

BASIC STUDENT RECORDS AND INQUIRY

**OVERALL DEPARTMENTAL BUSINESS
PROCESS GUIDE**







REVISION CONTROL

Document Title: **OVERALL DEPARTMENTAL BPG v9.0**

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Date	By	Action	Pages
04/16/2007	Mary Chouinard & Amy Bracer	Initial Document	All
01/30/2012	Mary Chouinard & Amy Bracer	9.0 Upgrade	All
09/17/2014	ACBI D. Selva	Update Cover	1

Icon Key

	= Specific Notes/ Business Rules
	= Reminders
	= Important info
	= General Process info notes
	= Links to specific pages within BPG
	= Additional Links – hyperlinks available to additional pages listed at the bottom of CMS Pages.

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Departmental Overall BPG

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Logging Into PeopleSoft

1. Go to – <https://mycoyote.cms.csusb.edu>
2. Enter you User ID and Password
3. Click **Sign In**

4. After logging in make sure you are on the Administrative Systems tab
5. Click on [PS HCM 9.0](#) to access system

6. Your menu options will display

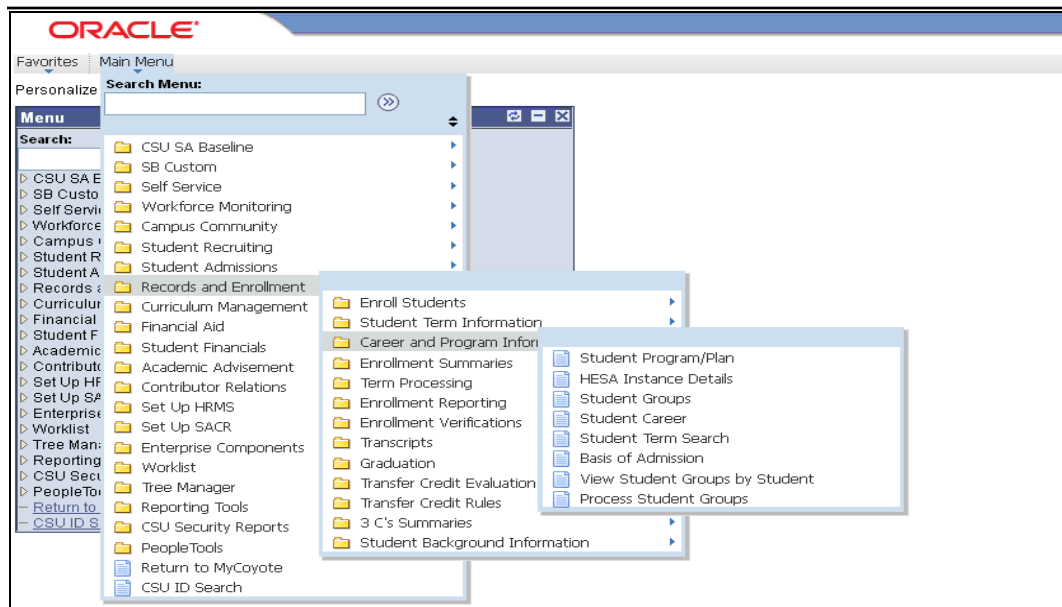
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Navigation

The navigation in v9.0 consists of “breadcrumbs” across the screen.

1. Start by clicking on Main Menu at the top of the page and then click on the appropriate folders until you locate the appropriate page. The navigation below goes from Main Menu → Records & Enrollment → Career and Program Information.

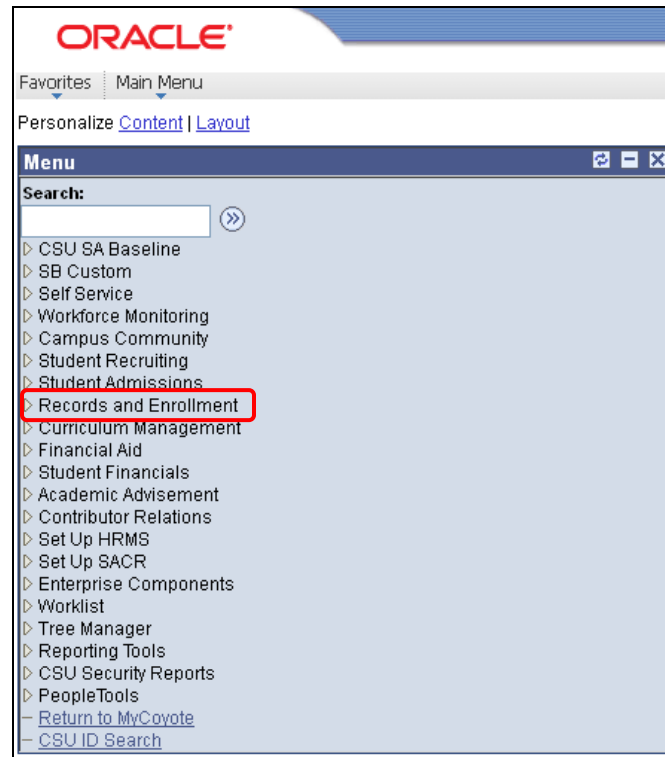


2. Once a page is selected in the Career & Program menu options, that screen will appear.

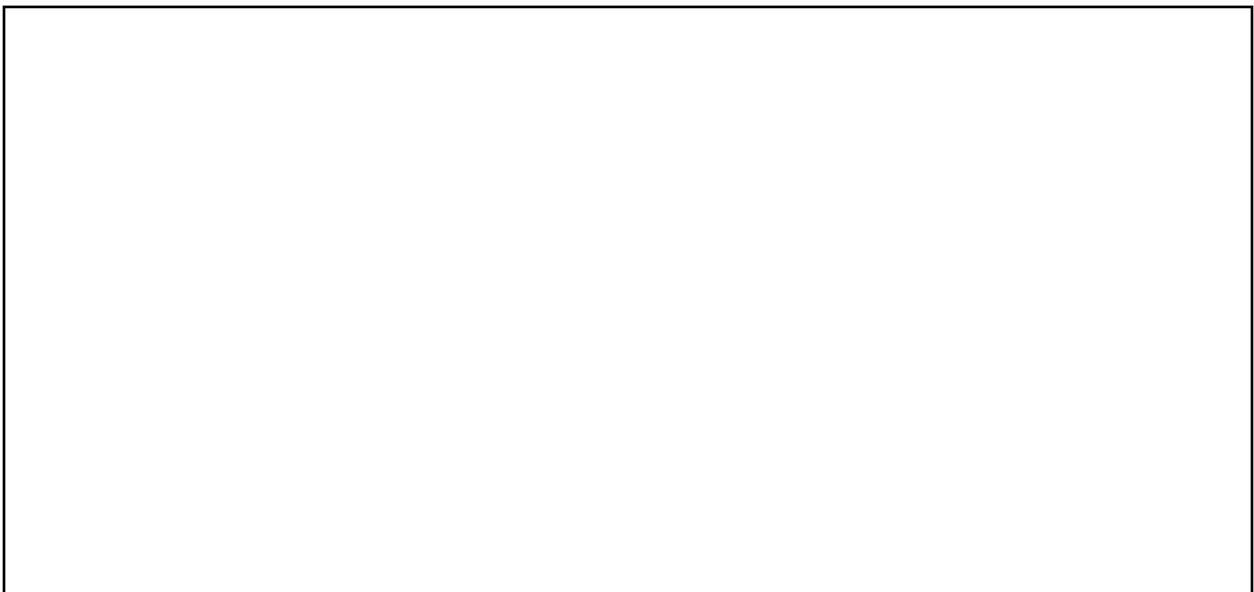
The screenshot shows the 'Student Program/Plan' page in the Oracle system. The breadcrumb trail at the top reads: 'Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan'. The page title is 'Student Program/Plan'. Below the title, there is a search section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search section includes two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons, there is a text input field for 'Limit the number of results to (up to 300):' with the value '300' entered. The search criteria section includes several fields with dropdown menus: 'ID:', 'Academic Career:', 'Student Career Nbr:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a 'begins with' dropdown menu. Below the search criteria, there are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search section, there are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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3. You can still use the menu on the left side, but you will have a view of all menus in the category and their pages/submenus.



4. Once you navigate to Records and Enrollment in the left hand menu above, this is the screen shot that will display. You can then navigate through the folders for your information.



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ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment

Main Menu > Records and Enrollment

Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation.

Enroll Students Enroll students into classes and add milestones. Quick Enroll a Student Quick Admit a Student Student Milestones 5 More...	Student Term Information Perform term based activities for individual students. Term Activate a Student Student Grades Term History Student Incomplete	Career and Program Information Maintain a student's career, program, plan and student group information. Student Program/Plan HESA Instance Details Student Groups 5 More...
Enrollment Summaries View enrollment summaries for individuals or groups of students. Enrollment Summary	Term Processing Process appointments, permissions, term activation, waitlists, withdrawals and other end of term activities. Class Permissions Waitlist Withdrawal and Cancellation 3 More...	Enrollment Reporting Generate enrollment reports. Consolidated Statistics
Enrollment Verifications Produce enrollment verification reports for students. Enrollment Verification Enrollment Verification Print	Transcripts Produce transcripts for students. Transcript Request Transcript Text Batch Transcripts 3 More...	Graduation Verify degrees & honors, update degree checkout statuses in batch, and audit changes. Student Degrees Honors and Awards Graduation Report Degree Change Audit
Transfer Credit Evaluation Add and evaluate course, test and other credits for transfer. Course Credits - Manual Test Credits - Automated Test Results 2 More...	Transfer Credit Rules Define rules and equivalencies for transfer credit. Test Transfer Rules Program/Test Equivalency Test Component Test Table	3 C's Summaries View comment, communication and checklist summaries for students. Comment Summary Communication Summary Personal Checklist Summary
Student Background Information Review additional student information. Student Advisor Extracurricular Activity		

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Creating Favorites in PeopleSoft

If there is a screen that you will use often, you can save it to "Favorites".

1. **Navigate** to the screen you would like to add to your Favorites

ORACLE

Home | Worklist | **Add to Favorites** | Sign out

Navigation: Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program/Plan

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

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

ID: begins with

Academic Career: =

Student Career Nbr: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search | Clear | Basic Search | New Search Criteria

2. **Click** Add to Favorites at the top of the menu.
3. The screen name defaults as the page description.

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description Student Program/Plan

OK Cancel

4. You can modify the description to display something that is more recognizable for your use such as – Student Major.

Add to Favorites


Please Enter a Unique Description for this Favorite

*Description Student Major

OK Cancel

The favorite has been saved.

OK

5. **Click**  to add to favorites and then again to acknowledge that the favorite has been saved.
6. You can repeat this process for every screen that you navigate to regularly.

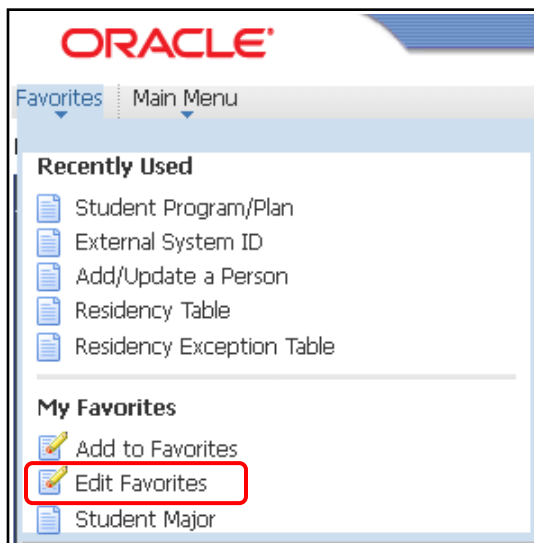
and
Inquiry

7. Access Favorites by selecting "Favorites" from the header bar

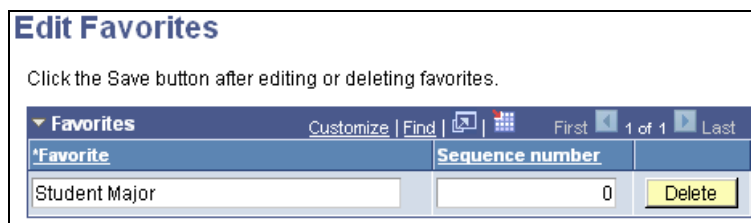


8. Two separate menus will display

- Recently Used – Select one of these pages you have recently used and you will navigate directly to that screen
- My Favorites – Select one of the favorites that you have saved and you will navigate directly to that screen



9. You can edit your favorites (favorite name, sequence/display order, or delete) by selecting Edit Favorites



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User Defaults

Navigation – Main Menu → Set Up SACR → User Defaults

Certain information appears on most pages. Quite often there is only one value or there is one value you use most often. You can set those values to default so you don't have to add them each time you access most screens. These are your own personal defaults that go along with your EMPLID. You will see your User ID and Name on each tab

- 1. User Defaults 1** – The most common setting here would be SBCMP in Academic Institution, Career Group SetID and Facility Group SetID. You can set other defaults on this page if the information is always or most often used by you in accessing information. The values can always be updated, or you can override them on any page of information you go to if your default value doesn't fit your needs.

ORACLE

Favorites Main Menu > Set Up SACR > User Defaults

User Defaults 1 User Defaults 2 User Defaults 3 User Defaults 4 Enrollment Override Defaults

User ID: 000 Name: Ch

Academic Institution: SBCMP CSU San Bernardino

Career Group SetID: SBCMP CSU San Bernardino

Facility Group SetID: SBCMP CSU San Bernardino

Academic Career:

Academic Group:

Subject Area:

Term:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Save Notify

[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrollment Override Defaults](#) | [Communication Speed Keys](#) | [User 3C Groups Summary](#)

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2. User Defaults 4 – This page has important default settings.

- If you ☒ Carry ID, you will not have to re-enter a students ID when you go from page to page.
- Set your Output Destination to "Printer" and your Transcript Type to the type that you will be most often using. For most users, that would be UNOFF (Unofficial) You can only select values for which you have security.

ORACLE

Favorites | Main Menu > Set Up SACR > User Defaults

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Enrollment Override Defaults

User ID: 0000 Chd

☒ Carry ID

Output Destination:

Transcript Type: Unofficial

Flexible Transcript Type:

Advisement Report Type:

SEVIS Default

School Code:

Program Number:

Printer Name: [Explain](#)

[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrollment Override Defaults](#) | [Communication Speed Keys](#) | [User 3C Groups Summary](#)

Look through each of the tabs and set as preferred for your use in PeopleSoft.

