

BATCH ENROLLMENT APPOINTMENTS

Defining Enrollment Appointment Limits

Design Student Administration, Design Academic Structure, Setup, Term/Session Table, Appointment Limits Table

Home > Design Student Administration > Design Academic Structure > Setup > Term/Session Table

Term Table Session Table Session Time Periods Appointment Limits Table Appointment Table

Academic Institution: CICMP Channel Islands
Academic Career: UGRD Undergraduate
Term: 2038 Fall 2003

Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session

Appointment Limits View All First 1 of 1 Last

*Appointment Limit ID: 0001 + -

| | | | |
|--------------------------------|-------|--------------------------------|-------|
| Full Time Max Total Units: | 18.00 | Part Time Max Total Units: | 11.00 |
| Full Time Max No GPA Units: | 18.00 | Part Time Max No GPA Units: | 11.00 |
| Full Time Max Audit Units: | 18.00 | Part Time Max Audit Units: | 11.00 |
| Full Time Max Wait List Units: | 18.00 | Part Time Max Wait List Units: | 11.00 |

Save Return to Search Next in List Previous in List

Term Table Session Table Session Time Periods Appointment Limits Table Appointment Table

Use the Appointment Limits Table page to define appointment limits IDs and the full-time and part-time maximum unit limits for each session of a term at your academic institution. You must define a separate appointment limit ID for each group at your academic institution that has varied enrollment unit restrictions. This doesn't have to be career specific but can be if the units vary across career. **For fall 2003 these limits will be 18 Full time max 0 Full time min 11 part time max 0 part time min.**

NOTE: When a student attempts to enroll in a class, the enrollment engine first compares the number of units in the student's enrollment request against the enrollment limits for the student's enrollment appointment (as defined on this page). If the student meets enrollment limit requirements for the appointment, the enrollment engine then looks at the session enrollment limits for the student's primary academic program (as defined on the Session page of the Academic Program Table component). If the student meets the enrollment limit requirements for the session, the system next looks at the term enrollment limits (as defined on the Enrollment page of the Academic Program Table component) and term unit limit overrides (as defined on the Enrollment Limit page of the Term Activation component) for the student's primary academic program. If the student meets the enrollment limit requirements for the term, the enrollment engine passes the student's enrollment request to the next stage of processing. If the student does not meet the requirements at any stage the enrollment request is not processed and the student receives an error message.

Defining Enrollment Appointment

Design Student Administration, Design Academic Structure, Setup, Term/Session Table, Appointment Table

Home > Design Student Administration > Design Academic Structure > Setup > **Term/Session Table**

Term Table Session Table Session Time Periods Appointment Limits Table Appointment Table

Academic Institution: CICMP Channel Islands
Academic Career: UGRD Undergraduate
Term: 2032 Spring 2003

Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session

Appointments Find 1-36 of 36

| 'Appt Nbr | 'Start Date | 'Start Time | 'End Date | 'End Time | 'Appointment Limit ID | |
|-----------|-------------|-------------|------------|-----------|-----------------------|------------------|
| 0001 | 07/07/2003 | 8:00AM | 08/30/2003 | 12:00AM | 001 | Create Appt. + - |
| 0002 | 07/14/2003 | 8:00AM | 07/14/2003 | 9:30AM | 001 | Create Appt. + - |
| 0003 | 07/14/2003 | 9:30AM | 07/14/2003 | 11:00AM | 001 | Create Appt. + - |
| 0004 | 07/14/2003 | 11:00AM | 07/14/2003 | 12:30PM | 001 | Create Appt. + - |
| 0005 | 07/14/2003 | 12:30PM | 07/14/2003 | 2:00PM | 001 | Create Appt. + - |
| 0006 | 07/14/2003 | 2:00PM | 07/14/2003 | 3:30PM | 001 | Create Appt. + - |
| 0027 | 07/14/2003 | 3:30PM | 07/14/2003 | 5:00PM | 001 | Create Appt. + - |
| 0034 | 07/14/2003 | 5:00PM | 07/14/2003 | 7:30PM | 001 | Create Appt. + - |
| 0008 | 07/15/2003 | 8:00AM | 07/15/2003 | 9:30AM | 001 | Create Appt. + - |
| 0009 | 07/15/2003 | 9:30AM | 07/15/2003 | 11:00AM | 001 | Create Appt. + - |
| 0010 | 07/15/2003 | 11:00AM | 07/15/2003 | 12:30PM | 001 | Create Appt. + - |
| 0011 | 07/15/2003 | 12:30PM | 07/15/2003 | 2:00PM | 001 | Create Appt. + - |
| 0012 | 07/15/2003 | 2:00PM | 07/15/2003 | 3:30PM | 001 | Create Appt. + - |
| 0013 | 07/15/2003 | 3:30PM | 07/15/2003 | 5:00PM | 001 | Create Appt. + - |
| 0035 | 07/15/2003 | 5:00PM | 07/15/2003 | 7:30PM | 001 | Create Appt. + - |
| 0014 | 07/16/2003 | 8:00AM | 07/16/2003 | 9:30AM | 001 | Create Appt. + - |
| 0015 | 07/16/2003 | 9:30AM | 07/16/2003 | 11:00AM | 001 | Create Appt. + - |
| 0016 | 07/16/2003 | 11:00AM | 07/16/2003 | 12:30PM | 001 | Create Appt. + - |
| 0017 | 07/16/2003 | 12:30PM | 07/16/2003 | 2:00PM | 001 | Create Appt. + - |
| 0018 | 07/16/2003 | 2:00PM | 07/16/2003 | 3:30PM | 001 | Create Appt. + - |
| 0019 | 07/16/2003 | 3:30PM | 07/16/2003 | 5:00PM | 001 | Create Appt. + - |

