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# UNIVERSITY of NORTH TEXAS

# **Understanding this Manual**

You can use this manual to get an overview of UNT's new Enterprise Information System (EIS). The manual covers topics for UNT employees with "view" access within EIS.

At the beginning of most sections in this manual, you'll see a step that asks you to navigate EIS in a manner similar to the example below:



To follow this step, you would click the following menu items within EIS:



**Note** Each 🖞 above represents a separate click of your mouse.

# Looking Up Your EUID

To look up your EUID,

- 1. Go to myls.unt.edu.
- 2. Click <u>What's my EUID?</u> (below).

	RPRISE RMATION EM	
Routine maintenance occurs between the hours of 7.00pm sturdsy and 7.00pm until 8.30pm Tuesdays and Thursdays. The system will be unavailable during these hours. What's mm EUID? Activate mm EUID? Activate mm EUID?	Enterprise Information System is a secure, online data management solution developed for the University of North Texas System. To sign in, please enter your EUID and Password. EUID: Password: Sign in To set trace flags, click here	
© 2000 PeopleSoft Incorporated. All rights reserved.		University of North Texas System

- **3.** Fill out the form, and it will show you your EUID (usually your initials plus four numbers). For example, your EUID could be **abc0004**.
  - Note To change your EIS password, click <u>Need Help with Your</u> <u>Password?</u>

# **Setting Your Defaults**

To set your defaults within EIS,

- 1. Go to Set Up SACR > User Defaults.
- 2. Type "NT752" as your Academic Institution (below).

User Defaults 1 User	Defaults 2 🔨 User Defaults 3 🍸 User Defaults 4 🍸 <u>E</u> nrollment Override Defaults
User ID: xxx0000	Doe, John
Academic Institution:	NT752 Q
Career Group SetID:	<u>e</u>
Facility Group SetID:	
Academic Career:	
Academic Group:	
Subject Area	Q

**3.** Press the tab button on your keyboard, and EIS will fill in UNT's information for you (below).

/ User Defaults 1 / User De	faults 2 $\gamma$ User Defaults 3 $\gamma$ User Defaults 4 $\gamma$ Enrollment Override Defaults
User ID: xxx0000	Doe, John
Academic Institution:	NT752 Q University Of North Texas
Career Group SetID:	NT752 Q Univ of North Texas - Denton
Facility Group SetID:	NT752 Q Univ of North Texas - Denton
Academic Career:	Q
Academic Group:	<u> </u>

4. Click **B** save, and you will have set your defaults.

# **Viewing a Student's Personal Information**

To look up a student's personal information (e.g., address, phone, EmpIID),

- 1. Go to Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > View Addresses.
- **2.** Look up the student.

**Note** If you need help looking up a student, see page 58.

### View Addresses

John Doe

00001234

Current Addr	esses	Customize   Find	View All	📕 🛛 First 🛃 1-2 of 2 🕨 Last
Address Type	e <u>Address</u>	<u>Effective</u> <u>Date</u>	<u>Status</u>	<u>View Address Detail</u>
Home	1234 Ave Z Denton, TX 76203	09/18/2007	Active	View Address Detail
Mailing	2345 Home Dr Anytown, TX 54680	09/18/2007	Active	View Address Detail

**3.** Click an option on the left hand menu to see more student information (below).

	^					New
<ul> <li>▽ Personal Information (Student)</li> <li>▽ Biographical (Student)</li> <li>▽ Addresses/Phones</li> <li>→ Addresses</li> </ul>		Addre John Doe			00001234	1
- <u>Electronic</u> Addresses		Current A	ddresses	Customize   Find   View A	II I 🛗	First 🛃 1-2 of 2 🕨 Last
- <u>Seasonal</u> Addresses		<u>Address</u> <u>Type</u>	<u>Address</u>	<u>Effective</u> <u>Date</u>	<u>Status</u>	<u>Edit/View Address</u> Detail
- <u>Phones</u> - <u>View Addresses</u>		<u>Home</u>	1234 Ave Z Denton, TX 76203	09/18/2007	Active	EditView Address Detail
– <u>View Names</u> – <u>View Phones</u> – View Electronic		<u>Mailing</u>	2345 Home Dr Anytown, TX 54680	09/18/2007	Active	<u>Edit/View Address</u> Detail
Addresses	≣					

Many times, a student will have more than one "row" of related information. The system will default to 2 rows. To see the rows,

- Use b to move to another row.
- Select <u>View All</u> to see all the rows at once.

John Doe

00001234

Current A	ddresses	Customize   Find   View A		First 🛃 1-2 of 2 🕒 Last
<u>Address</u> Type	<u>Address</u>	<u>Effective</u> <u>Date</u>	<u>Status</u>	<u>Edit/View Address</u> <u>Detail</u>
<u>Home</u>	1234 Ave Z Denton, TX 76203	09/18/2007	Active	<u>Edit/View Address</u> Detail
<u>Mailing</u>	2345 Home Dr Anytown, TX 54680	09/18/2007	Active	<u>Edit/View Address</u> Detail

# Viewing a Student's FERPA Status

To see whether a student has decided to withhold personal information under the Family Educational Rights and Privacy Act (FERPA),

- 1. Go to Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > View Addresses.
- 2. Look up the student, and you'll see the View Addresses page.

**Note** If you need help looking up a student, see page 52.

3. Look for the FERPA shade ☐ (below), which indicates that the student has requested UNT withhold personal information.

John Doe

00001234

Current Addre	esses	Customize   Find	View All	📕 🛛 First 🛃 1-2 of 2 🕨 Last
<u>Address Type</u>		<u>Effective</u> <u>Date</u>	<u>Status</u>	<u>View Address Detail</u>
Home	1234 Ave Z Denton, TX 76203	09/18/2007	Active	View Address Detail
Mailing	2345 Home Dr Anytown, TX 54680	09/18/2007	Active	View Address Detail

## **Viewing a Student's Residency Status**

To view a student's residency status,

- 1. Go to Campus Community > Personal Information (Student) > Identification (Student) > Residency Data.
- 2. Look up the student, and you will see the **Residency Official 1** page.

**Note** If you need help looking up a student, see page 52.

3. Note the student's current residency status (below).

Residency Official 1 Resid	dency Official 2 $\gamma$ Residency A	ppeal $\gamma$ Residency <u>S</u> elf-Report		
John Doe		00001234	Т.	
Residency Data		Find	View All 🛛 First 🗹	lof1 D Last
Academic Career: Und	lergraduate			+ -
Official Residency Data		<u>Find</u>	<u>View All</u> First 🗨	1 of 2 🕨 Last
institution.	IT752 University Of No	orth Texas		+ -
Residency:	078 2007 Fall Resident	Residency Date:	BI	
Additional Residency Data Admissions	Resident	Admission Residency Excepti	on:	~
Fin Aid Federal Residency	y: Resident 🗠 👻	Fin Aid Fed Residency Excpt:		~
Fin Aid State Residency	y: Resident 🛛 👻	Fin Aid State Residency Excpt	:	~
Tuition:	Resident 🗠	Tuition Residency Exception:		~
Residency Official 1 V Resid	lency Official 2 $\gamma$ Residency Ap			
Residency Data		Find	View All 💿 First 🗹 ·	l of 1 🖻 Last
Academic Career: Unde	ergraduate			+ -
Official Residency Data		Find   \	/iew All 🔰 🚺 2	of 2 🕑 Last
insutution:	T752 C University Of No	rth Texas		+ -
	071 2007 Spring			
Residency: Additional Residency Data	Ion Resident	Residency Date:	31	
Admissions:	Non Resident 🗸	Admission Residency Exception		~
Fin Aid Federal Residency		Fin Aid Fed Residency Exception	•	~
Fin Aid State Residency	New Desident	Fin Aid State Residency Excpt:		~
Tuition:	Non Resident	Tuition Residency Exception:		~
Save Return to Search	E Notify	🗾 Update/Display	a Include History	Correct History

4.

# **Viewing a Student's Service Indicator**

To see if a student has either a positive **\*** or negative **0** service indicator,

- 1. Go to Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > View Addresses.
- 2. Look up the student, and you will see the View Addresses page.

Note If you need help looking up a student, see page 58.

3. Look for  $\bigstar$  or  $\oslash$  (below) to see if the student has any service indicators.

Current Ac	ldresses	Customize   Find   View All   🛗 👘 First 🗹 1-2 of	2 🕑 Last
Address Type <u>Address</u>		<u>Effective</u> <u>Status</u> <u>View Address Deta</u>	<u>ail</u>
Home	1234 Ave Z Denton, TX 76203	09/18/2007 Active View Address Deta	<u>il</u>
Mailing	2345 Home Dr Anytown, TX 54680	09/18/2007 Active View Address Deta	<u>il</u>

00001234

 Click is or ⊘, and you will see the reason for the service indicator (below).

#### Negative Service Indicators

John Doe

			Find   View All	First 🛃 1 of 1	🕑 Last
DateTime:	09/13/2007 3:40:49PM	Institution:	University Of Nor	th Texas	<u>Detail</u>
Active Date:	09/13/2007	Department:	Regi <u>strar</u>		
Service Indicator:	RG1 Registrar's Office	Reason:	Registrar's Office	$\rightarrow$	
			<u> </u>		
Return					

Ţ

5. Click either <u>Detail</u> to see more details or <u>Return</u> to return to the View Addresses page (below).

				View All	First 🖪 1 of 1 🕨
DateTime:	10/2	4/2003 3:56:24PM	Institution:	University Of North Texas	
Active Date:	10/24/2003		Department:	Student Acctg & Univ Cashier	
Service Indicator:	S01	SF - Prior Past Due Balance	Reason:	SF - Prior Past Due Balance	

# **Viewing a Student's Advising Codes**

To view a student's advising codes,

- 1. Go to UNTS NTSR Processes > NTSR Departmental Custom > NT Advisor Codes.
- 2. Enter the student's ID and click Search

#### Mandatory Course Requirement

Enter any information you have and click Search. Leave fields blank for a list of all values.

$\int$ Find an Existing Value $\setminus$	
Search by: ID	✓ =
Search Advanced Sea	arch

3. You will see the student's advising codes (below).

#### **Student Advisor Codes**

John Public	00001234	* 🛱



# Viewing a Student's Mandatory Classes

To see a list of classes a student has to take,

Mandatory Course Requirement.

2. Enter the student's ID and click Search

 Mandatory Course Requirement

 Enter any information you have and click Search. Leave fields blank for a list of all values.

 Find an Existing Value

 Search by:

 ID

 Search

 Advanced Search

1. Go to UNTS NTSR Processes > Registrar's Office Scheduling >

**3.** You will see a list of classes that a student must take (below).

### Student Mandatory Courses

John Doe

00001234

*Institution	on <u>*Term *Subject</u>		<u>*Catalog Nbr</u> <u>Course</u>		Description	
NT752 🔍	1078 🔍	NCTM	331 Q	088693	PRE ALGEBRA OUT DISTRICT	

# Viewing a Student's Registration Eligibility

To check if a student is eligible to register for a given semester,

- 1. Go to Records and Enrollment > Student Term Information > Term Activate a Student.
- 2. Look up the student, and you will see the Term Activation page.

Note If you need help looking up a student, see page 58.

