

## Overview

This training manual demonstrates how to navigate faculty advisor processes via MySJSU.

## Table of Contents

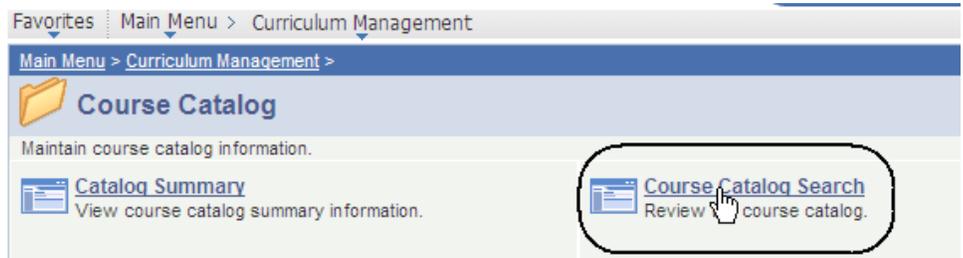
Course Catalog .....	2
Course Catalog Overview.....	2
Academic Terms and Sessions .....	5
Schedule of Classes .....	6
Class Permission Numbers.....	13
Student Program and Plan.....	18
Academic Level.....	22
Service Indicators.....	24
Attach a Service Indicator.....	24
Remove a Service Indicator .....	27
Student Groups .....	29
Student Enrollment.....	32
Enrollment Summary.....	37
Student Grades .....	43
Unofficial Transcripts.....	45
Class Rosters.....	51
Run San Jose State University Custom Rosters Reports.....	54
Run San Jose State University Campus Reports .....	59

## Course Catalog

This section discusses the functions of the Course Catalog and demonstrates how to view course catalog information.

### Course Catalog Overview

1. From the **Main Menu**, navigate to **Curriculum Management > Course Catalog**.
2. Click **Course Catalog Search**.



*The Catalog Search page displays.*

3. Choose a **Subject Area** and/or a **Catalog Nbr**.
4. Click the **Search** button.

A screenshot of the "Course Catalog Search" page. At the top, there is a breadcrumb trail: "Favorites | Main Menu > Curriculum Management > Course Catalog > Course Catalog Search". On the right side, there is a link "New Window |". The main heading is "Course Catalog Search". Below the heading is the section "Search Criteria". A text prompt says "Enter institution and subject. Catalog number is optional." There are three input fields: "\*Institution:" with a dropdown menu showing "San Jose State University", "\*Subject Area:" with a text box containing "Biol" and a search icon, and "Catalog Nbr:" with an empty text box. To the right of the "Catalog Nbr:" field is a dropdown menu showing "Exact Match". Below the input fields is a note "\* Required Field". At the bottom, there is a yellow "Search" button circled in black.

**The system displays a message that the search will return more than 50 courses.**

5. Click **OK**.



**The Catalog Search Results display.**

6. View course information.

*Note: Course offerings for the subject selected display in catalog number order.*

## Course Catalog Search

### Catalog Search Results

San Jose State University | Biology

[Return to Search](#)

#### BIOL 1 - Plant Biology

Course Detail		
Units:	4 units	
Grading Basis	Graded	
Course Components	Laboratory	Required
	Lecture	Required

Enrollment Information	
Course Attribute	Lab fee required.

Description
Plant structure, function, reproduction and environmental adaptations. Evolutionary relationships among plant groups. Cell cycles and cell division, Mendelian genetics, membrane transport and the scientific method.
Prerequisite: Eligibility for CHEM 1A and eligibility for ENGL 1A per EPT.
Misc/Lab: Lecture 3 hours/lab 3 hours.
Notes: Grade of "C" required for BIOL 2, BIOL 3, and courses that require BIOL 1.

### Field Description List: Catalog Search Results (above)

Field Name	Description
<b>Subject</b>	Displays the Subject of the course.
<b>Catalog Number</b>	Displays the Catalog Number assigned to the course.
<b>Course Title</b>	Displays the Title of course.
<b>Units</b>	Displays the Unit value assigned to this course.
<b>Grading Basis</b>	Displays the grading basis assigned to the class.
<b>Course Component</b>	Similar to course activities in the legacy system. It indicates the type of course offering (lecture, lab, seminar and so on).
<b>Enrollment Requirement</b>	Displays the requisites for the course.
<b>Course Attribute</b>	Displays General Education information attached to the course.
<b>Description</b>	Displays a Description of the course content as well as misc/lab notes, pre/co-requisites, and general notes.

## Academic Terms and Sessions

- **Academic Term:** Universities use academic terms as an administrative way to define academic sessions, to bill students, distribute financial aid and generate university statistics for reporting.

In PeopleSoft, there are four academic terms: Winter, Spring, Summer, and Fall. The numeric values for the codes (below) are based on those in the legacy Student Information System (SIS) that San José State continues to use to define academic terms:

- 1 = Winter
- 2 = Spring
- 3 = Summer
- 4 = Fall

For example, in SIS, use 034 to enter Fall 2003. In PeopleSoft 8, use a 4-digit value to identify a school term. If the term is in the year 2000 or beyond, add the number 2 before the 3-digit SIS value. For example, in PeopleSoft, the 4-digit value for Fall 2003 is 2034. To enter a term in the 20th century (the 1900s); place a 0 before the former 3-digit value. For example, Fall 1995 in PeopleSoft would have the term value 0954. See the table below:

	SIS	PeopleSoft
<b>Fall 2003</b>	034	2034
<b>Fall 1995</b>	954	0954

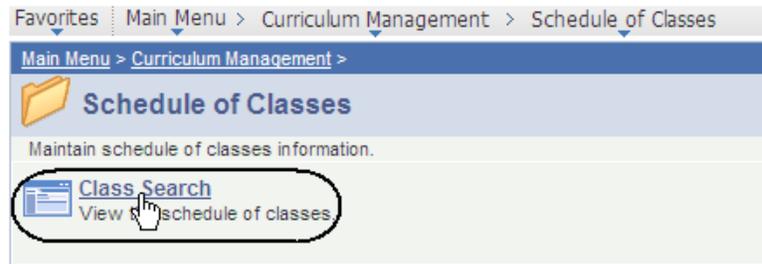
PeopleSoft offers flexibility on course begin- and end-dates and allows course grading at any time during a term. Special Session courses no longer have to be placed in unique terms, but are offered within the terms listed above.

