

Overview

This training manual provides an overview of basic records processing.

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Student Self Service Registration

This section shows how to register as a student. Once students are term activated and assigned a registration appointment time, they can enroll in classes using the self-service functionality in **MySJSU** (PeopleSoft HSJPRD).

Add a Class

1. Navigate to the **MySJSU login** page.
2. Click the **MySJSU Sign In** button.



Quick Links

- [Class Search](#)
- [Browse Catalog](#)
- [My Password/Sign In Help](#)
- [System Downtime](#)

MySJSU SIGN IN



ABOUT MYSJSU

MySJSU is for current and former students, applicants for admission, [job applicants](#) and all SJSU employees.

NEWS, EVENTS & ANNOUNCEMENTS

Contact Us

MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

The Oracle PeopleSoft Sign In page displays.

3. Login to the system using your **Tower ID** and **Password**.

ORACLE
PEOPLESOFT ENTERPRISE

Tower ID:

Password:

Sign In

The Student Center page displays.

4. Click **Enroll** from the **Student Center** page.
5. Alternatively, navigate from Main Menu to **Self Service > Enrollment > Enrollment: Add Classes**

Star's Student Center

View My Messages

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[Academics](#)

other academic... ▾ >>

This Week's Schedule

| Class | Schedule |
|---------------------------|---|
| CHEM 1A-01 LEC (20254) | MoWeFr 9:30AM - 10:20AM Science Building 142 |
| CHEM 1A-07 SEM (21440) | Fr 10:30AM - 11:20AM Duncan Hall 135 |
| CHEM 1A-20 LAB (20266) | We 2:30PM - 5:20PM Duncan Hall 412 |

The Select Term page displays.

6. Use the **Select Term** dropdown menu to select the term to enroll in.
7. Click the **Continue** button.

Add Classes

Select Term

Select a term then click Continue.

| | Term | Career | Institution |
|----------------------------------|---------------------|---------------|---------------------------|
| <input type="radio"/> | Fall 2010 | Undergraduate | San Jose State University |
| <input type="radio"/> | Winter Session 2012 | Undergraduate | San Jose State University |
| <input checked="" type="radio"/> | Spring 2012 | Undergraduate | San Jose State University |

CONTINUE

The Select classes to add page displays.

8. Click the **search** button under **Find Classes**.

Note: If you know the exact class number, you can use the Enter Class Nbr box and click the Enter button. This method is much faster. If you have chosen this option, skip step 11.

The Enter Search Criteria page displays.

9. Enter the **Course Subject** and an additional piece of search criteria. (See **Field Descriptions** below.)
10. Click **Additional Search Criteria**.

Add Classes

1

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | San Jose State University [change term](#)

The screenshot shows the 'Add Classes' interface. At the top, there are status indicators for 'Open', 'Closed', and 'Wait List'. Below that is a 'Spring 2012 Shopping Cart' section which is currently empty. The 'Add to Cart' section includes an 'Enter Class Nbr' field with an 'enter' button. The 'Find Classes' section has two radio buttons: 'Class Search' (selected) and 'My Requirements'. A 'search' button is circled in red with a hand cursor pointing to it.

Enter Search Criteria

San Jose State University | Spring 2012

Select at least 2 search criteria. Click Search to view your search results.

The screenshot shows the 'Enter Search Criteria' page. It has a header 'Class Search Criteria'. Below that are three rows of search criteria: 'Course Subject' with a 'select subject' button, a text box containing 'BIOL', and the label 'Biology'; 'Course Number' with a dropdown menu set to 'is exactly' and a text box containing '21'; and 'Course Career' with a dropdown menu set to 'Undergraduate'. There is a checked checkbox for 'Show Open Classes Only'. Below these fields is a text prompt: 'Use Additional Search Criteria to narrow your search results.' At the bottom, a large green button labeled 'Additional Search Criteria' with a right-pointing arrow is circled in red with a hand cursor pointing to it.

The Enter Search Criteria page displays.

11. Enter at least two criteria and then click the **Search** button.

Enter Search Criteria

San Jose State University | Spring 2012

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject Biology

Course Number

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time

Meeting End Time (example: 1:00PM)

Day of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 1136)

Course Attribute

Course Attribute Value

Course Title Keyword (example: statistics)

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

[Return to Add Classes](#)

Field Description List: Add Classes Search Page (above)

| Field Name | Description |
|-------------------------------|--|
| Course Subject | Displays the course subject and catalog number. |
| Course Number | Enter the Class Number of the class in which to enroll. |
| Course Career | The Career that the course was created under in the catalog, for example, undergraduate, graduate. |
| Show Open Classes Only | When checked, will only display classes with seats available. |

The Search Results page displays.

12. Click **View All Sections**.

Search Results

When available, click View All Sections to see all sections of the course.

San Jose State University | Spring 2012

[My Class Schedule](#) [show all](#)

CHEM 1A MoWeFr 9:30AM - 10:20AM
Science Building 142

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly '21', Course Career: **Undergraduate**, Show Open Classes Only: **No**

[Return to Add Classes](#)

[START A NEW SEARCH](#)

Open Closed Wait List

BIOL 21 - Human Biology

[View All Sections](#) First 1-15 of 17 Last

Section [01-LEC\(20132\)](#) Status [select class](#)

[View Textbooks](#)

Session Regular

| Days & Times | Room | Instructor | Meeting Dates |
|----------------------|--------------------------|-----------------|-------------------------|
| MoWe 8:30AM - 9:20AM | Morris Dailey Auditorium | Mary Poffenroth | 01/25/2012 - 05/15/2012 |

13. Select a class by clicking the **select class** button.

BIOL 21 - Human Biology

[View All Sections](#) First 1-15 of 17 Last

Section [01-LEC\(20132\)](#) Status [select class](#)

[View Textbooks](#)

Session Regular

| Days & Times | Room | Instructor | Meeting Dates |
|----------------------|--------------------------|-----------------|-------------------------|
| MoWe 8:30AM - 9:20AM | Morris Dailey Auditorium | Mary Poffenroth | 01/25/2012 - 05/15/2012 |

The Related Class Sections page displays.

14. Click **View All Sections**.

Note: Use this page to select the related component classes if the class has multiple parts.

1. Select classes to add - Related Class Sections

Spring 2012 | Undergraduate | San Jose State University

BIOL 21 - Human Biology

Lecture selected: Section 01

MoWe 8:30AM - 9:20AM Morris Dailey Auditorium

Open Closed Wait List

Select Laboratory section (Required):

| | Class Nbr | Section | Schedule | Room | Instructor | Status |
|-----------------------|-----------|--------------------|----------|------|------------|--------|
| <input type="radio"/> | 20133 | 11 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20134 | 12 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20135 | 13 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20136 | 14 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20137 | 15 | | TBA | Staff | ▲ |

[View All Sections](#) First 1-5 of 16 Last

15. To select the related Lab section, click the corresponding radio button. (See **Field Descriptions** below.)
16. Click the **Next** button.