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CSU ID Search

Navigation – Main Menu → CSU ID Search

1. Search Criteria – Enter an EmplID, National ID (SSN) or First and Last Name to conduct a search

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Favorites Main Menu > CSU ID Search

CSU ID Search

▼ CSU ID Search

Search Reset

Empl ID:

National ID:

Applicant ID:

First Name: EB

Last Name: MC

Search Reset

2. Click Search

	Detail	Name	Empl ID	Natl ID (Last 4)	Applicant ID	DOB (mm/dd)	Org Rel	Empl Class	POI Type	HR Status	Empl Rcd Nbr
1	Detail	MC	00005	9739	646	07/30	Applicant				
2	Detail	MC	00005	9739		07/30	Employee	Student		Inactive	0
3	Detail	MC	00005	9739		07/30	Employee	Regular		Active	1
4	Detail	MC	00005	9739		07/30			CS Person		

3. Reading Information – This person has 4 lines of information –

- Line 1 is an applicant – this means an application has been submitted for a position at the University
- Line 2 is an employee who is inactive in a student (student assistant) classification
- Line 3 is an employee who is active in a regular classification
- Line 4 shows "CS Person". This is the designation for a student at the University

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4. Click on the hyperlink [Detail](#) on line 4 which corresponds with the actual student classification **if** you have security to Campus Community Add/Update a Person

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Campus Community – Biographical Information

Navigation – Main Menu → Campus Community → Personal Information (Student) → Add/Update a Person (this is where you will automatically go if you click the [Detail](#) hyperlink on the CSU ID Search and have the appropriate access)

- 1. Biographical Information** – This brings you to the biographical information pages. To view all [Names](#) and [Addresses](#) click on their hyperlinks.

Basic Student Records
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Business Process Guide

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Favorites | Main Menu > Campus Community > Personal Information > Add/Update a Person

Biographical Details | **Addresses** | **Regional**

Et [redacted] 00 [redacted] [Names](#)

Person Information

Date of Birth: 07/30 [redacted] [Birth Information](#) **Campus ID:** [redacted]

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

***Effective Date:** 05/17/2002 ***Marital Status:** Single **As of:** [redacted] ***Gender:** Female

National ID [Customize](#) | [Find](#) | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary	
USA	Social Security Number	[redacted]	<input checked="" type="checkbox"/>	

[Add](#)

Contact Information

Addresses [Find](#) | [View All](#) First 1 of 3 Last [Addresses](#)

Address Type: Home **Effective Date:** 10/07/2009 **Status:** Active **Country:** USA **Address:** [redacted]
Moreno Valley, CA 92553
Riverside

Phone

*Type	*Phone	Ext	Country	Preferred	
Business	909 [redacted]			<input type="checkbox"/>	
Mobile	909 [redacted]			<input type="checkbox"/>	
Home	909 [redacted]			<input checked="" type="checkbox"/>	

[Add](#)

Email

*Type	*Email Address	Preferred	
Dorm	m [redacted]@csusb.edu	<input type="checkbox"/>	
On-Campus	em [redacted]@csusb.edu	<input checked="" type="checkbox"/>	

[Add](#)

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

2. Things to remember –

- **Name types** – Each person has a Primary and a Preferred name. Some individuals may have additional name types as necessary.
 - If this is a student only, the information is maintained by the Office of Records, Registration & Evaluations.

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- If this is an employee only, the information is maintained by the appropriate Human Resources Office.
- If this is a student and an employee, the Primary is maintained by Human Resources and the Preferred name is maintained by Records, Registration & Evaluations.
- **Address types –**
 - **Home** – This address belongs to the appropriate Human Resources Office. Students will not be allowed to update this address through MyCoyote but will be required to make any changes through the appropriate Human Resources Office.
 - **Permanent** – This address belongs to the Office of Records, Registration & Evaluations. Students will be allowed to update this address through MyCoyote, but may not delete the address.
 - **Mailing** – This is a shared address – students will be allowed to update this address through MyCoyote.
 - **Diploma** – This is the address the Office of Records, Registration & Evaluations uses to identify where the student wants their diploma mailed – students will be allowed to update this address through MyCoyote.
 - **SEVIS Foreign** – This address belongs to the Office of Records, Registration & Evaluations, but is maintained by the International Center – students will not be allowed to update this address through MyCoyote.
 - **SEVIS Domestic** – This address belongs to the Office of Records, Registration & Evaluations, but is maintained by the International Center – students will not be allowed to update this address through MyCoyote.
- **Phone types –**
 - **Home** – This phone number belongs to the appropriate Human Resources Office. This can be updated but cannot be deleted through MyCoyote.
 - **Permanent** – This phone number belongs to the Office of Records, Registration & Evaluations. It can be updated through MyCoyote, but cannot be deleted.
 - **Business** – Shared among offices. It can be updated through MyCoyote.
 - **Mobile** – Shared among offices – It can be updated through MyCoyote.
 - **Main** – Shared among offices. It can be updated through MyCoyote.

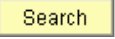
**and
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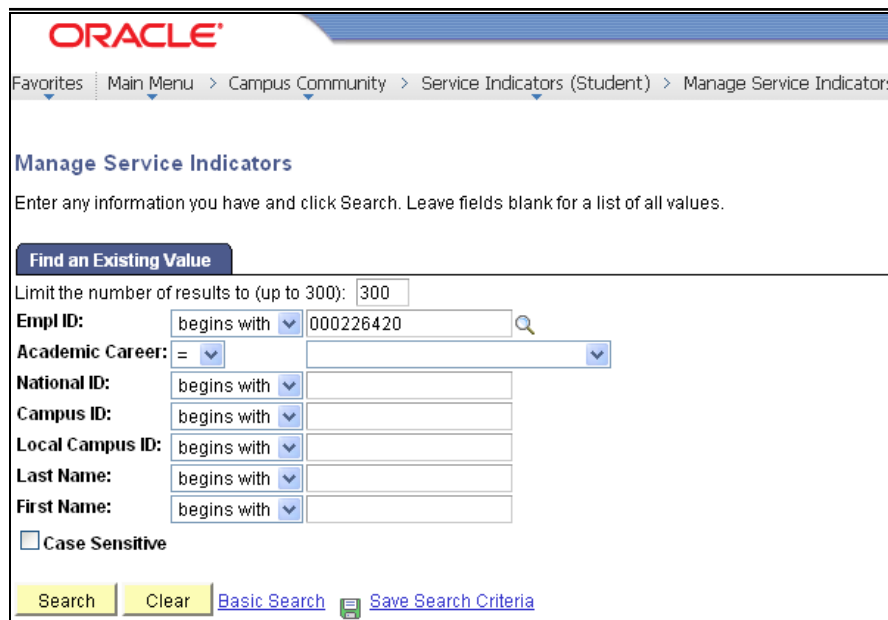
- **Email Address types –**
 - **On-Campus** – The campus policy states that all employees and students will have a campus email that will be used for all official campus emails. This cannot be updated or deleted through MyCoyote.
 - **Other** – Students can maintain this email address on the system. It can be updated or deleted through MyCoyote.

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Service Indicators (Holds)

Navigation – Main Menu → Campus Community → Service Indicators (Student) → Manage Service Indicators

1. Enter Student's Coyote ID (Empl ID) or Last/First Names to find the record
2. Click 






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Adding a Service Indicator

You will only be able to add and/or delete the Service Indicator(s) for which you are authorized through your security access.



Service Indicator Icons –

-  = Negative Service Indicator – particular services will be affected until cleared – such as inability to register
-  = Positive Service Indicator – usually informational in nature
- By clicking on one of these icons on screens, other than this one, you will see the negative or positive service indicator information that has been placed on the student.

 Using the  lookup icon you assist in determining the appropriate values for the fields indicated on the screen.

1. Click  or [Add Service Indicator](#)

2. **Institution** – SBCMP will default in for you if you have it set up in your User Defaults.

3. **Service Indicator Code** – Enter the code for the Service Indicator to be assigned to the student's record. Remember to use the look if you don't know the code.

4. **Service Indicator Reason Code** – Enter the reason that coincides with the Service Indicator that is being placed on the student's record.

5. **Description** – This is the message the student will see in their MyCoyote Student Center. It automatically populates from a setup table and cannot be updated here. If the information is incorrect, contact the Office of Records, Registration & Evaluations to discuss an appropriate update.

6. **Effect** – Negative or Positive hold

EFFECTIVE PERIOD

7. **Start Term** – Enter the term for which this Service Indicator becomes valid. This field is not required for the hold to be active. Functions that are term based will look at this field first and then to the Start Date field.

8. **End Term** – Some Service Indicators can be valid for one or more terms and then they are no longer applicable. This could be in the case of pre-payment of fees for a particular term. Most Service Indicators will not have an end term and are open until cleared by the student.

9. **Start Date** – This is the date that the Service Indicator becomes valid. Most often, it is the current date, but it can be pre-set to a later date.

10. **End Date** – If the Service Indicator is only valid for a particular length of time, a date can be entered. Most Service Indicators will not have an end date and are open until cleared by the student or when the End Term expires the Service Indicator.

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ASSIGNMENT DETAILS – CONTACT INFORMATION – COMMENTS – SERVICES IMPACTED

- Information already displaying in fields defaults in from the setup tables and more details are not necessary.
- If additional information would be helpful, a particular individual should be contacted about this Service Indicator or a Comment is needed, that information can be added.



Remember, this information displays in all offices with Service Indicator access and must reflect professional judgment.

Service Indicator Date Time and User ID and name of the person placing the Service Indicator will display automatically.

11. Click

OK

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ORACLE

Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Edit Service Indicator

Joe Coyote 000226420 Release

'Institution: SBCMP CSU San Bernardino

'Service Indicator Code: D01 Department Advising Required

'Service Ind Reason Code: CJUS Advising - Criminal Justice

Description: Make an advising appointment with your Criminal Justice advisor in SB-209 or by calling (909) 537-5506

Effect: Negative

Effective Period

Start Term: 2122 Wint 2012 End Term:

Start Date: 02/03/2012 End Date:

Assignment Details

'Department: C1010 CSBS - Criminal Justice

Reference: HOUSING

Amount: 1007.92 Currency: USD

Contact Information

Contact ID: 000008137 Contact Person: Chouinard, Mary E

Placed Person ID: 000008137 Placed By: Chouinard, Mary E

Placed Method: Manual

Placed Process: Release Process:

Comments

Refer for payment plan.

Services Impacted

Customize | Find | View All | First 1 of 1 Last

	Impact	Description	Basis - Date	Basis - Term	Term Category
1	AENR	No Enrollment Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time: 02/03/2012 3:30:59PM

User ID: 000008137 Chouinard, Mary E

OK Cancel Apply

 Optional Information above where circled.

and
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Deleting a Service Indicator

1. Bring up the Manage Service Indicator screen

ORACLE

Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Joe Coyote 000226420

Display: Effect All Institution CSU San Bernardino Refresh

[+ Add Service Indicator](#)

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
D01	Department Advising Required	Advising - Criminal Justice	SBCMP	2122	Wint 2012			02/03/2012	
R05	Records Note	File Scanned into STARRS	SBCMP	0000	Begin Term			02/06/2012	

[+ Add Service Indicator](#)

2. Select the appropriate Service Indicator – Click on the appropriate code hyperlink to view the Service Indicator you will be removing.



Note there are 2 service indicators for this student but for other students there could be more. Pay close attention to the Service Indicator Summary bar. You may need to select "View All" to see additional Service Indicators.

3. Click **Release**

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Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Edit Service Indicator

Joe Coyote 000226420 **Release**

***Institution:** SBCMP CSU San Bernardino
***Service Indicator Code:** R05 Records Note
***Service Ind Reason Code:** SCAN File Scanned into STARRS
Description:
Effect: Positive

Effective Period

Start Term: 0000 Begin Term **End Term:**
Start Date: 02/06/2012 **End Date:**

Assignment Details

***Department:** BS0430 Records, Registration & Evals
Reference:
Amount: 0.00 **Currency:** USD

Contact Information

Contact ID: **Contact Person:**
Placed Person ID: 000008137 **Placed By:** Chouinard, Mary E
Placed Method: Manual
Placed Process: **Release Process:**

Comments

Services Impacted Customize | Find | View All | First 1 of 1 Last

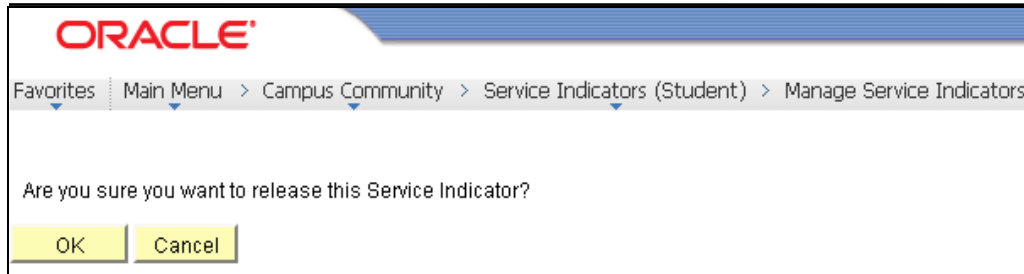
Impact	Description	Basis - Date	Basis - Term	Term Category
1 NOTE	Note	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Service Indicator Date Time: 02/06/2012 9:03:30AM
User ID: 000008137 Chouinard, Mary E

OK **Cancel** **Apply**

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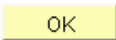

4. Click 



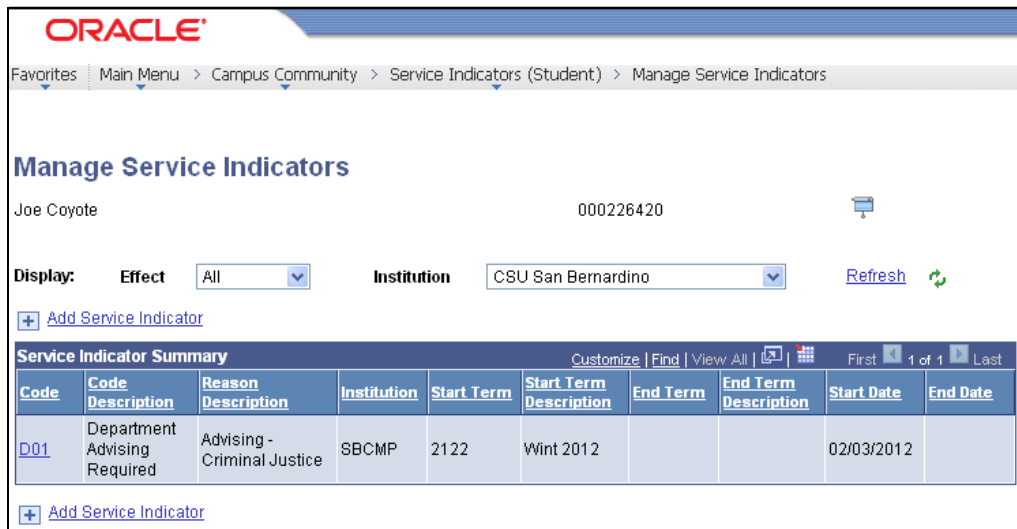
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Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Are you sure you want to release this Service Indicator?


