An Introduction to Enrollment and Processing in PeopleSoft

Rochester Institute of Technology

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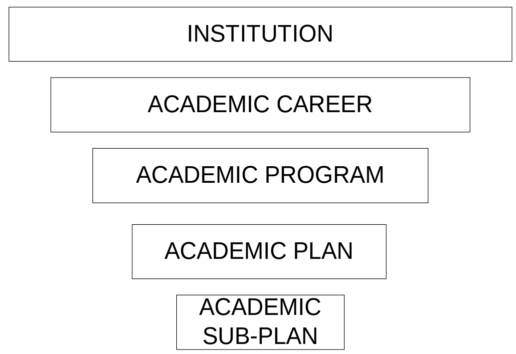
Academic Structure: An Introduction

Academic Structure provides a foundation for all the Student Information System applications. These components allow RIT to organize its academic programs and offerings and associate them with both students and courses. The hierarchical nature of Academic Structure also allows us to efficiently automate many rules and requirements. The following image represents PeopleSoft's hierarchy for defining academic structure:



Academic Institution The structural element used to identify the university. RIT is one university and thus we have only one Academic Institution code, which is RIT01 (RITzero1).

Academic Career A student's academic career, or simply "career" indicates the level of study that the student is actively enrolled in. RIT will utilize three Careers. Undergraduate (**UGRD**) will be used for students enrolled in any program issuing a Certificate, Diploma, AS, AAS, AOS, BS, or BFA. Graduate (**GRAD**) will be used for students enrolled in any program issuing an Advanced Certificate, MS, MBA, MArch, MFA or PhD. Continuing Education (**CNED**) will be used for NTID Summer Vestibule program.

Academic Program The entity of the university to which a student applies and is admitted and from which the student graduates. As a general rule at RIT, linking the academic career and college together creates the academic program (*ex. UCLA = Undergraduate College of Liberal Arts, GCLA = Graduate College of Liberal Arts*).

Academic Plan An academic plan is the structural element that describes an area of study within an academic program, with one degree or certificate per plan. Plans are used for majors, 2nd majors, minors, and immersions. Students will likely have multiple plans (*Ex. PACK-BS, ACCT-2M, ECON-MN, ECON-IM*).

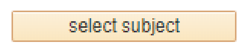
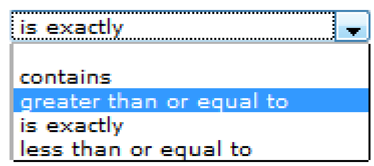
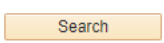
Academic Sub-Plan An area of further specialization or concentration within an academic plan. The academic sub-plan is always directly linked to a specific academic plan. RIT will normally use these for published program options and BS/MS programs.

Courses and Classes

Details regarding a course including the course description, components, grading basis, and attributes are built at the course level and by default roll to all classes (sections) scheduled. As a general rule, the information that is used to create a course is delivered from college curriculum committees to the Registrar's Office. ***Once the course is built, it is assigned a permanent, six-digit course ID number***.

Class (section) information is inherited from the course master. Classes are the individual offerings of a course. ***When scheduled, each class is assigned a 5-digit class number.*** Class numbers are unique per class and change each term.

It may be helpful to have a list of all class numbers for courses in your department or area at your disposal rather than having to look them up each time. Using the class search page you can download a list of classes within your subject area to Excel. ***In order for this to work you must make sure the popup blocker on your browser is disabled.***

Downloading Class information to Excel	
1	From the Teaching Advising & Support homepage, click the **Classes** tile
2	After clicking the Classes tile, the **Class Search** page should appear
3	Make sure you have the correct **Term** selected.
4	Enter the four-digit **Course Subject** code. If you do not know the code, click 
5	Change the **Course Number** dropdown to **greater than or equal to** 
6	Enter **1** in the Course Number field.
7	Click Search  (if there are more than 50 classes in the subject in the term, you will need to click OK to continue the search)
8	Click the Show All Columns button 
9	Scroll to the right and click the Download button 
10	You can now open the file with Excel or save it to your computer. You now have an editable version of the class schedule that you can manipulate to show the information you find most useful. Remember, the 5-digit class numbers are only valid for one term. They will not be re-usable during the next term.

