

## Overview

This training manual takes you through the fundamental processes involved in enrollment.

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## Student Program and Plan

This section shows how to activate students into a program and/or a plan, modify the student's program and plan, or record the completion of a degree. A student must be active in a program and plan in order to activate them for term enrollment. The **Student Program and Plan** pages track the full history of a student's relationship with an Academic Program.

1. From the **Main Menu**, navigate to **Records and Enrollment > Career and Program Information**.
2. Click **Student Program/Plan**.



Favorites Main Menu > Records and Enrollment

Main Menu > Records and Enrollment >

### Career and Program Information

Maintain a student's career, program, plan and student group information.

- Student Program/Plan**  
Review, update a student's academic program, plan, and subplan information.
- Student Groups**  
Track student membership in various groups.

*The Student Program/Plan search page displays.*

3. Enter the appropriate ID or name.
4. Click the **Search** button.

### Student Program/Plan

Enter any information you have and click Search. Leave field

Find an Existing Value

Limit the number of results to (up to 300): 300

ID:	begins with	00
Academic Career:	=	
Student Career Nbr:	=	
Campus ID:	begins with	
National ID:	begins with	
Last Name:	begins with	
First Name:	begins with	

Include History  Case Sensitive

Search

Clear

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

The Student Program page displays.

- View the student's program record as needed. (See **Field Descriptions** below.)

*Note: Only students with an Active Status are eligible to enroll.*

Student Program		Student Plan		Student Degrees	
Student Name	00			  	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr: 0		
Find   View All   First 1 of 1 Last					
Status:	Active in Program		Effective Sequence:	1	
Effective Date:	08/28/2008		Action Date:	08/28/2008	
Program Action:	PLNC	Plan Change	Joint Prog Appr:	<input type="checkbox"/>	
Action Reason:	SREQ	Student Request			
Academic Institution:	SJ000	San Jose State University			
Academic Program:	UGD	UGD - Undergraduate Degree			
Admit Term:	2064	FALL 2006			
Requirement Term:	2064	FALL 2006			
Expected Grad Term:	2132	SPRG 2013	Campus: MAIN	MAIN	Acad Load: Full-Time

**Admissions**

From Application

Application Nbr: 00212053

Application Program Nbr: 0

### Field Description List: Student Program Page (above)

Field Name	Description
<b>Status</b>	The relationship that the student has with the academic program as of the effective date shown.
<b>Effective Date</b>	The date on which the program action and other field values will be effective.
<b>Effective Sequence</b>	The sequence of changes made to the student program if more than one change is made to the student program on the same effective date.
<b>Action Date</b>	The date that the information was entered into the system. Can vary from the effective date.
<b>Program Action</b>	Action that corresponds to the desired change in the student's program.
<b>Action Reason</b>	Reason that the change is being made to the student's program.
<b>Academic Institution</b>	Defaults to display SJ000.
<b>Academic Program</b>	Academic Program entered in the admission pages or entered when the student history data was converted. The program can be changed when a student transfers between programs.
<b>Admit Term</b>	Defaults from the Admissions Matriculation process. Can override if necessary.
<b>Requirement Term</b>	Defaults to the Admit Term. Select the Requirement Term that applies to student's degree progress requirements for this academic plan.
<b>Expected Grad Term</b>	Once a student applies for graduation, this field displays the graduation term.

6. Click the Student Plan tab.



**The Student Plan page displays the student's major.**

7. View a student's major/minor information, as needed. (See **Field Descriptions** below.)

Student Name: 00

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2006

Find | View All First 1 of 1 Last

Status:	Active in Program	Admit Term:	Fall 2006
Effective Date:	08/28/2008	Effective Sequence:	1
Program Action:	Plan Change	Action Date:	08/28/2008
Action Reason:	Student Request	Requirement Term:	Fall 2006
Academic Program:	Undergrad		

Find | View All First 1 of 1 Last

Academic Plan:	HLTHBS-1 Health Science	Major	
Plan Sequence:	10	Degree:	BS
Declare Date:	08/28/2008	Degree Checkout Stat:	
Requirement Term:	2064 FALL 2006	Student Degree Nbr:	<a href="#">Credentials</a>
Advisement Status:	Include	Completion Term:	

### Field Description List: Student Plan Page (above)

Field Name	Description
<b>Academic Plan</b>	The plan the student is pursuing. Student may have more than one Academic Plan within a program.
<b>Plan Sequence</b>	A number generated by the system when a plan is added to a program; the sequence in which the system evaluates plans for degree progress. This number can be overridden.
<b>Degree</b>	The system will display the degree associated with the plan selected.
<b>Declare Date</b>	The system displays the date equal to the effective date where the program action is Active in Program.
<b>Degree Checkout Stat</b>	When a student is graduated from a plan, the system displays the date in this field.
<b>Requirement Term</b>	The Requirement Term selected applies degree progress requirements to the student's academic plan.
<b>Student Degree Nbr</b>	Once the graduation process is complete, the system displays this value, which is assigned sequentially.  <i>The Student Degree Number also indicates the printing order if multiple degrees are conferred on the same date.</i>
<b>Advisement Status</b>	Defaults to <b>Include</b> . The system uses this status to determine how the advisement engine processes the academic requirements for the student's program.
<b>Completion Term</b>	Once the graduation process has been completed, the system displays the Completion Term.

## Eligibility to Enroll

This section shows how to activate a student. In order for a student to enroll in classes, the student must be active in the term. The process of activating a student into a term allows for the assignment of registration appointments and enrollment. Check whether a student is eligible to enroll by viewing the student's status on the **Student Term Search** page.

1. From the **Main Menu**, navigate to **Records and Enrollment > Career and Program Information**.
2. Click **Student Term Search**.



*The Student Term Search page displays.*

3. Enter the appropriate **ID** or last name.
4. Click the **Search** button.

### Student Term Search

Enter any information you have and click Search. Leave fields blank.

**Find an Existing Value**

Limit the number of results to (up to 300):

ID:

Campus ID:

Local Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

**The Student Term Search page displays.**

- View a student's term information, including eligibility to enroll. (See **Field Descriptions** below.)

## Student Term Search

Spartan,Star 00

[Find](#) | [View All](#)

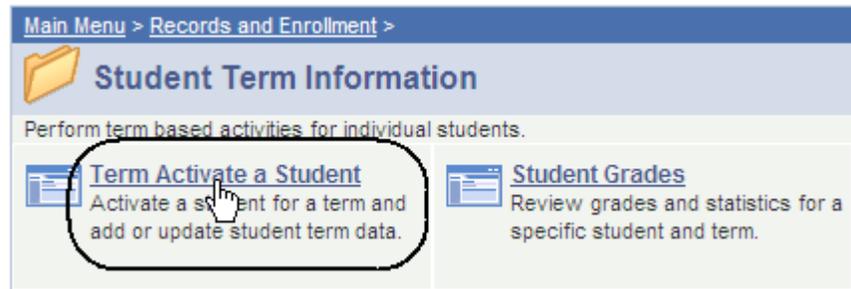
Academic Career	Term	Academic Institution	Eligible To Enroll
Undergraduate	Spring 2012	San Jose State University	<input checked="" type="checkbox"/>

[Save](#)
[Return to Search](#)
[Notify](#)

### Field Description List: Student Term Search Page (above)

Field Name	Description
<b>Academic Career</b>	Displays all careers in which the student was active for a term.
<b>Term</b>	Displays every term the student has been active.
<b>Academic Institution</b>	Displays San José State University (SJ000).
<b>Eligible to Enroll</b>	Displays the student's enrollment eligibility to enroll in a specified career and term.

1. From the **Main Menu**, navigate to **Records and Enrollment > Student Term Information**.
2. Click **Term Activate a Student**.



*The Term Activate a Student search page displays.*

3. Enter the appropriate **ID** or last name.
4. Click the **Search** button.

### Term Activate a Student

Enter any information you have and click Search. Leave fields blank

**Find an Existing Value**

Limit the number of results to (up to 300):

ID:

Campus ID:

Local Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

**The Term Activation page displays.**

This page displays the term eligibility and the student's academic level.

5. View the term information. (See **Field Descriptions** below.)

Star Spartan 001234567

Academic Career: Undergraduate

Academic Institution: SJ000 San Jose State University

Term: 2122 Sprg 2012 Semester Activation Date: 01/25/2012

Student Career Nbr: 0 UGD - Undergraduate Degree

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: Freshman

Academic Level - Term Start: Freshman

Academic Level - Term End: Freshman

Level Determination: Units

Academic Year: 2011

Load Determination: Units

Form of Study: Enrollment

Academic Load: Less 1/2

Billing Career: UGRD

Eligible To Enroll:

**Field Description List: Term Activation Page (above)**

Field Name	Description
<b>Academic Institution</b>	Always enter San José State University (SJ000).
<b>Term</b>	Enter the term for the Activation.
<b>Student Career Nbr</b>	System displays the primary Academic Program number for the term selected above.
<b>Override All Academic Levels</b>	Check this box if you wish to modify All Academic level fields. If box is not checked, the system will display the level defaults in the Level/Load table.
<b>Override Projected Levels</b>	Check this box if you wish to modify the Override Projected Academic Level. If box is not checked, the system will display the level defaults set in the Level/Load table.
<b>Academic Level – Projected</b>	Displays the Academic Level at the start of the term, assuming the student successfully completes all in in-progress units from the previous term.
<b>Level/Load Determination</b>	System displays the Level and Load Determination from the Level/Load Rules table based upon the Academic Career entered.
<b>Academic Level – Term Start</b>	Displays the Academic Level of the student at the beginning of the term. The cumulative units completed in previous terms determine the Academic Level. <i>Note: To override, check Override All Academic Levels.</i>

Field Name	Description
<b>Academic Level-Term End</b>	The system displays the projected Academic Level of the student at the end of the Term based on units completed in past terms and includes work completed in this term. At the beginning of the term the Term Start and End Academic Level values will be the same.
<b>Academic Year</b>	The system displays the Academic Year value based on the term value entered above.
<b>Form of Study</b>	The system defaults in Enrollment. The Form of Study tells the system that the student is enrolling in classes at the designated institution and whether to calculate the Academic Load based on units attempted.
<b>Academic Load</b>	Displays the Academic Load value calculated from the number of units enrolled.
<b>Billing Career</b>	The system defaults to the Term records Academic Career. Tuition Calculation is performed based on Billing Career.
<b>Eligible to Enroll</b>	The system defaults to Eligible to Enroll. Checked box allows the student to enroll in classes for the term indicated. Can override if necessary.

