# Getting Started

Understanding this Manual................................................................. 2  
Looking Up Your EUID....................................................................... 3  
Setting Your Defaults ........................................................................ 4  

## Viewing a Student's...

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>5</td>
</tr>
<tr>
<td>FERPA Status</td>
<td>7</td>
</tr>
<tr>
<td>Residency Status</td>
<td>8</td>
</tr>
<tr>
<td>Service Indicator (Block/Hold)</td>
<td>9</td>
</tr>
<tr>
<td>Advising Codes</td>
<td>11</td>
</tr>
<tr>
<td>Mandatory Classes</td>
<td>12</td>
</tr>
<tr>
<td>Registration Eligibility</td>
<td>13</td>
</tr>
<tr>
<td>Overload</td>
<td>14</td>
</tr>
<tr>
<td>Terms</td>
<td>15</td>
</tr>
<tr>
<td>Enrollment</td>
<td>17</td>
</tr>
<tr>
<td>Withdrawal Status</td>
<td>20</td>
</tr>
<tr>
<td>Program/Plan</td>
<td>21</td>
</tr>
<tr>
<td>Awarded Degrees</td>
<td>24</td>
</tr>
<tr>
<td>GPA</td>
<td>27</td>
</tr>
<tr>
<td>Excess Hours</td>
<td>30</td>
</tr>
<tr>
<td>Repeated Courses</td>
<td>35</td>
</tr>
<tr>
<td>Transfer Statistics</td>
<td>37</td>
</tr>
</tbody>
</table>

## Viewing and Printing a Student’s...

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study List</td>
<td>16</td>
</tr>
<tr>
<td>Grades</td>
<td>39</td>
</tr>
<tr>
<td>Unofficial Transcript</td>
<td>42</td>
</tr>
</tbody>
</table>

## Viewing...

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Details</td>
<td>45</td>
</tr>
<tr>
<td>Class Meetings</td>
<td>48</td>
</tr>
<tr>
<td>Permission Numbers</td>
<td>50</td>
</tr>
<tr>
<td>Room Schedules</td>
<td>51</td>
</tr>
<tr>
<td>Class Rosters</td>
<td>55</td>
</tr>
<tr>
<td>Instructor Schedules</td>
<td>57</td>
</tr>
</tbody>
</table>

## Reference

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Looking Up a Student</td>
<td>58</td>
</tr>
<tr>
<td>Looking Up the Term</td>
<td>59</td>
</tr>
<tr>
<td>Understanding the Term Codes</td>
<td>60</td>
</tr>
<tr>
<td>Quick Guide to Navigating EIS</td>
<td>61</td>
</tr>
</tbody>
</table>
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:

Go to Records and Enrollment > Enrollment Summaries > Enrollment Summary

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

- Records and Enrollment
  - Enroll Students
  - Student Term Information
  - Career and Program Information
- Enrollment Summaries
  - Student Study List Report
  - Enrollment Summary
  - HECS Summary
  - Historical Course Enrollment

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 **What’s my EUID?** (below).

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 **Need Help with Your Password?**
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).

   ![Academic Institution](image1.png)

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

   ![Tab Button](image2.png)

4. Click **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, EmplID),

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

<table>
<thead>
<tr>
<th>Current Addresses</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type Address</td>
<td>Effective Date</td>
<td>Status</td>
<td>View Address Detail</td>
</tr>
<tr>
<td>Home 1234 Ave Z Denton, TX 76203</td>
<td>09/18/2007</td>
<td>Active</td>
<td>View Address Detail</td>
</tr>
<tr>
<td>Mailing 2345 Home Dr Anytown, TX 54680</td>
<td>09/18/2007</td>
<td>Active</td>
<td>View Address Detail</td>
</tr>
</tbody>
</table>

3. Click an option on the left hand menu to see more student information (below).
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 ▶ to move to another row.
- Select View All to see all the rows at once.

<table>
<thead>
<tr>
<th>Current Addresses</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>Edit/View Address Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address Type</strong></td>
<td><strong>Address</strong></td>
<td><strong>Effective Date</strong></td>
<td><strong>Status</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Home</strong></td>
<td>1234 Ave Z Denton, TX 76203</td>
<td>09/18/2007</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td><strong>Mailing</strong></td>
<td>2345 Home Dr Anytown, TX 54680</td>
<td>09/18/2007</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Current Addresses</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>&lt;1 of 2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type</td>
<td>Address</td>
<td>Effective Date</td>
<td>Status</td>
<td>View Address Detail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>1234 Ave Z Denton, TX 76203</td>
<td>09/18/2007</td>
<td>Active</td>
<td>View Address Detail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing</td>
<td>2345 Home Dr Anytown, TX 54380</td>
<td>09/18/2007</td>
<td>Active</td>
<td>View Address Detail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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).

