

Department	
Responsibility/Role	
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Appointment Limits Table

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

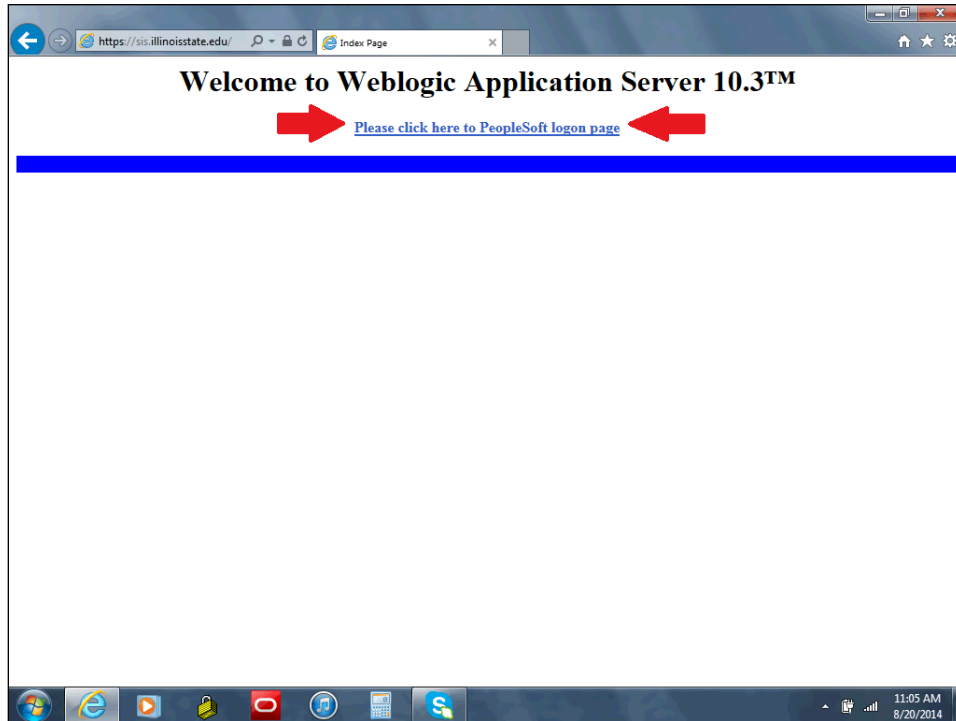
System Process Document

Appointment Limits Table

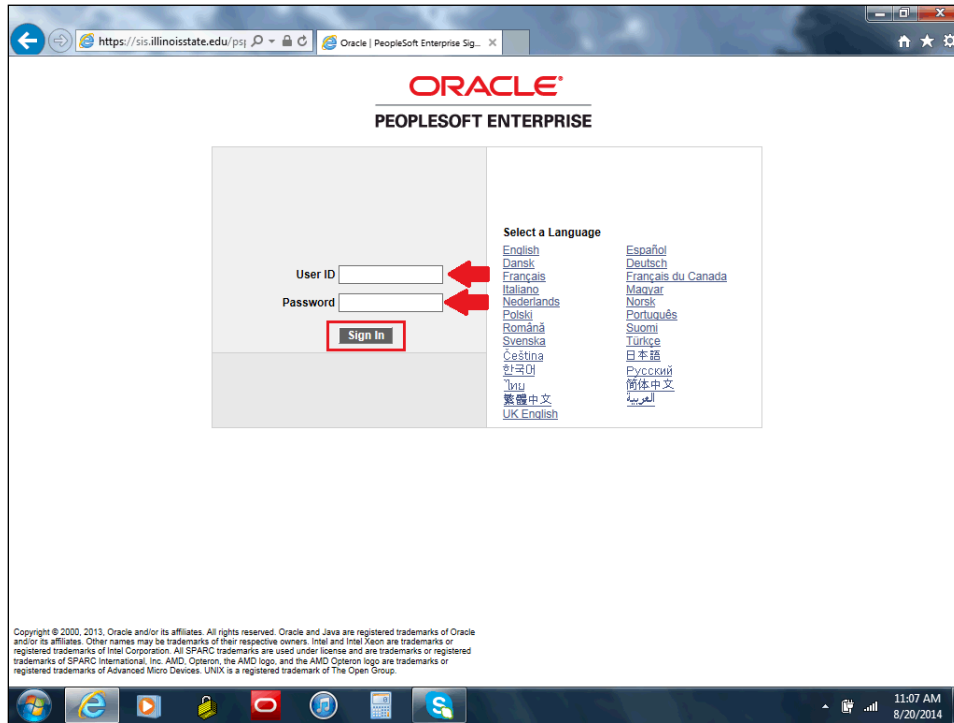
Procedure

In this topic, you will learn how to **define appointment limits ID's and full-time and part-time maximum unit limits for a particular session.**

