

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?

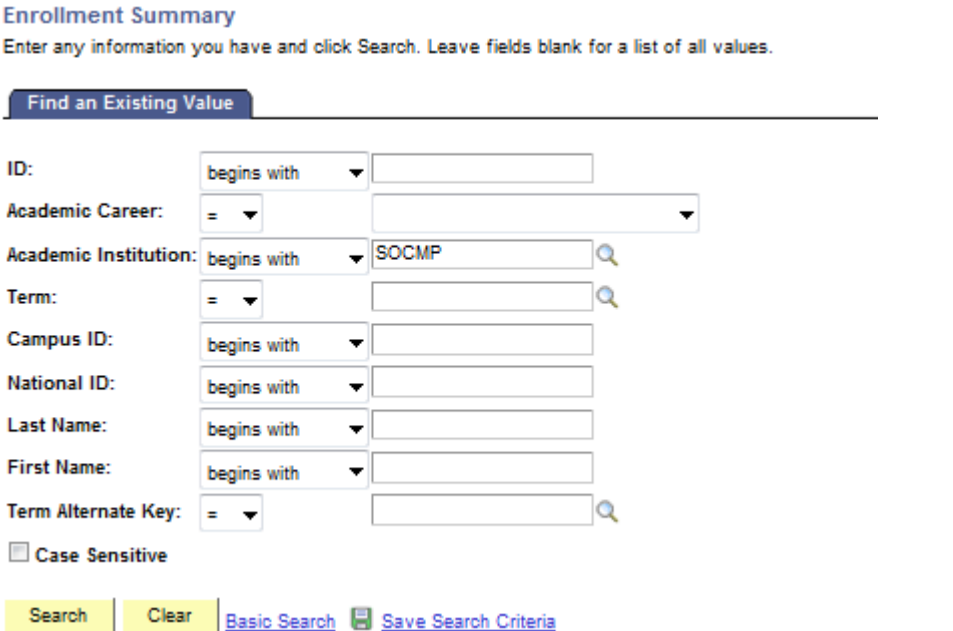
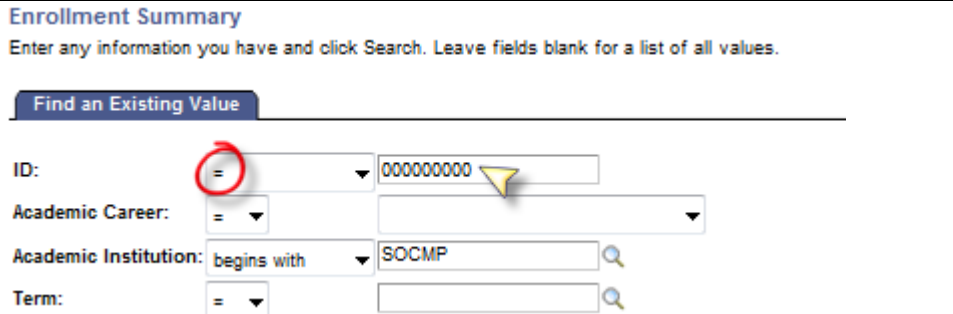
For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.

