



Student Administration Upgrade to 9.0

Spring 2012

Today's Agenda

- Welcome and Introductions
- Timing of Upgrade
- Navigation Changes
- Service Indicators
- Advisor Center
- Schedule of Classes
- Permission Numbers
- PASS/CPReg demos
- Training Guides
- General Updates
- Summary

Timing of Upgrade

- May 17th at 5 p.m. Student & HR Administration comes down
- This includes services such as Employee and Student Self Service, Registration, Admissions, Degree Progress Report, Financial Aid, Student Finance, Student Center, and Human Resources.
- During the upgrade, the PeopleSoft HCM system will be unavailable and we expect it to be back up no later than May 23 at 8:00 am.

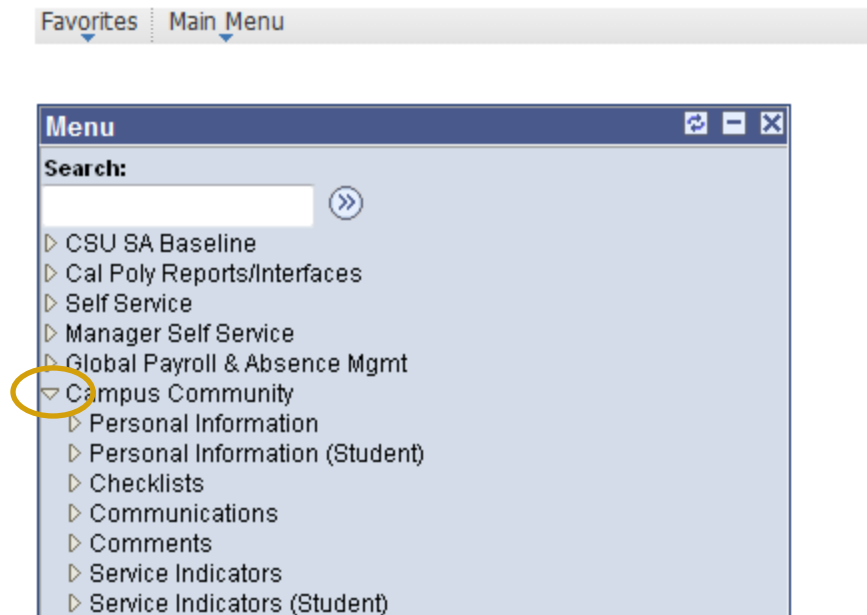
Navigation Changes

- There are two options with navigation
 1. **Left Hand Navigation**
 2. **Floating Drop Down Navigation**