4. Click to view the student’s residency status for previous terms (below).
Viewing a Student’s Service Indicator

To see if a student has either a positive ✗ or negative ☐ 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 ✗ or ☐ (below) to see if the student has any service indicators.

   John Doe

   00001234

   ![Address Details]

4. Click ✗ or ☐, and you will see the reason for the service indicator (below).

   Negative Service Indicators

   ![Negative Service Indicators]

   Return
5. Click either **Detail** to see more details or **Return** to return to the **View Addresses** page (below).
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.

   **Find an Existing Value**

   **Search by:**
   
<table>
<thead>
<tr>
<th>ID</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   
   **Search**  **Advanced Search**

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

   **Student Advisor Codes**

   | John Public | 0001234 |  

   **ID**  
   
   **Advisor Code**  
   
   **SS Advisor Code**

   ![Save](save.png)  ![Return to Search](return_search.png)  ![Add](add.png)  ![Update/Display](update_display.png)
Viewing a Student’s Mandatory Classes

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

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

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

   **Student Mandatory Courses**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Term</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT752</td>
<td>1078</td>
<td>NCTM</td>
<td>331</td>
<td>088693</td>
<td>PRE ALGEBRA OUT DISTRICT</td>
</tr>
</tbody>
</table>

   ![Save](icon Save.png) ![Return to Search](icon Return to Search.png) ![Notify](icon Notify.png)
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 Page](image)

   **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).

   ![Enrollment Limit](image)

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).

   ![Max Total Units](image)
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.

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

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Term</th>
<th>Academic Institution</th>
<th>Eligible To Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>2004 Fall</td>
<td>University Of North Texas</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>2003 Fall</td>
<td>University Of North Texas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2003 Summer II</td>
<td>University Of North Texas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2003 Summer I</td>
<td>University Of North Texas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2003 Spring</td>
<td>University Of North Texas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2002 Fall</td>
<td>University Of North Texas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2002 May-Mester</td>
<td>University Of North Texas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2002 Spring</td>
<td>University Of North Texas</td>
<td></td>
</tr>
</tbody>
</table>
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).

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

3. Enter at least two of the nine search criteria. For example, you could enter the term and the student’s EmplID (below).

   **Enrollment Request Search**

   ![Search form](image)

   - **Academic Institution:** NT752
   - **Term:** 1101
   - **EmplID:** 0901234

   ![Search button](image)

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

The **Fields 1-7** page shows the
- Manner in which the transaction was completed (or by whom)
- Student’s EmplID
- Class information (class number, subject area, catalog number)
- Student’s academic career.

The **Fields 8-11** page shows the
- Enrollment request ID
- Date and time of the action
- Enrollment source
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

![Enrollment List](image)

<table>
<thead>
<tr>
<th>Enrollment Request Action</th>
<th>Enrollment Action Reason</th>
<th>Enrollment Action Date</th>
<th>Units Taken</th>
<th>Course Count</th>
<th>Repeat Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Enroll</td>
<td></td>
<td>3.00</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Enroll</td>
<td></td>
<td>3.00</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Drop</td>
<td>DCAN</td>
<td>01/10/2007</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Swap Courses</td>
<td></td>
<td>3.00</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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).

4. Look at the Withdrawal \ Cancel fields (below).
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 Value  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  Clear  Basic Search  Save Search Criteria

   Find an Existing Value  Add a New Value

   Note   When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.

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

   Note   If the student has only one career, you will be taken directly to the Student Program page, so you can skip step 5.
5. Select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr**.

**Search Results**

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Student Career Nbr</th>
<th>Program Short Descr</th>
<th>Institution Short Descr</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00009123 Graduate</td>
<td>0</td>
<td>A&amp;S Master</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
<td></td>
</tr>
<tr>
<td>00009123 Undergrad</td>
<td>1</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
<td></td>
</tr>
<tr>
<td>00009123 Undergrad</td>
<td>0</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
<td></td>
</tr>
</tbody>
</table>

**Note** If you choose the wrong career, use the **Next in List** 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)
6. Click the **Student Plan** tab, and you will see student’s academic plan (below).

![Student Plan Tab Image]

---

**Updated November 22, 2009**

http://essc.unt.edu/eis
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)

![Student Degrees Page](image)
4. Click the **Degree Honors** tab (below).

