

Finding the Pages You Need in PeopleSoft Scheduling

What?	Description	How Do I Get There?
User Defaults	Set your PeopleSoft user defaults.	Set Up SACR > User Defaults
Change PeopleSoft Password	Change your PeopleSoft password.	Change My Password
My Personalizations	Change your personal settings	My Personalizations
Report Manager	Access reports that you have generated.	Reporting Tools > Report Manager
Class Search	Search for a class.	Records and Enrollment > Enroll Students > Search for Classes Curriculum Management > Schedule of Classes > Class Search
Class Permissions (Consent)	Give students permission to register for a class when department or instructor consent is required.	Records and Enrollment > Term Processing > Class Permissions > Class Permission
Transcript Request	Print transcripts for one or a group of students.	Records and Enrollment > Transcripts > Transcript Request
Course Catalog	View course information: Description, Course units, Grading, Consent required, DEC Category, Offerings, Components, etc. View catalog summary.	Curriculum Management > Course Catalog > Course Catalog Curriculum Management > Course Catalog > Catalog Summary Records and Enrollment > Enroll Students > Search in Catalog

What?	Description	How Do I Get There?
Course Equivalencies	View equivalent courses.	Curriculum Management > Course Catalog > Course Equivalencies
Maintain Schedule of Classes	View/update existing classes that have been scheduled in (“rolled” to) the current Term.	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
Schedule New Course	Add a course that was not scheduled in (“rolled” to) the current Term.	Curriculum Management > Schedule of Classes > Schedule New Course
Schedule Class Meetings	Update class meeting and instructor information for “ combined ” courses.	Curriculum Management > Schedule of Classes > Schedule Class Meetings
Adjust Class Associations	View course prerequisite information from the Course Catalog and to see if prerequisite screening is turned on or off.	Curriculum Management > Schedule of Classes > Adjust Class Associations
Update Sections of a Class	View/update information for all sections of a course – auto enroll/associated class information, enrollment caps and totals, waitlist caps and totals.	Curriculum Management > Schedule of Classes > Update Sections of a Class
Enrollment Requisite Groups	View enrollment requisite groups.	Curriculum Management > Enrollment Requirements > Enrollment Requisite Summary
Combined Sections	View information about classes that are cross-listed or co-scheduled.	Curriculum Management > Combined Sections > Combined Sections Table > Identify Combined Sections
Instructor Schedule	View all of the classes that an instructor is teaching for a specific term. Includes meeting days and times, building and room.	Curriculum Management > Instructor/Advisor Information > Instructor Schedule

What?	Description	How Do I Get There?
Instructor/Advisor Table	Update the table to associate an instructor with your Academic Organization (dept). In order for you to assign an instructor to one of your classes he/she must be associated with your dept.	Curriculum Management > Instructor Advisor Information > Instructor/Advisor Table
Send SOLAR Messages	Send a message to a student's SOLAR homepage.	SBU > SBU Campus Community > Use > SBU Message
View SOLAR Messages	View messages sent to a student's SOLAR homepage.	SBU > SBU Campus Community > Inquire > View Messages
Student Course History	View a list of all of the student's completed courses in alphabetical order by Subject Area.	SBU > SBU Student Records > Inquire > SU Student Course History

Reports

Class/Grade Roster	Print a class roster or grade roster for all sections of a course, a specific class or all classes in a department. View a list of students who are enrolled, dropped or on the waiting list for a specific class.	SBU > SBU Student Records > Curriculum Management > Class Rosters Curriculum Management > Class Roster > Class Roster
Scheduling Reports: Master Schedule Review Enrollment Report Printed Class Schedule	Print a department Enrollment report, MSReview report and Printd Class Schedule report.	SBU > SBU Student Records > Curriculum Management > SU Scheduling Reports
Dept Class Validation Report	Print a list of errors in the class schedule for your dept.	SBU > SBU Student Records > Report > SU Dept Class Validation
Course Schedule Sheets	View the course schedule in a grid format.	SBU > SBU Student Records > Report > SU Crse

		Schedule Sheets
Meeting Vector Counts	View meeting vector counts.	SBU > SBU Student Records > Report > SU Meeting Vector Counts
Copy Dept Class Instructor Information	Process which copies the instructor information from the "master class" to all sections of a tutorial course.	SBU > SBU Student Records > Report > SU Copy Dept Class Instr
CASA Report	Print the CASA Detail All Sections, Missing Data Detail and Missing Data Summary reports.	SBU > SBU OIR Process > Reports > SU Casa Reports by Subject
Unmet Demand Reports	View various reports analyzing unmet demand for classes in a specific term.	SBU > SBU Unmet Demand > Inquire <ul style="list-style-type: none"> > Unmet Demand Analysis > Unmet Demand Com Sec Analysis > Unmet Demand Section Analysis > Unmet Demand by Subject