

Individual Study Lists

Printing from Peoplesoft

OBJECTIVE: To outline the steps necessary to view and print a student's individual study list.

CONTENTS:

[LESSON 1 PRINTING AN INDIVIDUAL STUDY LIST PG. 2](#)

NEED ADDITIONAL INFORMATION?

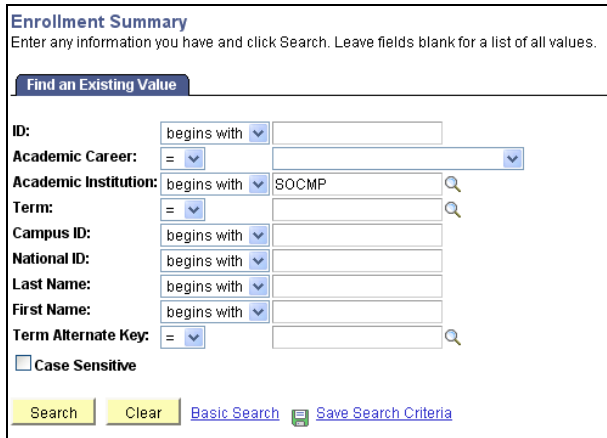
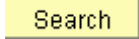
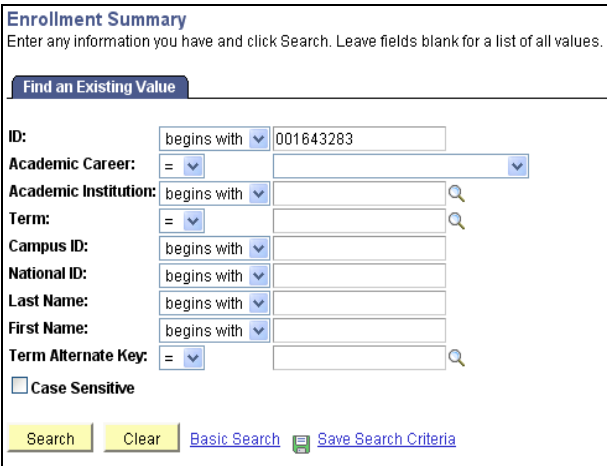
For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.

STUDENT RECORDS

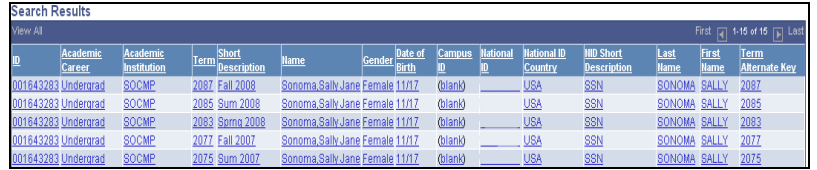
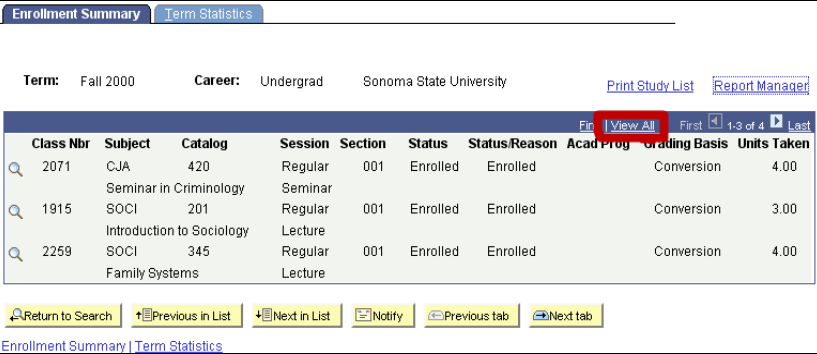
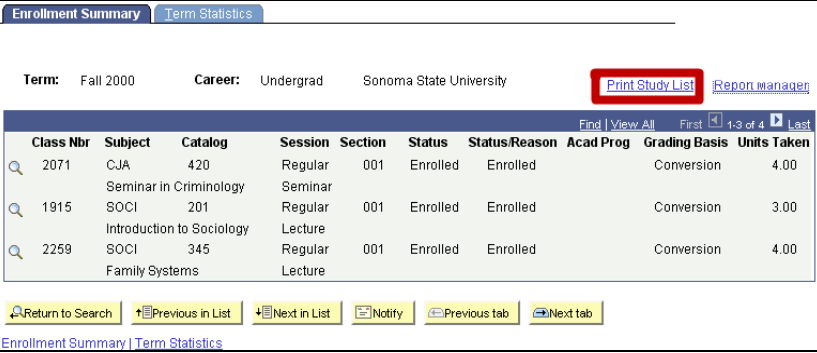
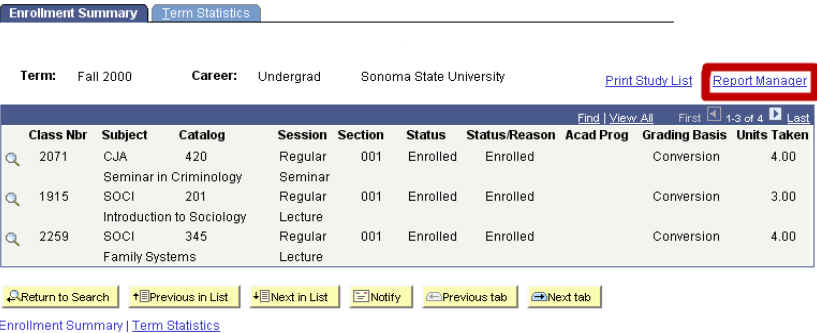
Lesson 1: Printing an Individual Study List

