PeopleSoft Student Administration

SCORE

Student Course Online Registration Engine

Student Guide to SCORE

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Getting Started

About SCORE

SCORE is Princeton University’s Student Course Online Registration Engine. As students, you can use SCORE to perform the following activities:

✧ Register for the Academic Year.
✧ Check your Holds and To Do List.
✧ Update your personal contact information: addresses, phone numbers, and email addresses.
✧ Select and enroll in courses, and view your class schedule.
✧ View your Degree Progress Report, which shows you how your courses fulfill the requirements for your degree and concentration, and identifies any requirements that remain incomplete.
✧ View your internal transcript, which is an unofficial transcript intended for your information, and that of your advisers.
✧ View your advisers and your quintile rank.
✧ View your MidTerm and Final grades, when they have been posted.
✧ Request an enrollment verification.

In addition, Freshmen can view their advising appointments, which take place during Orientation week, before the start of the term.
Chapter 1: Getting Started

When Can I Use SCORE to Select Courses?

There are several periods when you can select courses:

🔸 For the Fall term, there is a course selection period and an add/drop period during the prior Spring term for undergraduates. An Enrollment Appointment will be used for these two periods. (Graduate students and Fall term Freshmen enroll in Fall term courses in September.)

🔸 For the Spring term, there is a course selection period and an add/drop period during the prior Fall term for all students, graduate and undergraduate. Enrollment appointments are used for these two periods.

🔸 During the first two weeks of classes, another add/drop period occurs. All students can use SCORE during this period to add and drop courses.

Beyond the add/drop period, Freshmen, Sophomores, and Juniors can use SCORE through the ninth week of the term to drop courses, provided they do not drop below the minimum required course load set for their program. However, requests to add courses must be documented on a Course Worksheet, which must be approved and signed by the residential college dean or director of studies for freshmen and sophomores, or the departmental adviser for juniors and seniors. The approved Course Worksheet must be taken to the Office of the Registrar for processing.

Seniors are not permitted to use SCORE for course changes after the second week of classes. After this time, all seniors must complete a Course Worksheet for all course changes, have the Course Worksheet approved and signed by the departmental adviser, and take the worksheet to the Office of the Registrar for processing.

Graduate students eligible to enroll in courses can use SCORE to add and drop courses through the ninth week of the term.

See “Verify Enrollment Appointment,” on page 4 for more information on viewing your enrollment appointment.
Meeting Prerequisites

Using SCORE, you can add, drop, or swap courses. You can also view and print your schedule. Before you use SCORE, you must perform some preliminary tasks. These tasks include completing the Course Enrollment Worksheet, obtaining approval of course selections from your Academic Adviser, Department Representative, or Director of Graduate Studies, and checking your Enrollment Appointment.

For information on prerequisites, see the following sections:

- “Complete the Course Enrollment Worksheet,” on page 3
- “Obtain Approval of Course Selections,” on page 4
- “Verify Enrollment Appointment,” on page 4
- “Viewing Freshman Appointments,” on page 5
- “Respond to Holds and To Do Lists,” on page 5
- “Understand How to Sign In and Out of SCORE,” on page 5

Complete the Course Enrollment Worksheet

You must list your course selections or modifications to your selections on the Course Enrollment Worksheet, then have it approved by an Academic Adviser, Department Representative, or Director of Graduate Studies. Once this worksheet is approved, you can use it to add, drop, or swap courses within SCORE.

To complete the worksheet, print it, then use the Course Offerings bulletin (or other related on-line course publications) to fill in the required fields. Each course you select has at least a Primary Component, where a primary component represents an assigned meeting such as a Lecture or Seminar. Some primary components, such as Lectures, have secondary components like Labs, which are often referred to as Related Classes. Precept, drill, ear training, and film sections are not selected through SCORE.

All components, including secondary components, have a unique identifier called a Class Number. For each course, you must enter the class number for the primary component and secondary components (if any) on the Course Enrollment Worksheet and within SCORE.
Chapter 1: Getting Started

Obtain Approval of Course Selections

Your Academic Adviser, Department Representative, or Director of Graduate Studies must review and approve your selections before you can add courses. Further, your Academic Adviser, Department Representative, or Director of Graduate Studies must approve any subsequent modifications to your course selections such as adds, drops, or swaps.

**Important!** Adding or modifying course selections without approval from your Academic Adviser, Department Representative, or Director of Graduate Studies can jeopardize your graduation.

**Note:** Seniors may not add, drop, or swap courses through SCORE after the second week of classes. If you need to change your schedule, complete the Course Enrollment Worksheet, have your adviser approve and sign it, and bring the approved worksheet to the Office of the Registrar to process the change.

Verify Enrollment Appointment

The *Enrollment Appointment* varies depending on your undergraduate or graduate status:

✧ **Undergraduate students** are assigned enrollment appointments based on seniority, beginning with seniors and ending with freshmen. For each class level, the start- and end-date/time periods are separated by two or three days.

✧ **All graduate students** are assigned the same start- and end-date/time periods.

To verify your enrollment appointment within SCORE, select **Student Self Service > Academic and Personal Info > SCORE > View Enrollment Appointment**.

**Note:** Students may use SCORE beyond their Enrollment Appointment times. For more information on the times when you can use SCORE to select, add, drop, and swap courses, see “When Can I Use SCORE to Select Courses?,” on page 2.

**Tip!** Freshmen can also view their advising appointments in SCORE. See “Viewing Freshman Appointments,” on page 5.
** Viewing Freshman Appointments **

Incoming freshmen are assigned advising appointments, which take place during Orientation week, before the start of the Fall term. An email is sent to freshmen when the appointment is assigned, and the appointment details are available in SCORE. To see the appointment details, select **Student Self Service > Academic and Personal Info > SCORE > View Freshman Appointment**. This option is available only for freshmen, before the advising period.

