

For detailed instructions on these tasks and more go to: <http://www.csusm.edu/cms>

Task	Navigation	Directions
Academic Requirements Report (ARR)	Self Service > Advisor Center > Advisee Student Center	Enter student information and click the “Search” button. From the <u>Advisee Student Center</u> , under <u>Academics</u> , select from the drop down menu: “ Academic Requirements ” Then click on the GO (double arrows) button to take you to the ARR.
Catalog Search	Curriculum Management > Course Catalog > Course Catalog Search	Select the subject and catalog number. This provides you a view of the most recent version of a class
Class Roster	Curriculum Management > Class Roster > Class Roster	Select the term, subject area & catalog number or enter the class number.
Class Search	Curriculum Management > Schedule of Classes > Class Search	Select the term you want to search and then the “GO” Button. Use the “Additional Search Criteria” if needed. You may also need to uncheck the “Show Open Classes Only” checkbox
Faculty ID	Curriculum Management>Instructor/Advisor Information>Instructor Schedule	Enter the faculty first and last name.
Faculty Teaching Schedule	Curriculum Management > Instructor Advisor Information > Instructor Schedule	Enter the faculty members PeopleSoft ID or name. Select the term for the schedule you want to review.
Grade Rosters (Colleagues)	Curriculum Management > Grading > Grade Roster	Enter course information.
Permission Numbers	Curriculum Management > Class Roster > Class Roster	Select the term, subject area & catalog number or enter the class number. Select the ‘Class Permissions’ link. Permission numbers are class specific and can only be used once.
Schedule of Classes (add a class)	Curriculum Management > Schedule of Classes > Schedule New Course	Use this page to schedule a brand new class section for a term
Schedule of Classes (update a class)	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes	Use this page to update a class section for a term. You may not have access if the schedule has already closed.

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Task	Navigation	Directions
Student Record (including contact information)	Self Service > Advisor Center > Advisee Student Center	Enter the student's id number or name.
Student's Admission Record	CSU SA Baseline > CSU Admissions > Admissions Inquiry > Inquire > Admissions Inquiry	Enter the student's id number or name.
Student's Unofficial Transcript	Self Service > Advisor Center > Advisee Student Center	Enter student information and click the "Search" button. From the <u>Advisee Student Center</u> , under <u>Academics</u> , select from the drop down menu: "Transcript: View Unofficial Transcript" Then click on the GO (double arrows) button to generate the student's unofficial transcript.
Waitlist Roster	Curriculum Management > Class Roster > Class Roster	Select the term, subject area & catalog number or enter the class number. In the center drop down box select 'waitlisting.'

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Task/Description	Query Name (enter into Query Manager)	Notes
Running a query	Reporting Tools > Query > Query Viewer	All queries start with SMO_. Enter SMO in the search box.
Full Class Schedule	SMO_AP_CLASS_SCHED_ALL	University-wide
Class Schedule by College	SMO_AP_CLASS_SCHED_GRP	CHABSS College Designation is HABSU (undergraduate) & HABSP (Graduate)
Class Schedule by Subject	SMO_AP_CLASS_SCHED_SUBJ	Search by course abbreviation
Class Schedule by Multiple Subjects	SMO_AP_CLASS_SCHED_SUBJMUL	Search by multiple course abbreviations.
Class Schedule: Service Learning	SMO_AP_CLASS_SCHED_SRVC_LRN	
Class History by Subject	SMO_AP_CLASS_HIST_BY_SUBJ_ALL	Provides historical course information by term
Course Summary	SMO_SR_CRSE_SUMMARY	Campus catalog/history
Course Summary with GE Attributes	SMO_SR_CRSE_SUMMARY_GERQ	Campus catalog/history by GE req.
Faculty Teaching History	SMO_SR_CLASS_HIST_BY_INSTR	Need person's ID. If you do not know the id select the magnifying glass and then the advanced Lookup link to type the name and find the faculty member.
Major/Minor Report	SMO_SR_XXXX_STDNTS	The XXXX should be replaced with the major and/or minor code.

RaDAR Report Name	RaDAR Report Description	Intended Use
Running a RaDAR Report (www.csusm.edu/radar)	Repository Home > RaDAR Login > Student Reports > Enrolled	Report access is based on PeopleSoft security. If you do not see the report you need, email radar@csusm.edu .
Change of Major	List of students within a chosen date range who have changed or added majors and/or minors. The report displays the major they changed from and the major they changed to for analytical studies.	To view individual student information and their major and minor changes for the time period selected when running the report.
Contact Information by Graduation Term	Provides a list of addresses and email addresses for students by major, minor, and graduation term.	
Contact Information by Major and Minor	Provides a list of addresses and email addresses for students by major and minor.	
Course Demand Report	For a selected group of students in a major(s), this report shows EMPLID, Name, Email, Primary Major, Admit Term, Academic Level, Graduation Status, Graduation Term, and Grade for specified course(s).	To provide a list of students that have successfully completed a course(s) or still need to enroll in a course(s).
Open Seats Report	Report for campus colleges, departments, EMS and others to run to determine how many open seats are available in classes and what FTE would be generated by those seats.	To be used to determine how many open seats are available in classes and what FTE would be generated by those seats.
Impaction Report	For a selected impacted major and academic level, this report shows the completion status of each course and GPA requirement for the pre-major to determine if the student can be moved from the pre-major plan code to the regular major plan code.	To provide class & grade information about individual students based on their declared impacted major so that academic departments and staff can quickly assess students' eligibility to move from the Pre-Major to the Major.

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RaDAR Report Name	RaDAR Report Description	Intended Use
Pre Requisites	This report provides the class roster for a specific class and indicates if the student completed a chosen set of pre-requisite courses needed to successfully pass the course. This report needs to be run often since students can add and drop courses up through the add/drop period.	To be used to determine students pre-requisite eligibility for a specific class by providing student academic information.
Welcome New Majors	This report allows academic departments to see the list of students who have declared their major within a specified period of time. The report gives demographic information so departments can contact their new students.	To be used by colleges and departments to view individual student information on students who have declared, changed or added a major or minor for the time period selected when running the report.
Degree Completion Report	For a selected Career, Degree Checkout Status, College, Expected Graduation Term, Cumulative Earned Units and Major, a Met All report will lists the students who have met all degree requirements based on the Degree Progress Report (green circle); a Not Met All report will show students from the selected criteria and display the outstanding requirements still needed to earn a degree.	<p>To provide public users with degree completion information for students by Major, Expected Graduation Term, and Cumulative Earned Units.</p> <ul style="list-style-type: none"> * Report can be used to award degrees. * Report can be used to quickly evaluate Excess Unit Seniors to see if they have met all degree requirements and can be awarded a degree without ever filing for graduation. * Report can be used by academic departments to see how many students still need to complete a certain requirement or course. * Report can be used by academic advisors and graduation evaluators to inform students of their missing requirements.