UNOFFICIAL STUDENT TRANSCRIPTS.....	ERROR! BOOKMARK NOT DEFINED.
ENROLLMENT SUMMARY.....	ERROR! BOOKMARK NOT DEFINED.
STUDENT GRADE INQUIRY	ERROR! BOOKMARK NOT DEFINED.

TRAINERS

Rhonda Regan CC-101Q 504-280-5645	Susan Baragona CC-101Q 504-280-1263
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Registration

Enrollment Request

Enrollment requests are used for the following purposes:

1. Enrolling a student in classes
2. Dropping classes
3. Swapping one class for another

Navigation:

Home > Manage Student Records > Manage Academic Records > Use > Enrollment Request

The Enrollment Request > Add a New Value window will appear.

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > [Enrollment Request](#)

Enrollment Request

Add a New Value

ID:	<input type="text" value="2193521"/>	<input type="button" value="Q"/>
Academic Career:	<input type="text" value="UGRC"/>	<input type="button" value="Q"/>
Academic Institution:	<input type="text" value="UNOLA"/>	<input type="button" value="Q"/>
Term:	<input type="text" value="0800"/>	<input type="button" value="Q"/>
<input type="button" value="Add"/>		

[Find an Existing Value](#)

Enter the student's **ID** and the **Term** and click **Add**.

The Enrollment Request page will now appear.

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > **Enrollment Request**

Enrollment Request

2193521 Jennings, Jason Mark  University of New Orleans
Undergraduate Liberal Arts Undergraduate 2004 Fall

Enrollment Request ID: 0000000000 Status: Pending
User ID: PS [Operator Enrollment Access](#)

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 Pending

'Action':

Override Action Date

Wait List Okay

Action Reason:

Action Date:

Class Nbr:

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code:

[Transcript Note](#)

Override

Grading Basis: Grade Input:
 Units Taken: 0.00 Course Count:
 Designation: Take Requirement Designation RD Grade:
 Permission Nbr:


Additional Overrides Appointment Career Class Limit Class Links
 Requisites Service Indicator Time Conflict Unit Load

Drop This Class if Enrolled:

Error Messages

Message Sequence:	Severity:	Last Update DateTime:

[Student Appointments](#) [Study List](#) [Term History](#)

Note: If there is a “hold”, or a negative service indicator on the student, this icon  will appear. To determine the nature of the negative service indicator, click on this icon and the service indicator information will appear. If there is a registration hold on the student’s account, you will not be able to add/drop/swap classes for them until all registration hold service indicators effective for the term are removed.

Adding a class


Now you are ready to add a class for this student for the semester you have selected.

Enrollment Request Details		View All	First	1 of 1	Last
Sequence Nbr:	1 Pending	+ -			
'Action:	Enroll	Action Reason:			
<input type="checkbox"/> Override Action Date		Action Date:			
<input type="checkbox"/> Wait List Okay					
<hr/>					
Class Nbr:					
Related Class 1:					
Related Class 2:					
Start Date:					
Instructor ID:					
Repeat Code:	Transcript Note				
<hr/>					
Override					
<input type="checkbox"/> Grading Basis:		Grade Input:			
<input type="checkbox"/> Units Taken:	0.00	Course Count:			
<input type="checkbox"/> Designation:		RD Grade:			
<input type="checkbox"/> Take Requirement Designation					
<input type="checkbox"/> Permission Nbr:					
Additional Overrides	<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Class Links	
	<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load	
<hr/>					
Drop This Class if Enrolled:					