** Respond to Holds and To Do Lists **

Academic Advisers, Deans, Department Representatives, Office of the Registrar, Student Account’s Office, and the Graduate School can place Holds or To Do List items on your academic record.

✧ A Hold is placed on your student record when some action is required of you, or when you must fulfill a University requirement. Some Holds prevent you from adding, dropping, or swapping courses. All Holds should be resolved quickly, even if a Hold does not prevent course selection.

** Note:** Since some holds prevent you from selecting courses, you should always check for holds before you attempt to enroll in courses.

✧ A To Do List is placed on your graduate student record as a reminder that an action must be performed. A To Do List item does not affect course enrollment, but failure to complete a To Do List item can lead to the placement of a Hold.

To check your record for Holds or To Do List items within SCORE, select **Student Self Service > Academic and Personal Info > SCORE**. Then click **Holds** or **To Do List**, respectively. See “Resolving Holds and To Do Lists,” on page 53 for more information.

** Understand How to Sign In and Out of SCORE **

To access SCORE, you must use your NetID and LDAP password, where NetID represents your user name. For further instructions, see “Logging into SCORE,” on page 7.
When you complete a SCORE session, sign out of the system, then close the web browser to ensure your privacy. For further instructions, see “Logging Out of SCORE,” on page 9.

**Important!** If you are inactive in SCORE for fifteen minutes, you are logged out of the system automatically and any unsaved data is discarded.
Logging into SCORE

To access SCORE, you must use your NetID and LDAP password.

✔ To log into SCORE:

1. Open your browser, then enter the following URL: http://www.princeton.edu/SCORE.

2. Select Log On. The Sign In page is displayed.
3. Enter your NetID in the User ID field, then press the Tab key or click in the next field.

**Tip!** If you do not know your NetID, search for your name in the online Campus Directory: [http://www.princeton.edu/Siteware/puphf.shtml](http://www.princeton.edu/Siteware/puphf.shtml). Once your entry is displayed, locate the Netid value, which is your NetID.

4. Enter your LDAP password in the Password field, then click the Sign In button or press the Enter key.

5. Navigate to Student Self Service > Academic and Personal Info > SCORE.

The SCORE pages are displayed. Use these pages to manage your course selections and maintain personal information.

![Figure 3: SCORE Pages](image)

Before you select courses during the enrollment period, remember to verify your enrollment appointment and check your account for any Holds or To Do List items. See “Verify Enrollment Appointment,” on page 4 and “Respond to Holds and To Do Lists,” on page 5 for more information.

During the add/drop period, you may add, drop, or swap courses without an enrollment appointment. However, you do still need your adviser’s approval for any course changes.
Logging Out of SCORE

To end a SCORE session from any page, click the Sign Out link. Remember to close the web browser to ensure your privacy.

Figure 4: Signing Out of SCORE

Important! If you are inactive in SCORE for fifteen minutes, you are logged out of the system automatically and any unsaved data is discarded.
Viewing Grades and Other Academic Information

You can view the following academic information in SCORE:

✧ To view your advisers, navigate to Student Self-Service > Academic and Personal Info > SCORE > View My Advisers. Your adviser’s name will be displayed, provided that the Residential College or academic department has assigned your adviser in the Student Records system. An email link is provided for each adviser, so you can send email directly from this page in SCORE.

✧ To view your quintile rank, navigate to Student Self-Service > Academic and Personal Info > SCORE > View My Quintile Rank.

✧ To view your grades, navigate to Student Self-Service > Academic and Personal Info > SCORE. Select View My Midterm Grades to see the midterm grades, or select View My Final Grades, and click on the link for the desired term to see your final grades. Term statistics are displayed at the bottom of the View My Final Grades page.

Note: Grades are available in SCORE once they have been posted to the Student Records system.

✧ To view your internal transcript, navigate to Student Self-Service > Academic and Personal Info > SCORE > View Internal Transcript. The internal transcript is an unofficial document intended for internal use and informational purposes. It is similar to the official transcript, in that it shows your courses, grades, and certain high level status changes.

✧ To view your Degree Progress Report, navigate to Student Self-Service > Academic and Personal Info > SCORE > View Degree Progress Report. The Degree Progress Report compares your degree requirements to the courses you’ve successfully completed, as well as your current enrollments and test credit. It shows how your courses fulfill requirements, and identifies any requirements that remain incomplete. This is an unofficial document, intended to assist you and your adviser with your course selections. For complete information, see “Viewing Your Degree Progress Report,” on page 33.
To request verification that you are enrolled at Princeton University, navigate to <Student Self-Service > Academic and Personal Info > SCORE > Request Enrollment Verification. Complete the form, adding as many recipients as needed, and click the Submit button. If you need the University to certify information beyond status and enrollment, complete the form available from the Registrar’s web site.
Adding Courses and Viewing Your Schedule

Adding Courses

To add courses using SCORE, you must have your course selections approved by an Academic Adviser, Department Representative, or Director of Graduate Studies.

**Tip!** Complete the Course Enrollment Worksheet before meeting with your adviser, and use it to note the class numbers of the sections you want to enroll in.

You must also resolve any Holds that prevent enrollment. For more information, see “Meeting Prerequisites,” on page 3.

**Note:** Seniors may not add, drop, or swap courses through SCORE after the second week of classes. If you need to change your schedule, you must complete the Course Enrollment Worksheet, have your adviser approve and sign it, and bring the approved worksheet to the Office of the Registrar to process the change.

**To add a course:**

1. Log into SCORE, then navigate to **Student Self Service > Academic and Personal Info > SCORE**. The SCORE pages are displayed.
2. Select **Enroll in a Class**. The Select Enrollment Term page is displayed.