Navigation Changes

- Left-hand menus can be expanded/minimized



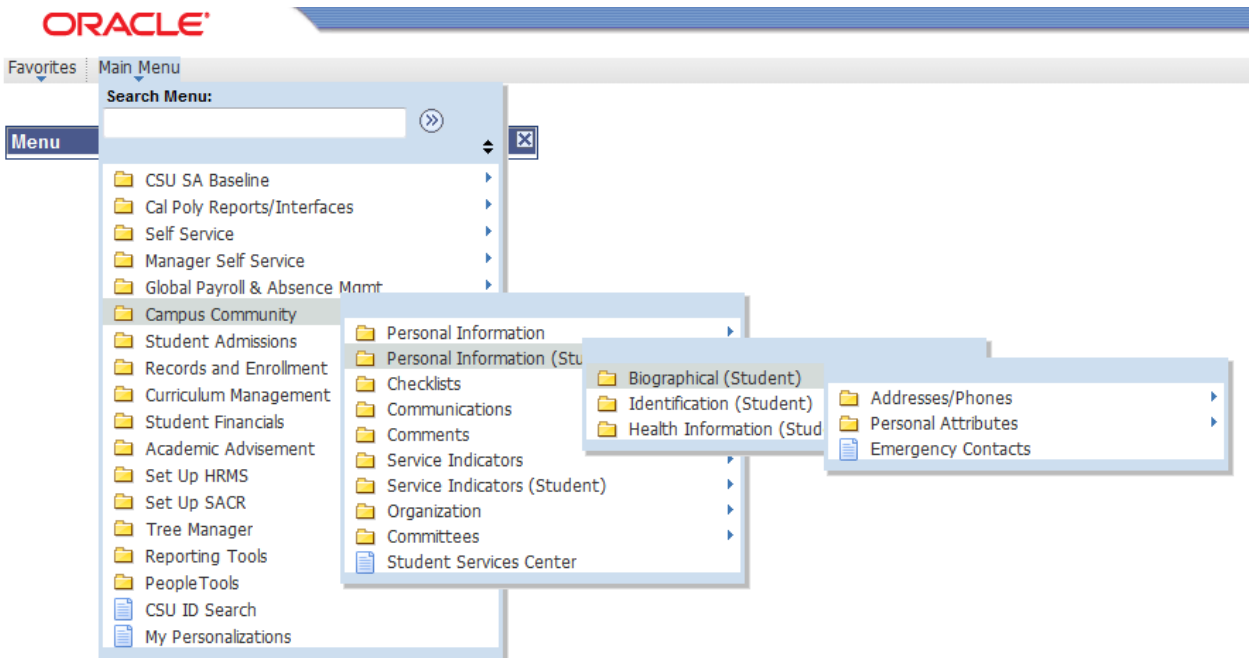
Navigation Changes

- Remember bread crumbs?



Navigation Changes

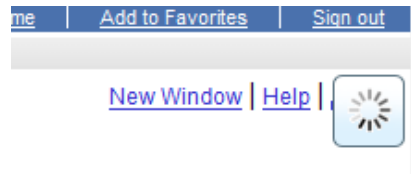
1. Left-Hand Navigation
2. Floating Drop Down Navigation



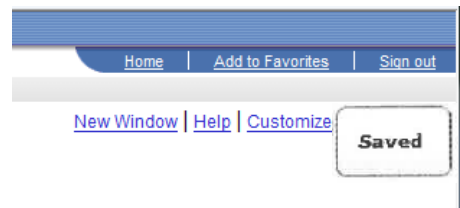
Navigation Changes

- Processing and Saved icons will appear in the upper right portion of the page

➤ Processing



➤ Saved



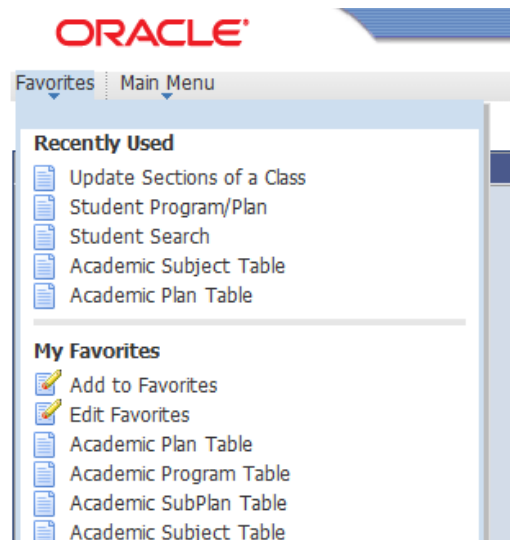
Navigation Changes

■ Favorites

- **Warning** – because some pages have changed locations and are grouped differently according to the menu structure, some of your favorites may no longer work. You simply have to manually navigate to them again, and add as a favorite again and delete your old favorite.