**3.** Check to see if the term is the most current one (below).

Term Activation <u>Enrollment Limit</u>	Student <u>S</u> ess	sion Y Terms In <u>R</u> esidence Y Term Control	Da <u>t</u> es Ex	ternal St <u>u</u> dy
Sassystud011 Mango		ID: 00009123		
			View All	First 🛃 1 of 2 🕨 Last
Academic Career: Graduate				
			<u>View All</u>	First 🖪 1 of 2 🕨 Last
*Academic Institution:	NT752	University Of North Texas	8	P 🦻 🕂 –
*Term:	1041 🔍	2004 Sprng Semester		
Student Career Nbr:	0 🔍	Arts & Sciences - Masters		
Override All Academic Levels:		Academic Year:	2003	
Override Projected Level:		Load Determination:	Units	
Academic Level - Projected:		*Form of Study:	Enrollmer	nt 💌
Academic Level - Term Start:		Academic Load:	:	3/4 Time
Academic Level - Term End:		*Billing Career:	GRAD 🔍	
Level Determination:	Manual	Eligible To Enroll:	•	

**Note** This page shows you all of a student's career term records by academic career. The default page you will see is the most current semester for which the student is eligible to register.

### Viewing a Student's Overload

To see if a student has an overload for a term,

- 1. Go to Records and Enrollment > Student Term Information > Term Active a Student.
- 2. Look up the student, and you will see the Term Activation page.

Note If you need help looking up a student, see page 52.

3. Click the Enrollment Limit page (below).



**4.** Look at the student's **Max Total Units** (below). If the field is empty, the student does not have an overload. If you can see a listed number of hours, the student has an overload of that number of hours. In the example below, a graduate student has an overload of 19 hours (instead of the customary nine).

hn Doe		ID: 00009123		
			View All	— First 🖪 1 of 2 🕨 上
Academic Career:	Graduate			
			<u>View All</u>	First 🖪 1 of 12 🕨 🛓
Academic Institution:	University Of	North Texas		
Term:	2004 Fall	Semester		
Primary Academic Program:	Education M	aster's		
Academic Group of Advisor:	GRDSC			
Approved Academic Load:	Full-Time			
Override Unit Limits:				
Max Total Units:	( 19.00 )	Max Audit Units:		
Max No GPA Units:	$\smile$	Max Wait List Units:		
Min Total Units:		Max Total Courses:		

# Viewing a Student's Terms

To see the terms a student has enrolled in,

- 1. Go to Records and Enrollment > Career and Program Information > Student Term Search.
- **2.** Look up the student.

Note If you need help looking up a student, see page 58.

Student Term S	Search		
Doe, John		<b>ID:</b> 00009123	
			View All First 🗹 1-8 of 12 🕨 上
Academic Career	Term	Academic Institution	Eligible To Enroll
Graduate	2004 Fall	University Of North Texas	V
Graduate	2003 Fall	University Of North Texas	V
Undergraduate	2003 Summer II	University Of North Texas	M
Undergraduate	2003 Summer I	University Of North Texas	M
Undergraduate	2003 Spring	University Of North Texas	V
Undergraduate	2002 Fall	University Of North Texas	V
Undergraduate	2002 May-Mester	University Of North Texas	V
Undergraduate	2002 Spring	University Of North Texas	
Save) 🔍 Return to Sea	rch		

You will see a list of the terms the student has attended UNT (below).

# Viewing and Printing a Student's Study List

To view a student's study list (class schedule),

1. Go to Records and Enrollment > Enrollment Summaries > Enrollment Summary.

Note If you need help looking up a student, see page 58.

2. Click the term for which you want to see the student's study list, and you will see the Enrollment Summary page (below).

ſ	En	rollment	Summary	<u>T</u> erm Statistics	3					
	Doe, John					ID:	00009123			
	Term: 2004 Sprng Career:		Career:	Graduate University Of North Texas		Print Study List Report Manager				
								View A	II 👘 First 🛃 1-2	2 of 2 🕩 Last
		Class Nb	r Subject	Catalog	Session	Sect	Status	Status/Reason	Grading Basis	Units Taken
	Q	1003	ACCT	5130	Regular	1	Enrolled	Enrolled	Graded	3.00
1			Acct for Mg	;mt	Lecture	Lecture				
	Q	1068	ENGL	5900	Regular	701	Enrolled	Enrolled	Graded	3.00
1	Special Problems		Credit	Credit						
(	<b>]</b> 9	ave) 🤇	Return to Search	n) (∔≣ Next in List	) (†≣ Previous in Lis	st) ( 🖻 Prev	rious tab) 🕋 Next tab	)		
E	nro	llment Su	ummary   <u>Term</u>	<u>Statistics</u>						

- **3.** Click View All to see all classes.
- 4. Click File, then Print.

# **Viewing a Student's Enrollment**

To view information about a student's enrollment,

- 1. Go to Records and Enrollment > Enroll Students > Enrollment Request Search.
- 2. Enter Academic Institution NT752
- Enter at least two of the nine search criteria. For example, you could enter the term and the student's EmpIID (below). Enrollment Request Search

Academic Institution:	NT752	* University of North Texas		Search
Academic Career:		~	Refresh Previous Search Result:	<b>~</b>
Term:	1101		Enrollment Action Range	
Enrollment Request ID:		Q	From Date:	<b>B</b>
Enrollment Request Source:		~	End Date:	31
Enrollment Request Action:		~	Last Update Range	
Enrollment Action Reason:	Q		From DateTime:	
User ID:		<u></u>	Thru DateTime:	
EmpliD:	0001234	<b>)</b>		
Class Nbr:	Q			

4. Click Search

### **Enrollment Request Search**

Academic Institution:	NT752	* University of North Texas	Search
Academic Career:		*	Refresh Previous Search Result:
Term:	1101 🔍		Enrollment Action Range
Enrollment Request ID:		Q	From Date:
Enrollment Request Source:		*	End Date:
Enrollment Request Action:		*	Last Update Range
Enrollment Action Reason:	Q		From DateTime:
User ID:			Thru DateTime:
EmpliD:	0001234	Q	
Class Nbr:	Q		

**4.** Explore the **Fields** pages (below) to see information about the student's enrollment.

▼ En	• Enrollment List Customize   Find   🚟 First 🗹 1-11 of 11 🕩 Last						
∫ Fi	ields 1-7	Fields 8-11 Fields 12-19	Fields 20-25	Fields 26-3	30 Y Fields 31-33	5 Fields 36-40	Fields 41-44
	<u>User ID</u>	<u>ID</u>	<u>Term</u>	<u>Class Nbr</u>	Subject Area	<u>Catalog Nbr</u>	Academic Career
1			1071	3911	PSYC	1000	UGRD
2			1071	3016	MATH	1010	UGRD
3			1071	3016	MATH	1010	UGRD
4			1071	3016	MATH	1010	UGRD

#### The Fields 1-7 page shows the

- Manner in which the transaction was completed (or by whom)
- Student's EmpIID
- Class information (class number, subject area, catalog number)
- Student's academic career.

▼ Enrellme	nt List			Customize	Find   📜 🛛 First	🖪 1-11 of 11 🕨 Last
Fields 1-	Fields 8-11 Fields 12-19	Fields 20-25	Fields 26-3	30 Y Fields 31-3:	5 / Fields 36-40	Fields 41-44
<u>User I</u>	<u>0</u>	<u>Term</u>	<u>Class Nbr</u>	Subject Area	<u>Catalog Nbr</u>	Academic Career
1		1071	3911	PSYC	1000	UGRD
2		1071	3016	MATH	1010	UGRD
3		1071	3016	MATH	1010	UGRD
4		1071	3016	MATH	1010	UGRD

#### The Fields 8-11 page shows the

- Enrollment request ID
- Date and time of the action
- Enrollment source

▼ Enr	▼ Enrollment List Customize   Find   🗰 First 🗹 1-11 of 11 🕨 Last						
Fie	lds 1-7 (Fields 8-11) F	ields 12-19 🍸 Fields 20-25 🍸 Fi	ields 26-30 $$ $$ Fields 31-35 $$ $$ F	ields 36-40 🍸 Fields 41-44 🔪 🕑			
	Enrollment Request ID	Last Update DateTime	Enrollment Request Source	<u>Enrollment Reg Detail</u> <u>Seguence</u>			
1	0002920629	01/09/2007 10:20:11AM	Self-Service Enrollment	1			
2	0002920661	01/09/2007 10:22:48AM	Self-Service Enrollment	1			
3	0002938350	01/10/2007 6:46:56PM	Student Financials Batch	2688			
4	0002947420	01/12/2007 10:09:17AM	Self-Service Enrollment	1			

#### The Fields 12-19 page shows the

- Enrollment request action, reason, and date
- Hours of each class and course count
- Repeat code or grade input
- Grading basis of each course

▼ En	rollment List	$\frown$			<u>Custor</u>	<u>mize   Find</u>   🗮
F	ields 1-7 Y Fields 8-11	Fields 12-19	ds 20-25 Y Fields 26-30 )	Fields 31-35	Fields 36-40	Fields 41-44
	<u>Enrollment Request</u> <u>Action</u>	Envolument Action Reason	Enrollment Action Date	<u>Units Taken</u>	<u>Course Count</u>	<u>Repeat Code</u>
1	Enroll			3.00	1.00	٩
2	Enroll			3.00	1.00	Q
3	Drop	DCAN	01/10/2007	3.00		٩
4	Swap Courses			3.00	1.00	Q

# Viewing a Student's Withdrawal Status

To see whether a student has withdrawn from UNT,

- 1. Go to Records and Enrollment > Student Term Information > Term History.
- 2. Look up the student, and you will see the Term Statistics page.

**Note** If you need help looking up a student, see page 58.

3. Click the Term Withdrawal tab (below).

Term Statistics Y Cumulative Stati	istics Term Withdrawal Session Withdrawal	Acade <u>m</u> ic Standing	
John Doe	ID: 0009123	*	
		View All	First 🖪 1 of 1 ▶ Last
Academic Career:	Undergraduate		
		<u>View All</u>	First 🖪 2 of 25 🕨 Last
Academic Institution:	University Of North Texas		<b>1</b>
Term:	2003 Fall	Success	

4. Look at the Withdrawal \ Cancel fields (below).

Term Statistics Y Cumulative Statistics	Term Withdrawal	<u>S</u> ession Withdrawal	Acade <u>m</u> ic Standing	
John Doe	I	<b>D:</b> <sup>0009123</sup>	*	
			V8 AU	
Academic Career:	Undergraduate		View All	First 🗹 1 of 1 🕨 Last
	-		<u>View All</u>	First 💶 2 of 25 🕨 Last
Academic Institution:	University Of North	Texas		<b>1</b> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Term: Academic Level - Term Start:	2003 Fall Senior		Success	
Pro-Rata Eligible:		Post Term Withdrawal		
Withdrawal \ Cancel: Withdrawal \ Cancel Reason:	Withdrew			
Withdrawal \ Cancel Date:	09/01/2003			
Last Date of Attendance:	09/01/2003			
Override Withdrawal Schedule:				

# Viewing a Student's Program/Plan

To view a student's program or plan,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

**Note** If you need help looking up a student, see page 58.

2. Check Include History (below).

#### Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

✓ Find an Existing Va	alue 丫 Add a New Value 🔪
ID:	begins with 🗸
Academic Career:	
Student Career Nbr:	
Campus ID:	begins with 🖌
National ID:	begins with 🔽
Last Name:	begins with 🔽
First Name	begins with 💌
Include History	Correct History Case Sensitive
Search Clea	
	u update or add programs and plans, use y to guarantee all system functionality is
Click Search , search at the bott	and you will see a list of students who match your om of the page.
	dent has only one career, you will be taken directly to ent Program page, so you can skip step 5.

4.