3. Select the term. The View My Schedule page is displayed.
Figure 7: View of Class Schedule, if not Enrolled in Courses

If you have not enrolled in any courses, a message is displayed to this effect. Otherwise, your current schedule is displayed.

4. Click the Add Classes link. The Add Classes page is displayed.
5. Enter the class number for the primary component of a course (such as a Lecture or Seminar) into the Class Nbr field, then click the Tab key.

You are advanced to the next Class Nbr field. However, if the course has enrollment options such as an optional grading basis and/or secondary components, the Class Enrollment Options page is displayed as described in Step 6.

**Tip!** If you do not know the class number associated with the primary component of an approved course, use the Lookup button to search the course database. See “Searching for Courses,” on page 20 for more information.

6. Enter enrollment options, if any, on the Class Enrollment Options page as described following Figure 9.

![Figure 9: The Class Enrollment Options Page with an Entry](image)

**Figure 9: The Class Enrollment Options Page with an Entry**

a) If the **Choose Grading Option** link is active, click the link to change the grading basis for the course to a value other than the default. The options you have vary, depending on the course you select.
b) If the Related Class 1 field is present, you must enter a class number for the secondary component of the course into the Related Class 1 field. Secondary component types consist of Labs and some Classes.

Note: Precepts, Drills, Ear Training, and Film sections are also related classes, but they are not selected in SCORE.

If both the Related Class 1 and Related Class 2 fields are present, you must enter two secondary components, and each field is restricted to a specific component type.

Tip! If you do not know the class number or the component type of a Related Class field, use the Lookup button to search for this information.

c) Click the OK button. The Add Classes page is updated and displayed.

7. Repeat Step 5 and Step 6 (if applicable) for each course that you want to add, then click the Submit button.

8. Check the Add Status field to determine if your courses have been added.
If the course is added, a **Success/ Messages** link is displayed.

![Figure 11: Shows a Course that was Added Successfully](image1)

If the course is not added, an **Errors found** link is displayed. Click the link to obtain more information.

![Figure 12: Displays a Course that was not Added](image2)
Tip! If the error is a result of not meeting Departmental Controls or University Requirements, see “Adhering to Departmental Enrollment Controls,” on page 56 and “Meeting University Requirements,” on page 57 for more information.

9. Click the Add Another Class link, if you want to add more courses or replace an entry that resulted in error. Remember to click the Submit button when complete.

10. Click on View My Class Schedule to view and/or print an alphabetical listing of your schedule.

To view and/or print your schedule in grid format, see “Viewing and Printing Your Schedule,” on page 22 for more information.

Note: Precepts, Drills, Ear Training, and Film sections are not included on your schedule, since they are not selected through SCORE.

11. After you have finished making your changes, view and print your Degree Progress Report (see “Viewing the Degree Progress Report,” on page 36) to see the impact of any course changes.
Searching for Courses

The Search option enables you to search the course database for information on the primary component of a course. You can search the course database from the Add Classes or Swap Classes pages only.

To locate a course:

1. Click the Lookup button, which is next to the Class Nbr field on the Add Classes page or the Swap To Class Nbr field on the Swap Classes page. The Class Search page is displayed.

2. Choose search attributes to limit the type and number of courses displayed.
   - Subject displays courses within the selected subject area.
   - Catalog Number lists courses that end in the specified numeric value. For example, the catalog number for CHM 201 is 201.
   - Course Career displays courses by career status: Graduate or Undergraduate.
Searching for Courses

- **Description** displays courses that contain the specified word in the descriptive title. For example, if you enter Fundamental, all courses that contain the word Fundamental in the course title are listed.

**Tip!** If you obtain permission to add a Closed course, but must search the course database for information, remember to de-select the Open Classes Only checkbox.

3. Click the Search **Search** button. The Class Search Results page is displayed.

4. Identify the course that you want to add, then click the Add **Add** button. The Add Classes or Swap Classes page is updated with your selection.

**Tip!** If the selected course has enrollment options, such as an optional grading basis or secondary components, you are prompted to enter these options before the Add Classes or Swap Classes page is updated with your selection.
Viewing and Printing Your Schedule

Your schedule lists details on each course that you are enrolled in for the term, including the meeting times for each component. You can view your schedule online and/or print a copy for later reference. Your schedule is available in two formats: grid or alphabetical list.

Note: Precepts, Drills, Ear Training, and Film sections are not included on your schedule, since they are not selected through SCORE.

To view or print your schedule:

1. Log into SCORE, then navigate to **Student Self Service > Academic and Personal Info > SCORE**. The SCORE pages are displayed.

2. Select **View My Weekly Schedule** or **View My Class Schedule** from the SCORE menu. The Select a Term page is displayed.

3. Select the term. Your schedule is displayed, based on the option you selected from the SCORE menu as follows:

   - **View My Weekly Schedule** displays your selected courses in grid format, for each time slot and day of the week.

   ![Figure 15: Course Schedule in Grid Format](image-url)
• **View My Class Schedule** lists all courses you selected for the term in alphabetical order. The date and time is listed for each course.

![Image of a class schedule](image)

**Figure 16: Courses Listed in Alphabetical Order, with Date and Time**

4. Select the Print option on your web browser to send a copy of your schedule to the printer.

**Tip!** Before you print your schedule from the web browser, set the Print Orientation to Landscape mode.
Modifying Your Course Selections

Dropping Courses

The Drop option removes a course from your schedule. To drop a course using SCORE, you must obtain approval from an Academic Adviser, Department Representative, or Director of Graduate Studies, and you must maintain the minimum course load requirements.

**Note:** Seniors may not add, drop, or swap courses through SCORE after the second week of classes. If you need to change your schedule, you must complete the Course Enrollment Worksheet, have your adviser approve and sign it, and bring the approved worksheet to the Office of the Registrar to process the change.