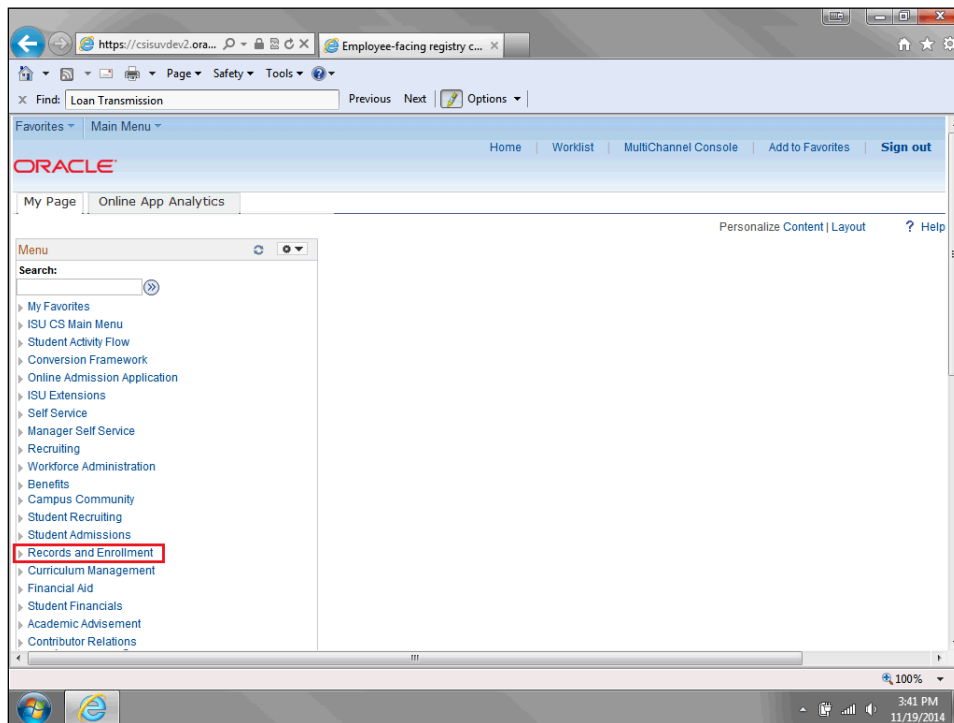
Step	Action
1.	<p>Define appointment limit IDs and the full-time and part-time maximum unit limits for each session of a term at Illinois State University.</p> <p>You are not required to use appointment limit IDs, but if you do use them, you should define a separate appointment limit ID for each group at Illinois State that has varied enrollment unit restrictions.</p>



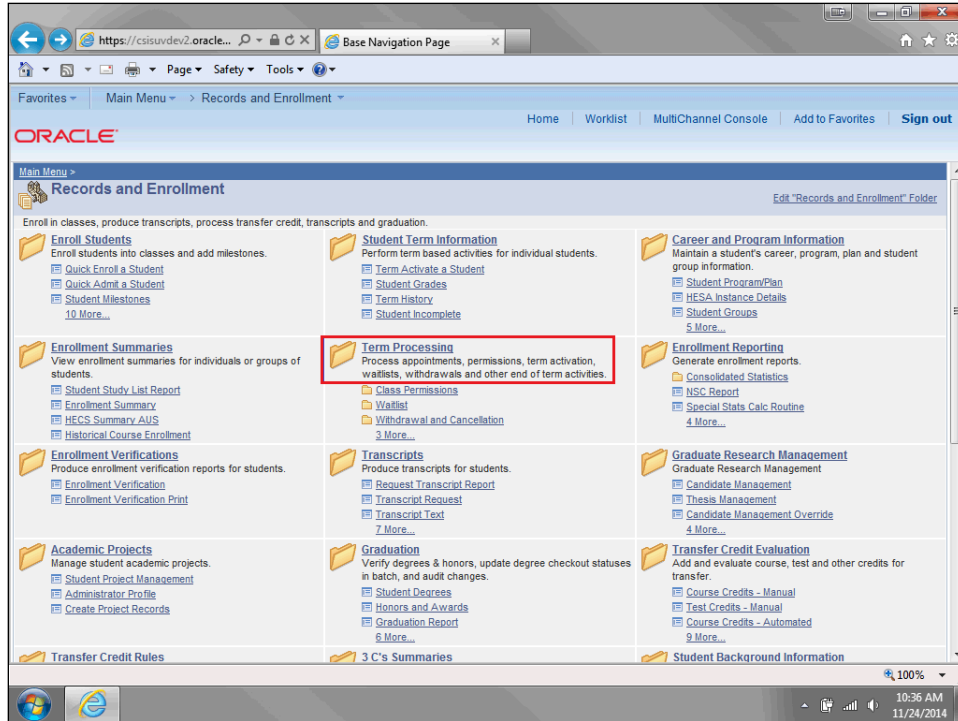
Step	Action
2.	<p>To sign in to Campus Solutions, go to sis.illinoisstate.edu.</p> <p>Click the Please click here to PeopleSoft logon page link.</p>



