

PeopleSoft Student Administration
SCORE



Student Course Online Registration Engine

Student Guide to
SCORE



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Introduction to SCORE

What Is SCORE?

SCORE, the *Student Course Online Registration Engine*, is the system used by all Princeton University undergraduate and graduate students for registration and course selection.

Although the primary function of SCORE is course enrollment, the system also supports an array of online activities associated with enrollment and academic records. Specifically, SCORE enables you to perform the following tasks, online, at your convenience:

✧ **Plan course enrollment:**

- Check the time of your appointments, including your enrollment appointment and, if you're a Freshman, your Orientation Week Appointments
- Check holds on your record
- Access course and academic planning forms
- Register for the academic year

✧ **Sign up for and change courses**

✧ **Check academic progress by viewing:**

- Progress toward degree
- Grades
- Quintile rank

✧ **Maintain and request records:**

- Change personal information (address, telephone, e-mail)

- Request enrollment certification



Note: One-on-one assistance for SCORE users is available to students Monday-Friday from 8:45 am to 5:00 pm at the Office of the Registrar in West College. Technical assistance is available, 24/7, from the Help Desk at 258-HELP (258-4357).

Overview of Enrolling through SCORE

Although you may need to use procedures outside SCORE occasionally, most of the paperwork required to sign up for courses and switch courses is accessed through SCORE or the Registrar's website. This section describes procedures for most enrollment-related tasks.

How Will You Enroll through SCORE?

To sign up for courses during an enrollment appointment, complete the following steps in SCORE:

1. If you have not done so, register for the academic year.
2. Look up your enrollment appointment. If you're a new, incoming Freshman, look up the dates and times of your Orientation Week Appointments, too.
3. Check for holds on your record and respond to any you find.
4. List the courses you've selected on the Course Enrollment Worksheet or Academic Planning Form (depending on your class year), and have your adviser sign the Worksheet or Planning Form.

Tip! Your adviser's name is listed on your **Student Center** page.

5. Sign up for courses during your enrollment appointment.
6. Add, drop, or swap courses in SCORE after obtaining your adviser's approval.

How to Access and Leave SCORE

This section describes how to log in to SCORE and log out.

Logging In to SCORE

The SCORE system is available seven days a week, from 7:00 am to 2:00 am, Eastern Standard Time (EST). One-on-one assistance for SCORE users is available to students Monday-Friday from 8:45 am to 5:00 pm at the Office of the Registrar in West College. Technical assistance is available, 24/7, from the Help Desk at 258-HELP (258-4357).



Important! Before you begin, make sure you have your NetID (user name) and LDAP password. Both are required to access SCORE.



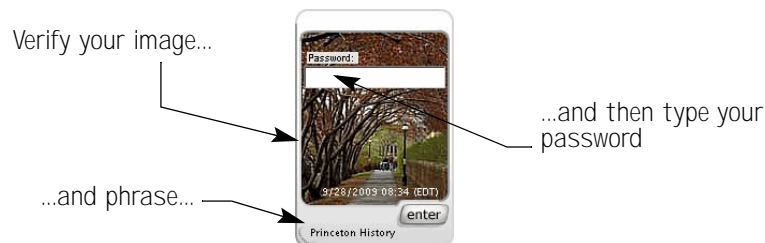
To log in:

1. In your browser, enter the following URL: <http://www.princeton.edu/score>. The splash page is displayed.
1. Enter your NetID in the *NetID* field, then press the Enter key or click the Continue button.



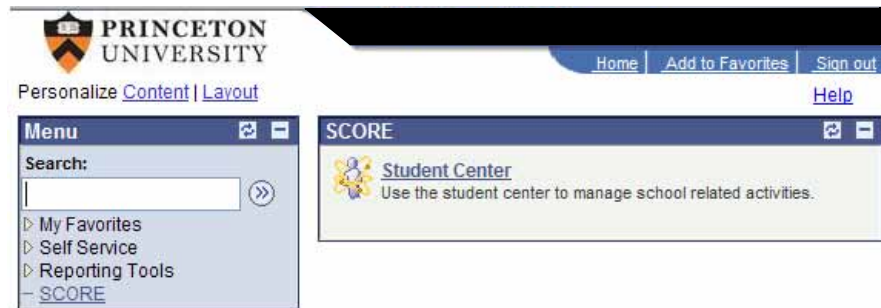
Tip! If you don't know your NetID, search for your name in the online Campus Directory (<http://www.princeton.edu/Siteware/puphf.shtml>). Once your entry is displayed, locate the NetID value.

2. Verify your personal image and phrase, and enter your LDAP password in the *Password* field.



3. Then click the enter button or press the Enter key. If you are prompted to answer one of the security questions you entered when you set up your password, do so, and click the enter button or press the Enter key.

The screen is refreshed: a PeopleSoft menu is displayed on the left and a box labeled SCORE, with a [Student Center](#) link, on the right.




4. Click the [Student Center](#) link.

The SCORE **Student Center** page is displayed. From this page you can manage your course selections, access your academic records, and maintain your personal information. The following screen shot shows a sample **Student Center** page.



Logging Out of SCORE

 **To log out:**

1. To end a SCORE session from any page, click the [Sign out](#)  link in the upper right-hand corner. To avoid problems, be sure to use this link before closing your browser.



2. To safeguard your privacy, close the web browser.



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

Map of the Student Center Home Page

When you first log in to SCORE, your **Student Center** home page is displayed, as shown in the following example.

academic records and administrative procedures

current schedule of courses

personal information

* reminders (e.g., appointments)
* links to
- documents (e.g., Course Worksheets)
- resources (e.g., Registrar's Office, Blackboard)
- other information (e.g., help, calendars)

There are two sections, Academics and Personal Information, in the main body of the page, and a menu of useful links on the right. If you can't see the contents of a section, click the header to expand the section.

- ✧ The Academics section contains information about your class schedule, academic records, and related activities, such as enrollment.

2009-2010 Fall: Weekly Schedule	
Class	Schedule
CHI 103-C01 CLS (24094)	MoTuWeThFr 10:00AM - 10:50AM Frist Campus Center 227
FRS 109-S01 SEM (26803)	We 1:30PM - 4:20PM Butler Building D Hall 027
PSY 101-B14 LAB (28678)	Th 3:30PM - 6:20PM Green Hall 0C13N
PSY 101-L01 LEC (21826)	MoWe 11:00AM - 11:50AM McCosh Hall 10

- ✧ The Personal Information section contains demographic data (such as gender and date of birth) and address information.

Personal Information

Demographic Data

other personal... ▾ »

Contact Information

<u>Student Local/Home</u>	<u>Permanent</u>
None	60 Maple Ct. PRINCETON, NJ 08540 MERCER

Enrolling in Courses

Introduction

Signing up for courses is a two-phase process:

1. Obtain approval - Fill out a Course Enrollment Worksheet or Academic Planning Form (depending on your class year) and have your adviser sign it.
2. Enroll online via SCORE.

Obtain Approval

Before you enroll, your adviser must approve your proposed list of courses. So your first tasks are to:

1. Find courses in official listings.
2. Fill out the Course Enrollment Worksheet or Academic Planning Form (depending on your class year).
3. Have your adviser sign your completed worksheet or planning form.

Find Courses

For detailed information about courses, you can:

- ✧ Pick up the *Course Offerings* booklet from the Office of the Registrar
- ✧ Access Course Offerings either directly from the Registrar's homepage, or by navigating through the following links from the Princeton homepage: **Academics > Courses > Course Offerings**.

- ✧ Look up course information in SCORE: see [“Fill Out the Course Queue.” on page 18.](#)

Fill Out the Course Worksheet or Academic Planning Form

Freshmen and AB Sophomores must complete the Academic Planning Form. All other students will use the Course Enrollment Worksheet to review course selections with their advisers.


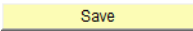
Completing the Academic Planning Form

You'll find the link to the Academic Planning Form under the Advising heading on right side of your Student Center page.

To complete the Academic Planning Form:

1. Answer the questions on the form to provide information for your adviser:
 - a) Select at least two possible majors from the drop-down list in the Possible Majors fields.

Note: If you are a rising BSE sophomore, you will need to indicate one intended major.

- b) Indicate your additional academic interests by clicking the appropriate radio buttons.
 - c) Type a brief explanation of your interests, goals, and plans in the text box.
 - d) If you are considering any certificate programs, use the Lookup  button to locate and select the desired certificate program(s).
2. Click the Save  button. When the Academic Planning Form is refreshed, you will see two new sections, one showing the general education requirements, with a link to your Course History, and the other for Course Planning.
3. Review your progress towards the general education requirements for your degree.

You are encouraged to review the reports below as you consider courses for the coming term(s):

Requirements		
Undergraduate Writing Requirement	Incomplete	
AB Foreign Language Requirement	CHI 108	09-10 Spr
AB Distribution Requirements	Incomplete	
Ethical Thought and Moral Values	Incomplete	
Epistemology and Cognition	PSY 254	09-10 Spr
Historical Analysis	HIS 208	09-10 Spr
Literature and the Arts	Incomplete	
	FRS 109	09-10 Fall
Quantitative Reasoning	Incomplete	
Social Analysis	Incomplete	
Science and Technology	PSY 101	09-10 Fall
Science and Technology Option 1	MOL 214	09-10 Spr

Click to see all courses you have taken

Course History report includes information on all the courses you have completed and the grades you have earned so far at Princeton.

Course with which you met the requirement

The term when you took the course

Requirement you have not yet met

To see a list of all the courses you have completed, and the grades you received, click the [Course History report](#) link to the right of the Requirements list. Then, to return to the Academic Planning Form, click the [Academic Planning Form](#) link below the course list.

- To select courses you are considering taking in the next term, use the [Course Queue](#) link under Course Planning. To find information about courses you may be interested in, click the Course Offerings link.

Important! Be sure to read the instructions on the form for information on how to proceed, and where to submit your form.

To select courses, click [Course Queue](#)

To find out about courses, click [Course Offerings](#)

Courses in your queue are listed here

Course Planning

Use the [Course Queue](#) feature to select or update the courses you are considering for the coming term. Consult [Course Offerings](#) for the most complete information about courses.