Course Components

The manner in which a course is delivered is determined by its course components. **If a course has multiple components (such as lecture and lab) students will be required to enroll in both components in order for their enrollment to be valid.**

Component	Definition
Activity (ACT)	Activity (or wellness) courses are designed to assist students in making healthy decisions to support their academic and social interactions in college and beyond. *(This component type is restricted to the Division of Student Affairs)*
Clinical (CLN)	Related to the medical sciences, a clinical component indicates participation in a rotation or clinical experience that may be conducted on or off-site.
Colloquium (COL)	A colloquium is an educational experience in which a group of students engage in discussions that are directed by a faculty member, typically focusing on a specific theme or subset of themes.
Comprehensive Exam (CMP)	Culminating experience for some graduate programs.
Continuance (CON)	Continuance is used to show progress toward degree for graduate students when a required graduate thesis or project is not completed in a single term.
Cooperative Education (COP)	Co-op is full-time, paid work experience directly related to a course of study.
Critique (CRI)	The discussion or evaluation of visual art. Critique is intended to help students further their art education experience and improve their art criticism skills.
Independent Study (IND)	Independent study executed under a specific set of rules with the guidance and direction of a sponsoring instructor.
Internship (INT)	
Laboratory (LAB)	An educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction or a faculty member.
Lecture (LEC)	Formalized instruction in which course material is prepared by an instructor and is delivered to students through traditional delivery methods.
Lecture/Lab (LEL)	Combination of the lecture and laboratory components into a single classroom learning experience. Faculty members employ active learning strategies along with traditional lecture material to deliver course content.
Project (PRO)	Project refers to a graduate project completed as a requirement for a graduate degree. Typically only offered as a capstone option.
Recitation (REC)	Recitation is an educational activity in which small breakout groups meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
Seminar (SEM)	An educational experience that is less formal than a lecture, in which a relatively small number of students engage in discussions that are directed by a faculty member, typically focusing on a specific theme or subset of themes.
Studio (STU)	In a studio, students practice, perform, or produce under the direction of a faculty member. This component is typically used to describe music, visual and performance art.
Study Abroad (SAB)	Designated study abroad course.
Teaching Experience (TEX)	A Teaching Experience allows a student to work in the classroom or laboratory, under the guidance and direction of a course or laboratory instructor, to help deliver curriculum to students in the particular course. The number of credits earned for this activity will vary and will be dependent on the nature of the course/lab-related responsibilities and tasks. A Teaching Experience is contingent on the approval of the course and/or laboratory instructor.
Thesis (THE)	Substantial scholarly papers completed as a requirement for a graduate degree.

Grading Basis

Classes can be offered with the following grading options. The grading basis is set up at the course level and is dictated by university policy and/or college curriculum committees.

Grading Basis	Definition	Transcript Grade
Audit	Class is taken as an audit.	AU
Credit by Exam	Credit is received through an external exam (AP, IB, CLEP).	X
Graded	Traditional grading basis based on a 4.0 scale.	A, A-, B+, B, B-, C+, C, C-, D, F
Sat/Fail	Used for any courses taken on a Satisfactory/Fail basis. For undergraduates, this is traditionally Wellness, Co-op and Study Abroad courses. For graduate students, this may also be used for seminar classes.	S, F, I
Thesis	Used for graduate level thesis and related thesis registration.	R, U, I
Transfer	Signifies course credit transferred to RIT from another college or university.	TR
Waived	Course/Class requirement has been waived.	WV

For additional information about grading, please reference University Policy D 5.0.

Enrollment

Enrollment is the process by which students register for classes. Although many administrative staff have the capability to enroll students in classes, it is ***strongly recommended that students perform their own enrollment transactions whenever possible***. All enrollment transactions may be audited and are tied directly to the user that completes the transaction. The information below is intended to inform conversations with students and provide a holistic view of the enrollment process.

Term Activation

In order for a student to be enrolled for a term their student record must be term activated. Term activation is the responsibility of the Registrar's Office and will be completed in a batch process. If a staff member is working with a student who cannot enroll, and all other factors have been considered, contact the Registrar's Office for assistance.

Shopping Cart and Shopping Cart Appointments

The shopping cart is used to help students manage their selection of courses. While administrative staff cannot alter the contents of a student's shopping cart, those with access to the advisor center, will be able to view the student shopping cart. Keep in mind that students are not enrolled in courses simply because they are in the shopping cart, nor are they guaranteed a seat in the class because of it.