![Degree Honors Tab](image)

**Note**

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)

![Degree Honors Tab](image)

**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).

![Degree Plan Tab](image)
7. Note the awarded program and plan (below).

![Image of Degree and Plan Information]

- Student Degree Nbr: 01  Bachelor of Science
- Degree Plan Details:
  - Plan Seq: 10
  - Career: UGRD  Undergraduate
  - Career Nbr: 1
  - Acad Plan: IND-BUS  Interdisciplinary Studies
  - Plan Type: Major
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.

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

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.
Note: You can see how the student’s cumulative GPA has changed over the student’s terms by using the blue scroll bar 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 www.unt.edu/tuition 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.

<table>
<thead>
<tr>
<th>Institution:</th>
<th>begins with NT752</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Term:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Search | Clear | Basic Search | Save Search Criteria

Excess Hours Info

<table>
<thead>
<tr>
<th>Degree Hrs</th>
<th>Hours Included</th>
<th>Excess Hrs</th>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>127</td>
<td>180.00</td>
<td>53.00</td>
<td>EXRES: Excess Hours - Resident</td>
</tr>
</tbody>
</table>

Term: 1078 2007 Fall

Academic Level: Senior

Student Type

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB45</td>
<td>08/30/1999</td>
<td>Excess Hour - 45 hour limit</td>
</tr>
<tr>
<td>CB40</td>
<td>05/10/2006</td>
<td>Excess Hours - exceeds limits</td>
</tr>
</tbody>
</table>

Program Plan

<table>
<thead>
<tr>
<th>Career</th>
<th>Program</th>
<th>Plan</th>
<th>Primary Plan Hrs</th>
<th>Additional Req Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>301</td>
<td>FINA-BBA</td>
<td>127</td>
<td></td>
</tr>
</tbody>
</table>

Included Hours

| UNT Included Hours: | 180.00 |

Transfer Hours

<table>
<thead>
<tr>
<th>Texas Institution</th>
<th>Transfer Hours</th>
<th>Hours Excluded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hill College</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>North Central Texas College</td>
<td>9.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

### Degree Hours
Total number of hours required for a student to complete their degree plan for this term.

### Hours Included
Total of all transfer work taken from any Texas public institution plus all UNT hours taken through the semester prior to the term selected.

### Excess Hours
Number of included hours in excess of the degree hours.

### Academic Level
Student classification as of the beginning of the selected term.

### Residency
Residency status for tuition purposes.

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.

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBHN (Enrolled prior to Fall 1999)</td>
<td></td>
<td>Not subject to Excessive Hours Tuition.</td>
</tr>
<tr>
<td>CB45 (Excess Hours – 45 Limit)</td>
<td>08/30/1999</td>
<td>Excess Hours - 45 hour limit</td>
</tr>
<tr>
<td>NA (Excess Hours – 30 Limit)</td>
<td>05/01/2006</td>
<td>Excess Hours - exceeds limits</td>
</tr>
</tbody>
</table>

The Student Type fields list the code, effective date and description used to classify a student's current excess hour status for a term:

- **CBHN (Enrolled prior to Fall 1999)**: Not subject to Excessive Hours Tuition.
- **CB45 (Excess Hours – 45 Limit)**: Student was initially enrolled Fall 1999 through Summer 2006 and is subject to the 45 excess hour limit.
- **NA (Excess Hours – 30 Limit)**: Student was initially enrolled Fall 2006 or later and is subject to the 30 excess hour limit.
- **CB45 (Exceeds Degree Plan Hours)**: Student currently exceeds degree plan hours and is subject to the rules for excess hour limit.
Program/Plan is a cumulative list of a student’s degree plan information and the hours required to complete the degree plan.

<table>
<thead>
<tr>
<th>Program/Plan</th>
<th>Career</th>
<th>Program</th>
<th>Primary Plan Hrs</th>
<th>Additional Required Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>300</td>
<td>PSYC-BA</td>
<td>128</td>
<td>10.00</td>
</tr>
<tr>
<td>1</td>
<td>312</td>
<td>ZPU-KGEC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Included Hours:

- UNT Included Hours: 53.00
- Transfer Hours
  - Texas Institution: 19.00
  - Tarrant County College: 0.00

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.

*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: http://essc.unt.edu/registrar/financialaidinfo.htm
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: http://essc.unt.edu/registrar/$1000rebateinfo.htm.