1. Select classes to add - Related Class Sections

Spring 2012 | Undergraduate | San Jose State University

BIOL 21 - Human Biology

Lecture selected: Section 01

MoWe 8:30AM - 9:20AM Morris Dailey Auditorium

Open
 Closed
 Wait List

| Select Laboratory section (Required): | | | | | | |
|---------------------------------------|-----------|--------------------|----------|------|------------|--------|
| | Class Nbr | Section | Schedule | Room | Instructor | Status |
| <input type="radio"/> | 20133 | 11 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20134 | 12 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20135 | 13 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20136 | 14 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20137 | 15 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20138 | 16 | | TBA | Staff | ▲ |
| <input checked="" type="radio"/> | 20139 | 17 | | TBA | Staff | ● |
| <input type="radio"/> | 20140 | 18 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20141 | 19 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20142 | 20 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20143 | 21 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20144 | 22 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20145 | 23 | | TBA | Staff | ▲ |
| <input type="radio"/> | 20146 | 24 | | TBA | Staff | ▲ |
| <input type="radio"/> | 22329 | 25 | | TBA | Staff | ● |
| <input type="radio"/> | 22503 | 26 | | TBA | Staff | ● |

View 5 | First 1-16 of 16 Last

Field Description List: Class Sections (above)

| Field Name | Description |
|-------------------|---|
| Class Nbr | Displays the five digit enrollment code. The system also displays the course subject, catalog number and class title. |
| Section | Displays the class section number. The system also displays the class component type. |
| Schedule | Displays days and times class is offered. |
| Room | Displays where class is located. |
| Location | Displays where the class meets. |
| Instructor | Displays the name of the instructor assigned to teach the class. |
| Status | Displays if the class is open or closed to registration. |

The Enrollment Preferences page displays.

17. If the class status is closed, and you want to Wait List, check the **Wait List box**.
18. If the class requires department or instructor consent, enter the **Permission Nbr.**
19. Click the **Next** button.

1. Select classes to add - Enrollment Preferences

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BIOL 21 - Human Biology

Class Preferences

BIOL 21-01 Lecture ● Open
 BIOL 21-17 Laboratory ● Open

Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session
 Career Undergraduate

Grading Normal Grade Rules

Units 3.00

Enrollment Information

- Area B2+B3: Science, Life Science and Lab Science

Requirement Designation

GE Core Area B2B3: Life Science & Lab

CANCEL

NEXT

The Select classes to add page displays with the course added to the enrollment Shopping Cart.

20. To finish enrolling in the class, click the **Proceed to Step 2 of 3** button.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ BIOL 21 has been added to your Shopping Cart.

Spring 2012 | Undergraduate | San Jose State University

[change term](#)

● Open

■ Closed

▲ Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

My Requirements

[search](#)

Spring 2012 Shopping Cart

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|--------|------------------------------------|----------------------|--------------------------|---------------|-------|--------------------------------------|
| | BIOL 21-01 (20132) | MoWe 8:30AM - 9:20AM | Morris Dailey Auditorium | M. Poffenroth | 3.00 | ● |
| | BIOL 21-17 (20139) | | TBA | Staff | | ● |

[PROCEED TO STEP 2 OF 3](#)

The Confirm classes page displays.

21. Click the **Finish Enrolling** button.

22. Verify the enrollment status by viewing the **Status** field.

If the Enrollment Request was not successful, the system displays an error message.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2012 | Undergraduate | San Jose State University

| ● Open ■ Closed ▲ Wait List | | | | | | |
|-----------------------------------|----------------------------|----------------------|--------------------------|---------------|-------|--------|
| Class | Description | Days/Times | Room | Instructor | Units | Status |
| BIOL 21-01 (20132) | Human Biology (Lecture) | MoWe 8:30AM - 9:20AM | Morris Dailey Auditorium | M. Poffenroth | 3.00 | ● |
| BIOL 21-17 (20139) | Human Biology (Laboratory) | | TBA | Staff | | ● |

CANCEL

PREVIOUS

FINISH ENROLLING

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2012 | Undergraduate | San Jose State University

| ✔ Success: enrolled ✘ Error: unable to add class | | |
|---|---|--------|
| Class | Message | Status |
| BIOL 21 | Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes. | ✔ |

MY CLASS SCHEDULE ADD ANOTHER CLASS

3. View results

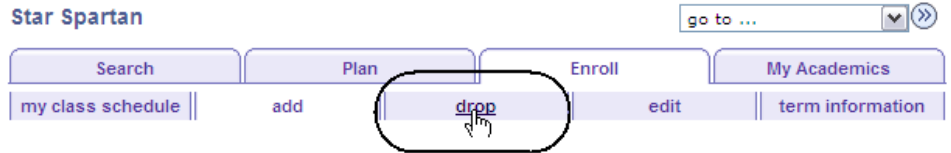
View the following status report for enrollment confirmations and errors:

Spring 2012 | Undergraduate | San Jose State University

| ✔ Success: enrolled ✘ Error: unable to add class | | |
|---|--|--------|
| Class | Message | Status |
| Biol 21 | Error: The combined section class 28878 is full. The enrollment limit for the combined section has been reached. Resubmit the request with the wait list options specified or choose another class. | ✘ |

Drop a Class

1. To drop a class, click the **drop** tab.



The Select Classes to Drop page displays.

2. Select the course to drop by checking its checkbox.
3. Click the **Drop Selected Classes** button.

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Spring 2012 | Undergraduate | San Jose State University [change term](#)

✔ Enrolled
 ✘ Dropped
 ▲ Wait Listed

| Select | Class | Description | Days/Times | Room | Instructor | Units | Status |
|-------------------------------------|-------------------------------------|------------------------------|-------------------------|---------------------------|---------------|-------|--------|
| <input checked="" type="checkbox"/> | BIOL 21-01 (20132) | Human Biology (Lecture) | MoWe 8:30AM - 9:20AM | Morris Dailey Auditorium | M. Poffenroth | 3.00 | ✔ |
| <input type="checkbox"/> | BIOL 21-17 (20139) | Human Biology (Laboratory) | | TBA | Staff | | ✔ |
| <input type="checkbox"/> | CHEM 1A-01 (20254) | General Chem (Lecture) | MoWeFr 9:30AM - 10:20AM | Science Building 142 | L. Mayer | 5.00 | ✔ |
| <input type="checkbox"/> | CHEM 1A-07 (21440) | General Chem (Seminar) | Fr 10:30AM - 11:20AM | Duncan Hall 135 | W. Ray | | ✔ |
| <input type="checkbox"/> | CHEM 1A-20 (20266) | General Chem (Laboratory) | We 2:30PM - 5:20PM | Duncan Hall 412 | Staff | | ✔ |
| <input type="checkbox"/> | SOC1 101-02 (21694) | Social Theory (Lecture) | MoWe 3:00PM - 4:15PM | Dudley Moorhead Hall 231 | P. Chua | 3.00 | ✔ |
| <input type="checkbox"/> | SOC1 105-02 (21698) | Qual Research Meth (Lecture) | TuTh 9:00AM - 10:15AM | Dudley Moorhead Hall 227 | A. Leisenring | 3.00 | ▲ |
| <input type="checkbox"/> | SOC1 169-01 (28211) | Polit Sociology (Lecture) | TuTh 12:00PM - 1:15PM | Dudley Moorhead Hall 226A | D. Brook | 3.00 | ✔ |

[DROP SELECTED CLASSES](#)

The Confirm your selection page displays.

- To complete dropping the selected class, click the **Finish Dropping** button.

Drop Classes

2. Confirm your selection

Click **Finish Dropping** to process your drop request. To exit without dropping these classes, click **Cancel**.

Spring 2012 | Undergraduate | San Jose State University

✔ Enrolled
✘ Dropped
▲ Wait Listed

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|------------------------------------|----------------------------|----------------------|--------------------------|---------------|-------|--------|
| BIOL 21-01 (20132) | Human Biology (Lecture) | MoWe 8:30AM - 9:20AM | Morris Dailey Auditorium | M. Poffenroth | 3.00 | ✔ |
| BIOL 21-17 (20139) | Human Biology (Laboratory) | | TBA | Staff | | ✔ |

CANCEL
PREVIOUS
FINISH DROPPING

The View results page displays.

- Check the status of your request. (See **Field Descriptions** below.)

Note: You can use this page to drop or update classes with a status of enrolled.