The term Shopping Cart appointment signifies the point in time the enrollment shopping cart becomes available to students. Shopping carts become available to all students at the time and are available for planning purposes, regardless of whether or not the student record has a hold on it.

Using the enrollment shopping cart is ***not*** optional. All students will need to use the shopping cart to pre-plan their enrollment transactions. Encouraging students to be proactive and begin the planning phase early will assist them in understanding their class options for a given term.

Once available, students can find the shopping cart appointment date in the Student Center after logging into SIS.

Validating the Shopping Cart

Once students have placed courses in their shopping carts, they have the ability to validate their course selections. By validating course selections, students will be alerted to potential issues that may arise during their enrollment appointment. If the student has a hold that will prevent enrollment, the validation process will tell them. Students will be **unable to register for courses with time conflicts** and they will also be **unable to enroll in multiple sections of the same course** the validation process will bring this information to the students attention.

Enrollment Appointments

The date and time when a student or group of students can begin enrolling in classes for a term is called an enrollment appointment. **Enrollment appointments are virtual appointments**. Students are not physically required to attend an appointment.

Enrollment appointments will be assigned in ½ hour increments throughout the day. It is important to keep in mind that **once an enrollment appointment is assigned it cannot be changed**. The university recognizes that students may have conflicts with their enrollment appointment start time however once an enrollment appointment begins students will be eligible to enroll in classes through the add/drop period.

Enrollment dates will be assigned by year level. Graduate students will register first, followed by 4/5 year honors and NTID students, followed by 4/5 students, etc. **Enrollment appointments** will be generated randomly within a day.

Once available, students can find their enrollment date and appointment time in the Student Center after logging into SIS.

Add, Drop, Edit, Swap

Administrative staff members with enrollment access may **add** and **drop** students to/from classes, The information below provides a basic overview of the student functionality relating to the add, drop and swap features.

Adding classes is the process by which enrollment is added to a student record. The period for students to add classes begins with their enrollment appointment and continues through the add/drop period.

If after enrollment a student decides that they would like to change their schedule and would no longer like to take a class in which they are enrolled, they may use the **drop** function in the student center to drop the class from their schedule. When a student drops a class with an associated lab or recitation, it will be dropped when the drop for the lecture is processed.

The swap functionality can be very useful when students are trying to enroll in closed or waitlisted classes. A swap could also help if a student has a time conflict with a class they are trying to add or if they have already registered for the maximum number of units and they are trying to alter their schedule. The **Swap** will hold the student's place in their currently enrolled course while they are waiting for openings to occur. This encourages students to prepare a "Plan B" and provides them with a "safety net" when they are trying to enroll in classes. Advisors should NOT set up swaps for students. Swaps function differently when set up by students in Student Center vs. by advisors in Advisor Center.

Units (credits)

Students will be eligible to enroll in 18 units per term without approval. In addition, students will be able to add themselves to waitlists for a total of 15 units. Students in the Honors Program will be allowed to enroll in more than 18 units, however their wait list limit will also be 15 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
2023-2024	Fall	2231
	Spring	2235
	Summer	2238
2024-2025	Fall	2241
	Spring	2245
	Summer	2248

Enrollment Errors, Overrides, Messages and Study List

Even with proper planning enrollment errors may occur. If an enrollment request cannot be processed, an error message will be triggered. Errors may occur if:

- A time conflict exists between classes
- Enrollment in another section of the same course exists
- Maximum unit load has been reached
- A negative service indicator is present on the student account
- Requisites (restrictions) for the class have not been met
- The class has reached capacity

Overrides

Based on security levels, administrative users will have the ability to override some of the road blocks that students encounter during enrollment. On the Quick Enrollment page there are two override tabs that allow override transactions – General Overrides and Class Overrides.

General 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

Class Overrides

Allows class specific overrides for:

- Closed Class
- Class Units
- Grading Basis

Not all road blocks will be able to be overwritten. Some will require the student to re-plan, reach additional milestones prior to enrollment or resolve another matter to become eligible. Two security levels have been identified for enrollment transactions.