## Enrollment Appointments

This section shows how to view student enrollment appointment times. Once students are activated into a term, they are given registration appointments.

1. From the **Main Menu**, navigate to **Records and Enrollment > Term Processing > Appointments**.
2. Click **Student Enrollment Appointment**.



*The Student Enrollment Appointment search page displays.*

3. Enter the appropriate **ID** or **Name**.
4. Click the **Search** button.

### Student Enrollment Appointment

Enter any information you have and click Search. Leave fields blank for values.

**Find an Existing Value**

Limit the number of results to (up to 300):

ID:

Academic Career:

Academic Institution:

Term:

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key:

Case Sensitive

[Basic Search](#)

**The Student Enrollment Appointment search results display.**

5. Select a term by clicking the appropriate link.

**The Student Enrollment Appointment page displays.**

*Note: The registration dates and times display.*

6. View information as needed. (See **Field Descriptions** below.)

*Note: Use this page to assign an individual student an enrollment appointment, verify appointment times for students who were assigned an appointment through the batch process, and/or allow students to enroll in excess units.*

**Search Results**

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID
004562663	Undergrad	SJ000	2122	SPRING 2012	Student Name	Male	08/03	(blank)
004562663	Undergrad	SJ000	2121	FALL 2011	Student Name	Male	08/03	(blank)
004562663	Undergrad	SJ000	2113	SUMR 2011	Student Name	Male	08/03	(blank)

**Student Enrollment Appointment**

Star Spartan 00   
 Academic Career: Undergraduate San Jose State University  
 Term: Spring 2012

**Session Limits** Find | View All First 1 of 1 Last

Session: 1 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
UGRD	0001	11/09/2011	7:00AM	02/12/2012	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:  
 Include Wait List in Total:

**Field Description List: Student Enrollment Appointment Page (above)**

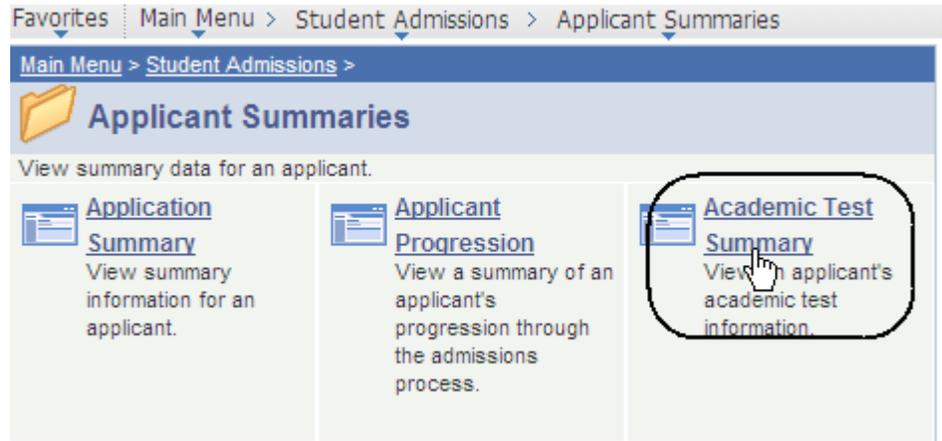
Field Name	Description
<b>Session</b>	Displays the session for which the appointment time was assigned.
<b>Only Use Term Unit Limits</b>	If checked, the Term Unit Limits defined on the Appointment Limits Table page for this academic career, term, and session will be used.
<b>Override Maximum Units</b>	If checked, a value will be displayed in the Max Total Units field.
<b>Max Total Units</b>	If checked, displays a value.
<b>Max Audit Units</b>	Not using this field.

Field Name	Description
<b>Max No GPA Units</b>	Not using this field.
<b>Max Wait List Units</b>	Not using this field.
<b>Max Total Courses</b>	Not using this field.
<b>Appt Block</b>	Used to assign a student an enrollment appointment.
<b>Appt Nbr</b>	Appointment number to assign to the student. The system will automatically display the Start and End Dates and Times.
<b>Start Date</b>	Date that the student is eligible to enroll.
<b>Start Time</b>	Time that the student can begin enrolling.
<b>End Date</b>	Last date that the student is eligible to enroll.
<b>End Time</b>	Time that the student's enrollment period ends.
<b>Use Program Term/Session Limits</b>	Selected if the enrollment engine is to obey the unit limits set up at the program level.
<b>Use Appointment Limit ID</b>	Selected if the enrollment engine is to obey the unit limits set up at the appointment level.
<b>Set Maximum Units</b>	Selected if the student has requested to enroll in excess units.
<b>Max Total Units</b>	Displays a value if the Override Maximum Units box is checked.
<b>Max Audit Units</b>	Not using this field.
<b>Max No GPA Units</b>	Not using this field.
<b>Max Wait List Units</b>	Not using this field.

## Test Scores

This section shows how to view a quick summary of test scores submitted by a student. When students apply for admissions to the University, they are required to submit test scores. These scores are used to assign Milestones and place students into Student Groups.

1. From the **Main Menu**, navigate to **Student Admissions > Applicant Summaries**.
2. Click **Academic Test Summary**.



*The Academic Test Summary search page displays.*

3. Enter the student's **ID**.
4. Click the **Search** button.

### Academic Test Summary

Enter any information you have and click Search. Leave fields blank for a I

**Find an Existing Value**

Limit the number of results to (up to 300):

Application Nbr:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
ID:	begins with	<input type="text" value="00"/>	<input type="button" value="🔍"/>
Academic Institution:	=	<input type="text" value="SJ000"/>	<input type="button" value="🔍"/>
Academic Career:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Application Program Nbr:	=	<input type="text"/>	<input type="button" value="🔍"/>
Academic Program:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Admit Term:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Application Center:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Case Sensitive

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

**The Academic Test Summary page displays.**

5. View the student's test information as needed.
6. Click **View All** if the student has more than six test scores.

**Academic Test Summary**

Star Spartan 00 ★

Test Summary by ID/Component

Test ID:  Test Component:

Sort By:  Date  Score  Test

Customize | Find | **View All** |  |

Test ID	Description	Score	%tile	Test Dt	Stnd Admin	Acad Level	Data Srce	Dt Loaded
1 ACT	Composite	20.00		04/01/2004	<input checked="" type="checkbox"/>	11th Grade	ACT	02/14/2005
2 ACT	English	19.00		04/01/2004	<input checked="" type="checkbox"/>	11th Grade	ACT	02/14/2005
3 ACT	Math	21.00		04/01/2004	<input checked="" type="checkbox"/>	11th Grade	ACT	02/14/2005
4 ACT	Reading	20.00		04/01/2004	<input checked="" type="checkbox"/>	11th Grade	ACT	02/14/2005
5 ACT	Science Reasoning	20.00		04/01/2004	<input checked="" type="checkbox"/>	11th Grade	ACT	02/14/2005
6 EAPEX	EAP Math Exemption			01/01/2004	<input type="checkbox"/>		ETS	03/14/2005

1-6 of 15 Last

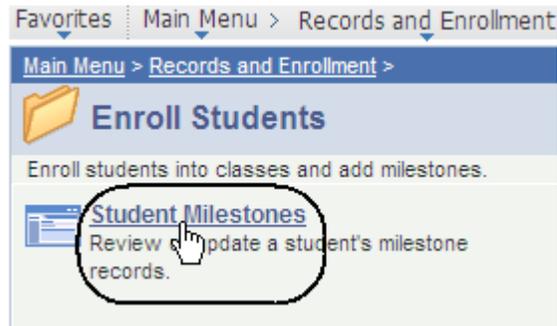
**Field Description List: Academic Test Summary Search Page (above)**

Field Name	Description
<b>Test Summary by ID/Component</b>	Enter a Test ID or Test Component to limit the search. If fields are left blank, all test scores for an individual will be displayed.
<b>Sort By</b>	Choose method for sorting the scores. <i>If using the Test Summary ID/Component or Sort By fields, click the Search button to retrieve test scores.</i>
<b>Test ID</b>	Displays the ID of the Test completed.
<b>Description</b>	Displays the name of the test component completed.
<b>Score</b>	Displays the score received on the test component.
<b>%tile</b>	Displays the percentile of the test score.
<b>Test Dt</b>	Displays the date the test was completed.
<b>Stnd Admin</b>	If box is checked, indicates that test was administered in standard fashion.
<b>Acad Level</b>	Displays the grade level of student when the test was completed.
<b>Data Srce</b>	Displays the source of the test score, for example, self-reported or testing service reported.
<b>Dt. Loaded</b>	Displays the date the test was entered into the system.
<b>Test Summary by ID/Component</b>	Enter a Test ID or Test Component to limit the search. If fields are left blank, all test scores for an individual will be displayed.

## Student Milestones

This section shows how to view student milestones. Milestones are non-course-related requirements a student must complete in order to enroll in classes and progress towards a degree. They are used to track the completion of the ELM and EPT requirements.

1. From the **Main Menu**, navigate to **Records and Enrollment > Enroll Students**.
2. Click **Student Milestones**.



*The Student Milestones search page displays.*

3. Enter the appropriate **ID** or **Name** and **Academic Institution**.
4. Click the **Search** button.

### Student Milestones

Enter any information you have and click Search. Leave fields blank if

**Find an Existing Value**

Limit the number of results to (up to 300):

ID:

Academic Institution: =

Academic Career: =

Academic Program: =

Campus ID:

National ID:

Last Name:

First Name:

Include History  Case Sensitive

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

The 'Search' button is circled in black.