3. View results

View the results of your enrollment request. Click **Fix Errors** to make changes to your request.

Spring 2012 | Undergraduate | San Jose State University

✔ Success: dropped
✘ Error: unable to drop class

| Class | Message | Status |
|---------|--|--------|
| BIOL 21 | Success: This class has been removed from your schedule. | ✔ |

Field Description List: View Results Page (above)

| Field Name | Description |
|--------------------------|--|
| Action | Select the enrollment action for the system to perform. |
| Class | Displays the class subject and the corresponding catalog number. |
| Section | Displays the class section number. |
| Enrollment Status | Displays the Enrollment status of the class. |
| Grading Option | Displays the grading basis for the class. |
| Instructor | Displays the instructor assigned to the course. |
| Units | Displays the number of units assigned to the class. |
| Status | Displays the status of the update/drop request. |
| Finish Dropping | Processes changes made to the enrollment. |

View Class Schedule

1. To view a class schedule, navigate to **Self Service > Service Center**.
2. Click the **My Class Schedule** tab.

Star Spartan



The My Class Schedule page displays.

3. Select the **Display Option** you wish to view.
4. Check the **Select the Class Schedule filter option** and Click filter.
5. View class schedule for a specific term. (See **Field Descriptions** below.)

My Class Schedule

Select Display Option List View Weekly Calendar View

Spring 2012 | Undergraduate | San Jose State University

[change term](#)

[VIEW/ORDER YOUR TEXTBOOKS](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes

[filter](#)

BIOL 21 - Human Biology

| Status | Units | Grading | Grade | Requirement Designation | Deadlines | |
|-----------|--------------------|------------|----------------------|---|-----------------|-------------------------|
| Dropped | 3.00 | W Grade | | GE Core Area B2B3: Life Science & Lab (Taken) | | |
| Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/End Date |
| 20132 | 01 | Lecture | MoWe 8:30AM - 9:20AM | Morris Dailey Auditorium | Mary Poffenroth | 01/25/2012 - 05/15/2012 |
| 20139 | 17 | Laboratory | | TBA | Staff | 01/25/2012 - 05/15/2012 |

CHEM 1A - General Chem

| Status | Units | Grading | Grade | Deadlines | | |
|-----------|--------------------|--------------------|-------------------------|----------------------|--------------|-------------------------|
| Enrolled | 5.00 | Normal Grade Rules | | | | |
| Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/End Date |
| 21440 | 07 | Seminar | Fr 10:30AM - 11:20AM | Duncan Hall 135 | Wynn Ray | 01/25/2012 - 05/15/2012 |
| 20254 | 01 | Lecture | MoWeFr 9:30AM - 10:20AM | Science Building 142 | Ludwig Mayer | 01/25/2012 - 05/15/2012 |
| 20266 | 20 | Laboratory | We 2:30PM - 5:20PM | Duncan Hall 412 | Staff | 01/25/2012 - 05/15/2012 |

Field Description List: My Class Schedule Page (above)

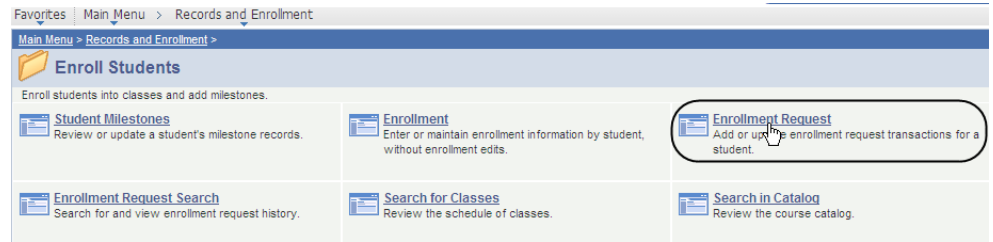
| Field Name | Description |
|---------------------------------|---|
| Subject/Catalog Number | Displays the class subject and the corresponding catalog number. |
| Cls # | Displays the five-digit enrollment class number. |
| Class Section | Displays the class section number. |
| Component Type | Displays the type of course offering, for example, lecture, lab, and seminar. |
| Description | Displays the Title of the course. |
| Grading Options | Displays the Grading Basis assigned to the course. |
| Grade | Displays the grade received for the course once grades have been recorded. |
| Units | Displays the total number of units assigned to the class. |
| Status | Displays the enrollment status of the course. |
| Academic Calendar button | Displays academic deadlines for dropping and adding classes. |
| Class Start/End Time | Displays the start and end time of the class. The system also displays the days of the week the class is offered. |
| Location | Displays the building and room number of the class. |
| Class Begin/End Dates | Displays the start and end date of the class. |
| Instructor | Displays the name of the instructor assigned to teach the class. |

Registration

Once students are term activated and assigned a registration appointment time they can be enroll in classes. This section demonstrates how to enroll.

The Enroll Students page displays.

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



The Enrollment Request search page displays.

3. Enter criteria:
 - **Student ID**
 - **Academic Career**
 - **Academic Institution**
 - **Term**
4. Click the **Add** button.

Enrollment Request

[Find an Existing Value](#) [Add a New Value](#)

ID: 🔍

Academic Career: 🔍

Academic Institution: 🔍

Term: 🔍

[Add](#)

The Enrollment Request page displays.

5. Select **Enroll** from the **Action** drop-down menu.
6. Enter the **Class Number** and the **Related Class Number(s)**, if necessary.
7. Select overrides as needed.
8. Click the **Submit** button

Notes: If you are unsure of the class numbers, click the lookup button.

You can use this page to enroll students or update the status of currently enrolled classes.

00 Star Spartan San Jose State University
 Undergraduate UGD - Undergraduate Degree Summer 2012

Enrollment Request ID: 0000000000 Status: Pending Submit
 User ID: 00 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

Action: Enroll Action Reason:
 Override Action Date Action Date:
 Wait List Okay

Class Nbr: 30074 AAS 33A 01 Lecture As Am US Hist/Pol
 Summer Session One Undergraduate

Related Class 1:
 Related Class 2:
 Instructor ID: [Transcript Note](#)

Override

Grading Basis: GRD Normal Grade Rules
 Units Taken: 3.00 Course Count: 1.00
 Designation: M6 GE: D2
 Take Requirement Designation
 Permission Nbr:

Additional Overrides Appointment Career Closed Class Class Links
 Requisites Service Indicator Time Conflict Unit Load
 Dynamic Dates

Drop This Class if Enrolled:

Field Description List: Enrollment Request Page (above)

| Field Name | Description |
|-----------------------------------|--|
| Enrollment Request ID | System generated number uniquely identifying this enrollment request from others. |
| Status | Displays the status of the Enrollment Request. |
| User ID | Displays the User ID of the person processing the Enrollment Request. |
| Operator Enrollment Access | Displays the security access the user has for each Enrollment Function. |
| Submit Button | Click the Submit button to process and post the Enrollment Request for the student. |
| Sequence Nbr | Displays the order in which the enrollment engine processes the rows within the request. |
| Action | Defaults to Enroll. Can override this field if you wish to perform another enrollment action. |
| Action Reason | Select the reason for the Enrollment Action, if needed. |
| Override the Action Date | Defaults checked Off. Check box On if you wish to override the system generated Action Date. |
| Action Date | The Action Date is populated by the system as the date the Enrollment Action is occurring. |
| Wait List Okay | Not using this field. |
| Class Nbr | Enter the Class Number of the class the student wishes to enroll in. |
| Related Class1 | Enter the Related 1 Class Number of the first related component the student wishes to enroll in. Use the lookup button to find valid values if the Class Number is not known. |
| Related Class 2 | Enter the Related 2 Class Number of the second related component in which the student wishes to enroll. Use the Lookup button to find valid values if the Class Number is not known. |
| Instructor ID | Not using this field. |
| Transcript Note | Enter the note related to specific class. |
| Grading Basis | Displays the Grading Basis for the course selected in the Course Catalog. Checking the Grading Basis box On allows the user to override the default Grading Basis. |
| Grade Input | Enter or change the grade received for the class. |

