Student Records Training – Level I

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:

> Go to **Records and Enrollment > Enrollment Summaries > Enrollment Summary**

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 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).
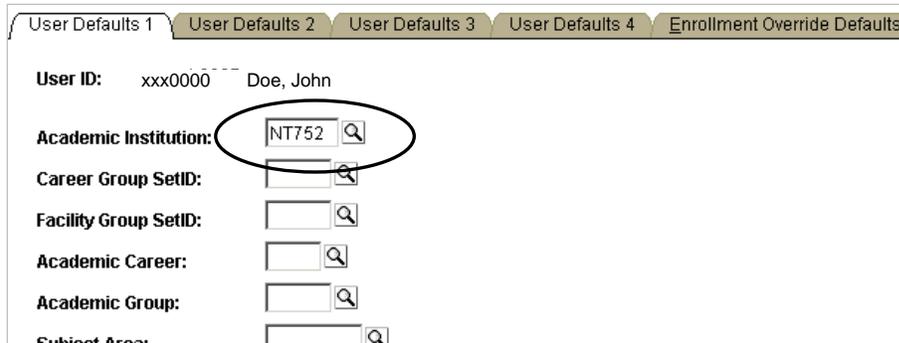
3. Press the tab button on your keyboard, and EIS will fill in UNT's information for you (below).
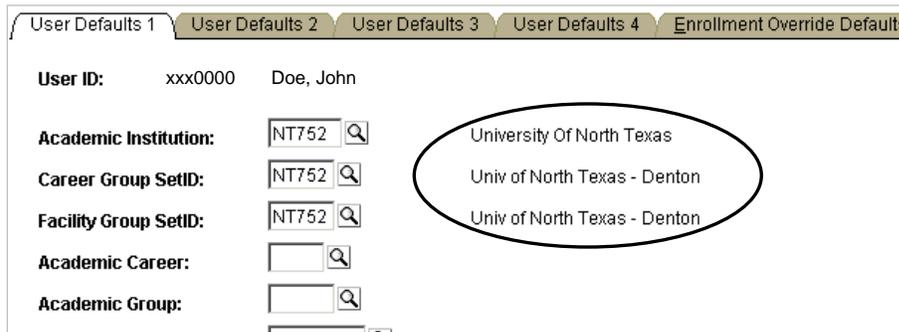
4. Click ![Save] , and you will have set your defaults.

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

Current Addresses		Customize | Find | View All |		First ◄ 1-2 of 2 ► Last
Address Type	**Address**	**Effective Date**	**Status**	**View Address Detail**
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).

▽ Campus Community
  ▷ Personal Information
  ▽ Personal Information (Student)
    ▽ Biographical (Student)
      ▽ Addresses/Phones
        − Addresses
        − Electronic Addresses
        − Seasonal Addresses
        − Phones
        − View Addresses
        − View Names
        − View Phones
        − View Electronic Addresses

New

Addresses

John Doe   00001234

Current Addresses		Customize | Find | View All |		First ◄ 1-2 of 2 ► Last
Address Type	**Address**	**Effective Date**	**Status**	**Edit/View Address Detail**
Home	1234 Ave Z Denton, TX 76203	09/18/2007	Active	Edit/View Address Detail
Mailing	2345 Home Dr Anytown, TX 54680	09/18/2007	Active	Edit/View Address Detail

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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.

John Doe   00001234

Current Addresses		Customize | Find | View All |	First ◀ 1-2 of 2 ▶ Last		
Address Type	**Address**		**Effective Date**	**Status**	**Edit/View Address Detail**
Home	1234 Ave Z Denton, TX 76203		09/18/2007	Active	Edit/View Address Detail
Mailing	2345 Home Dr Anytown, TX 54680		09/18/2007	Active	Edit/View Address 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.

Current Addresses		Customize | Find | View All | ⊞	First ◀ 1-2 of 2 ▶ Last		
Address Type	**Address**	**Effective Date**	**Status**	**View Address Detail**	
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).

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   ⊘   🖥

Current Addresses		Customize | Find | View All | 🎛	First ◀ 1-2 of 2 ▶ Last
Address Type **Address**		**Effective Date** **Status**	**View Address Detail**
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

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

   ## Negative Service Indicators

		Find | View All	First ◀ 1 of 1 ▶ Last
DateTime:	09/13/2007 3:40:49PM	**Institution:**	University Of North Texas Detail
Active Date:	09/13/2007	**Department:**	Registrar
Service Indicator:	RG1 Registrar's Office	**Reason:**	Registrar's Office

   Return

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

Negative Service Indicators

			View All First ◀ 1 of 1 ▶ Last
DateTime:	10/24/2003 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

Detail

`Return`

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.