STUDENT RECORDS

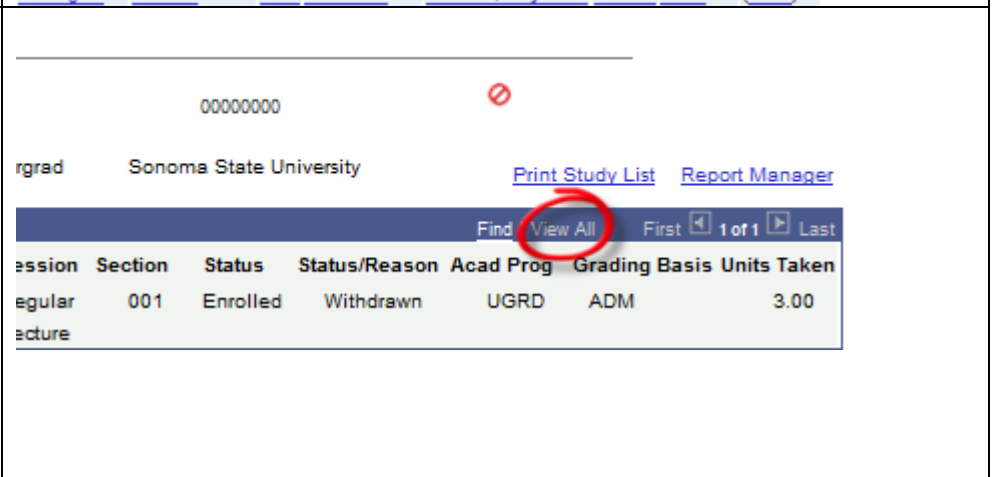
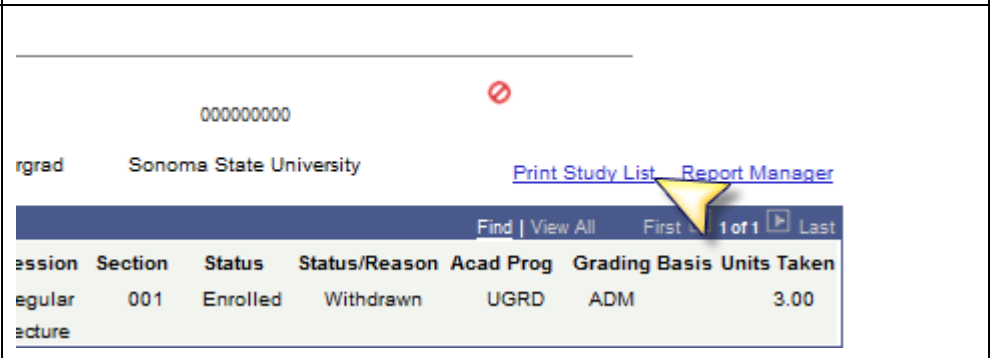
Lesson 1: Printing an Individual Study List

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

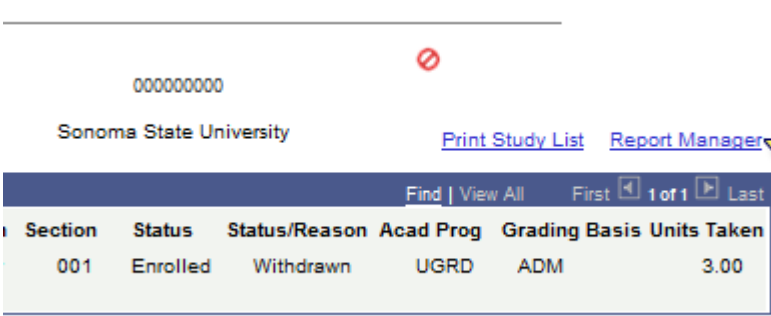
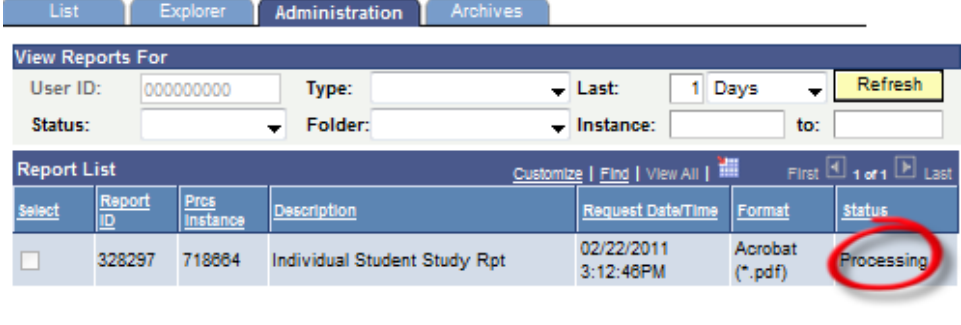
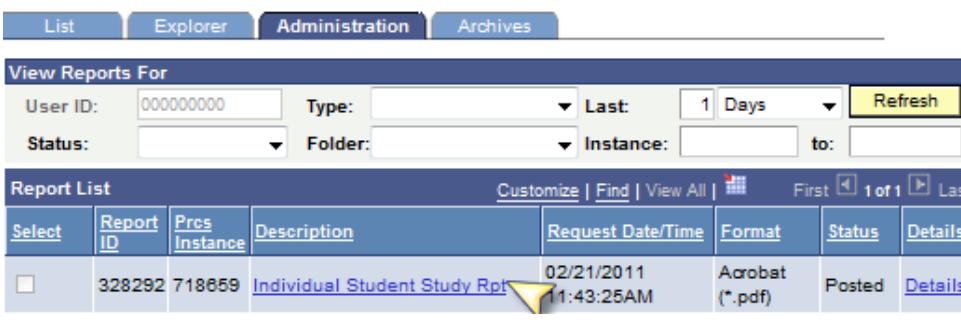
Step	Action	Screenshot
1	Navigate to Records and Enrollment > Enrollment Summaries > Enrollment Summary	
2	Enter the appropriate information in the corresponding search field and click Search .	

