

## Finding the Pages You Need in PeopleSoft 8.9

### Scheduling

#### *What's different?*

- **Manage Student Records** is now the **Records and Enrollment** menu group.
- All **Scheduling** pages are under the new **Curriculum Management** menu group.
- The **Class Permission Numbers** page is located under the **Records and Enrollment > Term Processing** menu

What?	Description	How Do I Get There?
<b>User Defaults</b>	Set your PeopleSoft user defaults.	Set Up SACR > <b>User Defaults</b>
<b>Change PeopleSoft Password</b>	Change your PeopleSoft password.	<b>Change My Password</b>
<b>My Personalizations</b>	Change your personal settings	<b>My Personalizations</b>
<b>Process Monitor</b>	View the status of processes that you have running on the server.	PeopleTools > Process Scheduler > <b>Process Monitor</b>
<b>Report Manager</b>	Access reports that you have generated.	Reporting Tools > <b>Report Manager</b>
<b>Class Search</b>	Search for a class.	Records and Enrollment > Enroll Students > <b>Search for Classes</b>  Curriculum Management > Schedule of Classes > <b>Class Search</b>
<b>Class Permission Numbers</b>	Give students permission to register for a class when department or instructor consent is required.	Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers
<b>Transcript Request</b>	Print transcripts for one or a group of students.	Records and Enrollment > Transcripts > <b>Transcript Request</b>

<b>What?</b>	<b>Description</b>	<b>How Do I Get There?</b>
<b>Course Catalog</b>	View course information: Description, Course units, Grading, Consent required, DEC Category, Offerings, Components, etc. View catalog summary.	Curriculum Management > Course Catalog > <b>Course Catalog</b>  Curriculum Management > Course Catalog > <b>Catalog Summary</b>  Records and Enrollment > Enroll Students > <b>Search in Catalog</b>
<b>Course Equivalencies</b>	View equivalent courses.	Curriculum Management > Course Catalog > <b>Course Equivalencies</b>
<b>Maintain Schedule of Classes</b>	View/update <b>existing classes</b> that have been scheduled in (“rolled” to) the current Term.	Curriculum Management > Schedule of Classes > <b>Maintain Schedule of Classes</b>
<b>Schedule New Course</b>	Add a course that was not scheduled in (“rolled” to) the current Term.	Curriculum Management > Schedule of Classes > <b>Schedule New Course</b>
<b>Schedule Class Meetings</b>	Update class meeting and instructor information for “ <b>combined</b> ” courses.	Curriculum Management > Schedule of Classes > <b>Schedule Class Meetings</b>
<b>Adjust Class Associations</b>	View course prerequisite information from the Course Catalog and to see if prerequisite screening is turned on or off.	Curriculum Management > Schedule of Classes > <b>Adjust Class Associations</b>
<b>Update Sections of a Class</b>	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 > <b>Update Sections of a Class</b>
<b>Enrollment Requisite Groups</b>	View enrollment requisite groups.	Curriculum Management > Enrollment Requirements > <b>Enrollment Requisite Summary</b>

<b>What?</b>	<b>Description</b>	<b>How Do I Get There?</b>
<b>Combined Sections</b>	View information about classes that are cross-listed or co-scheduled.	Curriculum Management > Combined Sections <b>&gt; Combined Sections Table</b> <b>&gt; Identify Combined Sections</b>
<b>Instructor Schedule</b>	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 > <b>Instructor Schedule</b>
<b>Instructor/Advisor Table</b>	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 > <b>Instructor/Advisor Table</b>
<b>Send SOLAR Messages</b>	Send a message to a student's SOLAR homepage.	SBU > SBU Campus Community > Use > <b>SBU Message</b>
<b>View SOLAR Messages</b>	View messages sent to a student's SOLAR homepage.	SBU > SBU Campus Community > Inquire > <b>View Messages</b>
<b>Student Course History</b>	View a list of all of the student's completed courses in alphabetical order by Subject Area.	SBU > SBU Student Records > Inquire > <b>SU Student Course History</b>
<b>Class/Grade Roster</b>	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 > Report > <b>SU Class Rosters</b>  Curriculum Management > Class Roster > <b>Class Roster</b>
<b>Scheduling Reports</b>	Print a department Enrollment report, MSReview report and Publication report.	SBU > SBU Student Records > Report > <b>SU Scheduling Reports</b>
<b>Dept Class Validation Report</b>	Print a list of errors in the class schedule for your dept.	SBU > SBU Student Records > Report > <b>SU Dept Class Validation</b>

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