Find an Existing Value

Search by: ID = [   ]

Search   Advanced Search

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

Student Advisor Codes

John Public   00001234   ★ 🖥

EmplID	Advisor Code	SS Advisor Code
00001234 🔍	5671	

Save   Return to Search   Add   Update/Display
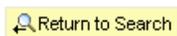
Viewing a Student's Mandatory Classes

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

John Doe   00001234

*Institution	*Term	*Subject	*Catalog Nbr	Course	Description
NT752	1078	NCTM	331	088693	PRE ALGEBRA OUT DISTRICT

 Save   Return to Search   Notify

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).

   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).

Term Activation	Enrollment Limit	Student Session	Terms In Residence	Term Control Dates	External Study
John Doe			ID: 00009123		

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).

John Doe		ID: 00009123	
		View All First ◀ 1 of 2 ▶ Last	
Academic Career:	Graduate		
		View All First ◀ 1 of 12 ▶ Last	
Academic Institution:	University Of North Texas		
Term:	2004 Fall Semester		
Primary Academic Program:	Education Master'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:		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.

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

    Student Term Search

    Doe, John   **ID:** 00009123

    View All   First ◄ 1-8 of 12 ► Last

Academic Career	Term	Academic Institution	Eligible To Enroll
Graduate	2004 Fall	University Of North Texas	☑
Graduate	2003 Fall	University Of North Texas	☑
Undergraduate	2003 Summer II	University Of North Texas	☑
Undergraduate	2003 Summer I	University Of North Texas	☑
Undergraduate	2003 Spring	University Of North Texas	☑
Undergraduate	2002 Fall	University Of North Texas	☑
Undergraduate	2002 May-Mester	University Of North Texas	☑
Undergraduate	2002 Spring	University Of North Texas	☑

    Save   Return to Search

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).

	Class Nbr	Subject	Catalog	Session	Sect	Status	Status/Reason	Grading Basis	Units Taken
🔍	1003	ACCT Acct for Mgmt	5130	Regular Lecture	1	Enrolled	Enrolled	Graded	3.00
🔍	1068	ENGL Special Problems	5900	Regular Credit	701	Enrolled	Enrolled	Graded	3.00

Enrollment Summary | Term Statistics

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).

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 Request Action	Enrollment Action Reason	Enrollment Action Date	Units Taken	Course Count	Repeat Code
1	Enroll			3.00	1.00	
2	Enroll			3.00	1.00	
3	Drop	DCAN	01/10/2007	3.00		
4	Swap Courses			3.00	1.00	

Tabs: Fields 1-7 | Fields 8-11 | **Fields 12-19** | Fields 20-25 | Fields 26-30 | Fields 31-35 | Fields 36-40 | Fields 41-44

Enrollment List — Customize | Find

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**.

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.
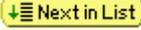
You will first see the **Student Program** page. This page shows you the
- Effective date of program
- Program action
- Academic program
- Admit term (below)

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

| Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees |

Sassystud011 Mango   **ID:**   00009123

Academic Career: Undergraduate   **Student Career Nbr:**   1   **Car Req Term:**

View All   First ◀ 1 of 1 ▶ Last

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 🔍 Spanish	Major	➕ ➖
*Plan Sequence:	10	**Degree:**	BA
*Declare Date:	08/10/2003 📅	**Degree Checkout Stat:**	
*Requirement Term:	1038 🔍 2003 Fall	**Student Degree Nbr:**	
*Advisement Status:	Include ▼	**Completion Term:**	

🖫 Save   🔍 Return to Search   ↓≣ Next in List   ↑≣ Previous in List   🔄 Refresh   ➕ Add   🖭 Update/Display   🖳 Include History   🖳 Correct History

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)

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

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)

> **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).

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

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.

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.

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 First ◀ 1 of 9 ▶ 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.

Viewing Student Excess Hour Limits

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.

