

Q. For new students, can you remove an advising hold before their registration date (i.e. before April 21<sup>st</sup>)?

A. ***Yes, advising holds can be removed immediately after they have been applied regardless of the student's registration date. For new users, you will receive an e-mail when your access to remove holds has been established.***

Q. How do you specify that a student has been withdrawn from a class (vs. dropping a course from a student's schedule)?

A. ***It's still a "drop" (no more W's). The date controls how the academic record is updated.***

Q. During registration, will there be someone monitoring the [enrollment@umsl.edu](mailto:enrollment@umsl.edu) email address and responding in a timely fashion including evening hours?

A. ***Yes***

Q. If a student does not agree to Econsent, what's the consistent message we tell students for how they should enroll/drop/swap courses?

A. ***You must register in person, either with your advisor, in your Dean's office or in the Registrar's office.***

Q. Can all students apply for graduation online?

A. ***That function will not be operational for students to use just yet. We will implement that in Phase II of the project.***

Q. Once you have added a faculty instructor to the Advisor/Instructor table, do you ever have to re-add them? (i.e. Maybe the faculty member only teaches for your department every Winter/Spring semester.)

A. ***No you will not have to re-add them; however if they are teaching a new subject then that will need to be updated. For example, an instructor has previously only taught Anthropology courses, but this semester will teach a Sociology course. That instructor must be "approved" to teach Sociology by updating the Instructor/Advisor table to now include Sociology.***

Q. When the student is enrolling themselves on-line, will they be able to enroll in classes with time conflicts?

A. ***No***

Q. For Canadian international students, do we enter the Canadian national id or do they need an SSN.

A. ***They need a SSN.***

Q. Is the process for how a student invokes FERPA changing (can they do this online)?

A. ***Yes, they can invoke FERPA in their self-service page online.***

Q. Can active, non-enrolled students still login to MyView to change address/email address/phone?

A. ***As long as their SSO ID is active they can log in. That usually remains active for one year after the student is non-enrolled.***

Q. On the Students Services Center page, under Academics > term history section, you can click a link for a course the student has taken to see details, including the instructor who taught the course. How long will the history of the instructor stay associated with the course details?

A. ***The instructors will stay associated with the course details forever. We have attached instructors in the term history section back to 1990.***

Q. Can Honors College remove holds that other departments place?

A. ***Honors will have access to remove Advising Hold.***

Q. Will the Registrar's Office still continue to send departments the list of permission numbers?

A. ***Fall 2008 will be the last semester that paper permission numbers will be generated for distribution to the departments. Beginning in WS2009 permission numbers will be accessed by departments in MyView. Additional training will be provided later this summer.***

Q. What are all the available advising holds (i.e. 04 is "Advising hold")?

A. ***For the R04 Advising Holds there are two types, Advising or New Student.***

Q. Will departments receive hard copy rosters?

A. ***Those will no longer be provided. Departments will now have access to print class rosters.***

Q. How do you withdraw a class on a student's W2008 schedule after April 7<sup>th</sup>? Use CICS?

A. ***Yes all processing for WS2008 must be completed in CICS.***

Q. Is the course equivalency table/information in MyView similar to how it is in CICS?

A. ***The equivalency rules are being built in MyView and have a similar result as in CICS. One difference is that each course assigned an equivalency, even a free elective or directed elective, must have an equivalent course in the UMSL catalog. Therefore, instead of seeing blank equivalent courses you will see General Transfer Elective and instead of seeing EE215 where 215 is the external course number you will see EE100 Transfer Elective. MyView does not replace DARS. Just as the course equivalencies are held in CICS and passed to DARS in the future they will be held in MyView and passed to DARS.***

Q. Does an enrollment request check for prerequisites?

A. ***Business and Math course enrollments will be checked for prerequisites. We hope to expand that to more departments for the WS2009 semester.***

Q. If a Math class requires a placement test, how does the advisor verify the test score?

A. ***That would be considered a pre-requisite and MyView will check for Business and Math prerequisites. We hope to expand that to more departments for the WS2009 semester.***

Q. On the Class Permissions page, what are all the valid values for Perm Type and what do they mean?

A. ***A = Available, i.e. has not been used; U = Used***

Q. Can you view permission numbers for all classes, or only the classes in your department?

A. ***Only classes in your department.***

Q. On the Enrollment Request, is Unit Load area specific (i.e. Optometry students have a different unit load than other students)?

A. ***Yes.***

Q. After you submit an Enrollment Request on which you select "OK to Waitlist" for classes, can you edit that request and uncheck the OK to Waitlist box?

