



## Student Administration

### Fall and Winter 2011 Training Schedule

This **myUH** training site will provide information regarding:

- Fall and Winter 2011 Training Schedule and Registration Information
- Campus Security Contacts & Updated Procedures for Access/Security Forms

#### Training and Registration:

To register for trainings, please send an email with your name, department name, title, **myUH** ID, email address, requested course name and session number to [peoplesofttraining@uh.edu](mailto:peoplesofttraining@uh.edu). Registration for these courses is not available through PASS. Your professional development record will be updated upon completion of trainings. If you have additional questions please call Scott Sawyer at 832-842-8705.

#### New Training Site:

**Tuesday's training sessions will be conducted in the Welcome Center WC Building-Conference Room-136** [http://www.uh.edu/campus\\_map/buildings/WC.php](http://www.uh.edu/campus_map/buildings/WC.php)

**Thursday's training sessions will be conducted in the Social Work (SW) Building Room 110 L** [http://www.uh.edu/campus\\_map/buildings/SW.php](http://www.uh.edu/campus_map/buildings/SW.php)

#### Introduction to **myUH** Student Administration

This online training experience is a prerequisite to all **myUH** Student Administration (myUHSA) access. Topics covered include basic navigation, campus community, effective dating, and academic structure. End users can complete the basic navigation training at the **myUHSA** website at <http://uh.edu/peoplesoft/sessions.html>.

**Viewing & Working with Student Information:**

**Course Code: SAXVWI**

This demonstration training is designed for end users who need to view student information. This training experience is a prerequisite to all **myUH** Student Administration (**myUHSA**) access and role-based training. Topics covered include student bio/demo information, student records, admissions, transfer credit and student financial information. This training prepares end users to view PS Student Administration information.

**Location: Welcome Center (WC) Building-Conference Room-136-**

Session	Day	Date	Hours
0966	Tuesday	September 6, 2011	1:30 pm-3:30 pm
0967	Tuesday	September 20, 2011	1:30 pm-3:30 pm
0968	Tuesday	October 4, 2011	1:30 pm-3:30 pm
0969	Tuesday	October 18, 2011	1:30 pm-3:30 pm
0970	Tuesday	November 1, 2011	1:30 pm-3:30 pm
0971	Tuesday	November 15, 2011	1:30 pm-3:30 pm
0972	Tuesday	November 29, 2011	1:30 pm-3:30 pm
0973	Tuesday	December 13, 2011	1:30 pm-3:30 pm

**Student Administration: Placing & Releasing Service Indicators:**

**Course Code: SAXSIB**

This demonstration training is designed to prepare end users to place and release service indicators in MYUHSA. The training requires departmental approval.

**Location: Welcome Center (WC) Building-Conference Room-136**

Session	Day	Date	Hours
0923	Tuesday	September 13, 2011	10:00 am-12:00 pm
0924	Tuesday	October 11, 2011	10:00 am-12:00 pm
0925	Tuesday	November 1, 2011	10:00 am-12:00 pm
0926	Tuesday	November 29, 2011	10:00 am-12:00 pm

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**Using Academic Audit/Degree Progress Report:**

**Course Code: SAXUAA**

This training demonstration is designed to prepare end users to view and run the "Degree Progress Report", for advising. End users must complete SAXVWI-Viewing & Working with Student Information-before they attend his session. End users requesting access to this training must forward a scanned executed security form requesting access to the audit tool. Send the scanned security form as an attachment to Sara Lee at slee@uh.edu

**Location: Welcome Center (WC) Building-Conference Room-136**

Session	Day	Date	Hours
0921	Tuesday	September 13, 2011	1:30 pm-3:30 pm
0922	Tuesday	October 25, 2011	10:00 am-12:00 pm
0923	Tuesday	November 8, 2011	10:00 am-12:00 pm
0924	Tuesday	December 6, 2011	1:30 pm-3:30 pm

**Student Records: Enrollment Management Basics:**

**Course Code: SAREMB**

This hands-on training prepares end users to enroll, drop, and swap classes for students.

Topics covered include creating and looking up enrollment requests.

