Navigation Guide

This document will provide navigation, a brief description, and screen shots for end users with view only access to the following pages in PeopleSoft: For your convenience, please find the PeopleSoft page with the corresponding SIS Screen.

Security access will model your current SIS access. If you need additional access or need access to conduct transactions instead of viewing, please contact the security team at sis.cs.security@nyu.edu with your request.

Please check the project site for updated training guides and quick reference help guides at http://www.nyu.edu/registrar/sis/training.html. For additional information on training opportunities please check on NYUiLearn located on the Work tab at home.nyu.edu or contact the training team at sis.training@nyu.edu

Course Catalog – SIS 125
Schedule of Classes – SIS 139
Class Search – SIS 105
Schedule Class Meetings (meeting pattern, room, instructor) – SIS 134
Class Roster – SIS 107
Unofficial Transcript – SIS 184 – Please Note: Not available in new Albert until July 2011

Bio/demo Information
Name – SIS 2, 7
Address – SIS 3
Phone – SIS 3
E Mail – SIS 3, 14
Gender – SIS 7
FERPA – SIS 7
Ethnicity – SIS 7
Marital Status – SIS 7
Emergency Contact – Please Note: Continue to use Legacy SIS for Emergency Contact Information for continuing students. This functionality will be available for all students in new Albert in July 2011

Instructor Schedule – No equivalent in SIS
Viewing Requirement Groups (pre-requisites, restrictions, etc) SIS 141, 142, 143
Course Equivalencies and Combines Sections – SIS 125, 132
Consent and Permission Numbers (Access Codes) – No equivalent in SIS

View Student Enrollment – SIS 104, 109, 1N3
View Student Groups (Special Program Code) – SIS 111
View Student Program/Plan – SIS 111

View Service Indicators (Holds/blocks) – SIS 1N2, 17
View Enrollment Audits – SIS 159
View Student Appointments – SIS 1N2
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Course Catalog

There are several ways to view the course catalog. One way is through New Albert – Course Search. (Remember that subject codes changed effective Summer 2011. You may want to download the crosswalk table of new subject codes from [http://www.nyu.edu/registrar/sis/training.html](http://www.nyu.edu/registrar/sis/training.html).

Depending upon your security access, you may also have access through the administrative application.

Curriculum Management > Course Catalog > Course Catalog

The Course Catalog component contains several pages that enable you to view all information for a course offering: the course title, units, components, description, topics, and requisites. You may want to download the crosswalk table of new subject codes from [http://www.nyu.edu/registrar/sis/training.html](http://www.nyu.edu/registrar/sis/training.html).
You will see a search dialogue box. Enter as much information as you know. Make certain you check Include History box prior to clicking on Search. This will provide you with the history of the course. There is a document entitled Course Catalog at from http://www.nyu.edu/registrar/sis/training.html

Course Description, Units, Grading Basis are shown here for the course
### Offerings Tab

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course ID</td>
<td>101773</td>
</tr>
<tr>
<td>Effective Date</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Description</td>
<td>Prin of Financial Acct</td>
</tr>
<tr>
<td>Course Offering Nbr</td>
<td>1</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>1</td>
</tr>
<tr>
<td>Academic Institution</td>
<td>NYU</td>
</tr>
<tr>
<td>Academic Group</td>
<td>UB</td>
</tr>
<tr>
<td>Subject Area</td>
<td>ACCT-UB</td>
</tr>
<tr>
<td>Campus</td>
<td>WSH</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>UB/ACCT</td>
</tr>
<tr>
<td>Academic Career</td>
<td>UB/BD</td>
</tr>
<tr>
<td>Course Typically Offered</td>
<td></td>
</tr>
<tr>
<td>Tuition Group</td>
<td></td>
</tr>
<tr>
<td>Dynamic Class Date Rule</td>
<td></td>
</tr>
<tr>
<td>Enrollment Requirement Group</td>
<td></td>
</tr>
<tr>
<td>Requirement Group</td>
<td>015603</td>
</tr>
<tr>
<td>Long Description</td>
<td>Restr for ACCT-UB 1</td>
</tr>
</tbody>
</table>

**Restrictions or Pre-requisites** – to view, open a New Window and navigate to **Curriculum Management> Enrollment Requirements> Enrollment Requirement Groups**
Enter the information that you have available and click search. In this case, you see two rows. It is the same requirement group for the same course but there are different dates. Pick the most current date.