Find an Existing Value | Add a New Value

Institution:	begins with	NT752
Academic Career:	=	Undergraduate
ID:	begins with	▊▊▊▊7
Term:	begins with	
Last Name:	begins with	
First Name:	begins with	

Search   Clear   Basic Search   Save Search Criteria

Excess Hours Info | Excess Hours Adm

Help for understanding Excess Hours

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

Student Group	Effective Date	Description
CB45	08/30/1999	Excess Hour - 45 hour limit
CBHO	05/10/2006	Excess Hours - exceeds limits

Program/Plan   Find   First ◀ 1 of 1 ▶ Last

Career	Program	Plan	Primary Plan Hrs	Additional Req Hrs
0	301	FINA-BBA	127	

Included Hours

UNT Included Hours: 180.00

Transfer Hours   Find   First ◀ 1-2 of 2 ▶ Last

Texas Institution	Transfer Hours	Hours Excluded
Hill College	8.00	8.00
North Central Texas College	9.00	9.00

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

Home > UNTS NTSR Processes > NTSR Excess Hours > Use > **Excess Hours**

Excess Hours Info

Term: 1078 2007 Fall   ID:

Degree Hrs	Hours Included	Excess Hrs	Residency:	RES Resident
128	72.00	0.00	Acad Level:	Sophomore

Student Type		
Student Group	**Effective Date**	**Description**
CB45	08/30/1999	Excess Hour - 45 hour limit

Degree Hours: Total number of hours required for a student to complete his or her 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.

Excess Hours Info   Excess Hours Adm

Help for understanding Excess Hours

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		
Student Group	**Effective Date**	**Description**
CB45	08/30/1999	Excess Hour - 45 hour limit
CBHO	05/10/2006	Excess Hours - exceeds limits

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.

CBHO (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.

*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

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/$1000rebateinfo.htm

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> **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 .

Texas Institution	Transfer Hours	Hours Excluded
Tarrant County College	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: http://essc.unt.edu/registrar/$1000rebateinfo.htm

[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 ▾	⬛⬛⬛7
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.

Home > UNTS NTSR Processes > NTSR Excess Hours > Use > **Repeat Course**

Repeat Courses

Repeat Course Tuition   Help understanding Additional Tuition for Repeated Courses

⬭   **Term:** 1078 2007 Fall   **ID:** ⬭

Academic Level: Senior

Residency: RES   Resident

Course ID	Subject Area	Catalog Nbr	Description	Enrolled
083922	ENGL	1200	DEVELOP WRITING	
084655	MATH	1010	FUND OF ALGEBRA	Y
086395	EDRE	1200	DEVELOP READING	
083168	BIOL	1130	ENVIRONMENTAL SCI	
083934	ENGL	2220	WORLD LITERATURE	
085030	PSYC	1650	GEN PSY II	
083923	ENGL	1310	COL WRIT I	
083926	ENGL	1313	CA COL WRIT I	Y

These courses are subject to repeat fees.

💾 Save   🔍 Return to Search   ⬇ Next in List   ⬆ Previous in List

"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

Transfer Statistics

Eagle, Scrappy Eppy   00000001   ★

Find | View All   First ◄ 1 of 1 ► Last

Academic Career: Undergraduate

Find | View All   First ◄ 5 of 5 ► Last

Institution: * University of North Texas
Term: 2008 Fall

	Term			Cumulative		
	Hours	Grade Points	GPA	Hours	Grade Points	GPA
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 INCLUDING UNPOSTED 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
Transfer In Progress	0.000			0.000		

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

View All   First ◄ 1 of 16 ► Last

B. Transfer Statistics Page Field Definitions.

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.

Transfer: Column displays statistics based on transfer work only.

Overall: Column displays statistics based 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 students official record.

View All First ◀ 1 of 1 ▶ Last

Academic Career:	Undergraduate						
					View All First ◀ 13 of 13 ▶ Last		
Term:: 2002 Fall		Term				Cumulative	
	Hours	Grade Points	GPA		Hours	Grade Points	GPA
Transfer	6.000	24.000	4.000		6.000	24.000	4.000
Overall	16.000	50.000	3.125		16.000	50.000	3.125
UNT Passed	0.000				0.000		
UNT Non-Traditional	6.000				6.000		
Transfer Not for GPA	0.000				0.000		
UNOFFICIAL TOTALS INCLUDING UNPOSTED TRANSFER WORK							
Transfer Unofficial	6.000	24.000	4.000		6.000	24.000	4.000
Overall Unofficial	16.000	50.000	3.125		16.000	50.000	3.125
Transfer In Progress	0.000				0.000		

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
00009123	Graduate	NT752	1041	2004 Sprng	Mango,Sassystud011	Unknown	(blank)	(blank)	(blank)	USA	SSN
00009123	Graduate	NT752	1038	2003 Fall	Mango,Sassystud011	Unknown	(blank)	(blank)	(blank)	USA	SSN
00009123	Undergrad	NT752	1048	2004 Fall	Mango,Sassystud011	Unknown	(blank)	(blank)	(blank)	USA	SSN
00009123	Undergrad	NT752	1038	2003 Fall	Mango,Sassystud011	Unknown	(blank)	(blank)	(blank)	USA	SSN

    > **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:	8355	Process Instance:	1807174	Message Log
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 9:13:57.000000AM CDT
SR776P--1807174.PDF	43,663	10/15/2007 9:13:57.000000AM CDT
pssqltrace.tre	486	10/15/2007 9:13:57.000000AM 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 <u>Add a New Value</u> tab (below).