5. Select the correct career for the student. Note specifically the Academic Career and Student Career Nbr.

Search Results View All					
ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name
00009123	Graduate	<u>0</u>	A&S Master	<u>UNT</u>	Mango,Sassystud011
00009128	Undergrad	1	Arts & Sci	<u>UNT</u>	Mango,Sassystud011
00009123	Undergrad	<u>0</u>	<u>Arts &amp; Sci</u>	<u>UNT</u>	Mango,Sassystud011

Note If you choose the wrong career, use the ↓≣NextinList) or ↑≣Previous in List) button at the bottom of the page to scroll through the student's other careers.

You will first see the Student Program page. This page shows you the

- Effective date of program
- Program action
- Academic program
- Admit term (below)

Student Program Stu	dent P <u>l</u> an 🍸 Student <u>S</u> ub-Pla	n 🍸 Student <u>A</u> ttributes 🍸 Studer	nt <u>D</u> egrees
Sassystud011 Mango		ID: 00009123	<b>1</b> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nor: 1 View All First 🖪 1 of 1 🕩 Last
Status: *Effective Date:	Active in Program		Effective Sequence:
*Program Action:	ACTV Q Activa	te	Action Date: 02/17/2004
Action Reason:	NT752 Q Unive		Joint Prog Appr:
*Academic Institution:		rsity Of North Texas nd Sciences	Admissions
*Academic Program: *Admit Term:	(1038 Q) 2003		From Application Application Nbr:
Requirement Term:	1038 Q 2003	Fall	Application Program Nbr: 0
Expected Grad Term:	٩	*Campus: MAIN	Main Cmps *Acad Load: Full-Time 💌
🕞 Save) 🛛 🔍 Return to Sea	rch) (∔≣ Next in List) (†≣ Previous in I	List 🕫 Refresh 🛛 👘 Add	🔁 Update/Display) 🔊 Include History 🕼 Correct History

6. Click the **Student Plan** tab, and you will see student's academic plan (below).

Sassystud011 Mango		ID: 00009123		
Academic Career:	Undergraduate	Student Career Nbr: 1	Car Req Term:	
			View All	🛛 First 🖪 1 of 1 🕩 Las
Status:	Active in Program	Admit Term:	2003 Fall	
Effective Date:	08/10/2003	Effective Sequence:	0	
Program Action:	Activate	Action Date:	02/17/2004	
Action Reason:		Requirement Term:	2003 Fall	
Academic Program:	Arts & Sci			
			View All	First 🖪 1 of 1 🕩 Last
*Academic Plan:	SPAN-BA Opanish	Majo	r	+ -
*Plan Sequence:	10	Degree:	BA	
*Declare Date:	08/10/2003 🗊	Degree Checkout Stat:		
*Requirement Term:	1038 Q 2003 Fall	Student Degree Nbr:		
		-		
*Advisement Status:		Completion Term:		

### **Viewing a Student's Awarded Degrees**

You can use the **Student Degrees** page to see what degree UNT awarded that student.

**Note** The Student Degrees page shows all awarded programs and corresponding plans. While you can use the page to see awarded degrees, you can also use the page to see if a student has completed teacher certification, graduate academic certificates, or the university honors program.

To see a degree that UNT has awarded to a student,

- 1. Go to Records and Enrollment > Graduation > Student Degrees.
- 2. Look up the student, and you will see the **Degree** page.

**Note** If you need help looking up a student, see page 58.

- 3. Note the
  - Degree that UNT has awarded the student
  - Term the student completed the degree
  - Degree GPA (below)

Degree Degree	e <u>H</u> onors 🍸 Degree <u>P</u> lan	) / Degree <u>S</u> ub-Plan
John Doe		ID: 00009123
*Degree Nbr:	01	
*Degree:	BS C	Bachelor of Science
*Institution:	NT752	University Of North Texas
Primary Career:	UGRD	Undergraduate
*Completion Term:	1038	2003 Fall
*Confer Date:	12/10/2003 🗊	
*Degr Stat:	Awarded 💌	
Degree Status Date:	04/06/2004	
Degree GPA:	4.000	
Honors Prefix		Rank/Size
Prefix:		Class Rank: Of
Suffix:		
🗐 Save) 🔍 Return to Se	earch)	

#### 4. Click the Degree Honors tab (below).

ohn Doe			<b>ID:</b> 00009123				
					View All	🔄 First 💽 1	of 1 🕨 L
Student Degree Nbr	: 01	Bachelor of Science	9				
				Print on	Print on		
*Honors Number	*Honors Code		Award Date	Diploma	Transcript		
*Honors Number 1	*Honors Code	Summa Cum Laude	Award Date			+ -	

#### 5. Note the

- Latin honor the student might have received (Summa Cum Laude, Magna Cum Laude, or Cum Laude)
- Whether the student completed the University Honors Program (for conversion)

<u>D</u> egree / Degr	ee Honors 🔪 Deg	gree <u>P</u> lan 🍸 Degree <u>S</u>	<u>}</u> ub-Plan				
John Doe			ID: 00009123				
					View All	First 🛃 1 of 1	🕑 Las
Student Degree Nbr	: 01	Bachelor of Science	9				
*Honors Number	*Honors Code		Award Date	Print on Diploma	Print on Transcript		
*Honors Number	*Honors Code	Summa Cum Laude				+ -	

**Note** During conversion, EIS converted the University Honors program into the Degree Honors. Beginning Fall 2004, the University Honors program will be managed through a specific Honors Program and Plan.

#### 6. Click the Degree Plan tab (below).

<u>D</u> egree	Degree <u>H</u> onors		egree Plan Degree S	ub-Plan		
John Doe				D: 00009123		
					View All	First 🛃 1 of 1 🕩 Last
Student Degree	e Nbr:	01	Bachelor of Science			
					View All	First 🖪 1 of 1 💽 Last
Degree Plan D	etail					+ -
*Plan Seq:	10			*Degr Stat:	Awarded 💌	
Career:	UGRD 🔍		Undergraduate	Degr Dt:	04/06/2004	
Career Nbr:	1 🔍		Arts and Sciences			
Acad Plan:	INDE-BS	٩	Interdisciplinary Studies	s Plan Type:	Major	

### 7. Note the awarded program and plan (below).

<u>D</u> egree	Degree <u>H</u> onors	D	egree Plan ү Degree S	<u>B</u> ub-P	'lan		
John Doe				ID:	00009123		
						View A	ll 🛛 First 🗹 1 of 1 🕩 Last
Student Degree	e Nbr:	01	Bachelor of Science				
						View All	First 💽 1 of 1 🕩 Last
Degree Plan D	etail						+ -
*Plan Seq:	10			*	Degr Stat:	Awarded 💌	
Career:	UGRD 🔍		Undergraduate		Degr Dt:	04/06/2004	
Career Nbr:	1 🔍	1	Arts and Sciences				
Acad Plan:	INDE-BS	0	Interdisciplinary Studie	es	Dian Type:	Major	

# Viewing a Student's GPA

To view a student's term and/or cumulative GPA,

- 1. Go to Records and Enrollment > Student Term Information > Term History.
- 2. Look up the student, and you will see the Term Statistics page.

Note If you need help looking up a student, see page 58.

**3.** Look for the **Current GPA** (below), which shows the student's GPA for the term.

rm Statistics	<u>C</u> umulative	Statistics	Term Wit	h <u>d</u> rawal	Session With	drawal 🔨 Acade <u>m</u> ic Standing 🗋 🕑
agle, Scrappy Ep	ру					0000001
						Find   View All 🛛 First 🗐 1 of 1 🕑
Academic Care	er: Unde	ergraduate				
						Find   View All 🛛 First 🚺 3 of 5 🕨 L
Institution: Term:	* Ui 109	niversity of N 03 2009 S	North Texas Summer	1	Academic Leve	el - Term Start: Sophomore
nrollments						
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load 1.00 Units Earned Towards Acad Load 1.00
For GPA Not For GPA	1.000 0.000	4.000	4.000	1.000 0.000	0.000 0.000	Units Taken For Audit 0.00
ransfer Credit						
	Graded Units	Grade Points	GPA	Earned Units		Graded Transfer Units GPA / No GPA 12.00 For Units Only 0.00
For GPA	0.000	0.000	0.000	0.000		Units Adjustment 0.00
Not For GPA	12.000			12.000		>>> Total Adjusted Transferred Units 12.00
Combined (Enrolli	ment + Trans	sfer Credit (	Units)			
	Graded	Grade	GPA	Earned	In Progress	Combined Earned Units GPA / No GPA 13.00
	Units	Points		Units	Units	Transfer Credit For Units Only 0.00
For GPA	1.000	4.000	4.000	1.000	0.000	Transfer Credit Units Adjustment 0.00
Not For GPA	12.000			12.000	0.000	>>> Total Term Units 13.00

Note You can see GPAs from past terms by using the blue scroll bar First 💽 1 of 9 🕨 Last near the top right of the page. **4.** Click the **Cum Statistics** page, which shows the student's GPA throughout his or her career.

Eagle, Scrappy E	(99					00000001
						<u>Find</u>   View All 🛛 First 🕙 1 of 1 🕨
Academic Care	er: Und	ergraduate				
						Find   View All First 🖣 3 of 5 🕨
Institution:	* L	Iniversity of N	lorth Texa:	s	Academic Leve	e e phone e e
Term:	10	93 2009 St	immer		Reset Cum Sta	ts at Term Start:
nrollments						
	Grade	Grade	GPA	Earned	In Progress	Units Taken Towards Acad Load 35.0
	Units	Points		Units	Units	Units Earned Towards Acad Load 34.0
For GPA	34.000	133.000	3.912	34.000	1.000	Units Taken For Audit 0.0
Not For GPA	0.000	```	$\sim$	0.000	0.000	
ransfer Credit						
	Graded	Grade	GPA	Earned		Graded Transfer Units GPA / No GPA 27.0
		Points		Units		For Units Only 0.0
	Units					
For GPA	Units 0.000	0.000	0.000	0.000		Units Adjustment 0.0
For GPA Not For GPA		0.000	0.000	0.000 24.000		Units Adjustment         0.0           >>> Total Adjusted Transferred Units         27.0
Not For GPA	0.000 27.000			0.000		
	0.000 27.000			0.000		
Not For GPA	0.000 27.000 ment + Tran Graded	sfer Credit L Grade		24.000 Earned	In Progress	
Not For GPA	0.000 27.000 ment + Tran	sfer Credit L	Inits)	24.000	In Progress Units	>>> Total Adjusted Transferred Units 27.0
Not For GPA	0.000 27.000 ment + Tran Graded	sfer Credit L Grade	Inits)	24.000 Earned	-	>>> Total Adjusted Transferred Units 27.0 Combined Earned Units GPA / No GPA 58.0

1. The term history page does have fields available for a Transfer Credit and Combined (Enrollment and Transfer Credit Units) GPA that are utilized for summary hour totals only.

**Transfer Credit:** Displays the summary transfer hours for a student only. To view a student's transfer credit GPA go to the Transfer Statistics page in EIS.

