

PeopleSoft 9.0 Student Records Back Office Quick Steps

BY PAGE / FIELD		BY PAGE / FIELD	
Advisor	Records & Enrollment → Student Background Information → Student Advisor	Degrees	Records & Enrollment → Graduation → Student Degrees
Addresses	Campus Community → Personal Information → Biographical → Address/Phones → Addresses	Demographic Data	Campus Community → Student Services Center → Demographic Data
Address History	Campus Community → Personal Information → Biographical → Address/Phones → View Address	Enrollment Panel	Records & Enrollment → Enroll Students → Enrollment
Appointments	Records & Enrollment → Term Processing → Appointments → Student Enrollment Appointment	Education Panel	Student Admissions → Application Entry → Academic Information → Education
Career and Major Information	Campus Community → Student Services Center → Academics	External Credit	BSU Pages & Reports → BSU Student Data → Report → BSU External Credit Report
Change Account Name	BSU Pages & Reports → BSU Campus Community → Process → BSU Change Account Nam	FERPA	Campus Community → Personal Information → Biographical → Person FERPA → Review FERPA Display
Course History	Campus Community → Student Services Center → Other Academics → Course History	Grade Mailers	BSU Pages & Reports → BSU Student Data → Reports → BSU Grade Mailers
Class List by Class	BSU Pages & Reports → BSU Courses & Classes → Report → BSU Class List by Class	Grade Roster	Curriculum Management → Grading → Grade Roster
Class Roster Inquiry	Curriculum Management → Class Roster → Class Roster	Honors and Awards	Records & Enrollment → Graduation → Honors and Awards
Class Roster Report	Curriculum Management → Class Roster → Print Class Roster	Incomplete Contracts	BSU Pages & Reports → BSU Student Data → Use → BSU Incomplete Contract
Class Roster (Enhanced)	BSU Pages & Reports → BSU Courses & Classes → Inquire → BSU Class Roster	Instructor Schedule	Curriculum Management → Instructor/Advisor Information → Instructor Schedule
Class Schedule Inquiry	BSU Courses and Classes → Inquire → BSU Class Schedule Inquiry	Major Plan Report	BSU Pages & Reports → BSU Student Data → Report → BSU Majors by Dept/Plan
Comments	Campus Community → Comments → Person Comment Entry	Name Changes	Campus Community → Personal Info → Biographical → Names
Course Catalog	Curriculum Management → Course Catalog → Course Catalog	Process Monitor	PeopleTools → Process Scheduler → Process Monitor
Dean's List	BSU Pages & Reports → BSU Student Data → Report → BSU Dean's List	Query Viewer	Reporting Tools → Query → Query Viewer

Report Manager	Reporting Tools → Report Manager	Student Schedule Report	BSU Pages & Reports → BSU Student Data → Report → BSU Student Schedule Report
Search Match	Campus Community → Personal Information → Search Match	Term and Cum Statistics	BSU Pages & Reports → BSU Student Data → BSU Term and Cum Statistics
Section Enrollment Report	BSU Pages & Reports → BSU Courses & Classes → Report → BSU Section Enrollment Report	Term History	Records & Enrollment → Student Term Information → Term History
Service Indicator Data	Campus Community → Service Indicators (Student) → Manage Service Indicators	Test Panel	Student Admissions → Application Entry → Academic Information → Test Results
Student Groups	Records & Enrollment → Career & Program Information → Student Groups	Transcript Request	Records & Enrollment → Transcripts → Transcript Request
Student Program Plan	Records & Enrollment → Career & Program Information → Student Program/Plan	Transcript Tracking	BSU Pages & Reports → BSU Student Data → Use → BSU Trans Request Tracking