Verify that this is the course that you want to view. Then click on the Requisite Detail tab.
Click on the View All detail to see all of the pre-requisite courses. (Please note that this is a partial listing — there are 8 conditions for this particular course.) You would follow the same procedure to view Pre-requisites.

For more information on Requirement Groups, please look for the document titled *How do I check my requisites* at [http://www.nyu.edu/registrar/sis/training.html](http://www.nyu.edu/registrar/sis/training.html).

You can close this window and navigate to the Components Tab on the Catalog.

**Components Tab**

Look here to verify the components (lecture, lab, recitation, seminar, etc)
At this time, NYU is not using the GL Interface tab

Schedule of Classes

You can search for classes through the New Albert Course Search (See Above) or navigate to Curriculum Management> Schedule of Classes> Maintain Schedule of Classes

*Please Note: Download the document titled PeopleSoft_Building the Schedule of Classes at [http://www.nyu.edu/registrar/sis/training.html](http://www.nyu.edu/registrar/sis/training.html)*
View classes which have been scheduled for a specific term.
Meetings Tab

You will see the facility (building and room) Start and end times, and Meeting Pattern as well as the instructor(s).

On Enrollment Controls, you can view the number of students enrolled and wait list (Look under Total)
View Class Roster

View the students who are enrolled in a class, have dropped a class, or are on the wait list for a class.

Curriculum Management>Class Roster> Class Roster

Please note: A partial listing was used for this document. The full roster contains the names of the 15 students enrolled.
If you click on the Class Detail button, you will view the following
Instructor Schedule

View an instructor’s teaching schedule for a term

Curriculum Management>Instructor/Advisor Information>Instructor Schedule

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

Find an Existing Value

Term: begins with 116
ID: begins with
Last Name: begins with
First Name: begins with

Search  Clear  Basic Search  Save Search Criteria

If you know the instructor's N Number, click on the magnifying glass at ID

Look Up ID

ID: begins with
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Lock Up  Clear  Cancel  Basic Lookup

You can enter the N Number in the Campus ID field and then click Look Up. Select the name and it will populate on the search dialogue box and then click Search.
If you click on the Instructor Schedule 2, you will see the following:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section Component</th>
<th>Class Title</th>
<th>Start Time</th>
<th>End Time</th>
<th>Meeting Days</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1208</td>
<td>ACCT-UB</td>
<td>1</td>
<td>LEC</td>
<td>Print of Financial Actg</td>
<td>9:00AM</td>
<td>11:55AM</td>
<td>MWF</td>
<td>Tisch Hall</td>
<td>LC31</td>
</tr>
</tbody>
</table>

To look up another instructor, click on Return to Search and enter the appropriate information.

**Student Services Center (Bio Demo and Academic Information)**

*Campus Community > Student Services Center (student)*

The Student Services Center has the following tabs:

- **Student Center** contains information about the student's current term. You will also see Holds (Service Indicators) and To Do Lists (outstanding items, for example, transcript, financial aid information, etc).

- **Search for Classes** access is also available from this page.
At the top each page, you may see the following symbols

A circle with the line through it is a negative service indicator. You can click on that to get additional information or use the Holds link above.

The little building shows affiliations with NYU - our sample students has the following affiliations

<table>
<thead>
<tr>
<th>Affiliation Code</th>
<th>Description</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPL_GEN</td>
<td>Applicant - General</td>
<td>11/24/2008</td>
</tr>
<tr>
<td>PROSP_GEN</td>
<td>Prospect - General</td>
<td>01/01/1901</td>
</tr>
<tr>
<td>STUDENT_GEN</td>
<td>Student - General</td>
<td>01/01/1901</td>
</tr>
</tbody>
</table>

FERPA restrictions are noted by the Blue Shade. You will see releasable FERPA data.
View Class (search)

The system will retrieve scheduled class information (based on Term selected) for search criteria entered. Use scroll bar to view all the sections of a class.

- Use the course number dropdown field to narrow your search
- “Blank” out the career if you do not want to limit your search results to one career
- Use the drop down for Additional Search Criteria to use more search options when looking for a class
You can view the Days and Times, Room and Instructor for the class.

**General Info** tab contains the following information:

**Service Indicators** are Holds or Blocks

**Student Groups** : In many cases, the current Special Program Codes have been converted as Student Groups in PeopleSoft

Checklists normally list ‘missing’ items for an office.

