

Print a Student Schedule (Enrollment Summary)

Discussion

In this lesson, you will view and print the enrollment summary.

When the enrollment summary is viewed, it displays as shown below.

Enrollment Summary

Student Esq,Joseph Quincy 1229982

Term: 2008 Fall **Career:** Undergrad The University of Akron [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
78228	3300	111	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	4.00
	English Composition I		Lecture						
72582	7100	495	Regular	801	Enrolled	Drop	BUSU	NewReassmt	
	Senior Exhibition		Lecture						
73264	7600	105	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Introductn to Public Speaking		Lecture						

Find | View All First 1-3 of 3 Last

[Return to Search](#) [Previous in List](#) [Next in List](#)

However, when this same enrollment summary is printed, additional information is included. The course dates, meeting times, meeting place and instructor name are present as shown here.

Report ID: SRSTENT2 CLASS SCHEDULE Page No. 1
 Run Date 11/26/2008
 Run Time 08:55:35

Name: Student Esq,Joseph Quincy Career: Undergraduate
 ID: 1229982 Program: Business Undergraduates
 Term: 2008 Fall

Class No.	Subject	Catalog	Session	Section	Status	Credits Taken	Grading Basis	Class Dates
78228	3300	111	1	002	Enrolled	4.00	ABC/NC	08/25/2008-12/07/2008
	English Composition I				Lecture			
	Leigh Hall		207	MTWF	7:30am - 8:20am		Giaconia,Jennifer Y	
72582	7100	495	1	801	Enrolled	0.00	NewReassmt	08/25/2008-08/25/2008
	Senior Exhibition				Lecture	Dropped		
	Folk Hall		102	M	5:00pm - 5:30pm		Loven,Del Rey	
73264	7600	105	1	002	Enrolled	3.00	ABC/NC	08/25/2008-12/07/2008
	Introductn to Public Speaking				Lecture			
	Kolbe Hall		236	TTh	7:45am - 9:00am		Spiker,Julia A	

Process

Steps

1. Navigate using the following path:

Records and Enrollment> Enrollment Summaries> Enrollment Summary

Enrollment Summary

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

Find an Existing Value

ID:

Academic Career:

Academic Institution: AKRON

Term:

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key:

[Basic Search](#)

2. Use **ID 122982** or the ID provided by your instructor. In the **Academic Career** field, use the drop down to select the option for Undergraduate.
3. The Term field can be used to narrow down the search. To select a Term, use the **Lookup Term** button or type the appropriate term value.

Term	Description	Short Description
9999	End Term - Svc Indicator Use	End Term
4177	2017 Fall	2017 Fall
4173	2017 Summer	2017 Summe
4171	2017 Spring	2017 Sprin
4167	2016 Fall	2016 Fall
4163	2016 Summer	2016 Summe
4161	2016 Spring	2016 Sprin
4157	2015 Fall	2015 Fall
4153	2015 Summer	2015 Summe
4151	2015 Spring	2015 Sprin
4147	2014 Fall	2014 Fall
4143	2014 Summer	2014 Summe
4141	2014 Spring	2014 Sprin
4137	2013 Fall	2013 Fall
4133	2013 Summer	2013 Summe




In class, select 4087, which is 2008 Fall.

Steps




4. Review the Enrollment Summary page that displays.

[New Window](#)

Enrollment Summary

Student Esq, Joseph Quincy 1229982   

Term: 2008 Fall Career: Undergrad The University of Akron [Print Study List](#) [Report Manager](#)




Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
 76816	3100	100	Regular	001	Enrolled	Enrolled	BUSU	ABC/NC	4.00
	Introduction to Botany		Lecture						
 74548	5400	500	Regular	800	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Postsecondary Learner		lec or www						
 72153	5540	120	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	0.50
	Archery		Lecture						

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5. Use the View Tools to verify that all the rows are displayed.

If necessary, select **View All** to get a list of all courses the student is taking for Fall 2008.