Navigation: Records and Enrollment > Enrollment Summaries > Enrollment Summary

Introduction: There may be times when an individual study list is needed. The table below outlines the necessary steps to print a student's individual study list

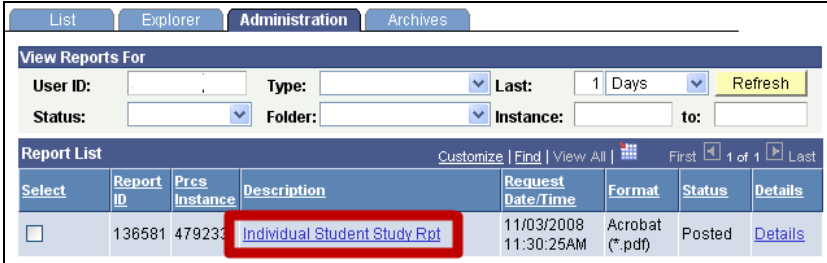

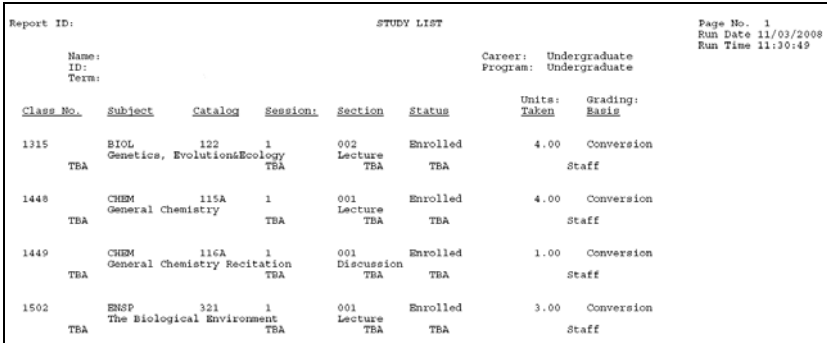
Step	Action	Screenshot
1	Navigate to Records and Enrollment > Enrollment Summaries > Enrollment Summary	 <p>The screenshot shows the 'Enrollment Summary' search interface. It includes a title bar, a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.', and a 'Find an Existing Value' button. Below are several search criteria fields: ID, Academic Career, Academic Institution, Term, Campus ID, National ID, Last Name, First Name, and Term Alternate Key. Each field has a dropdown menu for the search type (e.g., 'begins with') and an input box. There are also search icons for some fields. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria', along with a 'Case Sensitive' checkbox.</p>
2	Enter the appropriate information in the corresponding search field and click Search . 	 <p>This screenshot is identical to the previous one, but the 'ID' field is now populated with the value '001643283'. The 'Search' button is highlighted in yellow, indicating it is the next step in the process.</p>

Continued on the next page...