**Personal Data** includes

- Campus ID or N number
- Date of Birth – currently masked for security
Gender

Marital Status

Personal Data

Campus ID: 
Date of Birth: **/**/****
Gender: Male
Marital Status: Unknown

National ID is the SSN which is currently masked for security purposes

National ID

<table>
<thead>
<tr>
<th>Country</th>
<th>National ID Type</th>
<th>National ID</th>
<th>Primary NID</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Social Security Number *******</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academics Tab will show the following:

Student's current Program and Plan

Institution / Career / Program

<table>
<thead>
<tr>
<th>Program:</th>
<th>UEDU - UE-Steinhardt Sch Cul Ed &amp;Hl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Career Nbr:</td>
<td>0</td>
</tr>
<tr>
<td>Status:</td>
<td>Active as of 02/24/2011</td>
</tr>
<tr>
<td>Admit Terms:</td>
<td>1009 Fall 2009</td>
</tr>
<tr>
<td>Expected Graduations:</td>
<td>1104 Spring 2013</td>
</tr>
<tr>
<td>Approved Load:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Load Determination:</td>
<td>Base On Units</td>
</tr>
<tr>
<td>Level Determination:</td>
<td>Base On Units</td>
</tr>
<tr>
<td>Plan:</td>
<td>UACSC11UP-M Computer Science</td>
</tr>
<tr>
<td>Requirement Terms:</td>
<td>1098 Fall 2009</td>
</tr>
<tr>
<td>Plan:</td>
<td>UMAT00MAU Theory and Composition</td>
</tr>
<tr>
<td>Requirement Terms:</td>
<td>1088 Fall 2009</td>
</tr>
</tbody>
</table>
### Term Summary

<table>
<thead>
<tr>
<th>Term</th>
<th>Code</th>
<th>Notes</th>
<th>Year</th>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER 2011</td>
<td>1116</td>
<td></td>
<td></td>
<td>1114</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>2011</td>
<td>1104</td>
<td></td>
<td></td>
<td>1090</td>
<td>Fall 2010</td>
</tr>
</tbody>
</table>

**Summer 2011**

- **Eligible to Enroll:** Yes
- **Primary Program:** UGCU
- **Academic Standing Status:** Data unavailable

**Level / Load**

- **Academic Level - Projected:** Junior
- **Academic Level - Term Start:** Sophomore
- **Academic Level - Term End:** Sophomore
- **Approved Academic Load:** Full-Time
- **Academic Load:** No Unit Load

**Classes**

No classes for this term.

Quick Enrollment

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We'll look at 1114 – Spring 2011 (select the term that you want to view)
And we will look at 1108 – Fall 2010
You will also be able to view statistics for each term. Here you will see statistics for Fall 2010
Unofficial Transcript; Continue to use Legacy SIS to view unofficial transcripts; this functionality will be available in July 2011)

Records and Enrollment>Transcripts>Transcript Request

Class Permissions (Access Codes)
Records and Enrollment>Term Processing>Class Permissions
When you conduct your search, you will see the following page. The top of the page validates the course, term, session, class section, and instructor. The Permission Numbers are system generated numbers. Staff members who have access to assign a permission number will be able to add a comment on the third tab under Class Permission Data.

As the number is used, the student’s id and name will appear, the status will change and the permission use date will represent the date the permission number was entered. Please note that there is an expiration date for the permission number.
You will need to navigate out of the Student Center to view Emergency Contact information and Ethnicity. Following are the navigations and screen shots.

Campus Community>Personal Information (student)>Biographical (student)
Emergency Contacts

Campus Community>Personal Information (student)>Personal Attributes>Ethnicity

Ethnicity --- This is self-reported data and does not require documentation.

Depending upon your security access, you may also be able to view the following information by navigating through the application using the following paths:

Enrollment Request Search (Enrollment Audit)

Records and Enrollment>Enroll Students>Enrollment Request Search
Term Activation
   Records and Enrollment>Student Term Information>Term Activation

Term History
   Records and Enrollment>Student Term Information>Term History

Student Groups (Special Program Codes)
   Records and Enrollment>Career and Program Information>Student Groups
   Records and Enrollment>Career and Program Information>View Student Groups by Student

Student Enrollment Appointments
   Records and Enrollment>Term Processing>Appointments