

PeopleSoft 8.9 Quick Reference Sheet

□ Go to <http://www.madisonville.kctcs.edu/faculty/index.html> and click on *PeopleSoft 8.9*

If You're Looking for...	Go to PS Panel...	By Clicking On...	And Remember...
Student's assigned advisor	Student Advisor	Home / Records and Enrollment / Student background information / Student advisor / Enter ID or SS# / Search	Student's major is NOT updated on this panel. You must use <i>PS Student Information</i> panel for correct major.
Student's semester class schedule	Online Student Schedule	Home / KCTCS student administration / KCTCS student records / Report / Online Schedule / Search	To print the schedule, click file / page setup / landscape / OK / file / print
Your class rosters	Class Rosters	Home / KCTCS Student Administration / KCTCS Student records / Advisors / Class Rosters / Enter term # and class # / Search	This report includes grades, phone numbers, and emails.
Student grades, test scores, academic standing, service indicators, GPA and current major <i>Summer 2000 to present</i>	PS Student Information	Home / KCTCS Student Administration / KCTCS student records / PS Student Information / Enter ID or SS# / Search	This panel only covers Summer 2000 to present. You must refer to <i>LSAR</i> for information prior to Summer 2000.
List of advisees	Advisee List	Home / KCTCS Student administration / KCTCS student records / Advisors / Advisees / Enter Faculty ID or SS# and Term / Search	You must enter the correct term (see list below). Report includes major, address, phone, email.
Open & closed classes	Class Schedules	Home / KCTCS student administration / KCTCS student records / Advisors / Class schedules / Enter campus code and term # / Search / Click on class / Click <i>Return to Search</i> to make another selection	Classes are organized by course number within category. You must click on a class to open up all the sections for viewing.
Student grades, test scores, academic standing, service indicators, GPA and current major <i>prior to Summer 2000</i>	LSAR	Home / KCTCS student administration / KCTCS student records / Advisors / LSAR Grades / Student ID or SS# / Search	This panel only covers prior to Summer 2000. You must refer to <i>PS Student Information</i> for information after Summer 2000 to present.
Enabling a student to register online.	Self-service enrollment	Home / KCTCS Student Administration / Advisor / Self-service Enrollment Permission / Enter Student ID or SS# / <i>Search</i>	Enter current term. Click "Manual Override" box. Click save. <i>Remember to personally supervise on-line registration of developmental students to insure enrollment occurs in recommended classes.</i> Disable the dev. student's access to self service enrollment afterwards, which will require student to see you if schedule change is desired.

Terms

4094 – Fall 2009	4106 – Spring 2011
4096 – Spring 2010	4112 – Summer 2011
4102 – Summer 2010	4114 – Fall 2011
4104 – Fall 2010	4116 – Spring 2012

How to add a favorite

Locate the panel with the student information
Click favorite in PS panel
Add to favorites
OK