■ Recently Used

- New feature

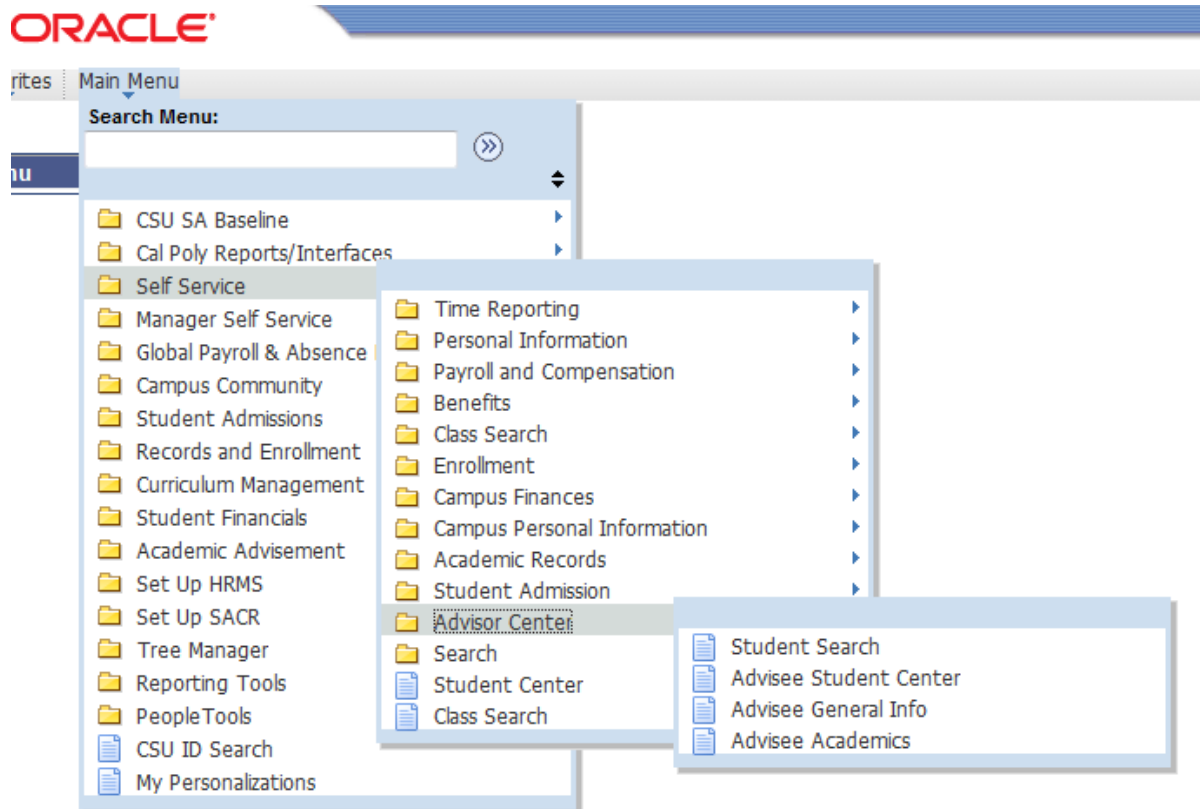


Service Indicators

- Basis of Impact determines whether the Service Indicator should end based on a date or a term or both.
 - If term is selected, the Service Indicator no longer has an impact as of the end of the term. We will continue our current process, which is to not enter an end term.
 - If date is selected, the Service Indicator no longer has an impact as of the end date. Cal Poly currently used term based service indicators for enrollment processing.

Advisor Center

- New feature that replaces New Drop-In Advisee



Advisor Center

- After you search for a student you are brought to the student center view for that student

Favorites | Main Menu > Self Service > Advisor Center > Student Search

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Advisor Center Search for Classes

student search student center view general info external credit academics

Advisee Student Center

Academics

My Class Schedule

other academic...

Class	Schedule
KINE 259-01 LBC (3153)	TuTh 2:10PM - 4:00PM Performing Arts Center 224
MATH 241-04 LBC (3396)	MoTuThFr 10:10AM - 11:00AM Math & Science 0225
MATH 244-01 LBC (3602)	MoTuThFr 1:10PM - 2:00PM Math & Science 0226
ME 211-07 LBC (7264)	MoWeFr 2:10PM - 3:00PM Engineering IV 0331
SCM 101-01 LBC (7403)	Tu 11:10AM - 12:00PM Science North 0213

weekly schedule >

Holds and Warnings

No Holds.