- **Academic Sessions:** Sessions in PeopleSoft divide a term into multiple periods for offering classes. In PeopleSoft we have defined five possible sessions offered throughout the four terms. The sessions are as follows:
  - **Regular Academic Session:** Courses are state funded and offered on the main SJSU campus. Open University classes are offered within this session.
  - **Special Session:** Courses are self-funded and not offered on the main SJSU campus.
  - **Winter Session:** Courses are self-funded and offered on campus during a three week period between the fall and spring terms.
  - **Summer One:** Courses are self-funded and offered on campus during a six or ten week period during the summer term.
  - **Professional Development:** Courses offered through the SJSU Professional Development Center.

## Schedule of Classes

Use this section to learn how to view the schedule of classes.

1. From the **Main Menu**, navigate to **Curriculum Management > Schedule of Classes**.
2. Click the **Class Search** link.

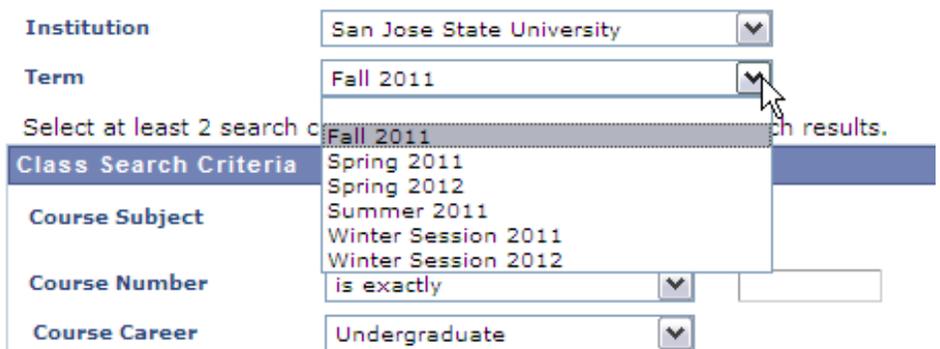


*The Class Search page displays.*

3. Enter the **Term** value.

### Search for Classes

#### Enter Search Criteria

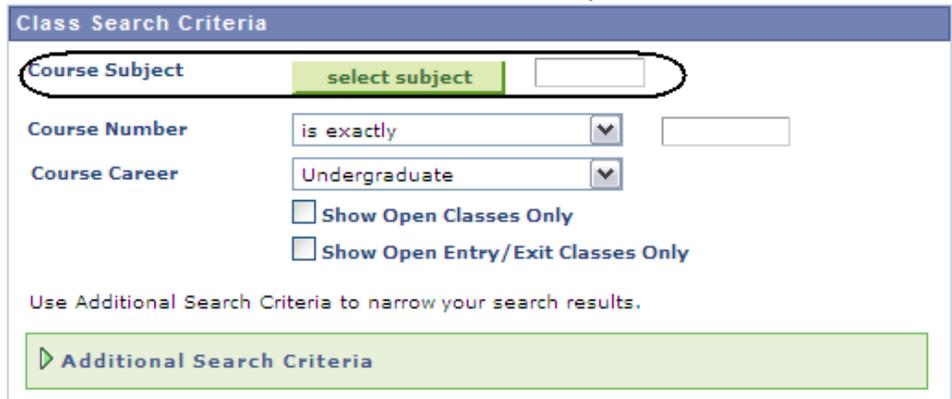
A screenshot of a web form titled 'Enter Search Criteria'. It contains several fields: 'Institution' (San Jose State University), 'Term' (Fall 2011), 'Course Subject', 'Course Number' (is exactly), and 'Course Career' (Undergraduate). A dropdown menu is open for the 'Term' field, showing options: 'Fall 2011', 'Spring 2011', 'Spring 2012', 'Summer 2011', 'Winter Session 2011', and 'Winter Session 2012'. A mouse cursor is pointing at the dropdown arrow. To the right of the dropdown, there is a button labeled 'Search results.'

*The Class Search Criteria page displays.*

4. Enter the Subject, Course Number or Course Career.

*Note: This search page requires you to enter two pieces of data. The checkbox for Show Open Classes only counts as one. Selecting this checkbox will result in displaying only the classes that have space available.*

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

A screenshot of a web form titled 'Class Search Criteria'. It contains several fields: 'Course Subject' (select subject), 'Course Number' (is exactly), and 'Course Career' (Undergraduate). There are two checkboxes: 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only'. Below the form, there is a button labeled 'Additional Search Criteria' with a right-pointing arrow. The 'Course Subject' field is circled in black.

5. If you do not know the subject abbreviation, click the **select subject** button.

**Class Search Criteria**

Course Subject

Course Number

6. Click the letter with which the subject begins.

## Search for Classes

### Course Subject Lookup

San Jose State University | Spring 2012

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
0	1	2	3	4	5	6	7	8	9										

7. Click the **select** button for your subject.

**Select a Subject**

<input type="button" value="select"/>	HA	Humanities & the Arts
<input type="button" value="select"/>	HEBR	Hebrew
<input type="button" value="select"/>	HIST	History
<input type="button" value="select"/>	HPED	Human Performance Education
<input type="button" value="select"/>	HPRF	Health Professions
<input type="button" value="select"/>	HRTM	Hospitality, Recreation and Tourism Management
<input type="button" value="select"/>	HS	Health Science
<input type="button" value="select"/>	HSED	Health Science Education
<input type="button" value="select"/>	HSPM	Hospitality Management
<input type="button" value="select"/>	HUM	Humanities
<input type="button" value="select"/>	HUP	Human Performance

**The Course Subject displays on the Search for Classes page.**

*If more information is needed, click the Additional Search Criteria link.*

## Search for Classes

### Enter Search Criteria

Institution

Term

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

#### Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

**The Additional Search Criteria section displays.**

8. Enter a minimum of two values in the search field.

*Note: In this example, Subject and Mode of Instruction are populated.*

9. Click the **Search** button.

**Class Search Criteria**

Course Subject   Humanities

Course Number

Course Career

Show Open Classes Only  
 Show Open Entry/Exit 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

Location

CLEAR CRITERIA

SEARCH

The Class Search results page displays.

- To view all sections of a class, click the **View All Sections** link.

HUM 1B - Background of Western Culture and Society

View 3 First 1-5 of 5 Last

Section [10-LEC\(21538\)](#) Status ●

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TuTh 10:30AM - 11:45AM	Washington Square Hall 109	

Section [11-SEM\(21539\)](#) Status ●

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TuTh 12:00PM - 1:15PM	Dudley Moorhead Hall 208	

Section [12-SEM\(21540\)](#) Status ●

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TuTh 12:00PM - 1:15PM	Dudley Moorhead Hall 226B	

All of the sections of the class display.

