Overview

This training manual demonstrates how to carry out basic processing functions via MySJSU.

Table of Contents

Student Program and Plan

This chapter demonstrates how to activate students into a program and/or a plan, modify changes made to the student's program and plan, or record the completion of a degree. A student must be active in a program and plan in order to activate them for term enrollment. The **Student Program and Plan** pages track the full history of a student's relationship with an Academic Program.

1. From the **Main Menu**, navigate to **Records and Enrollment > Career and Program Information**.

2. Click **Student Program/Plan**

Favorites | Main Menu > Records and Enrollment

Main Menu > Records and Enrollment >

Career and Program Information

Maintain a student's career, program, plan and student group information.

Student Program/Plan
Review & update a student's academic program, plan, and subplan information.

Student Groups
Track student membership in various groups.

The Student Program/Plan search page displays.

3. Enter the appropriate **ID** or **Name**.

4. Click the **Search** button.

Student Program/Plan

Enter any information you have and click Search. Leave fields blan

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

ID:	begins with ∨	00
Academic Career:	= ∨	
Student Career Nbr:	= ∨	
Campus ID:	begins with ∨	
National ID:	begins with ∨	
Last Name:	begins with ∨	
First Name:	begins with ∨	

☐ Include History ☐ Correct History ☐ Case Sensitive

Search | Clear | Basic Search | 💾 Save Search Criteria

The Student Program page displays.

5. Add, change or modify the student's program record as needed. (See Field Descriptions below.)

Note: Only students with an Active Status are eligible to enroll.

| Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees |

Ma   Ca   00   ⊘

Academic Career: Undergraduate   Career Requirement Term   **Student Career Nbr:** 0

Find | View All   First ◄ 1 of 1

Status:	Active in Program
***Effective Date:**	05/25/2005
***Program Action:**	MATR Matriculation
Action Reason:	CC Clear Admit / Verified
***Academic Institution:**	SJ000 San Jose State University
***Academic Program:**	UGD UGD - Undergraduate Degree
***Admit Term:**	2054 FALL 2005
Requirement Term:	2054 FALL 2005
Expected Grad Term:	2112 SPRG 2011 ***Campus:** MAIN MAIN ***Acad Load:** Full-Time

Effective Sequence: 1

Action Date: 05/25/200

Joint Prog Appr: ☐

Admissions
☑ From Application
Application Nbr: 0013922
Application Program Nbr: 0

🖫 Save   🔍 Return to Search   📧 Notify   🔃 Refresh   ➕ Add   📄 Update/Display   📄 Include History

Field Description List: Student Program Page (above)

| Field Name	Description
Status	The relationship that the student has with the academic program as of the effective date shown.
Effective Date	The date on which the program action and other field values will be effective.
Effective Sequence	Determines the sequencing of changes made to the student program if more than one change is made to the student program on the same effective date.
Action Date	The date that the information was actually entered into the system. Can vary from the effective date.
Program Action	Select the program action that corresponds to the desired change in the student's program.
Action Reason	Select the reason that the change is being made to the student's program.
Academic Institution	Defaults to display SJ000.
Academic Program	Displays the Academic Program entered in the admission pages or entered when the student history data was converted. The program can be changed as a student transfers between programs.
Admit Term	Defaults from the Admissions Matriculation process. Can override if necessary.
Requirement Term	Defaults to the Admit Term. Select the Requirement. The Requirement Term selected applies degree progress requirements to the student for this academic plan.

6. To add information to the Student Program/Plan, click the **Include History** button.

7. Click **Add [+]** button to add a new effective dated row.

A New Effective dated row displays.

