

FAQs

Q. How do I print an unofficial transcript?

A. Faculty can access this through the advisor center; others who have the security should follow the instructions on page 38 of this PDF guide. <https://www.bloomu.edu/documents/myhusky/FAQs.pdf>

Q. I am a department secretary, how can I get a list of advisees for either a specific advisor or my whole department?

A. Navigate to this location and enter the query name highlighted, then click Search.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Select one of the two queries listed, the first one is for a single advisor, and the second lists all advisees within that department

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
BZSR_ADVISOR_ADVISEE	Advisor/Advisee listing	Public		HTML	Excel	XML	Schedule
BZSR_ADVISOR_ADVISEE_ORG	Advisor/Advisees by Acad Org	Public		HTML	Excel	XML	Schedule

Enter the information requested by the prompts and click the Excel link to open the query results in Excel. You can then cut and paste the e-mail addresses into the BCC: box of your Outlook e-mail.

Q. I am a department secretary, how can I get a class list that contains student e-mails?

A. We are developing a query that will work like the advisor query to allow you to do this.

Q. I've heard a number of things about prerequisites, how will they work in PeopleSoft?

A. All prerequisites from the University Catalog were coded into the course catalog in PeopleSoft. Here is how those prerequisites are enforced:

- If a student is currently enrolled in course A which is a prerequisite for course B then the student will be allowed to schedule course B for an upcoming session even if the prerequisite rule says that a certain grade must be obtained (C for example). So in effect, the logic in PeopleSoft assumes that the student will successfully complete the prerequisite with the required grade.
- If a student fails to achieve the required grade in course A, right now the students must be manually removed from course B. In a soon to be released enhancement to the system, the student can, at the discretion of the Office of the Registrar, be removed from course B. This will not be in place for the summer or fall terms. This enhancement includes other features such as notification to students affected as well as an audit only run.

Q. Are faculty office hours available on PeopleSoft?

A. No, we are pursuing a solution using BOLT to allow faculty to share office hours with all students. Right now, only students enrolled in a faculty members class can view their office hours.

Q. I am trying to print a page from PeopleSoft and it is not working, I am only getting the header from the web page, not the detail?

A. This situation is not unique to PeopleSoft, here is a workaround:

1. Display the page you want to print
2. Click somewhere within the page
3. Press Ctrl A to select all print on the page
4. On your browser menu click File->Print and then for the "print range" pick "selection"
5. Alternatively you can Ctrl C to copy the page and then paste it in Word and print it from there

Q. When a student places a course in the shopping cart is it reserving a seat at that time?

A. No, this feature facilitates the selection of courses for a student. A seat is not consumed until the student enrolls in that class.

Q. Can a student put classes in their shopping cart at any time?

A. Typically about 2 weeks before the beginning of scheduling for a term. That way when a student's scheduling appointment arrives, they can attempt to enroll in the classes in their shopping cart.

Q. As an advisor how can I place holds on all of my advisees?

A. Enter a helpdesk ticket <http://helpdesk.bloomu.edu> requesting this be done. These holds will typically be placed a day or two after the ticket is received.

Q. I am entering the correct password when I try to login and it isn't working, what should I do?

A. Before calling the helpdesk or entering a helpdesk ticket please clear your browser cache.

Q. Is the ID number in PeopleSoft the same as my personnel number?

A. No, the ID in PeopleSoft (often called EMPLID) is distinct from your personnel number.

Q. How can I find my PeopleSoft ID?

A. If you are a faculty member go to the search tab and select faculty search looking for your own name. If not, go to Set Up SACR and choose user defaults to see your PeopleSoft ID.

Q. What e-mail types are available for students?

A. Applicants enter a personnel e-mail address that is used during the time they are an applicant. After they pay a deposit an e-mail account is created and all e-mail correspondence from PeopleSoft uses the university-supplied e-mail address.

Q. I can't seem to find the semester GPA, where is that located?

A. When you are on the academics tab, at the bottom of the Term Summary section there is a blue hyper link at the end of the "Statistics" section. Click that link. It brings you to another window with "Term Statistics". Under the second blue bar where it lists Institution and Term, click through the arrows until you see the correct term you are looking for a GPA.

Q. When I view students in a course either through the faculty center or otherwise, I see students who have withdrawn even though I selected "show enrolled student only", why is that?

A. Since the student was in fact enrolled in the class and assigned a grade of "W" assigned the student should still appear. Students who drop the class before the penalty period when a grade is assigned are the ones who would not appear when viewing enrolled only students.

Q. How can I see the major GPA for students in my department?

A. Run the query BZAA_LIST_MAJOR_GPA.

Q. I see wait list on the enrollment screen, are we using wait listing?

A. Not at this point, it is a feature that could be implemented at a later date.

Q. I am currently a student and am also a university employee, when I login I see options for both my student and employee roles, why?

A. You have a unique “person record” in PeopleSoft to which all security is linked, so when you login to My Husky, no matter which account you use: jsmith (employee) or jas12345 (student) you are attached to the same security record within PeopleSoft and see identical information.

Q. How do I request additional access?

A. Enter a helpdesk ticket at <http://helpdesk.bloomu.edu> and describe what access you desire.