Business Process Procedures

12.50 INQUIRING ON STUDENT RECORDS

Overview   These procedures provide an operator with the various navigations that are available for the purpose of inquiring on student records.

Navigation   Main Menu > Records and Enrollment
Main Menu > Curriculum Management

Detailed Directions

Navigation	Data Displayed	Purpose	Comments
Records and Enrollment > Student Term Information > Student Grades	Student grades, by term and/or career	To review grades for a student within a term.	There are two tabs: Student Grade Inquiry and Term Statistics. The Student Grade Inquiry tab contains the information on grades.
Records and Enrollment > Enrollment Summaries > Enrollment Summary	Classes for which a student is enrolled, by term and/or career; subject, catalog number, session, section, and enrollment status	To view a summary of a student's enrollment information.	There are two tabs: Enrollment Summary and Term Statistics. The Enrollment Summary tab contains the information on the student's enrollment.
Curriculum Management >Dynamic Dates > Class Section Dynamic Dates	Class number, drop dates, census date, cancellation and withdrawal dates, and class meeting pattern.	To view the dynamic class information (including census date) for a dynamic course.	There are three tabs: Dynamic Class Data, Class Meeting Pattern, and Messages. The Dynamic Class Data tab contains dynamic class information. The Class Meeting Pattern tab contains the information on the class meeting pattern.
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes	Class section, start and end date, class fees, class meeting information, enrollment control information, etc.	To view class start and end dates, class fee information, the class meeting pattern, enrollment capacity, etc.	Entering a "Campus" on the search page will narrow search results. There may be multiple sections of a course offered. Use the arrows on the dark blue "Class Sections" area to scroll through all sections offered.

Student Financials > View Customer Accounts > Academic Information	Career, Primary Program, Residency, Group, Total Units, and Academic Load by term	To view enrollment and personal information for a given student.	Clicking on the Enrollment link on the far right displays the same information as the Enrollment Summary page.