**Combined (Enrollment + Transfer Credit Units):** Displays the summary overall transfer and UNT hours for a student only. To view a student's overall combined UNT and transfer credit GPA go to the Transfer Statistics page in EIS

	Graded Units	Grade Points	GPA	Earned Units	Graded Transfer Uni For Units Only	ts GPA / No GPA	
GPA	0.000	0.000	0.000	0.000	Units Adjustment		
lot For GPA	27.000			24,000	>>> Total Adjusted T	ransferred Units	
nhined (Enroll		sfer Credit I	Inits)	2			
nbined (Enroll		sfer Credit l Grade	Jnits) GPA	Earned	In Progress Combined Earned Ur		_
mbined (Enroll	ment + Tran					nits GPA / No GPA	_
nbined (Enroll	ment + Tran Graded	Grade		Earned	In Progress Combined Earned Ur	nits GPA / No GPA Jnits Only	

### Note You can see how the student's cumulative GPA has changed over the student's terms by using the blue scroll bar First ▲ 1 of g ▶ Last near the top right of the page.

**IMPORTANT:** To view the transfer and UNT + Transfer combined GPA go to the Transfer Statistics page at Records and Enrollment/Student Term Information/Transfer Statistics.

### DEFINITIONS

### **Excess Undergraduate Hours Tuition**

Undergraduate students who enrolled initially in the fall 1999 semester and subsequent semesters and who are classified as Texas residents and those who are non-resident students paying in-state tuition rates with excessive hours will be charged an additional tuition rate per semester credit hour for all enrolled hours that will be charged upon registration. Please refer to <u>www.unt.edu/tuition</u> for current tuition and fee information.

### **Excessive Hour definition**

Undergraduate students who enrolled initially in the fall 1999 semester or subsequent semesters cannot exceed more than 45 hours of the number of hours required for completion of the degree plan in which they are enrolled. Any hours beyond 45 are considered excessive and will result in additional tuition charges.

Undergraduate students who enrolled initially in the fall 2006 semester or subsequent semesters cannot exceed more than 30 hours of the number of hours required for completion of the degree plan in which they are enrolled. Any hours beyond 30 are considered excessive and will result in additional tuition charges.

Excess hours include all transfer work taken from any Texas public institution plus all UNT hours taken through the semester prior to the registration term. Developmental courses and hours earned by the student at a private institution or out-of-state institution do not count towards excess hours.

Degree plan hours include the total number of hours required for a student to complete his or her degree plan. Questions regarding degree plan hours should be directed to the student's academic advisor.

Please note that the requirements regarding the hours used to calculate a student's eligibility for \$1,000 Tuition Rebate vary significantly from the requirements determining excess hours.

### Viewing a Student's Excess Hours

To view a student's excess hours,

Go to Home > UNTS NTSR Processes > Registrar's Office Scheduling > Excess Hours > Excess Hours

Enter Institution ID, Academic Career and Student ID and select Search. Search results will display active terms for students. Select appropriate term and Excess Hours screen will display.

#### Excess Hours

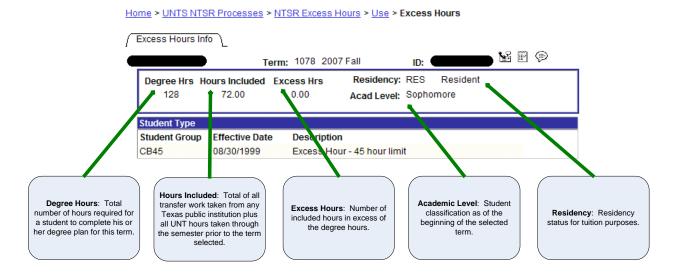
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing	Value 🔪 Add a New Value 👌	
Institution:	begins with 💌 NT752	
Academic Career:	= Undergraduate	•
ID:	begins with 💌 🕇	
Term:	begins with 💌	Q
Last Name:	begins with 💌	
First Name:	begins with 💌	
Search Cl	ear Basic Search 🗐 Save Search Cr	<u>iteria</u>

#### Excess Hours Info Excess Hours Adm

			Help for ur	derstanding Exces	<u>ss Hours</u>	
		Term: 1078	2007 Fall			1
*Degree Hrs	Hours Included	Excess Hrs	Residen	c <b>y:</b> EXRES Exces	s Hours - Resident	
127	180.00	53.00	Acad Level:	Senior		
Student Type						
<u>Student Group</u>	Effective Dat	e Descri	ption			
СВ45	08/30/1999	Excess	Hour - 45 ho	ur limit		
СВНО	05/10/2006	Excess	Hours - exce	eds limits		
Program/Plan				<u>Find</u>	First 🛃 1 of 1 🕨 I	Last
Career Prog	gram Plan	Primar	y Plan Hrs	Additional Req H	s	
0 30	)1 FINA-BB.	A	127			
ncluded Hours						
UNT Included	i Hours:	180.00				
Transfer Hou	ırs			<u>Find</u> First	🖪 1-2 of 2 🕩 Last	
Texas Ins	titution			Transfer Hours	Hours Excluded	
Hill Colle	ge			8.00	8.00	
	ntral Texas Colleg			9.00	9.00	

The top level fields of the Excess hour page list the summary hours (degree, included, excess), academic level and residency.



Student Type is listed directly below Degree Hours and lists the excess hour status a student is subject to under the excess hour limits for the specified term.

			Help for understanding Excess Hours
, <b></b>		Term: 1078	_2007 Fall 🕍 ⊘ 🖭 🤇
*Degree Hrs	Hours Included	Excess Hrs	Residency: EXRES Excess Hours - Resident
127	180.00	53.00	Acad Level: Senior
Student Type			
<u>Student Group</u>	Effective Date	<u>e Descrip</u>	<u>otion</u>
CB45	08/30/1999	Excess	Hour - 45 hour limit
		ist the code,	Hours - exceeds limits effective date and description used to our status for a term:
The Studer classify a s	nt Type fields li student's curre	ist the code, ont excess ho	effective date and description used to
The Studer classify a s CBHN (Enr CB45 (Exc	nt Type fields li student's curre rolled prior to F ess Hours – 45	ist the code, nt excess ho Fall 1999): No Limit): Stud	effective date and description used to our status for a term:
The Studen classify a s CBHN (Enr CB45 (Exc Summer 20 NA (Excess	nt Type fields li student's curre colled prior to F ess Hours – 45 06 and is subjec	ist the code, nt excess ho Fall 1999): No Limit): Stud ct to the 45 ex mit): Studen	effective date and description used to our status for a term: ot subject to Excessive Hours Tuition. ent was initially enrolled Fall 1999 through

Program/Plan is a cumulative list of a student's degree plan information and the hours required to complete the degree plan.

Program/	Plan				First 🖪 1-2 of 2 🕨 Last
Career	Program	Plan	Primary Plan Hrs	Additional Require	d Hrs
0	300	PSYC-BA	128	10.00	
1	312	ZPU-KGEC			
Included H	lours				
UNT Inc	luded Hours	<b>53.00</b>			
Transfe	r Hours				First 🖪 1 of 1 💽 Last
Texa	as Institution	1		Transfer Hours	Hours Excluded
Tarra	ant County C	ollege		19.00	0.00

\*Requirements regarding the degree hours used to calculate a student's eligibility for the \$1000.00 Tuition Rebate Program vary significantly from the requirements determining excess hours. Additional information found at: <u>http://essc.unt.edu/registrar/\$1000rebateinfo.htm</u>

🗟 Save) 🛛 🔍 Ret

Q Return to Search

**Career/Program/Plan:** Detailed display of all a student's careers, programs and plan.

Primary Plan Hrs: The hours required to complete the primary major.

**Additional Required Hrs:** The additional hours beyond those associated with the Primary Plan Hrs that are required for a student to complete a degree plan.

Directly below Program/Plan are the Included Hours. Included displays the total registered hours that are included in determining excessive hours.

	Program/	Plan				First 🛃 1-2 of 2 🕨 Last
	Career	Program	Plan	Primary Plan Hrs	Additional Required	d Hrs
	0	300	PSYC-BA	128	10.00	
	1	312	ZPU-KGEC			
Q	ncluded I	lours				
	UNT Inc	luded Hours	53.00			
	Transfer Hours First 🔳 1 of					First 🛃 1 of 1 🕩 Last
	Теха	Texas Institution			Transfer Hours	Hours Excluded
	Tarra	ant County C	ollege		19.00	0.00

\*Requirements regarding the degree hours used to calculate a student's eligibility for the \$1000.00 Tuition Rebate Program vary significantly from the requirements determining excess hours. Additional information found at: <u>http://essc.unt.edu/registrar/\$1000rebateinfo.htm</u>

Save) 🔍 Return to Search) 🚛 Next in List) (†≣ Previous in List)

**UNT Included Hours:** Total UNT registered hours completed through the prior term. Developmental hours are not included in this calculation.

**Transfer Hours:** All Texas Public Institutions attended by a student and the total registered hours for each school.

**Hours Excluded:** Hours taken by transfer that should not be included in the excessive hour calculation are entered in the Hours Excluded field by the Registrar's Office. Hours entered in this field will not be included in the total Hours Included field at the top of the page.

\$1,000 Tuition Rebate: A reminder is listed at the bottom of the page regarding the utilization of excess hours for determining eligibility for the \$1,000 Tuition Rebate. Hours used for determining rebate eligibility vary significantly. For detailed information about rebate hours go to: <a href="http://essc.unt.edu/registrar/\$1000rebateinfo.htm">http://essc.unt.edu/registrar/\$1000rebateinfo.htm</a> .

Texas InstitutionTransfer HoursHours ExcludedTarrant County College19.000.00

\*Requirements regarding the degree hours used to calculate a student's eligibility for the \$1000.00 Tuition Rebate Program vary significantly from the requirements determining excess hours. Additional information found at: <u>http://essc.unt.edu/registrar/\$1000rebateinfo.htm</u>

🔜 Save) 🔍 Return to Search) 🚛 Next in List) (↑≣ Previous in List)

# Viewing Student Repeated Hours for Staff and Faculty

### DEFINITIONS

#### **Repeated Course Tuition**

Undergraduate students classified as Texas residents or who pay Texas resident tuition rate who attempt certain courses **more than twice** at the University of North Texas are subject to an additional tuition rate of \$75.00 per semester credit hour for the repeated course. This additional charge will be billed after the beginning of each semester.

#### **Repeated Hours for Taken Course**

Repeated hours are defined as hours for a course that is the same or substantially similar to a course that the student has previously taken for two or more times at the same institution. Previously taken courses from which the student withdraws before the official census date shall not count as an attempted course.

#### **Exempted Courses**

Courses that are exempted from Repeated Course Tuition include:

- hours for special topics and seminar courses
- hours for courses that involve different or more advanced content each time they are taken, including but not limited to:
  - individual music lessons
  - theater practicum
  - music performance
  - ensembles
  - studio art
- hours for independent study courses

For UNT purposes, all courses that are flagged as repeat for credit on the course catalog in EIS will be excluded from Repeated Course Tuition.

### Viewing a Student's Repeated Courses

To view a student's repeated courses,

Go to Home > UNTS NTSR Processes > Registrar's Office Scheduling > Repeated Courses

Enter Student ID, Institution, Academic Career and select Search. Search results will display active terms for students. Select appropriate term.

