

# Continuing Student Management Workcenter Reference Guide

The Continuing Student Management Workcenter allows you to obtain data regarding students in a specific class, students in a specific program, students assigned as your advisee or just an individual student. This data will help you with program and student management and will allow you to help retain your students in the upcoming term.

## Option #1 – Class Roster

### View Your Class Roster With Enrollment for Upcoming Term

This *real-time* option will return a list of students that are registered for the following term that are in your current class. It will also show if they are on a registration hold that needs to get worked out, if they have financial aid, what percentage of completion they have completed in their primary program, IP credits (In Progress), W Credits (withdrawn credits) and if they are meeting the Financial Aid Standards of Academic Progress (SAP).

#### Step 1 – Log in to in your Faculty Center

**Step 2 - Navigation:** Main Menu > Records and Enrollment > SWC Custom > Continuing Student Management > Continuing Student Admin

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Main Menu > Records and Enrollment > SWC Custom > Continuing Student Management > Continuing Student Admin

Continuing Student Manager

Continuing Student Manager

Add/Update a Person  
Add or modify biographical information about a person.

Advisee Student Center  
This is the student's view of the Student Center

Request Advisement Report  
Create a request to process an advisement report.

Student Program/Plan  
Review or update a student's academic program, plan, and subplan information.

Transfer Credit Summary  
View an individual student's transfer credit summary.

Quick Enroll a Student  
Add or update enrollment request transactions for a student.

Academic Test Summary

Filter By

\*Current Term

\*Future Term

List Students By

Program  Class Number

Program Status: Active in Program

Program:

Plan:

Class Nbr:

Enroll...  
Student...  
% Com...  
Primary...  
Status Updated Prior To:

My Advisee:

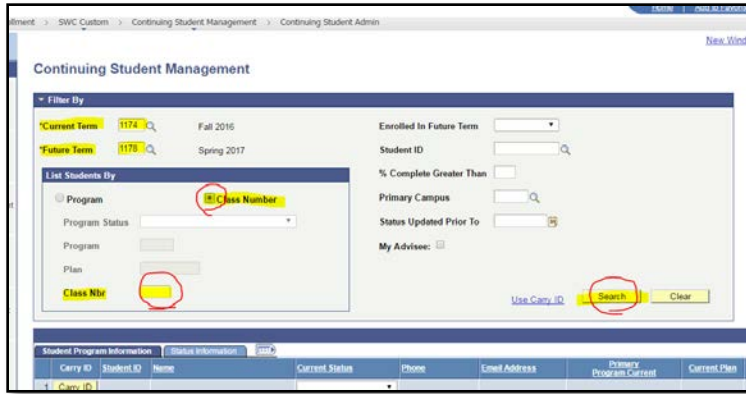
Use Carry ID Search


Student Program Information | Status Information

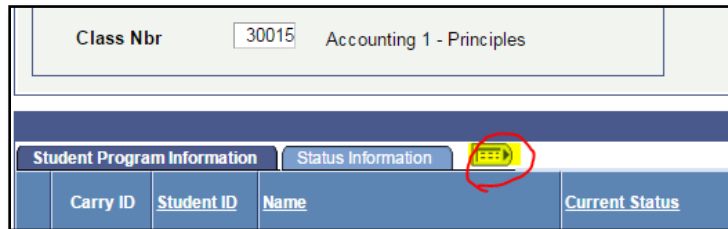
Carry ID	Student ID	Name	Current Status	Phone	Email Address	Primary Program Current
1	Carry ID					

#### Step 3 – Search for your class

- Enter into the fields highlighted in yellow 4 Digit number for **Current Term** and **Future Term**.
- Click the radio button for **Class number**.
- Enter into the **Class Nbr** highlighted field your 5 digit course number.
- Now click the **Search** button to pull your course roster.



**Step 4** – Two tabs of information are provided. Click the  (Show All Columns) button highlighted and circled below to view all the information available for each student or just click between the two tabs to view the dat.



