View a Student's Enrollment Summaries

Trigger:

Concept

The Enrollment Summary page is used to view all of the classes a student has successfully enrolled in for a term. On the term statistics tabs the system displays units earned from the home institution in the top half of the page, while transfer credit units appear in the bottom half. In addition, the current grade point average (GPA) appears at the bottom of the page.
Procedure

The Enrollment Summary page will display the courses a student is enrolled in, their term statistics (units taken and GPA).

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**Step | Action**

1. Enter the desired information into the **ID** field. Enter "12159944".
### Business Process Document
#### myZou Enrollment: View a Student’s Enrollment Summaries

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Search Results</strong> table.</td>
</tr>
</tbody>
</table>
| 4.  | **Decision:** Please make a selection from the options listed below.  
  - View Courses  
    Go to step 5 on page 3  
  - View Term Statistics  
    Go to step 9 on page 5  
  - View UM Term Statistics  
    Go to step 11 on page 6 |

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**Step** | **Action**  
---|---  
5. | Click the **Course Detail** button to view detailed information pertaining to the course.
### Business Process Document

**myZou Enrollment: View a Student's Enrollment Summaries**

<table>
<thead>
<tr>
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<tr>
<td>6.</td>
<td>The Class Detail page will show information regarding class status, units, grading, meeting information, enrollment information, class availability, class notes, and the course description. To view</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Click the Close link.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Click the Close link.</strong></td>
</tr>
<tr>
<td>8.</td>
<td>You have successfully viewed a student's Enrollment Summary, Term Statistics, and UM Term Statistics using the Enrollment Summary page. <strong>End of Procedure.</strong> Remaining steps apply to other paths.</td>
</tr>
</tbody>
</table>
Business Process Document  
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<tr>
<td>9.</td>
<td><strong>Click the Term Statistics tab.</strong></td>
</tr>
</tbody>
</table>

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### Step 10
the Term Statistis tab displays GPA information for the selected term of the student.

- **Towards GPA**
  - Represents the units taken for a grade that accumulate in the GPA.

- **No GPA**
  - Represents units taken for a grade that do not accumulate in the GPA (for example, Pass or Credit)

- **Audit**
  - Represents classes taken at the home institution using the audit grading basis.

- **For Progress**
  - Represents the total number of units taken for progress and is used in Student Records to determine academic load and, once grading has occurred, academic level.

- **Term Total**
  - Represents the term total units for each row.

- **Units Only**
  - Represents units that are transferred from an external organization and that do not have grade points associated with them.

- **TC Units Adjust (transfer credit units adjustment)**
  - Shows how many units were manually removed from the student’s overall transfer credit units. This field is updated on the Terms in Residence page in the Term Activation component.

  *Go to step 4 on page 3*

### Step 11
Click the **UM Term Statistics** tab.

### Step 12
The UM Term Statistics displays the units taken and passed that count toward a student's GPA, do not count toward their GPA, and the Total for the term. It also displays the number of grade points and the GPA for the term.

*Go to step 4 on page 3*