The Service Indicator is now removed.




ORACLE

Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Joe Coyote 000226420 

Display: Effect Institution [Refresh](#) 

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
D01	Department Advising Required	Advising - Criminal Justice	SBCMP	2122	Wint 2012			02/03/2012	

[+ Add Service Indicator](#)

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- A Service Indicator Audit can be run to show the activity of the Service Indicators and who added and deleted them from the system. No comments are saved to the audit.

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Favorites | Main Menu > Campus Community > Service Indicators (Student) > Audit Service Indicators

Audit Service Indicators

Service Indicator Audit Search

Search Reset

ID:

Last Name: First Name:

National ID: Campus ID:

Service Indicator Code:

Reason:

Institution: CSU San Bernardino

Start Term: End Term:

Start Date: End Date:

Department:

Assigned By:

Placed Process: Release Process:

User ID:

Service Indicator Date: Service Indicator Time:

Audit Date: Audit Time:

Action:

- If only the ID is used, all Service Indicators will display.

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Favorites | Main Menu > Campus Community > Service Indicators (Student) > Audit Service Indicators

Audit Service Indicators

Service Indicator Audit Search

Search Results Customize | Find | View 100 | First 1-11 of 134 | Last

Assignment	ID Data	Date/Time				
	ID	Name	Service Indicator Code	Start Term	Start Date	Action
1	000226420	Covote, Joe E	R03	1978	1901-01-01	A
2	000226420	Covote, Joe E	R04	-	1901-01-01	A
3	000226420	Covote, Joe E	DH3	2084	2008-03-18	A
4	000226420	Covote, Joe E	DH1	2084	2008-03-18	A
5	000226420	Covote, Joe E	MPP	2088	2008-07-14	A
6	000226420	Covote, Joe E	MPP	2088	2008-07-14	D
7	000226420	Covote, Joe E	MPP	2088	2008-07-24	A
8	000226420	Covote, Joe E	MPP	2088	2008-07-24	D
9	000226420	Covote, Joe E	R03	1978	1901-01-01	D
10	000226420	Covote, Joe E	DH1	2084	2008-03-18	C
11	000226420	Covote, Joe E	DH3	2084	2008-03-18	C

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Program Plan Stacks

Navigation – Main Menu → Records and Enrollment → Career and Program Information → Student Program/Plan

1. Enter Student's Coyote ID (ID) or Last/First Names to find the record
2. Click **Search**

ORACLE

Favorites Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program/Plan

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**

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

ID: begins with

Academic Career: =

Student Career Nbr: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

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

3. **Search Results** – A listing of the student's Program/Plan Stacks will display if there is more than one result for the student. If there is only one Program/Plan Stack, you will go directly to the Student Program/Plan page
4. Click on any hyperlink in the row that has the information you want to view

Search Results

View All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
000	Postbac	1	GRAD	CSUSB	Mo	Female	***	(blank)	*****	USA	SSN	MC	
000	Postbac	0	PBAC	CSUSB	Mo	Female	***	(blank)	*****	USA	SSN	MC	
000	Undergrad	2	UGRD	CSUSB	Mo	Female	***	(blank)	*****	USA	SSN	MC	
000	Undergrad	0	UGRD	CSUSB	Mo	Female	***	(blank)	*****	USA	SSN	MC	

First 1-4 of 4 Last

and
Inquiry



To see all of the history for this particular Program/Plan Stack, click **Include History**. This will show the student's progress throughout this stack. The most recent information will display first. As a student changes their major, files a graduation check, etc., a row is added for each of those Program Actions. This particular student has only four rows – i.e. 1 of 4 will display. To see previous major activity, use the to scroll through the pages. You can also select the "View All" option, but the display can be confusing.

Student Program Page –

- Status – Completed Program (COMP) which means a degree has been issued
- Effective Date – 12/11/2004
- Academic Program – UGRD (Undergraduate)
- Admit Term – 2024 (Spring 2002)
- (GE) Requirement Term – 2008 (Fall 2000)
- Expected Grad Term – 2048 (Fall 2004) This is the term for which a graduation check has been filed and since the Status = Completed Program, that is the term the student was graduated
- Campus – MAIN or PALM to designate campus the student indicated on their application and to which they are enrolled

ORACLE

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Et 00 ★

Academic Career: Undergraduate [Career Requirement Term](#) Student Career Nbr: 0

Find **View All** First 1 of 4 Last

Status: Completed Program

'Effective Date: 12/11/2004

Effective Sequence: 1

'Program Action: COMP Completion of Program

Action Date: 12/11/2004

Action Reason:

Joint Prog Appr: ☐

'Academic Institution: SBCMP CSU San Bernardino

'Academic Program: UGRD Undergraduate

'Admit Term: 2024 Sprg 2002

Requirement Term: 2008 Fall 2000

Expected Grad Term: 2048 Fall 2004 *Campus: MAIN MAIN 'Acad Load: Full-Time

Admissions

☐ From Application

Application Nbr: 0

Application Program Nbr: 0

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display **Include History** Correct History


[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

5. Click on the Student Plan tab

and
Inquiry

Student Plan Page –

- Academic Plan – **ENTMCBPBAX** – This is the student's major code - All plan codes are 10 characters in length and consist of the 4-digit major code **and** 3-digit college code (Academic Group) **and** the 3-digit degree objective. If the degree objective has only 2 digits (e.g. BA) we add a 3rd character. For undergraduate coding we add "X" – for postbaccalaureate undergraduate degrees, we add "P". Refer to Reference Materials – Career/Program Degree Table.
 - Undergraduate student seeking a BA in Administration – Entrepreneurial Management Concentration = **ENTMCBPBAX**
 - Postbaccalaureate student seeking a BA in Administration – Entrepreneurial Management Concentration = **ENTMCBPBAP**
- Degree – BA
- (Major) Requirement Term – Fall 2001 (2018)

 The information between the 2 dark blue bars is information from the Student Program tab. This eliminates having to go back and forth to view this information.



6. Student Sub-Plan Page – We do not use this page. All major coding has been combined at the plan level.

and
Inquiry

7. Student Attributes – If this were a Transitory Student (UTRN or PTRN) also known as a visitor, information pertaining to the visitor classification will be indicated. It is strictly internal information for the Office of Records, Registration & Evaluations in determining how long a student is allowed to attend at a visitor. Their Program/Plan Stacks are then discontinued in accordance with this status.

8. Click on the Student Degrees tab

Student Degrees Page –

- Degree Checkout Status – Once a student files a graduation check, this field will be populated.
 - Applied – graduation check has been filed
 - In Review – graduation check has been completed
 - Withdrawn – student has cancelled his graduation check
 - Pending – the graduation check cannot be processed – most often this is for a missing program plan for a student seeking a master degree



Graduation Term – This will be seen on the Student Program Page. (Note – a DATA row will be added to the Student Program page to add the Expected Grad Term)

ORACLE®

Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees**

Jr 00

Academic Career: Undergraduate Student Career Nbr: 0

Find | View All First 1 of 1 Last

Status:	Active in Program	Admit Term:	Fall 2007
Effective Date:	02/01/2012	Effective Sequence:	1
Program Action:	Data Change	Action Date:	02/02/2012
Action Reason:			
Academic Program:	Undergraduate		
Requirement Term:	Fall 2007		
Degree Checkout Stat:	Applied	Update Degrees	
Completion Term:	<input type="text"/>	Degree GPA:	<input type="text"/>
Degree Honors 1:	<input type="text"/>		
Degree Honors 2:	<input type="text"/>		

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

and
Inquiry

- Awarded – the student has been graduated – at that time more information will display and the Degree Checkout Status will be grayed out.

ORACLE

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees**

W [redacted] 00 [redacted] ★ [redacted]

Academic Career: Undergraduate Student Career Nbr: 0

Find | View All First 1 of 1 Last

Status:	Completed Program	Admit Term:	Sprg 2002
Effective Date:	12/11/2004	Effective Sequence:	1
Program Action:	Completion of Program	Action Date:	12/11/2004
Action Reason:			
Academic Program:	Undergraduate		
Requirement Term:	Fall 2000		

Degree Checkout Stat: **Awarded** [red box] Update Degrees

Completion Term: 2048 Fall 2004 Degree GPA: [redacted]

Degree Honors 1: [redacted] [magnifying glass]

Degree Honors 2: [redacted] [magnifying glass]

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display | Include History | Correct History

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

and
Inquiry

Enrollment Appointments

Navigation – Main Menu → Records and Enrollment → Term Processing → Appointments → Student Enrollment Appointments

1. Enter Student's Coyote ID (ID) or Last/First Names to find the record

2. Click **Search**

ORACLE

Favorites | Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment

Student Enrollment Appointment

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

Find an Existing Value

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

ID: begins with 000226420

Academic Career: =

Academic Institution: begins with SBCMP

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](#)

3. **Results** – Click on any hyperlink in the line for the term that you would like to view

Search Results														
ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	SSN Short Description	Last Name	First Name	Term Alternate Key
000226420	Undergrad	SBCMP	2118	Sum 2011	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2118
000226420	Undergrad	SBCMP	2108	Fall 2010	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2108
000226420	Undergrad	SBCMP	2106	Sum 2010	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2106
000226420	Undergrad	SBCMP	2104	Sprg 2010	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2104
000226420	Undergrad	SBCMP	2092	Wint 2009	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2092
000226420	Undergrad	SBCMP	2088	Fall 2008	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2088
000226420	Undergrad	SBCMP	2086	Sum 2008	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2086
000226420	Undergrad	SBCMP	2084	Sprg 2008	Coyote, Joe E	Male	****/****/****	(blank)	*****	USA	SSN	COYOTE	JOE	2084

4. **Start Date** – The 1st day the student may register

5. **Start Time** – The start time of day the student may register

6. **End Date** – The last day of "Priority Registration"

7. **End Time** – The last minute of priority registration



Students may register any time after their assigned time – open enrollment begins the day after priority registration ends.

and
Inquiry

ORACLE

Favorites | Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment


Student Enrollment Appointment

Joe Coyote 000226420  

Academic Career: Undergraduate **CSU San Bernardino**

Term: Fall 2010

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	 
APT UG	0281	06/09/2010	6:00AM	06/11/2010	11:59PM		

Select Limits for Appointment

☐ Use Program Term/Session Limit




☒ Use Appointment Limit ID **Limit ID:**  Regular Academic Year

☐ Set Maximum Units

Max Total Units: Max No GPA Units:

Max Audit Units: Max Wait List Units:

Include Wait List in Total: ☐

 Save  Return to Search  Previous in List  Next in List  Notify

and
Inquiry

Class Permissions

Navigation – Main Menu → Records and Enrollment → Term Processing → Class Permissions
→ Class Permissions



Permissions may override class enrollment limits, requisites and career. If this is an undergraduate you are permitting into a 600-level course (graduate level only), you must first determine if the student has filed a graduation check for that term and then run a PAWS for the student to verify “all requirements met” or “all requirements met with work in progress”. This course cannot be used to fulfill the requirements of an undergraduate degree.

1. **Class Information** – Enter the Academic Institution, Term, Subject Area and Catalog Number

2. Click 

3. Select the Permission to Add tab/page – The Permission to Drop tab/page will not be used.



When the Class Permission Number page displays, it will be for the first section offered for this course. To see other sections, use the  to scroll through the sections. This example starts with 1 of 4.

and
Inquiry

ORACLE

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add | Permission to Drop

Course ID: 010000 Course Offering Nbr: 1
 Academic Institution: CSU San Bernardino
 Term: Spring 2012 Undergrad
 Subject Area: ACCT Accounting
 Catalog Nbr: 211 INTRO ACCT I

Class Section Data Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 40715 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Lecture Instructor:

☒ Student Specific Permissions

Defaults

Expiration Date: 06/11/2012

Permission Valid For:

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

Assign More Permissions:

Class Permission Data Customize | Find | First 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		06/11/2012

4. Defaults – the following defaults can be set here to apply to the students that you are giving permissions to for this particular class. *If you enter the default information here, it will reset each time you enter the permissions and save the data.* Students may require different overrides and those can be set separately per student.

- **Expiration Date** – Initially, this will display the last day of classes for the quarter. When issuing a permit for a student, you should consider how long you want the permission to be available for use. A “Not Used” status is valid for adding the class until the “Expiration Date” is achieved. This is helpful in trying to control the total number of students in the class. Even though it is currently set for the last day of classes, students will only be able to add until Census Date.
- **Permissions Valid For** – Initially, these 5 fields are checked. These are only to be checked for the conditions that you want the class permission to override.
 - **Closed Class** – Select to allow students to enroll in a class that is full. This type of permission also allows students to enroll in a closed combined section or in a class where all available seats are subject to reserve capacity requirements that they might not meet.
 - **Requisites Not Met** – Select to allow students to enroll in a class for which they do not meet the prerequisites.

and
Inquiry

- **Consent Required** – Select to allow students to enroll in a class that requires instructor or department consent to add.
- **Career Restriction** – Select to allow students to enroll in a class that is outside their career. – i.e. Undergraduates in the term in which they will receive their bachelor degree, can be given permission into a 600-level class. This cannot be used to count toward the undergraduate degree and if the student wants to use it toward a master or credential, they need to complete paperwork requesting that the class be considered postbaccalaureate at the completion of the class. Before this can be issued, it must be verified through a current PAWS audit that all courses will be completed in that term for the bachelor degree. *Most often, needs to be unchecked.*
- **Permission Time Period** – Select to allow student to enroll in the class during the “enroll with permission time period”.