Enrollment Summary

Student Esq, Joseph Quincy 1229982   

Term: 2008 Fall Career: Undergrad The University of Akron [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
 76816	3100	100	Regular	001	Enrolled	Enrolled	BUSU	ABC/NC	4.00
	Introduction to Botany		Lecture						
 74548	5400	500	Regular	800	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Postsecondary Learner		lec or www						
 72153	5540	120	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	0.50
	Archery		Lecture						
 72424	6200	201	Regular	001	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Accounting Principles I		lec or www						
 77131	8200	360	Regular	072	Enrolled	Enrolled	BUSU	ABC/NC	5.00
	Nursing Care of Adults		LRC						
 77132	8200	360	Regular	073	Enrolled	Enrolled	BUSU	Non-Graded	
	Nursing Care of Adults		Practicum						
 73673	8200	360	Regular	101	Enrolled	Enrolled	BUSU	Non-Graded	
	Nursing Care of Adults		Lecture						

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6. To process the report, click on the **Print Study List** link.

7. To view or print the report, click on the **Report Manager** link.

The Report Manager pages display.

If necessary, click on the **Administration** tab to display the list of your reports.

Steps

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | 1-8 of 8

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3139	4540	Individual Student Study Rpt	12/17/2008 10:08:46AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3138	4539	Study List Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3137	4538	Student Class Schedule Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3136	4536	Student Class Schedule Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3135	4535	Study List Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3133	4533	Course Catalog	12/17/2008 9:40:54AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3127	4525	Grade Roster Print	12/16/2008 12:58:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3126	4524	Grade Roster Print	12/16/2008 12:55:34PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)

[Go back to Enrollment Summary](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

8. This page does not automatically refresh its display. To view and print the report, the report Status must be **Posted**. Click on the button to update the status. It may be necessary to click on the Refresh button more than one time.

9. When the status is Posted, you can click on the link for the report in the **Description** column.

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | 1-8 of 8

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3139	4540	Individual Student Study Rpt	12/17/2008 10:08:46AM	Acrobat (*.pdf)	Posted	Details


Steps

10. A new window opens with Adobe Reader. The report displays.

Report ID: SRSTEN CLASS SCHEDULE Page No. 1
 Run Date 11/25/2008
 Run Time 13:54:55

Name: Career: Undergraduate
 ID: Program: University College Undergrad
 Term: 2008 Spring

Class No.	Subject	Catalog	Session	Section	Status	Credits Taken	Grading Basis	Class Dates
14238	3250 Introduction to Economics Crouse Hall	100	1 107	001 MWF	Enrolled Lecture 9:55am - 10:45am	3.00	ABC/NC Mutter III, Jay L	01/14/2008-05/04/2008
10991	3400 U.S. History Since 1877 Zook Hall	251	1 110	050 TTh	Enrolled Lecture 1:45pm - 3:00pm	4.00	ABC/NC Wilson, Gregory	01/14/2008-05/04/2008
10992	3400 U.S. History Since 1877 College of Arts & Sciences	251	1 144	051 T	Enrolled Discussion 3:15pm - 4:05pm	0.00	Non-Graded Wilson, Gregory	01/14/2008-05/04/2008
15813	3400 Chic History College of Arts & Sciences	470	1 139	002 MW	Enrolled Lecture 1:10pm - 2:25pm	3.00	ABC/NC Henris, John R	01/14/2008-05/04/2008
12905	7520 Jazz Electric Bass TBA	63	1 TBA	002 TBA	Enrolled Individualized Study TBA	2.00	ABC/NC Powell, Timothy W	01/14/2008-05/04/2008

11. Use the Printer tool  in the Adobe toolbar to print the report.

12. Close the report window by clicking on its **X**.
 The Report Manager displays.

13. Click on the **Go back to Enrollment Summary** link to do another report.
-OR-
 Click on the **Home** link in the Navigation header to return to the main menu page.