**Location: 110 L –Social Work (SW)**

Session	Day	Date	Hours
0929	Thursday	September 22, 2011	1:30 pm- 4:30 pm
0930	Thursday	October 06, 2011	1:30 pm- 4:30 pm
0931	Thursday	October 20, 2011	1:30 pm- 4:30 pm
0932	Thursday	November 03, 2011	9:00 am- 12:00 pm
0933	Thursday	December 1, 2011	1:30 pm- 4:30 pm
0934	Thursday	December 15, 2011	9:00 am-12:00 pm

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**Student Records: Student Records Workshop:  
Course Code: SARSRW**

This comprehensive, hands-on training is designed for all end users who update student records information in the Program and Plan area. This session is required for access to term activate, update student program/plan information as well as add/update student attributes. Topics include: discontinued students, changing a student's plan, activating a student returning from suspension, adding student attributes, as well as solving common student issues associated with the program/plan stack. This session is available to new employees with departmental approval. All college advisors who update the program plan area encouraged to attend this 2011 training to refresh your skills.

**Location: 110 L –Social Work (SW)**

Session	Day	Date	Hours
0926	Thursday	September 29, 2011	1:30 pm- 4:30 pm
0927	Thursday	October 27, 2011	1: 30 pm- 4: 30 pm
0928	Thursday	November 03, 2011	1: 30 pm-4: 30 pm
0929	Thursday	December 15, 2011	1: 30 pm-4: 30 pm

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**Student Records Curriculum Management: Updating the Class Schedule:  
Course Code: SARCMU**

This hands-on training prepares end users to update the class schedule. This training requires departmental approval.

**Location: 110L –Social Work (SW)**

Session	Day	Date	Hours
0923	Thursday	September 8, 2011	1:30 pm- 4:30 pm
0924	Thursday	October 13, 2011	1:30 pm- 4:30 pm
0925	Thursday	November 10, 2011	9:00 am-12:00 pm
0926	Thursday	December 8, 2011	9:00 am-12:00 pm

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**Admissions- Entering Graduate Admission Applications:**

**Course Code: SAAEGA**

This session is designed to meet the needs of end users who enter admissions applications into the **myUH** system. Outside of Admissions it is limited to processors in the professional schools and appropriate graduate departments.

**Location: 110L –Social Work (SW)**

Session	Day	Date	Hours
0917	Thursday	November 17, 2011	9:00 am-12:00 pm
0918	Thursday	December 01, 2011	9:00 am-12:00 pm

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**Admissions-Maintaining Graduate Admission Applications:**

**Course Code: SAAMGA**

This session is designed for graduate admission advisors who are responsible for maintaining applications in the **myUH** system. Topics include: updating applicant biodemo information, updating admit terms, and entering decisions.

**Location: 110L –Social Work (SW)**

Session	Day	Date	Hours
0918	Thursday	November 17, 2011	1:30 pm-4:30 pm
0919	Thursday	December 08, 2011	1:30 pm-4:30 pm

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**Basic Query Training**

**Course Name: Basic Query Training**

**Course Code: SAXXQT**

**For further information please contact Dolores E. Quiroz (832-842-8745).**

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## **Access and Security Forms**

### **Required Security Forms for PS Access:**

All staff and administrative end users must complete and submit the two-page **myUH** Student Administration Security Form in order to gain access to the **myUH** Student Admin system. Upgrades and adjustments to access also require submission of an additional security form reflecting the changes requested. Please direct access and security question to application campus security administrators:

Rolana Starr, Student Admissions [rstarr@central.uh.edu](mailto:rstarr@central.uh.edu) 713-743-4123

Akash Bhatt, Student Records [abh@uh.edu](mailto:abh@uh.edu) 713-743-7370

Chris Durham, Student Financial [cjdurham@central.uh.edu](mailto:cjdurham@central.uh.edu)

Lew Herring, Scholarship & Financial Aid [rlherring@central.uh.edu](mailto:rlherring@central.uh.edu) 713-743-9090

Sara Lee, Academic Audit [slee@central.uh.edu](mailto:slee@central.uh.edu) 713-743-1611

### **For Training Assistance**

**Dolores Quiroz 832-842-8745**

See our web site for more information at: [The New myUH](#)

<http://www.uh.edu/academics/coursesenrollment/The%20New%20myUH/The%20New%20myUH/index.php>