

Subject: Enrollment Preparation PS Process Schedule – Summer Term 2177 and Fall Term 2181

Listed below is the schedule for the PeopleSoft processes that we will be running in preparation for the 2177 and 2181 enrollment periods.

<u>Date</u>	<u>Process</u>
1/19 –	Remove 2174 ADV Service Indicators
1/25 –	Discontinue students with 3 terms of inactivity and admit/not enrolled (same term) students for 2174
1/26 –	Discontinue students in Special Programs (USUMS, UCHS, UVPCH, PVPCH, etc.) for 2174
1/30 –	Term activate new and continuing students for 2177 (This includes adding the ADV Service Indicator)
1/31 –	Term activate new and continuing students for 2181 (This includes adding the ADV Service Indicator)
1/31 –	CSSD to begin nightly run of new student term activation for 2177
2/1 –	CSSD to begin nightly run of new and continuing student term activation for 2181
2/2 –	Create Veterans and Athletes Enrollment appointments for 2177
2/2 –	Create Veterans, Athletes, and Non-Veteran Enrollment appointments for 2181
2/7 –	Make Enrollment appointments viewable to PeopleSoft users (administration/faculty/students) for 2181
2/1 –	Enrollment Shopping Cart Validation available for 2177
2/10 –	Enrollment appointments for Veterans group start at 8:00 a.m. and Enrollment appointments for Athletes start at 1:00 p.m. for 2177
2/13 –	Open enrollment for all students for 2177
3/1 –	Enrollment Shopping Cart Validation available for 2181
3/24 –	Enrollment appointments for Veterans group start at 8:00 a.m. and Enrollment appointments for Athletes start at 1:00 p.m. for 2181
3/27 –	First day of Non-Veteran, Non-Athlete enrollment appointments for 2181
4/7 –	Last day of Non-Veteran, Non-Athlete enrollment appointments for 2181
4/8 –	Open enrollment for all students for 2181

If anyone has a problem with this schedule, please let me know.

General guidelines for enrollment preparation processes.

<b><u># Work Days After End of Add/Drop Period</u></b>	<b><u>Process</u></b>
1	Remove ADV Service Indicators for current term
5	Discontinue students with 3 terms of inactivity and admit/not enrolled (in the same term) students
6	Discontinue students in Special Programs (USUMS, UCHS, BSUMS, etc.)
8	Term activate new and continuing students for next term
9	Term activate new and continuing students for next Fall term ** Run only in Spring term
9	CSSD to begin nightly run of new student term activation for next term
10	CSSD to begin nightly run of new and continuing student term activation for next Fall term ** Run only in Spring Term
11	Create enrollment appointments for next Fall or Spring term
14	Make next Fall or Spring term enrollment appointments viewable to PeopleSoft users (administration/faculty/students)
Date Listed on Academic Calendar	First day of enrollment appointments
Date Listed on Academic Calendar + 10 work days	Last day of enrollment appointments