Individual Study Lists

Printing from Peoplesoft

OBJECTIVE: To outline the steps necessary to view and print a student’s individual study list.

CONTENTS:

LESSON 1: PRINTING AN INDIVIDUAL STUDY LIST ...................... PG. 2

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at http://www.sonoma.edu/it/cms/contact.html to locate the STUDENT RECORDS FUNCTIONAL LEAD.
Lesson 1: Printing an Individual Study List

**Navigation:** Records and Enrollment > Enrollment Summaries > Enrollment Summary

**Introduction:** There may be times when an individual study list is needed. The table below outlines the necessary steps to print a student’s individual study list.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to Records and Enrollment &gt; Enrollment Summaries &gt; Enrollment Summary</td>
<td><img src="image1" alt="Screenshot of Enrollment Summary page" /></td>
</tr>
<tr>
<td>2</td>
<td>Enter the appropriate information in the corresponding search field and click <strong>Search.</strong></td>
<td><img src="image2" alt="Screenshot of Enrollment Summary page" /></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
<td>Screenshot</td>
</tr>
<tr>
<td>------</td>
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<td>------------</td>
</tr>
<tr>
<td>3</td>
<td>Select the row for the necessary term and click on it.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>4</td>
<td>The Enrollment Summary for the selected term will be displayed. Click on <strong>View All</strong> to display all courses the student has been enrolled in for the term.</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>5</td>
<td>To print the study list click on <strong>Print Study List</strong>.</td>
<td><img src="image3.png" alt="Screenshot" /></td>
</tr>
<tr>
<td></td>
<td>NOTE: It will appear as if nothing happens when you click on the Print Study List.</td>
<td></td>
</tr>
</tbody>
</table>
### PeopleSoft Student Records 9.0

#### Step 6
- **Action**: Next, click on the **Report Manager**.
- **Screenshot**: ![Report Manager](image1.png)

   **If no report is listed, click until a report appears.**

   **Note**: First clicks may show report is being processed as shown here.

#### Step 7
- **Action**: Click on the **Individual Student Study Rpt** link to view the printable .pdf once the status reads **posted**.
- **Screenshot**: ![Individual Student Study Rpt](image2.png)

#### Step 8
- **Action**: Click **Print** to print a copy of the Individual Student Study Rpt.
- **Screenshot**: ![Print](image3.png)

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**STUDENT RECORDS**

STAFF - http://www.sonoma.edu/it/cms/documentation.html

Last Updated: 6/22/12