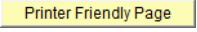
Before enrolling in courses you must discuss your course selections and academic goals with your adviser(s). Use the button below to print a copy of this report, and take it with you to your advising appointment. Submit the report with your adviser's signature to Whitman Residential College. You will not be able to enroll in courses until a signed copy of this report has been received by the Whitman Residential College.

Your current course queue:							
Subject	Catalog	Section	Title	Start Time	End Time	Days	Dist. Area
SOC	303	L01	Strategic Asia	01:30 PM	02:20 PM	MW	SA

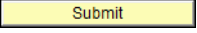
Print a copy of this report and submit it with your adviser's signature to the Whitman Residential College office. You will not be able to enroll in courses until a signed copy of this form has been received by your residential college office.

(See “Search for Courses,” on page 23 for information on finding courses.) The courses in your queue will be displayed at the bottom of the page.

Note: The course queue is term-specific, and your selected courses will remain in your queue until enrollment for the term is closed.

5. To return to the Academic Planning Form from the Course Queue page, click the [Go To Academic Planning Form](#) link.
6. To save your entries and come back later to complete the form or your course queue selections, click the Save  button.
7. When you have completed the form and selected the courses you want to discuss with your adviser, click the Printer Friendly Page  button. Print the displayed page and bring it to the meeting with your adviser.

Important! You will not be able to enroll in courses until a signed copy of this form has been received by the appropriate advising office. At that time, you will be able to select and enroll in courses directly from the course queue.

8. If you make changes to your course queue, the next time you access your Academic Planning Form, you will be prompted to Submit  your changes to generate an accurate report on your Academic Planning Form.

Completing the Course Enrollment Worksheet

Print the Course Enrollment Worksheet (to display the worksheet, click the [Course Worksheet \(PDF\)](#) link under the Services header on the right side of the Student Center page), then use the *Course Offerings* bulletin (or other related on-line course publication) to fill in the required fields. For each course, enter the class numbers for the primary component and secondary components (if any) on both the Course Enrollment Worksheet and the Course Queue within SCORE.

Course Components and Class Numbers

A course comprises one or more components, or types of meetings. Every course has a *primary component*: an assigned meeting, such as a Lecture or Seminar. Some primary components have *secondary components*, such as Labs, which are often referred to as *Related Classes*. Primary components and some secondary components, such as Labs, are selected through SCORE. All components are assigned unique identifiers called *class numbers*.

Note: Precepts, drills, ear training sessions, and film sections are not selected through SCORE. You can sign up for these types of course components through Blackboard.

Have Your Adviser Sign Your Worksheet or Planning Form

After completing your Course Enrollment Worksheet or Academic Planning Form, have your adviser sign it.



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

Keep a copy for your records; give another to the appropriate administrator.

If you're a . . .	Give a signed copy of this...	To . . .
Freshmen or Sophomore in the A.B. program	Academic Planning Form	Your residential college office
Freshman in the B.S.E. program	Academic Planning Form	The Office of the Associate Dean of Engineering for Undergraduate Affairs in C-Wing, Room 207, E-Quad
Sophomore in the B.S.E. program	Course Enrollment Worksheet	The Office of the Associate Dean of Engineering for Undergraduate Affairs in C-Wing, Room 207, E-Quad
Junior, Senior, or graduate student	Course Enrollment Worksheet	Your departmental office

Who's Your Adviser?

Your adviser(s) may be your Academic Adviser, Department Representative, and/or Director of Graduate Studies; you may have more than one. For your convenience, your advisers' names are listed on your **Student Center** page. Look for the My Advisers link in the Advising section on the righthand side of the screen. For Freshmen and AB Sophomores, your advisers are also listed at the top of the Academic Planning Form.

2009-2010 Fall: Weekly Schedule

Class	Schedule
AAS 353-L01 LEC (23279)	MoWe 12:30PM - 1:20PM Room: TBA
POL 210-L01 LEC (22916)	TuTh 2:30PM - 3:20PM Room: TBA
PSY 208-L01 LEC (25123)	TuTh 10:00AM - 10:50AM Room: TBA
SPA 107-C03 CLS (20634)	MoTuWeThFr 11:00AM - 11:50AM Room: TBA

[Course Queue](#)

SEARCH FOR CLASSES

Holds
No Holds.

Appointments
[Enrollment Appointments](#)

Advising
[My Advisers](#)
[Academic Planning Form](#)

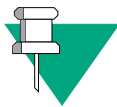
Campus Connections
[Office of the Registrar](#)

Click to display a list of your advisers.

This link is available only for Freshmen and AB Sophomores

Complete Preliminary Online Tasks

Once your adviser has approved your course selections, you're ready to log in to SCORE and enroll.



Note: One-on-one assistance for SCORE users is available to students Monday-Friday from 8:45 am to 5:00 pm at the Office of the Registrar in West College. Technical assistance is available, 24/7, from the Help Desk at 258-HELP (258-4357).

Log in and go to your **Student Center** page. From this page you can:

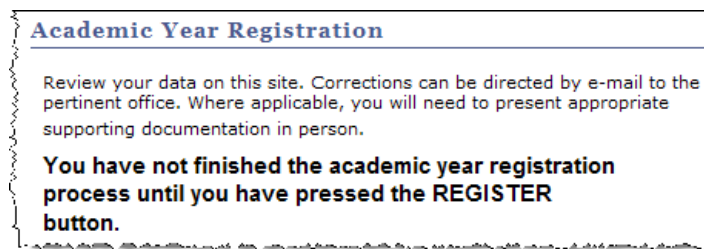
1. Register for the academic year.
2. Check the date of your enrollment appointment. If you're a Freshman, check the date of your Orientation Week Appointments, too.
3. Check for holds on your record that might prevent you from enrolling.

Register for the Academic Year

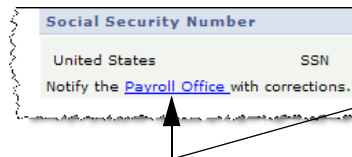
You cannot perform any functions in SCORE, including course enrollment, until you have registered for the academic year. Until you register, you will be presented with the **Academic Year Registration** page whenever you attempt to access the Student Center via SCORE.

To register for the academic year:

1. Log in to SCORE. The following instructions are displayed:



2. Review the demographic data listed on this page: ID number, sex, date of birth, Social Security number, permanent address, and so on.
3. Notify the appropriate authority of any required updates or corrections. For each field, an email link to the appropriate authority is provided.



Click to send email request for correction to your personal information records.

4. At the bottom of the page, click the REGISTER **REGISTER** button. The following message will be displayed: Academic Year Registration Is Complete; Return to SCORE.
5. Click the [Return to SCORE](#) link.



Note: Graduate students are required to register for the academic year and may use SCORE to do so, even with a status of **In Absentia**.

Check the Date of Your Enrollment Appointment

Students may sign up for classes during designated time periods known as *enrollment appointments*.

To look up your enrollment appointment:

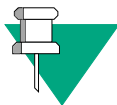
1. Log in to SCORE, and click the [Student Center](#) link. Your **Student Center** page is displayed.
2. In the Appointments section of the right-hand frame, click the [Enrollment Appointments](#) link. A new window displays details about your next enrollment appointment, such as the dates on which it begins and ends.

Check the Dates of Your Orientation Week Appointments (Freshmen Only)

New incoming Freshmen are assigned Orientation Week Appointments before the start of the Fall term. Students are notified of their appointments by email. Subsequently, appointment details are stored in SCORE for easy reference.

To check the dates and times of your Orientation Week Appointments:

1. Log in to SCORE, and click the [Student Center](#) link. Your **Student Center** page is displayed.
2. In the Appointments section of the right-hand frame, click the [Orientation Week Appointments](#) link. A new window displays the dates and other details about your appointments.



Note: This option is available only to Freshmen, and only during Orientation Week.

Check for Holds

If you have not fulfilled a particular requirement, a hold may be placed on your record. Because some holds prevent you from selecting courses, be sure to determine whether there are any holds on your record before you start selecting courses.

To check for holds:

1. Log in to SCORE, and click the [Student Center](#) link. Your **Student Center** page is displayed.
2. Check the Holds section of the right-hand frame:
 - If no holds are listed, the phrase No Holds is displayed under the Holds heading.
 - If one or more holds are listed, click the link to each one to see the reason for the hold and the name of a person who can help you resolve it. Once you fulfill the unmet requirement that caused the hold, the hold is removed.



Note: Every hold should be resolved quickly, even if it's not preventing you from selecting courses.

Sign Up for Courses

Once you've obtained approval of your list of courses, registered for the year, and made sure there are no holds on your record that will prevent you from enrolling, you're ready to enroll!

The SCORE enrollment procedure comprises three steps:

1. Fill out the Course Queue.
2. When you've added all the courses you want, submit your Course Queue.

Tip! *If you have extra courses on the course queue that you don't want to enroll in, but want to leave on the course queue as alternatives, you can enroll in selected courses from the [Course Queue](#) link.*

3. Verify that you're now enrolled in your courses by checking your course schedule.

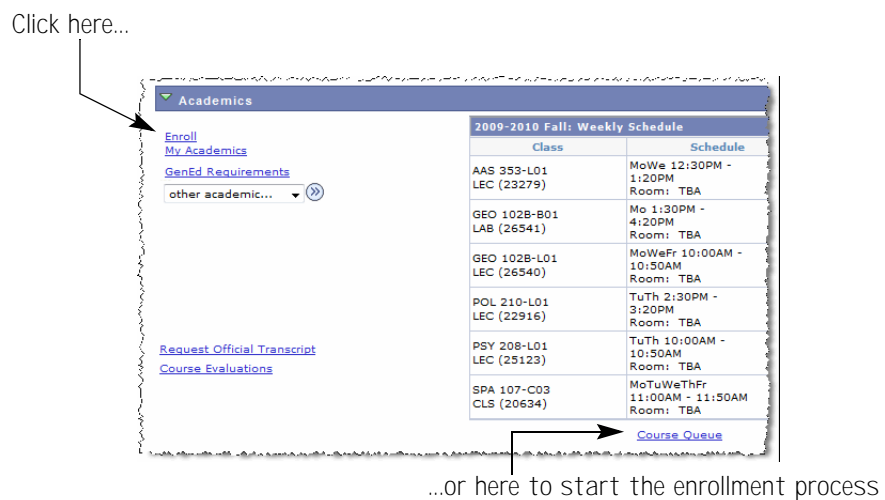
If you're not already logged in to SCORE, log in now. Your **Student Center** page should be displayed.