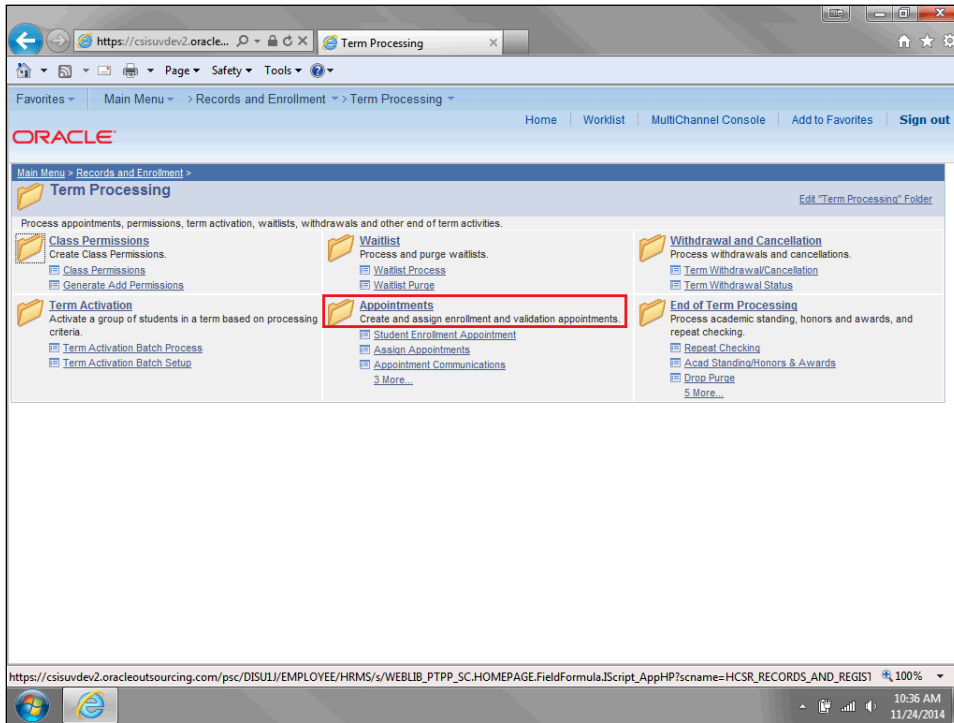
Step	Action
3.	<p>You will be directed to the Campus Solutions logon screen.</p> <p>Enter your User ID and Password then click the Sign In button.</p>