If you want to drop a course, but replace it with another during the same transaction, use the Swap option. See “Swapping Courses,” on page 29 for more information.

**Note:** Because you cannot add classes after the second week of classes, the swap feature does not work after the second week.

To drop a course:

1. Log into SCORE, then navigate to **Student Self Service > Academic and Personal Info > SCORE**. The SCORE pages are displayed.

2. Select **Enroll in a Class**. The Select Enrollment Term page is displayed.

3. Select the term. The View My Schedule page is displayed.
4. Click the **Drop Classes** link. The Drop Classes page is displayed.

![Figure 17: The Drop Classes Page, with Drop Action Selected](image)

5. Identify the course that you want to drop, then select **Drop** from the **Action** field.

6. Click the **Submit** button. The Drop Classes page is updated and displayed.

7. Check the **Update Status** field to determine if the course has been dropped.
If the course is dropped, a **Success** message is displayed.

**Figure 18: A Successful Drop of a Course**

If the course is not dropped, an **Errors found** link is displayed. Click the link to obtain more information.

**Figure 19: A Course that has not been Dropped**

**Tip!** If the error is a result of not meeting a University Requirement, see “Meeting University Requirements,” on page 57 for more information.
8. Click on View My Class Schedule to view and/or print an alphabetical listing of your courses.

**Note:** Precepts, Drills, Ear Training, and Film sections are not included on your schedule, since they are not selected through SCORE.

To view and/or print your schedule in grid format, see “Viewing and Printing Your Schedule,” on page 22 for more information.

9. After you have finished making your changes, view and print your Degree Progress Report to see the impact of any changes. For instructions, see “Viewing the Degree Progress Report,” on page 36.
Swapping Courses

The Swap option enables you to drop an existing course, and replace it with another during the same transaction. Before the existing course is dropped, the Swap option ensures that you can enroll in the new course.

**Note:** Because you cannot add classes after the second week of classes, the swap feature does not work after the second week.

To swap a course using SCORE, you must have your course selections approved by your Academic Adviser, Department Representative, or Director of Graduate Studies.

**Note:** Seniors may not add, drop, or swap courses through SCORE after the second week of classes. If you need to change your schedule, you must complete the Course Enrollment Worksheet, have your adviser approve and sign it, and bring the approved worksheet to the Office of the Registrar to process the change.

If you want to drop a course only, see “Dropping Courses,” on page 25.

**To swap a course:**

1. Log on to SCORE, then navigate to Student Self Service > Academic and Personal Info > SCORE. The SCORE pages are displayed.
2. Select Enroll in a Class. The Select Enrollment Term page is displayed.
3. Select the term. The View My Schedule page is displayed.
4. Click the Swap Classes link. The Swap Classes page is displayed.
5. Identify the course that you want to replace, then click in the corresponding Swap To Class Nbr field.
Chapter 3: Modifying Your Course Selections

6. Enter the class number for the primary component of the new course into the **Swap To Class Nbr** field, then click the **Submit** button.

   **Tip!** If you do not know the class number of an approved course, use the **Lookup** button to search the course database. See “Searching for Courses,” on page 20 for more information.

7. If the course you select in Step 6 has an optional grading basis or related classes, enter them on the Class Enrollment Options page, then click the **OK** button. The Swap Classes page is updated and displayed.

   **Tip!** If the course does not have an optional grading bases or related classes, the Class Enrollment Options page is not displayed.
8. Check the **Swap Status** field to determine if the course is replaced.

- If the course is swapped, a **Success/Message** link is displayed.

- If the course is not swapped, an **Errors found** link is displayed. Click the link for more information.
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Tip! If the error is a result of not meeting Departmental Controls or University Requirements, see “Adhering to Departmental Enrollment Controls,” on page 56 and “Meeting University Requirements,” on page 57 for more information.

9. Click on View My Class Schedule to display and/or print your schedule in listing format.

Note: Precepts, Drills, Ear Training, and Film sections are not included on your schedule, since they are not selected through SCORE.

To view and/or print your schedule in grid format, see “Viewing and Printing Your Schedule,” on page 22 for more information.

10. After you have finished making your changes, view or print your Degree Progress Report to see the impact of any changes. For instructions, see “Viewing the Degree Progress Report,” on page 36.
Viewing Your Degree Progress Report

About the Degree Progress Report

The Degree Progress Report (DPR) compares the degree requirements to
- the courses you’ve successfully completed,
- your current enrollments, and
- your test credit scores.

The DPR shows how your courses fulfill requirements, and identifies any requirements that remain incomplete.

Important! Because the Degree Progress Report includes current enrollments, you should view the DPR after making any enrollment changes to see how the changes affect your progress toward graduation.

Before you declare a concentration, the DPR displays only the general education (GenEd) requirements for your degree (AB/BSE). Once you have declared a concentration (and track, if appropriate), all requirements for the concentration (and track) are displayed in addition to the degree requirements.

Every enrolled undergraduate student who is not on leave or in discontinued status can run a Degree Progress Report.

Important! Note to all students: The Degree Progress Report is for internal use, and for informational purposes only. It in no way substitutes for regular meetings with, and guidance from, your academic adviser. Every attempt has been made to keep degree and program requirements up to date, but before enrolling in any courses, you must seek the advice and approval of your adviser and/or department. If you have questions about this information, e-mail the Registrar at Office of the Registrar <registr@Princeton.edu>.
Chapter 4: Viewing Your Degree Progress Report

Viewing the Degree Progress Report

The Degree Progress Report provides information based on the program and plan in which you are enrolled. You can also display a report that shows the progress you would have toward a degree in a different concentration. This is called the Quick What-If report.

Another What-If report that could be useful when you are selecting courses for the next term is the Course List What-If. This allows you to consider specific courses and see how they would count toward your degree and concentration requirements, should you actually enroll in the courses.