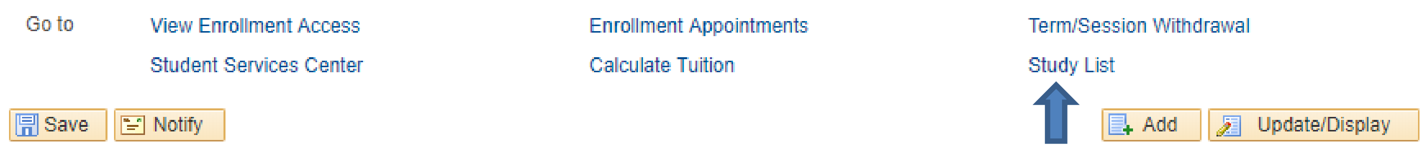
Level 1	Level 2
Authorized users may override: • Time conflicts • Unit (credit) overloads **for students in your home college*	Authorized users may override: • Time conflicts • Unit (credit) overloads • Requisites (including restrictions, co-requisites and pre-requisites) • Closed classes • Class units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

Messages

It is imperative that users **read all system messages**. Each message has important information embedded into it. Some examples of system generated messages are an indication that a course is being repeated, or indication of wait list position.

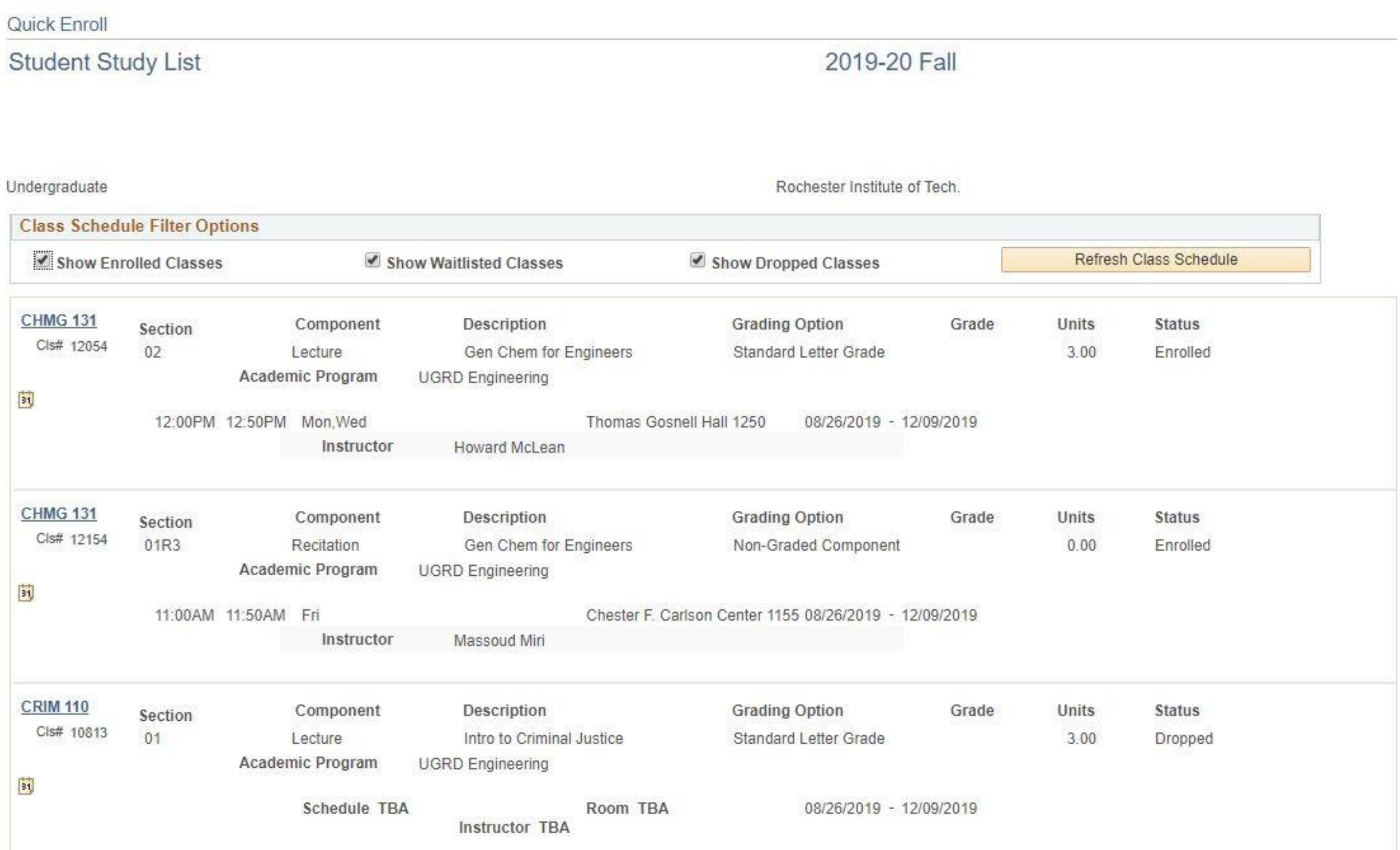
Study List (Student Schedule)