| Field Name | Description |
|-------------------------------------|---|
| Units Taken | Displays the unit value assigned to the class in the Course Catalog. If this is a variable unit class checking On the Override box allows the user to adjust the number of units. |
| Course Count | Displays the default value entered in the Course Catalog. If the Override box is checked On it allows the user to insert a new course count value. |
| Designation | Not using this field. |
| Take Requirement Designation | Not using this field. |
| Permission Number | Select and enter the five or six digit Class Permission number, if needed. |
| Appointment | Select if the student does not have a registration appointment or is trying to enroll outside of his/her designated appointment time. |
| Career | Select if the student is attempting to enroll in a class outside of his/her Career and the Career Pointers Exception Rules prohibits enrollment outside of the student's career. |
| Closed Class | Select to ignore the enrollment capacity set for the class. |
| Class Links | Select to ignore the mandatory enrollment in the classes related component. |
| Requisites | Select to ignore the prerequisites attached to the course. |
| Service Indicator | Select to ignore a Hold placed on a student's record. |
| Time Conflict | Select to allow enrollment into classes that are offered at the same time or overlapping times. |
| Unit Load | Select to enroll in more units than the rules for his/her Academic Program will allow. |
| Dynamic Dates | Select to ignore the dynamic date information for the section. |
| Drop This Class if Enrolled: | Select to drop the designated class if the enrollment is successful. |

9. To add another class, click the **Add [+]** button.

Enrollment Request


00. Star Spartan ★ San Jose State University
Undergraduate UGD - Undergraduate Degree Summer 2012

Enrollment Request ID: 0003707765 Status: Success/Messages [Submit](#)
User ID: 00 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Messages

*Action: Action Reason:

Override Action Date 
 Wait List Okay

10. Select **Enroll** from the **Action** drop-down menu.

11. Enter the **Class Number and the Related Class Number(s)**, if necessary.

12. Select overrides as needed.

13. Click the **Submit** button.

Enrollment Request

00. Star Spartan ★ San Jose State University
Undergraduate UGD - Undergraduate Degree Summer 2012

Enrollment Request ID: 0003707765 Status: Pending [Submit](#)
User ID: 00 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 2 of 2 Last

Sequence Nbr: 2 Pending

*Action: Action Reason:

Override Action Date Action Date:
 Wait List Okay

Class Nbr: ANTH 160 01 Lecture Recon Lost Civs
Summer Session One Undergraduate

Related Class 1:

14. To determine if the enrollment request was successful, look at the status field for the first row and then the subsequent rows of data.

Enrollment Request

00. Star Spartan ★ San Jose State University
 Undergraduate UGD - Undergraduate Degree Summer 2012

Enrollment Request ID: 0003707766 Status: **Success/Messages** [Submit](#)
 User ID: 00 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 **Messages**

*Action: Enroll Action Reason:

Override Action Date
 Wait List Okay

15. If the status displays **Errors Found**, locate the row and sequence nbr that displays the message Errors.

Enrollment Request ID: 0003707765 Status: **Errors Found** [Submit](#)
 User ID: 008692385 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 2 of 2 Last

Sequence Nbr: 2 **Errors**

*Action: Enroll Action Reason:

Override Action Date
 Wait List Okay

16. Scroll to the bottom of the page to view the **Error Messages**.

Class Nbr: 30105 ANTH 160 01 Lecture Recon Lost Civs
 Summer Session One Undergraduate

Related Class 1:
 Related Class 2:
 Start Date:
 Instructor ID:

[Transcript Note](#)

Override

Grading Basis: GRD Normal Grade Rules
 Units Taken: 3.00 Course Count: 1.00
 Designation: R GE: R
 Take Requirement Designation
 Permission Nbr:

Additional Overrides

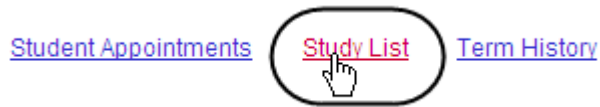
Appointment Career Closed Class Class Links
 Requisites Service Indicator Time Conflict Unit Load
 Dynamic Dates

Drop This Class if Enrolled:

Error Messages

Message Sequence: 1 Severity: Error Last Update DateTime: 06/08/12 11:55:38AM
 Time Scheduling Conflict for class 30074 and 30105, not enrolled. (14640,17)
 A scheduling conflict exists with a currently enrolled class. Your enrollment request cannot be processed. Please select another class.

17. To view the student's class list, click the **Study List** hyperlink.



The Student Study List page displays.

18. Click the **Cancel** button.

Note: You can view a student's Term History by clicking the Term History hyperlink. This topic is discussed in great detail in the next chapter.

Star Spartan Undergraduate San Jose State University

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes [Refresh Class Schedule](#)

| HS 135 | Section | Component | Description | Grading Option | Grade | Units | Status |
|--------------------------|---------|------------|--|--------------------|-------|-------------------------|-----------------|
| Cls#:30226 | 01 | Lecture | Hlth Multicultural | Normal Grade Rules | | 3.00 | Enrolled |
| Academic Program: | | | UGD - Undergraduate Degree | | | | |
| Requirement Designation: | | | GE Advanced Area S: Self, Society & Equality in US | | | | Attempt RD? Yes |
| 9:00AM - 12:45PM | | Tues,Thurs | | Sweeney Hall 313 | | 06/04/2012 - 07/06/2012 | |
| Instructor: | | | Minh-Tuan Nguyen | | | | |

[Printer Friendly Page](#)



The Enrollment Request page displays.

19. To drop a student from a class click the **Add [+]** button.

00 Star Spartan San Jose State University
Undergraduate UGD - Undergraduate Degree Summer 2012

Enrollment Request ID: 0003707766 Status: **Success/Messages** [Submit](#)
User ID: 00 [Operator Enrollment Access](#)

Enrollment Request Details [Find](#) | [View All](#) | First **1** of **1** Last

Sequence Nbr: 1 Messages

*Action: Action Reason:

Override Action Date
 Wait List Okay

A button with a plus sign and a minus sign, representing an 'Add' or 'Drop' action, with a hand cursor icon pointing to it.

A new row on the Enrollment Request page displays.

20. Select **Drop** from the **Action** drop-down menu.
21. Enter the **Class Number** and the **Related Class number(s)**, if appropriate.
22. Click the **Submit** button.

23. Check the status next to the **Sequence Nbr** to see if the drop was process successfully.

00. Star Spartan San Jose State University
Undergraduate UGD - Undergraduate Degree Summer 2012

Enrollment Request ID: 0003707766 Status: Pending Submit
User ID: 00 Operator Enrollment Access

Enrollment Request Details Find | View All First 2 of 2 Last

Sequence Nbr: 2 Pending

*Action: Drop Action Reason:
 Override Action Date
 Wait List Okay Action Date:

Class Nbr: 30226 HS 135 01 Lecture Hlth Multiculture
Summer Session One Undergraduate

Related Class 1:
Related Class 2:

00. Star Spartan San Jose State University
Undergraduate UGD - Undergraduate Degree Fall 2012

Enrollment Request ID: 0003714073 Status: Success/Messages Submit
User ID: 00 Operator Enrollment Access

Enrollment Request Details Find | View All First 2 of 2 Last

Sequence Nbr: 2 Success

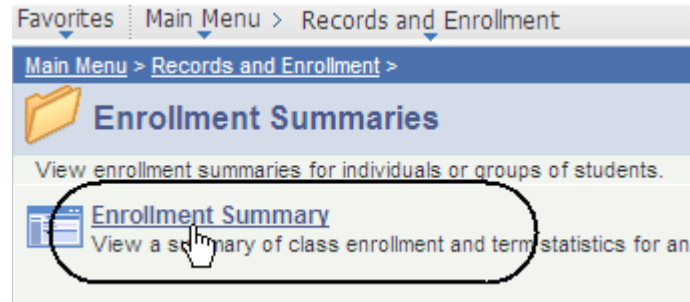
*Action: Drop Action Reason:
 Override Action Date
 Wait List Okay

Class Nbr: 30026 HS 135 01 Lecture Hlth Multiculture

Enrollment Summary

This section shows how to view a student's class schedule by looking at an Enrollment Summary page.

