



Business Process Guide

Viewing a Student's Enrollment Appointment

DOCUMENT INFORMATION	
Module	Student Records
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eReference	SharePoint: Student Records, Business Process Guides, CSUF Business Process Guides, Finalized BPG's, BPG Viewing a Student's Enrollment Appointment-FINAL

DOCUMENT HISTORY			
DATE	BY	ACTION	PAGES
08/15/2007	T Brown	Document Created	
10/11/2007	T Brown	Document Updated	
10/12/2007	P Rhinehart	Document Reviewed	
02/05/2008	D Briggs	Testing/Proofreading	
02/05/2008	M Medina	Format Check	

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Process Overview

This process allows the user the opportunity to view registration appointments that have been set by the system for a given term.

Prerequisites and Assumptions

Before you can successfully perform the Viewing a Student's Enrollment Appointment, it is either required or assumed that each of the following conditions has been met:

PREREQUISITES AND ASSUMPTIONS

That enrollment appointments have been set for the term



1.0 Viewing a Student's Enrollment Appointment

Navigation: Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment

Student Enrollment Appointment
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

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

Search Results

View All First 1-

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
000000131	Undergrad	FLCMP	2085	Sum 2008	Quickadmit,Paul	Unknown	(blank)	(blank)	*****7464	USA	SSN	QUICKADMIT	PAUL

Step 1	Select the student by ID or name
Step 2	Select the Academic Career
Step 3	Select the Term for which you wish to view the enrollment appointment. Click on the SEARCH tab.

Student Enrollment Appointment

Paul Quickadmit 000000131 

Academic Career: Undergraduate CSU Fullerton

Term: Summer 2008

Session Limits Find | View All First 1 of 1 Last

***Session:**  Regular Academic Session [+](#) [-](#)

Only Use Term Limits

Override Maximum Units

Max Total Units: Max No GPA Units:

Max Audit Units: Max Wait List Units:

Max Total Courses:

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
PTY	0001	04/14/2008	7:00AM	05/09/2008	11:59PM	+ -

Select Limits for Appointment

Use Program Term/Session Limit

Use Appointment Limit ID Limit ID:

Set Maximum Units

Max Total Units: Max No GPA Units:

Max Audit Units: Max Wait List Units:

Validation Appointments Find | View All First 1 of 1 Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
<input type="text"/>	+ -					

Step 4	<p>View Appointment for selected Term</p> <p>The “Session Limits” area of the page should not be relevant for Fullerton, as Fullerton uses only Term enrollment limits, not session-specific limits.</p> <p>The “Enrollment Appointments” area of the page shows you the start and end dates and times when the student may enroll in self-service. If the student for some reason has more than one appointment, you may need to scroll or click on View All.</p> <p>The area “Select Limits for Appointment” should not be relevant for Fullerton as Fullerton uses only Term enrollment limits and does not have specific appointment limits.</p>
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