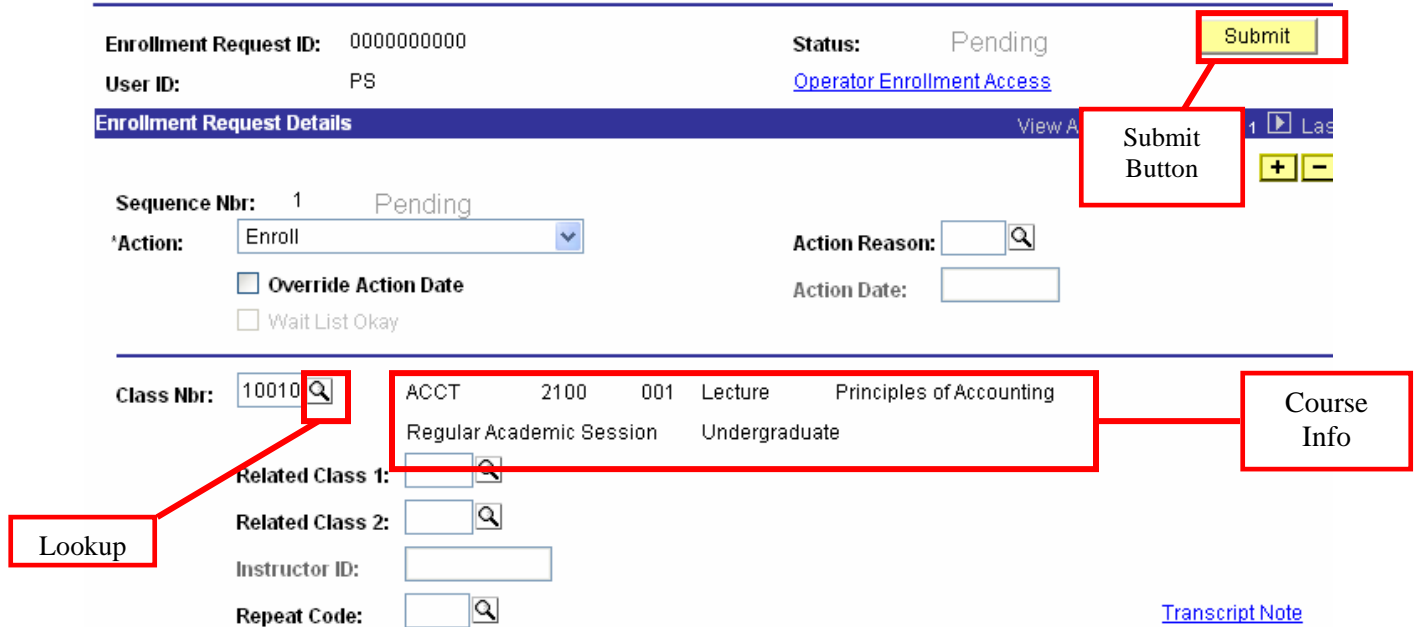
Sequence #: This will default

Action: This will default to “Enroll.” (Add class)

Class Nbr: This is the old “call number” for the course. If you know the class number for the course you are adding, enter it here.

* If you do not know the class number for the course, click on the lookup button.  This will open a window that will allow you to search for courses and their sections. (For more information on searching for a course or section of a course, please see the “Enrollment Request Class Number Search” section.)

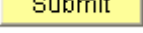
Once the class number has been entered, some course information will appear to the right side of the class number. This can be used to verify that the correct course and section have been entered.



The screenshot shows the 'Enrollment Request Details' form. Key elements highlighted with red boxes include:

- Enrollment Request ID:** 0000000000
- User ID:** PS
- Status:** Pending
- Submit Button:** A yellow button located to the right of the Status field.
- Operator Enrollment Access:** A blue link below the Status field.
- Sequence Nbr:** 1
- Action:** Enroll (dropdown menu)
- Action Reason:** (text field)
- Action Date:** (text field)
- Override Action Date:** (checkbox)
- Wait List Okay:** (checkbox)
- Class Nbr:** 10010 (with a search icon)
- Course Information:** ACCT 2100 001 Lecture Principles of Accounting, Regular Academic Session Undergraduate
- Course Info:** A red box pointing to the course information.
- Related Class 1:** (text field)
- Related Class 2:** (text field)
- Instructor ID:** (text field)
- Repeat Code:** (text field)
- Lookup:** A red box pointing to the search icon next to the Class Nbr field.
- Transcript Note:** A blue link at the bottom right.