Note: To see greater detail about this section, click the class number link.

HUM 1B - Background of Western Culture and Society

View 3 First 1-5 of 5 Last

Section [10-LEC\(21538\)](#) Status ●

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TuTh 10:30AM - 11:45AM	Washington Square Hall 109	

Section [11-SEM\(21539\)](#) Status ●

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TuTh 12:00PM - 1:15PM	Dudley Moorhead Hall 208	

Section [12-SEM\(21540\)](#) Status ●

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/25/2006 - 5/16/2006	TuTh 12:00PM - 1:15PM	Dudley Moorhead Hall 226B	

The Class Detail page displays.

11. View detailed section information. (See the Field Descriptions List below.)

## Class Detail

### HUM 1B - 10 Background of Western Culture and Society

San Jose State University | Spring 2006 | Lecture

[RETURN TO RESULTS](#)

#### CLASS DETAILS

<b>Status</b>	 Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	21538	<b>Dates</b>	1/25/2006 - 5/16/2006
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Normal Grade Rules
<b>Units</b>	6 units	<b>Campus</b>	San Jose State University Main
<b>Instruction Mode</b>	In Person		
<b>Class Components</b>	Lecture Required Seminar Required		

#### MEETING INFORMATION

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:30AM - 11:45AM	Washington Square Hall 109		1/25/2006 - 5/16/2006

#### ENROLLMENT INFORMATION

<b>Consent</b>	Department Consent Required
<b>Enrollment Requirements</b>	English Remediation completed

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

Field Name	Description
<b>Status</b>	Displays the status of the class. Valid values include active.
<b>Class Number</b>	A system-generated number used for registration. In the legacy system it is referred to as the class code.
<b>Session</b>	Indicates which session course is offered.
<b>Units</b>	Indicates the number of Units granted upon course completion.
<b>Instruction Mode</b>	Displays if the course is taught in person, on the Web or via TV.
<b>Class Components</b>	Displays the type of course offering, lecture or lab.
<b>Career</b>	Indicates the career attached to the course.
<b>Dates</b>	Displays the dates of instruction for the course.
<b>Grading</b>	Indicates the basis for how the course is graded.

Field Name	Description
<b>Location</b>	Indicates the location where course will be taught.
<b>Campus</b>	Displays the campus where course is offered.
<b>Days and Times</b>	Displays the days the class is held as well as the start and end times.
<b>Room</b>	Indicates the building and room number for the course.
<b>Instructor(s)</b>	Displays the name of the instructor(s) assigned to teach the course.
<b>Meeting Dates</b>	Displays the start and the end dates of the course.
<b>Consent</b>	Indicates if the class requires a class permission number at the time of registration.
<b>Enrollment Requirements</b>	Displays the course prerequisites or other enrollment information.
<b>Class Attributes</b>	Displays additional course information (for example, GE information, and course level).
<b>Class Capacity</b>	Displays the enrollment capacity for the course.
<b>Enrollment Total</b>	The total number of students enrolled in the section.
<b>Class Type</b>	Displays the class type indicating whether a section requires manual Enrollment or Non-Enrollment, which is system-driven.
<b>Available Seats</b>	<p>The total number of class seats available.</p> <p><i>Note: If a course has multiple components (lab, lecture, activity) only one component can be the enrolled section. Other components will display the class type Non-Enrollment.</i></p>
<b>Wait List Capacity</b>	Displays waitlist capacity of 100 students for all courses with, the exception of Supervision.
<b>Wait List Total</b>	Displays the total number of students on the waitlist.
<b>Class Notes</b>	Displays the class notes for the section of the course. In the legacy system class notes are called footnotes.
<b>Description</b>	<p>Displays the description of the course found in the Course Catalog.</p> <p><i>Note: If a course has multiple components (lab, lecture, activity) only one component can be the enrolled section. Other components will display the class type Non-Enrollment.</i></p>

## Class Permission Numbers

This section demonstrates how to view Class Permissions. Class Permissions are associated with a class and a term and can be given to a student by department staff or faculty.

1. From the **Main Menu**, navigate to **Records and Enrollment > Term Processing > Class Permissions**.
2. Click **Class Permissions**.



*The Class Permissions search page displays.*

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

### Class Permissions

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):

Academic Institution:	=	▼	<input type="text" value="SJ000"/>	<input type="button" value="🔍"/>
Term:	=	▼	<input type="text" value="2122"/>	<input type="button" value="🔍"/>
Subject Area:	=	▼	<input type="text" value="engl"/>	<input type="button" value="🔍"/>
Catalog Nbr:		begins with ▼	<input type="text"/>	
Academic Career:	=	▼	<input type="text"/>	
Campus:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Description:		begins with ▼	<input type="text"/>	
Course ID:		begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Course Offering Nbr:	=	▼	<input type="text"/>	<input type="button" value="🔍"/>

Case Sensitive

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

**The Class Permissions search results display.**

- 5. Select a **Catalog Nbr** by clicking its link.

### Class Permissions

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):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

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

### Search Results

[View All](#)

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description
<a href="#">SJ000</a>	<a href="#">2122</a>	<a href="#">ENGL</a>	<a href="#">1A</a>	<a href="#">Undergrad</a>	<a href="#">MAIN</a>	<a href="#">Composition I</a>
<a href="#">SJ000</a>	<a href="#">2122</a>	<a href="#">ENGL</a>	<a href="#">1B</a>	<a href="#">Undergrad</a>	<a href="#">MAIN</a>	<a href="#">Composition 2</a>
<a href="#">SJ000</a>	<a href="#">2122</a>	<a href="#">ENGL</a>	<a href="#">7</a>	<a href="#">Undergrad</a>	<a href="#">MAIN</a>	<a href="#">Critical Thinking</a>

**The Permission to Add page displays.**

6. View permission numbers for the section selected. (See **Field Descriptions** below.)
7. To see other sections, click the arrow or the **View All** link.
8. Select the **Permission** tab.