<table>
<thead>
<tr>
<th>Texas Institution</th>
<th>Transfer Hours</th>
<th>Hours Excluded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tarrant County College</td>
<td>19.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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: http://essc.unt.edu/registrar/$1000rebateinfo.htm.
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.
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.
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

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

- **Transfer**: Column displays statistics based on transfer work only.
- **Overall**: Column displays statistics based on all transfer work and UNT course work combined.
- **UNT Passed**: Column displays UNT passed hours by term and cumulative (non-letter grade basis).
- **UNT Non-Traditional**: Column displays UNT Non-Traditional hours by term and cumulative (AP, CLEP, CBE, Military).
- **Transfer Not for GPA**: Lists coursework that has been officially excluded from GPA calculations (repeated courses, no credit, developmental, vocational/BAAS, Withdrawn, Transfer CR).
- **Transfer In Progress**: Transfer work received listed as in progress at the sending institution.
- **Transfer and Overall Unofficial**: Includes transfer work that may be received but is not officially posted to a student's official record.

- **Term Column**: Lists Term statistics for a student based on all completed work for the term in context.
- **Cumulative Column**: Lists overall statistics for a student based on all completed work.
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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Academic Institution</th>
<th>Term Short Description</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Campus ID</th>
<th>National ID</th>
<th>National Country</th>
<th>NID Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08080123</td>
<td>Graduate</td>
<td>N7752</td>
<td>1644</td>
<td>Mangay</td>
<td>Female</td>
<td>06/12/2000</td>
<td>01053</td>
<td>00731</td>
<td>USA</td>
<td>SSN</td>
</tr>
<tr>
<td>08080122</td>
<td>Graduate</td>
<td>N7752</td>
<td>1644</td>
<td>Mangay</td>
<td>Female</td>
<td>06/12/2000</td>
<td>01053</td>
<td>00731</td>
<td>USA</td>
<td>SSN</td>
</tr>
<tr>
<td>08080123</td>
<td>Undergraduate</td>
<td>N7752</td>
<td>1644</td>
<td>Mangay</td>
<td>Female</td>
<td>06/12/2000</td>
<td>01053</td>
<td>00731</td>
<td>USA</td>
<td>SSN</td>
</tr>
<tr>
<td>08080123</td>
<td>Undergraduate</td>
<td>N7752</td>
<td>1644</td>
<td>Mangay</td>
<td>Female</td>
<td>06/12/2000</td>
<td>01053</td>
<td>00731</td>
<td>USA</td>
<td>SSN</td>
</tr>
</tbody>
</table>

   **Note**  To scroll through the student’s grades for previous terms, click **Next in List** or **Previous in List** 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.

2. Click **Report Manager** (below).

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

4. Click **Details** (below), and you’ll see the Report/Log Viewer.
5. Click the .PDF link (below), and you’ll see a printable version of the student’s grades.

   **Report Detail**
   ```
   Report
   Report ID: 8365       Process Instance: 1807174
   Name: SR776P--       Process Type: Crystal
   Run Status: Success
   ```

   **Grade Report**
   ```
   Distribution Details
   Distribution Node: UnixRep       Expiration Date: 10/22/2007
   ```

   **File List**
   ```
   Name                  File Size (bytes)     Datetime Created
   CRW_SR776P--1807174.log 0                  10/15/2007 9:13:57.0000000AM CDT
   pssqtrace.html          486               10/15/2007 9:13:57.0000000AM CDT
   ```

   **Distribute To**
   ```
   Distribution ID Type       Distribution ID
   User
   ```

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).

3. Choose
   - NT752 for the Institution
   - UNOFF for the Transcript Type
   - Page for the Output Destination (below)
4. Click the **Request Detail** tab (below).

5. Type the student’s EmplID, or use \( \) to look up the student (below).

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

6. Click **Process Request** (below), and you’ll see the transcript on your screen.
To print the transcript,

1. Click **Print** (below).

2. Click **Report Manager** (below).

3. Click **Refresh** until the Status is “Posted” (below).

4. Click **Details** (below) to see a PDF version of the report.

5. Click the link that ends in .PDF, 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
Note: Uncheck **Show Open Classes Only** if you want to see all sections; even the sections that are full (closed).

