**Question:** How do I tell how many students are enrolled in my department’s classes?

**Question:** How do I find the information I used to be able to see in the SIS on screens like RG55?

**Step 1:** Complete training on how to access student data in PeopleSoft. These classes are online via blackboard (http://https://myasucourses.asu.edu/) Log into Blackboard, click on the Courses tab, Search for OASIS, and take these classes – Note: you must click on the Enroll button to enter each class:

- OASIS: FERPA Refresher
- OASIS: General Navigation in PeopleSoft
- OASIS: Advisors: Intro to PeopleSoft – View Student Data. (this class has also been taught as a presentation – if you have attended the presentation, you do not need to complete this class as well)

**Step 2:** Request access to these two roles in PeopleSoft:

- SR Catalog Schedule View
- SR Standard Student Pages View

A link to the request-access system (and step-by-step instructions) are found at http://www.asu.edu/oasis/support/Access.html

**How do I see a summary of enrollment in PS?**

Navigation path: Curriculum Management > Schedule of Classes > Update Sections of a Class

Search criteria: Enter criteria to narrow the number of sections to a special institution (ASU00), term and subject. You can add other criteria as well to complete the search.
The search results are returned. Select one from the list by clicking on one of the lines.
Two tabs will be visible

- The class status tab will show whether a class is open or not.
The Class Enrollment Limit will give you a summary of the number of students enrolled in each section compared to the capacity.
How do I find a class roster?
How do I tell who is enrolled in a class section?

- Follow the menu path: Curriculum Management > Class Roster
- Find the class by specifying search criteria
- Select a class from the search results and the roster will be displayed.