A. ***No, you would have to submit another enrollment request.***

Q. Who can add instructors to the Advisor/Instructor table?

- A. **Example: Only the College of Business can add business instructors to the table.**
- Q. We currently use 3 GPAs 1) Overall GPA includes all UM campuses with grade modification 2) Campus GPA – UMSL course work with grade modification 3) UM – all campuses with no grade modification. Does this change in MyView?
- A. **We will still have 3 GPA's in MyView.**
- Q. Can you see who is on a wait list for any class?
- A. **Yes, when you look at the class roster, you have the option of seeing "enrolled" "wait-listed" or both.**
- Q. Can you put a student on multiple wait lists (for same class, different sections)?
- A. **No.**
- Q. Can you see who enrolled a student?
- A. **Yes. Go to Records and Enrollment > Enroll Students > Enrollment Request Search**
- Q. Currently I add part-time instructors in MyGateway, How will part-time instructors be added in MyView for the same department?
- A. **This is assuming we don't know the instructor when schedule proofs are submitted to the Registrar's office. For your own department you can add them by going to Curriculum Management > Instructor Advisor Information > Instructor Advisor Table.**
- Q. Can you email a student their schedule?
- A. **Yes, but it should only be emailed to their University Email address.**
- Q. Do you need to use the zeroes before the student number?
- A. **The ID number has to be a minimum of 8 digits. So if the number you have is only 7 digits long you would need to use a leading zero.**
- Q. Will the registration screen ever block you (because of Service Indicators) before you hit the submit tab? In other words, will we have to look for holds before we can register students?
- A. **The service indicator is displayed at the top of the Enrollment Request page. It is a good practice to look at those holds prior to using the Submit button.**

Q. If the same advisor who placed the hold is enrolling the student, can they enroll them without removing the hold?

A. **No.**

Q. In CICS you could release a hold on a one-time/one-function basis (i.e. to let the student enroll for classes) but then the hold would be in place again and the student would not be able to do other transactions such as drop a course. Is this functionality available in MyView?

A. **If you don't want the student to drop a course because they are an International Student or if they are an Athlete, you do not need an additional hold. MyView will stop the student from dropping.**

Q. Can you batch print transcripts?

A. **Yes, if requested we can grant security for printing batch transcripts.**

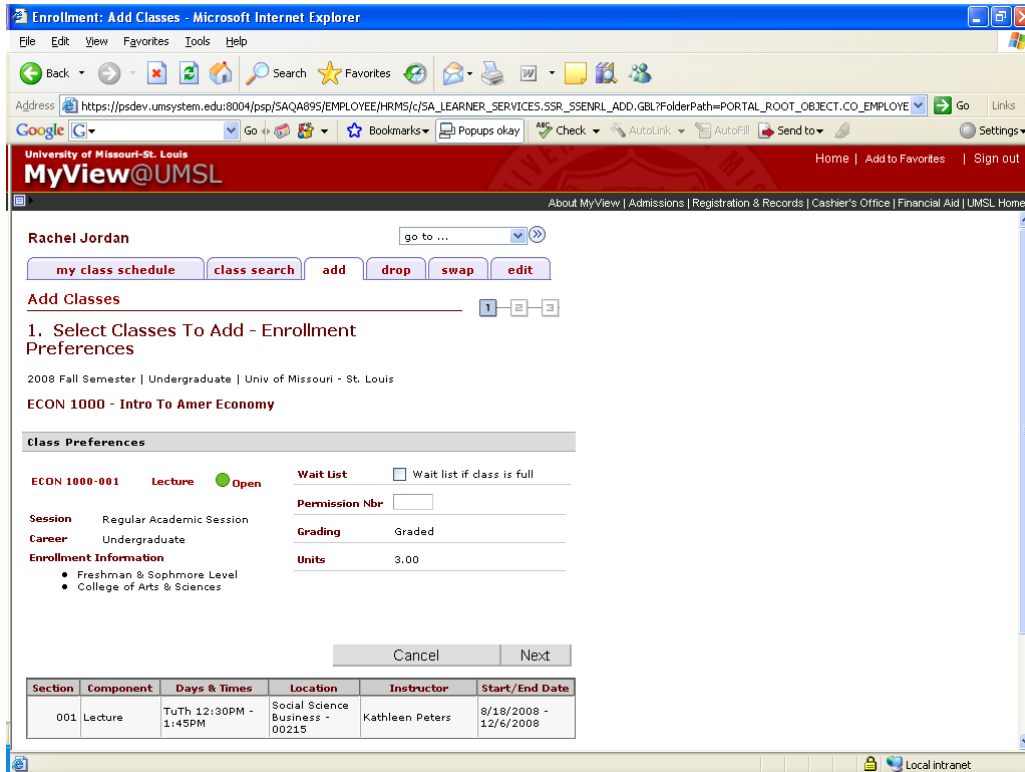
Q. What do students see for their enrollment pages?