The important information you will get (Student information blacked out for privacy) is highlighted in yellow. If they have a **Registration Hold** preventing them from registering, if they have already registered for at least one course in the **Enrolled Future Term** Column, the percentage that they have completed (**% Complete**), if they have **Financial Aid** and if they are meeting Satisfactory Academic Progress (**SAP Status**) requirements.

Carry ID	Student ID	Name	Current Status	Phone	Email Address	Primary Program Current	Current Plan	Primary Program Future	Future Plan Change	Registration Hold	Enrolled Future Term	% Complete	IP Credits	W Credits	Primary Campus	First Time Student	Financial Aid	SAP Status	Program Status	Advisor
1					@madisoncollege.edu	Business Management	101023	Business Management				100	18.00	0.00	Online			Meets SAP		
2					@madisoncollege.edu	Business Management	101023-ET	Business Management				40	13.00	0.00	Online			Meets SAP		
3					@madisoncollege.edu	Business Management	101023	Business Management				63	7.00	0.00	Online					
4					@madisoncollege.edu	Business Management	101023-ET	Business Management				58	13.00	0.00	Online					
5					@madisoncollege.edu	Human Resource Management	101162	Human Resource Management				84	15.00	0.00	Online			Meets SAP		
6					@madisoncollege.edu	Accounting	101011	Accounting				84	12.00	1.00	Online			Meets SAP		
7					@madisoncollege.edu	Human Resource Management	101162	Human Resource Management				66	18.00	6.00	Online			Meets SAP		
8					@madisoncollege.edu	Business Management	101023-ET	Business Management				78	13.00	0.00	Online			Meets SAP		
9					@madisoncollege.edu	General Accountancy	311013	General Accountancy				51	9.00	0.00	Online			Meets SAP		
10					@madisoncollege.edu	Business Management	101023-ET	Business Management				60	7.00	0.00	Online			Acad Plan		
11					@madisoncollege.edu	Liberal Arts Transfer	101524	Liberal Arts Transfer				19	7.00	0.00	Online			Not Meet		Walker, Cary
12					@madisoncollege.edu	Business Management	101023	Business Management				81	10.00	0.00	Online			Warning		

## Please Note...

**Step 5** – You have the ability to document specific information that you may know or find out about the student. The **Current Status** column allows you to select one of several pre-defined statuses that will help us track student enrollment activity. For example, you could note that the student is jobbing-out or is transferring. By sharing this information with others, we can avoid contacting the student over and over again. Just pick one and you're done!

## Option #2 – Program/Plan

### View a Program Students With Enrollment for Upcoming Term

This *real-time* option will return a list of students that are registered for the following term that are in a specified program. It will also show if they are on a registration hold that needs to get worked out, if they have financial aid, what percentage of completion they have completed in a program, IP credits (In Progress), W Credits (withdrawn credits) and if they are meeting the Financial Aid Standards of Academic Progress. If your program assigns Faculty advisors they are listed in the **Advisor Column**.

#### Step 1 - Login in your Faculty Center

**Step 2 - Navigation:** Main Menu > Records and Enrollment > SWC Custom > Continuing Student Management > Continuing Student Admin

The screenshot shows the Oracle Continuing Student Management interface. The 'Filter By' section is highlighted with a green box. A green callout bubble points to the '<<' button in the 'List Students By' section, with the text: 'To hide this Continuing Student Manager Task link box select the << button. More details to use this Task link box in the index at end of document'.

#### Step 3 – Search for your program/plan:

- Enter into the fields highlighted in yellow 4 Digit number for **Current Term** and **Future Term**.
- Make sure that “Active in Program” is selected for **Program Status**.
- Use the Magnifying Glass search button to find your Program/Plan. In the yellow highlighted **Description** field type the name of your program and click to **Search** button.

The screenshot shows the Oracle Continuing Student Management interface with a search for a program. The 'Look Up Program' dialog box is open, and the 'Search Results' table is displayed. The 'Current Term' and 'Future Term' fields are highlighted in yellow. The 'Program Status' is set to 'Active in Program'. The 'Description' field is highlighted in yellow, and the 'Search' button is also highlighted in yellow.

