

## A Guide to Finding the Pages You Need in PeopleSoft 8.9 Student Records (for SR Staff)

### What's different?

- Bio/Demographic Data (Student) menu is now Campus Community > **Personal Information (Student) > Biographical (Student)**
- Manage Student Records is now the **Records and Enrollment** menu group
- Track Student Careers menu is now **Records and Enrollment > Career and Program Information**
- All course/class information is under the new **Curriculum Management** menu group

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| <b>User Defaults</b>              | Set your PeopleSoft user defaults.   | Set Up SACR > User Defaults  |
| <b>Change PeopleSoft Password</b> | Change your PeopleSoft password.   | Change My Password   |
| <b>My Personalizations</b>        | Change your personalization settings.  | My Personalizations  |
| <b>Process Monitor</b>            | View the status of reports and other processes that you have running on the server.  | PeopleTools > Process Scheduler > Process Monitor  |
| <b>Report Manager</b>             | Access reports that you have generated.  | Reporting Tools > Report Manager   |
| <b>Search/Match</b>               | Search for a person in the PeopleSoft database.  | Campus Community > Personal Information > Search/Match   |
| <b>Update a Person</b>            | View/update biographical information like names, date of birth, marital status, gender, SS#, contact information and ethnic group. | Campus Community > Personal Information (Student) > Add/Update a Person                        |
| <b>Names</b>                      | Update/view all name types and effective-dated name changes.   | Campus Community > Personal Information (Student) > Biographical (Student) > Names             |
| <b>Emergency Contact</b>          | Update/view emergency contacts.  | Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contact |

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| <b>Address Inquiry</b>                   | Update/view all addresses.  | Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses   |
| <b>Telephone</b>                         | View all telephone numbers.   | Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Phones  |
| <b>Email Addresses</b>                   | View email addresses.   | Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Electronic Addresses  |
| <b>FERPA</b>                             | Add FERPA indicator.  | Campus Community > Personal Information (Student) > Biographical (Student) > Student FERPA > FERPA<br><br>Or,<br>SBU > SBU Student Records > Use > SU FERPA |
| <b>Relations with Institution</b>        | View the person's relations with the University (applicant, student, employee, instructor, etc.). | Campus Community > Personal Information (Student) > Biographical (Student) > Relationships > Relations with Institution                                     |
| <b>Residency</b>                         | View residency information.   | Campus Community > Personal Information (Student) > Identification (Student) > Residency Data   |
| <b>Photo</b>                             | View a photo of the student.  | Campus Community > Personal Information (Student) > Identification (Student) > Photo  |
| <b>Athletic Participation</b>            | Track participation in a sport.   | Campus Community > Personal Information (Student) > Participation Data (Student) > Athletic Participation   |
| <b>Checklists (for Degree Clearance)</b> | View checklists for degree clearance.   | Campus Community > Checklists > Person Checklists > Checklist Management Person   |
| <b>Comments</b>                          | Add comments for degree clearance checklists.   | Campus Community > Comments > Comments-Person > Person Comment Entry  |

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| <b>Service Indicators (Blocks)</b> | View Service Indicators (Blocks).<br>Add/Remove Service Indicators.<br>View history.   | Campus Community > Service Indicators (Student)<br>>Active Service Indicators<br>>Service Indicator Data<br>>Service Indicator Audits |
| <b>Enroll Students</b>             | Enroll, drop or swap students in classes.  | Records and Enrollment > Enroll Students > Quick Enroll a Student   |
| <b>Enrollment Request Search</b>   | “Query” information from enrollment requests.  | Records and Enrollment > Enroll Students > Enrollment Request Search  |
| <b>Search for Classes</b>          | Search for a class.  | Records and Enrollment > Enroll Students > Search for Classes   |
| <b>Search in Course Catalog</b>    | View course detail (units, grading basis, components, pre-reqs, requirement designation, description).   | Records and Enrollment > Enroll Students > Search in Catalog  |
| <b>Term Activate a Student</b>     | 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   |
| <b>Student Grades</b>              | View student grades for a specific Term.   | Records and Enrollment > Student Term Information > Student Grades  |