The Student Milestone page displays.

5. Click **View All**.

The screenshot shows the 'Student Milestones' page for a student with ID 00. The student is at San Jose State University, Undergraduate, in the UGD - Undergraduate Degree program. The effective date is 07/12/2006. A single milestone is displayed with the following details:

Milestone Detail	
Milestone Nbr:	10
Milestone:	ENGLISH
Academic Plan:	
Description:	English Remediation
Formal Description:	English Remediation
Milestone Level:	NR
Attempts Allowed:	1
Milestone Title:	English Remediation

The English and Math milestones display.

6. View milestones assigned to a student. (See **Field Descriptions** below.)

*Note: The Milestone Level indicates how many semesters of remediation the student must complete.*

The screenshot shows the 'Student Milestones' page for the same student. Two milestones are displayed:

Milestone Detail	
Milestone Nbr:	10
Milestone:	ENGLISH
Academic Plan:	
Description:	English Remediation
Formal Description:	English Remediation
Milestone Level:	NR
Attempts Allowed:	1
Milestone Title:	English Remediation

Milestone Nbr:	20
Milestone:	MATH
Academic Plan:	
Description:	Math Remediation
Formal Description:	Math Remediation
Milestone Level:	NR
Attempts Allowed:	1
Milestone Title:	Math Remediation

**Field Description List: English and Math Milestones Page (above)**

Field Name	Description
<b>Milestone Nbr</b>	Displays the sequence number assigned to the selected Milestone.
<b>Milestone</b>	Displays the Milestone assigned to the student.
<b>Academic Plan</b>	Displays the student's academic plan to which the Milestone is attached.
<b>Description</b>	Displays the short description from the Milestone table.
<b>Formal Description</b>	Displays the long description from the Milestone table.
<b>Milestone Level</b>	Displays the level of the Milestone attached to the student.
<b>Attempts Allowed</b>	Displays the number of attempts allowed based on the values setup on the Milestone table.
<b>Milestone Title</b>	Not using this field.
<b>Milestone Copy</b>	Copies the Milestone information from the Milestone template to the student's record.

- To view the completion status of a Milestone, click the **Milestone Attempts** tab.

**The Milestone Attempts page displays.**

- View EPT and ELM Milestone levels required and completion information. (See **Field Descriptions** below.)

*Note: If a student has satisfied ELM or EPT requirements, the Milestone Complete field will display Completed.*

[New VIII](#)

Student Milestones
Milestone Attempts

Student Milestones
Milestone Attempts

Student Name: 00  
 Institution: San Jose State University    Acad Prog: UGD - Undergraduate Degree    Career

---

Effective Date: 07/12/2006

---

Milestone: ENGLISH    English Remediation

---

Attempt Nbr: 1  
 How Attempted: Not Required    Date Attempted:  
 Grading Scheme: NOR    Normal Grading Scheme  
 Grading Basis: CND  
Milestone Complete: Completed  
 Milestone Grade:  
 Course ID:  
 Term:  
 Reported Flag:

---

Milestone: MATH    Math Remediation

---

Attempt Nbr: 1  
 How Attempted: Transfer Course    Date Attempted:  
 Grading Scheme: NOR    Normal Grading Scheme  
 Grading Basis: CND  
Milestone Complete: Completed  
 Milestone Grade:  
 Course ID:  
 Term:  
 Reported Flag:

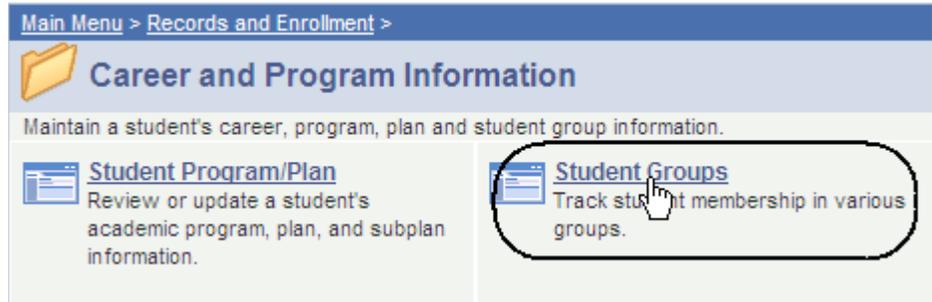
### Field Description List: Milestone Attempts Page (above)

Field Name	Description
<b>Attempt Nbr</b>	Displays the number of attempts at completing this Milestone.
<b>How Attempted</b>	Displays how the student attempted to complete the Milestone.
<b>Date Attempted</b>	Displays the date the Student attempted to complete the Milestone.
<b>Grading Scheme</b>	The system displays values entered into the Milestone Template.
<b>Grading Basis</b>	The system displays values entered into the Milestone Template.
<b>Milestone Complete</b>	Displays the status of the milestone.
<b>Milestone Grade</b>	Not using this field.
<b>Course ID</b>	Not using this field.
<b>Term</b>	Not using this field.
<b>Reported Flag</b>	Not using this field.

## Student Groups

This section shows how to view student groups. When an individual is assigned to a student group, users can track test results, course completion, and graduation application.

1. From the **Main Menu**, navigate to **Records and Enrollment > Career and Program Information**.
2. Click **Student Groups**.

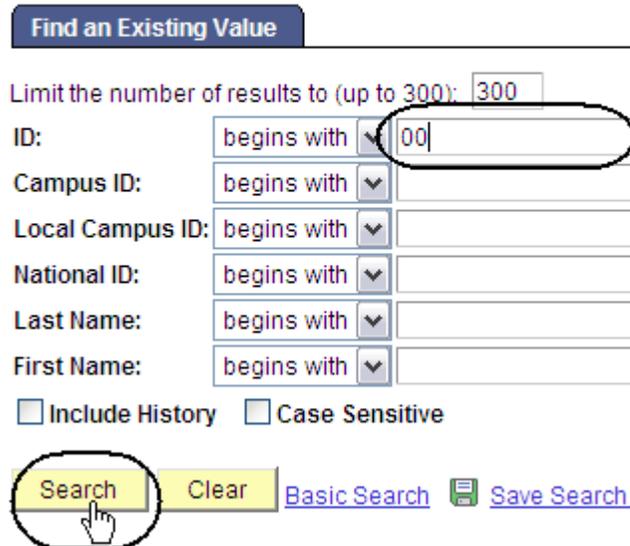


*The Student Groups search page displays.*

3. Enter the appropriate **ID** or **Name**.
4. Click the **Search** button.

### Student Groups

Enter any information you have and click Search. Leave file

A screenshot of the "Student Groups" search page. At the top, there is a button labeled "Find an Existing Value". Below this is a text input field for "Limit the number of results to (up to 300):" with the value "300" entered. There are several search criteria, each with a dropdown menu labeled "begins with" and an input field: "ID:" (with "00" entered), "Campus ID:", "Local Campus ID:", "National ID:", "Last Name:", and "First Name:". Below these are two checkboxes: "Include History" and "Case Sensitive". At the bottom, there are four buttons: "Search" (circled in black with a mouse cursor), "Clear", "Basic Search", and "Save Search".

**The Student Groups page displays.**

- View the groups attached to the student. (See **Field Descriptions** below.)

*Note: Make sure to look at the status of each group and the effective date.*

## Student Groups

Student Name 00

Find | View All First 1 of 1 Last

Academic Institution: SJ000 San Jose State University

Student Group: WSTP Pass WST - SJSU Test

Find | View All First 1 of 1 Last

Effective Date: 10/26/2007 Status: **Active**

Comments

Batch App Eng SJ\_SR\_WST\_SG

Last Update Date/Time: Updated By: Type:

### Field Description List: Student Groups Page (above)

Field Name	Description
<b>Academic Institution</b>	Displays San José State University (SJ000)
<b>Student Group</b>	Displays the Student Group assigned to the student.
<b>Effective Date</b>	Displays the date the student was assigned to the student group.
<b>Status</b>	If student is active in the student group, the Status should display Active. If the student has been removed from the student group, Status should display Inactive.
<b>Comments</b>	Not using this field.

## Student Self Service Registration

This section shows how to register as a student. Once students are term activated and assigned a registration appointment time, they can enroll in classes using the self-service functionality in **MySJSU** (PeopleSoft HSJPRD).

### Add a Class

1. Navigate to the **MySJSU login** page.
2. Click the MySJSU SIGN IN button to sign in.



#### Quick Links

- [Class Search](#)
- [Browse Catalog](#)
- [My Password/Sign In Help](#)
- [System Downtime](#)

MySJSU SIGN IN

#### ABOUT MYSJSU

MySJSU is for current and former [students](#), applicants for admission, [job applicants](#) and all SJSU [employees](#).

#### NEWS, EVENTS & ANNOUNCEMENTS

#### Contact Us

MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

*The Oracle PeopleSoft login page displays.*

3. Login to the system using your **Tower ID** and **Password**.

**ORACLE**  
PEOPLESOFT ENTERPRISE

Tower ID:

Password:

**The Student Center page displays.**

4. Click **Enroll** from the **Student Center** page.
5. Alternatively, navigate from Main Menu to **Self Service > Enrollment > Enrollment: Add Classes**

## Star's Student Center

▶ View My Messages

### Academics

[Search](#)  
[Plan](#)  
[Enroll](#)  
[Academics](#)

other academic... ▼ >>

#### This Week's Schedule

Class	Schedule
CHEM 1A-01 LEC (20254)	MoWeFr 9:30AM - 10:20AM Science Building 142
CHEM 1A-07 SEM (21440)	Fr 10:30AM - 11:20AM Duncan Hall 135
CHEM 1A-20 LAB (20266)	We 2:30PM - 5:20PM Duncan Hall 412

**The Select Term page displays.**

6. Use the **Select Term** dropdown menu to select the term to enroll in.
7. Click the **Continue** button.

## Add Classes

### Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2010	Undergraduate	San Jose State University
<input type="radio"/>	Winter Session 2012	Undergraduate	San Jose State University
<input checked="" type="radio"/>	Spring 2012	Undergraduate	San Jose State University

CONTINUE

**The Select classes to add page displays.**

8. Click the **search** button under **Find Classes**.

*Note: If you know the exact class number, you can use the Enter Class Nbr box and click the Enter button. This method is much faster. If you have chosen this option, skip step 11.*

**The Enter Search Criteria page displays.**

9. Enter the **Course Subject** and an additional piece of search criteria. (See **Field Descriptions** below.)
10. Click **Additional Search Criteria**.