Leave all the other fields here as is. (For adding a course for audit and overrides, see the “Audits and Overrides” section.)

Now click the **Submit button**  to the right of the **Status** field.

This will check the student’s eligibility to register, appointments, holds, as well as the course you’re adding to see if it’s full. It will also check if it has prerequisites that the student has not met, if there is a scheduling conflict with any of the student’s other classes, and whether or not adding this course will put the student over their maximum unit load.


A student’s schedule has not been “saved” until you submit it!!

Check the status at the top right of the page. If the word **“Success”** appears, then the class was added successfully. In addition, any time something is entered and not posted, the status will be **“Pending.”**

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > [Enrollment Request](#)

[N](#)

Enrollment Request

2075561 Anthony,Susan B.  University of New Orleans
Graduate Business Admin Masters 2004 Fall

Status

Enrollment Request ID: 0001222539 **Status: Success** [Operator Enrollment Access](#)

User ID: PS

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 **Success**

'Action: Enroll Action Reason:


Override Action Date
 Wait List Okay

If the words **“Errors Found”** appear, the class has **NOT** been added because there was a problem adding that class to the student’s schedule. Check the bottom area of the page to see the error messages that will tell you what the problem was. Depending on the problem, you can either enter the class number (or use the lookup to search) for a different section of that course, or for another course altogether.

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > [Enrollment Request](#)

[New Window](#)

Enrollment Request

2193521 Jennings,Jason Mark  University of New Orleans
Undergraduate Liberal Arts Undergraduate 2004 Fall

Status

Enrollment Request ID: 0001222535 **Status: Errors Found** [Operator Enrollment Access](#) [Submit](#)

User ID: PS

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 **Errors**

'Action: Enroll Action Reason:

Override Action Date
 Wait List Okay

Action Date:

Error Messages

Message Sequence: 1 Severity: Error Last Update DateTime: 11/09/04 1:54:55PM

Instructor Consent Required to Enroll in Class, Add Not Processed. (14640,38)
Consent is needed to enroll in the class. The add transaction was not processed.