Personal Information

Contact Information

Mailing Address Home Address

Home Phone

- Holds
- Current class schedule
- Contact information
- Run the student's DPR

Advisor Center

■ Class Schedule

Spring Quarter 2012 | Undergraduate | Cal Poly

Class Schedule Filter Options

☒ Show Enrolled Classes
☐ Show Dropped Classes
☐ Show Waitlisted Classes

KINE 255 - Persn Hlth / Multidtrl Apprch

Status	Units	Grading	Requirement Designation			
Enrolled	4.00	Graded	General Educ areas D4 and USCP			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
5153	01	Lecture	TuTh 2:10PM - 4:00PM	Performing Arts Center 124	David Hey	03/26/2012 - 06/01/2012

MATH 241 - Calculus IV

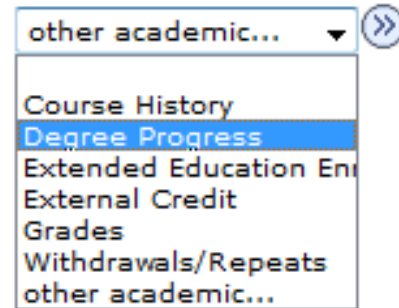
Status	Units	Grading				
Enrolled	4.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3996	05	Lecture	MoTuThFr 10:10AM - 11:00AM	Math & Science 0225	Todor Todorov	03/26/2012 - 06/01/2012

MATH 244 - Linear Analysis I

Status	Units	Grading				
Enrolled	4.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3602	01	Lecture	MoTuThFr 1:10PM - 2:00PM	Math & Science 0226	James Robertson	03/26/2012 - 06/01/2012

Advisor Center

- Degree Progress Report (DPR)



- Open Forum on changes to DPR

- 5/11 10-11 a.m. UU 220
- 5/16 1-2 p.m. Dexter 34-227
- 5/24 11-12 p.m. 38-204

Advisor Center

- The general info tab is the student's bio/demo data

Favorites | Main Menu > Self Service > Advisor Center > Student Search

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Advisor Center Search for Classes

student search student center view general info external credit academics

Advisee General Info

[Redacted]

Addresses Names
Phones

COLLAPSE ALL
EXPAND ALL

Names edit names

Name Type	Display Name	Status
Preferred	[Redacted]	Active as of 2009-10-13
Primary	[Redacted]	Active as of 2009-10-13

go to top

Addresses edit addresses

Phones edit phones

Advisor Center

- The external credit tab shows transfer, test & other credit

Navigation: Favorites | Main Menu | Self Service | **Advisor Center** | Student Search

Advisor Center | Search for Classes

student search | student center view | general info | **external credit** | academics

Advisee Transfer Credit

Summary of External Units

Transfer Credit			
Institution	Evaluation Status	Units	GPA
		0.000	

Test Credit	
Test ID	Units
Advanced Placement	45.000
Total	45.000

Other Credit	
Credit ID	Units

Transfer and Test Credit Information

A maximum of 105 quarter units (baccalaureate-level) from Community Colleges can be applied toward units earned.

NOTE: Not all transfer work may be reflected and exact course equivalencies may not be displayed.

Please check the [ASSIST](#) website to determine how course credits earned at a California Community College, California State University, or University of California are articulated and applied at Cal Poly. [ASSIST](#) also provides CSU General Education and IGEC certification lists for all California Community Colleges. For Advanced Placement, International Baccalaureate, and other academic credit, please click [here](#).

CSU GE sub areas transfer over to Cal Poly as follows: A1 (CSU A2); A2 (CSU A1); B1 (CSU B4); B3 (CSU B1); B4 (CSU B3); C1/C2 (CSU C2); C3 (CSU C1); D1 (CSU US-1, US-2, and US-3); D2-D3 (CSU D0-D9); D4 (CSU E).

Transfer students should consult their Advising Center or faculty advisor at their major department for further assistance.

