



PeopleSoft for Academic Administrative Staff

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Academic Structure

Terms and Sessions

The naming convention for PeopleSoft **terms** is as follows:

A number in the first position of the 4-digit term code represents century

The following two numbers represent last two digits of a year

The fourth number represents a term:

1 – intersession (effective spring 2015 intersession is a session within spring term)

3 – spring

6 – summer

7 – osteopathic medicine year

9 – fall

For example, a code of 2146 stands for summer 2014 and a code of 2149 for fall 2014.

The terms consist of **sessions**. The fall term has the following sessions:

S – Regular Semester

A – Cycle A

B – Cycle B

The spring term consists of:

IN – Intersession

S – Regular Semester

C – Cycle C

D – Cycle D

The summer term includes:

X1 – Summer I

X2 – Summer II

X3 – Summer III

Terms in PeopleSoft are linked to a career. UGRD and GRAD careers have similar terms and sessions dates.

The **Term/Session Table** displays term information such as term start and end date and lists sessions within a term.

Favorites | Main Menu > Set Up SACR > Foundation Tables > Term Setup > Term/Session Table

Term Table | Session Table | Session Time Periods | Integration Dating

Academic Institution: NYIT1 NY Institute of Technology
 Academic Career: UGRD Undergraduate
 Term: 2149 Fall 2014

*Description: Fall 2014
 Short Description: 2014FA
 *Term Category: Regular Term
 *Term Begin Date: 09/03/2014 *Ending Date: 12/20/2014
 *Academic Year: 2014
 *Holiday Schedule: USH US Holiday
 Default Session Code:
 *Weeks of Instruction: 15
 *Transcript Date Print: Print Session Dates
 *Sixty Percent Point in Time: 11/06/2014
 Use Dynamic Class Dates:
 *Max Program Effdt for Term: 09/03/2014

Display in Self-Service

	Begin Date	End Date
*Enrollment & Shopping Cart	03/10/2014	12/31/2014
*Student Planner	03/10/2014	12/31/2014

Favorites | Main Menu > Set Up SACR > Foundation Tables > Term Setup > Term/Session Table

Term Table | Session Table | Session Time Periods | Integration Dating

Academic Institution: NYIT1 NY Institute of Technology
 Academic Career: UGRD Undergraduate
 Term: 2149 Fall 2014

Find | View All First 4 of 4 Last

*Session: S Regular Semester

Enrollment Control Session:

*Holiday Schedule: USH US Holiday
 Use Dynamic Class Dates:

*Begin Date: 09/03/2014 *End Date: 12/20/2014
 First Date to Enroll: 03/24/2014 Last Date to Enroll:
 *Open Enrollment Date: 04/14/2014 Last Date for Wait List: 01/01/1901
 Weeks of Instruction: 15
 Census Date:
 Sixty Percent Point in Time: 11/06/2014 Facility Assignment Run Date: 09/03/2014

Academic Calendar

Academic Calendar lists drop and withdrawal dates for sessions, graduation dates, and etc.

Favorites | Main Menu > Set Up SACR > Foundation Tables > Term Setup > Academic Calendar

Term Calendar 1 | Term Calendar 2 | Term Calendar 3 | Term Calendar 4 | Session Calendar 1

Academic Institution: NYIT1 NY Institute of Technology
 Academic Career: UGRD Undergraduate

Academic Calendar: UGRD Undergraduate Calendar

Term: 2149 Fall 2014

*Session: S Regular Semester

Cancel
 Deadline: 09/02/2014 Reason: Administrative Cancel

Withdraw without Penalty
 Deadline: 09/16/2014 Reason: Student Requested

Withdraw with Penalty
 Deadline: 12/13/2014 Grd Basis: GRD Grade: W

Favorites | Main Menu > Set Up SACR > Foundation Tables > Term Setup > Academic Calendar

Term Calendar 1 | Term Calendar 2 | Term Calendar 3 | Term Calendar 4 | Session Calendar 1

Academic Institution: NYIT1 NY Institute of Technology
 Academic Career: UGRD Undergraduate

Academic Calendar: UGRD Undergraduate Calendar

Term: 2149 Fall 2014

Confer Date: 12/31/2014

Census Date:

*Fully Enrolled Date: 03/01/2014

*Show Enrollment on Transcript: 03/01/2014

*Show Statistics on Transcript: 03/01/2014

*Fully Graded Date: 12/13/2014

Student Attribute Value for Cohort:

Academic Groups and Organizations

NYIT schools in PeopleSoft are called **academic groups**:

Favorites | Main Menu > Set Up SACR > Foundation Tables > Academic Structure > Academic Group Table

Academic Group Table

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

Find an Existing Value

Add a New Value

Search Criteria

Academic Institution: =

Academic Group: begins with

Description: begins with

Include History Correct History Case Sensitive

Limit the number of results to (up to 1000):

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First 1-10 of 10 Last

Academic Institution	Academic Group	Description
NYIT1	ARCH	School of Arch & Design
NYIT1	ASCI	College of Arts & Sciences
NYIT1	EDUC	School of Education
NYIT1	ENCS	School of Eng & Comp Sciences
NYIT1	EXED	Extended Education
NYIT1	HLTH	School of Health Professions
NYIT1	IGCT	Interdisciplinary Graduate Ctr
NYIT1	MGMT	School of Management
NYIT1	OSME	College of Osteopathic Med
NYIT1	XCNV	Conversion

NYIT departments are represented by **academic organizations**:

Favorites | Main Menu > Set Up SACR > Foundation Tables > Academic Structure > Academic Organization Table

Academic Organization Table

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

Find an Existing Value

Add a New Value

Search Criteria

Academic Organization: begins with

Description: begins with

Academic Institution: begins with 

Campus: begins with 

Include History Correct History Case Sensitive

Limit the number of results to (up to 1000):

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Search Results

Academic Organization	Description	Academic Institution	Campus
10000	School of Health Professions	NYIT1	(blank)
10010	Behavioral Sciences	NYIT1	(blank)
10020	Clinical Nutrition	NYIT1	(blank)
10030	Interdisciplinary Health Sci	NYIT1	(blank)
10040	Life Sciences	NYIT1	(blank)
10050	Medical Technology	NYIT1	(blank)
10060	Nutrition Science	NYIT1	(blank)
10070	Nursing	NYIT1	(blank)
10080	Occupational Therapy	NYIT1	(blank)

Programs, Plans, and Subplans

Academic programs represent NYIT schools and are attached to a career. Programs that start with the NF abbreviation stand for not financial aid eligible programs, i.e. offering non-degree plans or certificates.

[Favorites](#)
[Main Menu](#)
[Set Up SACR](#)
[Foundation Tables](#)
[Academic Structure](#)
[Academic Program Table](#)



Academic Program Table

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

[Find an Existing Value](#)

[Add a New Value](#)

Search Criteria

Academic Institution: = 
Academic Program: begins with
Description: begins with
Short Description: begins with
Academic Group: begins with 

Include History
 Correct History
 Case Sensitive

Limit the number of results to (up to 1000):



[Search](#)

[Clear](#)

[Basic Search](#)

 [Save Search Criteria](#)

Search Results

View All First  1-34 of 34  Last

Academic Institution	Academic Program	Description	Short Description	Academic Group
NYIT1	DGARC	Grad School of Arch & Design	Grad ARCH	ARCH
NYIT1	DGASC	Grad College of Arts & Sci	Grad ASCI	ASCI
NYIT1	DGECS	Grad School of Eng & Comp Sci	Grad ENCS	ENCS
NYIT1	DGEDU	Grad School of Education	Grad EDUC	EDUC
NYIT1	DGHLP	Grad DPT.PT, MS.OT, MS.PA	DPT/OT/PA	HLTH
NYIT1	DGHLT	Grad School of Health Prof.	Grad HLTH	HLTH

Academic plans are attached to academic programs.

[Favorites](#) |
 [Main Menu](#) >
 [Set Up SACR](#) >
 [Foundation Tables](#) >
 [Academic Structure](#) >
 [Academic Plan Table](#)




Academic Plan Table

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

[Find an Existing Value](#)

[Add a New Value](#)

Search Criteria

Academic Institution: = 
Academic Plan: begins with
Description: begins with
Academic Plan Type: =
Academic Program: begins with 
Academic Career: begins with 

Include History
 Correct History
 Case Sensitive

Limit the number of results to (up to 1000):

[Search](#)

[Clear](#)

[Basic Search](#)

 [Save Search Criteria](#)

Search Results

View All First 1-31 of 31

Academic Institution	Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
NYIT1	AAS.CMAR	AAS Communication Arts	Major	DUASC	(blank)
NYIT1	AAS.UND	AAS Undeclared	Major	DUASC	(blank)
NYIT1	BA.ENGL	BA English	Major	DUASC	(blank)
NYIT1	BA.INTST	BA Interdisciplinary Studies	Major	DUASC	(blank)
NYIT1	BFA.ADVRT	BFA Advertising	Major	DUASC	(blank)
NYIT1	BFA.CMAR	BFA Communication Arts	Major	DUASC	(blank)
NYIT1	BFA.DSGR	BFA Design Graphics	Major	DUASC	(blank)