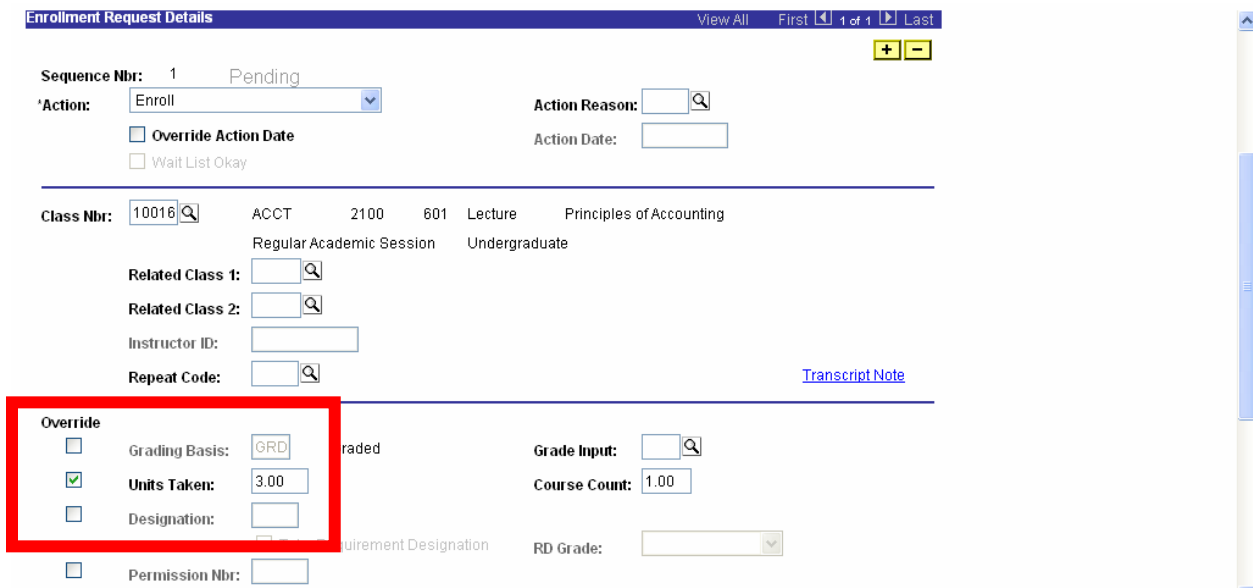
Message Box

Adding courses with variable units

For those courses with variable units (and only those courses), you can choose how many of the available units the student is taking when you enroll them into the course.

On the Enrollment Request page:

Enter the student and semester information and enter or search for the Class Nbr for the course...



Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 Pending

Action: Enroll Action Reason: Action Date:

Override Action Date Wait List Okay

Class Nbr: 10016 ACCT 2100 801 Lecture Principles of Accounting
Regular Academic Session Undergraduate

Related Class 1: Related Class 2:

Instructor ID:

Repeat Code: [Transcript Note](#)

Override

Grading Basis: GRD graded Grade Input:

Units Taken: 3.00 Course Count: 1.00

Designation:

Permission Nbr:

Requirement Designation RD Grade:


Where the **Units Taken** field is normally grayed out, click in the check box under the **Override** section.

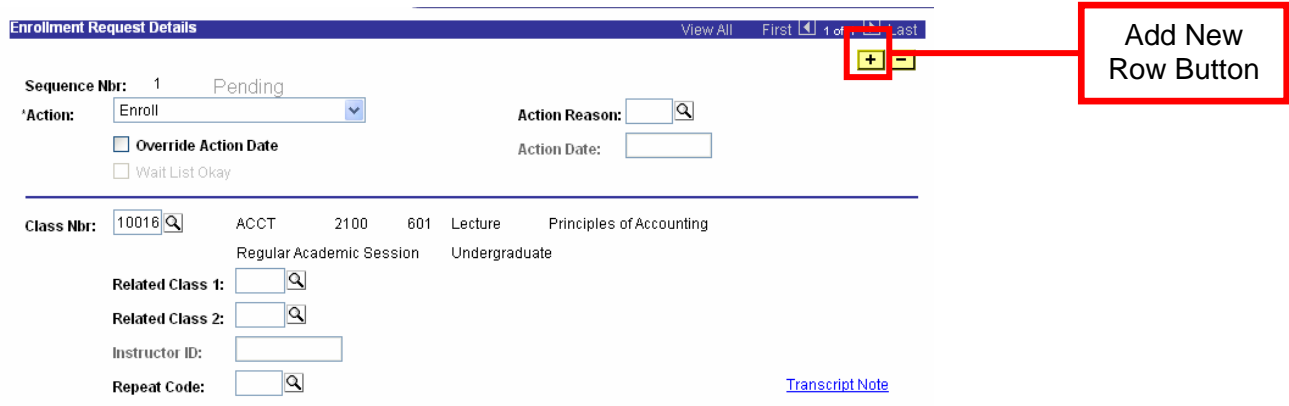
Simply type in the number of units the student will be taking (as predetermined by the units available for that particular course).

You can now submit the course as usual.

Keep in mind, that the students also have the ability to change the number of units taken for these courses when they register on the web. Once they enter or select that course, they can type in the number of units of that course they wish to take.

Adding more classes for the same student:

Once you have posted the first class, click the Add New Row button  in the Enrollment Request Details. This button will insert another “Enrollment Request ID” row to add another course. Once you’ve clicked the Add New Row button and once you’ve entered or found the course you want to add, click the Submit button and repeat the process until all of the student’s classes are added.



Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 Pending

Action: Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr: ACCT 2100 601 Lecture Principles of Accounting

Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code: [Transcript Note](#)

* “Must I submit after each course I add?”