Viewing the DPR for Your Program and Concentration

The DPR shows how your courses fulfill the requirements for your degree program (AB or BSE) and plan (concentration), and identifies any requirements that remain incomplete. You should always view the Degree Progress Report after making any enrollment changes.

You can display a complete Degree Progress Report (including both degree and concentration requirements), or only the General Education Requirements report (including only the degree requirements).

✔️ To view a Degree Progress Report or GenEd Report:

1. Log into SCORE and navigate to Student Self Service > Academic and Personal Info > SCORE > View Degree Progress Report. The Degree Progress Report page is displayed.
2. Click the appropriate button to run the report:

   - **Full DPR** To display the complete Degree Progress Report
   - **GenEd Only** To display only the General Education Requirements

   If you need help interpreting the report, see “What’s on the Reports?,” on page 39.

3. Use your browser print function to print the report.

**Generating a Quick What-If Report**

The Quick What-If report shows how your courses would fulfill the requirements of a different degree program (AB or BSE) or plan (concentration).

To view a Quick What-If Report:

1. Log into SCORE and navigate to Student Self Service > Academic and Personal Info > SCORE > View Degree Progress Report. The Degree Progress Report page is displayed.
2. Click the Quick What-If button. The What-If Analysis page is displayed, where you can enter the override options for the alternative program, department, and track.

3. In the AB or BSE Programs field, type AB or BSE, whichever is the program you are considering.

4. In the Department field, type U and click the Lookup button to locate the concentration you are considering.

5. In the Track field, click the Lookup button to locate the track you are considering. If there are tracks listed for the concentration, you must select one.

6. Click the OK button to display the report. If you need help interpreting the report, see “What’s on the Reports?,” on page 39.

7. To try another program, plan, or track, click the Return to Reports Page link at the top or bottom of the report, and repeat Step 2 through Step 6.

**Generating a Course List What-If Report**

When you are considering courses for the next term, you can use the Course List What-If to see how specific courses would count toward your degree and concentration requirements before you actually enroll in the courses.
To view a Quick What-If Report:

1. Log into SCORE and navigate to **Student Self Service > Academic and Personal Info > SCORE > View Degree Progress Report**. The Degree Progress Report page is displayed.

2. Click the Course List What-If button. The Course List What-If Analysis page is displayed, where you can select the course(s) you want to check against your degree and concentration requirements.

3. In the **Subject** field, enter the three-character subject area code, or use the **Lookup** button to locate the code.

4. Click the **Search** button to display a list of courses you have not yet taken in the specified subject.
5. Click on the checkmark to the left of the course you are interested in. You are returned to the Course List What-If Analysis page, where the course you selected is listed.

6. If you want to consider multiple courses, click the Add button to add another row, and repeat Step 3 through Step 5.

**Note:** You can select courses from the same or a different subject area.

7. If you change your mind and want to remove a course, click the Delete button at the end of the row you want to remove.

8. When you have selected all the courses you want to consider, click the OK button to display the report. If you need help interpreting the report, see “What’s on the Reports?,” on page 39.

**Note:** Making course selections here does not enroll you in the courses. To enroll in the courses, you must use the normal enrollment process (select the Enroll in a Class option in SCORE).

9. To try another course or group of courses, click the Return to Reports Page link at the top or bottom of the report, and repeat Step 2 through Step 8.
What’s on the Reports?

The full Degree Progress Report (DPR) includes both the general education requirements for your degree and the specific requirements for your concentration and track. You can display the general education requirements only, in the GenEd Only report, or the full Degree Progress Report.

The General Education Requirements Report

The General Education Requirements (GenEd Only) report displays a basic description of each requirement, followed by the course(s) used to satisfy it. Because the AB general education requirements differ from the SEAS program requirements, the report varies, depending on your degree program:

- The BSE report displays the Writing requirement, followed by the Math, Chemistry, and Computing and Physics requirements, and ending with the Humanities and Social Sciences requirement.
- The AB report displays the Writing requirement, followed by the Foreign Language requirement, and ending with the Distribution Area requirements.

In the GenEd Only report, requirement headings are displayed in capital letters, with minimal additional explanation (the full explanation of each requirement is displayed in the full DPR). If the requirement has been satisfied, the requirement heading is displayed in regular text.

If the requirement has not been satisfied, the requirement heading is displayed in bold, and is followed by the warning in red Requirement Not Satisfied –. Until the requirement is completed, the report indicates, directly under the warning, the total number of courses required to satisfy the requirement and how many are still needed.
For some requirements, such as the Distribution Area Requirements, there are subheadings, such as Epistemology and Cognition. As long as the individual requirement is not satisfied, the subheading will remain bold, the warning will continue to appear in red, and the course units required and still needed will continue to be displayed. When the required course has been taken, the subheading will be displayed in regular text, and the warning and course units required lines will be removed.

Each requirement heading is followed by the course(s) that satisfy the requirement. The course information includes the term when the course was taken, the subject and catalog number of the course, the first 20 characters of the course description, the units earned (course count), the grade received, and a code that indicates how the course credit was earned.

**Note:** If a course is in progress, no grade is displayed. The assumption is that you will successfully complete the course, and that it will then be counted toward the degree requirement for which it is listed.

The code at the end of the line indicates how you earned the course credit, as follows:

- EN indicates that you were enrolled in the course through Princeton University
**What’s on the Reports?**

- **TE** indicates that the course credit was earned through test credit (TE)

- **TR** indicates that the course credit was earned through transfer work, such as Study Abroad and approved summer courses taken elsewhere.

**Note:** Transfer courses recorded prior to the Fall term of 2005-2006, are recorded as banked courses. Beginning with the Academic Year 05-06, transfer courses are indicated with the TR code.

