

## Training Questionnaire

### Introduction to PeopleSoft Student Administration System Version 8

**Directions:** Please print, complete, and then fax this form to the number listed below.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**In the box to the left of each topic, indicate H (High), M (Medium) or L (Low) for level of importance, as it pertains to your job responsibilities. Enter N/A if not applicable.**

<input type="checkbox"/>	Bio/Demo data (names, addresses, phones, etc.)	<input type="checkbox"/>	Majors, minors, advisor and degree information
<input type="checkbox"/>	Class information (meeting times, capacity, seats open, total enrolled, instructors)	<input type="checkbox"/>	Permission numbers (overriding requisites, over-enrollment)
<input type="checkbox"/>	Course catalog	<input type="checkbox"/>	Student schedules
<input type="checkbox"/>	GPA's	<input type="checkbox"/>	Student statuses (dismissed, withdrawn, readmitted, leave of absence, completed)
<input type="checkbox"/>	Grades	<input type="checkbox"/>	Test scores (SAT, AP, Q tests)
<input type="checkbox"/>	Graduate level prospects and applicants	<input type="checkbox"/>	Transfer credit information and high school subjects taken prior to admission
<input type="checkbox"/>	Holds (viewing or lifting advising hold or others)	<input type="checkbox"/>	Transcripts (unofficial, degree progress report)

**As we have limited time together, it is important to know what information you seek from this training. Describe your reasons for attending. What are the most important things you need to know about this system?**

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**The introductory class is a pre-requisite for the following topics, training for which is conducted via individualized sessions. Check the functions below that are part of your job duties:**

<input type="checkbox"/>	Adding, dropping, swapping students in classes	<input type="checkbox"/>	Entering/updating the schedule of classes
<input type="checkbox"/>	Updating majors, minors, and/or advisors	<input type="checkbox"/>	Entering graduate level prospect/applicant data

**Check all that apply:**

<input type="checkbox"/>	I use a Mac at my job.			
<input type="checkbox"/>	I use a PC at my job.			
<input type="checkbox"/>	I am comfortable working in the Windows environment.			
I use the Internet:	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Never
I use Excel:	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Never

**Please send the completed form to the FAX number listed below:**

Janice Bazzani, PeopleSoft Training & Development Coordinator, Fax: **860-486-2637**