*Note: Classes that have multiple components, for example, lab and lecture, will have permission numbers for only the primary enrollment section.*

**Permission to Add**

Course ID: 004991 Course Offering Nbr: 1  
 Academic Institution: San Jose State University  
 Term: Spring 2012 Undergrad  
 Subject Area: ENGL English  
 Catalog Nbr: 1A Composition I

**Class Section Data** Find | View All First 1 of 35 Last

Session: 1 Regular Academic Session Class Nbr: 20418 Class Status: Active  
 Class Section: 03 Class Type: Enrollment Section  
 Component: Seminar Instructor:

Student Specific Permissions

**Defaults**

Expiration Date: 02/13/2012  
 Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>				

Assign More Permissions:   Set All Permissions to Issued

**Class Permission Data** Customize | Find | First 1-40 of 40 Last

**Permission** | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	155613			<input type="checkbox"/>			Not Used		02/13/2012
2	798303			<input type="checkbox"/>			Not Used		02/13/2012
3	583941			<input type="checkbox"/>			Not Used		02/13/2012
4	295632			<input type="checkbox"/>			Not Used		02/13/2012

**The Permission tab displays.**

9. View Permission **Number** and overrides for closed class, requisites, and career.
10. Select the **Comments** tab.

**Class Permission Data** Customize | Find | First 1-40 of 40 Last

**General Info** | **Permission** | **Comments**

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	155613		<input checked="" type="checkbox"/>				
2	798303		<input checked="" type="checkbox"/>				
3	583941		<input checked="" type="checkbox"/>				
4	295632		<input checked="" type="checkbox"/>				

**The Comments page displays.**

11. View Permission **Number, ID** and **Comments**.
12. Click the **Show all columns** icon.

**Class Permission Data** Customize | Find |

**General Info** | **Permission** | **Comments**

Seq #	Number	ID	Comments
1	155613		
2	798303		
3	583941		
4	295632		

**Used Permission Numbers display.**

Notes: Once used, the Permission Use Date displays as well as the SJSU ID number and the name of the student.

In this example, sequence numbers 1, 3 & 4 have been used.

Class Permission Data									
General Info		Permission		Comments					
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	537499	00	Student Name	<input type="checkbox"/>			Used	01/26/2010	02/12/2010
2	262278			<input type="checkbox"/>			Not Used		02/12/2010
3	579562	00	Student Name	<input type="checkbox"/>			Used	02/04/2010	02/12/2010
4	723912	00	Student Name	<input type="checkbox"/>			Used	02/04/2010	02/12/2010

**Field Description List: Class Permission Data (above)**

Field Name	Description
<b>Course ID</b>	Displays system generated identification number assigned to the course in the course catalog.
<b>Course Offering Number</b>	Displays one for all courses, unless the course is cross-listed. The dependant subject of a cross-listed course will display a number greater than one.
<b>Academic Institution</b>	Displays the value used to identify San Jose State University.
<b>Term</b>	Displays the term value associated with the class permission numbers.
<b>Subject Area</b>	Displays the subject area for the course.
<b>Catalog Number</b>	Displays the catalog number assigned to the course.
<b>Session</b>	Displays the session in which the class is scheduled.
<b>Class Nbr</b>	Displays the five-digit number used for class registration.
<b>Class Status</b>	Displays the class status of the class.
<b>Class Section</b>	Displays the class section number.
<b>Class Type</b>	Displays either enrollment or non-enrollment depending on primary component selected.
<b>Component</b>	Displays the class type scheduled.
<b>Instructor</b>	Displays the name of the instructor assigned to teach the course.
<b>Student Specific Permission</b>	Allows students to enroll by ID and not use permission number.

Field Name	Description
<b>Expiration Date</b>	Displays the date the permission number expires.
<b>Closed Class</b>	If checked on number will override enrollment capacity set.
<b>Requisites Not Met</b>	If checked on number will override prerequisites set on course.
<b>Consent Required</b>	If checked on number will override department or instructor consent is required.
<b>Career Restriction</b>	If checked on will ignore the career of the student.
<b>Permission Time Period</b>	If checked on will ignore the dates where permission numbers can be used.
<b>Sequence #</b>	Displays system generated sequence number assigned to each permission number based on the order it is created.
<b>Number</b>	Displays a five or six digit random, system-generated permission number.
<b>ID</b>	Displays the id of the student who used the permission number.
<b>Name</b>	Displays the name of the student who used the permission number.
<b>Issued</b>	If checked on indicates that number has been given to a student. Issued By: Displays the name of the person who selected the Issued by. Issued Date: Displays the date the permission number was given.
<b>Status</b>	Displays one of two statuses; Used or Unused.
<b>Permission</b>	Use Date: Displays the date the permission number was used.
<b>Expiration Date</b>	Displays the date the permission number will expire. Defaults from the Default Date above.
<b>Permission Type</b>	Displays value of A indicating that student can add the course. Once permission number is used, will display the id of the student who used it.

## 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):

ID:

Academic Career:

Student Career Nbr:

Campus ID:

National ID:

Last Name:

First Name:

Include History  Case Sensitive

[Basic Search](#)

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.

- Click the Student Plan tab.



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

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

Student Program Student Plan Student Degrees

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.

## Academic Level

This section demonstrates how to view a student's projected academic level via the Term Activation page.

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

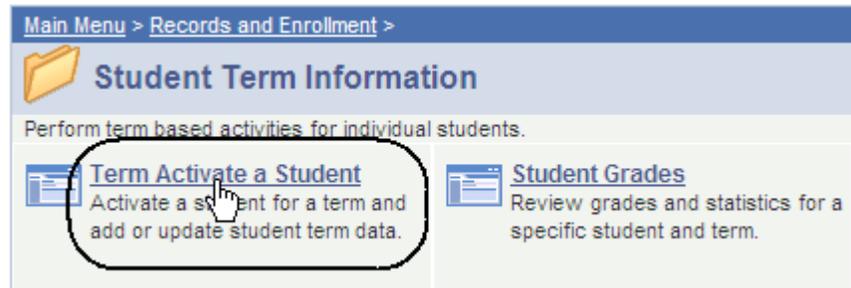
*The Term Activation search page displays.*

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

*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.)