5. Class Permission Data –

- **General Info Tab**

- **ID** – Enter the Coyote ID for the student – when you tab out of this field, the name will populate the Name field
- **Status** – (defaults in) This will indicate Not Used and will track the current status of this permission for the student
- **Permission Use Date** – (defaults in) The date that the status changed by the student registering or dropping class
- **Expiration Date** – This is defaulted to end of classes for the quarter – change according to policy established in the department

Assign More Permissions:

Class Permission Data							
Customize Find First 1 of 1 Last							
General Info		Permission		Comments			
Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
1		000226420	Coyote, Joe E	Not Used		06/11/2012	

- **Permission Tab**

- If defaults were set as discussed earlier, the check boxes will mark accordingly
 - If you choose to set them per student or want it different from the defaults, uncheck those areas that are not wanted
-

and
Inquiry

Assign More Permissions:

Class Permission Data									
Customize Find First 1 of 1 Last									
General Info		Permission		Comments					
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		000226420	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

and
Inquiry

- **Comments Tab**

- A notation can be made in this field if desired

Assign More Permissions:

Class Permission Data Customize | Find | First 1 of 1 Last

General Info | Permission | **Comments** |

Seq #	Number	ID	Comments
1		000226420	Per Dr. Johnson



The icon can be used to stretch these three tabs into one for ease in data entry and viewing

Assign More Permissions:

Class Permission Data Customize | Find | First 1 of 1 Last

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1		000226420	Coyote, Joe E	Not Used		06/11/2012				<input type="checkbox"/>		Per Dr. Johnson

6. Click to add another student or to delete a permission given in error.





The information regarding placing and removing of permissions as well as the operator who performed the function is captured behind the scenes and as necessary, can be retrieved.

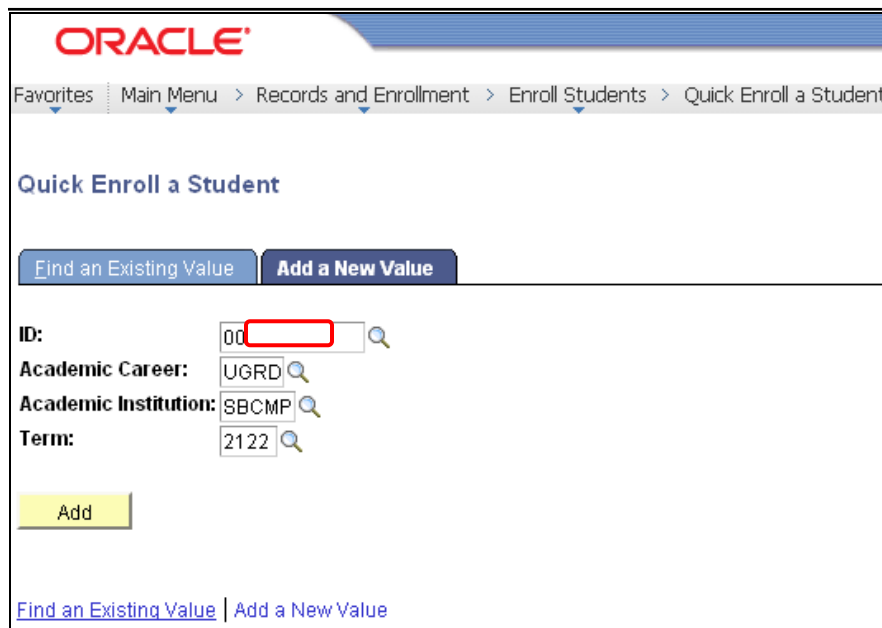
and
Inquiry

Quick Enroll – Add, Drop, Swap


Navigation – Main Menu → Records and Enrollment → Enroll Students → Quick Enroll a Student

Add a New Value Tab

1. **ID** – Student's Coyote ID
2. **Academic Career** – UGRD or PBAC – using the lookup  will only allow for the careers that the student can be associated with
3. **Academic Institution** – SBCMP – this will default in if you have set your User Defaults per previous instructions
4. **Term** – the quarter for which you will be performing the enrollment actions
5. Click 





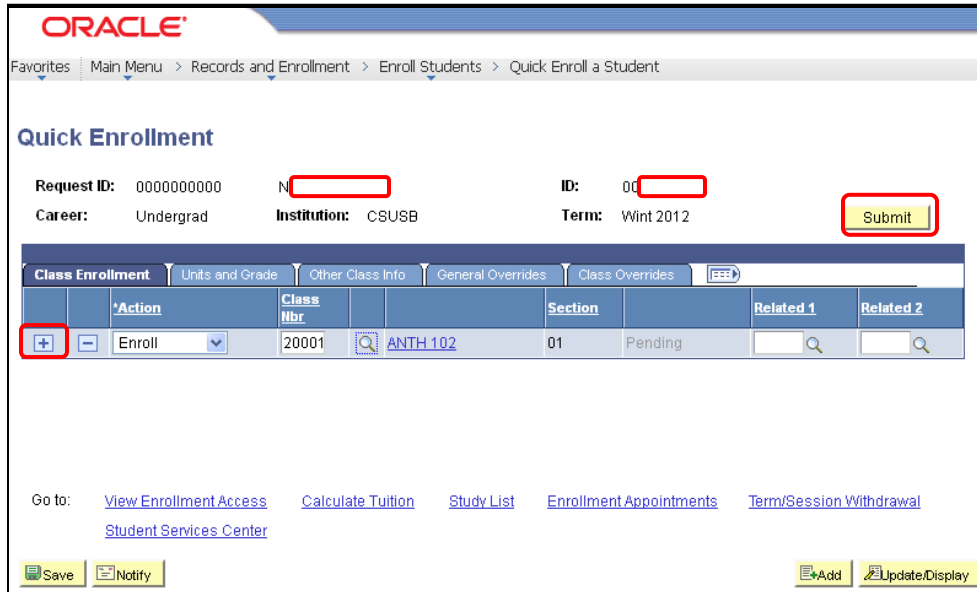
Adding a Class

1. **Action** – defaults to **Enroll** – this is the action value you need for adding a class.
2. **Class Number** – this is the number that is associated with a particular class section. It is not the course number. If you do not know the class number, you can perform a search  to locate the appropriate class number.



Note: Labs, activities, etc. that are required with specific courses are considered related courses. If related courses are required, you will need to select the related courses in Related 1 and/or Related 2.




- Click on the  symbol to add additional course requests at the same time.
- Click the  button







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



Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student



Quick Enrollment

Request ID: 0000000000 N  ID: 00 
Career: Undergrad Institution: CSUSB Term: Wint 2012 

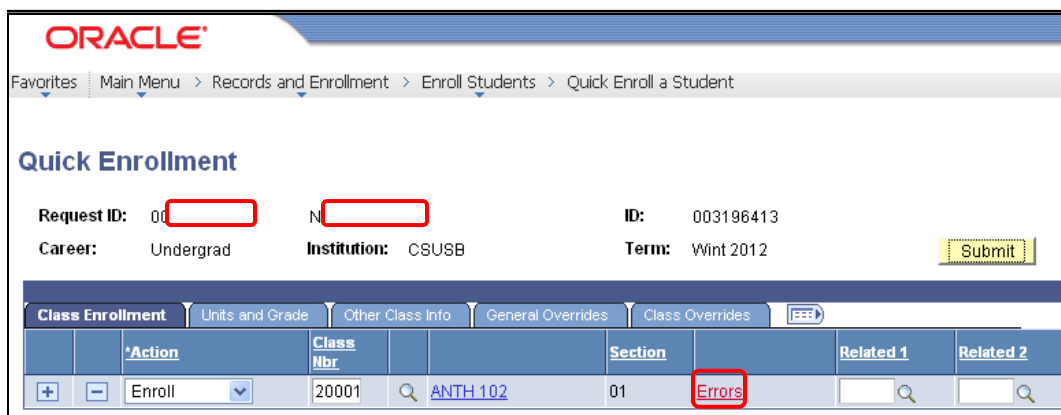
Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
  Enroll 		Class Nbr 20001  ANTH 102	Section 01	Pending

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

 **Note:** Once you have submitted a request, you should only then make necessary corrections to take care of any errors that occur on the requests. **You should never add additional courses once a request has been successfully submitted.** To add additional courses after submission, you need to click on the  button at the bottom of the page to open another enrollment request.




- Review the status area for a **Success** message. If you see any other messages such as **Errors**, you will need to review the error (the actual word 'errors' is a hyperlink which you can click for the error message) in order to make corrections before submitting again.








ORACLE

Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enrollment

Request ID: 00  N  ID: 003196413
Career: Undergrad Institution: CSUSB Term: Wint 2012 

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
  Enroll 		Class Nbr 20001  ANTH 102	Section 01	

and
Inquiry

Enrollment Message Log

ORACLE®

Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Enrollment Message Log

ID: 00000000 Be: 00000000

Enrollment Request ID: 0001347572


Academic Career: Undergraduate

Academic Institution: CSU San Bernardino

Term: Winter 2012

Seq #	Enrollment Request	Enroll	Class Nbr	20001 ANTH 102	Section	01	INTRO ANTH-CULTURE & SOC
<p>Message Severity: Error</p> <p>Message Text:</p> <p>Maximum term Unit Load exceeded. (14640,30)</p> <p>Add transaction not processed. The maximum term unit load would be exceeded.</p>							

Return

6. If you have the access to fix the error, you can then click the  button to see if it is now a "Success"

ORACLE®

Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enrollment

Request ID: 00000000 ID: 003196413

Career: Undergrad Institution: CSUSB Term: Wint 2012

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	

Action	Class Nbr	Section	Related 1	Related 2
Enroll	20001 ANTH 102	01	Success	






Note: The 'Quick Enroll' page contains many other advanced features in addition to enrollment functionality described here. Notice the tabs near the middle of the screen. Each tab houses a separate page with its own flags and fields with which to enter information and set flags. These are for functions that are mainly performed in the Office of Records, Registration & Evaluations with appropriate documentation and signatures.

and
Inquiry

Dropping a Class

Refer to "Add a New Value tab" on page 33 to start a new enrollment action

- 1. Action** – Change the default action of Enroll to "**Drop**"
- 2. Class Number** this is the number that is associated with a particular class section. It is not the course number. If you do not know the class number, you can perform a search  to locate the appropriate class number.
- 3.** When searching  you will only see the classes in which the student is currently enrolled. Select the class to be dropped by clicking on the appropriate check box  to carry the class number to the request screen.

ORACLE

Favorites | Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Enrollment Request

Enrollment Listing

Request ID: 0000000000 B ID: 00
 Career: Undergrad Institution: CSUSB Term: Wint 2012

Enrollment List										
	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/>	ANTH	102	01	4.00	20001	Enrolled	Enrolled	Graded		Regular
	INTRO ANTH-CULTURE & SOC Seminar									
<input checked="" type="checkbox"/>	ARAB	212	01	4.00	22053	Enrolled	Enrolled	Graded		Regular
	ARABIC COMPOSITION Seminar									
<input checked="" type="checkbox"/>	SSCI	315	01	4.00	23413	Enrolled	Enrolled	Graded		Regular
	CULTURAL ADAPTATN Lecture									
<input checked="" type="checkbox"/>	ARAB	470	70	4.00	23748	Enrolled	Enrolled	Graded		Regular
	CONTEMP ISSUES ARAB CULTURE Seminar									
<input checked="" type="checkbox"/>	COMM	344	02	4.00	23783	Enrolled	Enrolled	Graded		Regular
	PR COMM Seminar									


Return

Quick Enrollment

Request ID: 0000000000 N ID: 00
 Career: Undergrad Institution: CSUSB Term: Wint 2012


Class Enrollment							
Units and Grade		Other Class Info		General Overrides		Class Overrides	
	Action	Class Nbr	Section	Related 1	Related 2		
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="Drop"/>	<input type="button" value="X"/>	<input type="button" value="X"/>	<input type="button" value="X"/>	<input type="button" value="X"/>	<input type="button" value="X"/>
		20001	ANTH 102	01	Pending		

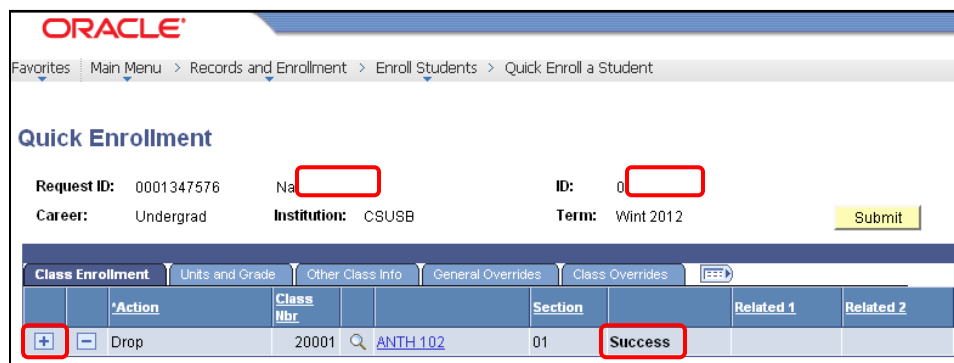
and
Inquiry

4. Click on the  symbol to drop additional courses on the same request.

5. Click .






Note: Once you have submitted a request, you should only then make necessary corrections to take care of any errors that occur on the requests. **You should never drop additional courses once a request has been successfully submitted.** To drop additional courses after submission, you need to click on the  button at the bottom of the page to open another enrollment request.

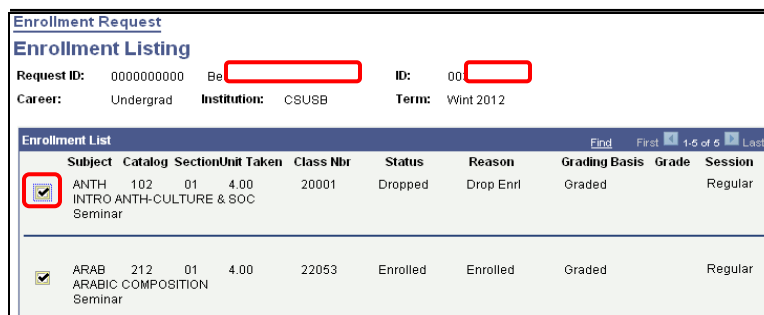


7. Review the status area for a **Success** message. If you see any other messages such as **Errors**, you will need to review the error (the actual word 'errors' is a hyperlink which you can click for the error message) in order to make corrections before submitting again.