Academic plans may or may not have a **subplan**:

Favorites | Main Menu > Set Up SACR > Foundation Tables > Academic Structure > Academic SubPlan Table

Academic SubPlan Table

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

Find an Existing Value

Add a New Value

Search Criteria

Academic Institution: =

Academic Plan: begins with

Academic Sub-Plan: begins with

Description: begins with

Include History Correct History Case Sensitive

Limit the number of results to (up to 1000):

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Search Results

Academic Institution	Academic Plan	Academic Sub-Plan	Description
NYIT1	BA.INTST	BA.IS.ARCH	Architecture
NYIT1	BA.INTST	BA.IS.BHSC	Behavioral Sciences
NYIT1	BA.INTST	BA.IS.BUSI	Business
NYIT1	BA.INTST	BA.IS.CMAR	Communication Arts
NYIT1	BA.INTST	BA.IS.CMSC	Computer Science
NYIT1	BA.INTST	BA.IS.ENGL	English
NYIT1	BA.INTST	BA.IS.FNAR	Fine Arts
NYIT1	BA.INTST	BA.IS.HOSP	Hospitality Management
NYIT1	BA.INTST	BA.IS.HUMA	Humanities

Courses

Course catalog contains course information such as course title, description, credits, repeat for credit, prerequisites, co-requisites, and etc. To search for a course, use the **Browse Catalog** application.

Favorites Main Menu > Curriculum Management > Course Catalog > Browse Catalog

Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL

EXPAND ALL

Select subject code to display or hide course information.

▶ **AAID - Architecture/Interior Design**

▶ **ACCT - Accounting**

▶ **ACCTE - Accounting Experiential**

Once you select a course, there will be the **View Class Sections** button that will list all sections of this course offered at NYIT.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Course Catalog](#) > [Browse Catalog](#)

Browse Course Catalog

Course Detail

[Return to Browse Course Catalog](#)

ACCT 721 - Advanced Financial Accounting

Course Detail	
Career	Graduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Academic Group	School of Management
Academic Organization	Accounting

[view class sections](#)

Enrollment Information	
Enrollment Requirement	Prerequisite: ACCT 610
Course Attribute	Graduate

Description

Accounting concepts are combined with accounting practice and methods in order to provide a comprehensive presentation of the discipline of financial reporting. Specific topics covered include: accounting for inventory, property, plant and equipment, intangible assets, bonds, pensions, the cash flow statement, shareholders' equity and revenue recognition, International Financial Reporting Standards, and its similarities and differences with the US Generally Accepted Accounting Principles will also be examined. Classroom Hours - Laboratory and/or Studio Hours - Course Credits: 3-0-3

Class Sections

To look up a class, use **Class Search**.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Class Search](#)

Search for Classes

Search Results

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

NY Institute of Technology | Summer 2014

The following classes match your search criteria Course Subject: **Mathematics**. Show Open Classes Only: **Yes**

[NEW SEARCH](#)

[MODIFY SEARCH](#)

Open Closed Wait List

▼ MATH 101 - Developmental Mathematics I/II

View All Sections First 1 of 1 Last			
Section W01-LEC(1072)	Status ●		
Session Summer II			
Days & Times	Room	Instructor	Meeting Dates
TuWeTh 9:00AM - 1:35PM	AARH 305		07/08/2014 - 08/07/2014

▼ MATH 125 - Finite Mathematics

View All Sections First 1 of 1 Last			
Section W01-LEC(1076)	Status ●		
Session Summer I			
Days & Times	Room	Instructor	Meeting Dates
MoWe 9:00AM - 1:15PM	TBA	Staff	05/21/2014 - 07/01/2014

Faculty Schedule

To look up faculty schedule, use the **Instructor Schedule** page:

Favorites | Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule

Instructor Schedule

ID:

Term: 2149 Fall 2014

Instructor Schedule		Instructor Schedule 2								
Class Number	Subject	Catalog	Section	Component	Class Title	Start Time	End Time	Meeting Days	Building	Room
2580	COMM	610	M01	LEC	Voc of Media Cri	6:00PM	9:00PM	F	MC61	1029
2718	TEVE	401	M01	LEC	Adv Tv Workshop	10:00AM	6:00PM	Th	MC61	1021
2719	TEVE	401	M02	LEC	Adv Tv Workshop	10:00AM	6:00PM	Sa		
2720	TEVE	650	M01	LEC	Advanced Tv Work	12:00PM	6:00PM	Sa	MC61	1021

Class Roster

To view a list of students enrolled in a class, use **Class Roster**.

