



## Business Process Guide

### Viewing a Student's Enrollment Summary by Term

| DOCUMENT INFORMATION |  |
|----------------------|--|
| Module               | Student Records                                      |
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| eReference           | SharePoint: Student Records, Business Process Guide, |

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## Process Overview

Students will be able to access their class schedule in self-service, however, there will still be plenty of requests for registration assistance and the need to view students' class schedules by the Registrar's Office, Academic Advisement and a few Academic Departments.

The Student Study List (as the student's class schedule is referred to in PeopleSoft) can be viewed, as well as printed from the Enrollment Request pages quite easily. This Study List can be printed as a web page.

## Where the Data for This Process Comes From

## Where the Data from This Process Goes

## Related Information

### Prerequisites and Assumptions

#### PREREQUISITES AND ASSUMPTIONS

- Student is enrolled in at least one class

## Related Documents

| RELATED DOCUMENTS |                              |
|-------------------|------------------------------|
| DOCUMENT NAME     | LOCATION OR LINK TO DOCUMENT |
|                   |                              |
|                   |                              |
|                   |                              |



## 1.0 Viewing Enrollment Summary by Term

### 1.1 Locating a Student in the System

Navigation: Records & Enrollment > Enrollment Summaries > Enrollment Summary

#### Enrollment Summary

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

Find an Existing Value

---

**ID:** begins with

**Academic Career:** =

**Academic Institution:** begins with

**Term:** =

**Campus ID:** begins with

**National ID:** begins with

**Last Name:** begins with

**First Name:** begins with

**Term Alternate Key:** =

Case Sensitive

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

|               |   |
|---------------|---|
| <b>Step 1</b> | Enter the student's CWID number into the <b>ID</b> field.<br>Or you may choose to enter the student's <b>Last Name</b> (will bring up all students enrolled in that particular term who have that last name – choose one) or both <b>Last Name</b> and <b>First Name</b> , as pictured above. |
| <b>Step 2</b> | If you are looking for a specific term, enter the appropriate <b>Term</b> . Use the magnifying glass  for assistance, if necessary. Leaving this field blank will return all semesters the student has enrolled.  |
| <b>Step 3</b> | Click the <span style="background-color: #FFD700; border: 1px solid black; padding: 2px;">Search</span> button.   |

#### Search Results

View All

| ID                        | Academic Career           | Academic Institution  | Term                 | Short Description         | Name                                       | Gender               | Date of Birth         | Campus ID               | National ID               | National ID Country | NID Short Description |
|---------------------------|---------------------------|-----------------------|----------------------|---------------------------|--|----------------------|-----------------------|-------------------------|---------------------------|---------------------|-----------------------|
| <a href="#">802280255</a> | <a href="#">Undergrad</a> | <a href="#">FLCMP</a> | <a href="#">2083</a> | <a href="#">Spr 2008</a>  | <a href="#">Corrales,James Christopher</a> | <a href="#">Male</a> | <a href="#">08/24</a> | <a href="#">(blank)</a> | <a href="#">*****6184</a> | <a href="#">USA</a> | <a href="#">SSN</a>   |
| <a href="#">802280255</a> | <a href="#">Undergrad</a> | <a href="#">FLCMP</a> | <a href="#">2077</a> | <a href="#">Fall 2007</a> | <a href="#">Corrales,James Christopher</a> | <a href="#">Male</a> | <a href="#">08/24</a> | <a href="#">(blank)</a> | <a href="#">*****6184</a> | <a href="#">USA</a> | <a href="#">SSN</a>   |
| <a href="#">802280255</a> | <a href="#">Undergrad</a> | <a href="#">FLCMP</a> | <a href="#">2075</a> | <a href="#">Sum 2007</a>  | <a href="#">Corrales,James Christopher</a> | <a href="#">Male</a> | <a href="#">08/24</a> | <a href="#">(blank)</a> | <a href="#">*****6184</a> | <a href="#">USA</a> | <a href="#">SSN</a>   |

|               |  |
|---------------|--|
| <b>Step 4</b> | If a list is returned, click on the appropriate semester you wish to view. The screen will advance to the <b>Enrollment Summary</b> tab for that semester. |
|---------------|--|