Swapping a Class

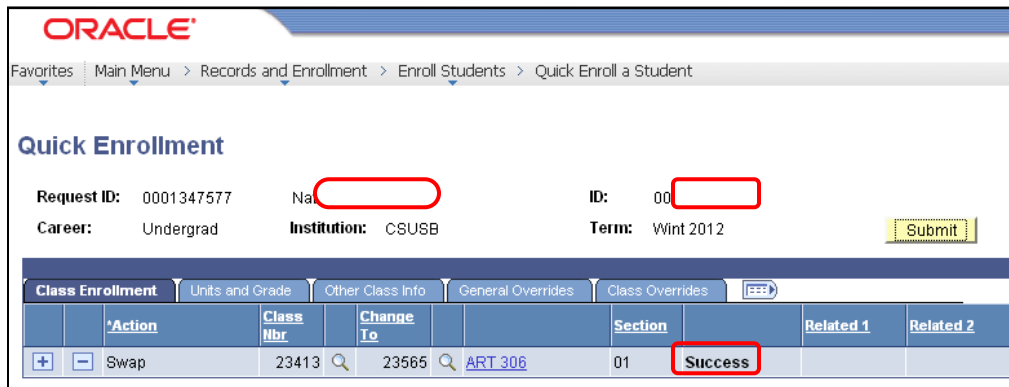
Refer to "Add a New Value tab" on page 33 to start a new enrollment action

- Action** – Change the default action of Enroll to "**Swap**"
- Class Number** – this is the number that is associated with a particular class section. It is not the course number. If you do not know the class number, you can perform a search  to locate the appropriate class number.
- When searching  you will only see the classes in which the student is currently enrolled. Select the class to be swapped by clicking on the appropriate check box  to carry the class number to the request screen.



and
Inquiry

4. **Change To** – enter the class number or click search  for the course to which you are swapping.
5. Click  symbol to swap additional courses on the same request.
6. Click .
7.  **Note:** Once you have submitted a request, you should only then make necessary corrections to take care of any errors that occur on the requests. **You should never swap additional courses once a request has been successfully submitted.** To swap additional courses after submission, you need to click on the  button at the bottom of the page to open another enrollment request.









ORACLE

Favorites | Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enrollment

Request ID: 0001347577 Na: ID: 00

Career: Undergrad Institution: CSUSB Term: Wint 2012 

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
	Action	Class Nbr	Change To	Section	Related 1	Related 2	
	 Swap	23413	 23565  ART 306	01			Success

8. Review the status area for **Success** message. If you see any other messages such as **Errors**, you will need to review the error (the actual word 'errors' is a hyperlink which you can click on for the error message) in order to make corrections.

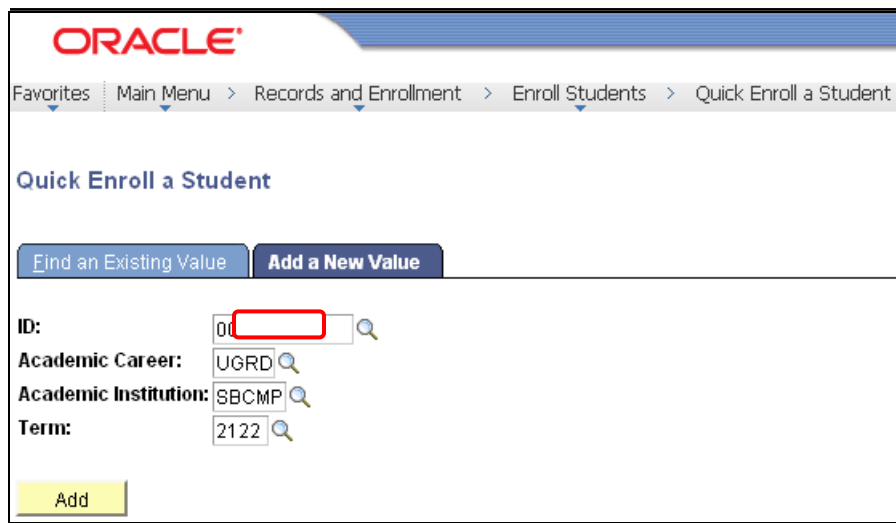
and
Inquiry

Student Schedule

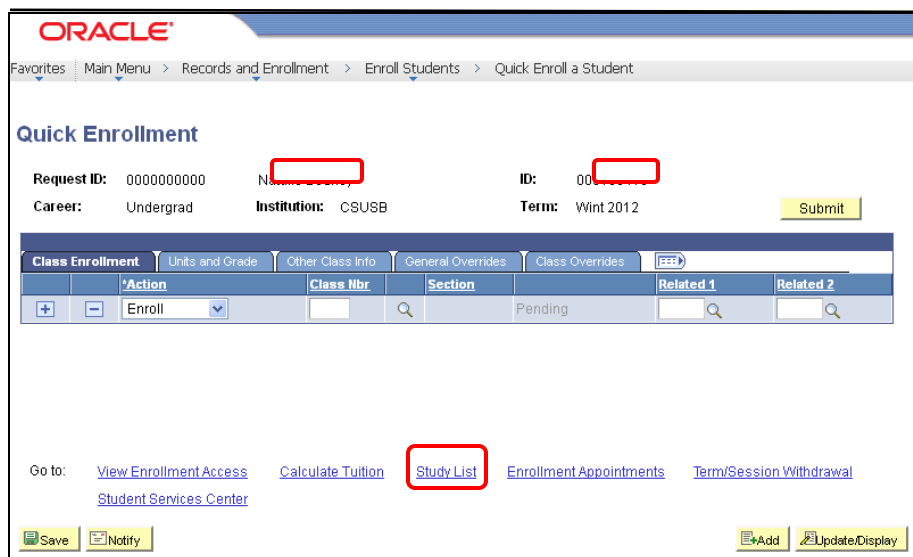
Navigation – Main Menu → Records and Enrollment → Enroll Students → Quick Enroll a Student

1. Add a New Value (always use this tab) – All of the four fields must have data for the search to process

2. Click 

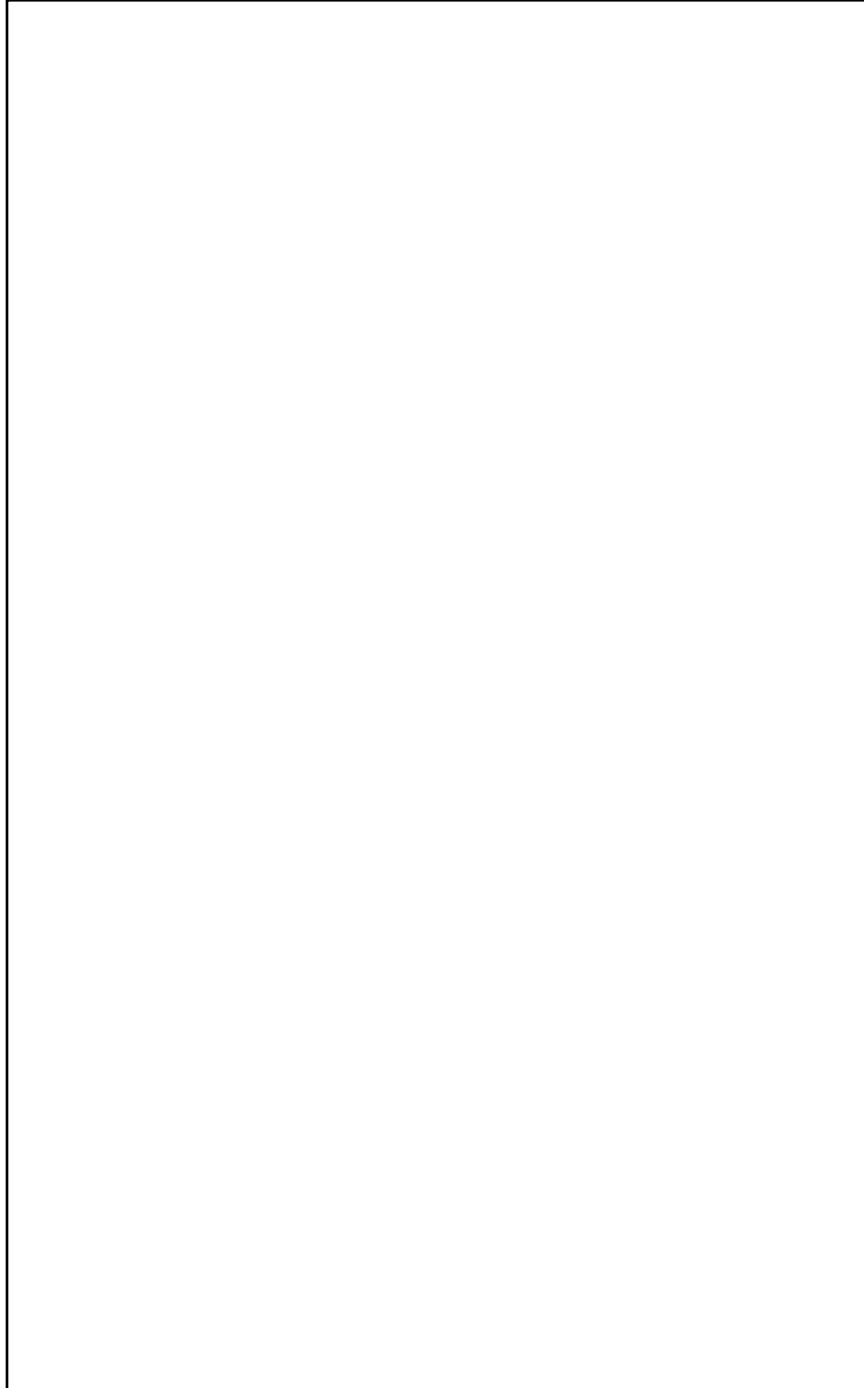


3. Click on [Study List](#) hyperlink



and
Inquiry

- 4. Class Schedule Filter Options** – When the screen displays, the 3 fields will be checked. Currently, we are not using waitlisting so there is no affect if this box is checked. Uncheck the Show Dropped Classes to display Enrolled Classes only.
- 5. [Printer Friendly Page](#)** – Select this hyperlink to see schedule in a cleaner format without the class hyperlinks and calendar link.



Basic Student Records and Inquiry

Business Process Guide

ORACLE

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Quick Enroll a Student](#)

Quick Enroll

Student Study List Winter 2012

O:
 N:
 Undergraduate CSU San Bernardino

Class Schedule Filter Options

☒ Show Enrolled Classes
 ☒ Show Waitlisted Classes
 ☒ Show Dropped Classes
 [Refresh Class Schedule](#)

Section	Component	Description	Grading Option	Grade	Units	Status
ANTH 102 Cls#:120001	01 Seminar	INTRO ANTH-CULTURE & SOC	Graded		4.00	Dropped
Academic Program: Undergraduate						
Schedule: TBA Room: TBA 01/07/2012- 03/19/2012 Instructor: TBA						
ARAB 212 Cls#:122053	01 Seminar	ARABIC COMPOSITION	Graded		4.00	Enrolled
Academic Program: Undergraduate						
9:00AM 12:50PM Sat University Hall 058 01/07/2012- 03/19/2012 Instructor: Ayman Ramadan						
ARAB 470 Cls#:123748	70 Seminar	CONTEMP ISSUES ARAB CULTURE	Graded		4.00	Enrolled
Academic Program: Undergraduate						
Schedule: TBA Room: TBA 01/07/2012- 03/19/2012 Instructor: Dany Doueiri						
ART 306 Cls#:123565	01 Seminar	GREEK & ROMAN ART	Graded		4.00	Enrolled
Academic Program: Undergraduate						
2:00PM 3:50PM Tues,Thurs John M. Pfau Library 245 01/07/2012- 03/19/2012 Instructor: John Ciofalo						
COMM 344 Cls#:123783	02 Seminar	PR COMM	Graded		4.00	Enrolled
Academic Program: Undergraduate						
4:00PM 5:50PM Mon,Wed University Hall 262 01/07/2012- 03/19/2012 Instructor: John Pate						
SSCI 315 Cls#:123413	01 Lecture	CULTURAL ADAPTATN	Graded		4.00	Dropped
Academic Program: Undergraduate						
Schedule: TBA Room: TBA 01/07/2012- 03/19/2012 Instructor: TBA						

[Printer Friendly Page](#) [Cancel](#)

Another way to view the student schedule if you don't have access to this screen –

Navigation – Main Menu → Records and Enrollment → Enrollment Summaries → Enrollment Summary

and
Inquiry

6. This version does not provide as much information – missing information includes classroom, dates, times, dropped classes and instructor as well as the links

ORACLE®

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Enrollment Summary

N 00

Term: Wint 2012 Career: Undergrad CSU San Bernardino

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

Find | View 3 First 1-4 of 4 Last

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
22053	ARAB	212	Regular	01	Enrolled	Enrolled	UGRD	Graded	4.00
	ARABIC COMPOSITION		Seminar						
23748	ARAB	470	Regular	70	Enrolled	Enrolled	UGRD	Graded	4.00
	CONTEMP ISSUES ARAB CULTURE		Seminar						
23565	ART	306	Regular	01	Enrolled	Enrolled	UGRD	Graded	4.00
	GREEK & ROMAN ART		Seminar						
23783	COMM	344	Regular	02	Enrolled	Enrolled	UGRD	Graded	4.00
	PR COMM		Seminar						

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



This screen will only display 3 classes. I selected view all to see all 4 classes.