-It is not required. However, because of the chance of scheduling, prerequisite, etc., errors, it is recommended that you submit after each course. This way, if one of them poses a problem that requires the rest of the classes to be shuffled around, you don’t have to go back and drop and swap all the rest of those classes because of the one course with an error.

* “Must I insert when I get an error message to add a different course/section?”


-No. When you submit a course and get the “Errors Found” message that means that PeopleSoft did NOT add that course because of the errors associated with it. You can simply type another class number over the existing number, or use the lookup to search for a different course/section, and then submit again.

Adding classes for another student:

When you are ready to move on to another student's schedule, there is a shortcut you can use.

Clicking the Add button  is like saying "Do another one of those things I just did." So, when you have just done an enrollment request, clicking on Add will add another enrollment request. Once again, the Enrollment Request – Add a New Value window, you will enter the next student's ID and Term and proceed from there.


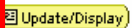
Additional Overrides	<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Class Links
	<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load

Drop This Class if Enrolled: 

▼ Error Messages		
Message Sequence:	Severity:	Last Update DateTime:

[Student Appointments](#) [Study List](#) [Term History](#)

 Save

 Add  Update/Display

Add Icon

Dropping and Swapping Classes

If you are not already in the enrollment page, follow the navigation to get to the Enrollment Request page. Enter the student's ID, and Term.

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > [Enrollment Request](#)

Enrollment Request

Add a New Value

ID:

Academic Career:

Academic Institution:

Term:

[Find an Existing Value](#)

Click [Study List](#) at the bottom of the page. This will bring you to the student's schedule and you can view all of their classes. You can click on Cancel to return back to the Enrollment Request page.

Override

Grading Basis:

Units Taken:

Designation:

Take Requirement Designation

Permission Nbr:

Grade Input:

Course Count:

RD Grade:

Additional Overrides

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load

Drop This Class if Enrolled:

Error Messages

Message Sequence:	Severity:	Last Update DateTime:
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[Student Appointments](#) [Study List](#) [Term History](#)

Dropping a Class

Once you have retrieved the student's schedule, locate the class you wish to drop.

Enrollment Request Page:

Enrollment Request

2075561 Anthony,Susan B.  University of New Orleans
 Graduate Business Admin Masters 2004 Fall

Enrollment Request ID: 0000000000 **Status:** Pending

User ID: PS [Operator Enrollment Access](#)

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 Pending

Action: **Action Reason:**

Override Action Date **Action Date:**

Wait List Okay

Class Nbr: Finance 4308G 001 Lecture Speculative Markets
 Regular Academic Session Graduate

Related Class 1:

Related Class 2:

Click the drop down arrow next to Action and choose Drop. Next, you can either enter in the Class Nbr or click on the lookup button. When you click on the lookup button, it will bring you to the Enrollment Listing page. Click on the check mark located to the left of the Subject column. That selects the class you want to drop and brings you back to the Enrollment Request page.

Enrollment Listing

Request ID: 0000000000 Anthony,Susan B. **ID:** 2075561
 Graduate **Institution:** UNO **Term:** 2004 Fall

Enrollment List									
Subject	Catalog	Sect	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/>	ACCT	6130	001	3.00	10058	Enrolled	Enrolled	Graded	Regular
Adv Acct Analy Decision Making Lecture									
<input checked="" type="checkbox"/>	FIN	4308G	001	3.00	11662	Enrolled	Enrolled	Graded	Regular
Speculative Markets Lecture									

You must now submit this change to the student’s schedule.

Once you have submitted this change, check the status at the top right of the page to see whether you’re submitting was a success or if there were errors found. Also scroll down the page to be sure that the last row has the action of Drop (rather than Enroll, etc), to ensure that the class was, indeed, dropped.

If your drop was successful, you can click on Study List to retrieve the student’s updated schedule. In the Study List the class that was dropped, will appear with the grade of a “W”. If the class schedule appears not to be updated, click on the Refresh Class Schedule button to update it.