## 1.2 Viewing Enrollment Summary (Enrollment Actions for Selected Term)

**Enrollment Summary**
Term Statistics

Corrales, James Christopher 802280255

**Term:** Fall 2006      **Career:** Undergrad      CSU Fullerton

[Print Study List](#)   [Report Manager](#)

| Class Nbr | Subject                 | Catalog | Session  | Section | Status   | Status/Reason | Acad Prog | Grading Basis | Units Taken |
|-----------|-------------------------|---------|----------|---------|----------|---------------|-----------|---------------|-------------|
| 14531     | KNES                    | 153     | Regular  | 01      | Enrolled | Enrolled      | UGD       | Graded        | 1.00        |
|           | Wushu: Chinese Mar Arts |         | Activity |         |          |               |           |               |             |
| 14581     | KNES                    | 260     | Regular  | 02      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |
|           | Movement Anatomy        |         | Lecture  |         |          |               |           |               |             |
| 14605     | KNES                    | 348     | Regular  | 03      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |
|           | Physiology of Exercise  |         | Lecture  |         |          |               |           |               |             |

|               |   |
|---------------|---|
| <b>Step 1</b> | The <b>Enrollment Summary</b> will display 3 classes. If there are more classes to view, it will indicate this between the ◀▶ navigation arrows (example above: "1-3 of 6").  |
| <b>Step 2</b> | Click the <b>View All</b> link to view all classes on the same page<br>This screen gives an overview of enrollment actions in the term you are viewing. For further detail on the student's enrollments (days and times of enrolled classes, instructor names) you will use the <b>Print Study List</b> link (see Section 1.4 that follows) |

**Enrollment Summary**
Term Statistics

Corrales, James Christopher 802280255

**Term:** Fall 2006      **Career:** Undergrad      CSU Fullerton

[Print Study List](#)   [Report Manager](#)

| Class Nbr | Subject                   | Catalog | Session  | Section | Status   | Status/Reason | Acad Prog | Grading Basis | Units Taken |
|-----------|---------------------------|---------|----------|---------|----------|---------------|-----------|---------------|-------------|
| 14531     | KNES                      | 153     | Regular  | 01      | Enrolled | Enrolled      | UGD       | Graded        | 1.00        |
|           | Wushu: Chinese Mar Arts   |         | Activity |         |          |               |           |               |             |
| 14581     | KNES                      | 260     | Regular  | 02      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |
|           | Movement Anatomy          |         | Lecture  |         |          |               |           |               |             |
| 14605     | KNES                      | 348     | Regular  | 03      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |
|           | Physiology of Exercise    |         | Lecture  |         |          |               |           |               |             |
| 14646     | KNES                      | 381     | Regular  | 04      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |
|           | Sports, Games, & Culture  |         | Lecture  |         |          |               |           |               |             |
| 18516     | KNES                      | 387     | Regular  | 01      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |
|           | Movement & the Adolescent |         | Lecture  |         |          |               |           |               |             |
| 14753     | KNES                      | 494     | Regular  | 27      | Enrolled | Enrolled      | UGD       | Crd/No Crd    | 1.00        |
|           | Practicum                 |         | Sup      |         |          |               |           |               |             |

### 1.3 Viewing Term Statistics

|   |   |
|---|---|
| <b>Step 1</b>   | For a basic overview the student's statistics for the term you are viewing, click the <b>Term Statistics</b> tab  |
|  | <p>This page provides a basic snapshot of unit statistics for the term, including term unit totals for courses <b>Taken</b> and <b>Passed</b>. The <b>No GPA</b> column lists units for any course(es) taken that do not contribute to the GPA (such as CR/NC).</p> <p>The lower right-hand portion of the page shows the calculation of the <b>Current GPA (This is the Term only GPA for the semester being viewed , not cumulative GPA)</b></p> <p>For further detail on the semester, including grades, the unofficial transcript should be viewed.</p> |
| <b>Step 2</b>   | Return to <b>Enrollment Summary</b> by clicking on the <a href="#">Enrollment Summary</a> link at the bottom of the page or the <b>Enrollment Summary</b> tab.  |