Details of External Units

Advisor Center

- Expand the Details of External Units to see the detail

Advisee Transfer Credit

Summary of External Units

Details of External Units

Transfer Credit

Transfer Course Detail Additional Info

Transfer Institution	Term Taken	Transfer Course	Transfer Course Title	Units	Grade	Term Posted	Cal Poly Course	Cal Poly Course Title	Units	Grade

Sort by Internal

Test Credit

Test Credit Details Additional Info

Test ID	Component	Score	Test Date	Term Posted	Cal Poly Course	Cal Poly Course Title	Units	Grade
AP	Economics: Macroeconomics	5.00	07/01/2010	2010 Fall	ECON 222	Macroeconomics	4.000	CR
			07/01/2010	2010 Fall	ECON 1TR	Econ Transfer Lower Division	3.000	CR
AP	Environmental Science	5.00	07/01/2010	2010 Fall	ENR 1TR	Enr Transfer Lower Division	9.000	CR
AP	Government & Politics: US	3.00	07/01/2010	2010 Fall	POLS 1TR	Pols Transfer Lower Division	9.000	CR
AP	Physics 2	4.00	07/01/2009	2010 Fall	PHYS 121	College Physics I	4.000	CR
			07/01/2009	2010 Fall	PHYS 122	College Physics II	4.000	CR
			07/01/2009	2010 Fall	PHYS 123	College Physics III	1.000	CR
AP	Mathematics: Calculus AB	4.00	07/01/2010	2010 Fall	MATH 141	Calculus I	4.000	CR
			07/01/2010	2010 Fall	GEN1 1TR	Gen1 Transfer Lower Division	4.000	CR
			07/01/2010	2010 Fall	MATH 1TR	Math Transfer Lower Division	1.000	CR

Advisor Center

- Academic page has 3 sections:

Debbie Arseneau

Advisor Center		Search for Classes		
student search	student center view	general info	external credit	academics

Advisee Academics



Institution / Career / Program		edit program data	
└ SLCMP - Cal Poly		Program:	UGRAD Undergraduate
└ UGRD - Undergraduate		Student Career Nbr:	0
└ UGRAD - Undergraduate		Status:	Active as of 01/11/2012
		Admit Term:	2108 Fall Quarter 2010
		Expected Graduation:	
		Approved Load:	Full-Time
		Load Determination:	Base On Units
		Level Determination:	Base On Units
		Plan:	52BMEDBSU BMED Primary BS UG
		Requirement Term:	2116 Summer Quarter 2011

Advisor Center

Term Summary

[edit term data](#)

- SLCMP - Cal Poly
 - UGRD - Undergraduate
 - 2124 - Spring Quarter 2012**
 - [2122 - Winter Quarter 2012](#)
 - [2118 - Fall Quarter 2011](#)
 - [2116 - Summer Quarter 2011](#)
 - [2114 - Spring Quarter 2011](#)
 - [2112 - Winter Quarter 2011](#)
 - [2108 - Fall Quarter 2010](#)

Spring Quarter 2012

Eligible to Enroll: Yes
 Primary Program: UGRAD Undergraduate
 Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Junior
 Academic Level - Term Start: Junior
 Academic Level - Term End: Junior
 Approved Academic Load: Full-Time
 Academic Load: Enrolled Full-Time

Classes

☒ Enrolled
 ☒ Dropped
 ☒ Wait Listed

Class	Description	Units	Grading	Grade	Status
CHEM 129-31 (1636)	General Chemistry III (Lecture)	4.00	Graded		▲
CHEM 129-32 (5436)	General Chemistry III (Laboratory)		Non-Graded Component		▲
KINE 255-01 (5153)	Persnl Hlth/Multictrl Apprch (Lecture)	4.00	Graded		✓
MATH 241-04 (3596)	Calculus IV (Lecture)	4.00	Graded		✓
MATH 244-01 (3602)	Linear Analysis I (Lecture)	4.00	Graded		✓
ME 211-07 (7264)	Engineering Statics (Lecture)	3.00	Graded		✓
SCM 101-01 (7403)	Introduction To The Health Pro (Lecture)	1.00	Credit / No Credit		✓

Advisor Center

▼ Statistics

Spring Quarter 2012	From Enrollment	Combined Term Total	Cumulative Total
Units Toward GPA:			
Taken			62.000
Passed			62.000
In Progress	15.000	15.000	22.000
Units Not for GPA:			
Taken			3.000
Passed			3.000
In Progress	1.000	1.000	1.000
Transfer Units			45.000
GPA Calculation			
Total Grade Points			210.000
/ Units Taken Toward GPA			62.000
= GPA			3.387