Favorites | Main Menu > Curriculum Management > Class Roster > Class Roster

Class Roster

Fall 2013 | Regular Semester | NY Institute of Technology | Undergraduate

<p>▼ MATH 170 - M01 (1507)</p> <p>Calculus I (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td></td> <td>09/05/2013 - 12/19/2013</td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	TBA	TBA		09/05/2013 - 12/19/2013
Days and Times	Room	Instructor	Dates					
TBA	TBA		09/05/2013 - 12/19/2013					

*Enrollment Status:

Enrollment Capacity: 35 Enrolled: 36

Enrolled Students							
Select	ID	Name	Grade Basis	Units	Program and Plan	Level	
1	<input type="checkbox"/>		Graded	4.00	Ugrd School of Eng & Comp Sci - BS Computer Science	Sophomore	
2	<input type="checkbox"/>		Graded	4.00	Ugrd School of Eng & Comp Sci - BS Electrical & Comp Eng	Freshman	
3	<input type="checkbox"/>		Graded	4.00	Ugrd School of Eng & Comp Sci - BS Computer Science	Sophomore	

Class Permissions

Departments have access to a PeopleSoft application called Class Permissions where they can issue student-specific permissions to enroll in a course that requires consent, override a requisite, or give permission to register in a closed class (except closed online classes that require special approval from Academic Affairs). Permissions must be used by the expiration date.

The business process changes to the following:

1. Student fills out registration form (for record keeping purposes) and meets with an advisor
2. Advisor contacts the department by phone or email indicating student's desire to register for a class that requires override such as consent, requisite, or closed class.
3. Department designee accesses the Class Permission page in the Records and Enrollment section and pulls up appropriate class by typing in term and other information. Adds student ID number on the General Info tab. Checks the appropriate permission box on the Permissions tab (the Consent box is checked by default and must be unchecked as necessary). The Career Restriction and Permission Time Period boxes are not available to the departments. Adds comments on the Comment tab.
4. Clicks Save then Notify button to email to student and advisor
5. Student registers online or at the window.

The **Class Permissions** application is located on the following page:

Nyit Cls Perm

Course ID: 008515 **Course Offering Nbr:** 1
Institution: NY Institute of Technology
Term: Summer 2014 Undergrad
Subject Area: MATH Mathematics
Catalog Nbr: 141 Precalculus

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

Session: X1 Summer I **Class Nbr:** 1068 **Class Status:** Active
Class Section: W01 **Class Type:** Enrollment Section
Course Component: Lecture **Instructor:**
 Student Specific Permissions **Campus:** OW

▶ Defaults

Assign More Permissions:

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info		Permission	Comments						
Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date			
<input type="checkbox"/>	1		08 <input type="text"/>		Not Used		06/29/2014	<input type="button" value="+"/>	<input type="button" value="-"/>

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info		Permission	Comments						
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
<input type="checkbox"/>	1		08 <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info		Permission	Comments
Seq #	Number	ID	Comments
<input type="checkbox"/>	1		08 <input type="text"/> 02/28/14 Evgeniya Khan

Student Information

Student Services Center

The **Student Services Center** is a PeopleSoft application that holds all student information in one place.

Favorites | Main Menu > Campus Community > Student Services Center

student center | general info | admissions | transfer credit | academics | finances | financial aid

Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... ▾

Deadlines | URL | Gradebook

Summer 2014 Schedule		
	Class	Schedule
	AAID 102-W01 LEC (1078)	MoWeTh 1:30PM - 5:40PM EDHL 216
	ACCT 101-W01 LEC (1027)	MoWe 1:00PM - 4:30PM Anna Rubin Hall, Rm. 303
	BIOL 101-F01 LEC (1157)	Room: TBA

[weekly schedule ▶](#)

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Milestones

Contact Information

The **Personal Information** section in the Student Services Center displays student's contact information at a glance and lists their address, telephone, and email.

Favorites | Main Menu > Campus Community > Student Services Center

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Student Financial Information will be available soon.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information	
Home Address Northern Boulevard Old Westbury, NY 11568 Nassau	Mailing Address Northern Boulevard Old Westbury, NY 11568 Nassau
Cell Phone 516/686-7850	NYIT Email

No Milestones

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

NYIT Information
[CNN](#)

Search Engines
[Yahoo](#)
[Google](#)

Student Locator

To locate a student on a certain date within a term, use **Weekly Schedule**.