### Search for Classes

**Enter Search Criteria**

- **Institution**: University of North Texas
- **Term**: 1994 Fall

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

#### Class Search Criteria

- **Course Subject**: select subject, MATH Mathematics
- **Course Number**: is exactly, 1010
- **Course Career**: Graduate

*Show Open Classes Only*  
*Show Open Entry/Exit Classes Only*

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria]

UNT Class Listing: pdf version  [CLEAR CRITERIA]  [SEARCH]

---

6. Note the Status of the class
   - Open (green)
   - Closed (blue)

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-CRE(2789)</td>
<td></td>
</tr>
<tr>
<td><strong>Session</strong></td>
<td>Regular</td>
</tr>
<tr>
<td><strong>Days &amp; Times</strong></td>
<td>MW 2:00PM - 3:20PM</td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>Lang 217</td>
</tr>
<tr>
<td><strong>Instructor</strong></td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Meeting Dates</strong></td>
<td>8/27/2007 - 12/14/2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>031-CRE(2790)</td>
<td></td>
</tr>
<tr>
<td><strong>Session</strong></td>
<td>Regular</td>
</tr>
<tr>
<td><strong>Days &amp; Times</strong></td>
<td>MWF 8:00AM - 8:50AM</td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>Phys 102</td>
</tr>
<tr>
<td><strong>Instructor</strong></td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Meeting Dates</strong></td>
<td>8/27/2007 - 12/14/2007</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Class Details</th>
<th></th>
<th>Career</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Open</td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Class Number</td>
<td>4964</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Components</td>
<td>Credit Required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Information</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Days &amp; Times</td>
<td>MoWe 6:30PM - 7:50PM</td>
<td>Lang 204</td>
<td>Staff</td>
</tr>
<tr>
<td>Class Availability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Capacity</td>
<td>38</td>
<td>Wait List Capacity</td>
<td>0</td>
</tr>
<tr>
<td>Enrollment Total</td>
<td>5</td>
<td>Wait List Total</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Notes</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

**Class Sections**
- **Session:** 1
- **Class Section:** 001
- **Component:** Credit
- **Class Nbr:** 2785
- **Event ID:** 000073058

**Meeting Pattern**
- **Facility ID:** BIOL 105
- **Capacity:** 33
- **Mtg Start:** 8:00AM
- **Mtg End:** 9:30AM

**Instructors For Meeting Pattern**
- **Name:**
- **Instructor Role:**
- **Print in:**
- **Access:**
- **Contact:**

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

**Enrollment Control**
- **Class Status:** Active
- **Consent:** No Consent
- **1st Auto Enroll Section:**
- **2nd Auto Enroll Section:**
- **Reaction to Section:**
- **Auto Enroll from Wait List:**
- **Cancel if Student Enrolled:**

Updated November 22, 2009

http://essc.unt.edu/eis
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

3. Click Search and you will see the permission numbers for that class.
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
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.
5. Choose a day of the week from the dropdown box (see below).

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

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)

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
   Facility ID: begins with
   Building: begins with Essc
   Room: begins with 255
   Description: begins with
   Facility Type: =
   Case Sensitive

   Search  Clear  Basic Search  Save Search Criteria

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

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

   - **Academic Institution:** begins with NT752
   - **Term:** begins with 1078
   - **Subject Area:** begins with math
   - **Catalog Nbr:** begins with 1010
   - **Course ID:** begins with Regular 084655

   - **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 Results**

   View All

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Class Nbr</th>
<th>Section</th>
<th>Session</th>
<th>Course ID</th>
<th>Course Offering Nbr</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT752</td>
<td>1078</td>
<td>MATH</td>
<td>1010</td>
<td>2785</td>
<td>001</td>
<td></td>
<td>Regular 084655</td>
<td>1</td>
<td>FUND OF ALGEBRA</td>
</tr>
<tr>
<td>NT752</td>
<td>1078</td>
<td>MATH</td>
<td>1010</td>
<td>2786</td>
<td>002</td>
<td></td>
<td>Regular 084655</td>
<td>1</td>
<td>FUND OF ALGEBRA</td>
</tr>
<tr>
<td>NT752</td>
<td>1078</td>
<td>MATH</td>
<td>1010</td>
<td>2787</td>
<td>005</td>
<td></td>
<td>Regular 084655</td>
<td>1</td>
<td>FUND OF ALGEBRA</td>
</tr>
<tr>
<td>NT752</td>
<td>1078</td>
<td>MATH</td>
<td>1010</td>
<td>2790</td>
<td>006</td>
<td></td>
<td>Regular 084655</td>
<td>1</td>
<td>FUND OF ALGEBRA</td>
</tr>
<tr>
<td>NT752</td>
<td>1078</td>
<td>MATH</td>
<td>1010</td>
<td>2799</td>
<td>007</td>
<td></td>
<td>Regular 084655</td>
<td>1</td>
<td>FUND OF ALGEBRA</td>
</tr>
<tr>
<td>NT752</td>
<td>1078</td>
<td>MATH</td>
<td>1010</td>
<td>2790</td>
<td>008</td>
<td></td>
<td>Regular 084655</td>
<td>1</td>
<td>FUND OF ALGEBRA</td>
</tr>
</tbody>
</table>
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

