Course and Scheduling for the New Administrator

1. Review Registrar’s web site:
   http://studentaffairs.stanford.edu/registrar/staff

2. PeopleSoft Training
   • For detailed information, please consult the PeopleSoft Learning Center, in particular the "Fulfilling PeopleSoft Training Requirements" at https://www.stanford.edu/dept/as/sandhr/learnps/0908prereqs.html (updated Sept. 9, 2008). The site includes complete instructions and access to the online training courses. Credit for completion of a given course will be recorded in the system upon receipt of your signed, faxed Certificate of Completion
   • Check out our mailing lists, subscribe at least to course setup and studadmin: http://studentaffairs.stanford.edu/registrar/staff/lists

3. Registrar’s Web Forms for Changes to Courses and Scheduling
   In order to make changes to your courses other than those you can make in the PeopleSoft system yourself, you must use the Registrar’s Courses and Scheduling web form.
   
   Training will be provided and information will be available also on the Registrar’s website.
   Information on how to make changes to scheduled classes can be found at:
   http://studentaffairs.stanford.edu/registrar/staff/courses-scheduling
   Information on entry deadlines and where to enter this information can be found at:
   http://studentaffairs.stanford.edu/registrar/staff/courses-scheduling

4. Reports
   Helpful reports showing you how your courses are set-up currently can be found in ReportMart. You can access the course reports at:
   http://reportmart1.stanford.edu/
   Follow the path Browse>Student Administration>Student Records>Course Scheduling
   These reports refresh nightly.

5. Further Assistance
   For further assistance, submit a HelpSu ticket:

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