### 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:	<input type="text" value="begins with"/>	<input type="text" value="00"/>
Campus ID:	<input type="text" value="begins with"/>	<input type="text"/>
Local Campus ID:	<input type="text" value="begins with"/>	<input type="text"/>
National ID:	<input type="text" value="begins with"/>	<input type="text"/>
Last Name:	<input type="text" value="begins with"/>	<input type="text"/>
First Name:	<input type="text" value="begins with"/>	<input type="text"/>

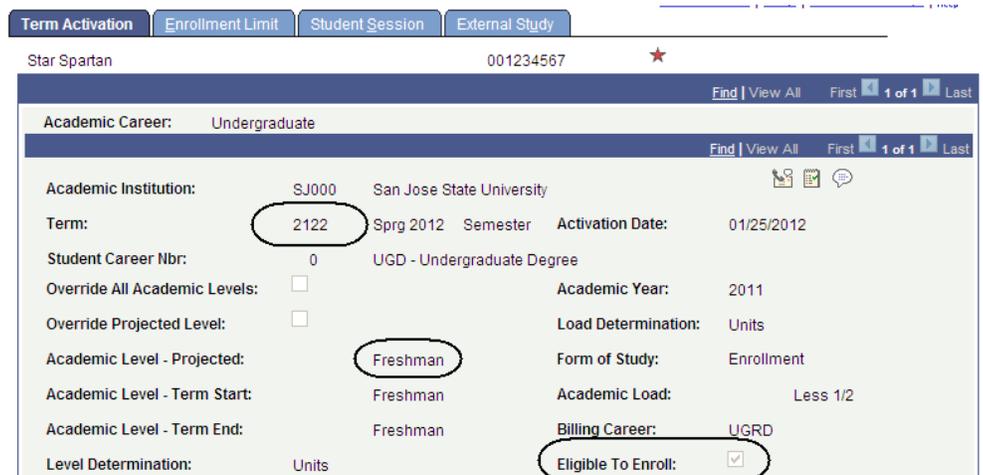
Case Sensitive

**Search**

**Clear**

[Basic Search](#)

[Save Search Criteria](#)



**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>	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>
<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 value 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.

## Service Indicators

This section discusses Service Indicators, demonstrates how to attach, remove, and view a Service Indicator, and shows how to perform a Service Indicator audit.

A service indicator can be attached to a student's record to indicate that the student will receive or be denied access to services. Service indicators display at the top of students' records and might show that the university requires that students seek academic advising, provide medical records, or attend orientation. Placing a service indicator on a student's record ensures that the required task will be completed.

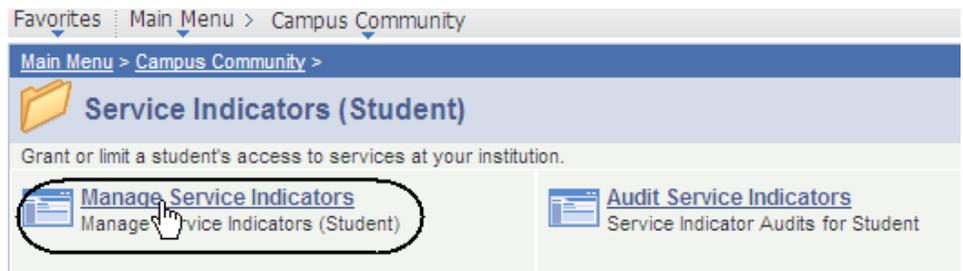
In addition to the service indicator, the university can place a Service Impact. A Service Impact states the action that can result from the attachment of a Service Indicator to a student's record. For example, for a Service Indicator on a student's record requiring the student to pay fees, the Service Impact may drop the student from classes and not allow further enrollment until fees are paid.

### Attach a Service Indicator

1. From the **Main Menu**, navigate to **Campus Community > Service Indicators (Student)**.
2. Click **Manage Service Indicators**.

*The Manage Service Indicators search page displays.*

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



### Manage Service Indicators

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

**Find an Existing Value**

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

Empl ID:

Academic Career:

National ID:

Campus ID:

Local Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

**The Manage Service Indicators page displays.**

5. Click the Add Service Indicator button or link.

**The Add Service Indicator page displays.**

6. To attach a service indicator, enter **Institution, Service Indicator Code** and **Service Ind Reason Code**. (See the **Field Descriptions List** below.)
7. Click **OK**.

**Manage Service Indicators**

Star Spartan 001234567

Display: Effect All Institution San Jose State University Refresh

[+ Add Service Indicator](#)

Code	Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
R20	Coll of Sci - Major Advising	Coll of Sci - Major Advising	SJ000	0000	All Terms			11/15/2011	

[+ Add Service Indicator](#)

**Add Service Indicator**

Star Spartan 001234567

\*Institution: SJ000 San Jose State University

\*Service Indicator Code: R01 1st Semester Advising Required

\*Service Ind Reason Code: ADV 1st Semester Advising Required

Description: SJSU policy requires students to obtain department advising before the completion of their 1st semester.

Effect: Negative

**Effective Period**

Start Term: 0000 All Terms End Term: [ ]

Start Date: 01/05/2012 End Date: [ ]

**Assignment Details**

\*Department: SIUNIV SI University Departments

Reference: [ ]

Amount: 0.00 Currency: USD

**Contact Information**

Contact ID: [ ] Contact Person: [ ]

Placed Person ID: 000 Placed By: Day,Nancy E

**Comments**

[ ]

**Services Impacted**

Impact	Description	Basis - Date	Basis - Term	Term
1 AENR	Drop Only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time: 01/05/2012 14:27:18

User ID: NDAY Day,Nancy E

[OK](#) [Cancel](#) [Apply](#)

**Field Description List: Add Service Indicator Page (above)**

Name	Description
<b>Description</b>	The description of the service indicator code and contact information
<b>Effect</b>	Displays positive or negative, depending on Service Indicator Code selected.
<b>Start Term</b>	The term the Service Indicator takes effect.
<b>End Term</b>	Not using End Terms for Student Records
<b>Start Date</b>	The date that the Service Indicator is valid for the student.
<b>End Date</b>	The date that the Service Indicator is no longer valid.
<b>Department</b>	The department responsible for placing the service indicator.
<b>Reference</b>	Information useful for tracking and identifying Service Indicator and its resolutions.
<b>Amount</b>	If the service indicator shows a monetary hold, enter the amount here.
<b>Currency</b>	Automatically defaults to USD.
<b>Contact ID</b>	ID of person student is to contact with questions regarding the hold.
<b>Contact Person</b>	Populates with the contact person's name when entry in Contact ID field.
<b>Placed Person ID</b>	ID of person who placed the service indicator — or requested that it be placed on this record.
<b>Placed By</b>	Field will populate when entry in Placed Person ID field.
<b>Comments</b>	Field is for comments to describe the service indicator.

## Remove a Service Indicator

This section demonstrates how to remove a service indicator.

