PeopleSoft Student Administration

SCORE

Student Course Online Registration Engine

Student Guide to SCORE

TYGER, TYGER, BURNING BRIGHT!

Student System Implementation Princeton University
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Getting Started

Before You Start—Things You Should Know

There are several things you should know before enrolling in courses in SCORE.

Adviser Approval of Course Selections

Before selecting courses in SCORE, you must obtain adviser approval of your initial course selections. Any subsequent drops and adds must also be approved by the Academic Adviser or Department Representative. Print out and complete the Course Selection worksheet, and have it signed by your adviser before selecting courses in SCORE.

Important! Adding, dropping, and swapping courses without your adviser’s approval may put your graduation at risk.

Appointment Times

You have been assigned a time when you will be able to select courses online using SCORE. This time, called an Appointment, is assigned based on your class year.

❖ Undergraduate appointments are assigned based on seniority: seniors first, followed by juniors, then sophomores, and then freshmen. The appointment begin times for each undergraduate class year are separated by two or three days, and undergraduate appointment end-times are staggered as well.

❖ All graduate students will have the same start- and end-dates.

To see your appointment time, log onto SCORE, and then click on the Course Selection Appt link in the menu on the left. If the Course Selection Link is not available, check the System Availability page.
Chapter 1: Getting Started

The Back Button

When you are adding, dropping, or swapping courses, your browser’s Back button will be disabled. You will not be able to return to the Course Selection page from the Select Course Attributes page. You can always start again, by clicking on the Add & Drop Courses link on the left menu.

The Back button will also be disabled when you open a Help page from within SCORE. However, in this case, the Help page is opened in a new browser window, and you can close the window to return to the previous page. Keep an eye on the Windows Task Bar at the bottom of your screen to see if a new window has been opened.

Automatic Log Out

If you are inactive for 15 minutes, you will be logged out automatically, and any course selections you have not completed will not be saved. When you have finished with a SCORE session, be sure to log out and close the browser to protect your privacy.

Holds and To Do’s

Certain Holds will prevent you from selecting courses online. You must resolve the hold before you can select your courses. The hold, and information on how to resolve it, will be displayed on your Welcome page, instead of the pictures of Princeton University scenes. For more information, see “Holds and To Do’s,” on page 25.

To Do messages are also displayed on your Welcome page, along with a detailed description and the name of a contact person. A To Do is a reminder that a particular action is required of you. To Do’s do not impact course selection, but failure to complete a To Do may lead to a Hold, which could impact course selection.

Class Numbers

The Class Number is a new element, used to select courses online. A class number uniquely identifies every section of every course offered in a term, and is published in the Course Offerings bulletin and other related online publications. When you complete your Course Selection Worksheet, you will note the class number for each course and each Related Class (ie, precept, lab) you want to select. Then you will be able to enter the class number in SCORE, without needing to search for the course you wanted.
Related Classes

Related Classes are the secondary sections, such as precepts and labs, that are associated with certain courses. If a related class is required for a course you have selected, you will be able to select the specific section of the related class you want after you have selected the course.
To select courses in SCORE, you will need to log on, using your NetID and e-mail password.

To log onto SCORE:

1. Access SCORE by opening your browser, and going to the URL http://www.princeton.edu/SCORE.
2. Click on Log On in the menu on the left. This displays the Log On page.
3. Type your NetID in the NetID field, and press the Tab key or click on the next field.
4. Type your e-mail password in the E-Mail Password field.
5. Click on the Log On button, or press the Tab key to select the Log On button, and then press the Enter key.

Tip! In Internet Explorer, you may have to press the Enter key twice.
6. The Welcome page will be displayed. Your Welcome page will reflect your status:

- If you have no Holds or To Do’s, the Welcome page will display pictures of Princeton University scenes. You can continue with course selection by clicking on the Add & Drop Courses link.

- If you have any Holds or To Do’s, they will be displayed on the Welcome page. See “Holds and To Do’s,” on page 25 if you need more information on what to do.
Logging Out of SCORE

You can log out of SCORE at any time by clicking on the Log Out link, in the menu on the left or at the top right of the page.

Figure 2: Logging Out of SCORE

Important! If you are inactive in SCORE for fifteen minutes, you will be logged out automatically. However, you should be sure to log out when you are ending your session, and close your browser when you are leaving your PC unattended, to ensure your privacy.
Adding Courses

Before you can add a course, you must log on, and you must resolve any Adviser, Immunization, Dean’s or Registrar holds. For more information, see “Holds and To Do’s,” on page 25.

To add a course:

1. Log onto SCORE. If you have no Holds or To Do’s, you will be greeted by a Welcome page with pictures of the Princeton University scenes.