8. Enter the criteria:
   - Effective date
   - Program Action
   - Action Reason

9. Click the **Refresh** button

10. Complete other fields as necessary.
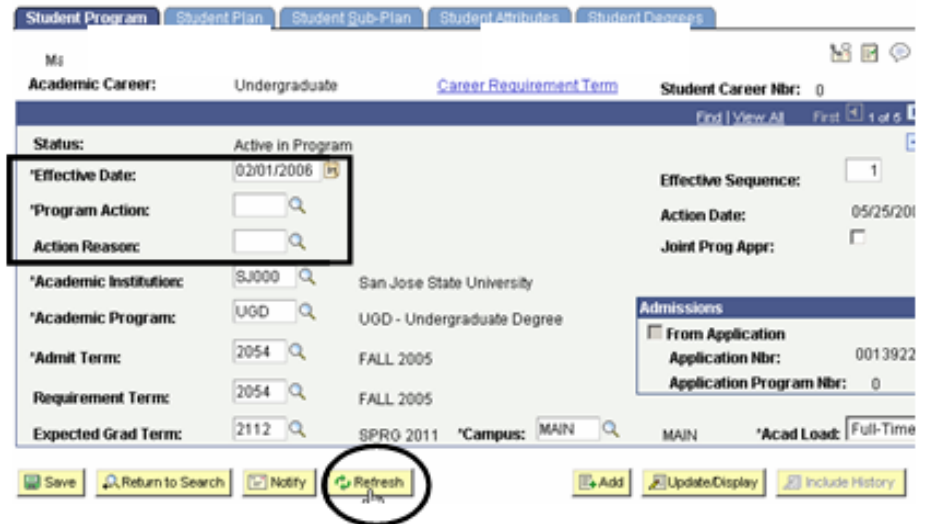
11. To make changes to the Student Plan page, click the **Student Plan** tab.

The Student Plan page displays.

12. Modify a student's major/minor information, as needed. (See **Field Descriptions** below.)

13. To change the student's major, highlight the existing major and delete it.

14. Enter the new major.

Field Description List: Student Plan Page (above)

Field Name	Description
Academic Plan	Select the academic plan. A student may have more than one Academic Plan within a program.
Plan Sequence	A system-generated number when a plan is added to a program. The plan sequence number is the sequence in which the system evaluates plans for degree progress. This number can be overridden.
Degree	The system will display the degree associated with the plan selected.
Declare Date	The system displays the date equal to the effective date where the program action is Active in Program.
Degree Checkout Stat	When a student is graduated from a plan the system displays the date in this field.
Requirement Term	Select the Requirement Term for the Academic Plan. The Requirement Term selected applies degree progress requirements to the student for this academic plan.
Student Degree Nbr	Once the graduation process is completed the system displays this value that is assigned sequentially.
Note	The Student Degree Number also indicates the printing order if multiple degrees are conferred on the same date.
Advisement Status	Defaults in Include. The system uses this status to determine how the advisement engine processes the academic requirements for the student's program.
Completion Term	Once the graduation process has been completed the system displays the Completion Term.

15. To enter an additional major or minor, click the **Add [+]** button.

A second blank Academic Plan row displays.

16. Enter the additional major or minor.

17. Click the **Save** button.

Note: Minors must always have the highest plan sequence number. Majors should always have the lowest sequence numbers.

Term Activation

This chapter demonstrates how to activate a student in a term. In order for a student to enroll in classes, the student must be active in the term. The process of **activating** a student into a term allows for the assignment of appointment times and enrollment. Term activation can be accomplished by running a batch process to activate a group of students or using the **Term Activation** page to activate an individual student.

1. From the **Main Menu**, navigate to **Records and Enrollment > Student Term Information**.

2. Click the **Term Activate a Student** hyperlink.

The Term Activate a Student search page displays.

3. Enter the appropriate **ID** or **Last Name**.

4. Click the **Search** button.

The Term Activation page displays.

5. Use this page to activate a student into a term or modify the term record. (See Field Descriptions on next page.)

6. Verify that the student is active for the appropriate term.

7. If the correct term does not display, click the **Add [+]** button.

8. Insert the Term value.
9. Click the **Save** button.

Field Description List: Term Activation Field Descriptions

Field Name	Description
Academic Institution	Always enter San José State University (SJ000).
Term	Enter the term for the Activation.
Student Career Nbr	System displays the primary Academic Program number for the term selected above.
Override All Academic Levels	Check this box On if you wish to modify All Academic level fields. If box not checked, the system will display the level defaults in the Level/Load table.
Override Projected Levels	Check this box On if you wish to modify the Override Projected Academic Level. If box not checked, the system will display the level defaults set in the Level/Load table.

