PeopleSoft V9 View a Student’s Schedule

Navigation: [https://sahr.uakron.edu](https://sahr.uakron.edu)
Records and Enrollment > Enrollment Summaries > Enrollment Summary

Enter the Search criteria.

1. The Search Results display under the search criteria:

2. Enter the Student’s ID or SSN (National ID). Click Search.

3. Look in the Short Description column for the term you wish to view the schedule for. Click on any field in that row to view the schedule for that term.
Review the Enrollment Summary page that displays.

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.

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

This page does not automatically refresh its display. To view and print the report, the report Status must be Posted.

Click on the Refresh button to update the status. It may be necessary to click on the Refresh button more than one time.

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

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

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