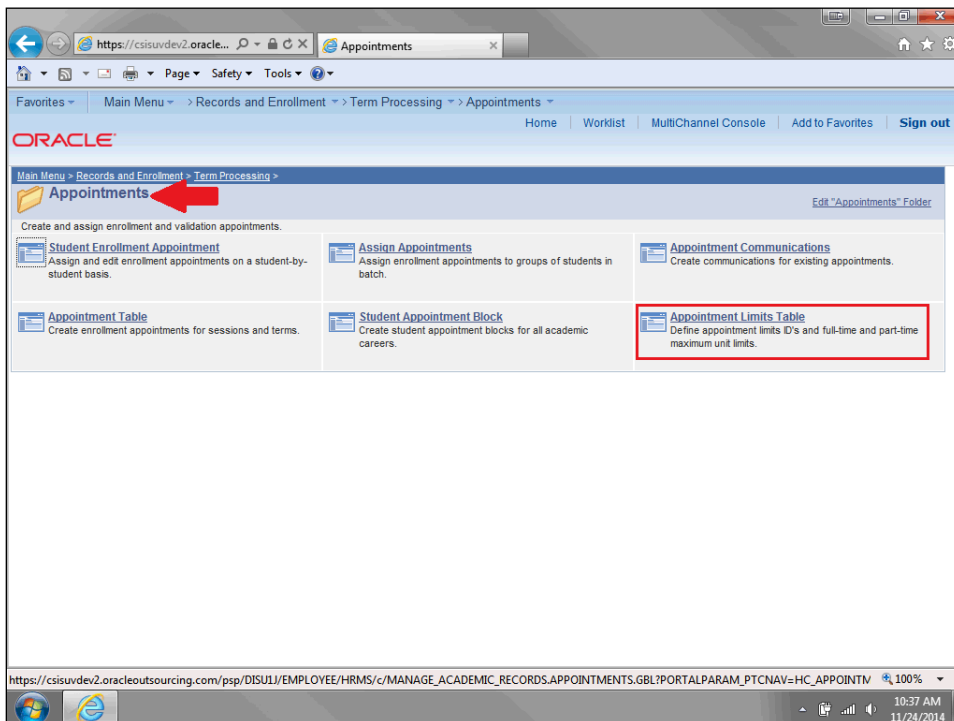
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p>Term Processing is within Records and Enrollment menu.</p> <p>Click the Records and Enrollment link.</p>



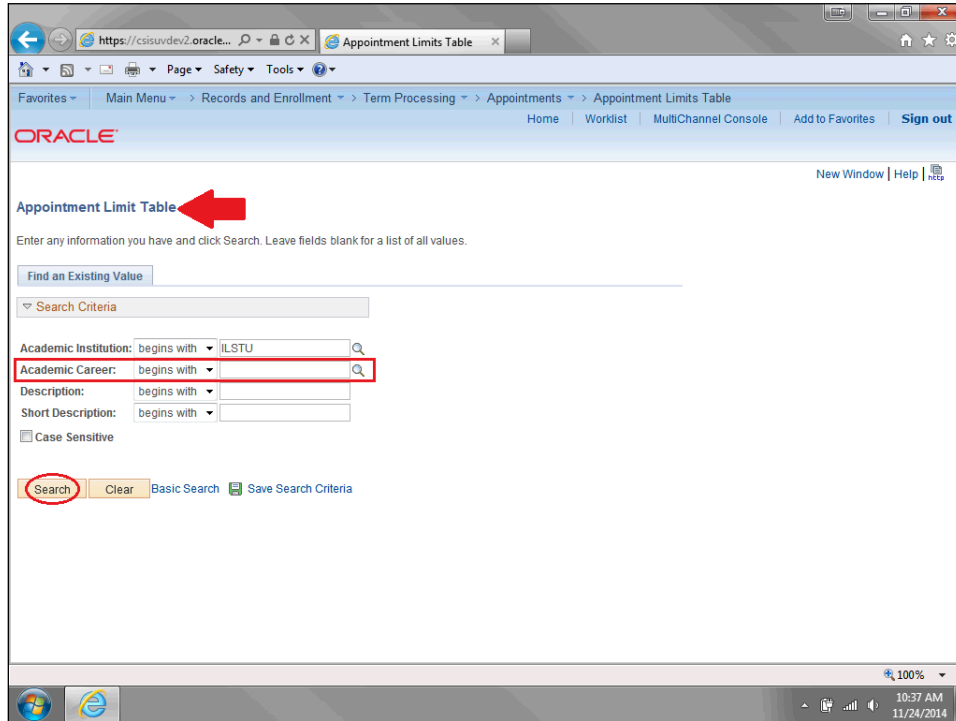
Step	Action
5.	<p>Appointments is within the Term Processing folder.</p> <p>Click the Term Processing link.</p>