Field Name	Description
Academic Level - Projected	Displays the Academic Level at the start of the Term, assuming the student successfully completes all in-progress units from the previous term.
Level/Load Determination	System displays the Level and Load Determination from the Level/Load Rules table based upon the Academic Career entered.
Academic Level –Term Start	Displays the Academic Level of the student at the beginning of the Term. The cumulative units completed in previous terms determine the Academic Level.
Note	This field can be overridden if the Override All Academic Levels check box is checked On.
Academic Level-Term End	The system displays the projected Academic Level of the student at the end of the Term based on units completed in past terms and includes work completed in this term. At the beginning of the term the Term Start and End Academic Level values will be the same.
Note	This field can be overridden if the Override All Academic Levels check box is checked On.
Academic Year	The system displays the Academic Year value based on the Term value entered above.
Form of Study	The system defaults in Enrollment. The Form of Study tells the system that the student is enrolling in classes at the designated institution and if the Academic Load should be calculated based on Units attempted.
Academic Load	Displays the Academic Load value calculated on the number of units enrolled.
Billing Career	The system defaults value to the Term records Academic Career. Tuition Calculation is performed based on Billing Career.
Eligible to Enroll	The system defaults the Eligible to Enroll check box On allowing the student to enroll in classes for the term indicated. Can override if necessary.

10. Click the **Enrollment Limit** tab.

The Enrollment Limit page displays.

11. Use this page to override the default Enrollment Limits. (See Field Descriptions below.)

Field Description List: Enrollment Limit

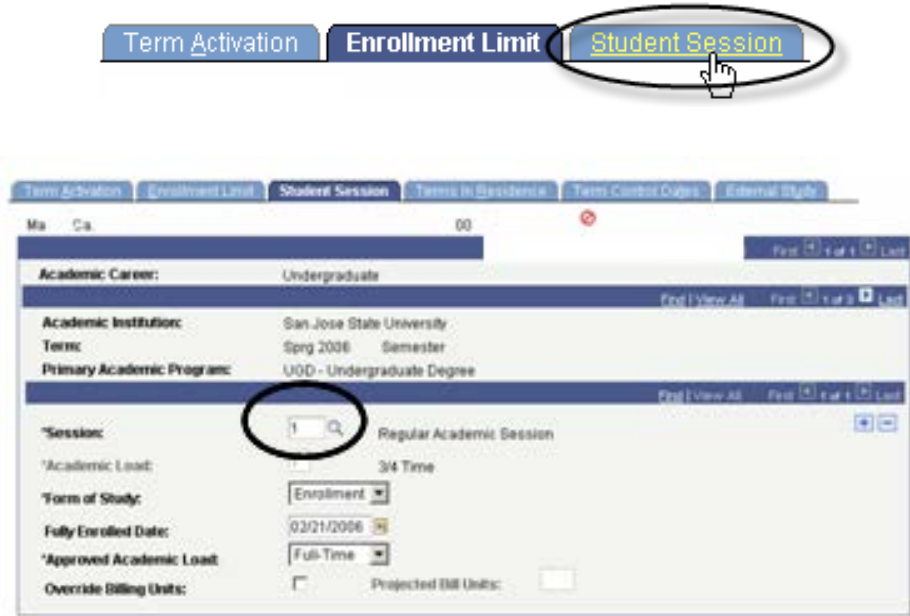| Field Name	Description
Approved Academic Load	The system defaults the Approved Academic Load from the Term Enrollment Limits page based on the Academic Program.
Override Unit Limits	Check this box On if you wish to override the unit limits set on the Enrollment Limits page.
Max Total Units	If Override Unit Limits checked On, Max Total Units defaults in the value 18. Can override if needed.
Max Audit Units	If Override Unit Limits checked On, Max Audit Units defaults in the value 99. Do not override.
Max No GPA Units	If Override Unit Limits checked On, Max No GPA Units defaults in 99. Do not override.
Max Wait List Units	Not using this field.
Min Total Units	Enter the minimum number of units that the student must be enrolled in for the term.
Max Total Courses	The system defaults the maximum number of courses in which a student can be enrolled for the term. This value is derived from the values set on the Course Count Limits page.

12. Click the **Student Session** tab.	
The Student Session page displays.	
13. Use this page to select a Session within the Term or to modify a student's Session record within their Term record. (See Field Descriptions below.)	
14. Enter the session number for the term you are activating.	
15. Click the **Save** button.	