1. From the **Main Menu**, navigate to **Records and Enrollment > Enrollment Summaries**.
2. Click **Enrollment Summary**.



The Enrollment Summary search page displays.

3. Enter the appropriate **ID** number.
4. Click the **Search** button.

Enrollment Summary

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

Find an Existing Value

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

ID:

Academic Career:

Academic Institution:

Term:

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key:

Case Sensitive

[Basic Search](#)

The Enrollment Summary search results display.

5. Click the **term** to view.

The Enrollment Summary page displays.

6. View class information including class number, subject, career and session. (See **Field Descriptions** below.)
7. Click **View All** if the student is enrolled in more than three classes.
8. To view specific class details, click the **Look up** (magnifying glass) icon.

Search Results

| ID | Academic Career | Academic Institution | Term | Short Description | Name |
|----|-----------------|----------------------|------|-------------------|--------------|
| 00 | Undergrad | SJ000 | 212 | SPRG 2012 | Student Name |
| 00 | Undergrad | SJ000 | 2114 | FALL 2011 | Student Name |
| 00 | Undergrad | SJ000 | 2113 | SUMR 2011 | Student Name |

| Enrollment Summary | | Term Statistics | | | | | | | |
|--------------------|-------------------|---------------------------|---|---------|----------|---------------|-----------|---------------|-------------|
| Star Spartan | 001234567 | | ★ | | | | | | |
| Term: Sprg 2012 | Career: Undergrad | San Jose State University | Print Study List Report Manager | | | | | | |
| Class Nbr | Subject | Catalog | Session | Section | Status | Status/Reason | Acad Prog | Grading Basis | Units Taken |
| 20288 | CHEM | 112A | Regular | 01 | Enrolled | Enrolled | UGD | Graded | 3.00 |
| 20296 | CHEM | 120S | Regular | 01 | Enrolled | Enrolled | UGD | Crd/No Crd | 1.00 |
| 24867 | MATH | 8 | Regular | 01 | Enrolled | Enrolled | UGD | Graded | 3.00 |

Field Description List: Enrollment Summary page (above)

| Field Name | Description |
|----------------------|---|
| Class Nbr | Displays the five-digit enrollment class number. |
| Subject | Displays the subject linked to the class number. |
| Catalog | Displays the course catalog number. |
| Session | Displays the academic session in which the student is enrolled. |
| Section | Displays the academic session in which the class is scheduled. |
| Status | Displays the Enrollment Status. |
| Status Reason | Displays the reason for the Enrollment Status. |
| Grading Basis | Displays the Grading Basis linked to the course. |
| Units Taken | Displays the total number of class units. |

9. Click the **Term Statistics** tab.

The Term Statistics page Displays.

10. View statistics for an individual term.

Enrollment Summary | **Term Statistics**

Star Spartan 001234567 ★

Academic Career: Undergraduate

Institution: San Jose State University Academic Level - Term Start: Freshman
 Term: 2122 Spring 2012

| Enrollments | | | | | | | |
|-------------|--------------|--------------|-------|--------------|-------------------|--------------------------------|--------|
| | Graded Units | Grade Points | GPA | Earned Units | In Progress Units | | |
| For GPA | 11.000 | 36.500 | 3.318 | 11.000 | 0.000 | Units Taken Towards Acad Load | 12.000 |
| Not For GPA | 1.000 | | | 1.000 | 0.000 | Units Earned Towards Acad Load | 12.000 |
| | | | | | | Units Taken For Audit | 0.000 |

| Transfer Credit | | | | | | | |
|-----------------|--------------|--------------|-------|--------------|--|--------------------------------------|-------|
| | Graded Units | Grade Points | GPA | Earned Units | | | |
| For GPA | 0.000 | 0.000 | 0.000 | 0.000 | | Graded Transfer Units GPA / No GPA | 0.000 |
| Not For GPA | 0.000 | | | 0.000 | | For Units Only | 0.000 |
| | | | | | | Units Adjustment | 0.000 |
| | | | | | | >>> Total Adjusted Transferred Units | 0.000 |

| Combined (Enrollment + Transfer Credit Units) | | | | | | | |
|---|--------------|--------------|-------|--------------|-------------------|------------------------------------|--------|
| | Graded Units | Grade Points | GPA | Earned Units | In Progress Units | | |
| For GPA | 11.000 | 36.500 | 3.318 | 11.000 | 0.000 | Combined Earned Units GPA / No GPA | 12.000 |
| Not For GPA | 1.000 | | | 1.000 | 0.000 | Transfer Credit For Units Only | 0.000 |
| | | | | | | Transfer Credit Units Adjustment | 0.000 |
| | | | | | | >>> Total Term Units | 12.000 |

Field Description List: Term Statistics Page (above)

| Field Name | Description |
|----------------------------------|---|
| Academic Career | Displays student's academic career. |
| Institution | Displays San José State University (SJ000). |
| Academic Level-Term Start | Displays the academic level at the start of the term, based on number of units completed. |
| Term | Displays the Term being viewed. |

Field Description List: Term Statistics Page/Enrollments

| | |
|--|--|
| For GPA / Graded Units | Displays the units the student has taken for a letter grade, whether it is a passing grade or not. |
| For GPA / Grade Points | Displays the term grade points earned. |
| For GPA / GPA | Displays the student's GPA for the graded units. |
| For GPA / Earned Units | Displays the number of units the student has taken and passed for a letter grade. |
| For GPA / In Progress Units | Displays the number of units the student has that are in progress for a letter grade. |
| Not for GPA / Graded Units | Displays the number of units the student has taken for a non-GPA grade that student has received, whether a passing grade or not. |
| Not for GPA / Earned Units | Displays the number of units the student has taken and passed for a non-GPA grade. |
| Not for GPA / In Progress Units | Displays the number of units the student has in progress and that are being taken for a non-GPA grade. |
| Units Taken Towards Acad Load | Displays the total number of academic progress units taken. The number usually equals the sums of In Progress Towards GPA, In Progress No GPA, Taken Towards GPA and Taken No GPA. |
| Units Earned Towards Acad Load | Displays the units passed For Progress. This number is usually the sum of Passed Towards GPA and Passed No GPA. |
| Units Taken For Audit | Displays units the student has audited. These Do not count in the student's total units passed. |

Field Description List: Term Statistics Page/Transfer Credit

| Field Name | Description |
|---|--|
| For GPA Graded Units | Displays the transfer credit that counts towards the student's GPA. |
| For GPA Grade Points | Displays the grade points earned for the transfer credit. |
| For GPA / GPA | Displays the student's GPA for the graded transfer unit. |
| For GPA Earned Units | Displays the number of transfer units the student has taken and passed for a letter grade. |
| Not for GPA Graded Units | Displays the transfer credit units that do not count towards the student's GPA. |
| Not for GPA Earned Units | Displays the number of units the student has transferred and passed for a non-GPA grade. |
| Graded Transfer Units GPA / No GPA | Displays the total number of transferred in graded and non-graded. |
| For Units Only | Not using this field. |
| Units Adjustment | Not using this field. |
| Total Adjusted Transferred Units | Displays the total number of transferred in graded and non-graded. |