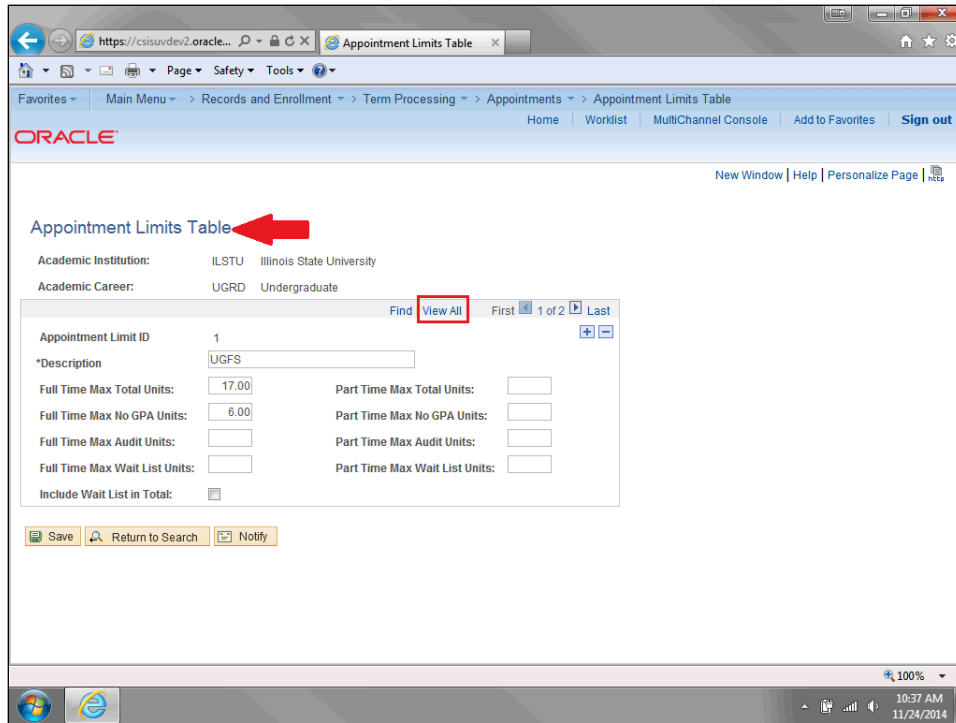
Step	Action
6.	<p>Appointment Limits Table is within the Appointments folder.</p> <p>Click the Appointments link.</p>



Step	Action
7.	In the Appointments folder, click the Appointment Limits Table link.



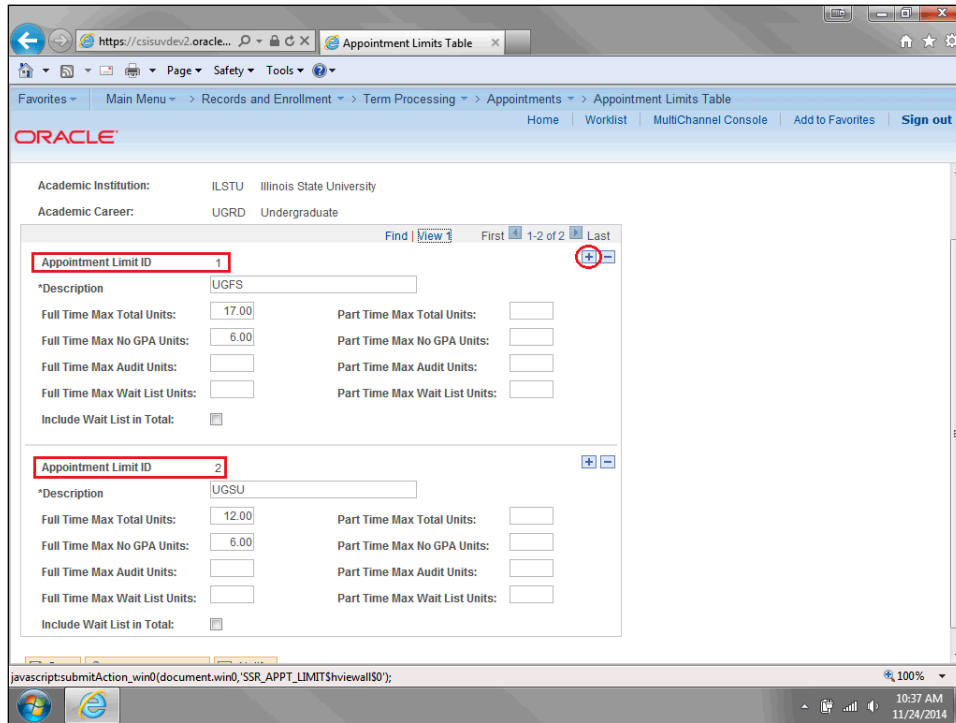
Step	Action
8.	On the Appointment Limit Table find screen, enter the Academic Career , or click the Look Up button to select a value. Click the Search button.