Field Description List: Student Session Page

Field Name	Description
Session	Enter the Session value for the Academic Program and term in which the student will enroll into classes.
Academic Load	The system displays the student's Academic Load for the term. The system calculates number of units in which the student is enrolled. This value can be overridden for the session if necessary.
Form of Study	The system displays the Form of Study selected on the Term Activation page. This value can be overridden if the session form of study differs from the Term value displayed.
Fully Enrolled Date	The system displays the Fully Enrolled Date for the session as defined by the academic calendar. This date is based on Financial Aid load calculations and Student Financials billing purposes.
Approved Academic Load	The system defaults the Approved Academic Load from the Term Enrollment Limits page based on the Academic Program.
Override Billing Units/Projected Billing Units	Check this box On if you wish to calculate the student's tuition bill using criteria other than units.
Session	Enter the Session value for the Academic Program and term in which the student will enroll into classes.

Enrollment Appointments

Once students are activated into a term, they are given appointments for enrollment. This chapter demonstrates how assign a student an enrollment appointment time or view a student's appointment time by using the **Student Enrollment Appointments** page.

1. From the **Main Menu**, navigate to **Records and Enrollment > Term Processing > Appointments**.

2. Click the **Student Enrollment Appointment** hyperlink.

Main Menu > Records and Enrollment > Term Processing >

Appointments

Create and assign enrollment and validation appointments.

Student Enrollment Appointment
Assign and edit enrollment appointments on a student-by-student basis.

Appointment Table
Create enrollment appointments for sessions and terms.

The Student Enrollment Appointment search page displays.

3. Enter the appropriate **ID** or **Name**.

4. Click the **Search** button.

Student Enrollment Appointment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:	begins with ▾	00
Academic Career:	= ▾	▾
Academic Institution:	begins with ▾	SJ000 🔍
Term:	= ▾	🔍
Campus ID:	begins with ▾	
National ID:	begins with ▾	
Last Name:	begins with ▾	
First Name:	begins with ▾	
Term Alternate Key:	= ▾	🔍

☐ Case Sensitive

Search   Clear   Basic Search 💾 Save Search Criteria

The Student Enrollment Appointment search results display.	
5. Select a term by clicking the appropriate hyperlink.	

The Student Enrollment Appointment page displays.	
6. Use this page to assign an enrollment appointment to a student or to verify appointment times for students who were assigned an appointment through the batch process. (See **Field Descriptions** below.)	
7. Verify the session information.	
8. Enter the **Appt. Block** number.	
9. Enter the **Appt. Number**.	
10. Click the **Save** button.	

Field Description List: Student Enrollment Appointment page
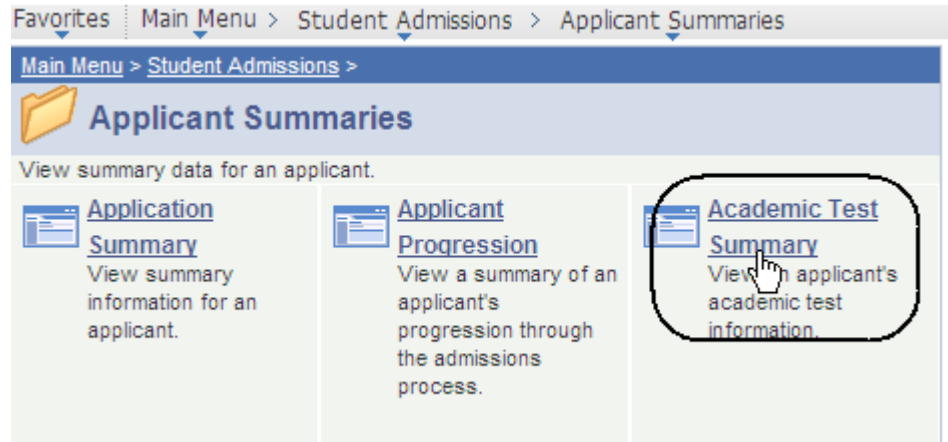
Field Name	Description
Session	Select the session for which you wish to assign the enrollment appointment.
Only Use Term Unit Limits	Check this box On if you only wish to use the Term Unit Limits defined on the Appointment Limits Table page for this academic career, term and session.
Override Maximum Units	If Override of Maximum Units is required, change units on the Term Activation Enrollments Limit page.