Credit (4968)

2010 Spring | Regular Academic Session | Undergraduate

Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 8:00AM - 9:20AM</td>
<td>Env 190</td>
<td>Staff</td>
<td>01/19/2010 - 05/14/2010</td>
</tr>
</tbody>
</table>

Enrollment Capacity: 45  Enrolled: 2

Enrolled Students

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
</table>
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 Existing Value
   
   Term: begins with 1078  
   ID: begins with 00001234  
   Last Name: begins with INSTRUCTOR  
   First Name: begins with ALBERTO

   Search  Clear  Basic Search  Save Search Criteria

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

   Instructor Schedule
   
   ID: 
   Term: 1078 2007 Fall

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Component</th>
<th>Class Title</th>
<th>Start Time</th>
<th>End Time</th>
<th>Meeting Days</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7671</td>
<td>MUSC</td>
<td>1528</td>
<td>701</td>
<td>CRE</td>
<td>JAZZ GUITAR</td>
<td>5:00PM</td>
<td>6:00PM</td>
<td>MWF</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>8050</td>
<td>MUSC</td>
<td>3528</td>
<td>706</td>
<td>CRE</td>
<td>JAZZ GUITAR</td>
<td>5:00PM</td>
<td>6:00PM</td>
<td>MWF</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>8726</td>
<td>MUSC</td>
<td>5174</td>
<td>517</td>
<td>CRE</td>
<td>LB ENS JLB BND</td>
<td>5:00PM</td>
<td>6:00PM</td>
<td>MWF</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>9036</td>
<td>MUSC</td>
<td>1817</td>
<td>501</td>
<td>CRE</td>
<td>JAZZ GUITAR LAB</td>
<td>5:00PM</td>
<td>6:00PM</td>
<td>MWF</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>8236</td>
<td>MUSC</td>
<td>5528</td>
<td>701</td>
<td>CRE</td>
<td>JAZZ GUITAR</td>
<td>5:00PM</td>
<td>6:00PM</td>
<td>MWF</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>9590</td>
<td>MUSC</td>
<td>1131</td>
<td>501</td>
<td>CRE</td>
<td>JAZZ PERFUND</td>
<td>12:00PM</td>
<td>12:30PM</td>
<td>TUTH</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>8725</td>
<td>MUSC</td>
<td>5174</td>
<td>516</td>
<td>CRE</td>
<td>LB ENS JLB BND</td>
<td>5:00PM</td>
<td>6:00PM</td>
<td>MWF</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>8053</td>
<td>MUSC</td>
<td>3528</td>
<td>701</td>
<td>CRE</td>
<td>JAZZ GUITAR</td>
<td>5:00PM</td>
<td>6:00PM</td>
<td>MWF</td>
<td>MUSI</td>
<td>262</td>
</tr>
<tr>
<td>8037</td>
<td>MUSC</td>
<td>5480</td>
<td>500</td>
<td>CRE</td>
<td>ADV JAZZ IMPRO</td>
<td>9:00AM</td>
<td>10:00AM</td>
<td>TUTH</td>
<td>MUSI</td>
<td>263</td>
</tr>
</tbody>
</table>
Looking Up a Student

Whenever you need to look up a student’s EmplID, you can click the 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
   - **Academic Career:** begins with
   - **National ID:** begins with
   - **Campus ID:** begins with
   - **Last Name:** begins with
   - **First Name:** begins with

   - **Include History**
   - **Correct History**
   - **Case Sensitive**

   - **Search**
   - **Clear**
   - **Basic Search**
   - **Save Search Criteria**

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 EmplID, 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:

To look up a term,

1. Click the \( \text{Q} \) next to the \textbf{Term} box, and you’ll see the \textbf{Lookup Term} page (below).

   \textbf{Look Up Term}

   \begin{itemize}
   \item \textbf{Academic Institution:} NT752
   \item \textbf{Academic Career:}
   \item \textbf{Term:} begins with \( \text{\textit{\textasciitilde}}} \)
   \item \textbf{Description:} begins with \( \text{\textit{\textasciitilde}}} \)
   \item \textbf{Short Description:} begins with \( \text{\textit{\textasciitilde}}} \)
   \item \textbf{Term Begin Date:} \( = \text{\textit{\textasciitilde}}} \)
   \end{itemize}

   \begin{tabular}{l}
   \hline
   \textbf{Look Up} & \textbf{Clear} & \textbf{Cancel} & \textbf{Basic Lookup} \\
   \hline
   \end{tabular}