Schedule of Classes

- Unit Value Display

- Field is informational only and cannot be modified by user
- Displays *course* unit value, whether fixed or variable

Schedule of Classes

- Course unit value - Fixed

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 002031 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: BIO Auto Create Component
Catalog Nbr: 200 Special Problems For Undergrad

Class Sections Find | View All First 1 of 2 Last

*Session: 1 Regular Academic Session Class Nbr: 4284
*Class Section: 01 *Start/End Date: 09/18/2012 11/30/2012
*Component: LAB Laboratory Event ID:
*Class Type: Enrollment
*Associated Class: 1 Units: 1.00 Add Fee
*Campus: MAIN Main CPSLO
*Location: SLO Cal Poly-San Luis Obispo
Course Administrator: Schedule Print
Student Specific Permissions

Schedule of Classes

- Course unit value - Variable

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 002744 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: CRSC Crop Science **Auto Create Component**
Catalog Nbr: 402 Enterprise Project Management

Class Sections Find | View All First 1 of 2 Last

*Session: 1 Regular Academic Session Class Nbr: 6787
*Class Section: 01
*Component: LEC Lecture
*Class Type: Enrollment
*Associated Class: 1 Units: 2.00 - 4.00 Add Fee
*Campus: MAIN Main CPSLO
*Location: SLO Cal Poly-San Luis Obispo ☐ Schedule Print

Schedule of Classes

- Course unit value
 - Course with multiple components, e.g. lecture/lab

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 002392 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: CHEM Chemistry
Catalog Nbr: 127 General Chemistry I

Auto Create Component

Class Sections Find | View All First 1 of 27 Last

*Session: 1 Regular Academic Session Class Nbr: 1534
*Class Section: 01 *Start/End Date: 09/18/2012 11/30/2012
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1 Units: 4.00 Add Fee

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 002392 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: CHEM Chemistry
Catalog Nbr: 127 General Chemistry I

Auto Create Component

Class Sections Find | View All First 2 of 27 Last

*Session: 1 Regular Academic Session Class Nbr: 1535
*Class Section: 02 *Start/End Date: 09/18/2012 11/30/2012
*Component: LAB Laboratory Event ID: 000118816
*Class Type: Non-Enroll
*Associated Class: 1 Units: 4.00 Add Fee

Schedule of Classes

- Consent to Drop - this new functionality will not be used
 - Default value will be “No Consent”
 - Academic Schedulers should not modify the value
 - University Scheduling will run a query each term to verify the default setting is intact

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes	
Course ID:	002392	Course Offering Nbr:		1					
Academic Institution:	Cal Poly								
Term:	Fall Quarter 2012	Undergrad							
Subject Area:	CHEM	Chemistry							
Catalog Nbr:	127	General Chemistry I							

Enrollment Control										Find View All		First 1 of 27 Last	
Session:	1	Regular Academic Session				Class Nbr:		1534					
Class Section:	01	Component:	Lecture			Event ID:							
Associated Class:	1	Units:	4.00										
*Class Status:	Active				<button>Cancel Class</button>								
Class Type:	Enrollment		Enrollment Status:		Open								
*Add Consent:	No Consent		Requested Room Capacity:		128		Total						
*Drop Consent:	No Consent		Enrollment Capacity:		122		0						

Permissions

- Student Specific Permissions – no changes to set-up or use
- Permission Numbers – improvements and enhanced functionality
 - Permission number terminology is more intuitive
 - Ability to enter comments and track distribution of permission numbers
 - System-generated permission numbers won't override settings on permission numbers previously generated by individual departments

Permission Numbers

- General Info page for viewing permission number usage
 - Issued* – If selected, indicates by whom and when a permission number has been given to a student
 - ✓ Issued By* – User who generated permission number
 - ✓ Issued Date* – Date permission number was generated
 - Status – Used or Not Used
 - Permission Use Date – Date permission number used by student for enrollment
 - Expiration Date

* New, optional fields

Permission Numbers

- General Info page for converted permission numbers

Permission to Add

Course ID: 001180 Course Offering Nbr: 1
 Academic Institution: Cal Poly Undergrad
 Term: Spring Quarter 2012 Aerospace Engineering
 Subject Area: AERO Air and Space
 Catalog Nbr: 310