Field Name	Description
Max Total Units	Not using this field.
Max Audit Units	Not using this field.
Max No GPA Units	Not using this field.
Max Wait List Units	Not using this field.
Max Total Courses	Not using this field.
Appt Block	An appt block is used to assign a student an enrollment appointment.
Appt Nbr	Select the appointment number to assign to the student. The system will automatically display the Start and End Dates and Times.
Start Date	Displays the date that the student is eligible to enroll.
Start Time	Displays the time that the student can begin enrolling.
End Date	Displays the last date that the student is eligible to enroll.
End Time	Displays the time that the student's enrollment period ends.
Use Program Term/Session Limits	Selected if the enrollment engine is to obey the unit limits setup at the program level.
Use Appointment Limit ID	Select if the enrollment engine is to obey the unit limits setup at the appointment level.
Set Maximum Units	Select if the student has requested to enroll in excess units.
Max Total Units	Not using this field.
Max Audit Units	Not using this field.
Max No GPA Units	Not using this field.
Max Wait List Units	Not using this field.

Test Scores

This section shows how to view a quick summary of test scores submitted by a student. When students apply for admissions to the University, they are required to submit test scores. These scores are used to assign Milestones and place students into Student Groups.

1. From the **Main Menu**, navigate to **Student Admissions > Applicant Summaries**.
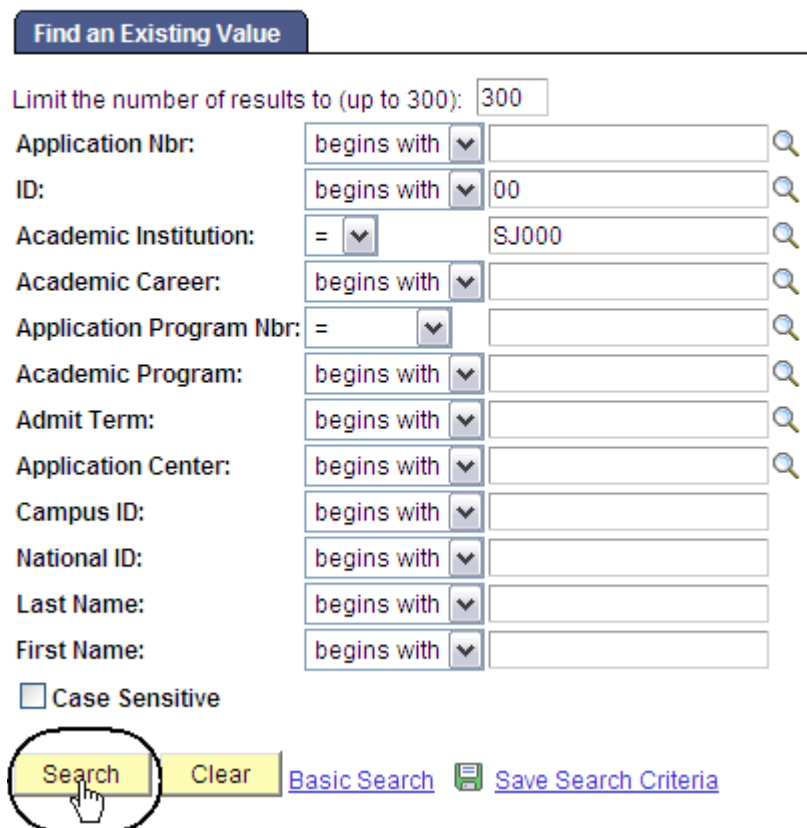
2. Click **Academic Test Summary**.

Favorites | Main Menu > Student Admissions > Applicant Summaries

Main Menu > Student Admissions >

📁 **Applicant Summaries**

View summary data for an applicant.

Application Summary
View summary information for an applicant.

Applicant Progression
View a summary of an applicant's progression through the admissions process.

Academic Test Summary
View an applicant's academic test information.

The Academic Test Summary search page displays.

3. Enter the student's **ID**.

4. Click the **Search** button.

Academic Test Summary

Enter any information you have and click Search. Leave fields blank for a l

Find an Existing Value

Limit the number of results to (up to 300): `300`

Field	Operator	Value
Application Nbr:	begins with ▼	🔍
ID:	begins with ▼	00 🔍
Academic Institution:	= ▼	SJ000 🔍
Academic Career:	begins with ▼	🔍
Application Program Nbr:	= ▼	🔍
Academic Program:	begins with ▼	🔍
Admit Term:	begins with ▼	🔍
Application Center:	begins with ▼	🔍
Campus ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

☐ Case Sensitive

Search   Clear   Basic Search 💾 Save Search Criteria

The Academic Test Summary page displays.