## Add Classes

1

### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | San Jose State University [change term](#)

The screenshot shows the 'Add Classes' interface. At the top, there are status indicators for 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). Below this is a 'Spring 2012 Shopping Cart' section with a message: 'Your enrollment shopping cart is empty.' The 'Add to Cart' section includes an 'Enter Class Nbr' input field and an 'enter' button. The 'Find Classes' section has two radio buttons: 'Class Search' (selected) and 'My Requirements'. A 'search' button is circled in red with a hand cursor pointing to it.

## Enter Search Criteria

San Jose State University | Spring 2012

Select at least 2 search criteria. Click Search to view your search results.

The screenshot shows the 'Enter Search Criteria' page. It features a 'Class Search Criteria' section with the following fields: 'Course Subject' (with a 'select subject' button and a dropdown showing 'BIOL' and 'Biology'), 'Course Number' (with a dropdown showing 'is exactly' and an input field with '21'), and 'Course Career' (with a dropdown showing 'Undergraduate'). There is also a checked checkbox for 'Show Open Classes Only'. Below these fields, there is a link: 'Use Additional Search Criteria to narrow your search results.' A large green button with a right-pointing arrow and the text 'Additional Search Criteria' is circled in red with a hand cursor pointing to it.

The Enter Search Criteria page displays.

11. Enter at least two criteria and then click the **Search** button.

## Enter Search Criteria

San Jose State University | Spring 2012

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

**Course Subject** select subject  Biology

**Course Number**

**Course Career**

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▼ Additional Search Criteria

**Meeting Start Time**

**Meeting End Time**   (example: 1:00PM)

**Day of Week**

Mon
  Tues
  Wed
  Thurs
  Fri
  Sat
  Sun

**Instructor Last Name**

**Class Nbr**  (example: 1136)

**Course Attribute**   (example: Class Category)

**Course Attribute Value**   (example: GE Classes)

**Course Title Keyword**  (example: statistics)

**Minimum Units**

**Maximum Units**

**Course Component**

**Session**

**Mode of Instruction**

**Campus**

[Return to Add Classes](#)

**Field Description List: Add Classes Search Page (above)**

Field Name	Description
<b>Course Subject</b>	Displays the course subject and catalog number.
<b>Course Number</b>	Enter the Class Number of the class in which to enroll.
<b>Course Career</b>	The Career that the course was created under in the catalog, for example, undergraduate, graduate.
<b>Show Open Classes Only</b>	When checked, will only display classes with seats available.

The Search Results page displays.

12. Click **View All Sections**.

## Search Results

When available, click View All Sections to see all sections of the course.

San Jose State University | Spring 2012

[My Class Schedule](#) [show all](#) [Shopping Cart](#)  
Your shopping cart is empty.

CHEM 1A MoWeFr 9:30AM - 10:20AM  
Science Building 142

The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly '21', Course Career: **Undergraduate**, Show Open Classes Only: **No**

[Return to Add Classes](#)

[START A NEW SEARCH](#)

Open  Closed  Wait List

### BIOL 21 - Human Biology

[View All Sections](#) First 1-15 of 17 Last

Section [01-LEC\(20132\)](#) Status  [select class](#)  
[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 8:30AM - 9:20AM	Morris Dailey Auditorium	Mary Poffenroth	01/25/2012 - 05/15/2012

13. Select a class by clicking the **select class** button.

### BIOL 21 - Human Biology

[View All Sections](#) First 1-15 of 17 Last

Section [01-LEC\(20132\)](#) Status  [select class](#)  
[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 8:30AM - 9:20AM	Morris Dailey Auditorium	Mary Poffenroth	01/25/2012 - 05/15/2012

**The Related Class Sections page displays.**

14. Click **View All Sections**.

*Note: Use this page to select the related component classes if the class has multiple parts.*

## 1. Select classes to add - Related Class Sections

Spring 2012 | Undergraduate | San Jose State University

### BIOL 21 - Human Biology

Lecture selected: Section 01

MoWe 8:30AM - 9:20AM Morris Dailey Auditorium

Open  Closed  Wait List

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	20133	<a href="#">11</a>		TBA	Staff	
<input type="radio"/>	20134	<a href="#">12</a>		TBA	Staff	
<input type="radio"/>	20135	<a href="#">13</a>		TBA	Staff	
<input type="radio"/>	20136	<a href="#">14</a>		TBA	Staff	
<input type="radio"/>	20137	<a href="#">15</a>		TBA	Staff	

[View All Sections](#) First 1-5 of 16 Last

15. To select the related Lab section, click the corresponding radio button. (See **Field Descriptions** below.)

16. Click the **Next** button.

## 1. Select classes to add - Related Class Sections

Spring 2012 | Undergraduate | San Jose State University

### BIOL 21 - Human Biology

Lecture selected: Section 01

MoWe 8:30AM - 9:20AM Morris Dailey Auditorium

Open  Closed  Wait List

Select Laboratory section (Required):						
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	20133	<a href="#">11</a>		TBA	Staff	
<input type="radio"/>	20134	<a href="#">12</a>		TBA	Staff	
<input type="radio"/>	20135	<a href="#">13</a>		TBA	Staff	
<input type="radio"/>	20136	<a href="#">14</a>		TBA	Staff	
<input type="radio"/>	20137	<a href="#">15</a>		TBA	Staff	
<input type="radio"/>	20138	<a href="#">16</a>		TBA	Staff	
<input checked="" type="radio"/>	20139	<a href="#">17</a>		TBA	Staff	
<input type="radio"/>	20140	<a href="#">18</a>		TBA	Staff	
<input type="radio"/>	20141	<a href="#">19</a>		TBA	Staff	
<input type="radio"/>	20142	<a href="#">20</a>		TBA	Staff	
<input type="radio"/>	20143	<a href="#">21</a>		TBA	Staff	
<input type="radio"/>	20144	<a href="#">22</a>		TBA	Staff	
<input type="radio"/>	20145	<a href="#">23</a>		TBA	Staff	
<input type="radio"/>	20146	<a href="#">24</a>		TBA	Staff	
<input type="radio"/>	22329	<a href="#">25</a>		TBA	Staff	
<input type="radio"/>	22503	<a href="#">26</a>		TBA	Staff	

View 5 | First 1-16 of 16 Last

### Field Description List: Class Sections (above)

Field Name	Description
<b>Class Nbr</b>	Displays the five digit enrollment code. The system also displays the course subject, catalog number and class title.
<b>Section</b>	Displays the class section number. The system also displays the class component type.
<b>Schedule</b>	Displays days and times class is offered.
<b>Room</b>	Displays where class is located.
<b>Location</b>	Displays where the class meets.
<b>Instructor</b>	Displays the name of the instructor assigned to teach the class.
<b>Status</b>	Displays if the class is open or closed to registration.

**The Enrollment Preferences page displays.**

17. If the class status is closed, and you want to Wait List, check the **Wait List box**.
18. If the class requires department or instructor consent, enter the **Permission Nbr.**
19. Click the **Next** button.

**The Select classes to add page displays with the course added to the enrollment Shopping Cart.**

20. To finish enrolling in the class, click the **Proceed to Step 2 of 3** button.

## 1. Select classes to add - Enrollment Preferences

Spring 2012 | Undergraduate | San Jose State University

### BIOL 21 - Human Biology

#### Class Preferences

BIOL 21-01      Lecture      ● Open  
BIOL 21-17      Laboratory      ● Open

Wait List       Wait list if class is full

Permission Nbr     

Session      Regular Academic Session

Grading      Normal Grade Rules

Career      Undergraduate

Units      3.00

#### Enrollment Information

- Area B2+B3: Science, Life Science and Lab Science

#### Requirement Designation

GE Core Area B2B3: Life Science & Lab

CANCEL

NEXT

## 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ BIOL 21 has been added to your Shopping Cart.

Spring 2012 | Undergraduate | San Jose State University

[change term](#)

● Open

■ Closed

▲ Wait List

Spring 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">BIOL 21-01 (20132)</a>	MoWe 8:30AM - 9:20AM	Morris Dailey Auditorium	M. Poffenroth	3.00	<span style="color: green;">●</span>
	BIOL 21-17 (20139)		TBA	Staff		<span style="color: green;">●</span>

Add to Cart:  
Enter Class Nbr  [enter](#)

Find Classes  
 Class Search  
 My Requirements  
[search](#)

PROCEED TO STEP 2 OF 3

The Confirm classes page displays.

21. Click the **Finish Enrolling** button.

22. Verify the enrollment status by viewing the **Status** field.

If the Enrollment Request was not successful, the system displays an error message.

## 2. Confirm classes

Click **Finish Enrolling** to process your request for the classes listed below. To exit without adding these classes, click **Cancel**.