Academic Program	Description	Short Description	Academic Group
ABC-EA	ABC Electrician Apprenticeship	ABC Electr	APPRN
ABC-SM	ABC Sheet Metal Apprenticeship	ABC Sheet	APPRN
ACC-GE	General Accountancy	Genl Accou	TECH
ACC-TA	Accounting Assistant	Acct Asst	TECH
ACC-TQ	Accounting	Accounting	DEGR
ACR-RT	Auto Coll Rep & Ref Technician	AutoCollR	TECH
ACR-R2	Auto Coll Rep & Ref Technician	AutoCollR	TECH
ADM-AS	Administrative Professional	Adm Prof	DEGR
ADM-CR	Medical Coding Specialist	Medical Co	TECH
AGC-EQ	Agricultural Equipment	Agri Equip	DEGR
AGC-SM	Agricultural Systems Management	Ag Sys	DEGR
ALT-LN	Alternative Learning	Alt Learn	NDEG
AMSTC	Automated Manufacturing System	Auto Manu	DEGR
ANM-T	Animation	Animation	DEGR
APP-UP	Apprenticeship Journey Worker Uprg	Apprentice	APPRN

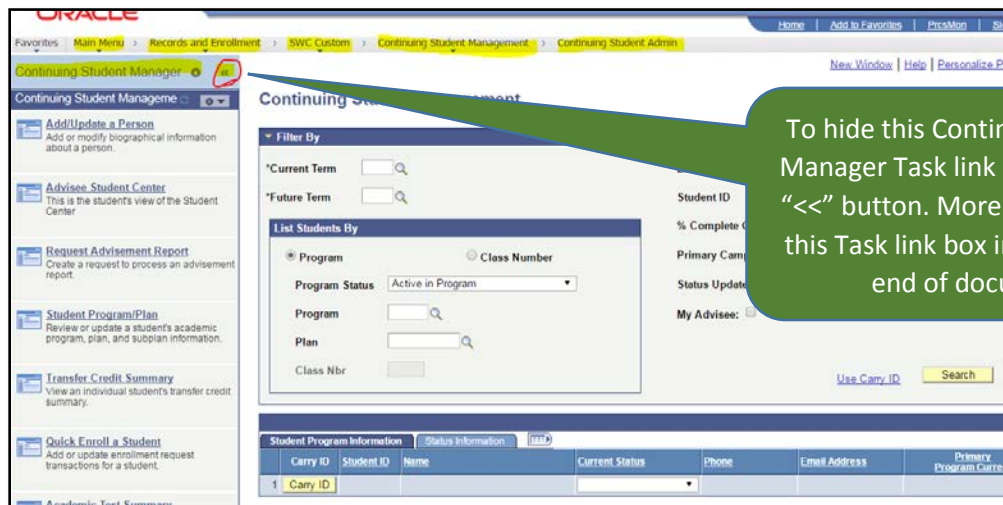
# Option #3 – My Advisees

## Advisee list

This *real-time* option will return a list of students that are registered for the following term that are assigned to you as a Faculty Advisor if your Program assigns Faculty Advisors. It will also show if they are on a registration hold that needs to get worked out, if they have financial aid, what percentage of completion they have completed in a program, IP credits (In Progress), W Credits (withdrawn credits) and if they are meeting the Financial Aid Standards of Academic Progress (SAP).