Enrollment Request

Student Study List

2004 Fall

2075561



Susan Anthony

Graduate

University of New Orleans

Class Schedule Filter Options

Show Enrolled Classes
 Show Waitlisted Classes
 Show Dropped Classes
 Refresh Class Schedule

ACCT 6130	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 10058	001	Lecture	Adv Acct Analy Decision Making	Graded		3.00	Enrolled
	3:00PM	5:45PM	Mon		Business Administration Bldg 211	08/21/2004 - 12/03/2004	
	Instructor:		Parker,Robert J				
FIN 4308G	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 11662	001	Lecture	Speculative Markets	Graded	W	3.00	Enrolled
	11:00AM	12:15PM	Tues,Thurs		Business Administration Bldg 362	08/21/2004 - 12/03/2004	
	Instructor:		Wei,Peihwang Philip				

Just like with adding classes, if there were errors found, scroll down to the bottom of the page and check the message box at the bottom to see what the error was. *(Typically the errors found in dropping a class are that the drop will put a student below their minimum hours; or if they are dropping their only class, they are effectively resigning from the University, which is a Registrar function.)*

Again, just like when adding a class, if there is an error found that means the transaction has NOT gone through, and the class was not dropped.

Swapping a Class

It is now possible to drop one class and add another class in its place all at once. The swap function does several things. It first checks the “swap to” class for availability, scheduling conflicts with other classes on the student’s schedule, prerequisites, etc., and if all is well, drops the “swap from” course and adds the “swap to” course. This eliminates students having to add “dummy courses” as placeholders before dropping one class, then adding the class they want, then having to go back and drop the “dummy” course. It also eliminates students dropping the “swap from” course only to find that their “swap to” course is full, and meanwhile having lost their spot in the original course.

Once you are on the Enrollment Request page, and have retrieved the student’s schedule...

- Choose **Swap Courses** in the **Action** box.
- Click the **Lookup** button and click on the check mark next to the class you want to swap.
- Click the **Lookup** button next to **Change To** and enter in the Subject and the Catalog Number and click **Search**.

You must now submit this change to the student’s schedule.

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > [Enrollment Request](#)

Enrollment Request


2075561 Anthony,Susan B.  University of New Orleans
 Graduate Business Admin Masters 2004 Fall

Enrollment Request ID: 0000000000 Status: Pending [Submit](#)
 User ID: PS [Operator Enrollment Access](#)

Enrollment Request Details View All First 1 of 1 Last

Sequence Num: Pending


'Action': Action Reason: 
 Override Action Date Action Date:
 Wait List Okay


Class Nbr:	<input type="text" value="11670"/> 	Finance	6302	601	Seminar	Investments
		Regular Academic Session			Graduate	
Change To:	<input type="text" value="11671"/> 	Finance	6303	601	Seminar	Financial Markets & Inst
		Regular Academic Session			Graduate	

Enrollment Request

Basic Class Search


Institution: UNOLA University of New Orleans
 Term: 0800 2004 Fall
 Select at least 2 criteria below then click Search to see the results.


Subject:  Finance


Catalog Number: 


Open Classes Only
 Open Entry/Exit Classes Only


Description:

Course Component: 

Course Career: 

Session: 

Campus: 

Location: 

Once you have submitted this change, check the status at the top right of the page to see whether your submission was a success or if there were errors found.

If your swap was successful, you can click on Study List to retrieve the student's updated schedule.

Just like with adding classes, if there were errors found, scroll down to the bottom of the page and check the message box at the bottom to see what the error was. *(Typically the errors found in swapping a class involve a problem with adding the "swap to" class, such as a full class, prerequisites not met, etc., just like when adding a course to a student's schedule.)*

Again, just like when adding a class, if there is an error found that means the transaction has NOT gone through, the "swap from" class was NOT dropped, and the "swap to" class was not added.

Audits and Overrides

Adding a class for Audit

Students cannot add a class for Audit themselves. To add a class for audit...