Continued on the next page...

<p>3</p>	<p>Select the row for the necessary term and click on it.</p>	<p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Academic Career</th> <th>Academic Institution</th> <th>Term</th> <th>Short Description</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus ID</th> </tr> </thead> <tbody> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2113</td> <td>Sprng 2011</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2107</td> <td>Fall 2010</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2103</td> <td>Sprng 2010</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2097</td> <td>Fall 2009</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2095</td> <td>Sum 2009</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2093</td> <td>Sprng 2009</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2087</td> <td>Fall 2008</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> <tr> <td>Undergrad</td> <td>SOCMP</td> <td>2085</td> <td>Sum 2008</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> </tbody> </table>	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	Undergrad	SOCMP	2113	Sprng 2011	Sonoma, Sally Jane	Female	11/17	(blank)	Undergrad	SOCMP	2107	Fall 2010	Sonoma, Sally Jane	Female	11/17	(blank)	Undergrad	SOCMP	2103	Sprng 2010	Sonoma, Sally Jane	Female	11/17	(blank)	Undergrad	SOCMP	2097	Fall 2009	Sonoma, Sally Jane	Female	11/17	(blank)	Undergrad	SOCMP	2095	Sum 2009	Sonoma, Sally Jane	Female	11/17	(blank)	Undergrad	SOCMP	2093	Sprng 2009	Sonoma, Sally Jane	Female	11/17	(blank)	Undergrad	SOCMP	2087	Fall 2008	Sonoma, Sally Jane	Female	11/17	(blank)	Undergrad	SOCMP	2085	Sum 2008	Sonoma, Sally Jane	Female	11/17	(blank)
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<p>4</p>	<p>The Enrollment Summary for the selected term will be displayed. Click on View All to display all courses the student has been enrolled in for the term.</p> <p>View All</p>	 <p>00000000</p> <p>Undergrad Sonoma State University Print Study List Report Manager</p> <p>Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Session</th> <th>Section</th> <th>Status</th> <th>Status/Reason</th> <th>Acad Prog</th> <th>Grading Basis</th> <th>Units Taken</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>001</td> <td>Enrolled</td> <td>Withdrawn</td> <td>UGRD</td> <td>ADM</td> <td>3.00</td> </tr> </tbody> </table>	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken	Regular	001	Enrolled	Withdrawn	UGRD	ADM	3.00																																																										
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<p>5</p>	<p>To print the study list click on Print Study List.</p> <p>Print Study List</p> <p>NOTE: It will appear as if nothing happens when you click on the Print Study List.</p>	 <p>00000000</p> <p>Undergrad Sonoma State University Print Study List Report Manager</p> <p>Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Session</th> <th>Section</th> <th>Status</th> <th>Status/Reason</th> <th>Acad Prog</th> <th>Grading Basis</th> <th>Units Taken</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>001</td> <td>Enrolled</td> <td>Withdrawn</td> <td>UGRD</td> <td>ADM</td> <td>3.00</td> </tr> </tbody> </table>	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken	Regular	001	Enrolled	Withdrawn	UGRD	ADM	3.00																																																										
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STUDENT RECORDS

<p>6</p> <p>Next, click on the Report Manager. Report Manager</p>		
<p>If no report is listed, click Refresh until a report appears.</p> <p>Note: First clicks may show report is being processed as shown here.</p>		
<p>7</p> <p>Click on the Individual Student Study Rpt link to view the printable .pdf once the status reads <i>posted</i>. Individual Student Study Rpt</p>		
<p>8</p> <p>Click Print to print a copy of the Individual Student Study Rpt.</p> 