Spring 2012 | Undergraduate | San Jose State University

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 21-01 (20132)	Human Biology (Lecture)	MoWe 8:30AM - 9:20AM	Morris Dailey Auditorium	M. Poffenroth	3.00	●
BIOL 21-17 (20139)	Human Biology (Laboratory)		TBA	Staff		●

[CANCEL](#)   [PREVIOUS](#)   [FINISH ENROLLING](#)

## 3. View results

View the following status report for enrollment confirmations and errors:

Spring 2012 | Undergraduate | San Jose State University

✓ Success: enrolled    ✗ Error: unable to add class

Class	Message	Status
BIOL 21	<b>Message:</b> You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓

[MY CLASS SCHEDULE](#)   [ADD ANOTHER CLASS](#)

## 3. View results

View the following status report for enrollment confirmations and errors:

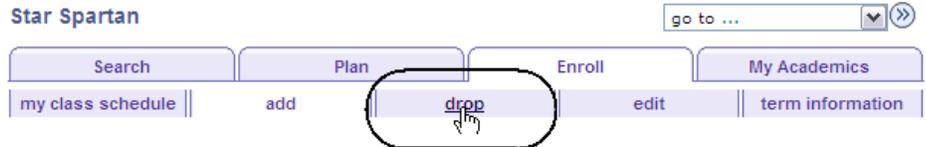
Spring 2012 | Undergraduate | San Jose State University

✓ Success: enrolled    ✗ Error: unable to add class

Class	Message	Status
Biol21	<b>Error:</b> The combined section class 28878 is full. The enrollment limit for the combined section has been reached. Resubmit the request with the wait list options specified or choose another class.	✗

## Drop a Class

1. To drop a class, click the **drop** tab.



*The Select Classes to Drop page displays.*

2. Select the course to drop by checking its checkbox.
3. Click the **Drop Selected Classes** button.

### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Spring 2012 | Undergraduate | San Jose State University [change term](#)

✔ Enrolled   
 ✘ Dropped   
 ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">BIOL 21-01 (20132)</a>	Human Biology (Lecture)	MoWe 8:30AM - 9:20AM	Morris Dailey Auditorium	M. Poffenroth	3.00	✔
<input type="checkbox"/>	<a href="#">BIOL 21-17 (20139)</a>	Human Biology (Laboratory)		TBA	Staff		✔
<input type="checkbox"/>	<a href="#">CHEM 1A-01 (20254)</a>	General Chem (Lecture)	MoWeFr 9:30AM - 10:20AM	Science Building 142	L. Mayer	5.00	✔
<input type="checkbox"/>	<a href="#">CHEM 1A-07 (21440)</a>	General Chem (Seminar)	Fr 10:30AM - 11:20AM	Duncan Hall 135	W. Ray		✔
<input type="checkbox"/>	<a href="#">CHEM 1A-20 (20266)</a>	General Chem (Laboratory)	We 2:30PM - 5:20PM	Duncan Hall 412	Staff		✔
<input type="checkbox"/>	<a href="#">SOC1 101-02 (21694)</a>	Social Theory (Lecture)	MoWe 3:00PM - 4:15PM	Dudley Moorhead Hall 231	P. Chua	3.00	✔
<input type="checkbox"/>	<a href="#">SOC1 105-02 (21698)</a>	Qual Research Meth (Lecture)	TuTh 9:00AM - 10:15AM	Dudley Moorhead Hall 227	A. Leisenring	3.00	▲
<input type="checkbox"/>	<a href="#">SOC1 169-01 (28211)</a>	Polit Sociology (Lecture)	TuTh 12:00PM - 1:15PM	Dudley Moorhead Hall 226A	D. Brook	3.00	✔

[DROP SELECTED CLASSES](#)

**The Confirm your selection page displays.**

- To complete dropping the selected class, click the **Finish Dropping** button.

**The View results page displays.**

- Check the status of your request. (See **Field Descriptions** below.)

*Note: You can use this page to drop or update classes with a status of enrolled.*

## Drop Classes

### 2. Confirm your selection

Click **Finish Dropping** to process your drop request. To exit without dropping these classes, click **Cancel**.

Spring 2012 | Undergraduate | San Jose State University

✔ Enrolled
✘ Dropped
⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">BIOL 21-01 (20132)</a>	Human Biology (Lecture)	MoWe 8:30AM - 9:20AM	Morris Dailey Auditorium	M. Poffenroth	3.00	✔
<a href="#">BIOL 21-17 (20139)</a>	Human Biology (Laboratory)		TBA	Staff		✔

CANCEL
PREVIOUS
FINISH DROPPING

### 3. View results

View the results of your enrollment request. Click **Fix Errors** to make changes to your request.

Spring 2012 | Undergraduate | San Jose State University

✔ Success: dropped
✘ Error: unable to drop class

Class	Message	Status
BIOL 21	✔ Success: This class has been removed from your schedule.	✔

### Field Description List: View Results Page (above)

Field Name	Description
<b>Action</b>	Select the enrollment action for the system to perform.
<b>Class</b>	Displays the class subject and the corresponding catalog number.
<b>Section</b>	Displays the class section number.
<b>Enrollment Status</b>	Displays the Enrollment status of the class.
<b>Grading Option</b>	Displays the grading basis for the class.
<b>Instructor</b>	Displays the instructor assigned to the course.
<b>Units</b>	Displays the number of units assigned to the class.
<b>Status</b>	Displays the status of the update/drop request.
<b>Finish Dropping</b>	Processes changes made to the enrollment.

## View Class Schedule

1. To view a class schedule, navigate to **Self Service > Service Center**.
2. Click the **My Class Schedule** tab.

*The My Class Schedule page displays.*

3. Select the **Display Option** you wish to view.
4. Check the **Select the Class Schedule filter option** and Click filter.
5. View class schedule for a specific term. (See **Field Descriptions** below.)

### Star Spartan



### My Class Schedule



Spring 2012 | Undergraduate | San Jose State University [change term](#)

[VIEW/ORDER YOUR TEXTBOOKS](#)



BIOL 21 - Human Biology						
Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Dropped	3.00	W Grade		GE Core Area B2B3: Life Science & Lab (Taken)	31	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
20132	<a href="#">01</a>	Lecture	MoWe 8:30AM - 9:20AM	Morris Dailey Auditorium	Mary Poffenroth	01/25/2012 - 05/15/2012
20139	<a href="#">17</a>	Laboratory		TBA	Staff	01/25/2012 - 05/15/2012

CHEM 1A - General Chem						
Status	Units	Grading	Grade	Deadlines		
Enrolled	5.00	Normal Grade Rules		31		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
21440	<a href="#">07</a>	Seminar	Fr 10:30AM - 11:20AM	Duncan Hall 135	Wynn Ray	01/25/2012 - 05/15/2012
20254	<a href="#">01</a>	Lecture	MoWeFr 9:30AM - 10:20AM	Science Building 142	Ludwig Mayer	01/25/2012 - 05/15/2012
20266	<a href="#">20</a>	Laboratory	We 2:30PM - 5:20PM	Duncan Hall 412	Staff	01/25/2012 - 05/15/2012

**Field Description List: My Class Schedule Page (above)**

Field Name	Description
<b>Subject/Catalog Number</b>	Displays the class subject and the corresponding catalog number.
<b>Cls #</b>	Displays the five-digit enrollment class number.
<b>Class Section</b>	Displays the class section number.
<b>Component Type</b>	Displays the type of course offering, for example, lecture, lab, and seminar.
<b>Description</b>	Displays the Title of the course.
<b>Grading Options</b>	Displays the Grading Basis assigned to the course.
<b>Grade</b>	Displays the grade received for the course once grades have been recorded.
<b>Units</b>	Displays the total number of units assigned to the class.
<b>Status</b>	Displays the enrollment status of the course.
<b>Academic Calendar button</b>	Displays academic deadlines for dropping and adding classes.
<b>Class Start/End Time</b>	Displays the start and end time of the class. The system also displays the days of the week the class is offered.
<b>Location</b>	Displays the building and room number of the class.
<b>Class Begin/End Dates</b>	Displays the start and end date of the class.
<b>Instructor</b>	Displays the name of the instructor assigned to teach the class.

# Enrollment Summary

This section shows how to view a student's class schedule by looking at an Enrollment Summary page.

1. From the **Main Menu**, navigate to **Records and Enrollment > Enrollment Summaries**.
2. Click **Enrollment Summary**.



*The Enrollment Summary search page displays.*

3. Enter the appropriate **ID** number.
4. Click the **Search** button.

## Enrollment Summary

Enter any information you have and click Search. Leave fields blank for a

**Find an Existing Value**

Limit the number of results to (up to 300):

ID:

Academic Career:

Academic Institution:

Term:

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key:

Case Sensitive

[Basic Search](#)

*The Enrollment Summary search results display.*

5. Click the **term** to view.

## Search Results

[View All](#)

ID	Academic Career	Academic Institution	Term	Short Description	Name
<a href="#">00</a>	<a href="#">Undergrad</a>	<a href="#">SJ000</a>	<a href="#">212</a>	<a href="#">SPRG 2012</a>	<a href="#">Student Name</a>
<a href="#">00</a>	<a href="#">Undergrad</a>	<a href="#">SJ000</a>	<a href="#">2114</a>	<a href="#">FALL 2011</a>	<a href="#">Student Name</a>
<a href="#">00</a>	<a href="#">Undergrad</a>	<a href="#">SJ000</a>	<a href="#">2113</a>	<a href="#">SUMR 2011</a>	<a href="#">Student Name</a>

**The Enrollment Summary page displays.**

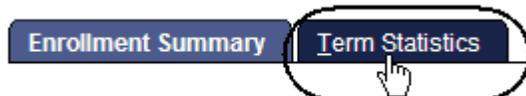
6. View class information including class number, subject, career and session. (See **Field Descriptions** below.)
7. Click **View All** if the student is enrolled in more than three classes.
8. To view specific class details, click the **Look up** (magnifying glass) icon.

Enrollment Summary		Term Statistics							
Star Spartan		001234567							
Term: Sprg 2012	Career: Undergrad	San Jose State University							
		<a href="#">Print Study List</a>	<a href="#">Report Manager</a>						
Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
 20288	CHEM	112A	Regular	01	Enrolled	Enrolled	UGD	Graded	3.00
	Organic Chem		Lecture						
 20296	CHEM	120S	Regular	01	Enrolled	Enrolled	UGD	Crd/No Crd	1.00
	Chem Safety		Lecture						
 24867	MATH	8	Regular	01	Enrolled	Enrolled	UGD	Graded	3.00
	College Algebra		Seminar						

**Field Description List: Enrollment Summary page (above)**

Field Name	Description
<b>Class Nbr</b>	Displays the five-digit enrollment class number.
<b>Subject</b>	Displays the subject linked to the class number.
<b>Catalog</b>	Displays the course catalog number.
<b>Session</b>	Displays the academic session in which the student is enrolled.
<b>Section</b>	Displays the academic session in which the class is scheduled.
<b>Status</b>	Displays the Enrollment Status.
<b>Status Reason</b>	Displays the reason for the Enrollment Status.
<b>Grading Basis</b>	Displays the Grading Basis linked to the course.
<b>Units Taken</b>	Displays the total number of class units.

