

Subject: Enrollment Preparation PS Process Schedule – Spring Term 2194

Listed below is the schedule for the PeopleSoft processes that we will be running in preparation for the 2194 enrollment period.

Date Process

- 9/10 – Remove 2191 and 2187 ADV Service Indicators
- 9/14 – Discontinue students with (3) terms of inactivity and admit/not enrolled (in the same term) students (2191)
- 9/17 – Discontinue students in Special Programs (UVPCH, PVPCH, GVPCH – 2191)
- 9/19 – Term activate new and continuing students for term 2194 (This includes adding the ADV Service Indicator)
- 9/20 – CSSD to begin nightly run of new student term activation for term 2194
- 9/24 – Create 2194 enrollment appointments (VETS, ATHL, UGRD, GRAD, LAW)
- 9/27 – Make 2194 enrollment appointments viewable to PeopleSoft users (administration/faculty/students)

- 10/26 – First day of 2194 enrollment appointments (Veteran [8AM] and Athlete [1PM] Students)
- 10/29 – First day of 2194 enrollment appointments (Non-Veteran/Athlete Students)
- 11/09 – Last day of 2194 enrollment appointments (Veteran, Athlete, and Non-Veteran Students)
- 11/10 – Open enrollment for 2194

General guidelines for enrollment preparation processes.

<u># Work Days After End of Add/Drop Period</u>	<u>Process</u>
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 for current term
6	Discontinue students in Special Programs (UVPCH, PVPCH, GVPCH. – current term)
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 (Veteran Students) (Non-Veteran Students)
Date Listed on Academic Calendar + 10 work days	Last day of enrollment appointments
Date Listed on Academic Calendar	Open Enrollment