

## 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

<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

<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  Or, 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

<b>Service Indicators (Blocks)</b>	View Service Indicators (Blocks). Add/Remove Service Indicators. View history.	Campus Community > Service Indicators (Student) >Active Service Indicators >Service Indicator Data >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

<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

<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

<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.  View status of official transcript requests.	SBU > SBU Student Records > Use > SU Update Transcript Status  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.  View a class roster.	SBU > SBU Student Records > Report > SU Class Rosters  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