

# 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:	<input type="text" value="0001"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Full Time Max Total Units:	<input type="text" value="18.00"/>	Part Time Max Total Units:	<input type="text" value="11.00"/>
Full Time Max No GPA Units:	<input type="text" value="18.00"/>	Part Time Max No GPA Units:	<input type="text" value="11.00"/>
Full Time Max Audit Units:	<input type="text" value="18.00"/>	Part Time Max Audit Units:	<input type="text" value="11.00"/>
Full Time Max Wait List Units:	<input type="text" value="18.00"/>	Part Time Max Wait List Units:	<input type="text" value="11.00"/>

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	Q	Create Appt. + -
0002	07/14/2003	8:00AM	07/14/2003	9:30AM		001	Q	Create Appt. + -
0003	07/14/2003	9:30AM	07/14/2003	11:00AM		001	Q	Create Appt. + -
0004	07/14/2003	11:00AM	07/14/2003	12:30PM		001	Q	Create Appt. + -
0005	07/14/2003	12:30PM	07/14/2003	2:00PM		001	Q	Create Appt. + -
0006	07/14/2003	2:00PM	07/14/2003	3:30PM		001	Q	Create Appt. + -
0027	07/14/2003	3:30PM	07/14/2003	5:00PM		001	Q	Create Appt. + -
0034	07/14/2003	5:00PM	07/14/2003	7:30PM		001	Q	Create Appt. + -
0008	07/15/2003	8:00AM	07/15/2003	9:30AM		001	Q	Create Appt. + -
0009	07/15/2003	9:30AM	07/15/2003	11:00AM		001	Q	Create Appt. + -
0010	07/15/2003	11:00AM	07/15/2003	12:30PM		001	Q	Create Appt. + -
0011	07/15/2003	12:30PM	07/15/2003	2:00PM		001	Q	Create Appt. + -
0012	07/15/2003	2:00PM	07/15/2003	3:30PM		001	Q	Create Appt. + -
0013	07/15/2003	3:30PM	07/15/2003	5:00PM		001	Q	Create Appt. + -
0035	07/15/2003	5:00PM	07/15/2003	7:30PM		001	Q	Create Appt. + -
0014	07/16/2003	8:00AM	07/16/2003	9:30AM		001	Q	Create Appt. + -
0015	07/16/2003	9:30AM	07/16/2003	11:00AM		001	Q	Create Appt. + -
0016	07/16/2003	11:00AM	07/16/2003	12:30PM		001	Q	Create Appt. + -
0017	07/16/2003	12:30PM	07/16/2003	2:00PM		001	Q	Create Appt. + -
0018	07/16/2003	2:00PM	07/16/2003	3:30PM		001	Q	Create Appt. + -
0019	07/16/2003	3:30PM	07/16/2003	5:00PM		001	Q	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:	<input type="text" value="90"/>
'Last Appt of Day's Start Time:	<input type="text" value="5:00PM"/>
End Appt When Next Starts:	<input type="checkbox"/>

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 to their cumulative units
3. Undergraduates in descending order according to 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 the 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 the 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 to 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 to 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 > 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
<b>*Session:</b>	<input type="text" value="1"/> <input type="button" value="Q"/>	Regular Academic Session	<input type="button" value="+"/> <input type="button" value="-"/>		
<b>Only Use Term Unit Limits:</b>	<input type="checkbox"/>	<b>Override Maximum Units:</b>	<input type="checkbox"/>		
<b>Max Total Units:</b>	<input type="text"/>	<b>Max No GPA Units:</b>	<input type="text"/>		
<b>Max Audit Units:</b>	<input type="text"/>	<b>Max Wait List Units:</b>	<input type="text"/>		
<b>Max Total Courses:</b>	<input type="text"/>				

Appointments					View All	First	1 of 1	Last
<b>*Appt Nbr</b>	<b>Start Date</b>	<b>End Date</b>		<b>Override Maximum Units</b>	<input type="button" value="+"/> <input type="button" value="-"/>			
<input type="text" value="0004"/> <input type="button" value="Q"/>	07/14/2003	11:00AM	07/14/2003	12:30PM	<input type="checkbox"/>			
<b>Max Total Units:</b>	<input type="text"/>	<b>Max No GPA Units:</b>	<input type="text"/>					
<b>Max Audit Units:</b>	<input type="text"/>	<b>Max Wait List Units:</b>	<input type="text"/>					

## 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
<b>Maximum</b>	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