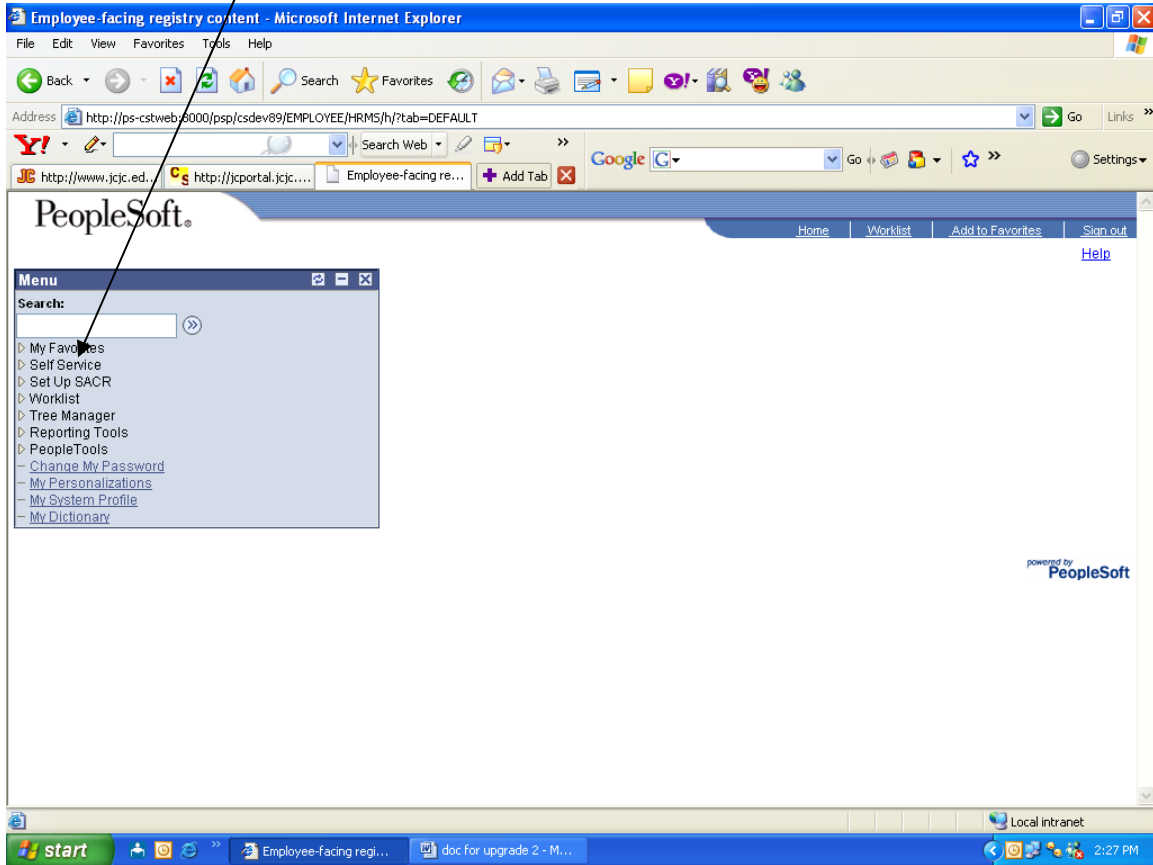


VIEWING STUDENT SCHEDULES

Log in to PeopleSoft.

Click “Self Service”.



Click "New/Drop-In Advisees."

The screenshot shows a Microsoft Internet Explorer browser window displaying a PeopleSoft Self Service page. The browser's address bar shows a URL starting with 'http://ps-cstweb:8000/ps/psdev89/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.Iscript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath'. The page features a 'PeopleSoft' logo at the top left and a navigation menu on the left side. The main content area is titled 'Self Service' and includes sections for 'Faculty Center', 'Class Search/Browse Catalog', and 'Campus Personal Information'. A section titled 'Advisement' is visible, containing two links: 'View Advisees' Information' and 'New/Drop-In Advisees'. A black arrow originates from the text 'Click "New/Drop-In Advisees."' and points directly to the 'New/Drop-In Advisees' link. The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system tray with the time '2:28 PM'.

Click on "View My Advisees"

New/Drop-In Advisees - Microsoft Internet Explorer

Address: http://ps-cspweb/psprd89/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_ADV_ANYONE.GBL?PORTALPA

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

My Favorites

Self Service

Campus Personal Information

Advisement

View Advisees' Information

New/Drop-In Advisees

Faculty Center

Class Search/Browse Catalog

Curriculum Management

Set Up SACR

Worklist

Tree Manager

Reporting Tools

PeopleTools

Change My Password

My Personalizations

My System Profile

My Dictionary

Charlotte Williams

New Drop-In Advisees

FERPA Message for Instructor/Advisor

Make a selection and press change

search

Student Details

change

VIEW MY ADVISEES

Faculty Center | Advisement | Class Search | Faculty Search | Learning Management Systems

start | Yahoo! Messenger | Internet Explorer | Microsoft Office ... | My Documents | Local intranet | 2:40 PM

The following screen appears:

PeopleSoft

Charlotte Williams

View My Advisees

★ Positive Service Indicator ❌ Negative Service Indicator FERPA Restrictions

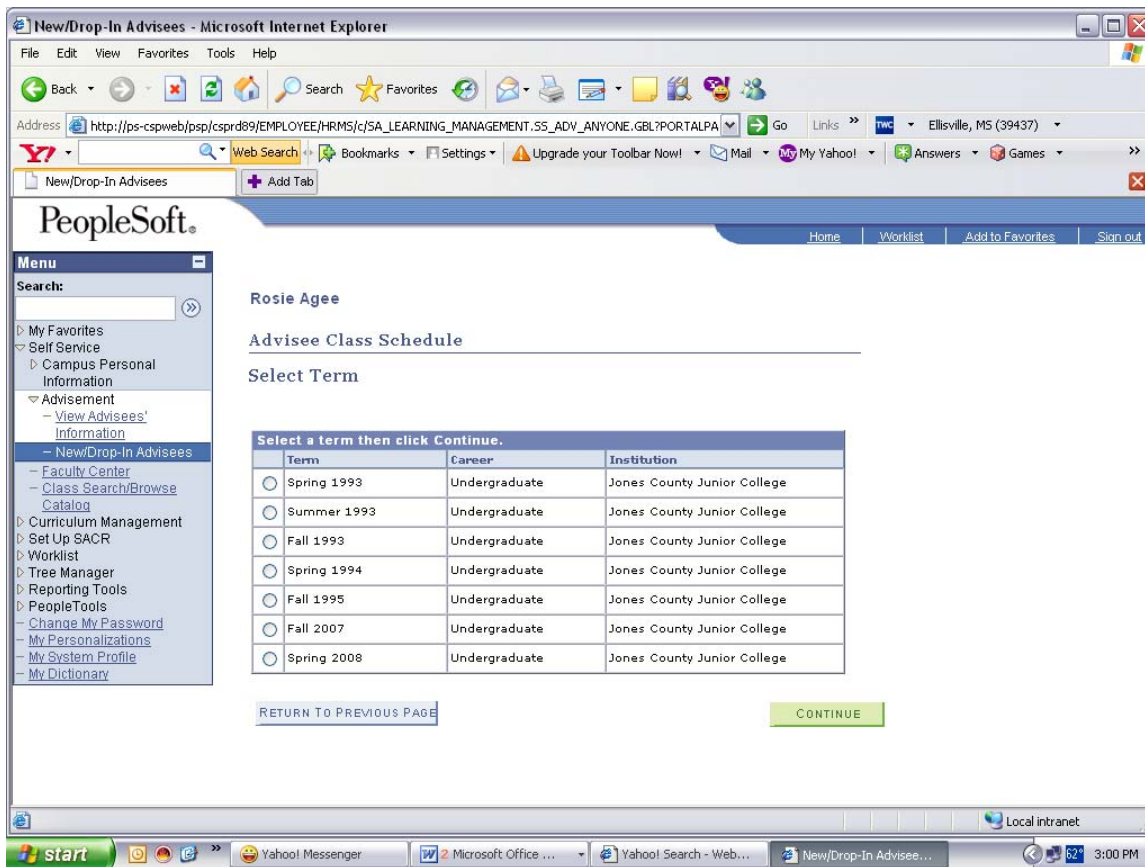
Advisement	ID	Name	Find View All	First	1-10 of 53	Last
1	0155247	Ages, Rosie L		**Student Details**		⏏
2	0186250	Allen, Jesse Bernard		**Student Details**		⏏
3	0197364	Barnes, Amanda E		**Student Details**		⏏
4	0211485	Bell, Robert W		**Student Details**		⏏
5	0203103	Boleware, Bradley Dean		**Student Details**		⏏
6	0207273	Coleman, Zurick Rodrickus		**Student Details**		⏏
7	0198926	Colon, Jacquelyn Lynnette		**Student Details**		⏏
8	0192370	Crawley, Brooke L		**Student Details**		⏏
9	0202754	Crosby, Patricia A		**Student Details**		⏏
10	0189838	Crumpton, Laurie Lee		**Student Details**		⏏

NEW DROP-IN ADVISEES

Click on the “student details” dropdown box and choose “Class Schedule”.

Click the “go” arrow next to class schedule.

The following screen appears:



Click the appropriate term.

The student's schedule appears in the following format:

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Menu

Search: []

- My Favorites
- Self Service
- Campus Personal Information
- Advisement
 - View Advisees' Information
 - New/Drop-In Advisees
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 - Class Search/Browse Catalog
- Curriculum Management
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Rosie Agee

Advisee Class Schedule

Spring 2008 | Undergraduate | Jones County Junior College [change term](#)

ART 1113 - Art Appreciation

Status	Units	Grading	Grade	Deadlines		
Withdrawn	3.00	Graded	W	[]		
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
1749	W11	Lecture	Sa 12:00AM - 12:00AM	TBA	Beverly Dennis	1/14/2008 - 4/26/2008

ENG 1113 - English Composition I

Status	Units	Grading	Grade	Deadlines		
Withdrawn	3.00	Graded	W	[]		
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
2001	W18	Lecture	Sa 12:00AM - 12:00AM	TBA	David Lowery	1/14/2008 - 4/26/2008

PHI 1113 - Old Testament Survey

Status	Units	Grading	Grade	Deadlines		
Withdrawn	3.00	Graded	W	[]		
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
2386	W01	Lecture	Sa 12:00AM - 12:00AM	TBA	Ronald Bishop	1/14/2008 - 4/26/2008

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Menu

Search: []

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Rosie Agee

Advisee Class Schedule

Spring 2008 | Undergraduate | Jones County Junior College [change term](#)

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