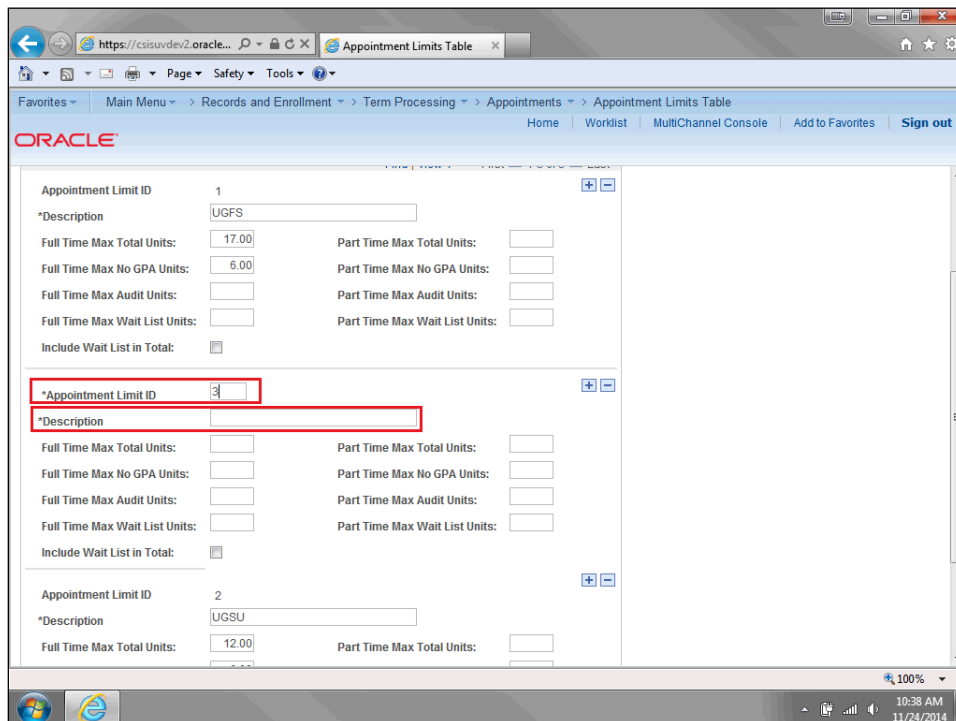
Step	Action
9.	<p>Use the Appointment Limits Table page to define appointment limit IDs and the full-time and part-time maximum unit limits for each session of a term.</p> <p>Click View All to see current appointments.</p>