Transcript Request

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

Report Request Nbr:	begins with	
ID:	begins with	
Academic Institution:	begins with	
Transcript Type:	begins with	
User ID:	begins with	
Request Date:	=	
Future Release:	=	
Term:	begins with	
Requested Print Date:	=	
First Name:	begins with	
Last Name:	begins with	

Search   Clear   Basic Search   Save Search Criteria

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 | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000   **Request Date:** 02/23/2004   **User ID:** xxx0000

*Institution:	NT752	University Of North Texas
*Transcript Type:	UNOFF	

☐ Freeze Record
☐ Override Service Indicator

*Output Destination:	Page
Number of Copies:	1
Future Release:	ImedProc
Academic Career:	
Term:	
Print Date:	02/23/2004

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.

UNIVERSITY *of* NORTH TEXAS

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

Search for Classes

Enter Search Criteria

Institution	* University of North Texas
Term	2010 Spring

How to search for UNT Classes

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	Undergraduate	

☑ 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

UNIVERSITY *of* NORTH TEXAS

> **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	How to search for UNT Classes
Term	1984 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)

Section	007-CRE(2789)		Status	▫
Session	Regular			

Days & Times	Room	Instructor	Meeting Dates
MW 2:00PM - 3:20PM	Lang 217	Staff	8/27/2007 - 12/14/2007

Section	011-CRE(2790)		Status	●
Session	Regular			

Days & Times	Room	Instructor	Meeting Dates
MWF 8:00AM - 8:50AM	Phys 102	Staff	8/27/2007 - 12/14/2007

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**	Undergraduate
Class Number	4964	**Dates**	1/19/2010 - 5/14/2010
Session	Regular Academic Session	**Grading**	Graded
Units	3 units	**Location**	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 Capacity**	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

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
Academic Career:	=	Undergraduate
Term:	=	1078
Subject Area:	=	MATH
Catalog Nbr:	begins with	1010
Campus:	begins with	MAIN
Session:	=	Regular Academic Session
Class Nbr:	=	
Class Section:	begins with	001
Description:	begins with	
Course ID:	begins with	
Course Offering Nbr:	=	

   ☐ 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.

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

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
Term:	=	1101
Subject Area:	=	acct
Catalog Nbr:	begins with	5410
Academic Career:	=	Graduate
Campus:	begins with	
Description:	begins with	
Course ID:	begins with	
Course Offering Nbr:	=	

☐ Case Sensitive

[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:	2010 Spring	Graduate	
Subject Area:	ACCT	Accounting	
Catalog Nbr:	5130	ACCT FOR MGMT	

Class Section Data   Find | View All   First 1 of 4 Last

Session:	1	Regular Academic Session	Class Nbr:	6816	Class Status:	Active
Class Section:	001		Class Type:	Enrollment Section		
Component:	Credit		Instructor:	Baker,Pamela S		

☐ Student Specific Permissions

Defaults

Expiration Date: 03/10/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
☑	☑	☑	☑	☑

Assign More Permissions: 5 [Generate]   ☐ Set All Permissions to Issued

Class Permission Data   Customize | 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).

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).

Class Facility Usage

SetID:	NT752
Facility ID:	GAB 105 GAB 105 **Room Capacity:** 150
*Term:	1028 🔍 2002 Fall **Facility Type:**
Session:	🔍 *Day of the Week: Monday ▼ Fetch Class Meetings

🔍 Return to Search

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

Class Facility Usage

SetID:	NT752
Facility ID:	GAB 105 GAB 105 **Room Capacity:** 150
*Term:	1028 🔍 2002 Fall **Facility Type:**
Session:	🔍 *Day of the Week: Monday ▼ Fetch Class Meetings