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 1003 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Lecture Instructor: Leaphart, Edward W
☐ Student Specific Permissions

Defaults

Expiration Date: 04/05/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: ☐ Set All Permissions to Issued

Class Permission Data Customize | Find | First 1-20 of 20 Last

General Info Permission Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	
1	959501			<input type="checkbox"/>			Used	02/17/2012	04/05/2012	
2	201361			<input type="checkbox"/>			Used	03/01/2012	04/05/2012	
3	157383			<input type="checkbox"/>			Used	02/29/2012	04/05/2012	
4	355052			<input type="checkbox"/>			Used	02/27/2012	04/05/2012	
5	572283			<input type="checkbox"/>			Not Used		04/05/2012	

Permission Numbers

- General Info page for new permission numbers generated in HCM 9.0

Permission to Add

Course ID: 003876 Course Offering Nbr: 1
 Academic Institution: Cal Poly
 Term: Summer Quarter 2012 Undergrad
 Subject Area: ENGL English
 Catalog Nbr: 345 Women Writers of 20th Cntry

Class Section Data Find | View All First 1 of 1 Last

Session: 8W1 Eight Week - First Class Nbr: 1298 Class Status: Active
 Class Section: 02 Class Type: Enrollment Section
 Component: Lecture Instructor: Waitinas, Catherine

☐ Student Specific Permissions

Defaults

Expiration Date: 06/27/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: 3 **Generate** ☐ Set All Permissions to Issued

Class Permission Data Customize | Find | First 1-3 of 3 Last

General Info Permission Comments [Add]

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	15259			<input checked="" type="checkbox"/>	SOLIVAS	04/23/2012	Not Used		06/27/2012
2	629352			<input type="checkbox"/>			Not Used		06/27/2012
3	88564			<input type="checkbox"/>			Not Used		06/27/2012

Permission Numbers

- Comments page for entering notes about an individual permission number

Permission to Add

Course ID: 003876 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Summer Quarter 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 345 Women Writers of 20th Cntry

Class Section Data Find | View All First 1 of 1 Last

Session: 8W1 Eight Week - First Class Nbr: 1298 Class Status: Active
Class Section: 02 Class Type: Enrollment Section
Component: Lecture Instructor: Waitinas, Catherine

☐ Student Specific Permissions

Defaults

Expiration Date: 06/27/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: **Generate** ☐ Set All Permissions to Issued

Class Permission Data Customize | Find First 1-3 of 3 Last

General Info **Permission** **Comments**

Seq #	Number	ID	Comments	
1	15259		Instructor requested perm # for graduating senior	
2	629352			
3	88564			

Permission Numbers

■ Permission number settings

- Permission number settings will be converted for all previous terms as well as for the Summer 2012 and Fall 2012 terms
- In HCM 9.0, there are five different settings
 1. Closed Class*
 2. Requisites Not Met*
 3. Consent Required
 4. Career Restriction
 5. Permission Time Period

*Setting used by Cal Poly

Permission Numbers

■ Values used by Cal Poly:

PS 8.9 Setting	Control	HCM 9.0 Setting	Control
Don't Override Class Limit	<p>Deselected <input type="checkbox"/> Allows a student to enroll in a class that is full or closed.</p> <p>Selected <input checked="" type="checkbox"/> Does not allow a student to enroll in a class that is full or closed.</p>	Closed Class	<p>Selected <input checked="" type="checkbox"/> Allows students to enroll in a class that is full or closed.</p> <p>Deselected <input type="checkbox"/> Does not allow a student to enroll in a class that is full or closed.</p>
Don't Override Requisites	<p>Selected <input checked="" type="checkbox"/> Enforces requisites - does not allow a student to override requisites.</p> <p>Deselected <input type="checkbox"/> Allows a student to override requisites.</p>	Requisites Not Met	<p>Deselected <input type="checkbox"/> Enforces requisites – does not allow a student to override requisites.</p> <p>Selected <input checked="" type="checkbox"/> Allows a student to override requisites.</p>