System Process Document

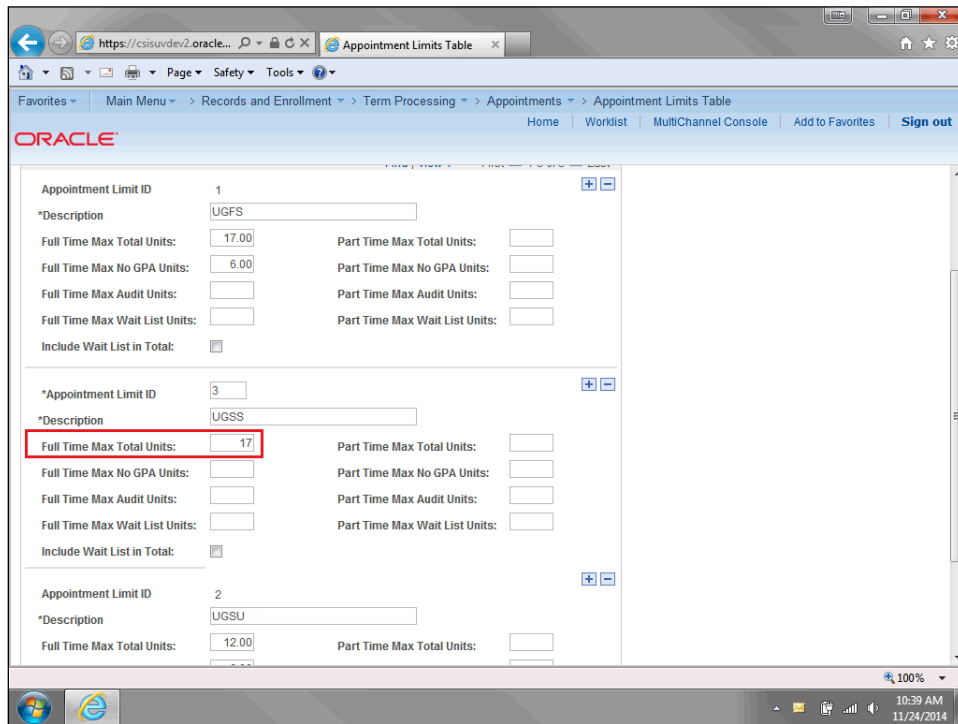
Appointment Limits Table



Step	Action
10.	Currently, in this example, there are two appointments with limits defined. Click the + button to add a new row for an additional appointment.



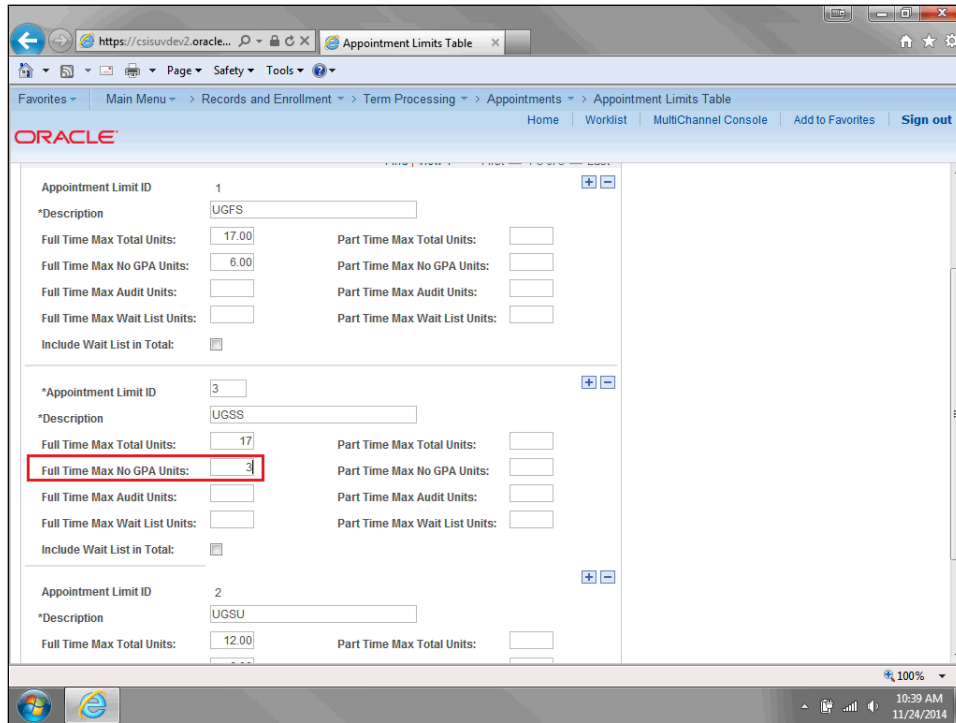
Step	Action
11.	<p>Enter an Appointment Limit ID in the new row.</p> <p>Enter a Description for the new group or session you are creating an assignment with limits.</p>