5. View the student's test information as needed.

6. Click **View All** if the student has more than six test scores.

Academic Test Summary

Star Spartan   00   ★

Test Summary by ID/Component	Sort By

Test ID: [   ] 🔍 Test Component: [   ] 🔍   ⦿ Date ○ Score ○ Test   [Search]

Customize | Find | View All | 🖵 | ⊞   First ◀ 1-6 of 15 ▶ Last

	Test ID	Description	Score	%tile	Test Dt	Stnd Admin	Acad Level	Data Srce	Dt Loaded
1	ACT	Composite	20.00		04/01/2004	☑	11th Grade	ACT	02/14/2005
2	ACT	English	19.00		04/01/2004	☑	11th Grade	ACT	02/14/2005
3	ACT	Math	21.00		04/01/2004	☑	11th Grade	ACT	02/14/2005
4	ACT	Reading	20.00		04/01/2004	☑	11th Grade	ACT	02/14/2005
5	ACT	Science Reasoning	20.00		04/01/2004	☑	11th Grade	ACT	02/14/2005
6	EAPEX	EAP Math Exemption			01/01/2004	☐		ETS	03/14/2005

Field Description List: Academic Test Summary Search Page (above)

Field Name	Description
Test Summary by ID/Component	Enter a Test ID or Test Component to limit the search. If fields are left blank, all test scores for an individual will be displayed.
Sort By	Choose method for sorting the scores. *If using the Test Summary ID/Component or Sort By fields, click the Search button to retrieve test scores.*
Test ID	Displays the ID of the Test completed.
Description	Displays the name of the test component completed.
Score	Displays the score received on the test component.
%tile	Displays the percentile of the test score.
Test Dt	Displays the date the test was completed.
Stnd Admin	If box is checked, indicates that test was administered in standard fashion.
Acad Level	Displays the grade level of student when the test was completed.
Data Srce	Displays the source of the test score, for example, self-reported or testing service reported.
Dt. Loaded	Displays the date the test was entered into the system.
Test Summary by ID/Component	Enter a Test ID or Test Component to limit the search. If fields are left blank, all test scores for an individual will be displayed.

Student Milestones

This section shows how to view student milestones. Milestones are non-course-related requirements a student must complete in order to enroll in classes and progress towards a degree. They are used to track the completion of the ELM and EPT requirements.

1. From the **Main Menu**, navigate to **Records and Enrollment > Enroll Students**.

2. Click **Student Milestones**.

Favorites | Main Menu > Records and Enrollment

Main Menu > Records and Enrollment >

Enroll Students

Enroll students into classes and add milestones.

Student Milestones
Review or update a student's milestone records.
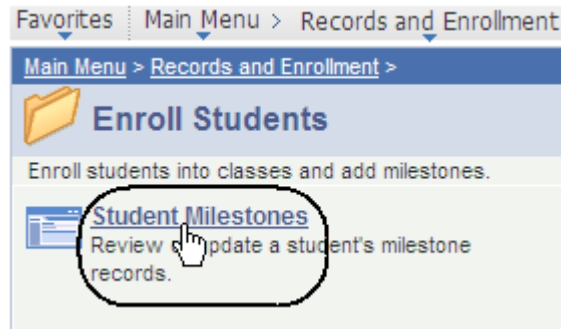
The Student Milestones search page displays.

3. Enter the appropriate **ID** or **Name** and **Academic Institution**.

4. Click the **Search** button.

Student Milestones

Enter any information you have and click Search. Leave fields blank f

Find an Existing Value

Limit the number of results to (up to 300): 300
ID: begins with ☑ 00
Academic Institution: = ☑ SJ000 🔍
Academic Career: = ☑ 🔍
Academic Program: = ☑ 🔍
Campus ID: begins with ☑
National ID: begins with ☑
Last Name: begins with ☑
First Name: begins with ☑
☐ Include History ☐ Case Sensitive

Search | Clear | Basic Search 💾 Save Search Criteria

The Student Milestone page displays.

5. Click **View All**.

The English and Math milestones display.

6. View milestones assigned to a student. (See **Field Descriptions** below.)

Note: The Milestone Level indicates how many semesters of remediation the student must complete.