   **Tip!** If your Welcome page does not have pictures, follow the instructions below the Hold or To Do message before continuing. Some holds will prevent online course selection.
2. Click on **Add & Drop Courses** in the menu on the left to display the Course Selection page.

![Image of the Initial Course Selection Page]

**Figure 4: The Initial Course Selection Page**

3. Click on **Add Courses** above the schedule, or **ADD COURSES TO THIS SCHEDULE** at the bottom of the schedule to continue. The Course Selection - Select Courses page will be displayed.

![Image of the Course Selection Page Before Adding Courses]

**Figure 5: The Course Selection Page Before Adding Courses**
4. Type the Class Number for a primary section (i.e., lecture, seminar) from your Course Enrollment Worksheet in the Class Nbr field, and click on the Continue button. This displays the Course Selection - Select Course Attributes page.

_Tip!_ If you do not know the class number for a course, you can locate the course online by clicking on the Course Search button. See “Searching for Courses,” on page 12 for more information.

5. If any Related Class fields are active, you must select a related class in that field. If the course has related classes, such as precepts, labs, ear training, drills, etc., the Related Class 1 field, and possibly the Related Class 2 field, will be active so you can select the related class.

_Tip!_ Each Related Class field is restricted to one Component type. If there are multiple related class types, such as a lab and a precept, you must enter the class number in the right Related Class field.

If only one Related Class field is active, enter the class number from your Course Selection Worksheet.

If both Related Class fields are active, use the drop-down lists to locate the class number for each related class:

a) Click on the down arrow next to the field to display a list of sections for the related class.
b) Click on the line for the section you want. You will be returned to the Select Course Attributes page, where the class number of the section you selected will appear in the Related Class field.

6. If the course offers the option of choosing a grading basis, the Grading Basis field will be active. To select a grading basis, click on the down arrow next to the active field to display a list of options.

7. Select the option you want by clicking on it. You will be returned to the Course Selection - Select Course Attribute page, where the Grading Basis field will show your selected grading option.

**Important!** You will not be able to change the grading basis online after you have submitted the course selection. If you want to change the grading basis after selecting the course, you will need to submit a course change form in the Registrar’s Office to request the change.

8. Click on the Update Selection button to save your selections. If at this point you decide to change something on this page, you will need to click on the Update Selection button again before continuing.

**Tip!** Watch the status bar of your browser to see when the update is completed.
9. Click on the Submit Request button to add the course to your schedule. The system will verify that you meet any defined criteria to enroll in the course (see “Departmental Enrollment Controls,” on page 27 for more information on enrollment criteria), and that there are no time conflicts among the sections you have selected.

If your course selection is not added successfully, a message will be displayed on this page in red.

![Figure 8: Unsuccessful Add Message](image)

To find out more about the error, click on the VIEW REQUEST LOG link to display a brief explanation of the error.
Figure 9: A Sample Error

If you need more information, select Error Messages & Their Meanings from the menu on the Help page.

10. To select another course, click on Add & Drop Courses in the left menu.

Searching for Courses

If you do not know the class number for a course, you can search for the course online.

To locate a course:

1. If you are not already logged onto SCORE, log on, and select Add & Drop Courses from the menu on the left. This displays the Course Selection - Update Your Course Schedule page.

2. Click on Add Courses to display the Course Selection - Select Courses page.
3. Click on the Course Search button. This displays the Selection Criteria page, where you can enter search parameters for the course you want to find.

4. In the Subject Area field, click on the down arrow to display a list of subject areas.

5. Select the Subject Area and then click on the Search button to display a list of courses in the selected subject.
6. Locate the course you want in the list, and click on the line to select it. You will be returned to the Select Courses page, where the class number for the course you selected will appear in the Class Nbr field.
Viewing and Printing Your Schedule

You can view your schedule online at any time during the course selection process by clicking on one of the following links in the left menu:

**Your Course Schedule**

Lists your courses with their related classes, and information about meeting times.

**Course Schedule - Grid**

Shows your courses on a calendar-style grid that allows you to see what time periods are open, as well as when your scheduled classes meet. Sections that have meeting times of TBA (to be announced), are shown to the right on the grid.

You can use the web browser to print the displayed schedule.
Dropping & Swapping Courses

Dropping a Course

You may drop courses during the online enrollment period, provided that you have the appropriate adviser’s approval, and you do not go below the minimum course load. When you are dropping a course without replacing it, use the Drop feature. When you are replacing a course with another course, use the swap feature, which enrolls you in the replacement course before dropping the original course.