Find | View All First 1-3 of 4 Last

7. For a more complete report, select [Print Study List](#)
8. Once it show saved, select [Report Manager](#)
9. Click [Refresh](#) until you see the [Details](#) link for the [Individual Student Study Rpt](#) row
10. Click [Details](#) link

and
Inquiry

ORACLE

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

List | Explorer | **Administration** | Archives

View Reports For

User ID: 000008137 Type: Last 1 Days **Refresh**

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	385	1946199	Individual Student Study Rpt	02/13/2012 4:53:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	381	1946195	SB Transcript	02/13/2012 2:33:33PM	Acrobat (*.pdf)	Posted	Details

11. Select the PDF link

ORACLE

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Report Detail

Report

Report ID: 385 Process Instance: 1946199 [Message Log](#)

Name: SRSTDNT2 Process Type: SQR Report

Run Status: Success

Individual Student Study Rpt

Distribution Details

Distribution Node: HASBTRS Expiration Date: 02/15/2012

File List

Name	File Size (bytes)	Datetime Created
SQR SRSTDNT2 1946199.log	1,640	02/13/2012 4:54:09.923934PM PST
srstdnt2 1946199.PDF	2,063	02/13/2012 4:54:09.923934PM PST
srstdnt2 1946199.out	135	02/13/2012 4:54:09.923934PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	000008137

and
Inquiry

12. Results

Report ID: SRSTDNT2		STUDY LIST					Page No. 1
Name: Be [REDACTED]		Career: Undergraduate					Run Date 02/13/14
ID: 00 [REDACTED]		Program: Undergraduate					Run Time 16:51
Term: Winter 2012							
<u>Class No.</u>	<u>Subject</u>	<u>Catalog</u>	<u>Session:</u>	<u>Section</u>	<u>Status</u>	<u>Units: Taken</u>	<u>Grading: Basis</u>
22053	ARAB ARABIC COMPOSITION University Hall	212	1 058	01 Seminar S	Enrolled 9:0000 - 12:5000	4.00	Graded Ramadan, Ayman
23748	ARAB CONTEMP ISSUES ARAB CULTURE TBA	470	1 TBA	70 Seminar TBA	Enrolled TBA	4.00	Graded Doueiri, Dany
23565	ART GREEK & ROMAN ART John M. Pfau Library	306	1 245	01 Seminar TTh	Enrolled 2:0000 - 3:5000	4.00	Graded Ciofalo, John J
23783	COMM PR COMM University Hall	344	1 262	02 Seminar MW	Enrolled 4:0000 - 5:5000	4.00	Graded Pate, John R

and
Inquiry

Transcript Request

Navigation – Main Menu → Records & Enrollment → Transcripts → Transcript Request



This is not a batch job, but an individual transcript request can be used to process multiple students' transcripts at one time.

1. Select "Add a New Value" tab

ORACLE

Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request

Transcript Request

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**

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

Current User ID: = [v] 000008137

Report Request Nbr: begins with [v]

ID: begins with [v] 🔍

Academic Institution: begins with [v] 🔍

Transcript Type: begins with [v] 🔍

User ID: begins with [v]

Request Date: = [v] 📅

Future Release: = [v] [v]

Term: begins with [v] 🔍

Requested Print Date: = [v] 📅

First Name: begins with [v]

Last Name: begins with [v]

☐ Case Sensitive

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

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

and
Inquiry

Transcript Request Header

1. **Institution*** – SBCMP – this value will default.
2. **Transcript Type*** – UNOFF (unofficial – for department use)
3. **Output Destination*** – Printer

**These values will default into the page if you set your User Defaults as described previously in this document.*

ORACLE

Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request

Request Header | **Request Detail** | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 02/13/2012 User ID: 000008137

Institution: SBCMP CSU San Bernardino

Transcript Type: UNOFF Unofficial

☐ Freeze Record

☐ Override Service Indicator

Output Destination: Printer

Number of Copies: 1

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 02/13/2012

Request Reason:

☐ Cancel Request


Save Notify Add Update/Display

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

4. Select the Request Detail page

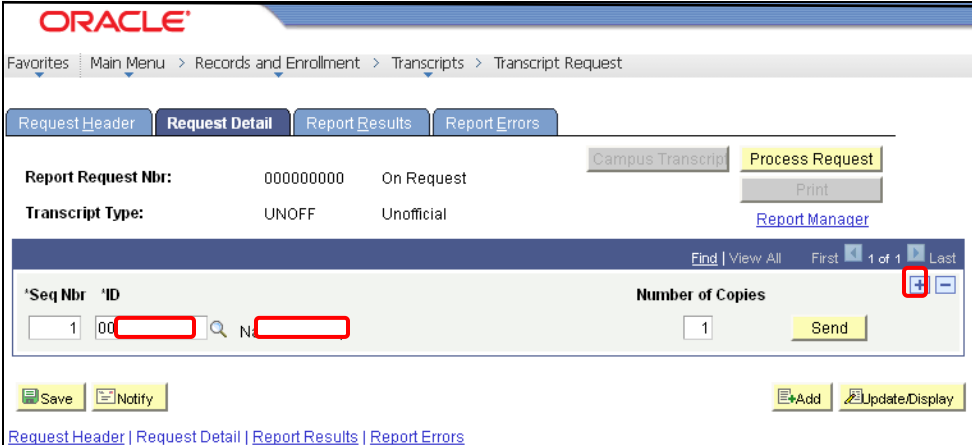
and
Inquiry

Transcript Request Detail

- ID** – The ID (Coyote ID) of the student for whom the report is to be run. To include more than one student's transcript on this request, select  so another line is available for entry of another ID.

 **When you tab out of the ID field, the student's name defaults onto the page.**

SINGLE REQUEST



ORACLE


Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 On Request Campus Transcript Process Request

Transcript Type: UNOFF Unofficial Print Report Manager





Find | View All First 1 of 1 Last

Seq Nbr	ID	Number of Copies
1	00 	1





Save Notify Add Update/Display

Request Header | Request Detail | Report Results | Report Errors

MULTIPLE REQUESTS

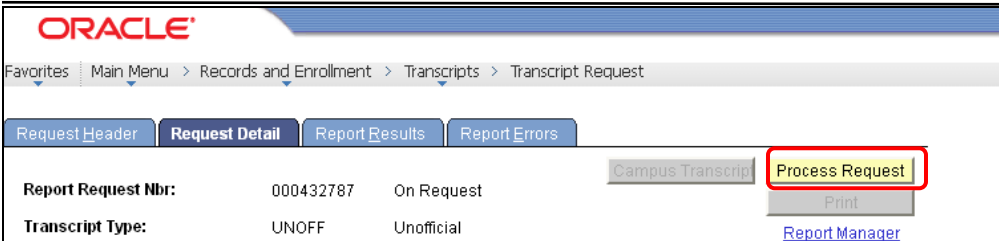
 K . The third row has Seq Nbr 3, ID 00  E . The 'As of Date' field is set to 02/13/2012. The 'Number of Copies' field is set to 1. The 'Process Request' button is highlighted." data-bbox="264 538 864 694"/>

Find | View All First 1-3 of 3 Last

Seq Nbr	ID	As of Date	Number of Copies
1	000226420 Joe Coyote		1
2	00  K 	02/13/2012	1
3	00  E 	02/13/2012	1

Send Send Send

- As of Date** – This defaults to the current date. Leave it with the defaulted date.



ORACLE

Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000432787 On Request Campus Transcript Process Request

Transcript Type: UNOFF Unofficial Print Report Manager

- Process Request** – Select **Process Request** when you are ready to submit the request for processing. A COBOL/SQL process commences and, when complete, the system automatically displays the results on the Report Results page.

and
Inquiry

Transcript Report Results

1. **Results** – A single column display of the transcripts appears.

- Note** – this is 1 of 3 results as there were 3 student ID's for this request. Use the arrows to scroll to the next (previous) record.

ORACLE®

Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request

Request Header Request Detail **Report Results** Report Errors

Find | View All 1 of 3

Seq Nbr: 1 Campus Transcript Print

ID: 000226420 Joe Coyote Report Manager

Unofficial Undergraduate Transcript

California State University, San Bernardino

5500 University Parkway

San Bernardino, CA 92407

United States

Name : Joe Coyote

Student ID: 000226420

Birthdate : 1991-01-01

Print Date : 2012-02-13

----- Academic Program History -----

Program : Undergraduate

2008-03-01 : Active in Program

2008-03-01 : Admin - Accounting Conc Major

2011-02-24 : Active in Program

2011-02-24 : Admin - Finance Conc Major

----- Transfer Credits -----

Transfer Credit from RIVERSIDE CITY COLLEGE

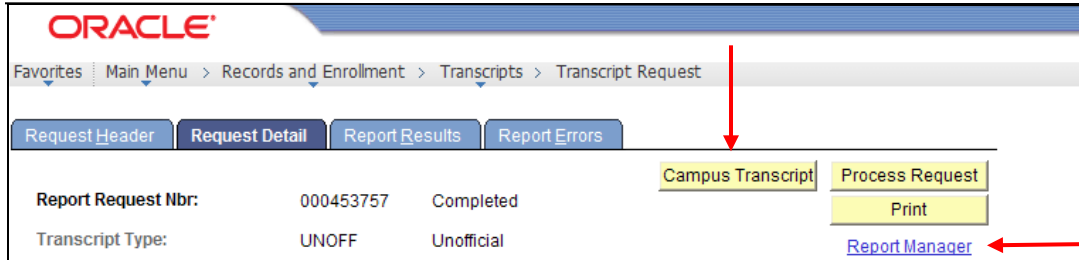


VERY IMPORTANT – When you select the print options on the “Report Results” page, it will only print the transcript that is currently displayed. If you want to print all of the transcripts requested at one time, you need to return to the “Request Detail” page to print.

and
Inquiry

- 2. Campus Transcript** – CMS Central has given the campuses the ability to format the transcript by modifying the code beyond what can be setup when you define the transcript types. To print this format, select **Campus Transcript**.

 **The message will say “Saved” when it is through processing.**



ORACLE

Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000453757 Completed **Campus Transcript** Process Request

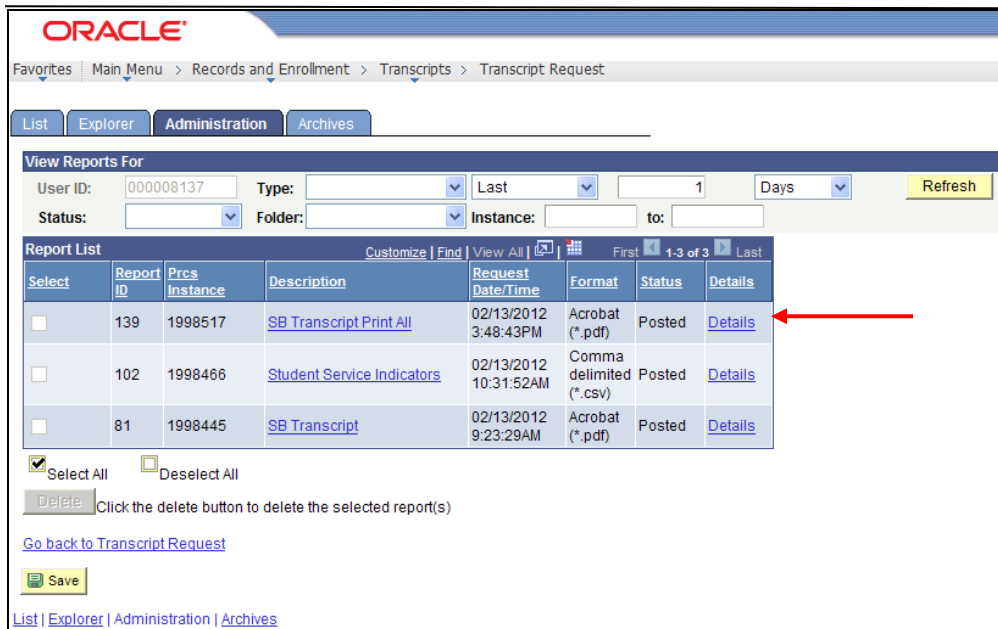
Transcript Type: UNOFF Unofficial Print

[Report Manager](#)

- 3. Report Manager** – Click [Report Manager](#) to view the reports that have been submitted.

If the report you are requesting is not in the “Posted” status, click the **Refresh** button. You may have to do this more than one time, so give it some time between refreshing.

- 4. Details** – Select the [Details](#) link.



ORACLE

Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Request

List | Explorer | Administration | Archives

View Reports For

User ID: 000008137 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	139	1998517	SB Transcript Print All	02/13/2012 3:48:43PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	102	1998466	Student Service Indicators	02/13/2012 10:31:52AM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	81	1998445	SB Transcript	02/13/2012 9:23:29AM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All


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

[Go back to Transcript Request](#)

Save

List | Explorer | Administration | Archives

5. Report Detail – Under File List, select the PDF file link



The screenshot shows the Oracle Report Detail window. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment > Transcripts > Transcript Request. The title is "Report Detail".

Report

Report ID: 139 Process Instance: 1998517 [Message Log](#)
Name: SB778M-- Process Type: Crystal
Run Status: Success

SB Transcript Print All

Distribution Details

Distribution Node: HSBPRDNT Expiration Date: 03/14/2012

File List

Name	File Size (bytes)	Datetime Created
CRW_SB778M--_1998517.log	132	02/13/2012 3:49:44.947479PM PST
SB778M--_1998517.PDF	136,505	02/13/2012 3:49:44.947479PM PST
pssqltrace.trc	495	02/13/2012 3:49:44.947479PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	000008137

OK Cancel

6. The transcripts will display

and
Inquiry


Unofficial Undergraduate Transcript		Page 1 of 1
Name : Joe Coyote Student ID: 000226420 Birthdate : 1991-01-01		
Federal and State Laws state that this student's record must be used only for the intended purpose and that release or disclosure to unauthorized other parties without the prior written consent of the student (or former student)		
Print Date : 2012-02-13		Withdrew : 2010-10-14
----- Academic Program History -----		
Program : Undergraduate		
2009-09-01 : Active in Program		
2009-09-01 : Admin - Accounting Conc Major		
2011-02-24 : Active in Program		
2011-02-24 : Admin - Finance Conc Major		
----- Transfer Credits -----		
Transfer Credit from RIVERSIDE CITY COLLEGE		
Applied Toward Undergraduate Program		
Course Trans GBA: 4.000 Transfer Totals : 26.00 26.00 144.000		