2. Type the desired year in the \textbf{Short Description} input box (below).

   \textbf{Look Up Term}

   \begin{itemize}
   \item \textbf{Academic Institution:} NT752
   \item \textbf{Academic Career:}
   \item \textbf{Term:} begins with \( \text{\textit{\textasciitilde}}} \)
   \item \textbf{Description:} begins with \( \text{\textit{\textasciitilde}}} \)
   \item \textbf{Short Description:} begins with \( \text{\textit{\textasciitilde}}} \) 2007
   \item \textbf{Term Begin Date:} \( = \text{\textit{\textasciitilde}}} \)
   \end{itemize}

   \begin{tabular}{l}
   \hline
   \textbf{Look Up} & \textbf{Clear} & \textbf{Cancel} & \textbf{Basic Lookup} \\
   \hline
   \end{tabular}

3. Click \( \text{\textit{\textasciitilde}}} \), and you will see a list of all the terms for that year.

4. Click the term that you need (see example below).

   \textbf{Search Results}

   \begin{tabular}{ll}
   \hline
   \textbf{Term Description} & \textbf{Short Description} \\
   \hline
   1075 2007 Summer & 1075 2007 Sum 1 \\
   1075 2007 Summer & 2007 Sum \\
   1071 2007 Spring & 2007 Sprng \\
   1078 2007 Fall & 2007 Fall \\
   \hline
   \end{tabular}
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:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Indicates the...</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 0 4 8</td>
<td>Century</td>
<td>0 = 1900 1 = 2000</td>
</tr>
<tr>
<td>1 0 4 8</td>
<td>Last two digits of the current year</td>
<td>In this example, the year is 2004</td>
</tr>
<tr>
<td>1 0 4 8</td>
<td>Term</td>
<td>8 = Fall 1 = Spring 3 = Summer</td>
</tr>
<tr>
<td>Information</td>
<td>Path</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Load</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Active a Student &gt; Enrollment limit tab</td>
<td></td>
</tr>
<tr>
<td>Adding Classes</td>
<td>Records and Enrollment &gt; Enroll Students &gt; Enrollment Request</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Campus Community &gt; Personal Information (Student) &gt; Addresses/Phones</td>
<td></td>
</tr>
<tr>
<td>Admit Term</td>
<td>Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan</td>
<td></td>
</tr>
<tr>
<td>Advising Codes</td>
<td>UNTS NTSR Processes &gt; NTSR Departmental Custom &gt; NT Advisor Codes</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birthdate</td>
<td>Campus Community &gt; Personal Information (Student) &gt; Add/Update Person</td>
<td></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career (Grad, Ugrd)</td>
<td>Records and Enrollment &gt; Career and Program Information &gt; Student Career</td>
<td></td>
</tr>
<tr>
<td>Catalog Search</td>
<td>Curriculum Management &gt; Course Catalog &gt; Course Catalog Search</td>
<td></td>
</tr>
<tr>
<td>Class Roster (to view)</td>
<td>Curriculum Management &gt; Class Roster &gt; Class Roster</td>
<td></td>
</tr>
<tr>
<td>Class Search</td>
<td>Curriculum Management &gt; Schedule of Classes &gt; Class Search</td>
<td></td>
</tr>
<tr>
<td>Class Sections</td>
<td>Curriculum Management &gt; Schedule of Classes &gt; Update Sections of a Class</td>
<td></td>
</tr>
<tr>
<td>Class Times</td>
<td>Curriculum Management &gt; Schedule of Classes &gt; Schedule Class Meetings</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defaults</td>
<td>Set up SACR &gt; User Defaults</td>
<td></td>
</tr>
<tr>
<td>Degree Status (Confer Date)</td>
<td>Records and Enrollment &gt; Graduation &gt; Student Degrees</td>
<td></td>
</tr>
<tr>
<td>Drop Date</td>
<td>Records and Enrollment &gt; Enroll Students &gt; Enrollment &gt; Student Enrollment 2 tab</td>
<td></td>
</tr>
<tr>
<td>Dropping Classes</td>
<td>Records and Enrollment &gt; Enroll Students &gt; Enrollment Request</td>
<td></td>
</tr>
<tr>
<td><strong>E</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible to Enroll</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Activate a Student</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td>Campus Community &gt; Personal Information (Student) &gt; Biographical (Student) &gt; Addresses/Phones &gt; Electronic Addresses</td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>Path</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Campus Community &gt; Personal Information (Student) &gt; Addresses/Phones</td>
<td></td>
</tr>
<tr>