Fill Out the Course Queue

To fill out the course queue:

1. From the main Student Center page, click the [Enroll](#) link in the upper lefthand corner of the Academics section. You can also access the course queue by clicking the [Course Queue](#) link just below your schedule on the Student Center page.

***Tip!** The course queue looks a little different, depending on how you get there, but provides mostly the same functionality. The difference is that from the [Course Queue](#) link, you can select specific courses in which to enroll, whereas from the [Enroll](#) link, you submit **all** of the courses on the course queue for enrollment.*

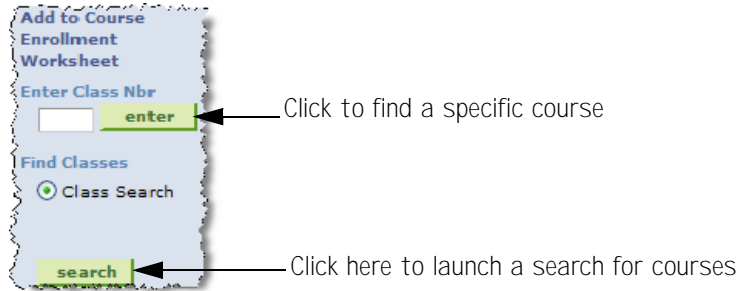


The Select Term page is displayed.

2. Click the radio button next to the term for which you want to add courses, and click the Continue button.

The **Select classes to add** or **Add Classes to Course Queue** page is displayed.

- In the center of the screen, find the Add to Course Queue box.



- Enter the 5-digit *class number* in the *Enter Class Nbr* field, and click the enter button. (If you don't know the 5-digit class number, see [“Search for Courses,”](#) on page 23.)

The **Select classes to add - Related Class Sections** page is displayed.

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	21039	B01	Tu 1:30PM - 4:20PM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	21040	B02	Tu 7:30PM - 8:20PM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	21041	B03	We 1:30PM - 4:20PM	TBA	Staff	<input checked="" type="radio"/>

View All Sections First 1-3 of 3 Last

CANCEL PREVIOUS NEXT

- Select one of the classes listed and click the NEXT button.

The **Select classes to add - Enrollment Preferences** page is displayed.

- Check the enrollment information to make sure this course will meet your academic objectives, and the meeting days and times, to make sure the course will fit in your schedule. Once you're sure you want to take the course, click the NEXT button in the lower righthand corner.

1. Check the enrollment information

2. If this field is available, elect the grading basis for your course.

3. Check the scheduling information

4. Click to proceed

Section	Component	Days & Times	Room	Instructor
B01	Laboratory	Tu 1:30PM - 4:20PM	TBA	Staff
L01	Lecture	MoWeFr 11:00AM - 11:50AM	TBA	Bonnie Bassler, Eric Wieschaus, Heather Thieringer

SCORE returns you to the **Select classes to add** page (or the **Add Classes to Course Queue** page), now updated with the course you've selected. The updated page includes:

- A confirmation of the addition to your Course Queue
- A table listing the current contents of your Course Queue, as shown in the following example.



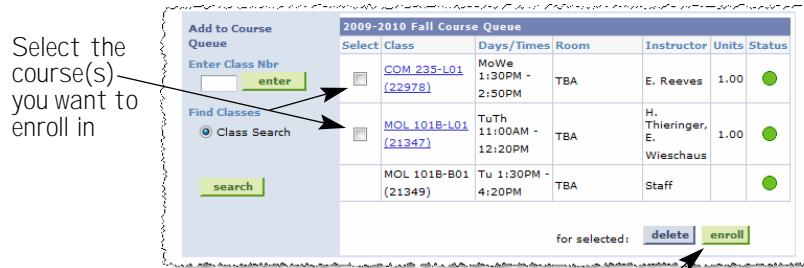
Important! The fact that you have added a course to your Course Queue does not mean that you are enrolled in the course. You will not be enrolled in any courses listed in your Course Queue until you finish enrolling by completing Steps 2 and 3 of this procedure.

Listing for MOL 101B in your Course Queue

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MOL 101B-L01 (21038)	MoWeFr 11:00AM - 11:50AM	TBA	B. Bassler, H. Thieringer, E. Wieschaus	1.00	
	MOL 101B-B01 (21039)	Tu 1:30PM - 4:20PM	TBA	Staff		

PROCEED TO STEP 2 OF 3

7. If you used the [Course Queue](#) link (you are on the Add Classes to Course Queue page),



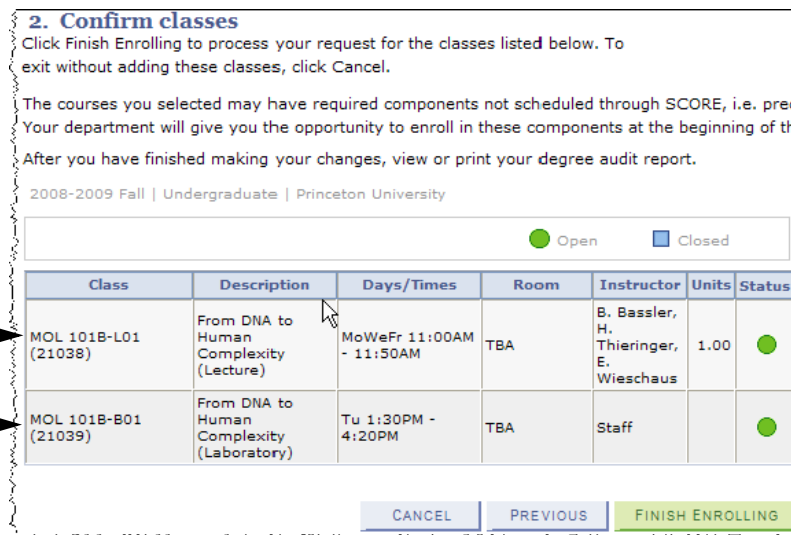
...and then click enroll

- select the courses you want to enroll in by clicking the *Select* checkbox before each class you want.
- Click the Enroll button.
- Review the selected classes on the Confirm Classes page, and click the Finish Enrolling button.
- Proceed to Step 9.

8. If you used the [Enroll](#) link (you are on the Select classes to add page),

- Click the PROCEED TO STEP 2 OF 3 button.

The **Confirm classes** page is displayed.

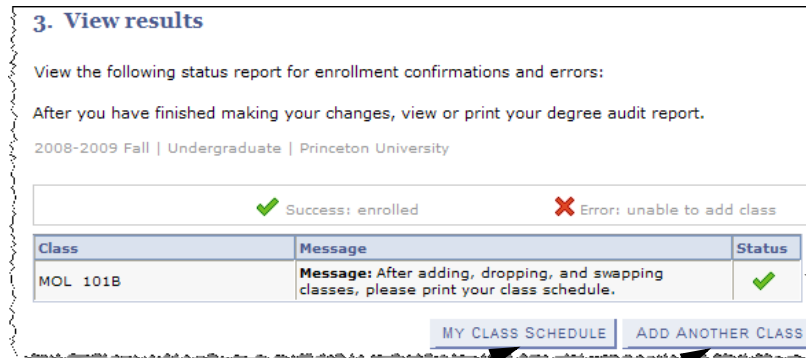


Check the details and make sure you want this course

Click to proceed

- b) After checking the details one last time, click the **FINISH ENROLLING** button in the lower righthand corner.

9. The **View results** page is displayed.



If you've finished adding courses, click to display your final schedule.

Click if you want to add another course.

You've successfully enrolled in this course!

The **View results** page specifies your course and the status of your attempt to enroll in it. The status is reported as **Success** (✓) or **Error** (✗). Enrollment may be denied if the course is already full, if you have not met prerequisites for it, or if the meeting times for the course overlap with the meeting times for another course in your schedule.

In the example shown here, the status is success; you're now enrolled in MOL 101B.

10. Click one of the buttons in the lower righthand corner:

- If you've finished your enrollment, click the **MY CLASS SCHEDULE** button. A list of all the courses in which you're enrolled will be displayed. Scroll down to the end of the list and click the [Printer Friendly Page](#) link to refresh the display in a format that's optimized for printing. Print a copy of your course list for your records.
- If you want to sign up for another course, click the **ADD ANOTHER CLASS** button.

Search for Courses

You can search for courses either using the [Enroll](#) link or the [Course Queue](#) link.

Tip! The course queue looks a little different, depending on how you get there, but provides mostly the same functionality. The difference is that from the [Course Queue](#) link, you can select specific courses in which to enroll, whereas from the [Enroll](#) link, you submit **all** of the courses on the course queue for enrollment.

To search for courses:

1. From the main Student Center page, click the [Enroll](#) link in the upper lefthand corner of the Academics section. You can also access the course queue by clicking the [Course Queue](#) link just below your schedule on the Student Center page.

Click here...

The screenshot shows the 'Academics' section of a student center. On the left, there is a navigation menu with links: 'Enroll', 'My Academics', 'GenEd Requirements', and a dropdown menu labeled 'other academic...'. Below these are links for 'Request Official Transcript' and 'Course Evaluations'. On the right, there is a table titled '2009-2010 Fall: Weekly Schedule' with columns for 'Class' and 'Schedule'. The table lists several courses with their respective class numbers, sections, and times. An arrow points from the text 'Click here...' to the 'Enroll' link. Another arrow points from the text '...or here to start the enrollment process' to the 'Course Queue' link at the bottom right of the table.