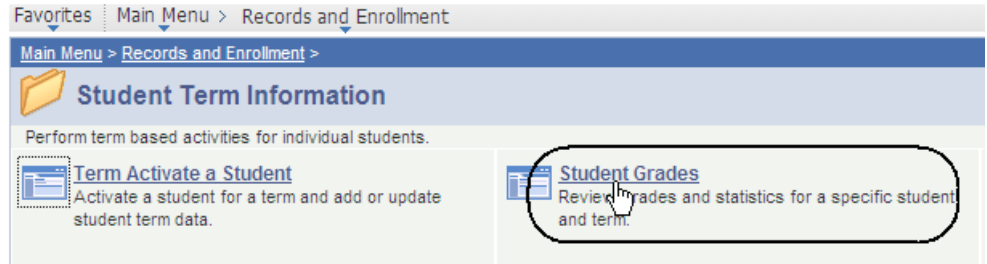
Field Description List: Term Statistics Page/Combined (Enrollment and Transfer Credit Units)

| Field Name | Description |
|---|---|
| For GPA Graded Units | Displays the total SJSU and transfer units the student has taken for a letter grade. |
| For GPA Grade Points | Displays the total SJSU and transfer grade points earned. |
| For GPA / GPA | Displays the student's GPA for the graded SJSU and transfer units. |
| For GPA Earned Units | Displays the number of SJSU and transfer units the student has taken and passed for a letter grade. |
| For GPA In Progress Units | Displays the number of SJSU and transfer units the student has that are in progress for a letter grade. |
| Not for GPA Earned Units | Displays the number of units the student has transferred and passed for a non-GPA grade. |
| Graded Transfer Units GPA / No GPA | Displays the total number of transferred in, graded and non-graded. |
| For Units Only | Not using this field. |
| Units Adjustment | Not using this field. |
| Total Adjusted Transferred Units | Displays the total number of transferred in graded and non-graded. |

Student Grades

This section shows how to view a student's class schedule and grades by term of enrollment.

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



Favorites | Main Menu > Records and Enrollment

Main Menu > Records and Enrollment >

Student Term Information

Perform term based activities for individual students.

- Term Activate a Student**
Activate a student for a term and add or update student term data.
- Student Grades**
Review grades and statistics for a specific student and term.

The Student Grades search page displays.

3. Enter the appropriate **ID** or **Name**.
4. Click the **Search** button.

Student Grades

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

Find an Existing Value

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

ID:

Academic Career: =

Academic Institution:

Term: =

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key: =

Case Sensitive

[Basic Search](#)

The Student Grades search results display.

5. Select a **Term** by clicking the appropriate link.

Search Results


View All

| ID | Academic Career | Academic Institution | Term | Short Description | Name |
|---------------------------|---------------------------|-----------------------|----------------------|---------------------------|------------------------------|
| 001234567 | Undergrad | SJ000 | 2122 | SPRG 2012 | Spartan.Star |

The Student Grade Inquiry page displays.

6. View student's grades by term. (See **Field Descriptions** below.)
7. To view class information, click **Detail**.
8. To view statistical information for the term, click the **Term Statistics** tab.

Student Grade Inquiry | Term Statistics

Star Spartan 001234567  [Print](#) [Report Manager](#)

Term: Sprg 2012 Career: Undergrad Institution: San Jose State University

| Detail | Class Nbr | Subject | Catalog | Component | Section | Grade Input | Official Grade | Grading Basis | Units Taken | Session | Course Name |
|------------------------|-----------|---------|---------|-----------|---------|-------------|----------------|---------------|-------------|---------|-------------------|
| Detail | 20288 | CHEM | 112A | Lecture | 01 | | | Graded | 3.00 | Regular | Organic Chem |
| Detail | 20296 | CHEM | 120S | Lecture | 01 | | | Crd/No Crd | 1.00 | Regular | Chem Safety |
| Detail | 24867 | MATH | 8 | Seminar | 01 | | | Graded | 3.00 | Regular | College Algebra |
| Detail | 23655 | MICR | 142 | Lecture | 01 | | | Graded | 3.00 | Regular | Path Microbiol II |

Field Description List: Student Grade Inquiry Page (above)

| Field Name | Description |
|-----------------------|--|
| Detail | Displays the class detail information from the Schedule of Classes. |
| Class Nbr | Displays the five-digit class used to identify the class section. |
| Subj | Displays the subject of the class. |
| Catalog | Displays the Catalog Number of the course. |
| Component | Displays the type of course section, for example, lab, lecture, or seminar. |
| Sect | Displays the Section number of the class. |
| Grade Input | Displays the student's grade that was entered on the Grade Roster, if the term is graded. |
| Official Grade | Displays the grade the student views on the student's transcript once grades are posted to the student record. |
| Grading Basis | Displays the method of grading for the course. |
| Units Taken | Displays the unit value for the section. |
| Session | Displays the session the course was offered, for example, regular or special. |
| Course Name | Displays the Course Title. |

Unofficial Transcripts

This section shows how to process the unofficial transcript. This SJSU custom report displays all three student GPA types: term, SJSU cumulative, and all college.

1. From the **Main Menu**, navigate to **SJSU Campus Solutions > Transcript**.
2. Click **View Unofficial Transcript**.

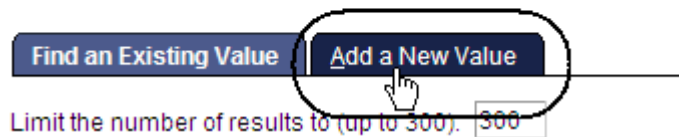


The SJSU Unofficial Transcript search page displays.

3. Click **Add a New Value**.

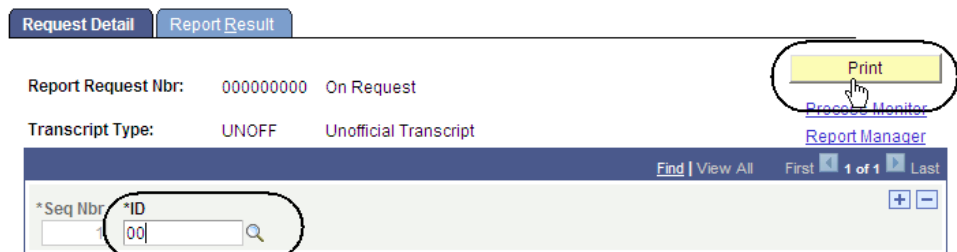
SJSU Unofficial Transcript

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



The Request Detail page displays.

4. Enter the student's **ID** number.
If you don't know the ID, see step 6.
5. If you have the **ID** ready, you can click the Print button.



- To look up the SJSU ID, click the **Look up** (magnifying glass) icon.

Request Detail Report Result

Report Request Nbr: 000000000 On Request

Transcript Type: UNOFF Unofficial Transcript

| *Seq Nbr | *ID |
|----------|-----|
| 1 | X |

The Look Up ID page displays.

- Enter student's name.
- Click the **Look Up** button.

Look Up ID

Empl ID: begins with

Name: begins with

Last Name: begins with

Campus ID: begins with

[Basic Lookup](#)

The Search Results display.

- Click the **ID** of the student.

Search Results

View 100 First 1 of 1 Last

| Empl ID | Name | Last Name | Campus ID |
|---------------------------|---------------|-----------|-----------|
| 001234567 | Spartan, Star | SPARTAN | (blank) |

The Request Detail page displays.