<td>FERPA</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Statistics/Transfer Stats &gt; Cumulative Statistics tab</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Statistics/Transfer Stats</td>
<td></td>
</tr>
<tr>
<td>GPA (Cumulative)</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Statistics/Transfer Stats</td>
<td></td>
</tr>
<tr>
<td>GPA (Current/Term)</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Statistics/Transfer Stats</td>
<td></td>
</tr>
<tr>
<td>Grades</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Student Grades</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Curriculum Management &gt; Instructor/Advisor Information &gt; Instructor Schedule</td>
<td></td>
</tr>
<tr>
<td>Instructor’s Schedule</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Student Grades</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan</td>
<td></td>
</tr>
<tr>
<td>Majors, Minors</td>
<td>UNTS NTSR Processes &gt; Registrar’s Office Scheduling &gt; Mandatory Course Requirement</td>
<td></td>
</tr>
<tr>
<td>Mandatory Classes</td>
<td>UNTS NTSR Processes &gt; Registrar’s Office Scheduling &gt; Mandatory Course Requirement</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Active a Student</td>
<td></td>
</tr>
<tr>
<td>Overloads</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Active a Student</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Records and Enrollment &gt; Enroll Students &gt; Enrollment Request</td>
<td></td>
</tr>
<tr>
<td>Pass/No Pass</td>
<td>Records and Enrollment &gt; Term Processing Class Permissions &gt; Class Permission Numbers</td>
<td></td>
</tr>
<tr>
<td>Permission Numbers</td>
<td>Records and Enrollment &gt; Term Processing Class Permissions &gt; Class Permission Numbers</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Campus Community &gt; Personal Information (Student) &gt; Biographical (Student) &gt; Addresses/Phones &gt; Phones</td>
<td></td>
</tr>
<tr>
<td>Plan (Major, Minor)</td>
<td>Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan &gt; Student Plan tab</td>
<td></td>
</tr>
<tr>
<td>Program (School or College)</td>
<td>Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan</td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>Path</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>UNTS NTSR Processes &gt; Registrars Office Scheduling &gt; Repeated Courses</td>
<td></td>
</tr>
<tr>
<td>Residency Status</td>
<td>Campus Community &gt; Personal Information (Student) &gt; Identification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student &gt; Residency Data</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Records and Enrollment &gt; Career and Program Information &gt; Student Career</td>
<td></td>
</tr>
<tr>
<td>Searching for a Student</td>
<td>Records and Enrollment &gt; Student Background Information &gt; Service Indicators &gt; Service Indicator Data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus Community &gt; Service Indicators &gt; Service Indicator Data</td>
<td></td>
</tr>
<tr>
<td>Service Indicators</td>
<td>Records and Enrollment &gt; Student Background Information &gt; Service Indicator Data</td>
<td></td>
</tr>
<tr>
<td>(Holds, Blocks)</td>
<td>Campus Community &gt; Service Indicators &gt; Service Indicator Data</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan</td>
<td></td>
</tr>
<tr>
<td>Student's Schedule</td>
<td>Records and Enrollment &gt; Enrollment Summaries &gt; Enrollment Summary</td>
<td></td>
</tr>
<tr>
<td>Swapping Classes</td>
<td>Records and Enrollment &gt; Enroll Students &gt; Enrollment Request</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Activate a Student</td>
<td></td>
</tr>
<tr>
<td>Term Activation</td>
<td>Records and Enrollment &gt; Student Term Information &gt; Term Activate a Student</td>
<td></td>
</tr>
<tr>
<td>Terms for a Student</td>
<td>Records and Enrollment &gt; Career Program Information &gt; Student Term Search</td>
<td></td>
</tr>
<tr>
<td>Transcripts (Type)</td>
<td>Records and Enrollment &gt; Transcripts &gt; Transcript Request, Add a New Value</td>
<td></td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>Records and Enrollment &gt; Transfer Credit Evaluation &gt; External Education &gt; External Courses tab</td>
<td></td>
</tr>
<tr>
<td>Transfer Statistics</td>
<td>Records and Enrollment &gt; Term Statistics/Transfer Stats</td>
<td></td>
</tr>
</tbody>
</table>