Favorites | Main Menu > Campus Community > Student Services Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

Deadlines
URL
Gradebook

SEARCH FOR CLASSES

▼ Holds

No Holds.

▼ To Do List

No To Do's.

▼ Milestones

▼ other academic... >>

▼ Summer 2014 Schedule

	Class	Schedule
31	AAID 102-W01 LEC (1078)	MoWeTh 1:30PM - 5:40PM EDHL 216
31	ACCT 101-W01 LEC (1027)	MoWe 1:00PM - 4:30PM Anna Rubin Hall, Rm. 303
31	BIOL 101-F01 LEC (1157)	Room: TBA

[weekly schedule ▶](#)

Favorites | Main Menu > Campus Community > Student Services Center

<< previous week

Week of 5/19/2014 - 5/25/2014

next week >>

Show Week of

05/19/2014 31

Start Time

8:00AM

End Time

6:00PM

refresh calendar

Time	Monday May 19	Tuesday May 20	Wednesday May 21	Thursday May 22	Friday May 23	Saturday May 24	Sunday May 25
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM			ACCT 101 - W01 Lecture 1:00PM - 4:30PM Anna Rubin Hall 303	AAID 102 - W01 Lecture 1:30PM - 5:40PM Education Hall 216			
2:00PM							
3:00PM			AAID 102 - W01 Lecture 1:30PM - 5:40PM Education Hall 216				
4:00PM							
5:00PM			AAID 102 - W01 Lecture 1:30PM - 5:40PM Education Hall 216				
6:00PM							

Registration Holds

Registration holds are called negative service indicators in PeopleSoft. Negative service indicators are denoted by the **red circle** on the top of the page and also listed in the **Holds** section.

Favorites Main Menu > Campus Community > Student Services Center

⊘

student center general info admissions transfer credit academics finances financial aid

Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

SEARCH FOR CLASSES

Holds

Financial Hold
 Registration Hold
 Registration Hold

[details ▶](#)

ⓘ You are not enrolled in classes.

Manage Service Indicators

Display: Effect **Negative** Institution **NY Institute of Technology** [Refresh](#) ↻

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
BFH	Financial Hold	Financial Hold	NYIT1	0000	Begin Term			03/13/2014	
REG	Registration Hold	Must See Advisor	NYIT1	2149	2014FA	2149	2014FA	03/04/2014	12/23/2014
REG	Registration Hold	Must See Advisor	NYIT1	2146	2014SU	2146	2014SU	03/04/2014	08/31/2014

[+ Add Service Indicator](#)

Program, Plan, Subplan

To view student's academic program, plan, and subplan, use the **Academics** tab.

Favorites | Main Menu > Campus Community > Student Services Center

[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

Institution / Career / Program [edit program data](#)

└─ NYIT1 - NY Institute of Technology
└─ UGRD - Undergraduate
└─ **[DUASC - Ugrd College of Arts & Sci](#)**

Program:	DUASC	Ugrd College of Arts & Sci
Student Career Nbr:	0	
Status:	Active	as of 09/05/2012
Admit Term:	2119	Fall 2011
Expected Graduation:	2153	Spring 2015
Approved Load:	Full-Time	
Load Determination:	Base On Units	
Level Determination:	Base On Units	
Plan:	BS.BHSC	BS Behavioral Sciences
Requirement Term:	2119	Fall 2011
Sub-Plan:	BH.SSW	Sociology Social Work
Requirement Term:	2119	Fall 2011

Registration and Grades

To view student's registration and grades, select the **Academics** tab. Select a term under the **Term Summary** section.

Favorites Main Menu > Campus Community > Student Services Center

Term Summary
edit term data

- NYIT1 - NY Institute of Technology
 - UGRD - Undergraduate
 - [2149 - Fall 2014](#)
 - [2146 - Summer 2014](#)
 - [2143 - Spring 2014](#)
 - [2139 - Fall 2013](#)
 - [2133 - Spring 2013](#)
 - [2129 - Fall 2012](#)
 - [2123 - Spring 2012](#)
 - [2119 - Fall 2011](#)