1. From the **Main Menu**, navigate to **Campus Community > Service Indicators (Student)**.
2. Click the **Manage Service Indicators** link.

*The Manage Service Indicator search page displays.*

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

*The Manage Service Indicators page displays.*

*Note: There are two service indicators placed on this record.*

5. Identify the Service Indicator to be removed.
6. Click the link of the indicator you want to remove.

### Manage Service Indicators

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

**Find an Existing Value**

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

Empl ID:

Academic Career:

National ID:

Campus ID:

Local Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

### Manage Service Indicators

Star Spartan

001234567

Display: Effect

Institution

[+ Add Service Indicator](#)

Service Indicator Summary							
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description
<a href="#">B05</a>	Tuition Fee Deferral	Fee Deferral	SJ000	0000	All Terms		
<a href="#">R20</a>	Coll of Sci - Major Advising	Coll of Sci - Major Advising	SJ000	0000	All Terms		

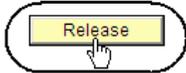
**The Edit Service Indicator page displays.**

7. Click the **Release** button.

## Edit Service Indicator

Star Spartan

001234567



\*Institution:   San Jose State University

\*Service Indicator Code:   Coll of Sci - Major Advising

\*Service Ind Reason Code:   Coll of Sci - Major Advising

Description:

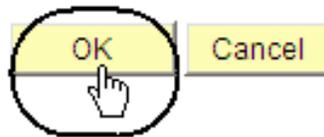
Effect: Negative

Effective Period			
Start Term:	<input type="text" value="0000"/> <input type="button" value="Q"/>	All Terms	End Term: <input type="text"/> <input type="button" value="Q"/>
Start Date:	<input type="text" value="11/15/2011"/> <input type="button" value="BY"/>		End Date: <input type="text"/> <input type="button" value="BY"/>

**The system asks you to verify that you want to release this Service Indicator.**

8. Click **OK**.

Are you sure you want to release this Service Indicator?



**The Manage Service Indicators page displays.**

## Manage Service Indicators

Star Spartan

001234567

Display: Effect   Institution

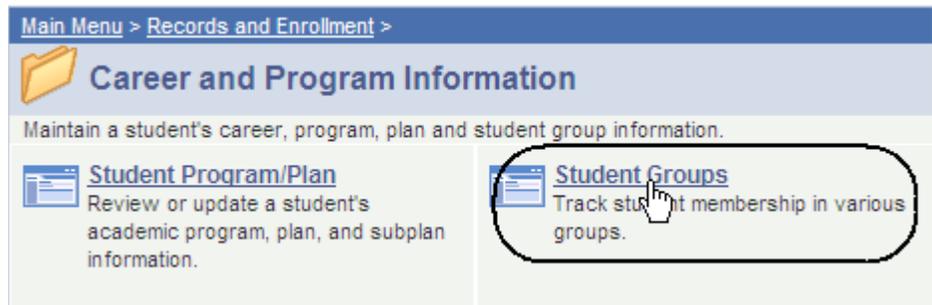
[Add Service Indicator](#)

Service Indicator Summary						<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View A</a>
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term
<a href="#">B05</a>	Tuition Fee Deferral	Fee Deferral	SJ000	0000	All Terms	

## Student Groups

This section demonstrates 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 fields blank if you are unsure.

**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:

Include History  Case Sensitive

[Basic 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.

6. Click the **View All** hyperlink.

## Student Groups

R C

L

The screenshot shows the 'Student Groups' application interface. At the top, there are navigation links: 'Find | View All | First | 1 of 3 | Last'. The 'View All' link is circled in red. Below this, there are search fields for 'Academic Institution' (SJ000) and 'Student Group' (APAG). The 'Academic Institution' is San Jose State University, and the 'Student Group' is Last Names A-G. Below the search fields, there are filters for 'Effective Date' (11/01/2005) and 'Status' (Active). A 'Comments' section contains the text: 'Batch App Eng SJ\_SR\_ABC\_SG -- APAG,APHO,APPZ'.

## Student Enrollment

This section demonstrates how to view information regarding a student's enrollment status.

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



*The Enrollment page displays.*

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

### Enrollment

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

**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 Search Results display.*

5. Select the **term** you wish to view.

### Search Results

[View All](#)

ID	Academic Career	Academic Institution	Term	Short Description
00	Undergrad	SJ000	2122	SPRG 2012
00	Undergrad	SJ000	2124	FALL 2011
00	Undergrad	SJ000	2113	SUMR 2011

**The Student Enrollment 1 page displays.**

- Click the **View All** hyperlink to see all classes.

*Note: You can use this page to view student registration and drop information.*



**Field Description List: Student Enrollment 1 Page (above)**

Field Name	Description
<b>Class Nbr</b>	Displays the system-generated number used for registration. In the legacy system it is referred to as the class code.
<b>Description</b>	Displays the Class Title.
<b>Component</b>	Displays the Course Type (e.g. lab, lecture, seminar or activity).
<b>Subject</b>	Displays the Subject of the course.
<b>Catalog Nbr</b>	Displays the Catalog Number assigned to the course.
<b>Class Section</b>	Displays the section number of the class.
<b>Academic Group</b>	Displays the Academic Group tied to the course.
<b>Career</b>	Displays the Career attached to the course.
<b>Session</b>	Displays the Session in which the class is offered.
<b>Status</b>	Displays the student's registration Status in the class.
<b>Reason</b>	Displays the Reason for the Status displayed.
<b>Status Date</b>	Displays the date that the registration transaction occurred.

Field Name	Description
<b>Action</b>	Displays an Enrollment Action that was performed on the enrollment record such as a Manual Add or Drop.
<b>Reason</b>	Displays the Reason for the Action taken.
<b>Override Grading Basis</b>	When Checked On allows grading basis attached to class to be overridden.
<b>Grading Basis</b>	Displays the Grading Basis attached to the class at the Course Catalog.
<b>Grade In/Official</b>	Displays the final grade recorded for the class.
<b>Repeat Code</b>	Displays Repeat rule for class if student is repeating the class.
<b>Units Taken</b>	Displays the unit value for the class.
<b>Units Earned</b>	Displays the number of units the student earned for completing the class.
<b>Course Count</b>	Not using this field.
<b>Progress</b>	Displays the number of units the system uses to calculate tuition and academic level.
<b>Billing Units</b>	Displays the number of units for the class that will be used to determine the student's tuition.
<b>FA Progress</b>	Displays the number of units for the class. Used to determine eligibility for Financial Aid.