9. Click the **Term Statistics** tab.



**The Term Statistics page Displays.**

10. View statistics for an individual term.

Star Spartan 001234567

Enrollment Summary Term Statistics

Academic Career: Undergraduate

Institution: San Jose State University Academic Level - Term Start: Freshman  
Term: 2122 Spring 2012

Enrollments						
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	
For GPA	11.000	36.500	3.318	11.000	0.000	Units Taken Towards Acad Load 12.000
Not For GPA	1.000			1.000	0.000	Units Earned Towards Acad Load 12.000
						Units Taken For Audit 0.000

Transfer Credit						
	Graded Units	Grade Points	GPA	Earned Units		
For GPA	0.000	0.000	0.000	0.000		Graded Transfer Units GPA / No GPA 0.000
Not For GPA	0.000			0.000		For Units Only 0.000
						Units Adjustment 0.000
						>>> Total Adjusted Transferred Units 0.000

Combined (Enrollment + Transfer Credit Units)						
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	
For GPA	11.000	36.500	3.318	11.000	0.000	Combined Earned Units GPA / No GPA 12.000
Not For GPA	1.000			1.000	0.000	Transfer Credit For Units Only 0.000
						Transfer Credit Units Adjustment 0.000
						>>> Total Term Units 12.000

**Field Description List: Term Statistics Page (above)**

Field Name	Description
<b>Academic Career</b>	Displays student's academic career.
<b>Institution</b>	Displays San José State University (SJ000).
<b>Academic Level-Term Start</b>	Displays the academic level at the start of the term, based on number of units completed.
<b>Term</b>	Displays the Term being viewed.

### Field Description List: Enrollments (above)

Field Name	Description
<b>For GPA / Graded Units</b>	Displays the units the student has taken for a letter grade, whether it is a passing grade or not.
<b>For GPA / Grade Points</b>	Displays the term grade points earned.
<b>For GPA / GPA</b>	Displays the student's GPA for the graded units.
<b>For GPA / Earned Units</b>	Displays the number of units the student has taken and passed for a letter grade.
<b>For GPA / In Progress Units</b>	Displays the number of units the student has that are in progress for a letter grade.
<b>Not for GPA / Graded Units</b>	Displays the number of units the student has taken for a non-GPA grade that student has received, whether a passing grade or not.
<b>Not for GPA / Earned Units</b>	Displays the number of units the student has taken and passed for a non-GPA grade.
<b>Not for GPA / In Progress Units</b>	Displays the number of units the student has in progress and that are being taken for a non-GPA grade.
<b>Units Taken Towards Acad Load</b>	Displays the total number of academic progress units taken. The number usually equals the sums of In Progress Towards GPA, In Progress No GPA, Taken Towards GPA and Taken No GPA.
<b>Units Earned Towards Acad Load</b>	Displays the units passed For Progress. This number is usually the sum of Passed Towards GPA and Passed No GPA.
<b>Units Taken For Audit</b>	Displays units the student has audited. These Do not count in the student's total units passed.

### Field Description List: Transfer Credit (above)

Field Name	Description
<b>For GPA Graded Units</b>	Displays the transfer credit that counts towards the student's GPA.
<b>For GPA Grade Points</b>	Displays the grade points earned for the transfer credit.
<b>For GPA / GPA</b>	Displays the student's GPA for the graded transfer unit.
<b>For GPA Earned Units</b>	Displays the number of transfer units the student has taken and passed for a letter grade.
<b>Not for GPA Graded Units</b>	Displays the transfer credit units that do not count towards the student's GPA.
<b>Not for GPA Earned Units</b>	Displays the number of units the student has transferred and passed for a non-GPA grade.
<b>Graded Transfer Units GPA / No GPA</b>	Displays the total number of transferred in graded and non-graded.
<b>For Units Only</b>	Not using this field.
<b>Units Adjustment</b>	Not using this field.
<b>Total Adjusted Transferred Units</b>	Displays the total number of transferred in graded and non-graded.

**Field Description List: Combined (Enrollment and Transfer Credit Units) (above)**

Field Name	Description
<b>For GPA Graded Units</b>	Displays the total SJSU and transfer units the student has taken for a letter grade.
<b>For GPA Grade Points</b>	Displays the total SJSU and transfer grade points earned.
<b>For GPA / GPA</b>	Displays the student's GPA for the graded SJSU and transfer units.
<b>For GPA Earned Units</b>	Displays the number of SJSU and transfer units the student has taken and passed for a letter grade.
<b>For GPA In Progress Units</b>	Displays the number of SJSU and transfer units the student has that are in progress for a letter grade.
<b>Not for GPA Earned Units</b>	Displays the number of units the student has transferred and passed for a non-GPA grade.
<b>Graded Transfer Units GPA / No GPA</b>	Displays the total number of transferred in, graded and non-graded.
<b>For Units Only</b>	Not using this field.
<b>Units Adjustment</b>	Not using this field.
<b>Total Adjusted Transferred Units</b>	Displays the total number of transferred in graded and non-graded.

## Student Grades

This section shows how to view a student's class schedule and grades by term of enrollment.

1. From the **Main Menu**, navigate to **Records and Enrollment > Student Term Information**.
2. Click **Student Grades**.

*The Student Grades search page displays.*

3. Enter the appropriate **ID** or **Name**.
4. Click the **Search** button.

*The Student Grades search results display.*

5. Select a **Term** by clicking the appropriate link.

Favorites | Main Menu > Records and Enrollment

Main Menu > Records and Enrollment >

### Student Term Information

Perform term based activities for individual students.

- Term Activate a Student**  
Activate a student for a term and add or update student term data.
- Student Grades**  
Review grades and statistics for a specific student and term.

## Student Grades

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

### Find an Existing Value

Limit the number of results to (up to 300):

ID:

Academic Career: =

Academic Institution:

Term: =

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key: =

Case Sensitive

[Basic Search](#)

## Search Results

[View All](#)

ID	Academic Career	Academic Institution	Term	Short Description	Name
<a href="#">001234567</a>	<a href="#">Undergrad</a>	<a href="#">SJ000</a>	<a href="#">2122</a>	<a href="#">SPRG 2012</a>	<a href="#">Spartan.Star!</a>

**The Student Grade Inquiry page displays.**

6. View student's grades by term. (See **Field Descriptions** below.)
7. To view class information, click **Detail**.
8. To view statistical information for the term, click the **Term Statistics** tab.

Student Grade Inquiry		Term Statistics									
Star Spartan	001234567	★	<a href="#">Print</a>								
<a href="#">Report Manager</a>											
Term:	Sprg 2012	Career:	Undergrad								
Institution:		San Jose State University									
<a href="#">Detail</a>	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
<a href="#">Detail</a>	20288	CHEM	112A	Lecture	01			Graded	3.00	Regular	Organic Chem
<a href="#">Detail</a>	20296	CHEM	120S	Lecture	01			Crd/No Crd	1.00	Regular	Chem Safety
<a href="#">Detail</a>	24867	MATH	8	Seminar	01			Graded	3.00	Regular	College Algebra
<a href="#">Detail</a>	23655	MICR	142	Lecture	01			Graded	3.00	Regular	Path Microbiol II

### Field Description List: Student Grade Inquiry Page (above)

Field Name	Description
<b>Detail</b>	Displays the class detail information from the Schedule of Classes.
<b>Class Nbr</b>	Displays the five-digit class used to identify the class section.
<b>Subj</b>	Displays the subject of the class.
<b>Catalog</b>	Displays the Catalog Number of the course.
<b>Component</b>	Displays the type of course section, for example, lab, lecture, or seminar.
<b>Sect</b>	Displays the Section number of the class.
<b>Grade Input</b>	Displays the student's grade that was entered on the Grade Roster, if the term is graded.
<b>Official Grade</b>	Displays the grade the student views on the student's transcript once grades are posted to the student record.
<b>Grading Basis</b>	Displays the method of grading for the course.
<b>Units Taken</b>	Displays the unit value for the section.
<b>Session</b>	Displays the session the course was offered, for example, regular or special.
<b>Course Name</b>	Displays the Course Title.

## Unofficial Transcripts

This section shows how to process the unofficial transcript. This SJSU custom report displays all three student GPA types: term, SJSU cumulative, and all college.

1. From the **Main Menu**, navigate to **SJSU Campus Solutions > Transcript**.
2. Click **View Unofficial Transcript**.

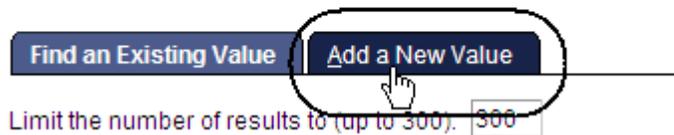


*The SJSU Unofficial Transcript search page displays.*

3. Click **Add a New Value**.

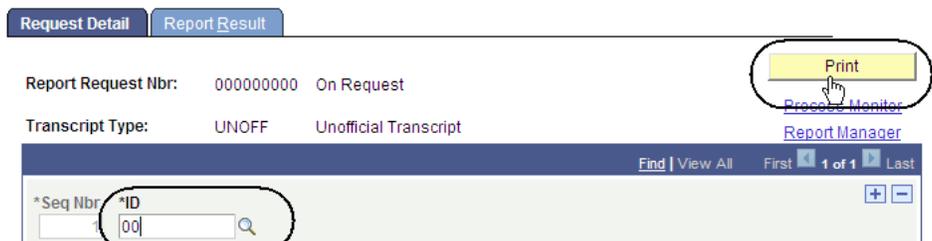
### SJSU Unofficial Transcript

Enter any information you have and click Search. Leave fields blank.