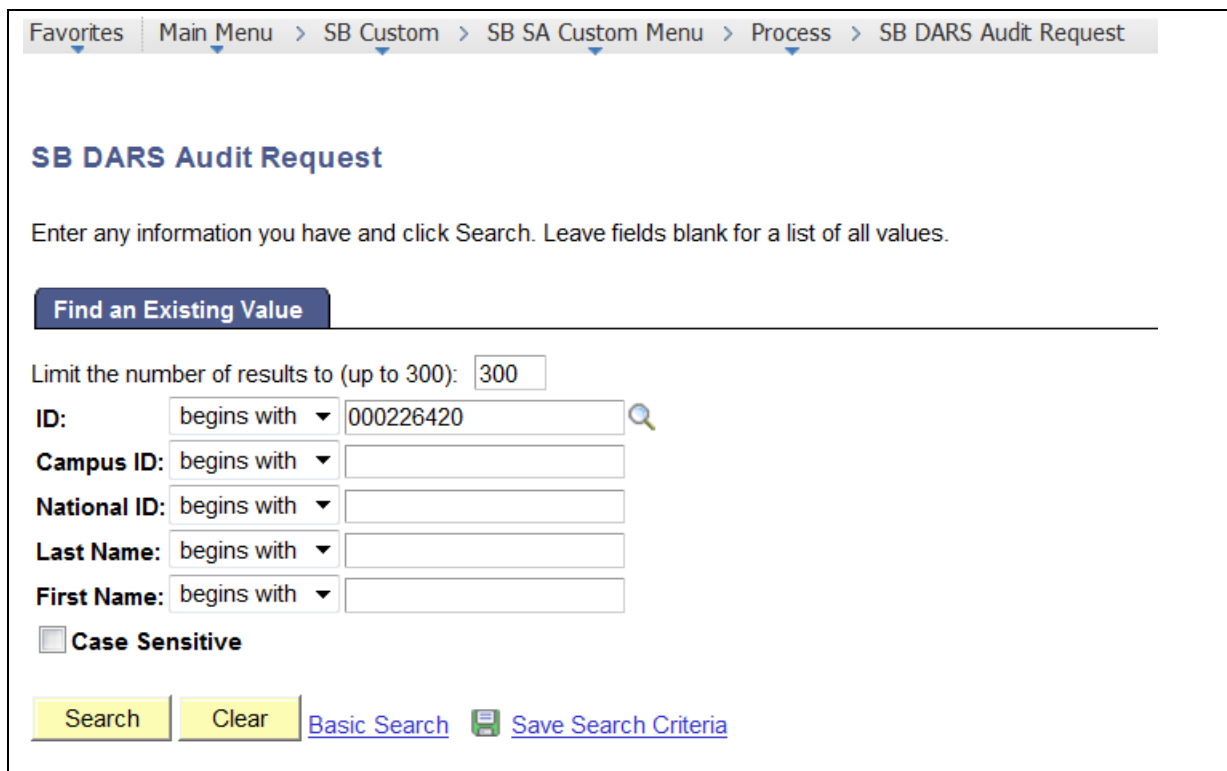
and
Inquiry

Degree Audit – PAWS

The degree audit or PAWS (Program Advising Worksheet for Students) is an automated credit summary, for undergraduate degrees, that provides students with a listing of all coursework required for graduation from CSUSB. It allows students to map out their course selection at any point in their academic career by comparing the classes they have taken or are now taking, to those they will need to take in order to complete their undergraduate degree program. Students will receive an email notification, sent to their **CSUSB Email**, once their PAWS is ready for review. Once notified, students will need to login to MyCoyote to request and print a copy of their PAWS report.

Navigation – Main Menu → SB Custom → SB SA Custom Menu → Process → SB DARS Audit Request

- Enter ID or Last and First Name
- Click 



The screenshot shows the 'SB DARS Audit Request' web interface. At the top is a breadcrumb trail: 'Favorites > Main Menu > SB Custom > SB SA Custom Menu > Process > SB DARS Audit Request'. Below this is the title 'SB DARS Audit Request' in blue. A text instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a blue button labeled 'Find an Existing Value'. Below this is a section for search criteria. It starts with 'Limit the number of results to (up to 300):' followed by a text box containing '300'. Then there are five rows, each with a label, a dropdown menu, and a text box: 'ID:' with 'begins with' and '000226420'; 'Campus ID:' with 'begins with' and an empty box; 'National ID:' with 'begins with' and an empty box; 'Last Name:' with 'begins with' and an empty box; and 'First Name:' with 'begins with' and an empty box. Each dropdown has a magnifying glass icon to its right. Below these fields is a checkbox labeled 'Case Sensitive'. At the bottom are two yellow buttons: 'Search' and 'Clear'. To the right of these buttons are two links: 'Basic Search' and 'Save Search Criteria' (which has a document icon).

**Basic Student Records
and
Inquiry**

Business Process Guide

- If the student is an active undergraduate, a major and catalog year will display
- Click **Submit Request** to run an audit (PAWS) for the student's current major

Favorites > Main Menu > SB Custom > SB SA Custom Menu > Process > SB DARS Audit Request

Request PAWS View PAWS

Evaluator / Advisor

ID 000226420 Coyote, Joe E

Submit Request

Select major then click Submit Request

Academic Program	Major	Catalog Year
UGRD	Bachelor of Arts - Administration - Finance Concentration	Fall 2011

"What If" selections are NOT OFFICIAL. To activate this feature, check "What If" Flag box.
Catalog requirements are defaulted to the newest catalog year. To declare a new/change of major, please submit the appropriate form and fee to the Office of Records, Registration and Evaluations, UH-171, <http://rre.csusb.edu>.

"What If" Plan

☐ "What If" Flag

Catalog Year AV

- Click **OK** in response to pop-up question. This will automatically transition you to the View PAWS tab.

Message [X]

Degree Progress Report request for your current major has been submitted successfully (0,0)

OK

**and
Inquiry**

- Periodically click [Refresh](#) until a [View Web](#) link appears
- Click [View Web](#)

Favorites Main Menu > SB Custom > SB SA Custom Menu > Process > SB DARS Audit Request

Request PAWS View PAWS

ID 000226420 Name Coyote, Joe E [Refresh](#)

Audit Results Find View All First 1 of 1 Last

Group	Req Date/Time	Run Date/Time	Plan	Status	
*	02/03/2012 11:14:00AM	02/03/2012 11:14:20AM	FIN-BA	D	View Web

Click [Expand All](#) to view all requirements.

Records, Registration and Evaluations

PAWSweb for Advisors

[Expand All](#) [Collapse All](#)
[Help](#)

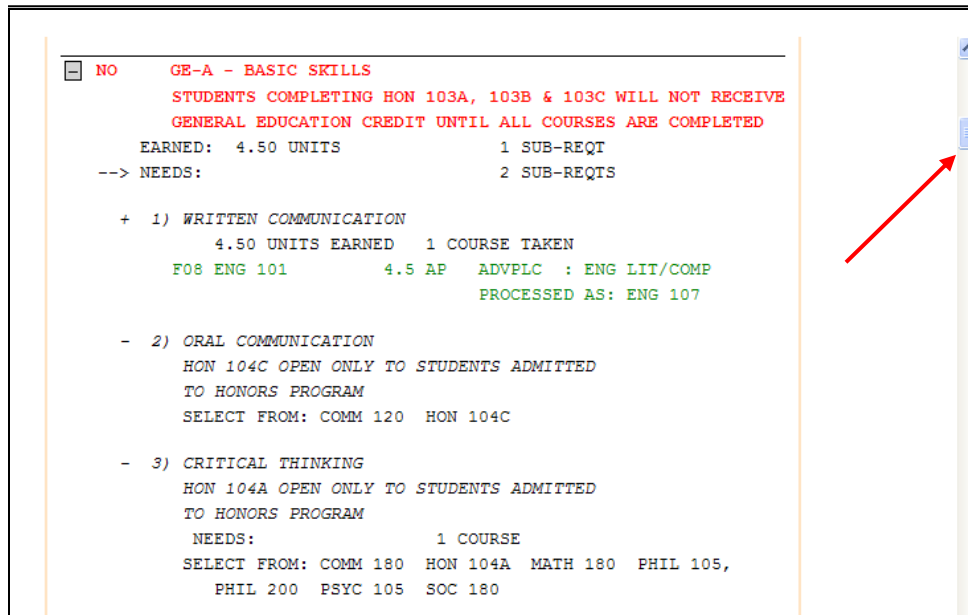
PREPARED: 07/27/10 - 16:47 000226420
Coyote, Joe GE CATALOG YR: 20074
PROGRAM CODE: ACCT-BS CAT YR-MAJOR: 20074

ADMINISTRATION (BPA)
ACCOUNTING CONCENTRATION - BACHELOR OF SCIENCE

*** This UNOFFICIAL PAWS report is from information ***
 *** updated through the previous business day. ***
 *** BRING THIS FORM TO ALL ADVISING SESSIONS ***
 THIS IS AN EVALUATION OF YOUR DEGREE REQUIREMENTS AT CSUSB.
 ** REQUIREMENTS REMAIN IN EFFECT AS LONG AS CONTINUOUS **
 ENROLLMENT IS MAINTAINED. RETAIN THIS FORM FOR YOUR RECORDS.
 *** ALL UNITS STATED IN QUARTER UNITS ***

and
Inquiry

- Use the scroll bar on the right hand side of the page to navigate audit pages



The screenshot shows a web-based student record interface. On the right side, there is a vertical scroll bar with a red arrow pointing to it. The main content area displays the following text:

```

[ ] NO    GE-A - BASIC SKILLS
        STUDENTS COMPLETING HON 103A, 103B & 103C WILL NOT RECEIVE
        GENERAL EDUCATION CREDIT UNTIL ALL COURSES ARE COMPLETED
        EARNED:  4.50 UNITS                1 SUB-REQT
--> NEEDS:      2 SUB-REQTS

+ 1) WRITTEN COMMUNICATION
    4.50 UNITS EARNED    1 COURSE TAKEN
    F08 ENG 101         4.5 AP   ADVPLC  : ENG LIT/COMP
                                PROCESSED AS: ENG 107


- 2) ORAL COMMUNICATION
    HON 104C OPEN ONLY TO STUDENTS ADMITTED
    TO HONORS PROGRAM
    SELECT FROM: COMM 120  HON 104C

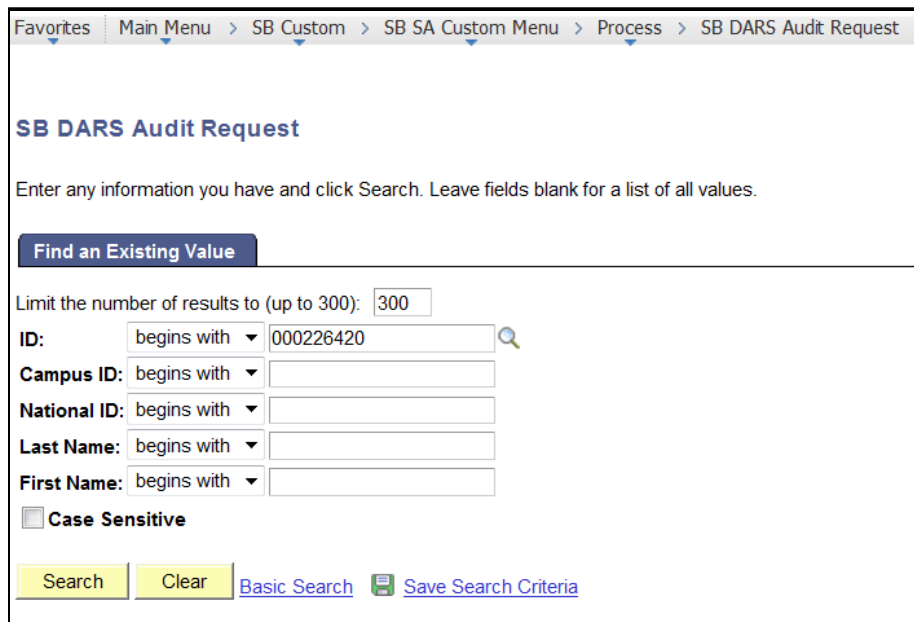
- 3) CRITICAL THINKING
    HON 104A OPEN ONLY TO STUDENTS ADMITTED
    TO HONORS PROGRAM
    NEEDS:                  1 COURSE
    SELECT FROM: COMM 180  HON 104A  MATH 180  PHIL 105,
                PHIL 200  PSYC 105  SOC 180



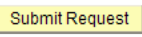
```

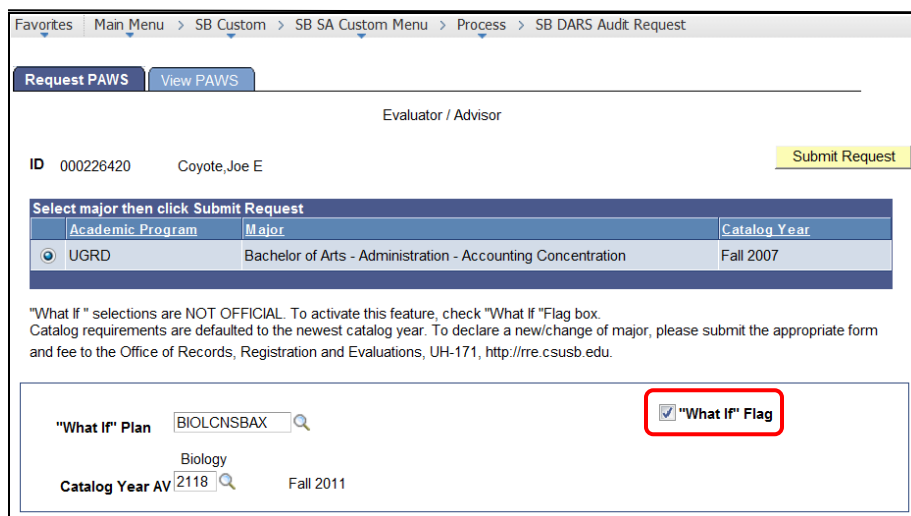
and
Inquiry

What If Audit Request


- Navigation – Main Menu -> SB Custom -> SB SA Custom Menu -> Process -> SB DARS Audit Request
- Enter ID or Last and First Name
- Click 

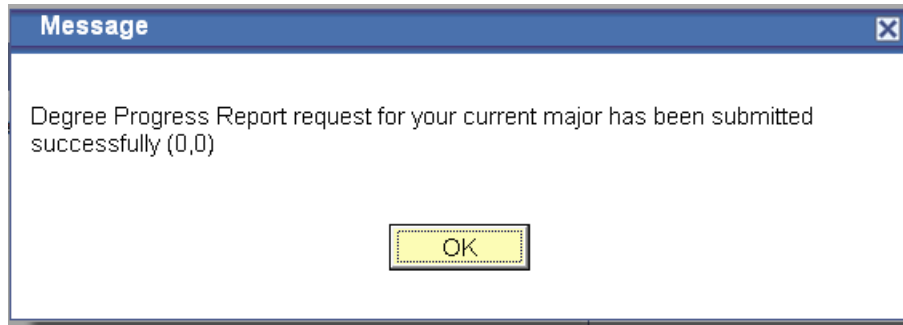



- Click  "What If" Flag, click  to look up and select appropriate major.
- Click 

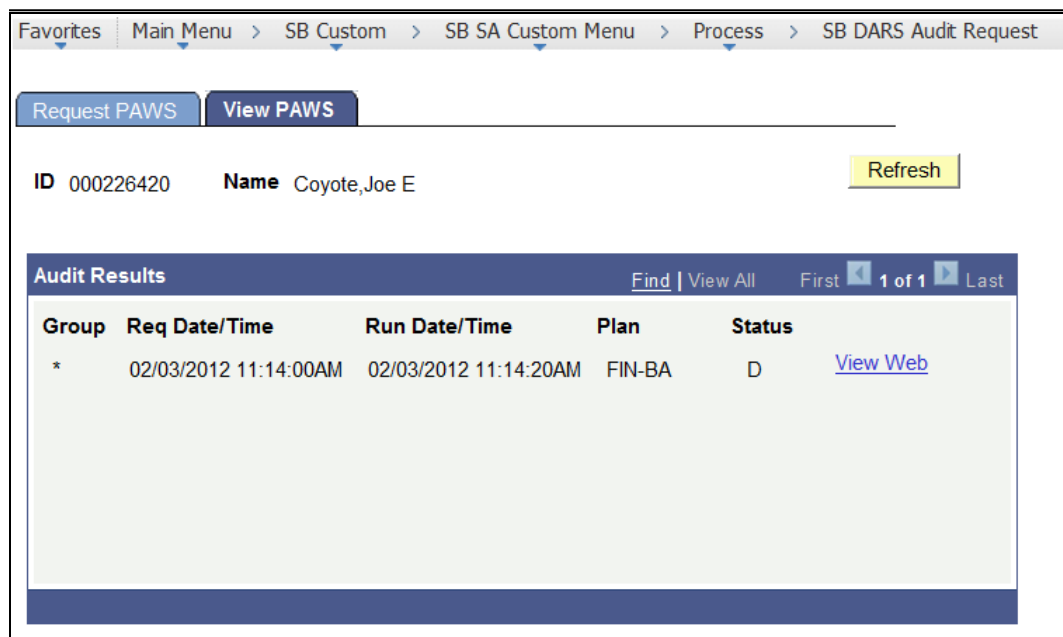


and
Inquiry

- Click  in response to pop-up question. This will automatically transition you to the View PAWS tab.