A. **See screen shots below.**

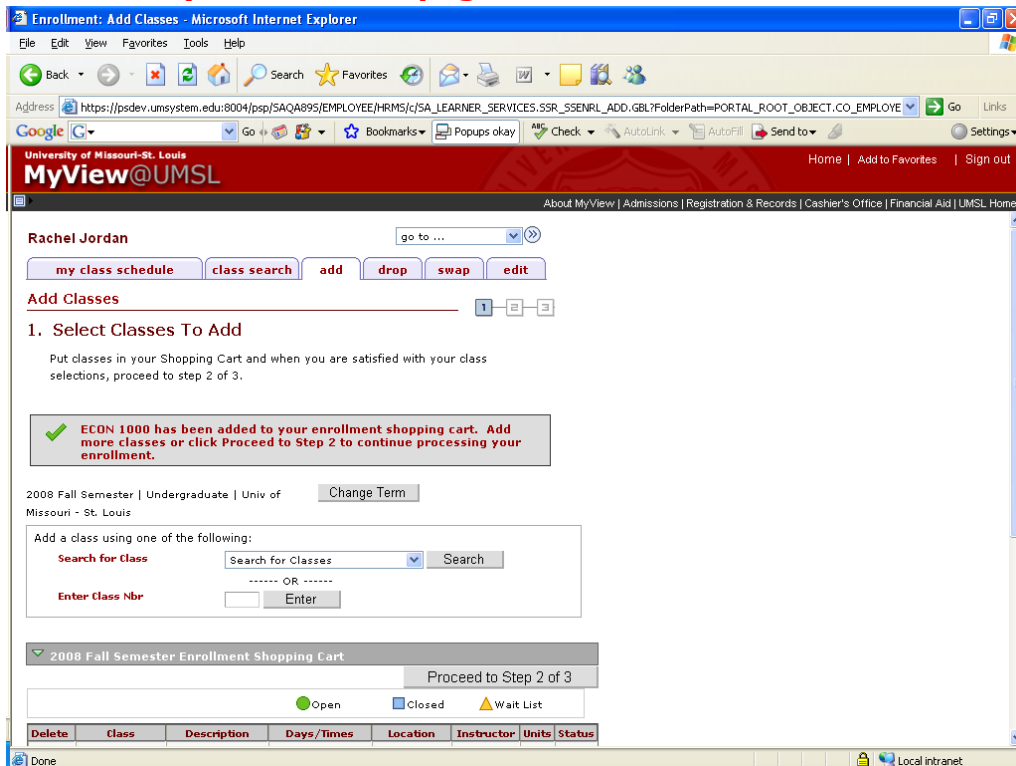
**Here is the Add Classes page that students use in self-service:**

The screenshot shows a web browser window titled "Enrollment: Add Classes - Microsoft Internet Explorer". The address bar shows a URL from "https://psdev.umsystem.edu". The page header includes "University of Missouri-St. Louis MyView@UMSL" and navigation links like "Home", "Add to Favorites", and "Sign out". The user's name "Rachel Jordan" is displayed at the top. Below the name are several buttons: "my class schedule", "class search", "add", "drop", "swap", and "edit". The "add" button is highlighted. The main content area is titled "Add Classes" and contains a section "1. Select Classes To Add" with instructions: "Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3." Below this, there is a "Change Term" button and a section "Add a class using one of the following:" with two search options: "Search for Class" (with a dropdown and "Search" button) and "Enter Class Nbr" (with an "Enter" button). At the bottom of the page, there are two sections: "2008 Fall Semester Enrollment Shopping Cart" with the message "Your enrollment shopping cart is empty." and "My 2008 Fall Semester Class Schedule" with the message "You are not registered for classes in this term." The footer contains links for "My Class Schedule", "Class Search", "Add", "Drop", "Swap", and "Edit".

**When the student selects a class they see this page:**



The student then chooses either "Cancel" or "Next". If they choose "Next" they will see this page:



Then they would click on "Proceed to Step 2 of 3" and see this page:

Enrollment: Add Classes - Microsoft Internet Explorer

Address: https://psdev.umssystem.edu:8004/psp/SAQA895/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.SSR\_SSENRL\_ADD.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.CO\_EMPLOYE...

University of Missouri-St. Louis  
**MyView@UMSL**

Home | Add to Favorites | Sign out

About MyView | Admissions | Registration & Records | Cashier's Office | Financial Aid | UMSL Home

Rachel Jordan

my class schedule class search add drop swap edit

Add Classes

2. Confirm Classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

Open Closed Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">ECON 1000-001 (10983)</a>	Intro To Amer Economy (Lecture)	TuTh 12:30PM - 1:45PM	Social Science Business - 00215	K. Peters	3.00	Open

Cancel Previous Finish Enrolling

My Class Schedule Class Search Add Drop Swap Edit

go to ...

Local intranet

**Then they click on "Finish Enrolling".**