

# SOAR Quick Links - Administrator

The following links require administrative SOAR access. To sign up for SOAR/SOARFIN training log on to SOAR and follow this path:

- USM Self Service
- SOAR/SOARFIN Training

Once you have completed training you can use the below applications in SOAR.

## [LOG IN TO SOAR](#)

- [Advisor Assignment](#)

### **RECORDS AND ENROLLMENT --> STUDENT BACKGROUND INFORMATION --> STUDENT ADVISOR**

Search by EMPL ID or name. Click plus sign in **top** frame to assign a new advisor. Academic career, program and plan boxes must be filled in; click magnifying glass for appropriate information. Enter new advisor by EMPLID or click magnifying glass to choose from a list.

- [Advisor List](#)

### **REPORTING TOOLS --> QUERY VIEWER --> [search for ACA\_ADVISEE\_LIST\_W\_ADVISOR]**

Academic Program = UENG. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). (This function takes a long time to process.) Query sorts by ID, but if you want to sort by name or by advisor, click link to download as an Excel Spreadsheet.

- [Class Roster](#)

### **CURRICULUM MANAGEMENT --> CLASS ROSTER**

Academic Institution = USM01. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Subject area = ENG. Catalog number = 101, 102, 203, etc. Section number (optional) = H001, H002, etc. If you don't put a section number, SOAR will return all options and you can pick from a list.

- [Enrollment Caps](#)

### **CURRICULUM MANAGEMENT --> SCHEDULE OF CLASSES --> UPDATE SECTIONS OF A CLASS**

Academic Institution = USM01. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Subject area = ENG. Catalog number = 101, 102, 203, etc. Click search. All results bring you the same thing--a complete list of Hattiesburg, Gulf Coast and online classes. Click Class Enrollment Limits tab, then View All link. Numbers in the boxes are enrollment caps, numbers to the right are the number of students actually enrolled (real time). Type new enrollment limit in one or more boxes and save.

- [Enrollment Search](#)

**RECORDS AND ENROLLMENT --> ENROLL STUDENTS --> ENROLLMENT REQUEST SEARCH**

Use this link to determine enrollment history by student or by class. Academic Institution = USM01. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Enter EMPLID ID to search for an individual student's enrollment history, or Class Number (four digit class code) to search for the enrollment history of a class. Click Search. User ID is the person who enrolled/dropped/swapped the student. ID is the student. The second tab (Fields 8-11) will show the date and time, and indicate if it was self-service enrollment or quick enroll. The third tab (Fields 12-19) will show the action taken (enroll, drop, swap courses.) The fifth, sixth and seventh tabs show overrides.

- [Facility Usage](#)

**CURRICULUM MANAGEMENT --> FACILITY AND EVEN INFORMATION --> CLASS FACILITY USAGE**

Set ID = USM01. Facility ID = building and room (LAB 201, CH 205). To search for a particular kind of room (lecture, HVAC, laboratory), just enter the building and click search, then pick a room from the list. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Session = 1 for regular academic session; click magnifying glass to choose from a list of others (5W1, etc.). Choose Day of the Week (Monday for MWF classes, Tuesday for TR classes) and wait for the Fetch Class Meetings button to become active. Click it for a list of all the classes meeting in that room on that day.

- [Graduate Applicants](#)

**REPORTING TOOLS --> QUERY VIEWER --> [search for DPT\_APPLICANTS\_CNT]**

Use this link for a list of all graduate applicants by term. Admit Term = four digit term code (4121, 4125, etc.) Acad Prog = GENG.

- [Grade Roster](#)

**CURRICULUM MANAGEMENT --> GRADING --> GRADE ROSTER**

Academic Institution = USM01. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Subject area = ENG. Catalog number = 101, 102, 203, etc. Section number (optional) = H001, H002, etc. If you don't put a section number, SOAR will return all options and you can pick from a list.

- [Instructor Schedule](#)

**CURRICULUM MANAGEMENT --> INSTRUCTOR SCHEDULE**

Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Enter EMPLID of instructor or search by name.

- [Maintain Schedule](#)

**CURRICULUM MANAGEMENT --> SCHEDULE OF CLASSES --> MAINTAIN SCHEDULE OF CLASSES**

Academic Institution = USM01. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Subject area = ENG. Catalog number = 101, 102, 203, etc. Click search. All links will take you to the same place, so click any one. Click the Meeting tab, then the View All link. While the window is open, you can use this link to change rooms, instructors, times, and class meeting patterns. After the window closes, you lose all access except changing instructors.

- [Photo Roster](#)

Academic Institution = USM01. Enter four digit term code (4121 = Fall '11, 4125 = Spring 12). Enter **only** the class number (4 digit course code.)

- [Open/Closed Report](#)

**CAMPUS COMMUNITY --> USM CAMPUS COMMUNITY --> REPORTING --> OPEN AND CLOSED CLASSES**

Click Add a New Value. Type a short descriptive word. (Next time you run a report, you will search for the one you already created.) Academic Organization = English. Leave Session blank to include all 5WK and 8WK classes. Choose campus (one or more). Choose both. Hit run. Server Name = PSUNX. Type = Web. Format = PDF. Click okay. Click Report Manager Link. Click Refresh button periodically until report comes up. Click the Open and Closed Classes link.

- [Quick Enroll](#)

**CAMPUS COMMUNITY --> STUDENT SERVICES CENTER**

Search for student by EMPLID or name. Click Academics tab. Scroll down to Classes, then click the Quick Enrollment link. Enroll by class number (four digit course code) or click the magnifying glass to choose class by subject and number (ENG 201, ENG 202, etc.) This link can also be used to drop or swap classes, and with appropriate authorization, the General Overrides and Class Overrides tabs will allow you to override class caps, department permission, unit load limit, and service indicators.

- [Residency Check](#)

**CAMPUS COMMUNITY --> PERSONAL INFORMATION (STUDENT) --> IDENTIFICATION (STUDENT) --> RESIDENCY DATA**

Search for student by EMPLID or name.

Student Center

- [Term Activate](#)

**CAMPUS COMMUNITY --> STUDENT SERVICES CENTER**

Search for student by EMPLID or name. Click do not enter sign. Choose NEE hold, and answer yes.

- **Transcript Request**

**CAMPUS COMMUNITY --> STUDENT SERVICES CENTER**

**Search for student by EMPLID or name. The first section of the page will be labeled**

**"Academics." Change button marked "other academic..." to "Advisement/Degree Progress Rep."**

**Click fast forward button.**