Use the Appointment Table page to create enrollment appointments. For each enrollment appointment, define the valid date and time ranges and assign the appropriate appointment limit ID. Regardless whether you decide to assign appointments manually or through the enrollment appointment process, you must create the parameters of each appointment ID on this page. Use the Create Appt hyperlink to create enrollment appointments in batch (see below).

Note: If you define on the Session Table page the first and last date when students can enroll into classes for the given session, the start and end date of enrollment appointments must be within that date range.

Create Appt Hyperlink

[Home](#) > [Design Student Administration](#) > [Design Academic Structure](#) > [Setup](#) > [Term/Session Table](#)

Create Appointments

Academic Institution: Channel Islands
Academic Career: Undergraduate
Term: Spring 2003
Session: Regular Academic Session

Creation Basis Appointment

| Appt Nbr | Start Date | Start Time | End Date | End Time | Appointment Limit ID |
|----------|------------|------------|------------|----------|----------------------|
| 0001 | 07/07/2003 | 8:00AM | 08/30/2003 | 12:00AM | 001 |

Group Box

'Time Increment in Minutes:
'Last Appt of Day's Start Time:
End Appt When Next Starts: ☐

CI will use the following schedule for assigning enrollment appointments in batch for Fall 2003.

1. All incoming freshman
2. Postbac students in descending order according the their cumulative units
3. Undergraduates in descending order according the their cumulative units

NOTE: All incoming transfers and postbac students will be lumped in with continuing students so we will have to create a list of who these students are and pull their mailers out of the communication we print. That way they can be given their appt times at orientation.

Assigning Enrollment Appointment in Batch

Manage Student Records, Manage Academic Records, Process, Enrollment Appointment, Enrollment Appointment

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Process](#) > [Enrollment Appointment](#)

Enrollment Appointment **Enrollment Appointment 2**

Run Control ID: cistu

[Report Manager](#)

[Process Monitor](#)

'Academic Institution: Channel Islands
'Academic Career: Undergraduate
'Term: Fall 2003
'Commit Frequency:

View All First 1 of 1 Last

'Session: Regular Academic Session
'Appt Assignment Mode:
'Appointment Number From: 'Appointment Number To:

Enrollment Appointment | [Enrollment Appointment 2](#)

Use the Enrollment Appointment process component to run the mass enrollment appointment process, which assigns enrollment appointments to groups of students. You can run the mass enrollment appointment process as many times as you like within the same term and session, either adding new appointments or overlaying existing appointments. Each time you run the process it produces a hardcopy report for you. The process also populates the communication table, providing you with the option to generate enrollment appointment notification mailers for your students. Each time you run the enrollment appointment process, it repopulates the communication table with the newest enrollment appointment information.

All incoming freshman

Academic Institution - CSUCI

Academic Career - UGRD

Term - Enter 2038

Commit Frequency - 100

Session - 1

Appt Assignment Mode – Add

Use **Add** to add a new enrollment appointment to a student. Use

Overlay to reassigning enrollment appointments to students that have already been assigned an enrollment appointment.

Appointment Number From - 001

Appointment Number To – 001

Postbac students in descending order according to their cumulative units

Academic Institution - CSUCI

Academic Career - PBAC

Term - Enter 2038

Commit Frequency - 100

Session - 1

Appt Assignment Mode – Add

Use **Add** to add a new enrollment appointment to a student. Use

Overlay to reassigning enrollment appointments to students that have already been assigned an enrollment appointment.

Appointment Number From - 001

Appointment Number To – 001

Undergraduates in descending order according to their cumulative units

Academic Institution - CSUCI

Academic Career - UGRD

Term - Enter 2038

Commit Frequency - 100

Session - 1

Appt Assignment Mode – Add

Use **Add** to add a new enrollment appointment to a student. Use

Overlay to reassigning enrollment appointments to students that have already been assigned an enrollment appointment.