Class	Schedule
AAS 353-L01 LEC (23279)	MoWe 12:30PM - 1:20PM Room: TBA
GEO 102B-B01 LAB (26541)	Mo 1:30PM - 4:20PM Room: TBA
GEO 102B-L01 LEC (26540)	MoWeFr 10:00AM - 10:50AM Room: TBA
POL 210-L01 LEC (22916)	TuTh 2:30PM - 3:20PM Room: TBA
PSY 208-L01 LEC (25123)	TuTh 10:00AM - 10:50AM Room: TBA
SPA 107-C03 CLS (20634)	MoTuWeThFr 11:00AM - 11:50AM Room: TBA

...or here to start the enrollment process

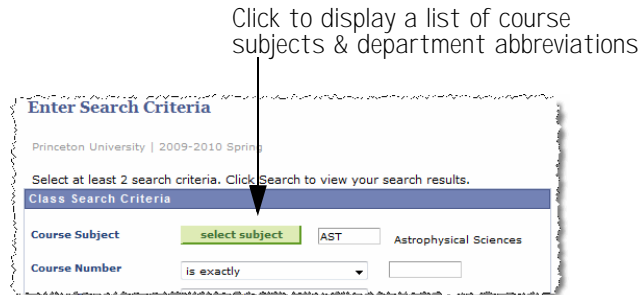
The Select Term page is displayed.

2. Click the radio button next to the term for which you want to add courses, and click the Continue button.

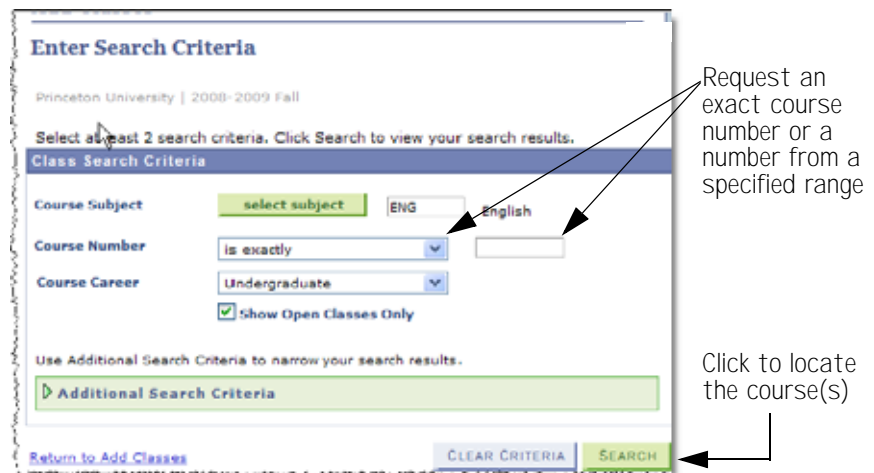
The **Select classes to add** or **Add Classes to Course Queue** page is displayed.

3. In the center of the screen, find the Add to Course Queue box.

4. Click the search button at the bottom of the box. The **Enter Search Criteria** page is displayed.
5. Enter the abbreviation for the desired academic department in the *Course Subject* field. If you don't know it, click the select subject button to display a valid list of subjects.



- a) The subjects are displayed grouped alphabetically by the first letter of the code. To display a subjects beginning with a different letter, click the desired letter at the top of the page.
 - b) Locate the desired subject and click the select button next to it to select it.
6. In the two *Course Number* fields, do one of the following:
 - If you know the course number, keep the default value in the first field (**is exactly**), and type the number in the second.
 - If you don't know the course number, open the drop-down list in the first *Course Number* field, and select a value other than **is exactly**, such as a range of possible numbers. For example, if you know that the course you want is a 300-level course but you don't know the exact number, you may select **greater than or equal to** from the drop-down list, and enter **300** in the second field. Then click the SEARCH button in the lower righthand corner.
 - If you want to see all the courses offered in this department this term, leave the second *Course Number* field blank.

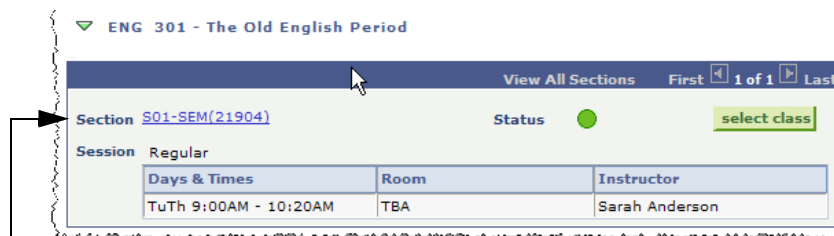


The **Search Results** page is displayed, showing summaries of all courses found by the search. Up to 50 courses may be listed. If more than 50 courses are found, you will be warned before a listing for them is displayed.

If *none* of the courses listed is the one you want, click the START A NEW SEARCH [START A NEW SEARCH](#) button in the center (righthand side) of the **Search Results** page.

Note: You can also search for courses by meeting time and day, instructor, course title, or course component by clicking the [Additional Search Criteria](#) link.

When you find the desired course in the Search Results list, click the link in the *Section* field for a detailed description. For example, if you want details about English 301, click the [S01-SEM\(21904\)](#) link.



Click to display a detailed description of the course

A detailed listing is displayed.

ENG 301 - S01 The Old English Period
Princeton University | 2008-2009 Fall | Seminar

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

Class Details

Status	● Open	Career	Undergraduate
Class Number	21904	Dates	9/11/2008 - 1/13/2009
Session	Regular Academic Session	Grading	Fully Graded
Units	1 units	Location	Main Princeton Location
Class Components	Seminar Required	Campus	Main Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:00AM - 10:20AM	TBA	Sarah Anderson	09/11/2008 - 01/13/2009

Enrollment Information

Enrollment Requirements	Not Open to Freshmen
Distribution Area	Literature and the Arts

Class Availability

Class Capacity	25
Enrollment Total	18
Available Seats	7

Description

An intensive introduction to the English language spoken and written in the British Isles approximately 500 to 1100 C.E., leading to a critical survey of the

Click the SELECT CLASS [SELECT CLASS](#) button to add the class to your course queue.

Changing Courses

Introduction

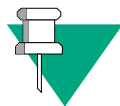
You can add, drop, and swap courses through SCORE until the end of the enrollment appointment and at various other designated periods during the academic term.



Important! *Adding or changing course selections without the approval of 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, you must complete the Course Enrollment Worksheet, have your adviser sign it, and bring the approved worksheet to the Office of the Registrar to process the change.

To add, drop, or swap courses outside the periods mentioned above, you must submit a signed hardcopy of the Course Enrollment Worksheet to the Registrar.



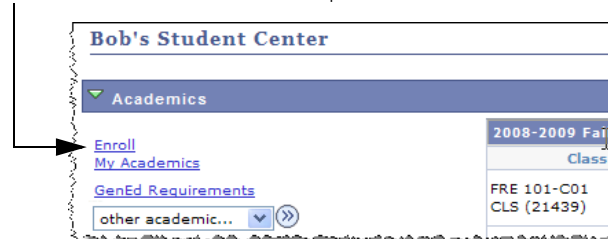
Tip! *One-on-one assistance for SCORE users is available to students Monday-Friday from 8:45 am to 5:00 pm at the Office of the Registrar in West College. Technical assistance is available, 24/7, from the Help Desk at 258-HELP (258-4357).*

Dropping Courses in SCORE

To drop a course:

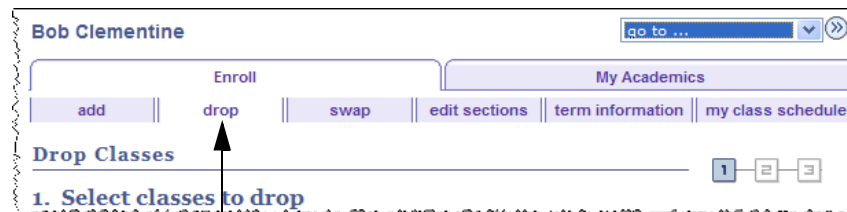
1. From the main Student Center page, click the [Enroll](#) link in the upper lefthand corner of the Academics section.

Click to access the enrollment process



The **Select classes to add** page is displayed.

2. Click the [drop](#) link near the top of the page. The **Select classes to drop** page is displayed.



Link that brings you to this page

The page provides a list of the courses in which you're currently enrolled.

2008-2009 Fall | Undergraduate | Princeton University

Select	Class	Description	Days/Times	Room	Instructor	Units
<input type="checkbox"/>	FRE 101-C01 (21439)	Beginner's French I (Class)	MoTuWeThFr 9:00AM - 9:50AM	TBA	Staff	1.00
<input type="checkbox"/>	POL 210-L01 (20934)	Political Theory (Lecture)	MoWe 11:00AM - 11:50AM	TBA	M. Viroli	1.00
<input type="checkbox"/>	PSY 313-L01 (20341)	Interpersonal Perception (Lecture)	TuTh 12:30PM - 1:20PM	TBA	E. Pronin	1.00
<input type="checkbox"/>	PSY 337-L01 (20346)	Neurosci of Soc Cog and Emot (Lecture)	We 1:30PM - 4:20PM	TBA	Staff	1.00
<input type="checkbox"/>	PSY 419-L01 (22096)	Childhood Psychopathology (Lecture)	TuTh 1:30PM - 2:50PM	TBA	R. Comer	1.00

DROP SELECTED CLASSES

- In the first column, select the checkbox for the course you want to drop; then click the **DROP SELECTED CLASSES** **DROP SELECTED CLASSES** button in the lower righthand corner. For example, to drop POL 210-L01, "Political Theory," select the checkbox in the second row, and click the **DROP SELECTED CLASSES** **DROP SELECTED CLASSES** button.

Select the checkbox for the course you want to drop

Select	Class	Description	Days/Times	Room	Instructor	Units
<input type="checkbox"/>	FRE 101-C01 (21439)	Beginner's French I (Class)	MoTuWeThFr 9:00AM - 9:50AM	TBA	Staff	1.00
<input checked="" type="checkbox"/>	POL 210-L01 (20934)	Political Theory (Lecture)	MoWe 11:00AM - 11:50AM	TBA	M. Viroli	1.00
<input type="checkbox"/>	PSY 313-L01 (20341)	Interpersonal Perception (Lecture)	TuTh 12:30PM - 1:20PM	TBA	E. Pronin	1.00
<input type="checkbox"/>	PSY 337-L01 (20346)	Neurosci of Soc Cog and Emot (Lecture)	We 1:30PM - 4:20PM	TBA	Staff	1.00
<input type="checkbox"/>	PSY 419-L01 (22096)	Childhood Psychopathology (Lecture)	TuTh 1:30PM - 2:50PM	TBA	R. Comer	1.00

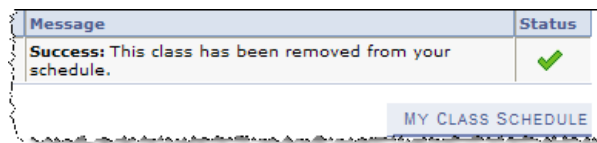
DROP SELECTED CLASSES

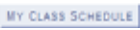
Click to drop the selected course

The **Confirm your selection** page is displayed.


