

PeopleSoft Pathways for Advisors

To lift a student's advisor hold:

Home > Kctcs SA Reports > Kctcs SR Reports > Advisors > Self service enroll permission

Type in student's PS ID # (or enter their social security # in National ID field), click Search. Type in Term code*, check the Manual Override box, then click on Save icon.

To view a student's PeopleSoft academic record (beginning Fall 2005):

Home > Kctcs SA Reports > Kctcs SR Reports > Advisors > PS Student Information (select PS Grades tab)

To view a student's academic history prior to PeopleSoft (Fall 2005):

Home > Kctcs SA Reports > Kctcs SR Reports > Advisors > LSAR Grades

To view a student's transfer work:

Home > Kctcs SA Reports > Kctcs SR Reports > Advisors > PS Student Information (select Test/Transfer Credit tab)

Transfer work for students who transferred prior to Fall 2005 will appear with their Legacy record (LSAR Grades--see above).

To view a student's ACT, SAT, or COMPASS test scores:

Home > Kctcs SA Reports > Kctcs SR Reports > Advisors > PS Student Information (select Test Scores tab)

To view the Schedule of Classes in PeopleSoft:

Home > Kctcs SA Reports > Kctcs SR Reports > Advisors > Class Schedules.

Hint: Type % followed by subject for Catalog Nbr Field. For example, to search for ENG 101, type %101ENG.

***Upcoming Terms:** 4062 = Summer 2006 4064 = Fall 2006 4066 = Spring 2007 4072 = Summer 2007 4074 = Fall 2007