**The Student Enrollment 2 page displays.**

*Note: You can use this page to view additional information about student adds and drops.*

Student Enrollment 1				Student Enrollment 2		Student Enrollment 3		Last Enrollment Action	
<b>Term:</b>	Spgr 2005	<b>Career:</b>	Undergrad	<b>Institution:</b>	San Jose State University				
<b>Class Nbr:</b>	20053	Recon Lost Civs		Lecture		Find   View All First 1 of 11 Last			
<b>Subject:</b>	ANTH	<b>Catalog Nbr:</b>	160	<b>Class Section:</b>		03			
<b>Academic Group:</b>	Undergraduate	Undergrad		<b>Session:</b>		Regular			
<b>Status / Reason:</b>	Enrolled	Enrolled		<b>Status Date:</b>		01/10/2005			
<b>Enrollment Add Date:</b>	01/10/2005	Enrollment Drop Date:							
<b>Grade Date:</b>	06/02/2005	<b>Primary Program:</b>		UGD - Undergraduate Degree					
<b>Grading Basis Date:</b>	01/10/2005	Repeat Date:		<input checked="" type="checkbox"/> Include in GPA <input type="checkbox"/> Audit Grading Basis <input checked="" type="checkbox"/> Earn Credit <input checked="" type="checkbox"/> Mandatory Grading Basis					
<b>Grade Points Per Unit:</b>	3.700	<b>Repeat Scheme:</b>		UGRD Repeat					
<b>Grade Points:</b>	11.100	<b>Units Attempted:</b>		Yes					
<b>Grading Scheme:</b>	Normal Grading Scheme								

**Field Description List: Student Enrollment 2 Page (above)**

Field Name	Description
<b>Status/Enrolled</b>	Displays student's registration in the class.
<b>Status Date</b>	Displays the date that the registration transaction occurred.
<b>Enrollment Add Date</b>	Displays the date that the class was added to the enrollment record.
<b>Enrollment Drop Date</b>	Displays the date that the drop was processed.
<b>Grade Date</b>	Displays the date the grade for the class was recorded.
<b>Grading Basis Date</b>	Displays the date that the Grading Basis was changed on the Student Enrollment 1 page.
<b>Grade Points per Unit</b>	Displays the Grade Points students received per unit based on the class grading basis and the grade received.
<b>Grade Points</b>	Displays a value derived from the grade received for the course and the defined grading basis for the class.
<b>Grading Scheme</b>	Displays the Grading Scheme attached to the course.
<b>Primary Program</b>	Displays the student's Primary Academic Program for the specified career and term.
<b>Repeat Date</b>	Displays the date that the Repeat Code was changed on the Student Enrollment 1 page.

Field Name	Description
<b>Repeat Scheme</b>	Displays the Repeat Scheme selected for the class.
<b>Units Attempted</b>	Displays In Progress until a grade is recorded for the Class. After Grades are entered the value displayed Yes.
<b>Include in GPA</b>	Displays Checked On depending on the Grading Basis Selected on the Student Enrollment 1 page.
<b>Audit Grading Basis</b>	Displays Checked On if the Grading Basis of Audit is selected on the Student Enrollment 1 page.
<b>Earn Credit</b>	Displays Checked On depending on the Grading Basis selected on the Student Enrollment 1 page.
<b>Mandatory Grading Basis</b>	Displays Checked On if the Grading Basis for the course is mandatory.

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

*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.**

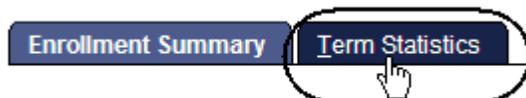
6. View class information including class number, subject, career and session. (See **Field Descriptions** below.)
7. Click **View All** if the student is enrolled in more than three classes.
8. To view specific class details, click the **Look up** (magnifying glass) icon.

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 Find | View All First 1 of 1 Last

Institution: San Jose State University Academic Level - Term Start: Freshman  
 Term: 2122 Spring 2012 Find | View All First 1 of 1 Last

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 is 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 demonstrates 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): 300

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](#)

### 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								
Detail	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, 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**.

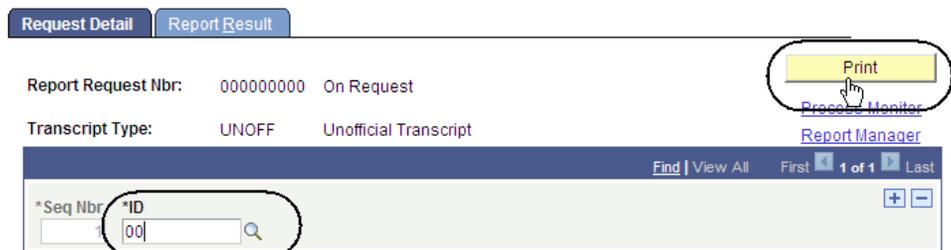
### SJSU Unofficial Transcript

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



*The Request Detail page displays.*

4. Enter the student's **ID** number.



- To look up the SJSU ID, click the **Lookup** (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 **Lookup** 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.*

- Click the **Print** button.

Request Detail Report Result

Report Request Nbr: 000000000 On Request

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

*Seq Nbr	*ID
1	001234567 <input type="text" value="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

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UNIVERSITY MEMORANDUM

WRITING SKILLS TEST: ELIGIBLE TO ENROLL IN 100W COURSE  
ENGLISH PLACEMENT TEST REQUIREMENT MET  
ENTRY LEVEL MATHEMATICS TEST REQUIREMENT MET  
MAXIMUM OF 70 UNITS MAY BE ACCEPTED FROM 2 YEAR COLLEGE.

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

Request Detail Report Result

Report Request Nbr: 002794288 Process Instance: 1773291 [Process Monitor](#)  
[Report Manager](#)

Find | View | Print

**The Administration page displays.**

11. Wait at least 15 seconds, and then click the **Refresh** button.
12. Continue waiting and then clicking the Refresh button until Status changes to **Posted**.
13. Select the transcript you wish to view by clicking the **Details** hyperlink.