- Periodically click  until a [View Web](#) link appears
- Click [View Web](#)

A screenshot of the "SB DARS Audit Request" web application. The breadcrumb trail at the top reads: "Favorites | Main Menu > SB Custom > SB SA Custom Menu > Process > SB DARS Audit Request". Below this are two tabs: "Request PAWS" and "View PAWS", with "View PAWS" being the active tab. The main content area shows "ID 000226420" and "Name Coyote, Joe E" on the left, and a yellow "Refresh" button on the right. Below this is a section titled "Audit Results" with a table. The table has columns: "Group", "Req Date/Time", "Run Date/Time", "Plan", and "Status". There is one row with the following data: Group "*", Req Date/Time "02/03/2012 11:14:00AM", Run Date/Time "02/03/2012 11:14:20AM", Plan "FIN-BA", and Status "D". To the right of the status "D" is a blue "View Web" link. Above the table, there are navigation links: "Find | View All", and pagination controls showing "First", "1 of 1", and "Last".

Group	Req Date/Time	Run Date/Time	Plan	Status
*	02/03/2012 11:14:00AM	02/03/2012 11:14:20AM	FIN-BA	D

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- Click [Expand All](#) to view all requirements

Records, Registration and Evaluations

PAWSweb for Advisors

[Expand All](#)
[Collapse All](#)

[Help](#)

PREPARED: 07/27/10 - 16:47

Coyote, Joe

PROGRAM CODE: ACCT-BS

000226420

GE CATALOG YR: 20074

CAT YR-MAJOR: 20074

ADMINISTRATION (BPA)

ACCOUNTING CONCENTRATION - BACHELOR OF SCIENCE

* * * This UNOFFICIAL PAWS report is from information * * *
 * * * * updated through the previous business day. * * * *
 * * * * BRING THIS FORM TO ALL ADVISING SESSIONS * * * *
 THIS IS AN EVALUATION OF YOUR DEGREE REQUIREMENTS AT CSUSB.
 * * REQUIREMENTS REMAIN IN EFFECT AS LONG AS CONTINUOUS * *
 ENROLLMENT IS MAINTAINED. RETAIN THIS FORM FOR YOUR RECORDS.
 * * * * * ALL UNITS STATED IN QUARTER UNITS * * * * *


- Use the scroll bar on the right hand side of the page to navigate audit pages

☐ NO GE-A - BASIC SKILLS

STUDENTS COMPLETING HON 103A, 103B & 103C WILL NOT RECEIVE
GENERAL EDUCATION CREDIT UNTIL ALL COURSES ARE COMPLETED

EARNED: 4.50 UNITS 1 SUB-REQT

--> NEEDS: 2 SUB-REQTS



+ 1) WRITTEN COMMUNICATION

4.50 UNITS EARNED 1 COURSE TAKEN

F08 ENG 101 4.5 AP ADVPLC : ENG LIT/COMP

PROCESSED AS: ENG 107

- 2) ORAL COMMUNICATION

HON 104C OPEN ONLY TO STUDENTS ADMITTED
TO HONORS PROGRAM

SELECT FROM: COMM 120 HON 104C

- 3) CRITICAL THINKING

HON 104A OPEN ONLY TO STUDENTS ADMITTED
TO HONORS PROGRAM

NEEDS: 1 COURSE

SELECT FROM: COMM 180 HON 104A MATH 180 PHIL 105,
PHIL 200 PSYC 105 SOC 180

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Reference Materials

Term Translation

The first number is the millennium

1900 = 1; 2000 = 2

The second and third numbers are the years within the century

1999 = 99; 2005 = 05; 2015 = 15

The fourth number is the term

Winter = 2; Spring = 4; Summer = 6; Fall = 8

Fall 1999 = 1998 Winter 2006 = 2062

College Codes (Academic Groups)

CAL – College of Arts and Letters

CBP – College of Business and Public Administration

CED – College of Education

CNS – College of Natural Sciences

CSB – College of Social and Behavioral Sciences

CUV – College of University Studies

CEL – College of Extended Learning

FERPA ICON



When you see this icon on a page, the student has requested that certain information in their student records be further restricted. The students can update this through My Coyote Student Center. By clicking on this icon, you will see the information the student is allowing as releasable through the Records Office only. This information is seldom released.

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Releasable FERPA Directory Information

Joe Coyote

Bio/Demo Data**Date of Birth:** 01/01/2001**Gender:** Male☐ **Employee**☐ **Contingent Worker**☒ **Person of Interest****No Photo Designated Releasable**[Releasable Address](#)

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PeopleSoft 9.0 Quick Navigation

Academic Standing

Main Menu > Records and Enrollment > Student term Information > Term History

Audit Service Indicators

Main Menu > Campus Community > Service Indicators (Student) > Audit Service Indicators

Campus Community

Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person

Class Permissions

Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Course Credits- Manual

Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits- Manual

Enrollment Page

Main Menu > Records and Enrollment > Enroll Students > Enrollment

Enrollment Request Search

Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search

Enrollment Summary

Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Milestones

Main Menu > Records and Enrollment > Enroll Students > Student Milestones

PAWS Request

Main Menu > SB Custom > SB SA Custom Menu > Process > SB DARS Audit Request

Query Viewer

Main Menu > Reporting tools > Query > Query Viewer

Quick Enroll a Student

Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Service Indicators

Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Student Enrollment Appointment

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Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment

Student Grades

Main Menu > Records and Enrollment > Student Term Information > Student Grades

Student Groups

Main Menu > Records and Enrollment > Career and Program Information > Student groups

Student Program Plans

Main Menu > Records and Enrollment > Career and Program Information > Student Program/ Plan

Student Repeat/ Withdrawal Inquiry

Main Menu > CSU SA Baseline > CSU Student Records > EO1037 > Use > Student Inquiry

Student Services Center

Main Menu > Campus Community > Student Services Center

Student Standing Code

Main Menu > CSU SA Baseline > CSU Systemwide Reporting > Enrollment Reporting System > ERS Student > Student Reporting Data

Term History

Main Menu > Records and Enrollment > Student Term Information > Term History

Test Credit- Automated

Main Menu > Records and Enrollment > Transfer Credit Evaluation > Test Credits- Automated

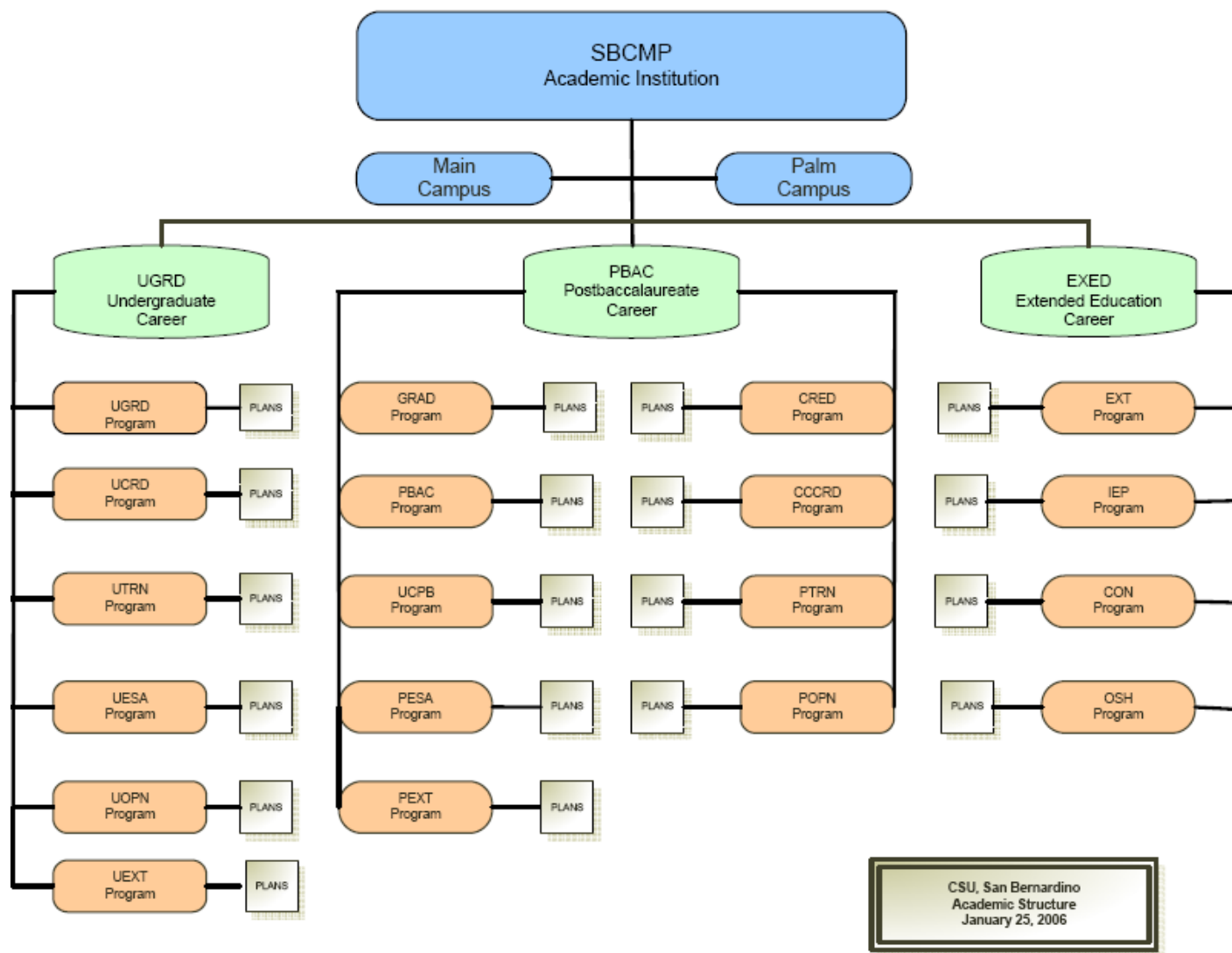
Transcript Request

Main Menu > records and Enrollment > Transcripts > Transcript Request

Career/Program/Degree Table

CAREER	PROGRAM	SIS+ DEGREE	PS DEGREE	DEFINITION
UGRD	UGRD	BA	BAX	Bachelor of Arts
		BS	BSX	Bachelor of Science
		BVED	BVE	Bachelor of Vocational Education
		MIN	MIN	Minor
		NDPR	PRF	Preprofessional Program
		NDUG	NON	Undeclared
		CERT	CRT	Certificates
	UCRD	UCRD	UCR	Undergraduate Credentials
	UTRN	UTRN	NON	Undergraduate Transitory - Including Summer Visitors
			BAX	Undergraduate International Visitor needing I-20
		UCRD	NON	Voc Ed 300 Credential Visitors
	UOPN	NDUG	NON	Open University
	UEXT	NDUG	NON	CEL Offered Degree Applicable or Special Session Courses
	UESA		BAX	Undergraduate Early Summer Admit & NSE Incoming
PBAC	GRAD	MA	MAX	Master of Arts
		MS	MSX	Master of Science
		MBA	MBA	Master of Business Administration
		MPA	MPA	Master of Public Administration
		MAT	MAT	Master of Arts in Teaching
		MPH	MPH	Master of Public Health
		MSW	MSW	Master of Social Work
		MUP	MUP	Master of Urban Planning
		EDD	EDD	Doctor of Education
	PBAC	BA	BAP	Bachelor of Arts
		BS	BSP	Bachelor of Science
		BVED	BVP	Bachelor of Vocational Education
		MIN	MNP	Minor
		NDPR	PRP	Preprofessional Program
		CERT	CTP	Certificates
	CRED	CRED	CRD	Credentials
	CCCRD	CRED	CCR	Conditionally Classified Credentials
	UCPB	NDGD	NON	Unclassified Postbaccalaureate
	PTRN	PTRN	NON	Postbaccalaureate Transitory - Including Summer Visitors
			MAX	Postbaccalaureate International Visitor needing I-20
		UCRD	NON	Voc Ed 300 Credential Visitors
	POPN	NDGD	NON	Open University
	PEXT	NDGD	NON	CEL Offered Degree Applicable or Special Session Courses
		MA	MAX	Master of Arts
		MS	MSX	Master of Science
		MBA	MBS	Master of Business Administration
		MPA	MPA	Master of Public Administration
	PESA		MAX	Master's Early Summer Admit & NSE Incoming
			BAP	2nd BA Early Summer Admit
			CRD	Credential Early Summer Admit
EXED	EXT			Extension Programs
	IEP			International Extension Program
	CON			Conference Services
	OSH			Osher Life Long Learning Institute at Palm Desert Campus

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**Basic Student Records
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Business Process Guide

