

Gothic Net (Peoplesoft) Links

Here is a curated list of essential links that academic advisors should favorite to streamline their daily tasks and effectively support student success. These resources cover key areas such as administrative processes, academic planning, and student records.

1. **Enrollment Request** (Registration):
Main Menu-PeopleSoft-Records and Enrollment-Enroll Students-Enrollment Request
2. **Enrollment Request Search** (View record of a student's enrollment transactions):
Main Menu-PeopleSoft-Records and Enrollment-Enroll Students-Enrollment Request Search
3. **Student Program Plan** (Declare majors & minors/ Change requirement term):
Main Menu-PeopleSoft-Records and Enrollment-Career Program Information-Student Program Plan
4. **Term Activate a Student** (Activate a student for a particular semester/Change a student's status from part time to full time):
Main Menu-PeopleSoft CS- Records and Enrollment- Student Term Information-Term Activate a Student
5. **Unofficial Transcript** (View a student's NJCU transcript):
Main Menu-PeopleSoft-NJCU CS-NJCU Modules-Student Records-Unofficial Transcript
6. **Advisor Center- My Advisees** (View a list of your assigned students, and their shopping cart, degree progress report, class schedule, etc):
Main Menu-Faculty and Advisors-Advisor Center
7. **View Test Results** (to see ENGL Placement):
Main Menu- Faculty and Advisors- Academic Advisement Center- View Test Results

8. **Class Roster** (View list of students enrolled in a course):
Main Menu- PeopleSoft (CS) -Curriculum Management- Class Roster- Class Roster
9. **Maintain Applications** (Check student's admission information/submitted transcripts & other documentation):
Main Menu-PeopleSoft (CS)-Student Admissions-Application Maintenance-Maintain Applications
10. **Declare Major** (Submit Declaration of Major Form on behalf of student):
Main Menu-PeopleSoft (CS)- NJCU CS - NJCU Modules - Academic Advisement- Declare Major
11. **Review/Maintain Major Requests** (Process submitted Declaration of Major forms):
Main Menu-PeopleSoft (CS) - NJCU CS- NJCU Modules- Academic Advisement- Review/Maintain Major Requests
12. **Change User Defaults** (Set a term default in Enrollment Request):
Main Menu- Faculty Advisors- Change User Defaults
13. **Query Viewer** (Generate a data list from Peoplesoft):
Main Menu - PeopleSoft (CS) – Reporting Tools (scroll down to find) – Query - Query Viewer.
14. **One Stop Advising System (OSAS):**
Main Menu-PeopleSoft CS-Faculty and Advisors-OSAS Work Center- OSAS Work Center
15. **Student Services Center:**
Main Menu - Faculty and Advisors - Student Services - Student Services Ctr (Student)
16. **Manage Service Indicators** (Add/Remove Holds):

Main Menu - Faculty and Advisors - Academic Advisement Center - Advisement Holds

17. Request Advisement Report (What-If Tool):

Main Menu- Peoplesoft (CS) - Academic Advisement - Student Advisement - Request Advisement Report

18. GPA Calculator:

Main Menu- Faculty and Advisors- Calculate a Student's GPA

19. Authorize Student Exceptions (Input approved substitutions to reflect on the student's DPR):

Main Menu- Peoplesoft (CS)- Academic Advisement- Student Advisement- Authorize Student Exceptions

20. DPR Access:

Main Menu- NJCU CS- NJCU Modules- Academic Advisement- Degree Progress Report

or

Main Menu- Faculty & Advisors- Student Services- Student Services Ctr (Student)- Click Drop Down Menu under "Academics"- Academic Requirements

Queries to View

- Courses Offered in A Semester: "NJCU_SR_REPORT65_DEANS_2001"
- Term Enrollment Grades: "SAEM_ENRL_GRADES"
- Waitlists: "NJCU_ADV_STDN_WAITLIST"