**The Report Detail page displays.**

14. Click the PDF link.

Administration Archives [New Window](#) | [Link](#) | [Subwindow](#) | [Log](#)

View Reports For  
User ID:  Type:  Last  1 Days  Refresh

Status:  Folder:  Instance:  to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	12210	1773291	<a href="#">SJSR0001</a>	01/23/2012 11:50:42AM	Acrobat (*.pdf)	Posted	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Details</span>

### 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:

#### 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
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;"><a href="#">sjsr0001_1773291.PDF</a></span>	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

**The student's Unofficial Transcript displays.**

**15.** View student grades, academic standing and academic renewal information. (See **Field Descriptions** below.)

**16.** To print, select the **Print** command under the Internet Explorer File menu.

SAN JOSE STATE UNIVERSITY  
UNOFFICIAL TRANSCRIPT

**UNOFFICIAL** **UNC**

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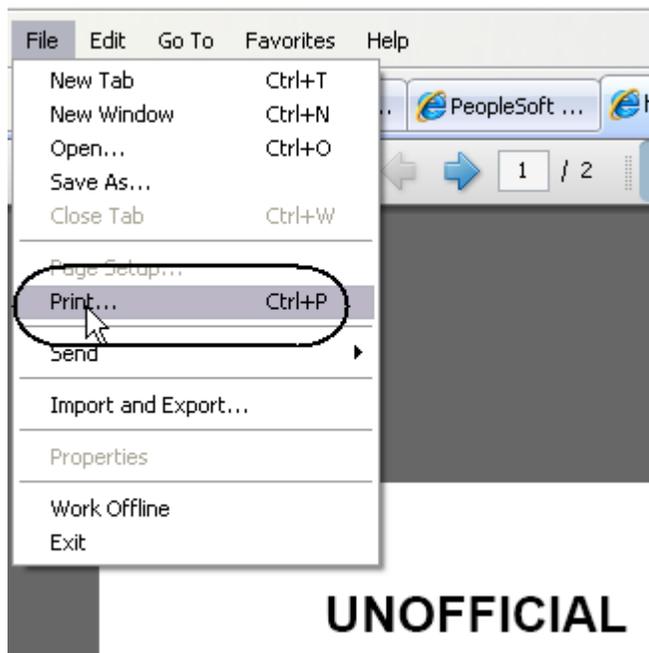
STUDENT NAME: Star Spartan DATE ISSUED: 01/23/2012  
STUDENT ID NO: 001234567 PAGE NUMBER: 1 OF 2

---

<p><u>UNIVERSITY MEMORANDUM</u></p> <p>WRITING SKILLS TEST: ELIGIBLE TO ENROLL IN 100W COURSE ENGLISH PLACEMENT TEST REQUIREMENT MET ENTRY LEVEL MATHEMATICS TEST REQUIREMENT MET MAXIMUM OF 70 UNITS MAY BE ACCEPTED FROM 2 YEAR COLLEGE.</p>	<p>SPRING SEMESTER 2006</p> <p>ANTH 11 CULTURAL ANTHRO HIST 15B U.S. HIST/GOVT MATH 70 FINITE MATH</p> <p>SEMESTER TOTAL: SJSU CUM: ALL COLLEGE:</p>
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UNDERGRADUATE RECORD



### 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 demonstrates how to generate class rosters. After students begin enrolling, class rosters can be generated upon demand.

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

The screenshot shows the 'Curriculum Management' page with a sub-header 'Define Course Catalog and Schedule of Classes, manage attendance and grading.' There are three columns of menu items. The 'Class Roster' link is circled in red, with a mouse cursor pointing to it. Other links include 'Course Catalog', 'Schedule of Classes', 'Enrollment Requirements', 'Combined Sections', 'Dynamic Dates', and 'Class Roster' (with sub-links 'View and print class rosters', 'Class Roster', and 'Print Class Roster').

*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:

Term:

Subject Area:

Catalog Nbr:

Class Nbr:

Class Section:

Session:

Course ID:

Course Offering Nbr:

[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
SJ000	2114	COMM	20	44654	01	Regular	001838
SJ000	2114	COMM	20	44656		Regular	001838
SJ000	2114	COMM	20	44657	03	Regular	001838

**The Class Roster page displays.**

- 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								
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.

Field Name	Description
<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 demonstrates 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. At the top, it says 'Enter any information you have and click Search. Leave fields blank.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value' (circled in red). Underneath is a text input field with the placeholder 'Limit the number of results to (up to 300): 300'. Below that is a label 'Search by: Run Control ID begins with' followed by an empty text input field. There is also a checkbox for 'Case Sensitive'. At the bottom are two buttons: 'Search' and 'Advanced Search'.

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

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

## Class Roster Report

A screenshot of the 'Class Roster Report' 'Add New Value' page. At the top, it says 'Enter any information you have and click Search. Leave fields blank.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. Underneath is a text input field with the placeholder 'Limit the number of results to (up to 300): 300'. Below that is a label 'Search by: Run Control ID begins with' followed by a text input field containing the text 'Rosters'. There is also a checkbox for 'Case Sensitive'. At the bottom are two buttons: 'Add' (circled in red) and 'Advanced Search'.

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



*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

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

### Search Results

View All First 1-31 of 31 Last

Run Control ID	Language Code
<a href="#">Rosters</a>	English
<a href="#">AMISER</a>	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.

## 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: Name

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" value=""/>
<b>Subject Area: <input type="text" value="AFAM"/></b>	<input type="checkbox"/> Dropped Students	End Date: <input type="text" value=""/>
Class Nbr: <input type="text"/>	<input checked="" type="checkbox"/> Waitlisted Students	
Course ID: <input type="text"/>		

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

## Class Roster

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

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

**The Process Scheduler Request page displays.**

10. Select settings as follows:

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

11. Click the **OK** button.

**Process Scheduler Request**

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

Server Name: **PSUNX** Run Date: 01/23/2012  
Recurrence: \_\_\_\_\_ Run Time: 3:48:46PM **Reset to Current Date/Time**  
Time Zone: PST 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**.

**Class Roster**

Run Control ID: Rosters [Report Manager](#) **Process Monitor** **Run**  
Process Instance: 1773294

**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**.

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	<b>Details</b>

15. Click **Details**.

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	<b>Details</b>

**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:	<input type="text" value="01/25/2012"/>

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">CLASSROSTER.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="#">sjsr009_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 demonstrates how to run SJSU Campus Reports.

1. From the **Main Menu**, navigate to **SJSU Campus Solutions > Records and Enrollment > Campus Reports**.

*The Campus Reports page displays.*

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.

*The Department Major Extract Run Control page displays.*

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



## 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

Search [Advanced Search](#)

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

## 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 fields blank if you do not have information.

[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	<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: 01/24/2012 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 hyperlink.

### 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_CAI	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