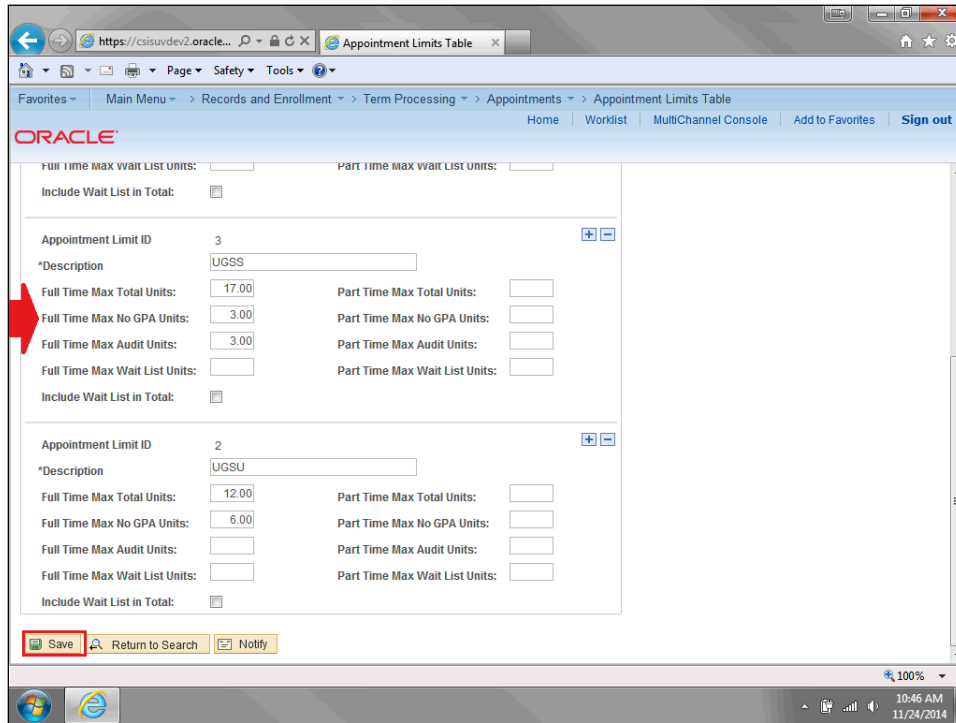
Step	Action
12.	<p>Enter the maximum number of units that a full-time student can enroll in during the specified enrollment appointment in the Full Time Max Total Units field.</p>

System Process Document

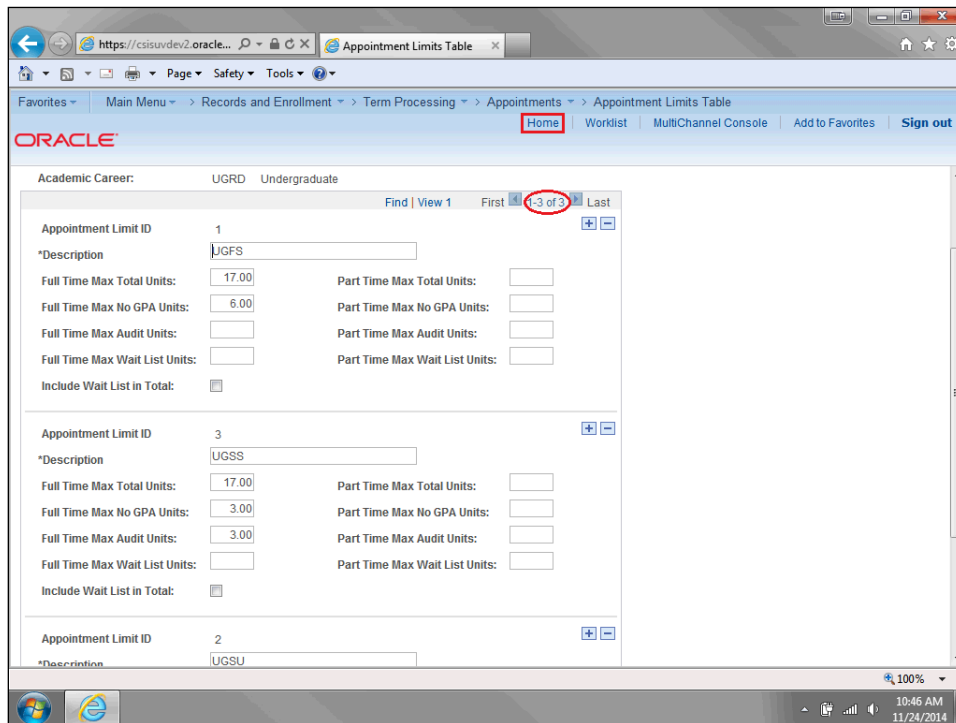
Appointment Limits Table



Step	Action
13.	<p>Enter the maximum number of units, in the Full Time Max No GPA Units field, that a full-time student can enroll in with a non-GPA grading basis during the specified enrollment appointment.</p> <p>Enter any other limits in the additional fields you wish to include for this particular session.</p>



Step	Action
14.	Click the Save button to save the appointment limits entered for the defined session.



System Process Document

Appointment Limits Table

Step	Action
15.	Now there are 3 total sessions in the Appointment Limits Table . To return to the Navigation Menu screen, click the Home link at the top, right of the page.
16.	Congratulations! You have successfully added an Appointment for a session to the Appointment Limits Table. End of Procedure.