

Finding the Pages You Need in PeopleSoft Student Records (For Departmental Users)

What do you want to do?		How to get there		
Change PeopleSoft Password	Change your PeopleSoft password.	Change My Password		
User Defaults	Set your PeopleSoft user defaults.	Set UP SACR >		User Defaults
Term/Session Table	View term information.	Set Up SACR >	Foundation Table > Term Setup	Term/Session Table
Send SOLAR Messages	Compose and send messages to a student's SOLAR homepage.	SBU > SBU Campus Community >	Use >	SBU Message
View SOLAR Messages	View all messages sent to a student's SOLAR homepage.	SBU > SBU Campus Community >	Inquire >	View Messages
Student's Weekly Schedule	View the student's class schedule in a grid format	SBU > SBU Student Records >	Inquire >	SU Students' Weekly Schedule
Student Course History	View a list of classes completed in alphabetical order by Subject Area (for advising purposes).	SBU > SBU Student Records >	Inquire >	SU Student Course History
Freshman Registration	View fall and spring admitted students.	SBU > SBU Student Records >	Inquire >	SU Freshman Registration

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Transfer Registration	View fall and spring transfer students.	SBU > SBU Student Records >	Inquire >	SU Transfer Registration
Class/Grade Roster	Print a class roster or grade roster for all sections of a course, a specific class or all classes in the department.	SBU > SBU Student Records >	Curriculum Management>	Class Rosters
	View a list of students who are enrolled, dropped or on the waiting list for a specific class.	Curriculum Management >	Class Roster >	Class Roster
Scheduling Reports: Enrollment Report, Master Schedule Review or Printed Class Schedule	Print a department <i>Enrollment Report, Master Schedule Review and Printed Class Schedule.</i>	SBU > SBU Student Records>	Curriculum Management >	Scheduling Reports
Names	View all name types and effective-dated name changes.	Campus Community >	Personal Information (Student) > Biographical (Student) >	Names
Emergency Contact	View emergency contacts.	Campus Community >	Personal Information (Student) > Biographical (Student) >	Emergency Contact
Address Inquiry	View all addresses.	Campus Community >	Personal Information (Student) > Biographical (Student) > Addresses/Phones >	Addresses

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Telephone	View all telephone numbers.	Campus Community >	Personal Information (Student) > Biographical (Student) > Addresses/Phones >	Phones
Email Addresses	View email addresses.	Campus Community >	Personal Information (Student) > Biographical (Student) > Addresses/Phones >	Electronic Addresses
Photo	View a photo of the student.	Campus Community >	Personal Information (Student) > Identification (Student) >	Photo
Athletic Participation	Track participation in a sport.	Campus Community >	Personal Information (Student) > Participation Data (Student) >	Athletic Participation
Service Indicators (Blocks)	View service indicators. Add/remove service indicators. View service indicator history.	Campus Community >	Service Indicators (Student)>	Active Service Indicators Service Indicator Data Service Indicator Audits
Checklists (for Degree Clearance)	View/update checklists for degree clearance.	Campus Community >	Checklists > Person Checklists >	Checklist Management Person
Quick Enroll a Student	Enroll, drop or swap students in classes.	Records and Enrollment >	Enroll Students >	Quick Enroll a Student

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Block Enrollment	Enroll a group of students into one class or a block of classes. Setup classes for block enrollment. Setup students for block enrollment.	Records and Enrollment >	Enroll Students > Block Enrollment >	Block Enroll Merge Create Class Block Create Student Block
Enrollment Request Search	"Query" information from enrollment requests.	Records and Enrollment >	Enroll Students >	Enrollment Request Search
Search for Classes	Search for a class.	Records and Enrollment >	Enroll Students >	Search for Classes
Search in Course Catalog	View course detail (units, grading basis, components, pre-reqs, requirement designation, description).	Records and Enrollment >	Enroll Students >	Search in Catalog
Term Activate a Student	View term activation information (eligible to register), view academic level, academic load, form of study, enrollment limits, terms in residence, term control dates.	Records and Enrollment >	Student Term Information >	Term Activate a Student
Student Grades	View/print student grades for a specific Term.	Records and Enrollment >	Student Term Information >	Student Grades

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Term History	View term and cumulative statistics (# credits in progress, taken and passed, GPA), withdrawal and academic standing information.	Records and Enrollment >	Student Term Information >	Term History
Student Program/Plan	View the student's Academic Program/Plan history in each Academic Career.	Records and Enrollment >	Career and Program Information>	Student Program/Plan
Student Career	View a summary of effective-dated Academic Program/Plan actions.	Records and Enrollment >	Career and Program Information>	Student Career
Student Term Search	View a summary of terms that the student was eligible to enroll.	Records and Enrollment >	Career and Program Information>	Student Term Search
Student Groups	View/update the student groups that a student belongs to.	Records and Enrollment >	Career and Program Information>	Student Groups
Enrollment Summary (Study List)	View/print a student's list of classes for a specific term.	Records and Enrollment >	Enrollment Summaries >	Enrollment Summary
Enrollment Appointment	View the date that the student can start to register for classes (by term).	Records and Enrollment >	Term Processing > Appointments >	Student Enrollment Appointment

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Transcript Request	Print transcripts for one or a group of students.	Records and Enrollment >	Transcripts >	Transcript Request
Student Degrees	View the student's degree information.	Records and Enrollment >	Graduation >	Student Degrees
Honors and Awards	View honors and awards by term.	Records and Enrollment >	Graduation >	Honors and Awards
Degree Change Audit	View changes in the student's Academic Plan/Degree.	Records and Enrollment >	Graduation >	Degree Change Audit
Test Results	View external test scores (Placement Tests, SAT, etc.).	Records and Enrollment >	Transfer Credit Evaluation >	Test Results
Course Catalog Summary	View equivalent course groups, course offerings and course components.	Curriculum Management >	Course Catalog >	Catalog Summary
Schedule of Classes	View the schedule of classes.	Curriculum Management >	Schedule of Classes >	Maintain Schedule of Classes
Adjust Class Associations	View course prerequisite information.	Curriculum Management >	Schedule of Classes >	Adjust Class Associations
Update Sections of a Class	View class section information.	Curriculum Management >	Schedule of Classes >	Update Sections of a Class
Instructor Schedule	View an instructor's schedule for a term.	Curriculum Management >	Instructor/Advisor Information >	Instructor Schedule

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Report Manager	Access reports that you have generated.	Reporting Tools >		Report Manager
Process Monitor	View the status of processes that you have running on the server.	PeopleTools >	Process Scheduler >	Process Monitor