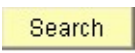## *View a Student's Enrollment Summary*

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.