

View a Student's Enrollment Summary

1. In the left Menu, go to Student Enrollment > Enrollment Summary. The Enrollment Summary search page will open.

2. On the Enrollment Summary search page:

   - In the EmplID field, enter the 8-digit ID of the student whose class schedule you wish to see. If you do not know this ID, enter the student’s name in the First Name and Last Name fields.

   The following steps are optional, but they will help narrow your results. Be aware that the Academic Term is contingent on the Academic Career. If you perform these steps out of order, you may get an error message. Make sure to perform the steps in the same order as noted below.

   - From the Academic Career drop-down list, select a career for this student (e.g., Undergraduate).
   - In the Term field, enter the 4-digit code for a term (e.g., 1067 for Fall 2006) or use the Magnifying Glass button (🔍) to get a list of valid term codes.
   - Click Search. The Enrollment Summary page will open.

   Note: If you did not enter a Term, all Enrollment Summaries available for this student will open on the Enrollment Summary search page. If multiple students match your criteria, all their Enrollment Summaries (for all available Terms) will open on the Enrollment Summary search page. Click the Enrollment Summary link for the student/term you wish to see.

3. On the Enrollment Summary page:

   - In the blue navigation bar, click View All to see all the courses for which the student has registered.

   - Click the Magnifying Glass button (🔍) to left of each Class Number to access the course’s Class Detail page in the Schedule of Classes.

   Note: On the Class Detail page, click Close to return to the Enrollment Summary page.