*The Request Detail page displays.*

4. Enter the student's **ID** number.  
*If you don't know the ID, see step 6.*
5. If you have the **ID** ready, you can click the Print button.



- To look up the SJSU ID, click the **Look up** (magnifying glass) icon.

Request Detail Report Result

Report Request Nbr: 000000000 On Request

Transcript Type: UNOFF Unofficial Transcript

*Seq Nbr	*ID
1	X



*The Look Up ID page displays.*

- Enter student's name.
- Click the **Look Up** button.

## Look Up ID

Empl ID: begins with

Name: begins with

Last Name: begins with

Campus ID: begins with

[Basic Lookup](#)



*The Search Results display.*

- Click the **ID** of the student.

## Search Results

View 100 First 1 of 1 Last

Empl ID	Name	Last Name	Campus ID
001234567	Spartan, Star	SPARTAN	(blank)



The Request Detail page displays.

10. Click the Print button.

Request Detail Report Result

Report Request Nbr: 00000000 On Request [Print](#)

Transcript Type: UNOFF Unofficial Transcript [Process Monitor](#)  
[Report Manager](#)

Find | View All First 1 of 1 Last

\*Seq Nbr ID  
1 001234567 Spartan, Star

The Report Result page displays.

Request Detail Report Result

Report Request Nbr: 002794288 Process Instance:

Request Seq Nbr:	1	
ID:	001234567	Star Spartan

UNOFFICIAL STUDENT ACADEMIC RECORD

San Jose State University

STUDENT NAME: Spartan, Star

STUDENT NUMBER: 001234567

BIRTH MO/DAY: 12/16

DATE PRINTED: 01/23/2012

-----

UNIVERSITY MEMORANDUM

WRITING SKILLS TEST: ELIGIBLE TO ENROLL IN 100<sup>I</sup> COURSE

ENGLISH PLACEMENT TEST REQUIREMENT MET

ENTRY LEVEL MATHEMATICS TEST REQUIREMENT MET

MAXIMUM OF 70 UNITS MAY BE ACCEPTED FROM 2 YEAR COLLEGE.

11. To retrieve a more concise version for printing, click **Report Manager**.

*The Administration page displays.*

12. Wait at least 15 seconds; then click the **Refresh** button.

13. Continue waiting and then click the Refresh button until Status changes to **Posted**.

14. Select **Details** to view the transcript.

*The Report Detail page displays.*

15. Click the PDF link.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	12210	1773291	SJSR0001	01/23/2012 11:50:42AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

**Report Detail**

**Report**

Report ID: 12210      Process Instance: 1773291      [Message Log](#)

Name: SJSR0001      Process Type: SQR Report

Run Status: Success

**SJSR0001**

**Distribution Details**

Distribution Node: HASJTST      Expiration Date: 01/25/2012

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SJSR0001_1773291.log</a>	1,683	01/23/2012 11:51:18.358126AM PST
<a href="#">sjsr0001_1773291.PDF</a>	9,391	01/23/2012 11:51:18.358126AM PST
<a href="#">Sjsr0001_1773291.out</a>	99,901	01/23/2012 11:51:18.358126AM PST

**Distribute To**



### Field Description List: Unofficial Transcript (above)

Field Name	Description
<b>Student Name</b>	Displays the student's name.
<b>Student ID No</b>	Displays the student's SJSU identification number.
<b>Birth Mo / Day</b>	Displays the student's birth month and day.
<b>Alternate ID No</b>	Displays students SSN or campus-generated ID number for some international students.
<b>Date Issued</b>	Displays the date the transcript was generated.
<b>Page Number</b>	Displays total number of pages.
<b>UA</b>	Displays the number of units attempted for semester.
<b>UG</b>	Displays the number of units enrolled that will impact the GPA.
<b>UE</b>	Displays the number of units earned.
<b>GR</b>	Displays the letter grade earned.
<b>GP</b>	Displays the number of grade points based on the letter grade and units earned.

## Class Rosters

This section shows how to generate class rosters. After students begin enrolling, you can generate class rosters on demand.

1. From the **Main Menu**, navigate to **Curriculum Management > Class Roster**.
2. Click **Class Roster**.



The screenshot shows the 'Curriculum Management' interface. It features a grid of menu items. The 'Class Roster' item, located in the bottom right, is circled in red. Other items include 'Course Catalog', 'Schedule of Classes', 'Enrollment Requirements', 'Combined Sections', and 'Dynamic Dates'. Each item has a brief description and sub-links.

*The Class Roster search page displays.*

3. Enter the **Term**, **Subject Area** and **Catalog Number**.
4. Click the **Search** button.

### Class Roster

Enter any information you have and click Search. Leave field

Find an Existing Value

Limit the number of results to (up to 300):

Use Saved Search:

Academic Institution:	begins with <input type="button" value="v"/>	<input type="text" value="SJ000"/>
Term:	begins with <input type="button" value="v"/>	<input type="text" value="2114"/>
Subject Area:	begins with <input type="button" value="v"/>	<input type="text" value="comm"/>
Catalog Nbr:	begins with <input type="button" value="v"/>	<input type="text" value="20"/>
Class Nbr:	= <input type="button" value="v"/>	<input type="text"/>
Class Section:	begins with <input type="button" value="v"/>	<input type="text"/>
Session:	= <input type="button" value="v"/>	<input type="text"/>
Course ID:	begins with <input type="button" value="v"/>	<input type="text"/>
Course Offering Nbr:	= <input type="button" value="v"/>	<input type="text"/>

[Basic Search](#)

**The Class Roster search results display.**

5. Select a section number by clicking the appropriate hyperlink.

## Search Results

View All

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID
<a href="#">SJ000</a>	<a href="#">2114</a>	<a href="#">COMM</a>	<a href="#">20</a>	<a href="#">44654</a>	<a href="#">01</a>	<a href="#">Regular</a>	<a href="#">001838</a>
<a href="#">SJ000</a>	<a href="#">2114</a>	<a href="#">COMM</a>	<a href="#">20</a>	<a href="#">44656</a>		<a href="#">Regular</a>	<a href="#">001838</a>
<a href="#">SJ000</a>	<a href="#">2114</a>	<a href="#">COMM</a>	<a href="#">20</a>	<a href="#">44657</a>	<a href="#">03</a>	<a href="#">Regular</a>	<a href="#">001838</a>

**The Class Roster page displays.**

6. View, sort and print class rosters, as needed. (See **Field Descriptions** below.)

## Class Roster

Fall 2011 | Regular Academic Session | San Jose State University | Undergraduate

### ▼ [COMM 20 - 01 \(44654\)](#)

Public Speaking (Lecture)

Days and Times	Room	Instructor	Dates
Mo 6:00PM-8:45PM	Hugh Gillis Hall 219	Faculty Name	08/24/2011 - 12/08/2011

\*Enrollment Status:  ▼

[Class Permissions](#)

Enrollment Capacity: 25      Enrolled: 11

Enrolled Students							
Customize   Find   View All   [Print]   [Grid]							
ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1 00	<a href="#">Student Name</a>	Graded	3.00	UGD - Undergraduate Degree - Pre-Nursing	Freshman	06/07/2011	
2 00	<a href="#">Student Name</a>	Graded	3.00	UGD - Undergraduate Degree - Business Administration/Manage	Sophomore	06/23/2011	

### Field Description List: Class Roster Page (above)

Field Name	Description
<b>Subject</b>	Displays the course subject.
<b>Catalog Number</b>	Displays the catalog number.
<b>Section</b>	Displays the section number of the class.
<b>Class Number</b>	Displays the system-generated number used for registration. In the legacy system this number is referred to as the call code.
<b>Days and Times</b>	Displays the days and times the class is offered.
<b>Room</b>	Displays the building and room numbered where the class is held.
<b>Instructor</b>	Displays the name of the instructor teaching the section.
<b>Dates</b>	Displays the dates the class will be held
<b>Enrollment Status</b>	Displays the status of the students listed.
<b>Class Permissions</b>	Displays the class permission numbers connected to the section.
<b>Enrollment Capacity</b>	Displays the total number of students allowed to enroll in the class.
<b>Enrolled</b>	Displays the total number of students enrolled in the class.
<b>Student ID</b>	Displays the system generated Student ID number.
<b>Name</b>	Displays the name of the student.
<b>Grading Basis</b>	Displays the grading basis linked to the course.
<b>Units Taken</b>	Displays the unit value for the class.
<b>Primary Academic Program</b>	Displays the student's Primary Academic Program.
<b>Academic Level</b>	Displays the student's academic level.
<b>Add Date</b>	Displays the date the student added the class.
<b>Grade Date</b>	Displays the date that the student's grade was posted to his/her record.

# Run San Jose State University Custom Rosters Reports

This section shows how to run SJSU custom roster reports.

1. From the **Main Menu**, navigate to **SJSU Campus Solutions > Records and Enrollment > Campus Reports**.
2. Click **Class Roster Report/File**.



*The Class Roster Report search page displays.*

3. If it is the first time you are running the Class Roster Report, click the **Add a New Value** tab.

## Class Roster Report

Enter any information you have and click Search. Leave fields blank.

A screenshot of the 'Class Roster Report' search page. It features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is circled in red. Below the tabs, there is a text input field with the value '300' and a label 'Limit the number of results to (up to 300)'. The search criteria is 'Search by: Run Control ID begins with' followed by an empty text input field. There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.

**The Class Roster Report  
Add a New Value page  
displays.**

4. Enter a **Run Control ID** and click the **Add** button.

### Class Roster Report

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:



5. If you have run the report previously, enter the **Run Control ID** and click the **Search** button.

### Class Roster Report

Enter any information you have and click Search. Leave fields

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

**Search by:** Run Control ID begins with

Case Sensitive



[Advanced Search](#)

**The Class Roster Run  
Control ID Search page  
displays.**

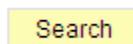
6. Select a **Run Control ID** from your search results.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

**Search by:** Run Control ID begins with

Case Sensitive



[Advanced Search](#)

### Search Results

View All First 1-31 of 31 Last

Run Control ID	Language Code
Rosters	English
AMISER	English

The Class Roster page displays.