An easy way to double-check that the enrollment transactions occurred in the manner intended and view the student schedule is to use the study list. The student list is a list of all enrolled classes for a student – the student schedule. In addition, the study list also lets a user look at any classes that may have been dropped or that the student is on a waitlist for. The study list is a link below the quick enrollment transaction results page.



Filtering the Study List

Using the study list, users can filter the appearance of the schedule to include any combination of enrolled, waitlisted and dropped classes.



	Step-by-Step: Enroll a student in a class
1	From the Teaching Advising & Support homepage, click **Academic Records & Enrollment** tile
2	Once on the **Quick Enroll a Student** page, enter the student’s **University ID** number in the ID field
3	Enter the student’s **career** (UGRD or GRAD)
4	Enter the **term** that you would like to enroll the student in classes
5	Click Add
6	Ensure that the Action dropdown menu has **Enroll** selected (this should happen by default)
7	Enter the 5-digit **class number** for the class you would like to enroll in the Class Nbr field (and press tab) **OR** follow steps 10-14 to find a class
8	Click on the **Look up Icon** ( ) next to the Class Nbr field
9	Enter the **subject code** you are searching for in the Course Subject field
10	Enter the **course number** you are looking for in the Course Number field
11	Scroll to the bottom of the page and click Search
12	Find the class that you would like to enroll the student in and click Select Cla
13	To add another course to the current term, click the + button on the far left
14	Repeat steps 7-13 for as many courses as you would like to add to the term
15	Once you have added all courses for the term, click the Submit button on the top right side of the screen
16	The status on each of the classes you added will now change from “pending” to “success” *In this scenario, the success message means that the course has been added to the student schedule.*

	Step-by-Step: Drop a student from a class
1	From the Teaching Advising & Support homepage, click **Academic Records & Enrollment** tile
2	Once on the **Quick Enroll a Student** page, enter the student's **University ID** number in the ID field
3	Enter the student's **University ID** number in the ID field
4	Enter the student's **career** (UGRD or GRAD)
5	Enter the **term** that the student would like to drop a class
6	Click 
7	Change the Action dropdown menu to **Drop**
8	Enter the 5-digit **class number** for the class you would like to drop in the Class Nbr field **OR** follow steps 9-10 to find a class
9	Click on the Look up Icon ( ) next to the Class Nbr field
10	Select the enrolled course that you would like to drop on behalf of the student, by clicking the (notice that the icon is already checked)
11	To perform another drop for this student in the same term, click the button on the far left
12	Repeat steps 7-10 for as many courses as you would like to drop in the term
13	Once you have added all the actions needed for the term, click the  button on the top right side of the screen
14	The status of each of the classes you dropped will now change from "pending" to "success" *In this scenario, the success message means that the course has been dropped from the student schedule.*

Advisor Use of Swap Function

The Swap function behaves differently for students than it does for advisors. As a rule, students should set up their own swaps to wait list. Advisors should <u>**only**</u> use the swap functionality to move students between enrolled classes and open classes. The Swap feature will allow the drop and add to occur simultaneously rather than performing two transactions.

Advisors should NOT use the swap functionality to add students the wait list for a class. If an advisor attempts to set up a swap between an enrolled class and a wait listed class, the system treats the transaction as a success and will drop the student from the enrolled class leaving them only on the wait list.