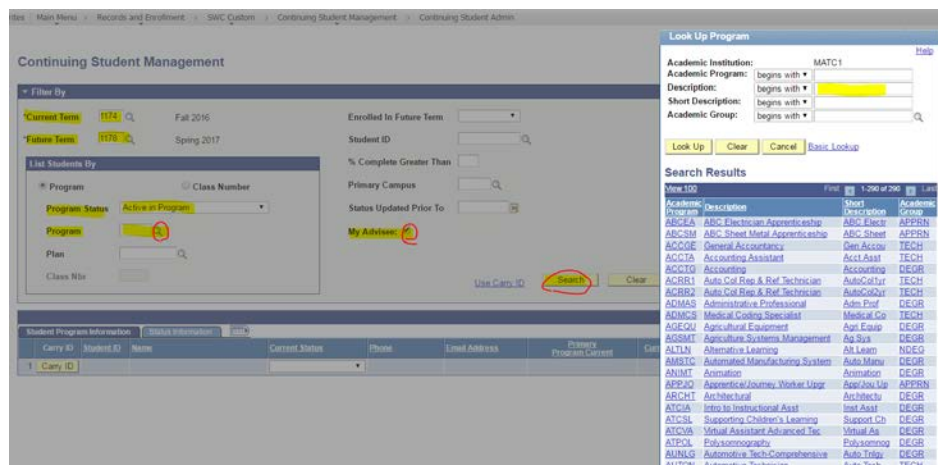
### Step 1 - Login in your Faculty Center

**Step 2 - Navigation:** Main Menu> Records and Enrollment > SWC Custom > Continuing Student Management > Continuing Student Admin



### Step 3 – Search for your Advisees

- Enter into the fields highlighted in yellow 4 Digit number for **Current Term** and **Future Term**.
- Make sure that “Active in Program” is selected for **Program Status**.
- Use the Magnifying Glass search button to find your Program/Plan: In the yellow highlighted **Description** field type the name of your program.
- Click the button to Select the **My Advisee** field.
- Now click the **Search** button to pull your advisee students that are admitted into your program:



# Appendix

## Frequently Asked Questions and Additional help

**Continuing Student Management**

The left hand navigation allows you to go directly to a page within PeopleSoft (HINT: use the Carry ID button and then click on the area you would like to go to. This will bring the student info forward). When clicking on the page you would like to go to, a new tab will open.

**NOTE:** Security is enforced for these pages, if you do not currently have access to a page listed, you will not be able to open that page.

Carry ID	Student ID	Name	Current Status	Phone	Email Address	Primary Program Current	Current Plan	Primary Program Future	Future Plan Change	Registration Hold	Enrolled Future Term
1	Carry ID										

This area allows you to filter the data you will receive. **NOTE:** Using programs such as CLLPL or UNDEC will require additional filter criteria.

**Mandatory Criteria**

**KEY**  
 Current Term = The term which student are currently enrolled  
 Future Term = Term beyond the Current Term that you would like to obtain data for  
 Program Radio Button = Allows you to search for student by program  
 Class Number Radio Button = Allows you to search for student in a specific class for the current term  
 Program Status = This will default to "Active in Program." You may change this to show discontinued students.  
 Program = Enter the Program Code for which you are working with  
 Plan = Can be used to filter by a specific plan for the program  
 Class Nbr = Enter the class number for the current term  
 Enrolled in Future Term = Can select No, Yes or leave blank  
 Student ID = Enter an individual student's id number  
 % Complete Greater Than = Will pull students who have completed this % of the program  
 Primary Campus = What campus location did the student take the majority of higher courses  
 Status Undated Prior To = Will pull students who's Current Status field was updated prior to this date  
 My Advisee checkbox = Select to view only your advisees that are assigned to you

Carry ID	Student ID	Name	Current Status	Phone	Email Address	Primary Program Current	Current Plan	Primary Program Future	Future Plan Change	Registration Hold	Enrolled Future Term
1	Carry ID										

After entering your criteria, the students that match the criteria will populate. There are two tabs of information. You may select the arrow to expand the information to show all data at once or navigate between the tabs.

**Current Status drop-down** allows you to select a student attribute you would like to be placed on the student record.

Carry ID	Student ID	Name	% Complete	W Credits	W Credits	Primary Campus	Enroll Term Student	Financial Aid	SAC Status	Program Status	Advisor	Status Updated By	Status Updated On
1	Carry ID		53	0.00	0.00								
2	Carry ID		59	7.00	0.00	Trust					Papcke-Benson Kristi		
3	Carry ID		69	9.00	3.00	Online				Acad Plan			
4	Carry ID		100	10.00	0.00	Trust				Potential Grad	Capper Lisa		
5	Carry ID		100	0.00	0.00					Meets SAP			