



FAQ's from Staff regarding Enrollment & Scheduling of Classes on PeopleSoft

Frequently asked Schedule of Courses Questions

Q: What is a Catalog Number?

A: The Catalog number will be the 4 characters of the course code after the subject (in SIS).

Q: How do I schedule a “cross-listed” class on PeopleSoft?

A: Cross-listed classes are known as COMBINED SECTIONS on PeopleSoft.

- Navigate to Curriculum Management > Schedule of Classes > Schedule New Course
- To establish a combined section for a class, you need to “create” (schedule and save) both classes on PeopleSoft. If you do not own both classes simply create and report your own class to the registrar’s office staff.
- After your set up is complete send an email to registration@nyu.edu with specific information about the class you set up (term, subject, and catalog number).
- For more information search Combined Sections within the [Building the Schedule of Classes Guide](#).

Q: What is the difference between Combined Sections vs. Course Equivalents?

A: Course Equivalents mean that the courses are considered the same for pre-requisite checking and degree audit.

- Combined sections mean the sections are taught in the same room at the same time by the same instructor.
- If you need to add course equivalents please contact registration@nyu.edu
- For more information search Course Equivalents within the [Building the Schedule of Classes Guide](#).

Q: How can I view the prerequisites for a course?

A: Prerequisites are known as “REQUISITES” on PeopleSoft.

- Requisites are used to prevent students from gaining entrance into classes if they do not meet specific requirements. When a student attempts to register either they have not met either the course restriction or the course/class restriction or both.
- In order to review the details of the requisite you will first need to obtain the requisite group number and then use that number to access the requisite group information.



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Enrollment Requirement Group numbers can be found when printing the schedule of classes you can find more information in the [Building the Schedule of Classes Guide](#).

- For more information, go to Enrollment Requirement Group component at Curriculum Management>Enrollment Requirements>Enrollment Requirement Groups.

Q: How can I change/add a course description on PeopleSoft?

A: Schools and departments have assigned an administrator to handle updates to the course descriptions in their course inventory. If you are unsure who to contact for changes to your course descriptions, please email registration@nyu.edu

Q: What if my class Topic is not listed on PeopleSoft? Or if my course is missing?

A: If you need to add additional course topics, add course equivalencies, pre-requisites, (enrollment requirements), or request sections be combined please email the information to registration@nyu.edu

Q: How can I delete a section when scheduling a class?

A: If a section needs to be removed when scheduling/creating a class, the click the  BUTTON and delete the row. If there is no  on the page please email registration@nyu.edu

Q: How can I cancel a class section during the registration period with students that are currently enrolled?

A: If you want to cancel a class with enrolled students, please email registration@nyu.edu

Q: What is a Section Number?

A: It would be the equivalent of the SIS Section ID, example would be section 001, 002

Frequently asked Enrollment Questions

Q: Where do I go to obtain access codes for a course?

A: Access Codes are known as PERMISSION NUMBERS in PeopleSoft.

- Class permissions are numbers or authorizations that you can associate with a class and assign to students to use at enrollment time.
- Registration staff will produce permission numbers in batch for your use each term.



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- If you have to set up your class to require Department Approval, you are able to give the student one of these numbers to use at registration time to override that restriction.
- To obtain Permission Numbers, navigate to: Records and Enrollment>Term Processing>Class Permissions
- For more information, search Permission Numbers within the [Enrollment and CPP Guide](#).

Q: How can I search for a class when helping a student?

A: You can search for a class on the Registrar's website using the [Course Search](#) function.

- Navigate to: Curriculum Management, Schedule of Classes, Class Search.
- For more information, search Course Search within the [Enrollment and CPP Guide](#).

Q: How do I find a student's active status?

A: Student Program/Plan component will show a student's current status. Navigate to: Records and Enrollment, Career and Program Information, Student Program/plan

Q: Where do I change a student's enrollment limits?

A: Change a student's enrollment limit per term by navigating to: Records and Enrollment, Term Activate a Student, Term Activation. Check the "override unit limits" check box to make changes.

Q: Will Advisor Clearance holds continue to be placed on my student records? How do I release an Advisor Clearance (service indicator)?

A: A batch process will populate this information each term. You will need to release this service indicator each term for your students. Navigate to Campus Community, Service Indicator (student), Manage Service Indicators and follow instructions given in the CPP and Enrollment guide

General PeopleSoft questions

Q: What if I need additional assistance on PeopleSoft training?

A: We will make every effort to visit/contact faculty that will be teaching this summer.

- We want to make sure we offer the best assistance to faculty for this transition. Please forward your thoughts on how we can better assist the faculty to sis.training@nyu.edu.