10. Click the **Print** button.

Request Detail Report Result

Report Request Nbr: 000000000 On Request [Print](#) [Process Monitor](#) [Report Manager](#)

Transcript Type: UNOFF Unofficial Transcript

Find | View All First 1 of 1 Last

*Seq Nbr *ID
1 001234567 Spartan, Star

The Report Result page displays.

Request Detail Report Result

Report Request Nbr: 002794288 Process Instance:

Request Seq Nbr: 1
ID: 001234567 Star Spartan

UNOFFICIAL STUDENT ACADEMIC RECORD

San Jose State University

STUDENT NAME: Spartan, Star
STUDENT NUMBER: 001234567
BIRTH MO/DAY: 12/16
DATE PRINTED: 01/23/2012

UNIVERSITY MEMORANDUM

WRITING SKILLS TEST: ELIGIBLE TO ENROLL IN 100W COURSE
ENGLISH PLACEMENT TEST REQUIREMENT MET
ENTRY LEVEL MATHEMATICS TEST REQUIREMENT MET
MAXIMUM OF 70 UNITS MAY BE ACCEPTED FROM 2 YEAR COLLEGE.

11. To retrieve a more concise version for printing, click **Report Manager**.

The Administration page displays.

12. Wait at least 15 seconds; then click the **Refresh** button.

13. Continue waiting and then click the Refresh button until Status changes to **Posted**.

14. Select **Details** to view the transcript.

The Report Detail page displays.

15. Click the PDF link.

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Request Detail' and 'Report Result'. The 'Report Result' tab is active, displaying 'Report Request Nbr: 002794288' and 'Process Instance: 1773291'. A 'Report Manager' link is circled in red. Below this is a search bar with a 'Refresh' button circled in yellow. The 'View Reports For' section includes fields for User ID, Type, Last, Days, Status, Folder, and Instance. A 'Report List' table is shown with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row is highlighted in blue and has a 'Details' link circled in yellow. Below the table is the 'Report Detail' section, which includes fields for Report ID (12210), Process Instance (1773291), Name (SJSR0001), Process Type (SQR Report), and Run Status (Success). A 'Message Log' link is also present. The 'Distribution Details' section shows 'Distribution Node: HASJTST' and 'Expiration Date: 01/25/2012'. The 'File List' table has columns: Name, File Size (bytes), and Datetime Created. The second row is highlighted in yellow and has a 'sjsr0001_1773291.PDF' link circled in yellow. The 'Distribute To' section is partially visible at the bottom.

Field Description List: Unofficial Transcript (above)

| Field Name | Description |
|------------------------|--|
| Student Name | Displays the student's name. |
| Student ID No | Displays the student's SJSU identification number. |
| Birth Mo / Day | Displays the student's birth month and day. |
| Alternate ID No | Displays students SSN or campus-generated ID number for some international students. |
| Date Issued | Displays the date the transcript was generated. |
| Page Number | Displays total number of pages. |
| UA | Displays the number of units attempted for semester. |
| UG | Displays the number of units enrolled that will impact the GPA. |
| UE | Displays the number of units earned. |
| GR | Displays the letter grade earned. |
| GP | Displays the number of grade points based on the letter grade and units earned. |

Class Rosters

This section shows how to generate class rosters. After students begin enrolling, you can generate class rosters on demand.

1. From the **Main Menu**, navigate to **Curriculum Management > Class Roster**.
2. Click **Class Roster**.



The Class Roster search page displays.

3. Enter the **Term**, **Subject Area** and **Catalog Number**.
4. Click the **Search** button.

Class Roster

Enter any information you have and click Search. Leave field

Find an Existing Value

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

Use Saved Search:

| | | |
|-----------------------|---|------------------------------------|
| Academic Institution: | <input type="text" value="begins with"/> <input type="button" value="v"/> | <input type="text" value="SJ000"/> |
| Term: | <input type="text" value="begins with"/> <input type="button" value="v"/> | <input type="text" value="2114"/> |
| Subject Area: | <input type="text" value="begins with"/> <input type="button" value="v"/> | <input type="text" value="comm"/> |
| Catalog Nbr: | <input type="text" value="begins with"/> <input type="button" value="v"/> | <input type="text" value="20"/> |
| Class Nbr: | <input type="text" value="="/> <input type="button" value="v"/> | <input type="text"/> |
| Class Section: | <input type="text" value="begins with"/> <input type="button" value="v"/> | <input type="text"/> |
| Session: | <input type="text" value="="/> <input type="button" value="v"/> | <input type="text"/> |
| Course ID: | <input type="text" value="begins with"/> <input type="button" value="v"/> | <input type="text"/> |
| Course Offering Nbr: | <input type="text" value="="/> <input type="button" value="v"/> | <input type="text"/> |

[Basic Search](#)

The Class Roster search results display.

5. Select a section number by clicking the appropriate hyperlink.

Search Results

View All

| Academic Institution | Term | Subject Area | Catalog Nbr | Class Nbr | Class Section | Session | Course ID |
|-----------------------|----------------------|----------------------|--------------------|-----------------------|--------------------|-------------------------|------------------------|
| SJ000 | 2114 | COMM | 20 | 44654 | 01 | Regular | 001838 |
| SJ000 | 2114 | COMM | 20 | 44656 | | Regular | 001838 |
| SJ000 | 2114 | COMM | 20 | 44657 | 03 | Regular | 001838 |

The Class Roster page displays.

6. View, sort and print class rosters, as needed. (See **Field Descriptions** below.)

Class Roster

Fall 2011 | Regular Academic Session | San Jose State University | Undergraduate

▼ [COMM 20 - 01 \(44654\)](#)
Public Speaking (Lecture)

| Days and Times | Room | Instructor | Dates |
|------------------|----------------------|--------------|-------------------------|
| Mo 6:00PM-8:45PM | Hugh Gillis Hall 219 | Faculty Name | 08/24/2011 - 12/08/2011 |

*Enrollment Status: ▼

[Class Permissions](#)

Enrollment Capacity: 25 Enrolled: 11

| Enrolled Students | | | | | | | |
|-------------------|------------------------------|-------------|-------|---|----------------|------------|----------|
| ID | Name | Grade Basis | Units | Program - Plan - Subplan | Academic Level | Add Dt | Grade Dt |
| 1 00 | Student Name | Graded | 3.00 | UGD - Undergraduate Degree - Pre-Nursing | Freshman | 06/07/2011 | |
| 2 00 | Student Name | Graded | 3.00 | UGD - Undergraduate Degree - Business Administration/Manage | Sophomore | 06/23/2011 | |

Field Description List: Class Roster Page (above)

| Field Name | Description |
|---------------------------------|---|
| Subject | Displays the course subject. |
| Catalog Number | Displays the catalog number. |
| Section | Displays the section number of the class. |
| Class Number | Displays the system-generated number used for registration. In the legacy system this number is referred to as the call code. |
| Days and Times | Displays the days and times the class is offered. |
| Room | Displays the building and room numbered where the class is held. |
| Instructor | Displays the name of the instructor teaching the section. |
| Dates | Displays the dates the class will be held |
| Enrollment Status | Displays the status of the students listed. |
| Class Permissions | Displays the class permission numbers connected to the section. |
| Enrollment Capacity | Displays the total number of students allowed to enroll in the class. |
| Enrolled | Displays the total number of students enrolled in the class. |
| Student ID | Displays the system generated Student ID number. |
| Name | Displays the name of the student. |
| Grading Basis | Displays the grading basis linked to the course. |
| Units Taken | Displays the unit value for the class. |
| Primary Academic Program | Displays the student's Primary Academic Program. |
| Academic Level | Displays the student's academic level. |
| Add Date | Displays the date the student added the class. |
| Grade Date | Displays the date that the student's grade was posted to his/her record. |

Run San Jose State University Custom Rosters Reports

This section shows how to run SJSU custom roster reports.