#### **Repeat Course**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value										
EmplID:	begins with 💌 🖅									
Academic Institution:	begins with 💌 NT752									
Academic Career:	= Undergraduate 💌									
Term:	begins with 💌									
First Name:	begins with 💌									
Last Name:	begins with 💌									
Case Sensitive										
Search Clear	Basic Search 📕 Save Search Criteria									

All courses listed have been taken twice, and thus are subject to the additional fees for repeated courses. Courses with a "Y" in the Enrolled field indicate that the student is enrolled in the course for the selected term and that course will be subject to the additional fee.

lemic Level:		1078 2007 Fall	ID:	
Residency:		ent		
Course ID	Subject Area	Catalog Nbr	Description	Enrolle
083922	ENGL	1200	DEVELOP WRITING	
084655	MATH	1010	FUND OF ALGEBRA	Υ
086395	EDRE	1200	DEVELOP READING	
083168	BIOL	1130	ENVIRONMENTAL SCI	
083934	ENGL	2220	WORLD LITERATURE	
085030	PSYC	1650	GEN PSY II	
083923	ENGL	1310		
083926	ENGL	1313	CACOLWRITI	Y
	ses are subject <u>n to Search</u> ) (∔ <u>≣ Ne</u>	to repeat tees. <mark>«tin List</mark> ) (†≣Previous	"Y" indicates student is enrolled in the course for the selected term and the course is subject to the additional fee.	

## Viewing a Student's Transfer Statistics Page

### A. Evaluating a Student Transfer Statistics

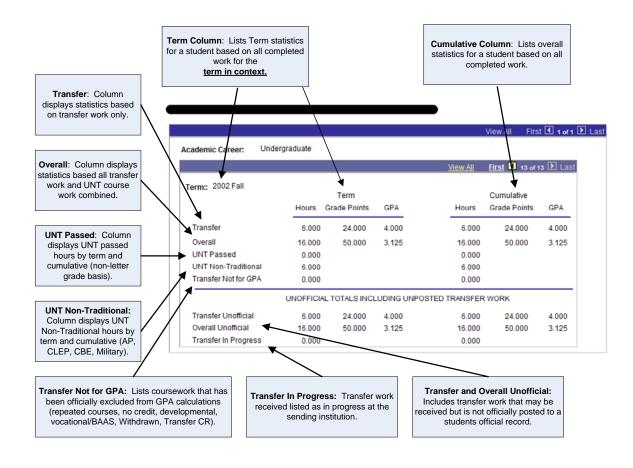
- 1. Go to Records and Enrollment > Student Term Information > Term Statistics/Transfer Stats.
- 2. The Transfer Statistics Page is designed to:
  - Display the Transfer GPA
  - Display the Overall GPA (Transfer and UNT Combined)
  - Display various credit types: UNT passed, UNT non-traditional, transfer not for GPA and transfer in progress
  - Display unofficial totals from transfer course work that is not fully posted in EIS

е, Scrappy Ерру			00000001	*		
				<u>Find</u>	View All Fi	rst 💽 1 of 1
cademic Career: Unde	rgraduate					
				Find   View All	. <u>First</u> <b>₹</b> 5 c	of 5 🕩 Last
Institution: * University of	North Texas					
Term: 2008 Fall						
	Hours (	Term Grade Points	GPA	Hours	Cumulative Grade Points	GPA
	Hours	stade Points	GFA	Hours	Grade Points	GFA
Transfer	12.000	40.000	3.333	12.000	40.000	3.333
Overall	30.000	112.000	3.733	30.000	112.000	3.733
UNT Passed	0.000			0.000		
UNT Non-Traditional	0.000			0.000		
Transfer Not for GPA	3.000			3.000		
	UNOFFICIAL	TOTALS INCL	UDING UNPOST	ED TRANSFER	WORK	
Transfer Unofficial	12.000	40.000	3.333	12.000	40.000	3.333
Overall Unofficial	30.000	112.000	3.733	30.000	112.000	3.733

3. Select the "next page" arrow to view the various statistics by term



### B. Transfer Statistics Page Field Definitions.



### Viewing and Printing a Student's Grades

To view a student's grades for a certain term,

1. Go to Records and Enrollment > Student Term Information > Student Grades.

**Note** If you need help looking up a student, see page 58.

- **2.** Click **Search**, and you will see a list of all the terms for which the student has grades.
- 3. Click the first row (below), and you will see the student's current grades.

Search Results View All										
ID	Academic Career	Academic Institution	Term Short Description	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description
0009123	Graduate	<u>NT752</u>	1041 2004 Sprng	Mango,Sassystud011	Unknown	(blank)	(blank)	(blank)	<u>USA</u>	<u>SSN</u>
00009123	Graduale	<u>NT762</u>	<u>1838</u> 2003 Fall	Mango,Sassystud011	Unknown	(blank)	(blank)	(blank)	<u>USA</u>	<u>SSN</u>
00009123	<u>Undergrad</u>	NT752	1048 2004 Fall	Mango,Sassystud011	Unknown	(blank)	(blank)	(blank)	<u>USA</u>	<u>SSN</u>
00009123	<u>Undergrad</u>	<u>NT752</u>	1038 2003 Fall	Mango,Sassystud011	Unknown	(blank)	( <u>blank</u> )	(blank)	<u>USA</u>	<u>88N</u>

Note To scroll through the student's grades for previous terms, click ↓≣NextinList or (†≣Previous inList) at the bottom of the page.

- **4.** From here you can click File/Print to print the student's grades. Change the printer properties to Landscape.
- 5. The following steps will print the grades in a more official manner.

To print the student's grades,

**1.** Click **Print** (below) to save your request.

Doe, John ID: 00009123											
Term:	2004	Sprng C	areer:	Graduate	In	stitution: Un	iversity Of North T	exas			
Detail	Class Nbr	Subject	Catalog	Component	Sect	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Desc
<u>Detail</u>	1003	ACCT	5130	Lecture	1			Graded	3.00	Regular	Acct
Detail	1068	ENGL	5900	Credit	701	i	i	Graded	3.00	Regular	Spec

### 2. Click <u>Report Manager</u> (below).

Doe, John						00009123			rint t Manager		
Term: 2004 Sprng Career: Graduate			Ir	<b>stitution:</b> Un	iversity Of North T						
Detail	Class Nbr	Subject	Catalog	Component	Sect	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Descr
Detail	1003	ACCT	5130	Lecture	1			Graded	3.00	Regular	Acct fo
Detail	1068	ENGL	5900	Credit	701			Graded	3.00	Regular	Speci

**3.** Click **Refresh** (below) every 5-10 seconds until you see the status change to "Posted."

List	Exp	olorer Ac	Iministration 🔪 🖊	Archives		_
View Rep	orts For					
User ID	: .		Туре:	🖌 Last: 🛛 1 Da	/s 🔽 🔍	Refresh
Status:		*	Folder:	🐱 Instance:	to:	
Report Li	ist			🔰 <u>Customize   Find</u>   View All   🎬	First 🛃	l of 1 🕩 Last
<u>Select</u>	<u>Report</u> ID	<u>Prcs</u> Instance	Description	Request Date/Time Format	<u>Status</u>	<u>Details</u>
	8355	1807174	Grade Report	10/15/2007 Acrobat 9:12:38AM (*.pdf)	Posted	<u>Details</u>

4. Click Details (below), and you'll see the Report/Log Viewer.

List	Ехр	lorer Ad	ministration	Archives	
View Rep	orts For				
User ID	: .		Туре:	🖌 Last: 1	Days 🖌 Refresh
Status:		*	Folder:	💙 Instance:	to:
Report Li	ist			Customize   Find   View All	🔠 💿 First 🗹 1 of 1 🕩 Last
<u>Select</u>	<u>Report</u> ID	<u>Prcs</u> Instance	Description	Request Date/Time Forma	a <u>t Status Details</u>
	8355	1807174	Grade Report	10/15/2007 Acrob 9:12:38AM (*.pdf)	Posted I Details I

5. Click the <u>.PDF</u> link (below), and you'll see a printable version of the student's grades.

Report De	tail			
Report				
Report ID:	8355	Process Instance:	1807174	<u>Message Log</u>
Name:	SR776P	Process Type:	Crystal	
Run Status:	Success			
Grade Repo				
Distribution	Details			
Distribution	Node: UnixRep	Expiration	Date: 10/22/200	7
File List				
<u>Name</u>		File Size	e (bytes) – Datetim	e Created
CRW SR776	i <u>P 1007174.loq</u>	0	10/15/2	007 9:13:57.000000AM CDT
SR776P 18	<u>307174.PDF</u>	43,663	10/15/2	007 9:13:57.000000AM CDT
pssqltrace.tre		486	10/15/2	007 9:13:57.000000AM CDT
Distribute To	1			
Distribution I	D Type	<u>*Distrik</u>	oution ID	
User				
<u>Distribution I</u>		<u>*Distrit</u>	oution ID	

6. Print the PDF file.

# Viewing and Printing a Student's Unofficial Transcript

To see a student's unofficial transcript,

- 1. Go to Records and Enrollment > Transcripts > Transcript Request.
- 2. Click Add a New Value tab (below).

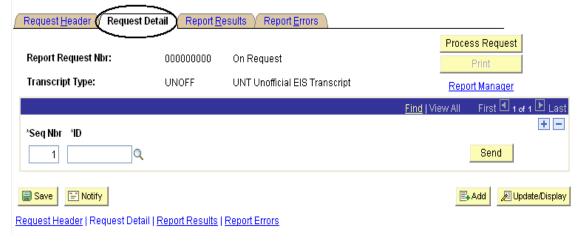
Transcript Reque Enter any information y	st rou have and click Search. Leave fields bl	ank for a list of all values
/ Find an Existing Val	ue Add a New Value	
Report Request Nbr:	begins with 💙	
ID:	begins with 💌	Q
Academic Institution:	begins with 💌	Q
Transcript Type:	begins with 💌	
User ID:	begins with 💌	
Request Date:	= 💙	<b>B1</b>
Future Release:	= 🗸	*
Term:	begins with 💌	Q
Requested Print Date:	= ~	31
First Name:	begins with 💌	
Last Name:	begins with 💌	
Search Clear	📕 Basic Search 📳 Save Search Crite	eria

Find an Existing Value | Add a New Value

- 3. Choose
  - NT752 for the Institution
  - UNOFF for the Transcript Type
  - Page for the Output Destination (below)

Request Header 🛛 R	equest <u>D</u> etail 🌾 Report <u>R</u> esults 🏹 Report <u>E</u> rrors 👌						
Report Request Nbr:	000000000 Request Date: 02/23/2004 User ID: xxx00000						
*Institution: *Transcript Type:	NT752 University Of North Texas						
Override Service Indicator							
*Output Destination: Number of Copies:	Page						
Future Release:	ImedProc 💌						
Academic Career:							
Term:							
Print Date:	02/23/2004						
D							

4. Click the Request Detail tab (below).



5. Type the student's EmpIID, or use Q to look up the student (below).

Request <u>H</u> eader Request	Detail 丫 Report <u>B</u>	esults / Report <u>E</u> rrors \	
Report Request Nbr: Transcript Type:	000000000 UNOFF	On Request UNT Unofficial EIS Transcript	Process Request Print Report Manager
			Find   View All First 🗹 1 of 1 🕨 Last
'Seq Nbr 'ID			÷ =
1 00001234	John Doe		Send
Save Notify			E Add Display
Note If you need	l help looking	g up a student, see page 58.	
Click Process Reque screen.	<mark>st</mark> (below),	and you'll see the transcript	on your
Request <u>H</u> eader <b>Request</b>	Detail Report <u>R</u>	esults Report Errors	
Report Request Nbr:	000000000	On Request	Process Request
Transcript Type:	UNOFF	UNT Unofficial EIS Transcript	Report Manager
<b>'Seq Nbr 'ID</b>	John Doe		Find   View All First 🗹 1 of 1 🕨 Last + 📼 Send
Save Notify			E Add Dipdate/Display

6.