Permission Numbers

■ Other values, which are not used by Cal Poly:

PS 8.9 Setting	Control	HCM 9.0 Setting	Control
N/A	N/A	Consent Required	Selected (Default) <input checked="" type="checkbox"/> Allows a student to enroll in a class, regardless of consent value (N, D or I).
Don't Override Career	Deselected <input type="checkbox"/> Allows a student to enroll in a class outside of their career, e.g. a PBAC student can enroll in a UGRD class.	Career Restrictions	Selected (Default) <input checked="" type="checkbox"/> Allows a student to enroll in a class outside of their career, e.g. a PBAC student can enroll in a UGRD class.
N/A	N/A	Permission Time Period	Selected (Default) <input checked="" type="checkbox"/> At Cal Poly, enrollment security and system dates determine when permission numbers are required (add/drop period), so this setting has a null effect.

Permission Numbers

- Permission page for converted permission numbers

Permission to Add

Course ID: 001180 Course Offering Nbr: 1
 Academic Institution: Cal Poly Undergrad
 Term: Spring Quarter 2012 Aerospace Engineering
 Subject Area: AERO Air and Space
 Catalog Nbr: 310

Class Section Data [Find](#) [View All](#) First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 1003 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Lecture Instructor: Leaphart,Edward W

☐ Student Specific Permissions

Defaults

Expiration Date: 04/05/2012 [in](#)


Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: [Generate](#) ☐ Set All Permissions to Issued

Class Permission Data [Customize](#) [Find](#) [in](#) [out](#) First 1-20 of 20 Last

[General Info](#) [Permission](#) [Comments](#) [...](#)

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	959501		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
2	201361		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
3	157383		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
4	355052		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
5	572283		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
6	829126		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-

Permission Numbers

■ How to generate permission numbers

- Assign More Permissions – Enter number of permission numbers to be generated
- Select “Generate”
- Select permission number settings as appropriate
- Save
- Examples:
 - ✓ Class is closed – no seats available. How do you generate a permission number to allow student in a closed class, but not override requisites?
 - ✓ Instructor has given permission to a student to enroll in class for which they don’t meet all of the requisites. How do you generate a permission number to allow student to enroll, but not exceed enrollment capacity?

Permission Numbers

■ Business Process Change

- Permission numbers will now be available on the portal a day earlier for instructors
- Examples
 - ✓ Summer 2012: Classes start Monday, June 18; permission numbers available on Friday, June 15
 - ✓ Fall 2012: Classes start Tuesday, September 18; permission numbers available on Friday, September 14
- Departments that modify default settings will be able to make those modifications a day earlier.

PASS/CPReg Demos

- Will be available when we come up live in 9.0

Registration & Enrollment

Enrollment Planning

Academic Catalog
View degree programs, course descriptions, and academic requirements.

Class Search
Search for classes by subject area, course, session, day, time or GE area.
NOTE: until a **Schedule of Classes** is available on PASS, future quarter developed and should not be used for your planning purposes.

Plan A Student Schedule (PASS)
Use Plan a Student Schedule (PASS) to plan your schedule each quarter. As a student, you will be able to plan your schedule and save the schedules you wish to use when registering for CPReg. Note that PASS is a separate application and can be used for planning purposes.

Advanced Placement Credit
Choose this link to research Advanced Placement Credit for Exams.

Change Your Major
Interested in changing your major? Find out more.

PASS Demo
Watch this quick overview to learn how to use the Plan A Student Schedule (PASS).

CPReg Demo
View a 4 minute demonstration of enrollment.

Training Guides

- On Registration and Enrollment tab in portal
 - Will be available when we come up live in 9.0



General Updates

- Compatibility issues with IE 9
- Office of the Registrar – Window Hours
M-F 8-5 p.m.
- Office of the Registrar – Website domain will change 5/2

Summary

- Dates of Upgrade
- New Navigation
- New Advisor Center
- Schedule of Classes Changes
- Permission Number Changes
- Updated PASS/CPReg demos
- Updated Training Guides on portal
- Updates from Office of the Registrar

Questions

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