Spring 2013

Eligible to Enroll: Yes

Primary Program: DUASC Ugrd College of Arts & Sci

Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Sophomore

Academic Level - Term Start: Sophomore

Academic Level - Term End: Sophomore

Approved Academic Load: Full-Time

Academic Load: Enrolled Full-Time

Classes

✔ Enrolled ✘ Dropped ▲ Wait Listed

Class	Description	Units	Grading	Grade	Status
HIST 220-M01 (3074)	African Amer Exper (Lecture)	3.00	Graded	A-	✔
ICSS 311-M01 (2717)	C.Th.: Assass. of JFK (Lecture)	3.00	Graded	C+	✔
PSYC 221-M01 (1068)	Human Development (Lecture)	3.00	Graded	A-	✔
PSYC 370-F01 (1025)	Intro Res Methds (Lecture)	4.00	Graded	W	✔
SOCJ 373-M01 (3113)	Juvenile Delinqu (Lecture)	3.00	Graded	B	✔

GPA and Credits, Probation Status

To view student's GPA and credits information, select the **Academics** tab. Select a term under the **Term Summary** section.

Favorites | Main Menu > Campus Community > Student Services Center

Statistics

Spring 2013	From Enrollment		Cumulative Total
Units Toward GPA:			
Taken	15.000		32.000
Passed	15.000		32.000
In Progress			
Units Not for GPA:			
Taken			
Passed			
In Progress			
Transfer Units			12.000
GPA Calculation			
Total Grade Points	54.400		115.400
/ Units Taken Toward GPA	15.000		32.000
= GPA	3.620		3.600

Term Summary also displays student's academic standing after a term:

Favorites | Main Menu > Campus Community > Student Services Center

Term Summary

[edit term data](#)

- NYIT - NY Institute of Technology
 - UGRD - Undergraduate
 - [2136 - Summer 2013](#)
 - [2133 - Spring 2013](#)
 - [2123 - Spring 2012](#)

Spring 2013

Eligible to Enroll: Yes
 Primary Program: NUMGT NF-Ugrd Management
 Academic Standing Status: Probation as of 2013-06-25

Transfer, Test, and Other Credits

To view student's transfer, test, and other (life experience, challenge exam, and etc.) credits, use the **Transfer Credit** tab. Click on the detail link to view more information.

Favorites | Main Menu > Campus Community > Student Services Center

student center | general info | admissions | **transfer credit** | academics | finances | financial aid

Course Credits

Model	Statistics					
Detail	Source	Career	Institution	Program	Articulation Term	Model Status
Detail	Nassau Community College	Undergraduate	NY Institute of Technology	Ugrd College of Arts & Sci	Summer 2012	Posted

Test Credits

Model	Statistics				
Detail	Career	Institution	Program	Articulation Term	Model Status
Detail	Undergrad	NY Institute of Technology	Ugrd College of Arts & Sci	Summer 2012	Posted

Other Credits

Model	Statistics				
Detail	Career	Institution	Program	Articulation Term	Model Status
Detail	Undergrad	NY Institute of Technology	Ugrd College of Arts & Sci	Summer 2013	Complete

Find | View All First **1** of 1 Last

Academic Career: UGRD Undergraduate + -

Academic Institution: NYIT1 NY Institute of Technology

Model Nbr: 1

***Transcript Level:** Official ▼



Target Information

*Academic Program: Ugrd College of Arts & Sci **Include in GPA**

Academic Plan:

Find | View All First **1** of 1 Last

***Articulation Term:** Summer 2013 Complete + -

*Group	*Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr	
1	1	Posted	Life Experience	ECON 101	 

[Add/View Comments](#)

Program Evaluation

To view program evaluation report, select **Academic Requirements** in the drop down menu under the **Academics** option.

Favorites Main Menu Campus Community Student Services Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

Academic Require ▾

SEARCH FOR CLASSES

Hold

Financial Hold

You are not enrolled in classes.

Favorites Main Menu Campus Community Student Services Center

Master of Communication Arts

Not Satisfied: RG-3077

- Units: 34.00 required, 13.00 taken, 21.00 needed
- GPA: 3.000 required, 4.000 actual

Master Communication Arts Major Requirements (12 Credits)

Not Satisfied: R-3199

- GPA: 2.000 required, 4.000 actual

Required Courses

Not Satisfied: Take the following Communication Arts courses: 9 Units (9 credits)
 Required
 COMM-610 (338), COMM-630 (5), DGIM-601 (6780)
 R-3199, L-10

- Units: 9.00 required, 3.00 taken, 6.00 needed
- Courses: 3 required, 1 taken, 2 needed
- GPA: 2.000 required, 4.000 actual