<p>3</p>	<p>Select the row for the necessary term and click on it.</p>	
<p>4</p>	<p>The Enrollment Summary for the selected term will be displayed. Click on View All to display all courses the student has been enrolled in for the term.</p> <p>View All</p>	
<p>5</p>	<p>To print the study list click on Print Study List.</p> <p>Print Study List</p> <p>NOTE: It will appear as if nothing happens when you click on the Print Study List.</p>	
<p>6</p>	<p>Click on the Report Manager.</p> <p>Report Manager</p>	

Continued on the next page...

STUDENT RECORDS

<p>7</p> <p>Click on the Individual Student Study Rpt link to view the printable .pdf once the status reads <i>posted</i>.</p> <p>Individual Student Study Rpt</p>	 <p>The screenshot shows the 'Administration' menu with a 'Report List' table. The table has columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The row for 'Individual Student Study Rpt' is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>136581</td> <td>479236</td> <td>Individual Student Study Rpt</td> <td>11/03/2008 11:30:25AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	136581	479236	Individual Student Study Rpt	11/03/2008 11:30:25AM	Acrobat (*.pdf)	Posted	Details																																																								
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<p>8</p> <p>Click Print to print a copy of the Individual Student Study Rpt.</p> 	 <p>The screenshot shows a 'STUDY LIST' report with the following data:</p> <table border="1"> <thead> <tr> <th>Class No.</th> <th>Subject</th> <th>Catalog</th> <th>Session</th> <th>Section</th> <th>Status</th> <th>Units Taken</th> <th>Grading Basis</th> </tr> </thead> <tbody> <tr> <td>1315</td> <td>BIOL Genetics, Evolutions&Ecology</td> <td>122</td> <td>1</td> <td>002</td> <td>Enrolled</td> <td>4.00</td> <td>Conversion</td> </tr> <tr> <td>TBA</td> <td></td> <td></td> <td>TBA</td> <td>TBA</td> <td>TBA</td> <td></td> <td>Staff</td> </tr> <tr> <td>1448</td> <td>CHEM General Chemistry</td> <td>115A</td> <td>1</td> <td>001</td> <td>Enrolled</td> <td>4.00</td> <td>Conversion</td> </tr> <tr> <td>TBA</td> <td></td> <td></td> <td>TBA</td> <td>TBA</td> <td>TBA</td> <td></td> <td>Staff</td> </tr> <tr> <td>1449</td> <td>CHEM General Chemistry Recitation</td> <td>116A</td> <td>1</td> <td>001</td> <td>Enrolled</td> <td>1.00</td> <td>Conversion</td> </tr> <tr> <td>TBA</td> <td></td> <td></td> <td>TBA</td> <td>TBA</td> <td>TBA</td> <td></td> <td>Staff</td> </tr> <tr> <td>1502</td> <td>ENSP The Biological Environment</td> <td>321</td> <td>1</td> <td>001</td> <td>Enrolled</td> <td>3.00</td> <td>Conversion</td> </tr> <tr> <td>TBA</td> <td></td> <td></td> <td>TBA</td> <td>TBA</td> <td>TBA</td> <td></td> <td>Staff</td> </tr> </tbody> </table>	Class No.	Subject	Catalog	Session	Section	Status	Units Taken	Grading Basis	1315	BIOL Genetics, Evolutions&Ecology	122	1	002	Enrolled	4.00	Conversion	TBA			TBA	TBA	TBA		Staff	1448	CHEM General Chemistry	115A	1	001	Enrolled	4.00	Conversion	TBA			TBA	TBA	TBA		Staff	1449	CHEM General Chemistry Recitation	116A	1	001	Enrolled	1.00	Conversion	TBA			TBA	TBA	TBA		Staff	1502	ENSP The Biological Environment	321	1	001	Enrolled	3.00	Conversion	TBA			TBA	TBA	TBA		Staff
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