- Follow the instructions in Adding a class, but do **NOT** post yet.
- In the third section of the Request page, there is a section called Override. In this section there is an “Override” checkbox. Check this box.
- This will allow you to change the Grading Basis field from “GRD” to “AUD”. You may either type “AUD” or select it from the lookup menu.
- **You must now submit the cour**

Submit

Sequence Nbr: 1 Pending + | -

Action: Action Reason:

Override Action Date Action Date:

Wait List Okay

Class Nbr: Marketing 6503 721 Seminar Strategic Marketing Management
Regular Academic Session Graduate

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code: [Transcript](#)

Override

Grading Basis: Audit

Units Taken: **Grade Input:**

Designation: **Course Count:**

Take Requirement Designation **RD Grade:**

Permission Nbr:

Change
Grading
Basis from
“GRD” to
“AUD”

Override Grading Basis
checkbox

Overrides

In the third section of the Enrollment Request page, there is an Override section and an Additional Overrides section. UNO is only using five of these options, and **you may only use the override options for which you have security.**

The five override options that UNO uses are:

Grading Basis: Used to add courses for audit, as described above.


Permission Nbr: Used to add “consent of department” courses. You may only use this option on the courses for which you have security to do so.

Requisites: This is used to override any requisites associated with the course you’re trying to add.

Time Conflict: This is used in special circumstances to override any scheduling conflicts that two classes may have.

Unit Load: This is used to allow a student to take more than their specified unit load.

Enrollment Request Class Number Search


If you do not know the class number (call number) for a course, you can click on the lookup button  next to the class number field either on the Enrollment Request page or in the Change To section when swapping courses.


This will open a window that will allow you to search for the class.

Basic Class Search

Institution: UNOLA University of New Orleans
Term: 0800 2004 Fall


Select at least 2 criteria below then click Search to see the results.


Subject: 


Catalog Number: **Exact Match** 


Open Classes Only
 Open Entry/Exit Classes Only


Description:

Course Component: 

Course Career: 

Session: 

Campus: 

Location: 

 Search

[Advanced Search](#)

[Return to Enrollment Request](#)

Subject Area: This is the abbreviation of the subject area for the class (e.g. ENGL for English). If you do not know the abbreviation for the course, you may select it from the lookup menu.

Catalog Number: This is the four-digit catalog number for the course (e.g. the 1157 in ENGL 1157). If you do not know the catalog number for the course, you can type in one number with a % sign, then click on the down arrow and choose Wildcard.

Description, Course Component, Course Career, Session, Campus and Location:

Leave these fields blank.

Click Search to retrieve the sections of the course.

 Search

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > **Enrollment Request**

[New Window](#)

Enrollment Request

Class Search Results

Academic Institution: UNOLA University of New Orleans

Term: 0800 2004 Fall

indicates an enrollment section.

() indicates class not printed in Schedule of Classes

Status: A class may be closed if students are on the wait list.
Enrollment restrictions may apply to open classes.

[Basic Search](#) [Advanced Search](#)

[Return to Enrollment Request](#)

Class Sections											Find	1-44 of 44
Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait			
<input checked="" type="checkbox"/>	11143	ENGL	1157	006	English Composition	3	LEC	Open	9	0		
Session: Regular												
Time: 8:00AM 8:50AM			MWF		Room: Lib Arts 326		Dates: 08/21/2004 - 12/03/2004					
Instructor: Staff												
<input checked="" type="checkbox"/>	11144	ENGL	1157	007	English Composition	3	LEC	Open	15	0		
Session: Regular												

The Class Section window opens.

The top portion of each section gives you basic information about the class; the bottom portion gives you specific information, i.e., Time, Room, etc.

The bold Sections area is a map of the information that appears for each section.

Here you can see the section number, the status, availability, (if the status is closed the section is full), and the meeting information for each section.

To select the section you wish to add click the check mark to the left of that section's area.

This will put that section's Class Number on the Enrollment Request page.