✓ To drop a course during the online enrollment period:

1. Log onto SCORE.

2. When the Welcome page is displayed, select Add & Drop Courses. Your schedule will be displayed, listing each course with its related sections, if any.
Under each primary section, there are two links, one for dropping the course and one for swapping it. These links only appear for primary sections. Related sections are dropped automatically when the primary section is dropped.

3. Scroll, if necessary, to find the course you want to drop.

4. Click on the **DROP THIS COURSE** link under the course you want to drop. You will be prompted twice to verify that you really want to drop the course.
5. For each prompt, you may change your mind and click No to keep the course, or click Yes to drop it.

6. When the drop has been processed, a message indicating the successful drop of the course will be displayed. To see your corrected schedule, click on the link next to the message.

If the drop is not successful, the message will be in red, and the link will take you to the error log for more information.
Swapping Courses

To drop a course and replace it with another, use the swap feature. This feature checks to be sure you can get into the new course (i.e., the course is active, has openings, and you meet any requirements) before dropping you out of the first course. This ensures that you do not lose your place in one class, without getting into the replacement class.

✔ To swap courses:

1. If you are not already logged into SCORE, log in.

2. When the Welcome page is displayed, click on Add & Drop Courses in the left menu. Your schedule will be displayed, with links below each primary section for dropping and swapping the course.

3. Locate the course you want to replace, scrolling if necessary. Click on the SWAP THIS COURSE link below the primary section of the course. The next page will prompt you to verify that you want to swap this course for another.

Figure 15: The Course Selection - Update Your Course Schedule Page

Links to drop and swap the course
Related classes have no links for dropping or swapping
4. If you have changed your mind, click on the No button to return to the Update Your Course Schedule page.

To continue with the swap, click on the Yes button.

5. Enter the class number of the new course, or click on the Course Search button to find a course.
6. When you have entered the class number, click on the Continue button. The Course Selection - Select Course Attributes page will be displayed.

7. If the new course has related classes, the Related Class field(s) will be active. Select the related class using the drop-down list.

8. If you can select a grading option, the Grading Basis field will be active. Select the desired grading option using the drop-down list.

9. Click on the Update Selection button, and wait for the update processing to complete. (Watch the browser status bar to determine when the update is complete.)

10. Click on the Swap Class button to complete the process. If the swap is successful, a message indicating the successful swap will be displayed.
Figure 19: Successful Swap Message

If the swap was not successful, the message will indicate that, and provide a link to the error message. Click on the VIEW MESSAGES link to see the error message.

Figure 20: Unsuccessful Swap Message

For more information on what may be causing the error, see “Errors and Error Messages,” on page 27. To locate information on the exact error message you received, click on Error Messages & Their Meanings on the Help menu.
Trouble Shooting

Holds and To Do’s

If you have not taken care of something required by the University, a hold may be placed on your records or activities. In some cases, such a hold will prevent you from selecting courses. You should treat all holds seriously, since they may impact your ability to function as a student at Princeton.

A To Do is a reminder that a particular action is required of you. To Do’s do not impact course selection, but failure to complete a To Do may lead to the placement of a hold, which could impact course selection.

If you have any Holds or To Do’s, they will be posted on your Welcome page in SCORE. Instructions for removing the hold or resolving the To Do will also appear on the Welcome page, below the hold code. Table 1, on page 25 lists all the holds in alphabetical order, showing the impact of each hold, and explaining what you need to do to remove the hold.

Table 1: Holds That May Be Placed

<table>
<thead>
<tr>
<th>Hold / Code</th>
<th>Impact</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adviser / ADV</td>
<td>Prevents you from selecting courses</td>
<td>Return an approved worksheet to your residential college (AB students) or to the Office of the Dean of Undergraduate Affairs (BSE students).</td>
</tr>
<tr>
<td>Dean’s Hold / DNE</td>
<td>Prevents you from selecting courses</td>
<td>Contact your Dean. When you have resolved the problem, you will be eligible to enroll in courses.</td>
</tr>
<tr>
<td>Graduate Registration Hold / GRH</td>
<td>Prevents you from selecting courses</td>
<td>Register for the academic year by clicking on the Grad School Registration link. After you save the registration, log out, and close the browser, you can log back in and select courses.</td>
</tr>
</tbody>
</table>
### Table 1: Holds That May Be Placed (Continued)