- Check the information listed. If it's correct, click the **FINISH DROPPING** **FINISH DROPPING** button, in the lower righthand corner, to complete the process.

- SCORE may reject your request to drop the course if there's a hold on your record, or if dropping the course means that you won't have the minimum number of units required for the term.
- If your request to drop the course is accepted by SCORE, the status reported is Success (✔) and a confirmation message is displayed.



5. To print a copy of your revised schedule for your records, click the MY CLASS SCHEDULE  button
6. To return to your Student Center page, scroll down to the drop-down list at the bottom of the page.



7. From the drop-down list, select **Student Center** and click the double arrow  button.

Adding Courses in SCORE

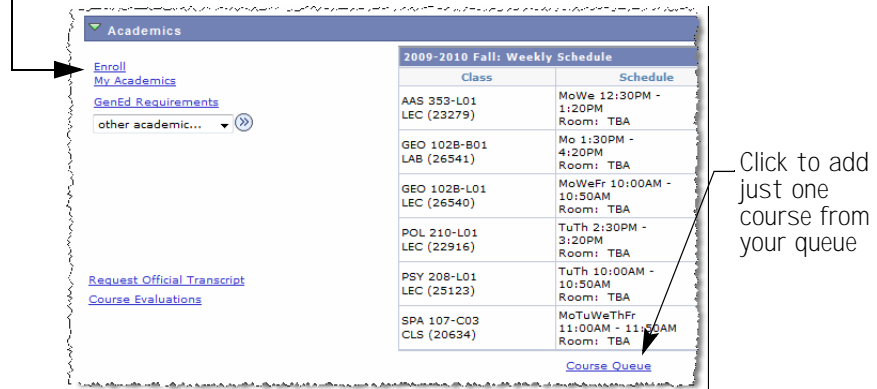
If you have courses in your course queue that you have already discussed with your adviser, you can select and add the course from the [Course Queue](#). If you have no courses in your course queue, you can select and add a course using the [Enroll](#) link and the Add tab.

To select and add a new course:

1. From the main **Student Center** page, click the [Enroll](#) link in the upper lefthand corner of the Academics section.

Note: If you already have more than one course in your Course Queue, and want to add one of them, click the [Course Queue](#) link instead of the [Enroll](#) link. This allows you to select the specific course you want to add. (See “To add a course from the course queue:,” on page 33 for instructions.)

Click to access the enrollment process

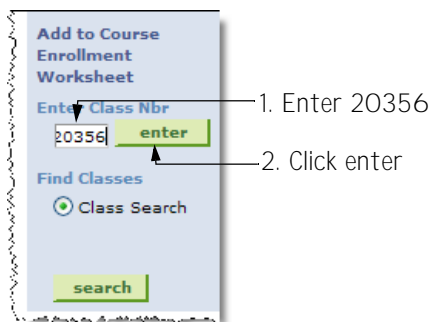


The **Select classes to add** page is displayed.



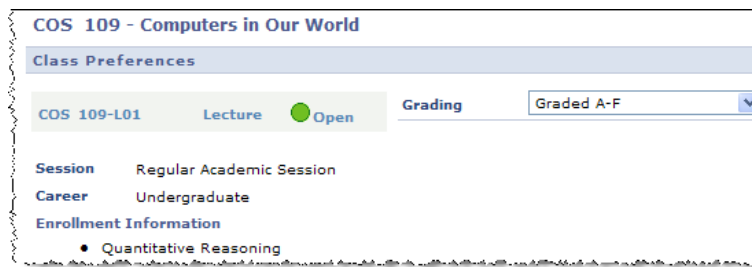
2. In the center of the screen, find the Add to Course Queue box. If you know the 5-digit *class number*, enter it in the *Enter Class Nbr* field, and click the enter button.

If you don't know the 5-digit class number, click the search button at the bottom of the Add to Course Queue box. For detailed instructions, see ["Search for Courses," on page 23.](#)



The **Select classes to add - Enrollment Preferences** page is displayed.

To select a grading basis for your course, choose an option from the drop-down list.



3. Verify the details of the course. If the *Grading* field is populated, you can also select a grading basis (such as letter grades or Pass/Fail) for your course.
4. When you're ready to sign up for the course, click the NEXT NEXT button in the lower righthand corner.

An updated version of the **Select classes to add** page is displayed with a confirmation message about the course that has been added to your Course Queue.



5. Click the PROCEED TO STEP 2 OF 3 PROCEED TO STEP 2 OF 3 button below the Course Queue.
6. Check the details and decide whether to finalize the addition of this course to your schedule. To add the course, click the FINISH ENROLLING FINISH ENROLLING button in the lower righthand corner.



Tip! If you decide you don't want to add the course, click the PREVIOUS PREVIOUS button or CANCEL CANCEL button.



The **View results** page is displayed, showing whether your request to add the course has been approved (✔ Success: enrolled) or rejected (✘ Error: unable to add class).

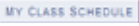

7. Click one of the following buttons in the lower righthand corner:
 - If you've finished adding courses, click the MY CLASS SCHEDULE MY CLASS SCHEDULE button for an updated listing of courses in which you're now enrolled.
 - If you haven't finished adding courses, click the ADD ANOTHER CLASS ADD ANOTHER CLASS button.

To add a course from the course queue:

1. From the main **Student Center** page, click the [Course Queue](#) link, just below your schedule. The **Add Classes to Course Queue** page is displayed, showing the courses already in your course queue.
2. Click the *Select* box next to the course you want to add, and click the enroll  button. The Confirm classes page is displayed.
3. Check the details and decide whether to finalize the addition of this course to your schedule. To add the course, click the FINISH ENROLLING  button in the lower righthand corner.

Tip! If you decide you don't want to add the course, click the  button or  button.

The **View results** page is displayed, showing whether your request to add the course has been approved ( Success: enrolled) or rejected ( Error: unable to add class).

4. Click one of the following buttons in the lower righthand corner:
 - If you've finished adding courses, click the MY CLASS SCHEDULE  button for an updated listing of courses in which you're now enrolled.
 - If you haven't finished adding courses, click the ADD ANOTHER CLASS  button.

Swapping Courses in SCORE

Swapping a course is different from dropping a course and then adding one to replace it:

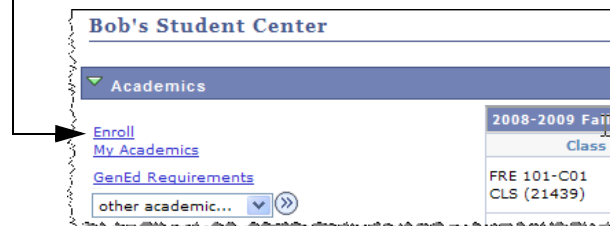
- ✧ When you drop a course and then add one, you run the risk of being denied enrollment in the replacement course. If the course you drop subsequently fills up, you may be left without either course.
- ✧ When you *swap* a course, however, SCORE holds your place in the course being dropped until it confirms that you can be enrolled in the replacement course. Therefore if your request to add the replacement course is denied, you're won't be locked out of both courses.

Tip! You must use the [Enroll](#) link to swap courses, **not** the [Course Queue](#).

To swap a course:

1. From the main Student Center page, click the [Enroll](#) link in the upper lefthand corner of the Academics section.

Click to access the enrollment process

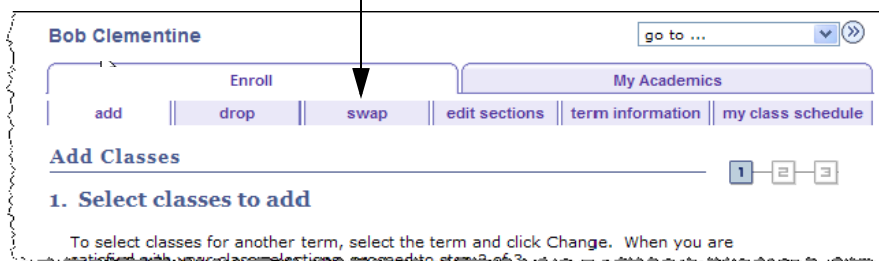


The **Select classes to add** page is displayed.

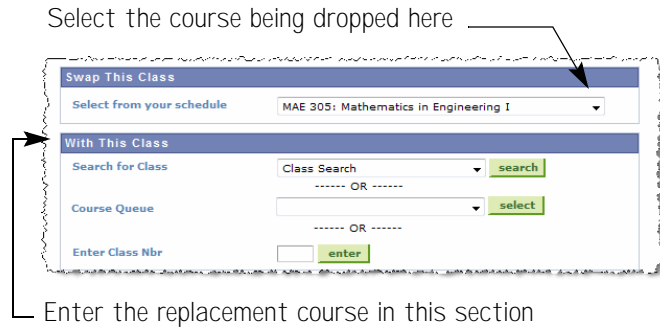


2. Click the [swap](#) link near the top of the page.

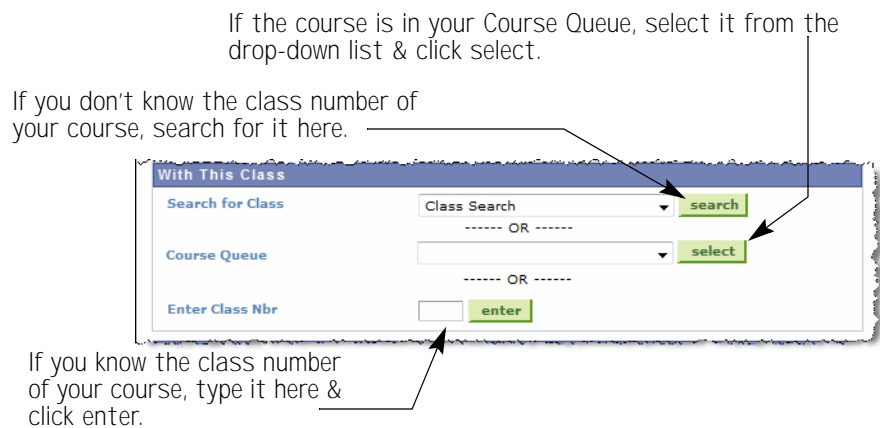
Click to swap a course



The **Select a class to swap** page is displayed. It comprises two sections: one (Swap This Class) for the course being dropped; another (With This Class) for the replacement course.