1	From the Teaching Advising & Support homepage, click **Academic Records & Enrollment** tile
2	Once on the **Quick Enroll a Student** page, enter the student's **University ID** number in the ID field
3	Enter the student's **University ID** number in the ID field
4	Enter the student's **career** (UGRD or GRAD)
5	Click Add
6	Change the Action dropdown menu to **Swap**
7	Click on the Look up Icon ( ) next to the Class Nbr field
8	Select the enrolled course that you would like to request to swap, by clicking the (notice that the icon is already checked)
9	Enter the class number for the class you would like to swap to in the Class Nbr field in the Change to column
10	Click the Submit button on the top right side of the screen
11	To swap additional courses for this student, in the same term, click the button on the far left
12	Repeat steps 6-10 for as many swaps as you would like to perform for the student
13	The status of each of the classes you dropped will now change from "pending" to "success". *In this scenario, the success message means that the swap has been completed. The student has been dropped from the first course you entered and enrolled in the second course.*

Wait Lists

Wait lists are used to track students who are waiting to be enrolled in a particular class. Rather than have individual departments collect interest in classes, the wait list tool provides a consistent and efficient way to manage interest and significantly reduces the number of manual transactions needed to enroll students. Departments can also monitor waitlists for their classes to identify areas of need.

- Wait lists are established at the class (section) level.
- Auto-enrollment is a feature of wait lists. On a nightly basis, eligible students are 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.

Factors that may prevent students from adding themselves to a wait list

If students are having difficulty adding themselves to a wait list, review the list below of factors that may prohibit a student from adding themselves to a wait list.

- The 15-credit limit for wait listing has been reached.
- Already enrolled in another class section of the same course (unless performing a “swap”).
- Requisites for the class are not met.
- Academic unit has chosen not to offer a wait list for the class.
- Wait list has reached capacity.

What prevents enrollment from a wait list?

Once a student has added themselves to a wait list, the enrollment process runs every night and enrolls students based on availability and wait list position. When a student elects to be waitlisted, they are made aware of their wait list position. Students may always check their wait list positions on their class schedule in the Student Center. If an opening in a class occurs and a student is concerned because they were not enrolled, please review the following factors and work with the student to resolve so that they may become eligible to be enrolled from the wait list.

- The wait listed class has a time conflict with another class the student is already enrolled in and a *swap* has not been setup by the student.
- Requisites (requirements or restrictions) for the class are not met.
- The student has a hold that was not present at the time of enrollment.
- The student is already enrolled in the maximum number of units (using *swap* will prevent this issue).

Wait List Position Number

The waitlist position number informs students, staff and administration of a student’s position on the wait list.

Step-by-Step: Putting a student on a wait list	
1	From the Teaching Advising & Support homepage, click **Academic Records & Enrollment** tile
2	Once on the **Quick Enroll a Student** page, enter the student's **University ID** number in the ID field
3	Enter the student's **University ID** number in the ID field
4	Enter the student's **career** (UGRD or GRAD)
5	Click Add
6	Ensure that the Action dropdown menu has **Enroll** selected (this should happen by default)
7	Enter the 5-digit class number for the class you would like to enroll in the Class Nbr field **OR** follow steps 8-11 to find a class
8	Click on the **Look up Icon** ( ) next to the Class Nbr field
9	Enter the **subject code** you are searching for in the Course Subject field
10	Enter the **course number** you are looking for in the Course Number field
11	Scroll to the bottom of the page and click Search
12	Find the class that you would like to enroll the student in and click Select Cla (select class)
13	Click on the **Class Overrides** tab
14	Check the **Wait List Okay** box
15	Click the Submit button on the top right side of the screen
16	The status on the class you added will now change from "pending" to "messages" *In this scenario, the reviewing the message will inform the user that the student has been placed on the wait list and will provide the wait list position number.*

Service Indicators (Holds)

There are two types of service indicators - **positive** and **negative**. Positive service indicators are utilized to designate special services to be provided, or to identify special populations of students (ex. Fullbright scholars). Negative service indicators usually have an impact on services for a student and can prohibit enrollment, or restrict the availability of transcripts or diplomas.

When a service indicator is assigned to a student, the corresponding negative or positive service indicator button appears on most pages about that person. One button can represent one or several service indicators. You would click the buttons on any of those pages to navigate to the appropriate details page, where you can determine how many and which restrictions apply.

It is important to note that students will see their holds on the Task tile in the Student Center. Students may refer to these as tasks, holds or service indicators. The words may be used interchangeably.

	Appears on a page when a negative service indicator is assigned to the student. Users can click the icon to view details about the service restrictions associated with each negative service indicator for the student.
	Appears on a page when a positive service indicator is assigned to the student. Users can click the icon to view details about the service privileges associated with each positive service indicator for the student.