Enrollment Summary
Term Statistics

Corrales, James Christopher 802280255

Find | View All First 1 of 1 Last

**Term:** Fall 2006 **Career:** Undergrad **Institution:** CSU Fullerton

| Number of Courses Attempted: |             | 6.00        |        |              |                 |
|------------------------------|-------------|-------------|--------|--------------|-----------------|
|                              | Towards GPA | No GPA      | Audit  | For Progress | Term Total      |
| <b>In Progress:</b>          | 0.000       | 0.000       |        |              | <b>0.000</b>    |
| <b>Taken:</b>                | 13.000      | 1.000       | 0.000  | 14.000       | <b>14.000</b>   |
| <b>Passed:</b>               | 13.000      | 0.000       |        | 13.000       | <b>13.000</b>   |
|                              |             | Towards GPA | No GPA | Units Only   | TC Units Adjust |
| <b>Course Credit:</b>        | 0.000       | 0.000       | 0.000  | 0.000        |                 |
| <b>Test Credit:</b>          |             |             | 0.000  |              |                 |
| <b>Other Credit:</b>         |             |             | 0.000  |              |                 |

**Grade Points:** 28.900

**Total Units Towards GPA:** 13.000

**Current GPA:** 2.223



### 1.4 Viewing Student's Study List (Courses, Course Meeting Times, Instructors)

|               |  |
|---------------|--|
| <b>Step 1</b> | For further detail in the student's enrollments for the selected term (days and times of enrolled classes, instructor names) click the <b>Print Study List</b> link on the <b>Enrollment Summary</b> tab. The screen will show the <i>'Processing'</i> message, refresh and return to the same screen. |
| <b>Step 2</b> | Click on the <b>Report Manager</b> link (screen will advance to the <b>Administration</b> tab)   |

**Enrollment Summary** | Term Statistics

Corrales,James Christopher 802280255

**Term:** Fall 2006    **Career:** Undergrad    CSU Fullerton

[Print Study List](#)   [Report Manager](#)

| Class Nbr | Subject                 | Catalog | Session  | Section | Status   | Status/Reason | Acad Prog | Grading Basis | Units Taken |
|-----------|-------------------------|---------|----------|---------|----------|---------------|-----------|---------------|-------------|
| 14531     | KNES                    | 153     | Regular  | 01      | Enrolled | Enrolled      | UGD       | Graded        | 1.00        |
|           | Wushu: Chinese Mar Arts |         | Activity |         |          |               |           |               |             |
| 14581     | KNES                    | 260     | Regular  | 02      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |
|           | Movement Anatomy        |         | Lecture  |         |          |               |           |               |             |
| 14605     | KNES                    | 348     | Regular  | 03      | Enrolled | Enrolled      | UGD       | Graded        | 3.00        |

|               |  |
|---------------|--|
| <b>Step 3</b> | Click on the <b>Refresh</b> tab and wait several seconds. The screen will show the <i>'Processing'</i> message and return. |
|---------------|--|

List | Explorer | **Administration** | Archives

**View Reports For**

**User ID:**     **Type:**     **Last:**  Days    **Refresh**

**Status:**     **Folder:**     **Instance:**     **to:**

**Report List** Customize | Find | View All | First | 1 of 1 | Last

| Select                   | Report ID | Prcs Instance | Description        | Request Date/Time | Format | Status |
|--------------------------|-----------|---------------|--------------------|-------------------|--------|--------|
| <input type="checkbox"/> |           |               | Report Description |                   |        |        |



**Step 4** Continue to click on **Refresh** and wait until the screen shows the following values in these columns:  
**Description:** there is a report listed  
**Status:** Posted  
**Details:** Details link

**View Reports For**

User ID: DBRIGGS    Type:    Last: 1 Days    Refresh

Status:    Folder:    Instance:    to:

**Report List**    Customize | Find | View All | First 1 of 1 Last

| Select                   | Report ID | Prcs Instance | Description                                  | Request Date/Time       | Format          | Status | Details                 |
|--------------------------|-----------|---------------|--|-------------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 40359     | 90191         | <a href="#">Individual Student Study Rpt</a> | 04/29/2008<br>4:42:56PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |

**Step 5** Click on the **Details** link to view a list of reports.



**Report Detail**

**Report**

Report ID: 40359      Process Instance: 90191      [Message Log](#)  
 Name: SRSTDNT2      Process Type: SQR Report  
 Run Status: Success

Individual Student Study Rpt

**Distribution Details**

Distribution Node: HFULSTGNT      Expiration Date: 05/01/2008

**File List**

| Name                               | File Size (bytes) | Datetime Created                |
|------------------------------------|-------------------|---------------------------------|
| <a href="#">Message Log</a>        | 1,464             | 04/29/2008 4:43:39.000000PM PDT |
| <a href="#">SRSTDNT2_90191.PDF</a> | 2,323             | 04/29/2008 4:43:39.000000PM PDT |
| <a href="#">Trace File</a>         | 125               | 04/29/2008 4:43:39.000000PM PDT |

**Distribute To**

| Distribution ID Type | *Distribution ID |  |  |
|----------------------|------------------|--|--|
| User                 | DBRIGG           |  |  |

|               |   |
|---------------|---|
| <b>Step 6</b> | Click on the name of the report that is a <b>PDF</b>  |
| <b>Step 7</b> | A separate window will open showing a copy of the student's <b>Study List</b> which shows the student's term enrollment actions, and provides courses, instructor names and meeting days and times.<br><b>NOTE: You will need Adobe Acrobat to view the file.</b> |

**Report Detail**

**Report**

**Report ID:** 40371

**Name:** SRSTDNT2

**Run Status:** Success

Individual Student Study Rpt

**Distribution Details**

**Distribution Node:** HFUL

**File List**

**Name**

[Message Log](#)

[SRSTDNT2\\_90211.PDF](#)

[Trace File](#)

**Distribute To**

**Distribution ID Type**

User

https://cmsdev7-reports.calstate.edu/psreports/HFULSTG/40371/SRSTDNT2\_90211.PDF ...

File Edit Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites SnagIt

Address https://cmsdev7-reports.calstate.ec Go Links SnagIt

41%

Sign

Report ID: SRSTDNT2 Page No. 1

Name: Corrales, James Christopher Run Date: 04/30/2009

ID: 8028005 Run Time: 08:42:54

Term: Fall 2008 Career: Undergraduate

Program: Undergraduate Program

| Class No. | Subject                           | Catalog | Session | Section           | Status            | Units | Grading           |
|-----------|-----------------------------------|---------|---------|-------------------|-------------------|-------|-------------------|
| 14531     | KNES<br>Wushu: Chinese Mar Arts   | 153     | 1       | 01<br>Activity    | Enrolled          | 1.00  | Graded            |
|           | Kinesiology & Health Sciences 202 |         |         | MM                |                   |       |                   |
|           |                                   |         |         |                   | 10:00am - 10:50am |       | Sha, Denise       |
| 14591     | KNES<br>Movement Anatomy          | 260     | 1       | 02<br>Lecture     | Enrolled          | 2.00  | Graded            |
|           | McCarthy Hall                     |         | 682     | F                 |                   |       |                   |
|           |                                   |         |         |                   | 11:00am - 1:45pm  |       | Farrell, Karen L  |
| 14605     | KNES<br>Physiology of Exercise    | 349     | 1       | 03<br>Lecture     | Enrolled          | 2.00  | Graded            |
|           | Kinesiology & Health Sciences 104 |         |         | TTh               |                   |       |                   |
|           |                                   |         |         |                   | 10:00am - 11:15am |       | Swan, Millian C   |
| 14646     | KNES<br>Sports, Games, & Culture  | 391     | 1       | 04<br>Lecture     | Enrolled          | 2.00  | Graded            |
|           | Kinesiology & Health Sciences 104 |         |         | TTh               |                   |       |                   |
|           |                                   |         |         |                   | 9:20am - 9:45am   |       | Cooky, Cheryl A   |
| 18516     | KNES<br>Movement & the Adolescent | 397     | 1       | 01<br>Lecture     | Enrolled          | 2.00  | Graded            |
|           | Kinesiology & Health Sciences 174 |         |         | Th                |                   |       |                   |
|           |                                   |         |         |                   | 4:00pm - 6:45pm   |       | Blackway, David X |
| 14751     | KNES<br>Practicum                 | 494     | 1       | 27<br>Supervision | Enrolled          | 1.00  | Crd/No Crd        |
|           | TBA                               |         | TBA     | TBA               |                   |       | Dean, Laura M     |