7. Enter or check the following information:

- **Term and Session**
- **Display Permissions** (Check this box to view permission numbers on the .pdf only.)
- **Academic Organization**
- **Subject Area**
- **Class Nbr or Course ID**
- **Enrolled, Dropped and/or Waitlisted students.**

8. Click the **Save** button.

9. Click the **Run** button.

The Process Scheduler Request page displays.

10. Select settings as follows:

- **Server Name:** PSUNX
- **Type:** Web
- **Format:** PDF

11. Click **OK**.

### Class Roster

Run Control ID: Rosters [Report Manager](#) [Process Monitor](#) **Run**

\*Academic Institution:  San Jose State University  
 \*Term:  Spring 2012

**Assignment** Find | View All 1 of 1

\*Session:   Display Permissions

\*Sort Option:

Select One of the Following	Students In The Report	Begin Date
Academic Organization: <input type="text"/>	<input checked="" type="checkbox"/> Enrolled Students	Begin Date: <input type="text"/>
<input checked="" type="checkbox"/> Subject Area: <input type="text" value="AFAM"/>	<input type="checkbox"/> Dropped Students	End Date: <input type="text"/>
Class Nbr: <input type="text"/>	<input checked="" type="checkbox"/> Waitlisted Students	
Course ID: <input type="text"/>		

**Save** [Return to Search](#) [Notify](#) [Add](#) [Update/Di](#)

### Class Roster

Run Control ID: Rosters [Report Manager](#) [Process Monitor](#) **Run**

\*Academic Institution:  San Jose State University  
 \*Term:  Spring 2012

### Process Scheduler Request

User ID: \_\_\_\_\_ Run Control ID: Rosters

Server Name:  Run Date:  [Reset to Current Date/Time](#)

Recurrence:  Run Time:

Time Zone:  Pacific Time (US)

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	SJSU Class Roster	SJSR009	SQR Report	Web	PDF

**OK** [Cancel](#)

The Class Roster page displays.

12. Click **Process Monitor**.

The Process List page displays.

13. Wait at least 15 seconds; then click the **Refresh** button.

14. Continue waiting and then click the **Refresh** button until **Run Status** changes to **Success** and **Distribution Status** changes to **Posted**.

15. Click **Details**.

## Class Roster

Run Control ID: Rosters

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:1773294

Process List Server List

View Process Request For

User ID:  Type:  Last  1 Days  Refresh

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1773294		SQR Report	SJSR009		01/23/2012 3:48:46PM PST	Success	Posted	<a href="#">Details</a>

Process List Server List

View Process Request For

User ID:  Type:  Last  1 Days  Refresh

Server: PSUNX Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1773294		SQR Report	SJSR009		01/23/2012 3:48:46PM PST	Success	Posted	<a href="#">Details</a>

The Process Detail page displays.

16. Click **View Log/Trace**.

### Process Detail

Process	
Instance: 1773294	Type: SQR Report
Name: SJSR009	Description: SJSU Class Roster
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: Rosters	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 01/23/2012 3:51:39PM PST	<a href="#">Parameters</a> Transfer
Run Anytime After: 01/23/2012 3:48:46PM PST	<a href="#">Message Log</a>
Began Process At: 01/23/2012 3:52:00PM PST	Batch Timings
Ended Process At: 01/23/2012 3:52:13PM PST	<a href="#">View Log/Trace</a>

The View Log/Trace page displays.

17. Click **Class Roster**.

### View Log/Trace

Report			
Report ID: 12213	Process Instance: 1773294	<a href="#">Message Log</a>	
Name: SJSR009	Process Type: SQR Report		
Run Status: Success			
SJSU Class Roster			
Distribution Details			
Distribution Node: HASJTST	Expiration Date:	01/25/2012	
File List			
Name	File Size (bytes)	Datetime Created	
<a href="#">CLASS ROSTER.csv</a>	1,872	01/23/2012 3:52:13.483661P	
<a href="#">SQR SJSR009 1773294.log</a>	1,619	01/23/2012 3:52:13.483661P	
<a href="#">sisr009 1773294.out</a>	461	01/23/2012 3:52:13.483661P	

The Class Roster page displays.

Subject	Catalog No	Title	Session	Section	Class No	Course Id	Stdnt. Id
AFAM	2B	AfAm & D	1	1	27913	83	0
AFAM	2B	AfAm & D	1	1	27913	83	0
AFAM	2B	AfAm & D	1	1	27913	83	0
AFAM	2B	AfAm & D	1	1	27913	83	0

# Run San Jose State University Campus Reports

This section shows how to run SJSU Campus Reports.

1. From the **Main Menu**, navigate to **SJSU Campus Solutions > Records and Enrollment > Campus Reports**.
2. Click **Department Major Extract**.



*The Department Major Extract page displays.*

3. If it is the first time you are running the Department Major Extract Report, click the **Add a New Value** tab.

## Department Major Extract

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

[Find an Existing Value](#) [Add a New Value](#)

**Search by:** Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

*The Department Major Extract Run Control page displays.*

4. Enter a **Run Control ID** and click the **Add** button.

## Department Major Extract

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:



- If you have run the report previously, enter the **Run Control ID** and click the Search button.

*The Department Major Extract Run Control ID Search page displays.*

- Select a **Run Control ID** from your search results.

*The Department Major Extract displays.*

- Enter the following information:
  - Term**
  - Academic Organization**
- Click the **Save** button.

- Click the **Run** button.

## Department Major Extract

Enter any information you have and click Search. Leave first

Find an Existing Value

Add a New Value

Limit the number of results to (up to 300):

Search by: Run Control ID begins with

Case Sensitive

Search

[Advanced Search](#)

### Search Results

View All First 1-4 of 4 Last

Run Control ID	Language Code
<a href="#">NDAY</a>	English
<a href="#">NDAS</a>	English
<a href="#">NDVC</a>	English

## Department Major Extract

Run Control ID: NDAY

[Report Manager](#) [Process Monitor](#)

Run

Term

Academic Organization

Save

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

## Department Major Extract

Run Control ID: NDAY

[Report Manager](#) [Process Monitor](#)

Run

The Process Scheduler Request page displays.

- **Server Name:** PSUNX.
- **Type:** Web
- **Format:** PDF

10. Click **OK**.

**Process Scheduler Request**

User ID: \_\_\_\_\_ Run Control ID: NDAY

Server Name: **PSUNX** Run Date: 01/24/2012  
Recurrence: \_\_\_\_\_ Run Time: 11:02:45AM **Reset to Current Date/Time**  
Time Zone: \_\_\_\_\_

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Department Major Extract	SJSR072	SQR Report	Web	PDF

**OK** **Cancel**

The Department Major Extract page displays.

11. Click **Process Monitor**.

**Department Major Extract**

Run Control ID: NDAY [Report Manager](#) **Process Monitor** **Run**  
Process Instance: 1773297

The Process List page displays.

12. Click the **Refresh** button every few minutes until the **Run Status** displays **Success**.

**Process List** **Server List**

**View Process Request For**

User ID: NDAY Type: \_\_\_\_\_ Last: \_\_\_\_\_ 1 Days **Refresh**  
Server: \_\_\_\_\_ Name: \_\_\_\_\_ Instance: \_\_\_\_\_ to \_\_\_\_\_  
Run Status: \_\_\_\_\_ Distribution Status: \_\_\_\_\_  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1773297		SQR Report	SJSR072		01/24/2012 11:02:45AM PST	Success	Posted	<a href="#">Details</a>

13. Click **Details**.

**Process List** **Server List**

**View Process Request For**

User ID: NDAY Type: \_\_\_\_\_ Last: \_\_\_\_\_ 1 Days **Refresh**  
Server: \_\_\_\_\_ Name: \_\_\_\_\_ Instance: \_\_\_\_\_ to \_\_\_\_\_  
Run Status: \_\_\_\_\_ Distribution Status: \_\_\_\_\_  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1773297		SQR Report	SJSR072		01/24/2012 11:02:45AM PST	Success	Posted	<b>Details</b>

The Process Detail page displays.

14. Click **View Log/Trace**.

### Process Detail

Process	
Instance: 1773297	Type: SQR Report
Name: SJSR072	Description: Department Major Extract
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: NDAY Location: Server Server: PSUNX Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/24/2012 11:07:18AM PST	<a href="#">Parameters</a> Transfer
Run Anytime After: 01/24/2012 11:02:45AM PST	<a href="#">Message Log</a>
Began Process At: 01/24/2012 11:07:41AM PST	Batch Timings
Ended Process At: 01/24/2012 11:09:10AM PST	<a href="#">View Log/Trace</a>

The View Log/Trace page displays.

15. Click the academic organization CSV link.

### View Log/Trace

Report			
Report ID: 12215	Process Instance: 1773297	<a href="#">Message Log</a>	
Name: SJSR072	Process Type: SQR Report		
Run Status: Success			

Department Major Extract

Distribution Details		
Distribution Node: HASJTST	Expiration Date:	01/26/2012

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">688_COHM_2122.csv</a>	101,573	01/24/2012 11:09:10.609547AM PST
<a href="#">SQR_SJSR072_1773297.log</a>	1,614	01/24/2012 11:09:10.609547AM PST
<a href="#">sjsr072_1773297.out</a>	678	01/24/2012 11:09:10.609547AM PST

The Department Major Extract CSV page displays.

EMPLID	STRM	FIRST_NAME	MIDDLE_N	LAST_NAME	ACAD_CA	ACAD_PR	DEGREE	ACAD_PL
00	2122	Storm	Marie	Day	UGRD	UGD	BA	SPCHBA-1
00	2122	Scout	Wiggles	Day	UGRD	UGD	BA	SPCHBA-1
00	2122	Ginger	Lynn	Day	UGRD	UGD	BA	SPCHBA-1
00	2122	Oreo	Cookie	Day	UGRD	UGD	BA	SPCHBA-1