3. From the Swap This Class drop-down list, which includes all the courses in which you're currently enrolled, select the course you want to drop.
4. In the With This Class section, specify the replacement course, using one of the three fields.



- a) If the replacement course is listed in your Course Queue, select it from the drop-down list in the *Course Queue* field, then click the select **select** button.
- b) If you don't know the 5-digit class number of the course you want to take, click the search **search** button beside the *Search for Class* field. The **Class Search Criteria** page is displayed. For a complete list of the parameters that you can specify, be sure to expand the **Additional Search Criteria** section as well, as shown in the following window.

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number is exactly

Course Career Undergraduate
 Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week Include Only These Days
 Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component

[Return to Swap a Class](#)

Enter as many search parameters as possible, and click the **SEARCH** button in the lower righthand corner. The **Search Results** page is displayed, offering a list of courses that match your criteria.

Select a replacement by clicking the link in the *Section* field at the top of the appropriate course description. The **Class Detail** page is displayed.

Click the **SELECT CLASS** button in the upper or lower righthand corner. The **Select a class to swap - Enrollment Preference** page is displayed.

- c) If you know the 5-digit class number of your replacement course, enter it in the *Enter Class Nbr* field, and click the enter button.

With This Class

Search for Class

----- OR -----


Course Queue

----- OR -----

Enter Class Nbr

If you know the class number, enter it here and click enter.

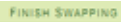
The **Select a class to swap - Enrollment Preference** page is displayed.

- Review the details about the course and, if you want to sign up for it, click the NEXT  button in the lower righthand corner.


The **Confirm your selection** page is displayed. It shows detailed descriptions of the course that you're dropping and its replacement.

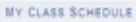
You are replacing this class						
Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 313-L01 (20341)	Interpersonal Perception (Lecture)	TuTh 12:30PM - 1:20PM	TBA	E. Pronin	1.00	

With this class						
Open Closed						
Class	Description	Days/Times	Room	Instructor	Units	Status
JPN 301-C01 (21572)	Advanced Japanese I (Class)	MoWeFr 11:00AM - 12:20PM	TBA	S. Makino, H. Matsui	1.00	

- Verify the information listed. If it's correct, click the FINISH SWAPPING  button in the lower righthand corner to complete the process.
- The **View results** page is displayed. It shows whether your request to swap courses has been approved (Success: enrolled) or rejected (Error: unable to add class).
 - Your request to swap courses may be denied if there's a hold on your record.
 - If your request to swap courses is approved, the status reported is **Success** (), as shown in the following example.

Class	Message	Status
Swap COS 109 with FRE 101	Message: After adding, dropping, and swapping classes, please print your class schedule.	



- Click the MY CLASS SCHEDULE  button to display an updated listing of the classes in which you're now enrolled. Scroll down to the bottom of the page and click the [Printer Friendly Page](#) link to display your schedule in a format optimized for printing.

Be sure to print a copy of your updated schedule for your records!

Swapping Sections in SCORE

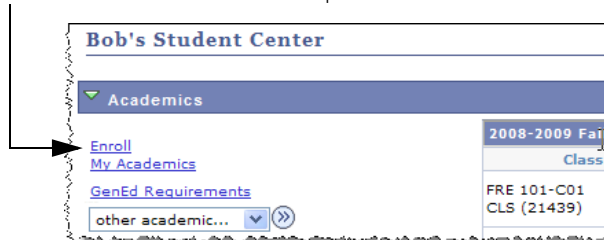
You may want to keep a course but change one of the section meetings for which you originally enrolled. For example, suppose you enrolled in Molecular Biology 101B. This course comprises two components: a lecture (class number 21038) and a lab. You originally chose Lab B01, but for scheduling reasons you now want to switch to Lab B02 (21040).

SCORE enables you to swap sections by using the edit section page. This page can be used to swap any class and lab sections of a single course. It cannot be used to swap from a course with only one component that requires enrollment.

To swap a section:

1. From the main Student Center page, click the [Enroll](#) link in the upper lefthand corner of the Academics section.

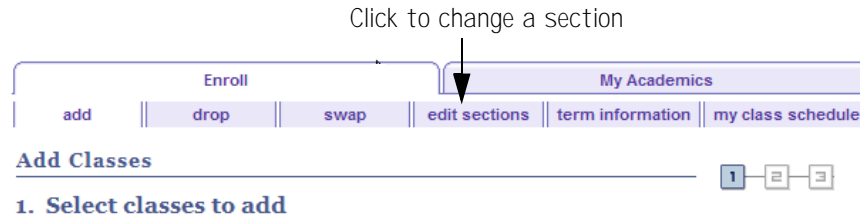
Click to access the enrollment process



The **Select classes to add** page is displayed.



- Click the [edit sections](#) link near the top of the page.



The **Select a class to edit** page is displayed.

- In the **Classes you are allowed to edit** box, select the appropriate course from the drop-down list, and click the **PROCEED TO STEP 2 OF 3** button. The **Select a class to edit - Related Class Section** page is displayed, showing all the sections available for the specified course. The section in which you're currently enrolled is selected by default.

Section in which you're currently enrolled.

1. Select a class to edit - Related Class Section

2008-2009 Fall | Undergraduate | Princeton University
 The courses you selected may have required components not scheduled through SCORE, i.e. pre-ear training, drills, etc.
 Your department will give you the opportunity to enroll in these components at the beginning of term.
 After you have finished making your changes, view or print your degree audit report.

MOL 101B - From DNA to Human Complexity
 Lecture selected: Section L01
 MoWeFr 11:00AM - 11:50AM Room: TBA

Open Closed

Select Laboratory section (Required):						
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	21039	B01	Tu 1:30PM - 4:20PM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	21040	B02	Tu 7:30PM - 8:20PM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	21041	B03	We 1:30PM - 4:20PM	TBA	Staff	<input checked="" type="radio"/>

View All Sections First 1-3 of 3 Last

List of available sections

- Select a different section and click the NEXT button.

The **Select a class to edit - Enrollment Preference** page is displayed with details about the newly selected section.

Schedule and other details about the newly selected section

Click to confirm your new choice

Section	Component	Days & Times	Room	Instructor
B02	Laboratory	Tu 7:30PM - 8:20PM	TBA	Staff
L01	Lecture	MoWeFr 11:00AM - 11:50AM	TBA	Bonnie Bassler, Eric Wieschaus, Heather Thieringer

- To accept the newly selected section, click the NEXT button in the lower righthand corner.

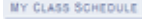
The **Confirm your selections** page is displayed with a summary of the new section.

- To verify your choices, click the FINISH EDITING button.

The **View results** page is displayed, showing whether your request to swap courses has been approved (Success: enrolled) or rejected (Error: unable to add class).

- Your request to swap sections may be denied (with **ERROR** status) if there's a conflict between the newly selected section and another course.
- If your request to swap sections is approved, the status reported will be **Success** (), as shown in the following example.

Class	Message	Status
MOL 101B	Success: This class has been updated.	<input checked="" type="checkbox"/>

7. Click the MY CLASS SCHEDULE  button to display an updated listing of your classes. Scroll down to the bottom of the page and click the [Printer Friendly Page](#) link to display your schedule in a format optimized for printing.
8. Be sure to print a copy of your updated schedule for your records!

Checking Your Academic Standing

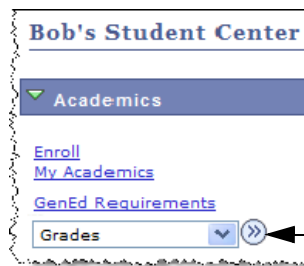
At any time, you can log on to SCORE and check your academic progress and status online. Specifically, you can view your:

- ✧ Grades
- ✧ Degree progress
- ✧ Ranking by quintile
- ✧ Unofficial transcript

View Your Grades


Once your mid-term or final grades have been posted to the Student Records system, they are available in SCORE. To view them:

1. From the main **Student Center** page, display the drop-down list in the upper lefthand corner of the Academics section (below the [GenEd Requirements](#) link).
2. From the drop-down list, select **Grades** and click the double arrow beside the field.



—Select Grades and click the double arrow.

The first **View My Grades** page is displayed, with a list of academic terms (such as 2007-2008 Spring).

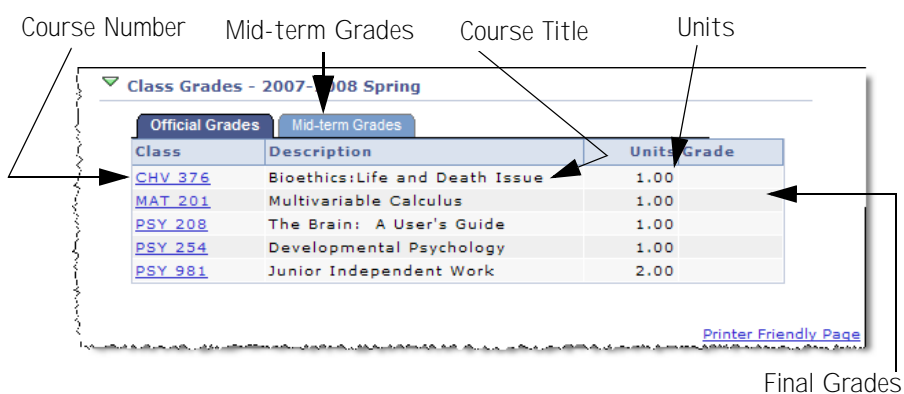
3. Select the appropriate term and click the CONTINUE  button in the lower righthand corner.

Select a term



Term	Term	Career	Institution
<input type="radio"/>	2008-2009 Fall	2008-2009 Fall	Undergraduate Princeton Uni
<input checked="" type="radio"/>	2007-2008 Spring	2007-2008 Spring	Undergraduate Princeton Uni
<input type="radio"/>	2007-2008 Fall	2007-2008 Fall	Undergraduate Princeton Uni

The second **View My Grades** page is displayed, with a list of your grades for the specified term.