To print the transcript,

1.	Click	Print	(below	().				
	Request <u>H</u> e	ader 🏹 Rei	quest <u>D</u> etail Y	Report Results	Report <u>E</u> rrors			
							Find   View All 🛛 🔳 of 1	►
	Seq Nbr:		1				Print	
	ID:		00001234	John Doe			Report Manager	
	UNT Unof	ficial U	ndergradua	te Career - rev	riew only			1
	Name	: Joh	n Doe					
	Student	ID: 000	01234					
2.	Click Rep	ort Man	ager (belo	ow).				
	Request <u>H</u> e	ader $\gamma$ Rec	quest <u>D</u> etail 🍸	Report Results	Report <u>E</u> rrors			_
						E	Eind   View All 1 of 1	▶
	Seq Nbr: ID:		1 00001234	John Doe		Č	Print Report Manager	
	UNT Unof	ficial V	ndergradua	te Career - rev	iew only	, ,		
	Name	: Joh	n Doe					
	Student	ID: 000	01234					
-		- frank						
3.	Click R	efresh	until the s	Status is "Pos	ited" (below).			
					A 11			
	/ List	Y Exp	llorer Ad	Iministration 🔪	Archives			
	/ List View Rep(		lorer Ad		Archives			1
		orts For	olorer Ac	Iministration V	Archives	1 Day	s v Refresh	
	View Rep	orts For	olorer Ad				s v Refresh	
	View Repo User ID:	orts For	olorer Ad	Type:	✓ Last:	e:		] ]
	View Rep User ID: Status:	orts For	Prcs Instance	Type:	✓ Last: ✓ Instance	e:	to:	] Ist
	View Repo User ID: Status: Report Lis	orts For	Prcs	Type: Folder:	✓ Last: ✓ Instance <u>Customize   Find</u>   V	e:	to: First I of 1 ▶ La	st
4.	View Rep User ID: Status: Report Lis <u>Select</u>	st Report ID 8355	Prcs Instance 1807174	Type: Folder: Description Grade Report	Last: Last: Customize   Find   V Request Date/Time 10/15/2007	e:iew All   III   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIII   IIII   IIII   IIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIIII	to: First I of 1 I La <u>Status</u> <u>Details</u>	st
4.	View Rep User ID: Status: Report Lis <u>Select</u>	st Report ID 8355 ails (belo	Prcs Instance 1807174	Type: Folder: Description Grade Report e a PDF versio	Last: Last: Last: Customize   Find   V Request Date/Time 10/15/2007 9:12:38AM	e:iew All   III   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIII   IIII   IIII   IIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIIII	to: First I of 1 I La <u>Status</u> <u>Details</u>	Ist
4.	View Rep User ID: Status: Report Lis Select Click Deta	st Report ID 8355 ails (belo	Prcs Instance 1807174	Type: Folder: Description Grade Report e a PDF versio	Last: Last: Customize   Find   V Request Date/Time 10/15/2007 9:12:38AM n of the report.	e:iew All   III   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIII   IIII   IIII   IIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIIII	to: First I of 1 I La <u>Status</u> <u>Details</u>	st
4.	View Rep User ID: Status: Report Lis Select Click Deta	st Report D 8355 ails (belo Exports For	Prcs Instance 1807174	Type: Folder: Description Grade Report e a PDF versio	Last: Last: Customize   Find   V Request Date/Time 10/15/2007 9:12:38AM n of the report.	e:iew All   III   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIIII   IIII   IIII   IIII   IIII   IIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIII   IIIIII	to: First I of 1 La Status Details Posted Details	st
4.	View Rep User ID: Status: Report Lis Select Click Deta List View Rep	st Report D 8355 ails (belo Exports For	Prcs Instance 1807174	Type: Folder: Description Grade Report e a PDF versio Iministration	Last: Last: Customize   Find   V Request Date/Time 10/15/2007 9:12:38AM n of the report. Archives	Evrmat Acrobat (*.pdf)	to: First I of 1 La Status Details Posted Details	l st
4.	View Repu User ID: Status: Report Lis Select Click Deta List View Repu User ID:	st Report D 8355 ails (belo prts For	Prcs Instance 1807174 Dow) to see	Type: Folder: Description Grade Report e a PDF versio Iministration /	Last: Last: Last: Customize   Find   V Request Date/Time 10/15/2007 9:12:38AM n of the report. Archives Last: Last: Instance	e:iew All   iiii Format Acrobat (*.pdf)	to: First I of 1 La Status Details Posted Details s Refresh	
4.	View Rep User ID: Status: Report Lis Select Click Deta Click Deta User ID: Status:	st Report D 8355 ails (belo prts For	Prcs Instance 1807174 Dow) to see	Type: Folder: Description Grade Report e a PDF versio Iministration /	Last: Last: Customize   Find   V Request Date/Time 10/15/2007 9:12:38AM n of the report. Archives Last:	e:	to: First I of 1 ► La Status Details Posted Details s ▼ Refresh to:	

**5.** Click the link that ends in <u>.PDF</u>, and you will see a PDF version of the transcript that you can print.

## **Viewing Class Details**

To view details about a class, including the class status and enrollment limit,

- 1. Go to Curriculum Management > Schedule of Classes > Class Search.
- 2. Use the drop down boxes to enter
  - Institution •
    - Term
- 3. Enter the Course Subject and Course Number
- 4. Choose the Course Career
- 5. Click Search and you will see a list of classes that match your search

#### Search for Classes

Enter Search	Criteria	
Institution	* University of North Texas	How to search for UNT Classes
Term	2010 Spring	

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

Class Search Crite	ria
Course Subject	select subject (MATH) Mathematics
Course Number	is exactly
Course Career	Undergraduate 💌
	Show Open Classes Only
	Show Open Entry/Exit Classes Only
Use Additional Searc	h Criteria to narrow your search results.
Additional Sea	ch Criteria
	$\frown$
	UNT Class Listing -pdf version CLEAR CRITERIA SEARCH

**Note** Uncheck **Show Open Classes Only** if you want to see all sections; even the sections that are full (closed).

Enter Search	Criteria		
Institution	* University of	North Texas 🛛 🖌	ow to search for UNT Classe
Term	1984 Fall	×	
Select at least 2 se	earch criteria. Click S	earch to view your search r	esults.
Class Search Cri	teria		
Course Subject	select subje	ect MATH Mathe	matics
Course Number	is exactly	<b>v</b> 1010	
Course Career	Graduate	*	
	Show Open (		
		Entry/Exit Classes Only	
Use Additional Sea	rch Criteria to narrow y	our search results.	
Additional Se	arch Criteria		
Note the Status			
Note the Status <ul> <li>Open</li> </ul>	of the class (green)		
Open     Open     Closed	(green) (blue)	Status	
Open     Open     Closed	(green) (blue)	Status	Meeting Dates
Open     Closed     Closed     Closed     Correction     OO7-CRE(278     Regular	(green) (blue) 9)		Meeting Dates 8/27/2007 - 12/14/2007
Open     Closed     Closed     Closed     Closed     Correction 007-CRE(278     Ssion Regular     Avs & Times     W 2:00PM - 3:20PM     Ction 011-CRE(279	(green) (blue) (9) Room Lang 217	Instructor	8/27/2007 -
Open     Closed     Closed     Closed     Closed     Correction     OO7-CRE(278     Ssion     Regular     Aves     X 2:00PM - 3:20PM	(green) (blue) (9) Room Lang 217	Instructor Staff	8/27/2007 -

**7.** Click on the section information to see more detailed information about the class, including important notes.

### **Class Detail**

### MATH 1010 - 002 Fundamentals of Algebra

\* University of North Texas | 2010 Spring | Credit

			VIEW SEARCH RESULTS		
		_			
Class Details					
Status 🔴	Open		Career		
Class Number 4964			Dates	1/19/2010 - 5/14/2010	
-	ar Academic Sessio		_	Graded	
Units 3 unit	5			UNT Main Campus	
Class Components Credit	Required		Campus	Main Campus	
Meeting Information					
Days & Times	Room	Instructor		Meeting Dates	
MoWe 6:30PM - 7:50PM	Lang 204	Staff		01/19/2010 - 05/14/2010	
Class Availability					
Class Capacity	38	Wait List	Capacit	t <b>y</b> 0	
Enrollment Total	5	Wait List	Total	0	
Available Seats	33				
Notes					
Class Notes STUDENTS MUST PURCHASE AND REGISTER IN MYMATHLAB (MML) BY 2ND CLASS OF SEMESTER. MML IS AN ONLINE COURSE DELIVERY PLATFORM THROUGH WHICH STUDENTS ACCESS AND COMPLETE ASSIGNMENTS. STUDENTS MAY ACCESS MML AT ANY GENERAL ACCESS LAB ON CAMPUS. STUDENTS NOT REGISTERED WITH MML MAY BE ADMINISTRATIVELY DROPPED WITH THE POSSIBILITY OF NO REFUND.					
Description					
Description 1010. Fundamentals of Algebra. 3 hours. Basic algebraic operations, linear equations and inequalities, polynomials, rational expressions, factoring, exponents and radicals, and quadratic equations. Prerequisite(s): consent of department. Students may not enroll in this course if they have credit for any other UNT mathematics course. Credit in this course does not fulfill any degree requirement.					

VIEW SEARCH RESULTS

### **Viewing Class Meetings**

To view the days and times during the week when a class meets,

- 1. Go to Curriculum Management > Schedule of Classes > Schedule Class Meetings.
- 2. Enter
  - Career
  - Term
  - Subject Area
  - Catalog Nbr

Below is an example of the type of information you could enter in addition to the information above:

#### Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value						
			_			
Academic Institution:	= 🗸	NT752	Q			
Academic Career:	= 🗸	Undergraduate	~			
Term:	= 🕶	1078	]Q			
Subject Area:	= 🗸	MATH	]Q			
Catalog Nbr:	begins with 💌	1010	]			
Campus:	begins with 💌	MAIN	Q			
Session:	= 🗸	Regular Academic Sess	ion 🔽			
Class Nbr:	= 🗸		]			
Class Section:	begins with 💌	001	]			
Description:	begins with 💌		]			
Course ID:	begins with 💌		<b>Q</b>			
Course Offering Nbr:	= 🗸		<b>Q</b>			
Case Sensitive						
Search Clear Basic Search 🗐 Save Search Criteria						

- **3.** Click **Search**, and you will see a list of classes that match your search.
- 4. Click the name of the class you'd like to see.

**Note** If you have entered enough search information, you will go directly to the class you want.

On the **Meetings** page (below), you can see the when and where the class meets. If the class meets in multiple places or times, you can scroll to the next entry to see them.

Course ID:	084655	Course Offering Nbr: 1	
Academic Institution:	University Of North Texa		
ferm:	2007 Fall	Undergrad	
Subject Area:	MATH	Mathematics	
Catalog Nbr:	1010	FUND OF ALGEBRA	
Class Sections			
Session:	1	Regular Academic Session Class Nbr: 2785	
Class Section:	001 Componen	-	
Meeting Pattern			
		<u>Find</u>   View All 🛛 First 🗹 1 of 1 🕨 Last	
Facility ID BIOL 106	. gg 🔍 🔍 8:00AM	t Mtg End         M         T         W         T         F         S         'Start/End Date           9:20AM         Image: Compared and the start of the s	
Facility ID	99 9 8:00AM Topic ID: 9	It Mtg End     M     T     W     T     F     S     'Start/End Date       9:20AM     Image: Start (Start)     Image: Start (Start)     Image: Start)     Image: Start)     Image: Start)       Free Format Topic:     Image: Start)     Image: Start)     Image: Start)     Image: Start)	
Facility ID BIOL 106	99 9 8:00AM Topic ID: 9	t Mtg End         M         T         W         T         F         S         'Start/End Date           9:20AM         Image: Compared and the start of the s	
Facility ID BIOL 106 BIOL 106 Instructors For Meetin	99 Q 8:00AM Topic ID: Q Print	It Mtg End     M     T     W     T     F     S     'Start/End Date       9:20AM     Image: Start (Start)     Image: Start (Start)     Image: Start)     Image: Start)     Image: Start)       Free Format Topic:     Image: Start)     Image: Start)     Image: Start)     Image: Start)	+ •
Facility ID BIOL 106 BIOL 106	99	It Mtg End       M       T       W       T       F       S       'Start/End Date         9:20AM       9:20AH	
Facility ID BIOL 106 BIOL 106 Instructors For Meetin	99 Q 8:00AM Topic ID: Q Print	It Mtg End       M       T       W       T       F       S       'Start/End Date         9:20AM       9:20AH	

On the **Enrollment Control** page (below), you can see more information about the class such as enrollment limits and class status.