**Step 8** The **Study List** can be viewed and/or printed. To print the **Study List**, click on the printer icon in the tool bar of the PDF window. To exit the **Study List**, click on the **X** at the top of the window, which will return you to viewing the **Report Detail** page.

Cal State Fullerton

Page 8



### Report Detail

#### Report

**Report ID:** 40371      **Process Instance:** 90211      [Message Log](#)  
**Name:** SRSTDNT2      **Process Type:** SQR Report  
**Run Status:** Success

Individual Student Study Rpt

#### Distribution Details

**Distribution Node:** HFULSTGNT      **Expiration Date:** 05/02/2008

#### File List

| Name                               | File Size (bytes) | Datetime Created                |
|------------------------------------|-------------------|---------------------------------|
| <a href="#">Message Log</a>        | 1,464             | 04/30/2008 8:44:08.000000AM PDT |
| <a href="#">SRSTDNT2_90211.PDF</a> | 2,323             | 04/30/2008 8:44:08.000000AM PDT |
| <a href="#">Trace File</a>         | 125               | 04/30/2008 8:44:08.000000AM PDT |

#### Distribute To

| Distribution ID Type | *Distribution ID |  |  |
|----------------------|------------------|--|--|
| User                 | DBRIGG           |  |  |

|               |   |
|---------------|---|
| <b>Step 9</b> | To delete the <b>Study List</b> you have viewed/printed from list of requested files, click <b>Cancel</b> . This action will refresh the screen and present additional tabs on the bottom of the screen which you will need to click to complete the process of deleting this file from the list. |
|---------------|---|

List | Explorer | **Administration** | Archives

**View Reports For**

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

**Report List** Customize | Find | View All |  1 of 1

| Select                              | Report ID | Prcs Instance | Description                                  | Request Date/Time       | Format          | Status | Details                 |
|-------------------------------------|-----------|---------------|--|-------------------------|-----------------|--------|-------------------------|
| <input checked="" type="checkbox"/> | 40378     | 90222         | <a href="#">Individual Student Study Rpt</a> | 04/30/2008<br>9:37:44AM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |

[Select All](#)    [Deselect All](#)

Click the delete button to delete the selected report(s)

[Go back to Enrollment Summary](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

|                |   |
|----------------|---|
| <b>Step 10</b> | Click on the <b>checkbox</b> next to the report(s) you wish to delete |
| <b>Step 11</b> | Click on <b>Delete</b>  |
| <b>Step 12</b> | Click on ' <b>Yes</b> ' in the message box that appears (shown below) |
| <b>Step 13</b> | Click on ' <b>OK</b> ' in the next box that appears (shown below)     |
| <b>Step 14</b> | Click on <b>Save</b>  |

Are you sure you want to delete the report(s)? (63,12)

You have requested to delete report(s). Indicate if you really want to do this or not.

 

**Report List** Customize | Find | View All |  1 of 1

| Select                   | Report ID | Prcs Instance | Request Date/Time | Format | Status |
|--------------------------|-----------|---------------|-------------------|--------|--------|
| <input type="checkbox"/> |           |               |                   |        |        |

**Microsoft Internet Explorer** [X]

 1 Report Deleted (65,275)