Appointment Number From - 002

Appointment Number To – 036

Enrollment Appointment 2

Manage Student Records, Manage Academic Records, Process, Enrollment Appointment, Enrollment Appointment 2

Home > Manage Student Records > Manage Academic Records > Process > Enrollment Appointment

Enrollment Appointment Enrollment Appointment 2

User ID: cistu Academic Institution: CICMP Channel Islands
Run Control ID: cistu Academic Career: UGRD Undergraduate
Term: 2038 Fall 2003

View All First 1 of 1 Last

Session: -

View All First 1 of 1 Last

| Selection Criteria | Options |
|--|----------------------------|
| 'Appointment Number From: 002 | Academic Program: |
| 'Appointment Number To: 036 | Academic Level: |
| 'Stdnts Assigned to Each Appt: 100 | Student Group: |
| 'Priority Ranking 1: Units | Cumulative GPA From: |
| Priority Ranking 2: | Cumulative GPA To: |
| Priority Ranking 3: | Cumulative Unit From: 1.00 |
| <input checked="" type="checkbox"/> Print Student By Appointment | Cumulative Unit To: 150.00 |

Save Return to Search Previous tab Next tab Add Update/Display

Enrollment Appointment | Enrollment Appointment 2

All incoming freshman

Appointment Number From - 001

Appointment Number To - 001

Stdnts Assigned to Each Appt - 2500

Priority Ranking 1 - Units

Print Student By Appointment – Checked ON

Cumulative Unit From - 0

Cumulative Unit To - 0

Postbac students in descending order according the their cumulative units

Appointment Number From -001

Appointment Number To - 001

Stdnts Assigned to Each Appt - 500

Priority Ranking 1 - Units

Print Student By Appointment - Checked ON

Cumulative Unit From - 0

Cumulative Unit To – 100

Undergraduates in descending order according the their cumulative units

Appointment Number From - 002

Appointment Number To - 036

Stdnts Assigned to Each Appt - 75

Priority Ranking 1 - Units

Print Student By Appointment - Checked ON

Cumulative Unit From - 1

Cumulative Unit To – 150

Appointment Mailer

When you run the enrollment appointment process for groups of students or individual students, the process populates the communications tables, providing you with the option to generate enrollment appointment notification mailers for your students. Each time you run the enrollment appointment process, it repopulates the communication tables with the newest enrollment appointment information for the affected student. Before you run the enrollment appointment process you must define enrollment appointment mailers on the communications tables.

Viewing Enrollment Appointment

Manage Student Records, Manage Academic Records, Use, Appointments, Student Enrollment Appointment

Use the Student Enrollment Appointment page to assign enrollment appointments on a student-by-student basis. You can also use this page after you've run the mass enrollment appointment process to verify that a student's appointments have indeed been scheduled, and to edit a student's enrollment appointment as necessary.

HOME

Home > Manage Student Records > Manage Academic Records > Use > Appointments

Student Enrollment Appointment

Nancy Gill

ID: 000000300

Academic Career:

Undergraduate

Channel Islands

Term:

Spring 2003

Session Limits

View All

First

1 of 1

Last

'Session:

Regular Academic Session

☐

☐

Only Use Term Unit Limits:

Max Total Units:

Max Audit Units:

Max Total Courses:

Override Maximum Units:

Max No GPA Units:

Max Wait List Units:

Appointments

View All

First

1 of 1

Last

'Appt Nbr

Start Date

End Date

Override Maximum Units

0004

07/14/2003

11:00AM

07/14/2003

12:30PM

☐

Max Total Units:

Max Audit Units:

Max No GPA Units:

Max Wait List Units:

Save

Return to Search

Next in List

Previous in List

Refresh

Viewing Enrollment Appointments In Self-Service

Students and Advisors can use the Enrollment Appointment — View Details page to view detail information about one's enrollment appointment, such as start date, end date, start time, end time, and unit limits.

Enrollment Appointment

View Details

2001 Fall

Robert Cooper

Undergraduate

PeopleSoft University

Session: 1 Regular Academic Session

Appointment Nbr: 0013

Start Date/Time: 03/10/2001 - 2:00PM

End Date/Time: 09/01/2001 - 2:30PM

| Units Limits | For the Term | For this Session | For this Appointment |
|----------------|--------------|------------------|----------------------|
| Maximum | 18.00 | 18.00 | 12.00 |
| No GPA Units | 6.00 | 6.00 | 0.00 |
| Audit Units | 3.00 | 3.00 | 0.00 |
| Waitlist Units | 12.00 | 9.00 | 0.00 |