1. From the **Main Menu**, navigate to **SJSU Campus Solutions > Records and Enrollment > Campus Reports**.
2. Click **Class Roster Report/File**.



The Class Roster Report search page displays.

3. If it is the first time you are running the Class Roster Report, click the **Add a New Value** tab.

Class Roster Report

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

A screenshot of the 'Class Roster Report' search page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red circle). Below the tabs, there is a text input field with the value '300' and the label 'Limit the number of results to (up to 300):'. The search criteria is 'Search by: Run Control ID begins with' followed by an empty text box. There is an unchecked checkbox for 'Case Sensitive'. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.

The Class Roster Report Add a New Value page displays.

4. Enter a **Run Control ID** and click the **Add** button.

Class Roster Report

A screenshot of the 'Class Roster Report' 'Add a New Value' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red circle). Below the tabs, there is a text input field with the value 'Rosters' and the label 'Run Control ID:'. At the bottom, there is a yellow button labeled 'Add' (circled in red).

5. If you have run the report previously, enter the **Run Control ID** and click the **Search** button.

Class Roster Report

Enter any information you have and click Search. Leave fields

[Find an Existing Value](#)

[Add a New Value](#)

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

Search by: Run Control ID begins with

Case Sensitive



[Advanced Search](#)

The Class Roster Run Control ID Search page displays.

6. Select a **Run Control ID** from your search results.

[Find an Existing Value](#)

[Add a New Value](#)

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

Search by: Run Control ID begins with

Case Sensitive

[Search](#)

[Advanced Search](#)

Search Results

| Run Control ID | Language Code |
|-------------------------|---------------|
| Rosters | English |
| AMISER | English |

The Class Roster page displays.

7. Enter or check the following information:

- **Term and Session**
- **Display Permissions** (Check this box to view permission numbers on the .pdf only.)
- **Academic Organization**
- **Subject Area**
- **Class Nbr or Course ID**
- **Enrolled, Dropped and/or Waitlisted students.**

8. Click the **Save** button.

9. Click the **Run** button.

Class Roster

Run Control ID: Rosters [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution: San Jose State University
*Term: Spring 2012

Assignment Find | View All 1 of 1

*Session: Display Permissions

*Sort Option: Name

| Select One of the Following | Students In The Report | Begin Date |
|---|---|----------------------------------|
| Academic Organization: <input type="text"/> | <input checked="" type="checkbox"/> Enrolled Students | Begin Date: <input type="text"/> |
| <input checked="" type="checkbox"/> Subject Area: <input type="text" value="AFAM"/> | <input type="checkbox"/> Dropped Students | End Date: <input type="text"/> |
| Class Nbr: <input type="text"/> | <input checked="" type="checkbox"/> Waitlisted Students | |
| Course ID: <input type="text"/> | | |

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Dis](#)

Class Roster

Run Control ID: Rosters [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution: San Jose State University
*Term: Spring 2012

The Process Scheduler Request page displays.

10. Select settings as follows:

- **Server Name:** PSUNX
- **Type:** Web
- **Format:** PDF

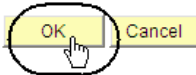
11. Click **OK**.

Process Scheduler Request

User ID: _____ Run Control ID: Rosters

Server Name: **PSUNX** Run Date: 01/23/2012
 Recurrence: _____ Run Time: 3:48:46PM **Reset to Current Date/Time**
 Time Zone: PST Pacific Time (US)

| Select | Description | Process Name | Process Type | *Type | *Format |
|-------------------------------------|-------------------|--------------|--------------|-------|---------|
| <input checked="" type="checkbox"/> | SJSU Class Roster | SJSR009 | SQR Report | Web | PDF |



The Class Roster page displays.

12. Click **Process Monitor**.

Class Roster

Run Control ID: Rosters

[Report Manager](#) **Process Monitor** **Run**
 Process Instance: 1773294

The Process List page displays.

13. Wait at least 15 seconds; then click the **Refresh** button.

14. Continue waiting and then click the **Refresh** button until **Run Status** changes to **Success** and **Distribution Status** changes to **Posted**.

15. Click **Details**.

Process List | Server List

View Process Request For

User ID: _____ Type: _____ Last _____ 1 Days **Refresh**
 Server: _____ Name: _____ Instance: _____ to _____
 Run Status: _____ Distribution Status: _____ Save On Refresh

| Select | Instance | Seg. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|------|--------------------------|------------|---------------------|----------------|
| <input type="checkbox"/> | 1773294 | | SQR Report | SJSR009 | | 01/23/2012 3:48:46PM PST | Success | Posted | Details |

Process List | Server List

View Process Request For

User ID: _____ Type: _____ Last _____ 1 Days **Refresh**
 Server: **PSUNX** Name: _____ Instance: _____ to _____
 Run Status: _____ Distribution Status: _____ Save On Refresh

| Select | Instance | Seg. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|------|--------------------------|------------|---------------------|----------------|
| <input type="checkbox"/> | 1773294 | | SQR Report | SJSR009 | | 01/23/2012 3:48:46PM PST | Success | Posted | Details |

The Process Detail page displays.

16. Click **View Log/Trace**.

Process Detail

| Process | |
|---------------------|--------------------------------|
| Instance: 1773294 | Type: SQR Report |
| Name: SJSR009 | Description: SJSU Class Roster |
| Run Status: Success | Distribution Status: Posted |

| Run | Update Process |
|-------------------------|---|
| Run Control ID: Rosters | <input type="radio"/> Hold Request |
| Location: Server | <input type="radio"/> Queue Request |
| Server: PSUNX | <input type="radio"/> Cancel Request |
| Recurrence: | <input checked="" type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|--|-------------------------------------|
| Request Created On: 01/23/2012 3:51:39PM PST | Parameters Transfer |
| Run Anytime After: 01/23/2012 3:48:46PM PST | Message Log |
| Began Process At: 01/23/2012 3:52:00PM PST | Batch Timings |
| Ended Process At: 01/23/2012 3:52:13PM PST | View Log/Trace |

The View Log/Trace page displays.

17. Click **Class Roster**.

View Log/Trace

| Report | | | |
|---------------------|---------------------------|-----------------------------|--|
| Report ID: 12213 | Process Instance: 1773294 | Message Log | |
| Name: SJSR009 | Process Type: SQR Report | | |
| Run Status: Success | | | |

SJSU Class Roster

| Distribution Details | | |
|----------------------------|------------------|---|
| Distribution Node: HASJTST | Expiration Date: | <input type="text" value="01/25/2012"/> |

| File List | | |
|---|-------------------|----------------------------|
| Name | File Size (bytes) | Datetime Created |
| CLASSROSTER.csv | 1,872 | 01/23/2012 3:52:13.483661P |
| SQR_SJSR009_1773294.log | 1,619 | 01/23/2012 3:52:13.483661P |
| sjsr009_1773294.out | 461 | 01/23/2012 3:52:13.483661P |

The Class Roster page displays.

| Subject | Catalog No | Title | Session | Section | Class No | Course Id | Stdnt. Id |
|---------|------------|----------|---------|---------|----------|-----------|-----------|
| AFAM | 2B | AfAm & D | 1 | 1 | 27913 | 83 | 0 |
| AFAM | 2B | AfAm & D | 1 | 1 | 27913 | 83 | 0 |
| AFAM | 2B | AfAm & D | 1 | 1 | 27913 | 83 | 0 |
| AFAM | 2B | AfAm & D | 1 | 1 | 27913 | 83 | 0 |