Meetings (Enrollme	nt Cntrl	E <u>x</u> am		
Course ID:	084655		Course Offering Nb	r: 1
Academic Institution:	University	Of North Texas		
Term:	2007 Fall		Undergrad	
Subject Area:	MATH		Mathematics	
Catalog Nbr:	1010		FUND OF ALGEBRA	A.
Enrollment Control				
Session:	1		Regular Academic Session	Class Nbr: 2785
Class Section:	001	Component:	Credit	Event ID: 000073058
*Class Status:	Active		*	Cancel Class
Class Type:		Enrollment	Enrollment Status:	Open
*Consent:		No Consent	Requested Room Capac	ity: 99 Total
1st Auto Enroll Section	:		Enrollment Capacity:	99 91
2nd Auto Enroll Section			Wait List Capacity:	0
Resection to Section:			Minimum Enrollment Nbr	:
Auto Enroll from V	Vait List	<b>C</b>	ancel if Student Enrolled	

## **Viewing Permission Numbers**

To see the permission numbers (restriction codes) for a class,

- 1. Go to Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers.
- 2. Type (or look up) the
  - Term
  - Subject Area
  - Catalog Number
  - Career

Class Permissions Enter any information you have and click Search. Leave fields blank for a list of all values.

/ Find an Existing Value							
Academic Institution:	=	~			NT752	Q	
Term:	=	~			1101	<b>Q</b>	
Subject Area:	=	~			acct	Q	
Catalog Nbr:	be	gin	s with	~	5410	]	
Academic Career:	=		~		Graduate	~	
Campus:	be	gin	s with	~		Q	
Description:	be	gin	s with	~		]	
Description: Course ID:		-	s with s with	_		] ] <b>Q</b>	
		-		~		] ]a ]a	
Course ID:	be	-	s with	~			

- Search Clear Basic Search 🗐 Save Search Criteria
- **3.** Click Search and you will see the permission numbers for that class.

Permission to Add	Permission to Drop							
Course ID: 085444 Course Offering Nbr: 1 Academic Institution: * University of North Texas								
Term: Subject Area:	2010 Spring ACCT		Graduate					
Catalog Nbr:	5130		Accounting ACCT FOR M	IGMT				
Class Section Data						Eind   Viev	VAII First 🗹 1 of	4 🖸 Las
Session: 1			Class Nbr:	6816	Class Stat	tus: Active		
Class Section: 00			Class Type:		ent Section			
	redit	1	nstructor:	Baker,Pa	amela S			
Student Specific	Permissions							
<ul> <li>Defaults</li> </ul>	03/10/2010							
Expiration Date:								
Permission Valid	FOI:					Permission	Time	
Closed Clas			Consent Requi		Career Restrictio			
			~		<b>~</b>			
Assign More Permis	ssions: 5 Generate		🗌 Set All	Permissi	ons to Issued			
Class Permission I	Data				<u>Cı</u>	istomize   Find   👬	First 🔳 1-5 of 5	🕑 Last
General Info	Permission Comments							
Seq # Number	ID Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	
1 273293					Not Used		03/10/2010	
2 63814					Not Used		03/10/2010	
3 862392					Not Used		03/10/2010	
4 727958					Not Used		03/10/2010	
5 21881					Not Used		03/10/2010	

## **Viewing Room Schedules**

You can see the classes or events in a certain room in the following two ways:

- Class facility search
- Campus meeting display

### Searching by Class Facility

To see if a room is available through the Class Facility Usage page,

- 1. Go to Curriculum Management > Facility and Event Information > Class Facility Usage.
- 2. Type the building and room number in their corresponding boxes (below).

Class Facility Usage					
Find an Existing Value					
SetID: NT752 Q					
Facility ID:					
Building: gab					
Room: 105					
Description:					
Facility Type:					
🗖 Case Sensitive					
Search Clear Basic Search					

- 3. Click Search , and you will see the Class Facility Usage page.
- 4. Type the term (below), and press the tab key on your keyboard.

Class Fac	ility Usage					
SetID:	NT752	GAB	105	<b>D A</b> 7	150	
Facility ID: *Term:	1028	2002 Fall	Facility Type:	Room Capacity:	150	
Session:			*Day of the Wee	ek:		Fetch Class Meetings
Q Return to Search	)					

5. Choose a day of the week from the dropdown box (see below).

Class Facili	ity Usage					
SetID:	NT752					
Facility ID:	GAB 105	GAB	105	Room Capacity:	150	
*Term:	1028 🔍	2002 Fall	Facility Type:	$\frown$		
Session:	٩		*Day of the Wee	k: Monday		Fetch Class Meetings
Q Return to Search						

6. Click Fetch Class Meetings, and you'll see a list of classes in that room.

Class Facili	ity Usage					
SetID:	NT752					
Facility ID:	GAB 105	GAB	105	Room Capacity:	150	
*Term:	1028 🔍	2002 Fall	Facility Type:			$\frown$
Session:	Q		*Day of the Weel	c Monday 🔽		Fetch Class Meetings
Q Return to Search						

The list of classes will show you

- Days of the week a class meets
- Times the class meets
- Number of people enrolled in the class (see below for an example)

Class Section	ons														
Start Time	End Time	Subject	Catalog	Sect	М	Tu	w	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enri
8:00AM	9:00AM	SPAN	1010	301	1	Γ	$\checkmark$	Γ	$\checkmark$	Γ	Γ	08/26/2002	12/13/2002	1	5
10:00AM	10:50AM	ENGL	1323	001	V		$\checkmark$		V			08/26/2002	12/13/2002	1	1
10:00AM	10:50AM	HIST	1050	001	$\checkmark$	$\square$	$\checkmark$	Γ	V		Γ	08/26/2002	12/13/2002	1	3
11:00AM	11:50AM	GERM	1010	002	V		V		Γ		Γ	08/26/2002	12/13/2002	1	5
11:00AM	11:50AM	PHYS	1210	301	<b>V</b>		$\checkmark$		$\checkmark$		Γ	08/26/2002	12/13/2002	1	1
12:00PM	12:50PM	ENGL	1323	002	<b>V</b>		V		V			08/26/2002	12/13/2002	1	6
12:00PM	12:50PM	BIOL	2040	001	1		$\checkmark$		$\checkmark$		Γ	08/26/2002	12/13/2002	1	0
12:00PM	12:50PM	CHEM	2370	002	V		V		V		Γ	08/26/2002	12/13/2002	1	0
12:00PM	12:50PM	THEA	1340	001	<b>V</b>	$\square$	$\checkmark$		$\checkmark$		Γ	08/26/2002	12/13/2002	1	1
12:00PM	12:50PM	FREN	1020	001	V	<b>V</b>	V	V	<b>V</b>		Γ	08/26/2002	12/13/2002	1	0
1:00PM	1:50PM	ENGL	2210	001	$\overline{\checkmark}$	$\square$	$\overline{\checkmark}$		<b>V</b>	$\square$		08/26/2002	12/13/2002	1	4
1:00PM	1:50PM	COMM	2040	202	<b>V</b>		$\overline{\checkmark}$		V		Γ	08/26/2002	12/13/2002	1	0
1:00PM	2:50PM	GEOL	1610	300	$\overline{\checkmark}$	$\square$	$\square$		Г	$\square$		08/26/2002	12/13/2002	1	1
1:00PM	1:50PM	FREN	1020	001	$\overline{\mathbf{v}}$	Г	$\overline{\checkmark}$		V	Г	Г	08/26/2002	12/13/2002	1	0
5:00PM	7:50PM	CHEM	1430	302	$\overline{\mathbf{V}}$	Г	Г	Г	Г	Г	Γ	08/26/2002	12/13/2002	1	0

To see classes in that room on other days of the week,

- 1. Choose another day of the week from the dropdown box.
- 2. Click Fetch Class Meetings again.

### Searching by Campus Meeting

To see if a room is available through the Campus Meeting Display,

- 1. Go to Campus Community > Campus Event Planning > View Event Information > Campus Meeting Details.
- 2. Type the building and room number in their corresponding boxes (below).

#### **Campus Meeting Details**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value						
SetID:	= 💌	NT752	Q			
Facility ID:	begins with 🐱		]			
Building:	begins with 🔽	essc	Q			
Room:	begins with 🔽	255	]			
Description:	begins with 🔽		]			
Facility Type:	= 🗸		*			
Case Sensitive						
Search	Clear Bas	<u>sic Search</u> 🚦 <u>Save Sear</u>	rch Criteria			

**3.** Click the calendar button is beside the **Meeting Date** box (below).

Meeting Time	Description	Mtg Type	Event ID	Event Descrip	tion	
ampus Meeting I	nfo					First 🛃 1 of 1 🕨 L
Meeting Date:	04/26/200	Facility Type:	Classroom			
Facility ID:	ESSC 255 ESSC	Room:	255	Capacity:	317	Search
SetID:	NT752					

4. Use the calendar (below) to choose a meeting date. Once you click a date, you will see it filled in for you in the **Meeting Date** box.

SetID:	NT752					
Facility ID:	ESSC 255	ESSC	Room:	255	Capacity:	317 Searc
Meeting Date:	04/24/2004 📴		Facility Type:	Classro	om	
ampus Meeting I	nfo		×	I )		Fit
Meeting Time	Description	11 12 1 18 19 2 25 26 2	▼ 2004 ▼ W T F S 1 2 3 6 7 8 9 10 3 14 15 16 17 0 21 22 23 24 7 28 29 30	nt ID	Event Descri	ption

5. Click Search, and you will see a list of classes (or events) scheduled in that room for that day (below).

C	Campus Me	eting Display								
	SetID:	NT752								
	acility ID:	ESSC 255 ESSC	Roon	r:	255	Capacity:	317	Search		
	*Meeting Date:	10/20/2004 🗊 Wednesda	y Facili	ty Type:	Classroor	n				
0	Campus Meeting Int	fo						🔹 First 💽	1-9 of 9 🕨 Last	
	Meeting Time 4:00PM _ 5:50PM	Description 1 ART 1300 001		Mtg Type CRSE	Event ID 000015636	Event Descrip ART APPREC		AJORS		
	4:00PM _ 5:50PM	1 ART 1300 001		CRSE	000015636	ART APPREC	NON-M	AJORS		
	1:00PM _ 1:50PM	1 ART 1440 001		CRSE	000015641	DESIGN I				
	2:00PM _ 2:50PM	1 ART 1450 001		CRSE	000015658	DESIGN II				

## **Viewing Class Rosters**

To view a detailed list of students enrolled or dropped in a class during a certain term,

- 1. Go to Curriculum Management > Class Roster > Class Roster.
- 2. Type the
  - Term
  - Subject Area
  - Catalog Nbr (below)

#### **Class Roster**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Val	ue \
Academic Institution:	begins with 🖌 NT752
Term:	begins with 1078
Subject Area:	begins with 🛩 math
Catalog Nbr:	begins with 1010
Class Nbr:	=
Class Section:	begins with 🐱
Session:	= 🗸
Course ID:	begins with 🔽
Course Offering Nbr:	= 🗸
Search Clear	Basic Search 🚦 Save Search Criteria

- **3.** Click **Search**, and you will see your search results at the bottom of the page.
- 4. Click the section of the class you want to see (below).