Placing Service Indicators

The authority to place service indicators on student's records is controlled by the University. Permission will need to be granted for placement of specific service indicators and will relate to your role on campus.

Removing Service Indicators

Service indicators are dated to show the academic term in which they will take effect. A service indicator can be established to remain in effect until removed, or it may be established to remain in effect for a specified number of terms. If you have been given access to add certain service indicators to a student's record, once the student resolves the issue you must also remove the service indicator from their record.

In some cases, service indicators will not be resolved instantaneously. Students should be encouraged to acknowledge and work to resolve any holds on their accounts well in advance of their enrollment appointment.

Service Indicator Records

Information on service indicators is stored in SIS. Removing a service indicator ends the hold on a student's record, but retains the information for auditing purposes. Individuals with the designated authority may see the service indicator history for any particular student.

Adding a Service Indicator (hold) to a student record

1	From the Teaching Advising & Support homepage, click **Academic Records & Enrollment** tile
2	Click **Manage Service Indicators** on the left navigation bar
3	Enter the student's **University ID** number in the ID field
4	Click Search
5	Click Add Service Indicator
6	Click the to the left of the **Service Indicator Code** field to search for the appropriate service indicator
7	Select the Service Indicator that you'd like to add from the **Service Indicator Cd** column
8	Select the to the left of the **Service Ind Reason code** field to search for the appropriate reason code
9	Select the appropriate value from the **Service Ind Reason Code** column
10	Enter a **Start Term**
11	Enter a **Start Date**
12	Scroll to the bottom of the page and press OK

Removing a Service Indicator (hold) from a student record

1	From the Teaching Advising & Support homepage, click **Academic Records & Enrollment** tile
2	Click **Manage Service Indicators** on the left navigation bar
3	Enter the student's **University ID** number in the ID field
4	Click Search
5	Click on the hyperlink for the **Service Indicator code** for the hold you would like to remove
6	Click the Release button in the top right corner (this will only be visible if you have permission to remove the hold you have selected - not everyone has access to every hold)
7	Click OK to release the service indicator

Viewing Enrollment Transaction History

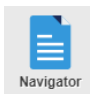
Viewing enrollment transaction history allows you to view exactly when and how a student was enrolled in, placed on a wait list, changed position on a wait list, swapped, or dropped from a class. You can search for all transactions within a specified term for an individual student or individual class.

1	From the Teaching Advising & Support homepage, click **Academic Records & Enrollment** tile
2	Click **Enrollment Request Search** on the left navigation menu
3	Enter the **term** that you would like to view enrollment for
4	You can use this page to view all of the enrollment transactions for a particular student or class. To view transactions for a <u>student</u>, enter their University ID# in the **ID** field. To search by a student's name, click the **Look up ID** icon ( ). To view transactions for a <u>class</u>, enter the 5-digit class number in the **Class Nbr** field. To conduct a more advanced class search, click the **Look up Class Nbr** icon ( ).
5	Click Search
6	All enrollment transactions for the student or class from that term will be displayed after you click Search. The first 7 columns display the User ID of the person who conducted the transaction, the University ID of the student who was enrolled, the term, the class number, subject area, catalog number, and academic career. You can find additional information by toggling through the tabs. Some important items to note include: • Field 9 displays the date and time of the transaction • Field 10 displays the source of the enrollment transaction (ex: Quick Enroll, Self Service, Wait List Engine) • Field 12 displays the type of enrollment transaction (ex: enroll, drop, swap) • Field 15 displays the number of class units • Field 19 displays the grading basis • Fields 26-39 display the overrides that are available on the Quick Enroll a Student page

Specifying User Defaults

There are a few specific data entry fields for which most users will virtually always enter the same value. The system allows you to identify certain fields and set default values for them, known as User Defaults, so that whenever the system requests this data, it will be entered for you automatically.

There are two defaults that are recommended for end users to set up – **Institution** and **Carry ID**. When signing in to PeopleSoft for the first time you should setup your user defaults immediately. This assists with data entry.

1	Click on the compass in the upper right hand corner of the screen 
2	Click 
3	Click on **Set Up SACR**
4	Click **User Defaults**
5	In the **Academic Institution** box, type RIT01
6	In the **Career Group SetID** box, type RIT01
7	In the **Facility Group SetID** box, type RIT01
8	Click on the **User Defaults 4** tab
9	Check the box that says **Carry ID**
10	Click **Save**