🔍 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 Sections

Start Time	End Time	Subject	Catalog	Sect	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
8:00AM	9:00AM	SPAN	1010	301	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	5
10:00AM	10:50AM	ENGL	1323	001	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	1
10:00AM	10:50AM	HIST	1050	001	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	3
11:00AM	11:50AM	GERM	1010	002	☑	☐	☑	☐	☐	☐	☐	08/26/2002	12/13/2002	1	5
11:00AM	11:50AM	PHYS	1210	301	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	1
12:00PM	12:50PM	ENGL	1323	002	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	6
12:00PM	12:50PM	BIOL	2040	001	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	0
12:00PM	12:50PM	CHEM	2370	002	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	0
12:00PM	12:50PM	THEA	1340	001	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	1
12:00PM	12:50PM	FREN	1020	001	☑	☑	☑	☑	☑	☐	☐	08/26/2002	12/13/2002	1	0
1:00PM	1:50PM	ENGL	2210	001	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	4
1:00PM	1:50PM	COMM	2040	202	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	0
1:00PM	2:50PM	GEOL	1610	300	☑	☐	☐	☐	☐	☐	☐	08/26/2002	12/13/2002	1	1
1:00PM	1:50PM	FREN	1020	001	☑	☐	☑	☐	☑	☐	☐	08/26/2002	12/13/2002	1	0
5:00PM	7:50PM	CHEM	1430	302	☑	☐	☐	☐	☐	☐	☐	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 🔍
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).

Campus Meeting Display

SetID: NT752
Facility ID: ESSC 255   ESSC   Room: 255   Capacity: 317 Search
*Meeting Date: 04/26/200 📅   Facility Type: Classroom
Campus Meeting Info   First ◀ 1 of 1 ▶ Last
Meeting Time   Description   Mtg Type Event ID   Event Description

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
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 Results

View All   First ◄ 1-15 of 15 ► Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
NT752	1078	MATH	1010	2785	001	Regular	084655	1	FUND OF ALGEBRA
NT752	1078	MATH	1010	2786	002	Regular	084655	1	FUND OF ALGEBRA
NT752	1078	MATH	1010	2787	005	Regular	084655	1	FUND OF ALGEBRA
NT752	1078	MATH	1010	2788	006	Regular	084655	1	FUND OF ALGEBRA
NT752	1078	MATH	1010	2789	007	Regular	084655	1	FUND OF ALGEBRA
NT752	1078	MATH	1010	2790	011	Regular	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**

Credit (4968)   Class Detail

2010 Spring | Regular Academic Session | * University of North Texas | Undergraduate

▼ Meeting Information			
Days & Times	**Room**	**Instructor**	**Meeting Dates**
TuTh 8:00AM - 9:20AM	Env 190	Staff	01/19/2010 - 05/14/2010

*Enrollment Status: Enrolled   ▾

Enrollment Capacity: 45   **Enrolled:**   2

Enrolled Students				Customize | Find | ▦ First ◀ 1-2 of 2 ▶ Last	
	ID	**Name**	**Grade Basis**	**Units**	**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 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

Instructor Schedule | Instructor Schedule 2

Class Number	Subject	Catalog	Section	Component	Class Title	Start Time	End Time	Meeting Days	Building	Room
7871	MUAC	1526	701	CRE	JAZZ GUITAR					
8058	MUAC	3526	706	CRE	JAZZ GUITAR					
9726	MULB	5174	517	CRE	LG ENS JZZ LB BND					
9696	MULB	1817	501	CRE	JAZZ GUITAR LAB	5:00PM	5:50PM	MTuWTh	MUSI	262
8236	MUAC	5526	701	CRE	JAZZ GUITAR					
9589	MUJS	1131	501	CRE	JAZZ PERF FUND I	12:00PM	12:50PM	TuTh	MUSI	262
9725	MULB	5174	516	CRE	LG ENS JZZ LB BND	5:00PM	5:50PM	MTuWTh	MUSI	262
8053	MUAC	3526	701	CRE	JAZZ GUITAR					
9637	MUJS	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 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:	= ▾		▾
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:

Term: [   ] 🔍

To look up a term,

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

Look Up Term

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 I	2007 Sum 1
1073	2007 Summer	2007 Sum
1071	2007 Spring	2007 Sprng
1078	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
1 0 4 8	Century	0 = 1900 1 = 2000
1 **0** 4 8	Last two digits of the current year	In this example, the year is 2004
1 0 4 **8**	Term	8 = Fall 1 = Spring 3 = Summer

Information	Path
A	
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
B	
Birthdate	Campus Community > Personal Information (Student) > Add/Update Person
C	
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
M	
Majors, Minors	Records and Enrollment > Career and Program Information > Student Program/Plan
Mandatory Classes	UNTS NTSR Processes > Registrar's Office Scheduling > Mandatory Course Requirement
O	
Overloads	Records and Enrollment > Student Term Information > Term Active a Student
P	
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
T	
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, Add a New Value
Transfer Credits	Records and Enrollment > Transfer Credit Evaluation > External Education > External Courses tab
Transfer Statistics	Records and Enrollment > Term Statistics/Transfer Stats