Search Res	ults						
View All				$\sim$			First ┥ 1-15 of 15 🕞 Last
Academic Insti	itution Term Subject A	rea <u>Catalog I</u>	<u>Nbr Class N</u>	br Class	Section Session Course I	<u>) Cour</u>	se Offering Nbr Description
<u>NT752</u>	<u>1078 MATH</u>	<u>1010</u>	<u>2785</u>	<u>001</u>	Regular 084655	1	FUND OF ALGEBRA
NT752	<u>1078 MATH</u>	<u>1010</u>	<u>2786</u>	<u>002</u>	Regular 084655	1	FUND OF ALGEBRA
<u>NT752</u>	<u>1078 MATH</u>	<u>1010</u>	2787	<u>005</u>	Regular 084655	1	FUND OF ALGEBRA
<u>NT752</u>	<u>1078 MATH</u>	<u>1010</u>	<u>2788</u>	<u>006</u>	Regular 084655	1	FUND OF ALGEBRA
NT752	<u>1078 MATH</u>	<u>1010</u>	2789	007	Regular 084655	1	FUND OF ALGEBRA
NT752	<u>1078 MATH</u>	<u>1010</u>	<u>2790</u>		<u>Regular</u> 084655	1	FUND OF ALGEBRA

- 5. Choose either "Enrolled" or "Dropped" from the Enrollment Status dropdown list (below).
- 6. Click Class Detail to see specific class information (below).

### Class Roster

MATH 1010 - 004 FUND OF ALGEBRA Class Detail Credit (4968) 2010 Spring | Regular Academic Session | \* University of North Texas | Undergraduate Meeting Information Days & Times Room Instructor Meeting Dates TuTh 8:00AM - 9:20AM 01/19/2010 - 05/14/2010 Env 190 Staff Enrolled \*Enrollment Status:

Enrollment Capacity: 45 Enrolled: 2

En	rolled Studen	its			<u>Customize   Find</u>   🛗	First 🖪 1-2 of 2 🕨 Last
	<u>ID</u>	<u>Name</u>	<u>Grade</u> Basis	<u>Units</u>	Program and Plan	Level

## **Viewing Instructor Schedules**

You can use the **Instructor Schedule** page to see what classes an instructor is teaching during a certain term.

To see an instructor's schedule,

- 1. Go to Curriculum Management> Instructor/Advisor Information > Instructor Schedule.
- **2.** Enter the Term and Instructor's ID or last name/first name and click Search.

#### Instructor Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

/ Find an Ex	disting Value		
Term:	begins with 🔽	1078	Q
ID:	begins with 🔽	00001234	٩
Last Name:	begins with 🔽	INSTRUCTOR	
First Name:	begins with 🔽	ALBERTO	
Search	Clear B;	asic Search  🖶 Save Sea	arch Criteria

3. Click Search, and you will see the instructor's schedule (below).

#### Instructor Schedule

Number 7871 MU.		7 Fall Ictor Schedule 2							
<u>Class</u> <u>Number</u> <u>Sut</u> 7871 MU.									
Number 500 7871 MU	ubject <u>Cata</u>	loa Sectior						_	
			<u>Component</u>	<u>Class Title</u>	<u>Start Time</u>	<u>End Time</u>	<u>Meeting Days</u>	<u>Building</u>	<u>Room</u>
	UAC 1526	701	CRE	JAZZ GUITAR					
8058 MU	UAC 3526	706	CRE	JAZZ GUITAR					
9726 MU	ULB 5174	517	CRE	LG ENS JZZ LB BND					
9696 MU	ULB 1817	501	CRE	JAZZ GUITAR LAB	5:00PM	5:50PM	MTuWTh	MUSI	262
8236 MU	UAC 5526	701	CRE	JAZZ GUITAR					
9589 MU	UJS 1131	501	CRE	JAZZ PERF FUND I	12:00PM	12:50PM	TuTh	MUSI	262
9725 MU	ULB 5174	516	CRE	LG ENS JZZ LB BND	5:00PM	5:50PM	MTuWTh	MUSI	262
8053 MU.	UAC 3526	701	CRE	JAZZ GUITAR					
9637 MU	UJS 5490	500	CRE	ADV JAZZ IMPROV	9:30AM	10:50AM	TuTh	MUSI	263

# Looking Up a Student

Whenever you need to look up a student's EmpIID, you can click the **Q** next to the ID box. You will then see the **Find an Existing Value** page.

**Note** This page can look different depending on the procedure you are doing.

To look up a student,

- **1.** Type **one** of the following:
  - The student's EmpliD
  - The student's assigned ID (000-52x-xxxx)
  - The student's social security number
  - The student's last and first names

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing '	Value					
EmpliD:	begins with 🐱	]0				
Academic Career:	= 🗸	*				
National ID:	begins with 🐱	]				
Campus ID:	begins with 🐱	]				
Last Name:	begins with 🐱	]				
First Name:	begins with 🐱	]				
Include History Correct History Case Sensitive						
Search	ear Basic Search 🗐 Save Search Cr	iteria				
Click Search ,	and you will see a list of students	who match your search				

2. Click Search, and you will see a list of students who match your search at the bottom of the page.

Note If you've searched for a student using his or her EmpIID, National ID, or Campus ID, sometimes you will go directly to the screen you need without having to select the student from a list.

**3.** Click the name of the student you need, and you will have looked up the student.

## Looking Up the Term

Whenever you can't remember the four-digit number that represents an academic term, you can look up the term. For example, EIS might ask you to type a term in a box similar to the one below:

Term:	٩
-------	---

To look up a term,

1. Click the **Q** next to the **Term** box, and you'll see the **Lookup Term** page (below).

Loo	k U	рT	erm
			-

Academic Institution:	NT752
Academic Career:	
Term:	begins with 🐱
Description:	begins with 🔽
Short Description:	begins with 💌
Term Begin Date:	= 🗸
Look Up Clear	Cancel Basic Lookup

2. Type the desired year in the Short Description input box (below). Look Up Term

Academic Institution:	NT752
Academic Career:	
Term:	begins with 🐱
Description:	begins with 🐱
Short Description:	begins with 💙 2007
Term Begin Date:	= 💙
Look Up Clear	Cancel Basic Lookup

- **3.** Click Lookup, and you will see a list of all the terms for that year.
- 4. Click the term that you need (see example below).

Search Results	
View All	First ┥ 1-4 of 4 🕟 Last
Term Description	Short Description
1075 2007 Summer	1 <u>2007 Sum 1</u>
1073 2007 Summer	2007 Sum
1071 2007 Spring	2007 Sprng
<u>1078</u> 2007 Fall	2007 Fall

# **Understanding the Term Codes**

EIS uses a four-digit number to represent academic terms. Each digit indicates a different piece of information about the term. To see what each digit indicates, refer to the following table:

Digit	Indicates the	Description
1048	Century	0 = 1900 1 = 2000
1048	Last two digits of the current year	In this example, the year is 2004
1048	Term	8 = Fall 1 = Spring 3 = Summer

Information	Path
Α	
Academic Load	Records and Enrollment > Student Term Information > Term Active a Student > Enrollment limit tab
Adding Classes	Records and Enrollment > Enroll Students > Enrollment Request
Address	Campus Community > Personal Information (Student) > Addresses/Phones
Admit Term	Records and Enrollment > Career and Program Information > Student Program/Plan
Advising Codes	UNTS NTSR Processes > NTSR Departmental Custom > NT Advisor Codes
В	
Birthdate	Campus Community > Personal Information (Student) > Add/Update Person
С	
Career (Grad, Ugrd)	Records and Enrollment > Career and Program Information > Student Career
Catalog Search	Curriculum Management > Course Catalog > Course Catalog Search
Class Roster (to view)	Curriculum Management > Class Roster > Class Roster
Class Search	Curriculum Management > Schedule of Classes > Class Search
Class Sections	Curriculum Management > Schedule of Classes > Update Sections of a Class
Class Times	Curriculum Management > Schedule of Classes > Schedule Class Meetings
D	
Defaults	Set up SACR > User Defaults
Degree Status (Confer Date)	Records and Enrollment > Graduation > Student Degrees
Drop Date	Records and Enrollment > Enroll Students > Enrollment > Student Enrollment 2 tab
Dropping Classes	Records and Enrollment > Enroll Students > Enrollment Request
E	
Eligible to Enroll	Records and Enrollment > Student Term Information > Term Activate a Student
Email address	Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Electronic Addresses

Information	Path
F	
FERPA	Campus Community > Personal Information (Student) > Addresses/Phones
G	
GPA (Cumulative)	Records and Enrollment > Student Term Information > Term Statistics/Transfer Stats > Cumulative Statistics tab
GPA (Current/Term)	Records and Enrollment > Student Term Information > Term Statistics/Transfer Stats
Grades	Records and Enrollment > Student Term Information > Student Grades
I	
Instructor's Schedule	Curriculum Management > Instructor/Advisor Information > Instructor Schedule
Μ	
Majors, Minors	Records and Enrollment > Career and Program Information > Student Program/Plan
Mandatory Classes	UNTS NTSR Processes > Registrar's Office Scheduling > Mandatory Course Requirement
0	
Overloads	Records and Enrollment > Student Term Information > Term Active a Student
Ρ	
Pass/No Pass	Records and Enrollment > Enroll Students > Enrollment Request
Permission Numbers	Records and Enrollment > Term Processing Class Permissions > Class Permission Numbers
Phone	Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Phones
Plan (Major, Minor)	Records and Enrollment > Career and Program Information > Student Program/Plan > Student Plan tab
Program (School or College)	Records and Enrollment > Career and Program Information > Student Program/Plan

Information	Path
R	
Repeated Courses	UNTS NTSR Processes > Registrars Office Scheduling > Repeated Courses
Residency Status	Campus Community > Personal Information (Student) > Identification Student > Residency Data
S	
Searching for a Student	Records and Enrollment > Career and Program Information > Student Career
Service Indicators (Holds, Blocks)	Records and Enrollment > Student Background Information > Service Indicators > Service Indicator Data Campus Community > Service Indicators > Service Indicator Data
Status	Records and Enrollment > Career and Program Information > Student Program/Plan
Student's Schedule	Records and Enrollment > Enrollment Summaries > Enrollment Summary
Swapping Classes	Records and Enrollment > Enroll Students > Enrollment Request
Т	
Term Activation	Records and Enrollment > Student Term Information > Term Activate a Student
Terms for a Student	Records and Enrollment > Career Program Information Student Term Search
Transcripts (Type)	Records and Enrollment > Transcripts > Transcript Request, <u>Add a New</u> <u>Value</u>
Transfer Credits	Records and Enrollment > Transfer Credit Evaluation > External Education > External Courses tab
Transfer Statistics	Records and Enrollment > Term Statistics/Transfer Stats