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COMM 610	Voc of Media Cri	3.00			
COMM 630	Media & Culture	3.00			
DGIM 601	Multimedia Tools	3.00	Fall 2013	A	✓

View All | First 1-3 of 3 Last

Enrollment Statistics Report

1. To generate the Enrollment Statistics Report, navigate to the following page.

Favorites | Main Menu > NYIT Custom > Records and Enrollment > Reports > NYIT - Enrollment Stats Report

Enrollment Statistics Report

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

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 1000):

Search | [Advanced Search](#)

2. The first time you run this report, you will be required to create a run control ID. If you generated this report before, click the **Search** button and you will be automatically routed to the previous run control ID you created first time you run the report. There is no need to create several run control IDs.

To create a run control ID, click on the **Add a New Value** tab. Add a name of your department or some general name. Click **Add**.

Enrollment Statistics Report

Find an Existing Value | **Add a New Value**

Run Control ID: Registrar

Add

- On the next page add parameters for your report.

Enrollment Statistics Report


NYIT - Enrollment Statistics Report



Run Control ID: Registrar




[Report Manager](#) [Process Monitor](#)


Run



Run Parameters



*As Of Date 



Find | View All First  1 of 1
 Last



Term   


Find | View All First  1 of 1
 Last


Campus   



Find | View All First  1 of 1
 Last



Session   

Find | View All First  1 of 1
 Last

Acad Org   

Find | View All First  1 of 1
 Last

Acad Group   

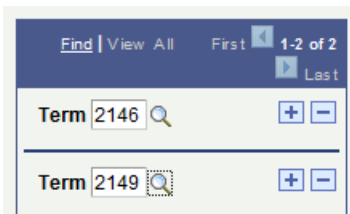
 Save  Return to Search  Notify

- **As of date** – today’s date
- **Term** – PeopleSoft code for a term such as 2149 – Fall 2014. If you don’t know the term code, click on the lookup (the magnifying glass icon) to find a term code:


Term 


2199	Fall 2019	2019FA
2197	2019-2020	2019-2020
2196	Summer 2019	2019SU
2193	Spring 2019	2019SP
2189	Fall 2018	2018FA
2187	2018-2019	2018-2019
2186	Summer 2018	2018SU
2183	Spring 2018	2018SP
2179	Fall 2017	2017FA
2177	2017-2018	2017-2018
2176	Summer 2017	2017SU
2173	Spring 2017	2017SP
2169	Fall 2016	2016FA
2167	2016-2017	2016-2017
2166	Summer 2016	2016SU
2163	Spring 2016	2016SP

To run a report for several terms, click on the plus sign to add another term:

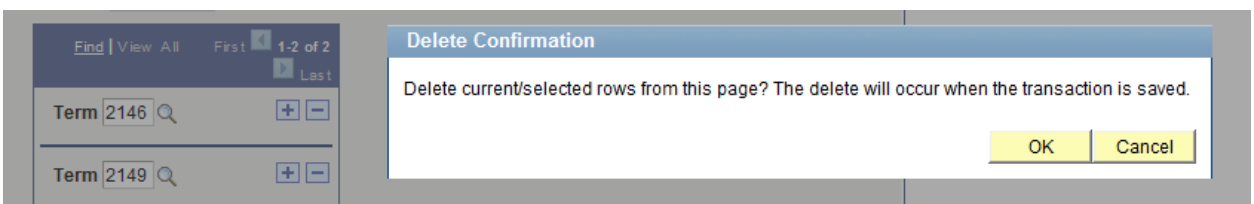


Find | View All First 1-2 of 2 Last


Term 


Term 

To delete a term, click on the minus sign and confirm the deletion:



Find | View All First 1-2 of 2 Last

Term 

Term 

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

- **Campus** – a lookup for campuses displays all active campuses. If you leave this field blank, the report will display classes in all campuses for a term.

Campus	Description
AB	Abu Dhabi, UAE
AL	Alexandria, Egypt
AM	Amman, Jordan
BR	Adliya, Bahrain
BZ	Brazil
CI	Central Islip, New York
CNV	Conversion
CR	Cairo, Egypt
DM	Dammam, Saudi Arabia
EC	Ellis College
FL	Florida Locations
HS	High School
IR	Irbid, Jordan
JU	Nanchang, China
MA	Manhattan, New York
NA	Nanjing, China
OL	Online
OLCE	OL Childhood Education
OLIT	OL Instructional Technology
OLSTM	OL STEM Education
OM	College of Osteopathic Med
OMGR	Osteopathic Medicine Graduate
OT	Other Locations

- **Session** – this drop down displays sessions of a term. Fall term, for example, consists of session S – regular semester, session A – cycle A, and session B – cycle B. If you leave this field blank, the report will display classes for all sessions within a term.
- **Acad Org** – look up a department name to run a report for this department only or leave the field blank.