To keep the GenEd Only report as brief as possible, much of the requirement description has been shortened or removed. For example, in the following BSE GenEd report, there is no indication of which option was used to fulfill the Physics requirement.

For more detail on the requirements, use the Full DPR button to display the complete Degree Progress Report.
The Degree Progress Report

The Full DPR (Degree Progress Report) displays information based on your degree program (AB or BSE).

- The report begins with the Academic Program History section, which displays your degree program (AB or BSE) and plan (concentration), including the dates when you entered the program and plan. Your residential college will also be listed.

- The next section is the Test Credits section, which displays any test credit work, with the test score, and any equivalent Princeton Units. These equivalent units may be applied toward specific requirements later in the DPR. For example, the AB Foreign Language requirement may be met through test credit. Test credits may not be used toward the number of courses needed for graduation (31 for AB or 36 for BSE), unless you have been approved for, and accepted, a full term or year of Advanced Standing.
If you have transfer courses from, for example, a term of study abroad, the Transfer Credits section is displayed next, showing the title, grade, and term of the course taken, and the title, units earned, and grade (T for Transfer) of the equivalent Princeton course.

**Note:** Transfer courses recorded prior to the Fall term of 2005-2006, are recorded as banked courses. Beginning with the Academic Year 05-06, transfer courses are indicated with the TR code.

Transfer courses that can be applied toward a requirement, such as a distribution area, are displayed under the requirement as the Princeton-equivalent course, with a grade of T.
The Non-Course Milestones section is displayed just before the Academic Advisement Report section:

- If you have earned course credits through advanced standing (Plus 4 for one term or Plus 8 for two terms), or
- To reflect course credit earned outside of Princeton (such as Study Abroad or approved summer courses) before the Fall of 2005.

Banked courses are used when determining the number of courses needed to graduate. For example, AB students must complete 31 courses. However, if the student has 2 banked courses, he or she is only required to complete 29 more courses.

The last and longest section is the Academic Advisement Report, which displays the specific requirements for your degree and concentration (program and plan).

Until you have satisfied all requirements, including the Senior Departmental Exam, the Undergraduate Career and Degree Program requirements are displayed as Not Satisfied.

If you have taken a foreign language 101 course, but have not yet taken the 102 course in the same language, a note appears immediately after the program line:
Princeton policy requires that, to earn credit for a foreign language 101 course, you must also take a 102 course, or equivalent, in the same language. If you are placed above 101/102, this note does not apply to you, and will not be displayed.

If you have taken only the 101 course, the requirement is not satisfied, and the 101 course is not included in the list of courses taken that apply toward graduation, since you will not earn the credit for 101 until you take the 102 course. This note will be removed when you have taken the 102 course.

When a requirement has been completed, it will be displayed in regular type, and will show both the requirement description and the course(s) used to meet the requirement.

When a requirement has not yet been completed, it is displayed in **bold** type, along with the requirement group to which the requirement is linked. The line **Requirement Not Satisfied** will also be displayed, in red.
As in the General Education Requirements report, courses that satisfy requirements are listed after the requirement description, and show the term when the course was taken, the course number and description, the units, grade, and a code.

The organization of the Academic Advisement Report section of the report differs, depending on whether you are in the AB program or the BSE program.

**Academic Advisement Section for AB Students**

In the AB Academic Advisement Report, the calculated GPA is displayed following the career, program, and if applicable, the language 101 note. The displayed GPA does not include transfer work and test credits, only courses taken at Princeton.

If you have declared a concentration, the requirements for that concentration are displayed after the GPA, under a heading that indicates the plan. If there are tracks within your concentration, and you have notified the department of your track choice, the track requirements are also displayed, under a heading that indicates the sub-plan.
The concentration requirements display in the order prescribed by the department. Departments with tracks display the requirements applicable to all concentrators (such as Independent work) before the specific requirements of the track.

The General Education requirements are displayed after the concentration (plan) and track (sub-plan) requirements.

**Note:** If you have not yet declared a concentration, the Academic Advisement section displays only the GPA and the General Education Requirements.

- The Writing requirement:
  You must take and successfully complete one writing seminar in your freshman year.

- The Foreign Language Requirement:
  AB students are required to either complete language courses up through 107 or 108, or demonstrate an equivalent level of competence.
Distribution Area requirements:
AB students must fulfill requirements in seven distribution areas. The Distribution Area requirement is not satisfied until each of the individual area requirements are satisfied.

The number of courses required for graduation:
AB students are required to complete 31 courses, excluding independent work, to graduate. Banked courses are subtracted from the total, reducing the number of courses required. For example, if you have a banked course milestone of Plus 2, the total number of required courses would be 29 (31 - 2).
A listing of courses that can be applied toward graduation with credit earned at Princeton. This list does not include test credit, transfer courses, failed courses, or courses from which you have withdrawn.

**Academic Advisement Section—BSE Degree Progress Reports**

BSE Academic Advisement Reports begin with the degree requirements, including:

- The number of courses required for graduation:
  BSE students are required to complete 36 courses, including independent work, to graduate. Banked courses are subtracted from the total, reducing the number of courses required. For example, if you have a banked course milestone of Plus 4, the total number of required courses would be 32 (36 - 4).

- A listing of courses that can be applied toward graduation with credit earned at Princeton. This list does not include test credit, transfer courses, failed courses, or courses from which you have withdrawn.

This is followed by

- The Writing requirement:
  You must take and successfully complete one writing seminar in your freshman year.
The Math, Science, and Computing requirements:
Each BSE student must complete a specified number of courses in Math, Chemistry, Physics, and Computing. The individual requirements may be limited to specific courses or their equivalent in Advanced Placement units.

