View Student Enrollments

Trigger:
Use this procedure to view and print a student's enrollment history when processing a refund appeal.

Concept

When processing a refund appeal, the first thing to do is determine the enrollment status and date of the course(s) the student is wanting refunded. To view a student's enrollments and their dates, you will use the following menu path: Home > Student Financials > View Customer Accounts.

The Enrollment Summary page is a starting point to begin the refund appeal process, depending on the individual appeal, you may need to access the Enrollment Request, Enrollment Request Search, Term Activation, Student Services Center, or the Student Accounts page.

Field(s)  Comments

Output - Results  Comments
The student's enrollment for a specific term will be printed.

Additional Information
Remember to click the view all link to get all of the students enrollment activity.
Procedure

This topic we will look at the enrollment and drop dates of the classes Italian 2310 and Japanese 3370.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Student Financials</strong> link.</td>
</tr>
</tbody>
</table>
2. Click the **View Customer Accounts** link.
### Step 3
Enter the student's id number into the **ID** field.

Enter "**10239150**".

### Step 4
Click the **Search** button.
<table>
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<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>Academic Information</strong> link to access the student’s academic information.</td>
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</table>

**Academic Information**
### Step 6
Click the **Enrollment** link for the semester you want to view a student's enrollment..

*Enrollment*
Step | Action
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7. | Click the **View All** link to view all classes a student has enrolled in and/or dropped.

**View All**
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### Step 9

On the printed copy, locate and highlight the classes you need to obtain the enrollment action and dates. In this example we are looking for Italian 2310 and Japanese 3370.

### Step 10

You have successfully viewed and printed a student's enrollment with the Add/Drop dates for a specific term.

**End of Procedure.**