Course Number Mid-term Grades Course Title Units

Class Grades - 2007-2008 Spring

Class	Description	Units	Grade
CHV 376	Bioethics:Life and Death Issue	1.00	
MAT 201	Multivariable Calculus	1.00	
PSY 208	The Brain: A User's Guide	1.00	
PSY 254	Developmental Psychology	1.00	
PSY 981	Junior Independent Work	2.00	

[Printer Friendly Page](#)

Final Grades

View Progress toward Degree Requirements

On your **Student Center** page: Click the [My Academics](#) link in the upper lefthand corner of the Academics section. The **My Academics** page is displayed, with links to five activities:

- ✧ [View my degree progress report](#): When you click this link, the **My Degree Progress Report** page is displayed. This page lists your degree requirements and provides detailed information about those you've met and those you have not yet completed. For a detailed description, see "View My Degree Progress Report," on page 46.
- ✧ [View my advisers](#): When you click this link, the **My Advisers** page is displayed. It provides the names of your advisers and their titles, relative to their advisory capacity (such as Dean or Departmental Representative, rather than Professor).

To send email to an adviser, click on his or her name; a link will take you to a new email window.

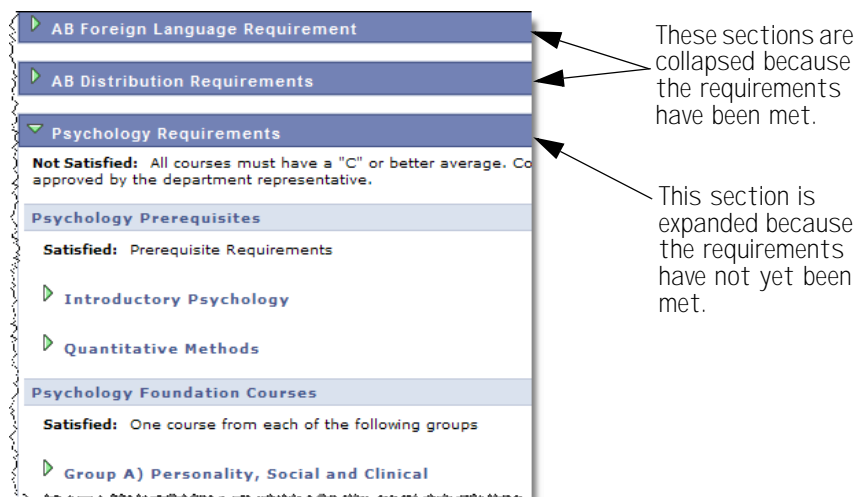
- ✧ [View my course history](#): When you click this link, the **My Course History** page is displayed. It provides a table in which all the courses you've taken are listed, along with your grades. Two levels of sorting are available from drop-down lists at the top of the page.
- ✧ [View my academic record](#): When you click this link, the **View My Academic Record** page is displayed.
- ✧ [Request Official Transcript](#): When you click this link, the **Request Official Transcript** page is displayed. On this page, you can select electronic or print delivery. Once you select the processing (delivery) option, fields are displayed where you can specify the type of transcript, number of copies, and delivery address for the requested transcript before submitting the request.
- ✧ [Request enrollment verification](#): When you click this link, the **Request Enrollment Verification** page is displayed. It provides you with drop-down lists for two choices:
 - Do you want the document sent to you for printing or sent elsewhere?
 - Do you want verification of enrollment for all relevant terms or only for specified terms?

View My Degree Progress Report

On the **My Academics** page, click the [View My Degree Progress Report](#) link. The **My Degree Progress Report** page is displayed.

This page tracks your progress toward fulfillment of your degree requirements. It reports your status in seven areas, such as AB Distribution Requirements.

In the following example, two sections (Undergraduate Writing Requirement and AB Foreign Language Requirement) are collapsed because the student has met the requirements described in them. A third section, AB Distribution Requirements, is expanded (open) because the student has not yet fulfilled the requirements described there.



Each section includes:

- ❖ A value of **Satisfied** or **Not Satisfied**, along with a definition of the relevant requirement. For example, the Undergraduate Writing Requirement section provides the following definitions: All undergraduates must complete one writing seminar in their freshman year.
- ❖ Course summary: the number of courses required in a particular area, and the number of courses taken to satisfy the requirement
- ❖ Details about each course taken to meet the relevant requirement: course number, title, units, term in which the course was taken, grade, and status.

View Your Ranking by Quintile

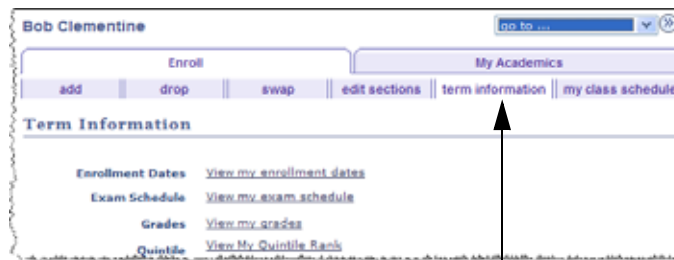
1. From the main **Student Center** page, click the [Enroll](#) link in the upper lefthand corner of the Academics section.

Click to access the enrollment process



The **Select classes to add** page is displayed.

2. Click the [term information](#) link near the top of the page.



Click to access term information

The **Term Information** page is displayed.

3. Scroll to the bottom of the list and click the [View My Quintile Rank](#) link. The **Quintile Rank** page is displayed.

View Your Academic Record

For the convenience of you and your advisers, Princeton University maintains an unofficial accounting of your academic record. To view your academic record:

1. From the main **Student Center** page, display the drop-down list in the upper lefthand corner of the Academics section (below the [GenEd Requirements](#) link).
2. From the drop-down list, select **View My Academic Record**, and click the double arrow.

Bob's Student Center

Academics

[Enroll](#)

[My Academic](#)

[GenEd Requirements](#)

Transcript: View Un



Select View My Academic Record and click the double arrow.

The **View My Academic Record** page is displayed.

3. On the **View My Academic Record** page:
 - a) In the *Academic Institution* field, select **Princeton University**.
 - b) In the *Report Type* field, select **My Academic Record**.
 - c) Click the view report [view report](#) button. Your academic record is displayed in PDF format.

Important! After clicking the view report [view report](#) button, allow a few minutes for processing to complete. Do not press any other button or link until the document is displayed.

Maintaining Data and Requesting Documents

Change Personal Information Online

Two types of personal information are maintained in SCORE: demographic data (NetID number, date of birth, Social Security number, and so on) and contact information (address, phone, and email).

To Update Demographic Information

Demographic data (such as your gender and citizenship) is maintained in SCORE. You cannot change any of this information directly; it must be updated by the appropriate University office.

If a change in your demographic data is required, notify the relevant office (such as the Registrar or Payroll) by using an email link on the relevant SCORE page.

To access the SCORE pages with demographic information about you:

1. In SCORE, go to your **Student Center** page.
2. Click the [Demographic Data](#) link in the Personal Information section.

The **Demographic Information** page is displayed.

Demographic Information		
ID	001670291	
Sex	Male	Notify Office of the Registrar with corrections.
Date of Birth	01/01/1987	Notify Office of the Registrar with corrections.
Marital Status	Single	Notify Office of the Registrar with corrections.

You cannot change demographic information for yourself in SCORE. Instead, you must contact the appropriate Princeton University office to have the change made. For example, if your marital status changes, you must contact the Registrar's office to have it updated in SCORE.

For this reason the items listed under Demographic Data are annotated with the names of the Princeton University offices responsible for maintaining them. Email links are also provided for your convenience. To request a change, click the appropriate email link. An email window, addressed to the appropriate office, will open on the screen.

To Update Contact Information

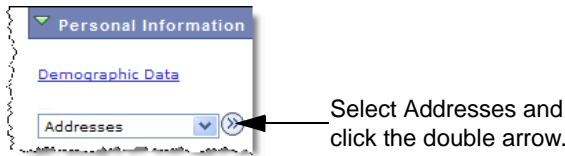
You can use SCORE to maintain certain types of personal information throughout the year, depending on your undergraduate or graduate status:

- ◇ Undergraduate students can update permanent address information, cell numbers, and non-Princeton.edu e-mail addresses (AOL, Yahoo, Hotmail, and so on).
- ◇ Graduate students can update permanent address information, office addresses, fax numbers, and non-Princeton.edu e-mail addresses (AOL, Yahoo, Hotmail, and so on).

To update the contact information for yourself:

1. Log in to SCORE, and click the [Student Center](#) link. (For detailed instructions, see "Logging In to SCORE," on page 3.) Your **Student Center** page is displayed.
2. Go to the Personal Information section. From the drop-down list below the [Demographic Data](#) link, select a value (**Addresses**, **Email Addresses**, or **Phone Numbers**) and click the double arrow to the right of the field.

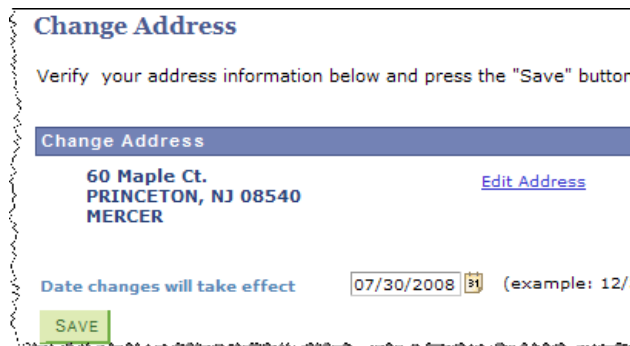
For example, suppose you want to update your address:



The **Addresses** page is displayed. Separate boxes are provided for your addresses and those of your parents or guardians.

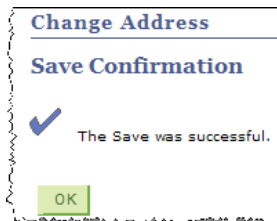
Note: You cannot update an address for your parents or guardians in SCORE. If an update is required, send the new address to the Office of the Registrar. (An email link is provided on the **Addresses** page.)

