An Introduction to Enrollment and Processing in PeopleSoft

Rochester Institute of Technology

Fall 2019

Academic Structure

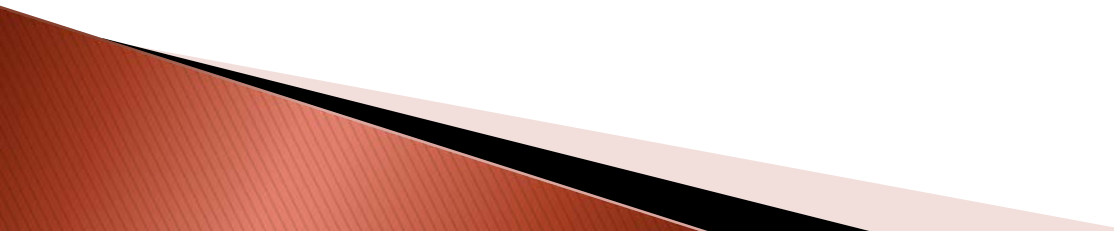INSTITUTION

ACADEMIC CAREER

ACADEMIC PROGRAM

ACADEMIC PLAN

ACADEMIC SUB-PLAN

Courses and Classes

- Courses control classes
- Course ID – 6-digit fixed number
- Class Number – 5-digit number (unique per term)
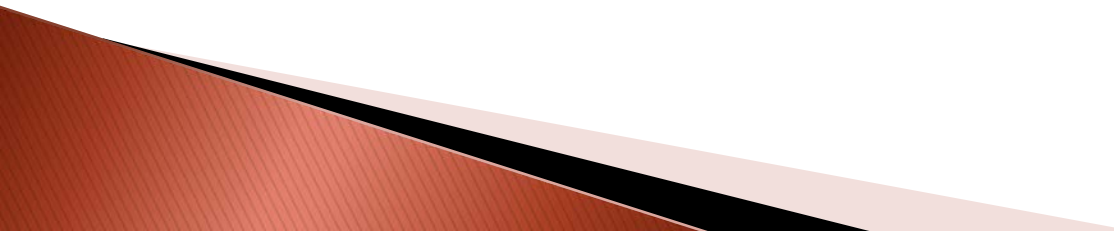- Components – the method in which the course will be delivered

Course Components

Lecture (LEC)	Independent Study (IND)
Laboratory (LAB)	Studio (STU)
Lecture/Lab (LEL)	Thesis (THE)
Activity (ACT)	Seminar (SEM)
Cooperative Education (COP)	Recitation (REC)
	Critique (CRI)

Grading Basis

Graded	Audit
Satisfactory/Fail	Credit by Exam
Thesis	Transfer
Waived	

Enrollment

- Term Activation
- Enrollment Appointments
- Units

Term Values

Academic Year	Term	Value
2019–2020	Fall	2191
	Spring	2195
	Summer	2198
2020–2021	Fall	2201
	Spring	2205
	Summer	2208
2021–2022	Fall	2211
	Spring	2215
	Summer	2218
2022–2023	Fall	2221
	Spring	2225
	Summer	2228

Overrides

Use these checkboxes to override:
- Appointment times
- Unit Load for the term
- Time Conflict with another class
- Action Date (date field is activated when this box is checked)
- Career
- Service Indicator
- Requisites

Allows class specific overrides for:
- Closed Class
- Class Units
- Grading Basis

General Overrides

Class Overrides

Security Levels and Overrides

Level 1	Level 2
Authorized users may override: • Time conflicts • Unit (credit) overloads *for students in your home college	Authorized users may override: • Time conflicts • Unit (credit) overloads • Requisites (including restrictions, co-requisites and pre-requisites) • Closed classes • Class units • Grading Basis • Class Permissions • Change Wait List Position *for courses in your home college

Wait Lists

- Wait lists are established at the class (section) level.
- Auto-enrollment is a feature of wait lists. On a nightly basis, eligible students can be moved from the wait list into open seats based on their position on the waitlist.
- When a waitlist exists, students on the wait list will have priority to enroll over those who are not.
- Wait lists have a maximum capacity. As a general rule, it is recommended that the wait list capacity be 1/2 the enrollment capacity for the class.
- Wait listing begins as soon as enrollment appointments begin and a class has reached capacity.
- Wait lists will be active through the add/drop period.
- Students (or administrative staff on behalf of the student) must elect to be added to a wait list.

Service Indicators

Negative Service Indicator

Appears on a page when a negative service indicator is assigned to the student.

Users can click the icon to access the Manage Service Indicators page, from which you can view details about the service restrictions associated with each negative service indicator for the student.

Positive Service Indicators

Appears on a page when a positive service indicator is assigned to the student.

Users can click the icon to access the Manage Service Indicators page, from which you can view details about the service privileges associated with each positive service indicator for the student.

Step-by-Step

» Enroll classes
Swap classes
Wait list classes
Perform overrides
Drop Classes

Questions?