PeopleSoft – Student Records

Student Enrollment Summary
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VIEWING AND PRINTING UNOFFICIAL STUDENT TRANSCRIPTS ............ ERROR! BOOKMARK NOT DEFINED.

ENROLLMENT SUMMARY ............................................................................................................................. ERROR! BOOKMARK NOT DEFINED.

STUDENT GRADE INQUIRY .......................................................................................................................... ERROR! BOOKMARK NOT DEFINED.

TRAINERS

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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.

Enter the student’s ID and the Term and click Add.
The Enrollment Request page will now appear.

**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.

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.

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.”

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.
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…

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.

* “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.
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.

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.
Dropping a Class

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

Enrollment Request Page:

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.
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.

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.
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.

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 course.**

![Image of the PeopleSoft interface with the Override checkbox highlighted]
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.

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**Basic Class Search**

- **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.**
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.