Field Description List: English and Math Milestones Page (above)

Field Name	Description
Milestone Nbr	Displays the sequence number assigned to the selected Milestone.
Milestone	Displays the Milestone assigned to the student.
Academic Plan	Displays the student's academic plan to which the Milestone is attached.
Description	Displays the short description from the Milestone table.
Formal Description	Displays the long description from the Milestone table.
Milestone Level	Displays the level of the Milestone attached to the student.
Attempts Allowed	Displays the number of attempts allowed based on the values setup on the Milestone table.
Milestone Title	Not using this field.
Milestone Copy	Copies the Milestone information from the Milestone template to the student's record.

7. To view the completion status of a Milestone, click the **Milestone Attempts** tab.

The Milestone Attempts page displays.

8. View EPT and ELM Milestone levels required and completion information. (See **Field Descriptions** below.)

   Note: If a student has satisfied ELM or EPT requirements, the Milestone Complete field will display Completed.

Field Description List: Milestone Attempts Page (above)

Field Name	Description
Attempt Nbr	Displays the number of attempts at completing this Milestone.
How Attempted	Displays how the student attempted to complete the Milestone.
Date Attempted	Displays the date the Student attempted to complete the Milestone.
Grading Scheme	The system displays values entered into the Milestone Template.
Grading Basis	The system displays values entered into the Milestone Template.
Milestone Complete	Displays the status of the milestone.
Milestone Grade	Not using this field.
Course ID	Not using this field.
Term	Not using this field.
Reported Flag	Not using this field.

Student Groups

This chapter demonstrates how to assign a student to a Student Group. When an individual is assigned to a student group it enables users to track test results, course completion, and graduation application.

1. From the **Main Menu**, navigate to **Records and Enrollment > Career and Program Information**.
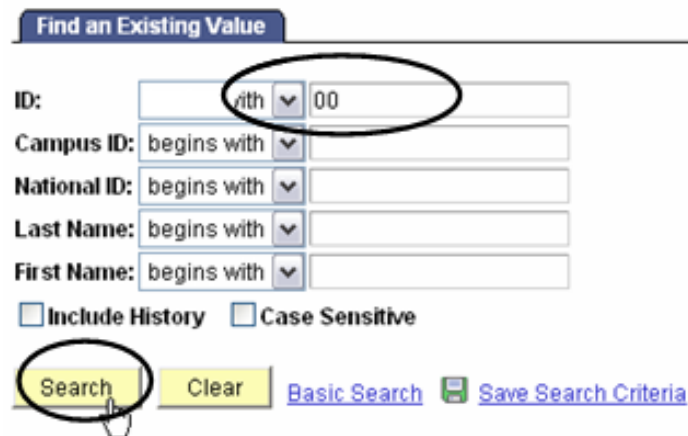
2. Click the **Student Groups** hyperlink.
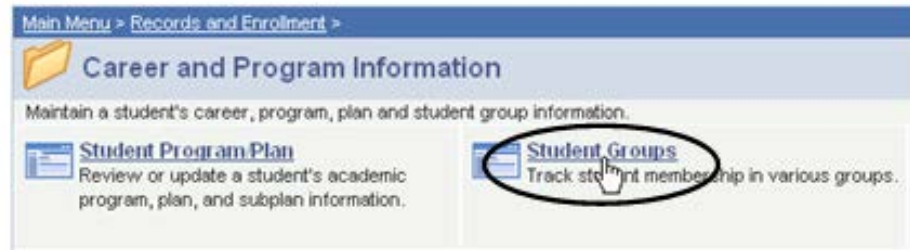
The Student Groups search page displays.

3. Enter the appropriate **ID** or **Name**.

4. Click the **Search** button.

The Student Groups page displays.

5. Click the **View All** hyperlink.

The different student group types display.

6. Use this page to assign or remove a student from a Student Group. (See Field Descriptions below.)

Note: Make sure to look at the status of each group and the effective date.

Field Description List: Student Group Types

Field Name	Description
Academic Institution	Select San José State University (SJ000).
Student Group	Select the Student Group that you wish to assign to the student.
Effective Date	The system defaults to today's date. Can override if needed.
Status	If assigning the student to the group, the Status should display Active. If removing a student from a Student Group, the Status should display Inactive.
Comments	Not using this field.