<table>
<thead>
<tr>
<th>Hold / Code</th>
<th>Impact</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunization Hold / IMM</td>
<td>Prevents you from selecting courses</td>
<td>Return your immunization form to McCosh Health Center.</td>
</tr>
<tr>
<td>Graduate Readmission Contract / RAD</td>
<td>Prevents you from selecting courses</td>
<td>Sign and date your readmission contract, and return it to the Graduate School Office, 201 Nassau Hall.</td>
</tr>
<tr>
<td>Registrar’s Hold / REG</td>
<td>Prevents you from selecting courses</td>
<td>Contact the Office of the Registrar, at 258-3361 or <a href="mailto:registr@princeton.edu">registr@princeton.edu</a>.</td>
</tr>
<tr>
<td>Financial / FIN</td>
<td>Notifies you of an outstanding requirement</td>
<td>Contact the Financial Aid Office, on the second floor in West College, to resolve the problem.</td>
</tr>
<tr>
<td>DOF/HR Bio/ Demo Address / GAD</td>
<td>Incorrect address or other biographic/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>Missing Honor Form / HON</td>
<td>You are not certified as enrolled at Princeton for the academic year.</td>
<td>Contact the Honor Committee at <a href="mailto:honor@princeton.edu">honor@princeton.edu</a>, or phone 258-1389. You must turn in an acceptable Honor Form to be certified as being enrolled at Princeton.</td>
</tr>
<tr>
<td>Treasurer’s Hold / TR1</td>
<td>You are not certified as being enrolled at Princeton for the academic year</td>
<td>Go to the Student Accounts Office, 3 New South, to resolve the problem with your student account.</td>
</tr>
</tbody>
</table>
When you select courses on the web, SCORE validates your selections, enforcing rules that govern the class size and composition, scheduling conflicts, and permission requirements. If an error is detected, the course will not be added to your schedule, and an error message will be displayed to let you know what problem has occurred.

For information on specific errors, select the menu option Error Messages & Their Meanings, which is displayed on the left menu of any of the SCORE Help pages.

**Departmental Enrollment Controls**

There are several rules that are set by the academic departments to control class size and composition:

✦ Enrollment capacity
   Sets a maximum enrollment for each section. If a section has reached the maximum capacity, you will not be able to enroll.

✦ Student-specific permission
   For courses listed in the Course Offerings with the attribute “By Application/Interview Only - Departmental Permission Required,” you must obtain permission directly from the department before attempting to add the course to your schedule. If you have not obtained permission, you will receive an error message that reads “Department Consent Required to Enroll in Class, Add Not Processed.”

✦ Enrollment Requirement Groups
   Limits enrollment to students in a particular concentration, class, or status (undergraduate or graduate). If you receive the message “Requisites not met for class, not enrolled,” requirement groups may be the reason why. Check for “Other Requirements” in the Course Offerings bulletin.

If you encounter an enrollment error based on one of these controls, you should direct questions about it during regular University business hours to the department offering the course, or to the Registrar’s Office.

**Note:** The Help Desk will not be able to assist you in resolving these problems.
University Requirements

In addition to the controls imposed by the academic departments, the University requires undergraduate students to stay within a maximum and minimum number of courses. If you receive the message “Maximum Term Student Unit Load Exceeded. Unit Limit Exceeded for Appointment Period,” you are attempting to add or drop courses beyond the limits. Consult your adviser for requirements for minimum and maximum enrollments.

Note: The Help Desk will not be able to assist you in resolving this problem.
Appendix A: Glossary

Appointment. The Course Selection Appointment is the time when you will be able to select courses in SCORE. Your appointment time can be found by clicking on the Course Selection Appt link after you log onto SCORE.

Class Number. The Class Number is the unique identifier assigned to each section of each course offered in a term. This is the number you will use to enroll in a course, or to select a related class. If you do not know the class number for a course or section, you will be able to search for the course or section during the course selection process.

Component. A component is a type of meeting, such as lecture, lab, class, or precept. A course may be made up of any of nine components. For each component, there may be multiple sections. For example, Physics 101 may have 1 lecture, 4 classes, and 6 labs.

Grading Basis. The Grading Basis field is where you can select the grading option (Audited, Graded, or P/D/F) for the course.

Hold. An administrative block that prevents normal processing, in this case, of course selection. Until you resolve the hold, you will not be able to enroll in courses. Other types of holds have different impacts, but will not prevent course selection.

NetID. Your NetID is the portion of your e-mail address before the @ sign. For example, in the e-mail address jscore@princeton.edu, jscore is the NetID.

Related Class. Related classes are the non-primary sections associated with a course. For example, precepts, labs, drills, ear training, and film sections are related classes. Classes and studios may also be related components, if they are not the primary section.

If a course has related classes, you must select a related course to add the course to your schedule.

To Do. A To Do is a reminder that a particular action is required of you. To Do’s do not impact course selection, but failure to complete a To Do may lead to a Hold, which could impact course selection.