3. Click the edit button. The **Edit Address** page is displayed.
4. Enter values in the appropriate fields and click the OK button in the lower lefthand corner. The Change Address page is displayed, verifying the newly revised address.



5. Click the SAVE button in the lower lefthand corner.

The Save Confirmation page is displayed.

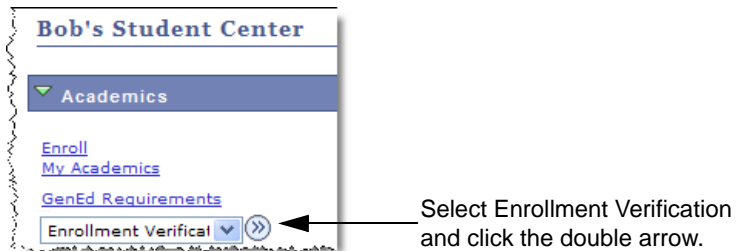


6. Click the OK button. You return to the Addresses page.

Request Enrollment Certification

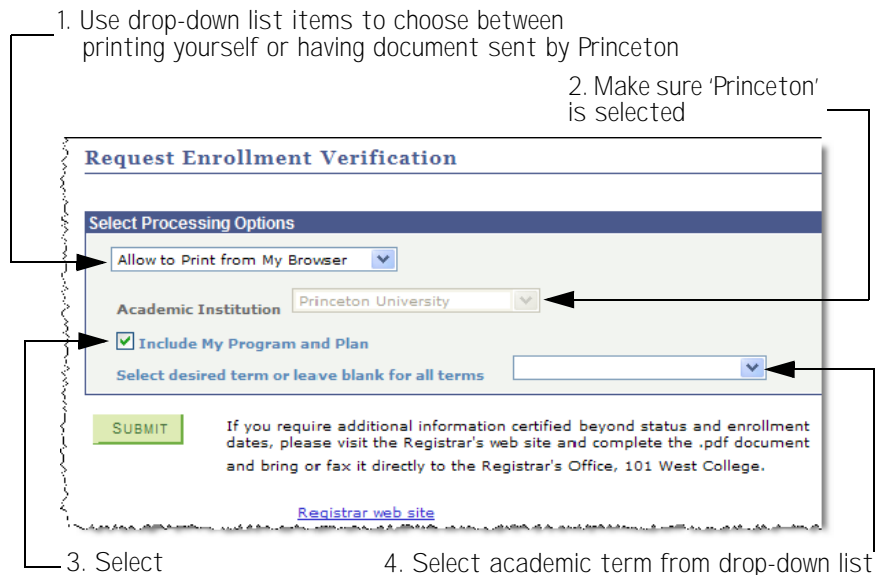
To request verification that you are enrolled at Princeton University:

1. In SCORE, go to your **Student Center** page.
2. In the Academics section, display the drop-down list in the upper lefthand corner (below the [GenEd Requirements](#) link).
3. From the drop-down list, select Enrollment Verification and click the double arrow.



The **Request Enrollment Verification** page is displayed.

4. Enter values in the Select Processing Options box.

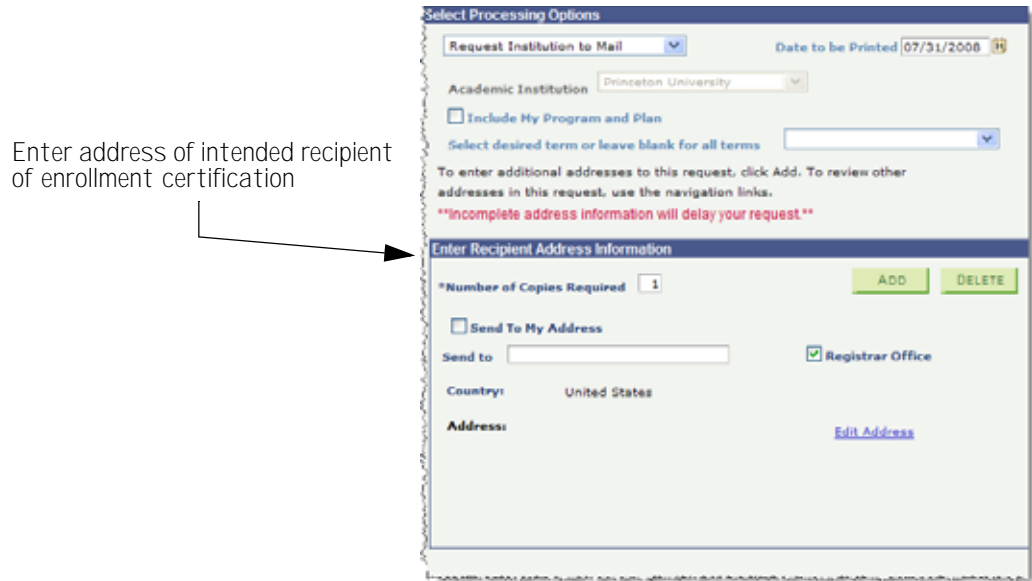


- a) In the first field (see #1 in the preceding screen shot), display the drop-down list and choose one of two values:
 - **Allow to Print from My Browser** - See Step 5.
 - **Request Institution to Mail** - See Step 6.
 - b) In the second field (#2 in the screen shot), make sure the value of the *Academic Institution* field is **Princeton University**.
 - c) Select the checkbox labeled **Include My Program and Plan** (#3).
 - d) In the last field (#4), display the drop-down list, and select the desired academic term. To indicate all terms, leave the field blank.
5. After you select **Allow to Print from My Browser**, click the **SUBMIT** button in the lower lefthand corner. Your enrollment verification document is displayed.

Enrollment Verification as of Jul 31, 2008					
Name: Bob Clementine			ID Nbr: 001670291		
<u>Current Program of Study</u>					
Career	Academic Program		Exp Comp Dt		
Undergraduate	Bachelor of Arts Degree		01/26/2008		
Academic Plan	Degree	Declare Dt	Sub-Plan		
Psychology	A.B.	04/25/2006			
Butler Residential College		09/09/2004			
<u>Enrollment History</u>					
Term	Career	Begin Date	End Date	Units	Status
2004-2005 Fall	UGRD	09/09/2004	01/30/2005	3.00	Full-Time
2004-2005 Spring	UGRD	01/31/2005	05/31/2005	3.00	Full-Time

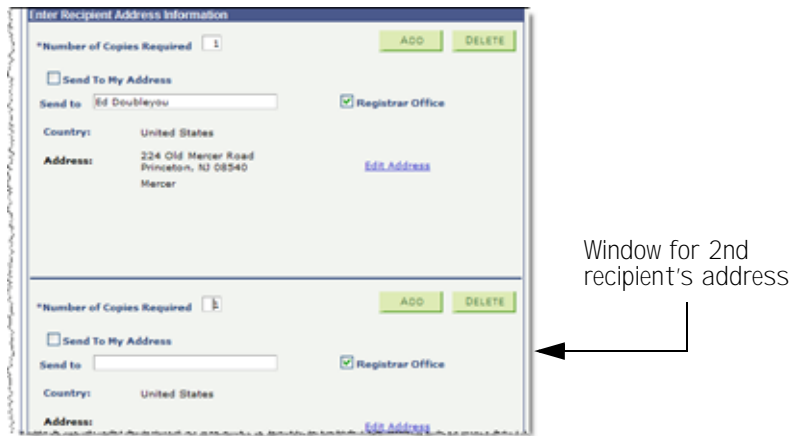
Note: If you print this page, this is an Unofficial Enrollment Verification, and it does not bear the Registrar's signature or the Princeton University Seal.

6. If you select the **Request Institution to Mail** option in the first drop-down list, the Enter Recipient Address Information window opens.



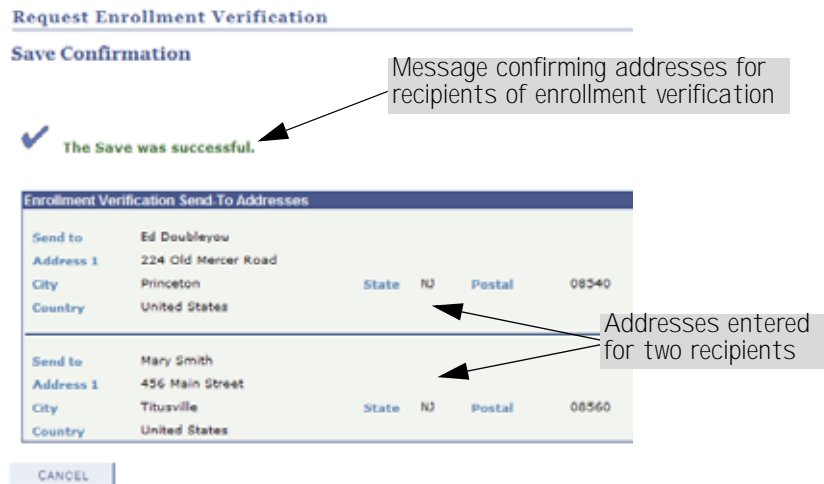
Enter address of intended recipient of enrollment certification

7. Enter the required information in the Enter Recipient Address Information window
 - a) Specify the number of copies you want, whether you want a copy sent to yourself, and the appropriate address.
 - b) To enter a new address or modify an existing one, click the [Edit Address](#) link. The Edit Address page is displayed and you can enter the street address and zip code. (If you do so, PeopleSoft automatically populates the city, state, and county fields.) Click the OK button in the lower lefthand corner. You return to the Enter Recipient Address Information page.
 - c) To specify an additional recipient, click the ADD button in the upper lefthand corner. Another set of fields for address information is opened and appended to the first Enter Recipient Address Information window.



- When you've finished submitting recipients, click the **SUBMIT** button in the lower left-hand corner.

The Save Confirmation page is displayed.



- To return to your Student Center page, select **Student Center** from the drop-down list in the lower lefthand corner, and click the double arrow.

Note: If you need the University to certify information beyond status and enrollment, you can request the desired document by completing a form provided (in PDF format) on the homepage of the Registrar's Office.

View and Update Payroll Information

If you receive a paycheck from the University, you can view your paycheck online, set up and change bank account information for direct deposit of your check, update your W-4 tax information, and view your W-2 form.

For information on these functions, see the [Payroll Self-Service Help](#).

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