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| <b>Term History</b>                    | 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                        |
| <b>Student Program/Plan</b>            | View the student's Academic Program/Plan history in each Academic Career.   | Records and Enrollment > Career and Program Information > Student Program/Plan          |
| <b>Student Groups</b>                  | Update the student groups that a student belongs to.  | Records and Enrollment > Career and Program Information > Student Groups                |
| <b>Student Career</b>                  | View a summary of effective-dated Academic Program/Plan actions.  | Records and Enrollment > Career and Program Information > Student Career                |
| <b>Student Term Search</b>             | View a summary of terms that the student was eligible to enroll.  | Records and Enrollment > Career and Program Information > Student Term Search           |
| <b>Enrollment Summary (Study List)</b> | View/print a student's list of classes for a specific term.   | Records and Enrollment > Enrollment Summaries > Enrollment Summary                      |
| <b>Class Permissions</b>               | Give student permission to enroll in a class.   | Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers |
| <b>Enrollment Appointment</b>          | View the date that the student can start to register for classes (by term).   | Records and Enrollment > Term Processing > Appointments                                 |
| <b>Enrollment Verification</b>         | Use to print a letter verifying a student's enrollment.   | Records and Enrollment > Enrollment Verifications > Enrollment Verification             |
| <b>Transcript Request</b>              | Print transcripts for one or a group of students.   | Records and Enrollment > Transcripts > Transcript Request                               |
| <b>Student Degrees</b>                 | View the student's degree information.  | Records and Enrollment > Graduation > Student Degrees                                   |

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| <b>Honors and Awards</b>            | View honors and awards by term.  | Records and Enrollment > Graduation > Honors and Awards                        |
| <b>Degree Change Audit</b>          | View changes in the student's Academic Plan/Degree.                    | Records and Enrollment > Graduation > Degree Change Audit                      |
| <b>Test Results</b>                 | View external test scores (Placement Tests, SAT, etc.).                | Records and Enrollment > Transfer Credit Evaluation > Test Results             |
| <b>Course Catalog</b>               | View the course catalog.   | Curriculum Management > Course Catalog > Course Catalog                        |
| <b>Course Equivalencies</b>         | View course equivalencies.   | Curriculum Management > Course Catalog > Course Equivalencies                  |
| <b>Course Catalog Summary</b>       | View equivalent course groups, course offerings and course components. | Curriculum Management > Course Catalog > Catalog Summary                       |
| <b>Maintain Schedule of Classes</b> | View the schedule of classes.  | Curriculum Management > Schedule of Classes > Maintain Schedule of Classes     |
| <b>Adjust Class Associations</b>    | View pre-requisites.   | Curriculum Management > Schedule of Classes > Adjust Class Associations        |
| <b>Update Sections of a Class</b>   | View class section information.  | Curriculum Management > Schedule of Classes > Update Sections of a Class       |
| <b>Enrollment Requisite Summary</b> | View requirement group requirements.                                   | Curriculum Management > Enrollment Requirements > Enrollment Requisite Summary |
| <b>Instructor Schedule</b>          | View an instructor's schedule for a term.                              | Curriculum Management > Instructor/Advisor Information > Instructor Schedule   |
| <b>Send SOLAR Messages</b>          | Compose and send messages to a student's SOLAR homepage.               | SBU > SBU Campus Community > Use > SBU Message                                 |

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| <b>View SOLAR Messages</b>          | View all messages sent to a student's SOLAR homepage.   | SBU > SBU Campus Community > Inquire > View Messages  |
| <b>SU Student Course History</b>    | View a list of classes that the student completed sorted by Subject Area for advising purposes.   | SBU > SBU > SBU Student Records > Inquire SU Student Course History   |
| <b>Update Transcript Status</b>     | Update transcript status.<br><br>View status of official transcript requests.   | SBU > SBU Student Records > Use > SU Update Transcript Status<br><br>SBU > SBU Student Records > Inquire > SU Requested Transcript Status |
| <b>Class Rosters</b>                | Print a class roster or grade roster for all sections of a course, a specific class or all classes in the department.<br><br>View a class roster. | SBU > SBU Student Records > Report > SU Class Rosters<br><br>Curriculum Management > Class Roster > Class Roster                          |
| <b>Scheduling Reports</b>           | Print a department MS Review Report, Enrollment Report or Publication Report.   | SBU > SBU Student Records > Report > SU Scheduling Reports  |
| <b>Reset User Password</b>          | Reset the student's password.   | SBU > SBU Security Menu > Use > Reset User Password   |
| <b>Meeting Vector Counts Report</b> | Print a report of meeting vector counts.  | SBU > SBU Student Records > Report > SU Meeting Vector Counts   |