Academic Organization	Description
10000	School of Health Professions
10010	Behavioral Sciences
10020	Clinical Nutrition
10030	Interdisciplinary Health Sci
10040	Life Sciences
10050	Medical Technology
10060	Nutrition Science
10070	Nursing
10080	Occupational Therapy
10090	Physical Therapy
10100	Physician Assistant



- **Acad Group** – click on the lookup to select a school.

Academic Group	Description
ARCH	School of Arch & Design
ASCI	College of Arts & Sciences
EDUC	School of Education
ENCS	School of Eng & Comp Sciences
EXED	Extended Education
HLTH	School of Health Professions
IGCT	Interdisciplinary Graduate Ctr
MGMT	School of Management
OSME	College of Osteopathic Med

- Once the parameters are populated, click on the **Run** button.

[Report Manager](#) [Process Monitor](#) [Run](#)

- Click **OK** on the next page:

Server Name: Run Date: 05/06/2014 
 Recurrence: Run Time: 2:53:08PM [Reset to Current Date/Time](#)
 Time Zone: 

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NYIT - Enrollment Statistics	NYIT_ENRLRPT	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

- You will return to the parameters page of the report. Click on the **Process Monitor** link to view the status of the report.

[Report Manager](#) [Process Monitor](#) [Run](#)

- It will say **Queued** in the **Run Status** column.

Process List [Server List](#)

Actions

User ID Type Last Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | | First 1-14 of 14 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	134986		Application Engine	NYIT_ENLRPT	evkhan	05/06/2014 2:55:53PM EDT	Queued	N/A	Details

This page is an equivalent of the progress bar in Datatel except that you need to click on the **Refresh** button to see the progress. Once the page is refreshed, it may say **Processing** and then once the report is completed, it will say **Success**. Once you see **Success** in the Run Status column and **Posted** in the Distribution Status column, the report is ready for view.

Process List Personalize | Find | View All | | First 1-9 of 9 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	134986		Application Engine	NYIT_ENLRPT	evkhan	05/06/2014 2:55:53PM EDT	Success	Posted	Details

- Click on the **Details** link. It will bring you to the next page with the **View Log/Trace** link.

Process Detail

Process

Instance 134986	Type Application Engine
Name NYIT_ENLRPT	Description NYIT - Enrollment Statistics
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID Registrar	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server HCPRDP1	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 05/06/2014 2:55:55PM EDT	Parameters Transfer
Run Anytime After 05/06/2014 2:55:53PM EDT	Message Log View Locks
Began Process At 05/06/2014 2:56:22PM EDT	Batch Timings
Ended Process At 05/06/2014 2:56:36PM EDT	View Log/Trace

- Click on the **View Log/Trace** link. On the next page click on the **Enrollment_Stats_Report.xls** link.

View Log/Trace

Report			
Report ID:	121637	Process Instance:	134986 Message Log
Name:	NYIT_ENRLRPT	Process Type:	Application Engine
Run Status:	Success		

NYIT - Enrollment Statistics	
Distribution Details	
Distribution Node:	psprd Expiration Date: <input type="text" value="05/13/2014"/>

File List		
Name	File Size (bytes)	Datetime Created
AE_NYIT_ENRLRPT_134986.log	239	05/06/2014 2:56:36.735685PM EDT
Enrollment_Stats_Report.xls	7,961	05/06/2014 2:56:36.735685PM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	evkhan

- Open the report or save it to your computer.

	A	B	C	D	E	F	G	H	I	J	K
1	Enrollment Statistics Report										
2	2014-05-06-14.56.22.000000										
3	Term	School ID	School De	Departmen	Dept Desc	Session	Course	Course ID	Title	Class Nbr	Campus
4	2146	ASCI	College of	12020	Behaviora	X3	ICBS-306-	009530	Real New	1124	OL
5	2146	ASCI	College of	12020	Behaviora	X3	PSYC-101-	000420	Intro to P	1125	OL
6	2146	ASCI	College of	12020	Behaviora	X3	PSYC-310-	000520	Abnormal	1126	OL
7	2146	ASCI	College of	12020	Behaviora	X3	ICBS-305-	009536	Gender Id	1128	OL