The Humanities and Social Sciences requirements:
Each BSE student must complete a specified number of courses across four different areas in the Humanities and Social Sciences.
The Accreditation Board for Engineering and Technology (ABET) depth requirement applies for many of the Engineering majors.

Note: This requirement is only displayed if your concentration includes it. For CEE concentrators, the ABET requirement is displayed as part of the department (plan) requirements.

There are four ways to complete the ABET requirement. Until you have completed one of these options, all of the options are displayed, as an aid in course selection.

Each course you have taken that applies to any of these options will be listed, until you complete an option. When you have completed one of the options, only that option is displayed.
Once you declare a concentration, the department requirements are displayed after the BSE requirements, in the order prescribed by the department.

For departments with different tracks, the track requirements print after the overall department requirements. Some departments (plans) with tracks (sub-plans) do not have overall requirements that every student must meet. For these departments, the plan is listed as having no requirements. The track is then identified, and all requirements are listed at the track (sub-plan) level.
Problem Solving/Handling Errors

Resolving Holds and To Do Lists

Academic Advisers, Deans, Department Representatives, Office of the Registrar, Student Account’s Office, and the Graduate School can place Holds or To Do List items on your academic record:

❖ A Hold is an administrative block that is placed on a student’s record. Many Holds prevent you from adding, dropping, or swapping courses. To resolve Holds, see Table 1.

❖ A To Do List item is placed on a graduate student’s record as a reminder that an action must be performed. While a To Do List item does not prevent you from adding, dropping, or swapping courses, failure to complete a To Do List item can lead to the placement of a Hold.

Table 1: Defining and Resolving Holds

<table>
<thead>
<tr>
<th>Hold / Code</th>
<th>Impact</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Probation Hold/APH</td>
<td>Prevents you from selecting courses</td>
<td>Bring your Course Enrollment Worksheet, signed by your academic adviser, to the Office of the Registrar.</td>
</tr>
<tr>
<td>Adviser Hold/ADV</td>
<td>Prevents you from selecting courses</td>
<td>Return an approved Course Enrollment Worksheet to your residential college (AB students) or to the Office of the Dean of Undergraduate Affairs (BSE students).</td>
</tr>
<tr>
<td>Alcohol Policy Statement Hold/ALC</td>
<td>Prevents you from selecting courses</td>
<td>Submit a signed Alcohol Policy Statement to the Office of the Dean of Undergraduate Students.</td>
</tr>
<tr>
<td>Dean’s Hold/DNE</td>
<td>Prevents you from selecting courses</td>
<td>Contact your Dean to resolve the problem and release the Hold.</td>
</tr>
</tbody>
</table>
Table 1: Defining and Resolving Holds (Continued)

<table>
<thead>
<tr>
<th>Hold / Code</th>
<th>Impact</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOF/HR Bio/ Demo Address / GAD</td>
<td>Incorrect address or other biographical/ demographic data</td>
<td>Contact the Dean of the Faculty Office or the Office of Human Resources to correct the data.</td>
</tr>
<tr>
<td>Financial Aid/ FIN</td>
<td>Notifies you of an outstanding requirement</td>
<td>Contact the Financial Aid Office, which is located on the second floor in West College, to resolve the problem.</td>
</tr>
<tr>
<td>Freshman Advising Hold/ FRA</td>
<td>Prevents you from selecting courses</td>
<td>The hold is removed when students have completed their advising appointments.</td>
</tr>
<tr>
<td>Graduate Reenrollment / GRE</td>
<td>Prevents you from selecting courses</td>
<td>Once the reenrollment process has been completed, and you indicate acceptance of your contract, this hold is removed.</td>
</tr>
<tr>
<td>Graduate Registration Hold / GRH</td>
<td>Prevents you from selecting courses</td>
<td>Register for the academic year. Log into SCORE, navigate to the SCORE pages, then select the following: <strong>Academic Year Registration</strong>. Confirm the data on the page, then mark the <strong>Complete Registration</strong> checkbox. You must sign out of SCORE, then close your web browser. You can then sign in again to perform any further transactions.</td>
</tr>
<tr>
<td>Immunization Hold / IMM</td>
<td>Prevents you from selecting courses</td>
<td>Return your immunization form to the McCosh Health Center.</td>
</tr>
<tr>
<td>Major Declaration Hold / MAJ</td>
<td>Prevents you from selecting courses</td>
<td>Student must declare a major. Contact the Office of the Registrar by telephone at (609) 258-3361 or send e-mail to: <a href="mailto:registr@princeton.edu">registr@princeton.edu</a>.</td>
</tr>
<tr>
<td>Missing Honor Form / HON</td>
<td>Prevents you from selecting courses, or from obtaining enrollment certification or official transcripts</td>
<td>Contact the Honor Committee by telephone at (609) 258-1389 or send e-mail to <a href="mailto:honor@princeton.edu">honor@princeton.edu</a>. You must submit an Honor Form to be certified as enrolled at Princeton.</td>
</tr>
<tr>
<td>Registrar’s Hold / REG</td>
<td>Prevents you from selecting courses</td>
<td>Contact the Office of the Registrar by telephone at (609) 258-3361 or send e-mail to: <a href="mailto:registr@princeton.edu">registr@princeton.edu</a>.</td>
</tr>
</tbody>
</table>
### Table 1: Defining and Resolving Holds (Continued)

