## STUDENT RECORDS
### NAVIGATION IN CAMPUS CONNECTION

**To call up a student's grade roster:**
1. Records and Enrollment
2. Student Term Information
3. Student Grades

\*Note:  The second tab "Term Statistics" shows number of credits and GPA's.

**To run an advising transcript:**
1. Records and Enrollment
2. Transcripts
3. Transcript Request
4. Click on "Add a New Value", Institution should be "UND01", choose "ADVIS" as Transcript Type, and "Page" as Output Destination.
5. Click on the Request Detail tab, enter student ID in ID box.  (If you do not have the ID click on the magnifying glass to search for the ID)
6. Click on "Process Request" and report will generate on the screen.  (You may need to scroll to the left to view.)
7. **To print the Advising Report** (transcript), return to the Request Detail tab and click on the yellow "Print" button.
8. Click on "Report Manager", a Report List will be displayed.  Click on the yellow "Refresh" Button until the Status indicates **Posted**.  (The status indicated may include Scheduled, Processing, Generated, and Posting.  Just keep refreshing until the status is Posted.)
9. Click on the blue "Transcript" link under Description. A new browser page will open. The Advising Report will be produced in Adobe Acrobat.  Click on the printer icon to print the Advising Report.

**To run a report (including a transcript):**
1. Go to "report manager."  This is available from the page you are generating or from the menu navigation:
   a. Reporting Tools
   b. Report Manager
   c. Your report will be listed.  Hit the Refresh button until the report status indicates "posted."  (It will say "scheduled" and "generated" first.)
   d. Click on the blue link under Description to open the PDF to see report.

**To see a student's program/majors and minors:**
1.    Records and Enrollment
2.    Career and Program Information
3.    Student Program/Plan
4.    The first tab is the student's program and status.  The second tab "Student Plan" lists student's major and minors.  Click "view all" to see all lines listed.


**To access the student's study list (student schedule):**
1.    Records and Enrollment
2.    Enrollment Summaries
3.    Enrollment Summary
4.    This navigation will take you to a Search page.
- Enter the student's ID
- Enter the student's academic career
- If the student is in more than one career (e.g., GRAD and UGRD), you will need to search twice and may need to access two study lists
- Enter UND01 for the institution
- Enter the term (e.g., 0610)
- Click on the search button
- The student's schedule will be displayed, including drops.


**To print the student's study list (student schedule):**
1.    Minimize the navigation column so that only the student's schedule is displayed
2.    Click on File in your browser and select Page Setup, and make sure the orientation is set to Landscape.
3.    Click on File in your browser and select Print Preview
4.    At the top of the preview screen, to the left of the help button, select "Only the selected frame" instead of "As laid out on screen."
5.    Click on the Print button and proceed to print the study list.