<table>
<thead>
<tr>
<th>Hold / Code</th>
<th>Impact</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Hold/SEN</td>
<td>Prevents you from adding or dropping courses after the second week of the term</td>
<td>After the second week of the term, seniors must submit any course changes on a course worksheet signed by your adviser, to the Office of the Registrar.</td>
</tr>
<tr>
<td>Treasurer’s Hold / TR1</td>
<td>Prevents you from obtaining enrollment certification or official transcripts</td>
<td>Go to the Student Accounts Office, located at 3 New South, to resolve the problem with your student account.</td>
</tr>
<tr>
<td>Treasurer’s Hold / TR2</td>
<td>Prevents you from obtaining enrollment certification, official transcripts, and your diploma</td>
<td>Go to the Student Accounts Office, located at 3 New South, to resolve the problem with your student account.</td>
</tr>
<tr>
<td>Undergraduate Registration Hold/URH</td>
<td>Prevents you from selecting courses</td>
<td>Register for the academic year. Log into SCORE, navigate to the SCORE pages, then select the following: <strong>Academic Year Registration</strong>. Confirm the data on the page, then mark the <strong>Complete Registration</strong> checkbox. You must sign out of SCORE, then close your web browser. You can then sign in again to perform any further transactions.</td>
</tr>
</tbody>
</table>

---
Adhering to Departmental Enrollment Controls

Some processes that you perform in SCORE, such as adding, dropping, or swapping classes, are validated against Departmental Enrollment Controls. These controls limit the number of students enrolled in courses and specify the composition of a class. If you perform an operation that does not meet one of these controls, an error is returned. The controls are as follows:

✧ **Enrollment capacity**  
  Specifies a maximum enrollment for each course component. If a component is at maximum capacity, you cannot add the course.

✧ **Student-specific permission**  
  Specifies that consent is required to add a course. If a course listing specifies “By Application/Interview Only - Departmental Permission Required,” contact the requesting Department for permission before you enroll. Otherwise, an error message is returned that states “Department Consent Required to Enroll in Class, Add Not Processed.”

✧ **Enrollment requirement groups**  
  Limits enrollment to students in a particular concentration, class level, or status (undergraduate or graduate). If you receive the message “Requisites not met for class, not enrolled,” check the Course Offerings bulletin for “Other Requirements”.

If you require more information concerning the previous enrollment controls, contact the Department offering the course or the Office of the Registrar during regular University business hours.

See also “Resolving Holds and To Do Lists,” on page 53 and “Meeting University Requirements,” on page 57 for information on other issues that might affect enrollment.

**Note:** The Help Desk cannot assist you with Enrollment Control issues.
Meeting University Requirements

The University specifies the minimum and maximum course loads for undergraduate students.

- If you fall below the minimum, the message returned is: “Unable to drop class; will drop below required minimum units for enrollment”.

  The minimum course load requirement for AB students is 3 courses, and the minimum course load requirement for BSE students is 4 courses.

- If you exceed the maximum, the message returned is: “Maximum Term Student Unit Load Exceeded. Unit Limit Exceeded for Appointment Period”.

  The maximum course load requirement for AB students is 6 courses, and the maximum course load requirement for BSE students is 7 courses.

Consult your Academic Adviser, Department Representative, or the Office of the Registrar for more information. See also “Resolving Holds and To Do Lists,” on page 53 and “Adhering to Departmental Enrollment Controls,” on page 56 for information on other issues that might affect enrollment.

Note: The Help Desk cannot assist you with University Requirement issues.
Appendix A: Glossary

Class Number. The Class Number specifies a unique identifier for each component of a course. When you add a course, you must enter a class number for the primary component and secondary components, if any. If you do not know the class number, you can use the Search feature within SCORE to obtain this information.

Component. A component is a type of meeting, such as a Lecture or Seminar. A course consists of at least a primary component (or section), but a course may have secondary components such as Labs and Studios. Secondary components are often referred to as related classes.

Degree Progress Report (DPR). A report that compares your degree requirements to the courses you’ve successfully completed, your current enrollments, and test credit. It shows how your courses fulfill requirements, and identifies any requirements that remain incomplete. This is an unofficial document, intended to assist you and your adviser with your course selections.

Enrollment Appointment. An enrollment appointment specifies a time period during which you can add, drop, or swap course selections within SCORE. You can view your Enrollment Appointment within SCORE.

Enrollment Verification. Certification that you are enrolled at Princeton. This can be obtained through SCORE, or by using a form available from the Registrar’s web site.

Freshman Appointments. Advising appointments scheduled for first-term freshmen during orientation, before the start of the term. You can view details about these appointments in SCORE.

Grading Option. The Grading Option enables you to specify a grading basis for certain courses. The options vary depending on the course you select.

Hold. A Hold is an administrative block that prevents normal processing. Holds are placed on your record when you fail to meet a University Requirement. Most Holds must be resolved before you can select courses, and before you can be certified as enrolled at Princeton.
**Internal Transcript.** An unofficial document intended for internal use and informational purposes, the Internal Transcript is similar to the official transcript, in that it shows your courses, grades, and certain high level status changes.

**NetID.** Specifies your unique identifier (or user name) for University systems. In your e-mail address, your NetID is the identifier before the @ sign. For example, in the e-mail address jscore@princeton.edu, jscore is the NetID.

**Primary Component.** Indicates the main section of a course, such as a Lecture or a Seminar. See also “Component”.

**Quintile Rank.** Your placement in your class. The class is ranked by GPA and then divided into fifths, and the rank is expressed as a fifth, as in 1/5 (your GPA is in the top fifth of your class), or 5/5 (your GPA is in bottom fifth of your class).

**Related Classes.** Related classes refer to the secondary components that are associated with a course. For example, Labs are secondary components, and Classes may also be secondary components, if they are not the primary component of a course.

**Note:** Precepts, Drills, Ear Training, and Film sections are also related classes, but they are not selected in SCORE.

**To Do List.** A To Do List is a reminder that a particular action is required of you. To Do List items do not impact course selection, but failure to complete a To Do List item can lead to a Hold.

**What-If Reports.** Types of Degree Progress Reports that provide information on how courses you select will be applied to your degree progress (the Course List What-If report), or how changing your degree or concentration will impact your degree progress (Quick What-If report).
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