Student Records Training – Level I

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Understanding this Manual

You can use this manual to get an overview of UNT’s new Enterprise Information System (EIS). The manual covers topics for UNT employees with “view” access within EIS.

At the beginning of most sections in this manual, you’ll see a step that asks you to navigate EIS in a manner similar to the example below:

Go to Manage Student Records > Manage Academic Records > Use > Term Activation.

To follow this step, you would click the following menu items within EIS:

Note Each above represents a separate click of your mouse.
Looking Up Your EUID

To look up your EUID,

1. Go to myls.unt.edu.

2. Click **What’s my EUID?** (below).

3. Fill out the form, and it will show you your EUID (usually your initials plus four numbers). For example, your EUID could be **abc0004**.

**Note** To change your EIS password, click **Need Help with Your Password?**
Setting Your Defaults

To set your defaults within EIS,

1. Go to Design Student Administration > Specify User Defaults > Use > User Defaults.

2. Type "NT752" as your Academic Institution (below).

3. Press the tab button on your keyboard, and EIS will fill in UNT’s information for you (below).

4. Click Save, and you will have set your defaults.
Viewing a Student’s Personal Information

To look up a student’s personal information (e.g., address, phone, EmplID),

1. Go to Build Community > Bio/Demographic Data (Student) > Use > Bio Demo Data.

2. Look up the student, and you’ll see your Search Results at the bottom of the page.

   Note If you need help looking up a student, see page 59.

3. Click Use to go back and see more student information (below).

4. Click any of the other menu options to see information about the same student (below).
Many times, a student will have more than one “row” of related information. In the example below, the student has 4 rows of names. To see the rows,

- Use \( \rightarrow \) to move to another row.
- Select View All to see all the rows at once.

### Names

**John Doe**

**ID:** 00008123

#### Name Type

- **Type of Name:** Former 1
- **Name History:**
  - **Effective Date:** 12/04/2001
  - **Formal Using:** USA United States
  - **Prefix:** Doe, John Arthur
  - **First Name:** John
  - **Middle:** Arthur
  - **Last Name:** Doe
  - **Suffix:**
Viewing a Student’s FERPA Status

To see whether a student has decided to withhold personal information under the Family Educational Rights and Privacy Act (FERPA),

1. Go to Build Community > Bio/Demographic Data (Student) > Use > Bio Demo Data.

2. Look up the student, and you’ll see the Bio/Demo Data page.

   **Note** If you need help looking up a student, see page 59.

3. Look for the FERPA shade (below), which indicates that the student has requested UNT withhold personal information.

4. Click to see the student’s personal information that you can release.
Viewing a Student’s Residency Status

To view a student’s residency status,

1. Go to Build Community > Identification Data (Student) > Use > Residency Data.

2. Look up the student, and you’ll see the Residency Official 1 page.

   **Note** If you need help looking up a student, see page 59.

3. Note the student’s current residency status (below).

4. Click ![image](https://example.com/image.png) to view the student’s residency status for previous terms (below).
Viewing a Student’s Service Indicator

To see if a student has either a positive or negative service indicator,

1. Go to Build Community > Bio/Demographic Data (Student) > Use > Bio Demo Data.

2. Look up the student, and you’ll see the Bio/Demo Data page.

   Note If you need help looking up a student, see page 59.

3. Look for or (below) to see if the student has any service indicators.

4. Click or , and you’ll see the reason for the service indicator (below).
5. Click either **Detail** to see more details or **Return** to return to the **Bio/Demo Data** page (below).

### Negative Service Indicators

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Active Date</th>
<th>Service Indicator</th>
<th>Institution</th>
<th>Department</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/24/2003</td>
<td>3:56:24PM</td>
<td>SBI</td>
<td>University Of North Texas</td>
<td>Student Acctg &amp; Univ Cashier</td>
<td>SF - Prior Past Due Balance</td>
</tr>
</tbody>
</table>

- **Return**
Viewing a Student’s Advising Codes

To view a student’s advising codes,

1. Go to **UNTS NTSR Processes > NTSR Processes > NT Inquiry > NT Advisor Codes**.

2. Use the drop down box to search by the student’s
   - Campus ID
   - EmplID
   - Last Name, Firstname
   - National ID

3. Click **Search**, and you’ll see a list of students who match your search.

4. Click the student’s name, and you’ll see the student’s advising codes (below).
Viewing a Student’s Mandatory Classes

To see a list of classes a student has to take,

1. Go to **UNTS NTSR Processes > NTSR Processes > Use > Mandatory Course Requirement**.

2. Use the drop down box to search by the student’s
   - Campus ID
   - EmplID
   - Last Name and First Name
   - National ID

   ![Find an Existing Value](image)

3. Click **Search**, and you’ll see a list of students who match your search.

4. Click the student’s name, and you’ll see a list of classes that student must take (below).

   ![Student Mandatory Courses](image)
Viewing a Student’s Registration Eligibility

To check if a student is eligible to register for a given semester,

1. Go to Manage Student Records > Manage Academic Records > Use > Term Activation.

2. Look up the student, and you’ll see the Term Activation page.
   
   **Note** If you need help looking up a student, see page 59.

3. Check to see if the term is the most current one (below).

<table>
<thead>
<tr>
<th>Term Activation</th>
<th>Enrollment Limit</th>
<th>Student Session</th>
<th>Terms in Residence</th>
<th>Term Control Dates</th>
<th>External Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sassyssa2011 Mango</td>
<td>06000123</td>
<td>View All</td>
<td>First</td>
<td>1 of 2</td>
<td>Last</td>
</tr>
<tr>
<td>Academic Career: Graduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Note** This page shows you all of a student’s career term records by academic career. The default page you will see is the most current semester for which the student is eligible to register.
Viewing a Student’s Overload

To see if a student has an overload for a term,

1. Go to Manage Student Records > Manage Academic Records > Use > Term Activation.

2. Look up the student, and you’ll see the Term Activation page.

   Note If you need help looking up a student, see page 59.

3. Click the Enrollment Limit page (below).

4. Look at the student’s Max Total Units (below). If the field is empty, the student does not have an overload. If you can see a listed number of hours, the student has an overload of that number of hours. In the example below, a graduate student has an overload of 19 hours (instead of the customary nine).
Viewing a Student’s Terms

To see the terms a student has enrolled in,

1. Go to Manage Student Records > Manage Academic Records > Inquire > Student Term Search.

2. Look up the student.

   **Note** If you need help looking up a student, see page 59.

You’ll see a list of the terms the student has attended UNT (below).
Viewing and Printing a Student’s Study List

To view a student’s study list (class schedule),

1. Go to Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary.

2. Type one of the following:

<table>
<thead>
<tr>
<th>ID</th>
<th>00009123</th>
</tr>
</thead>
</table>
   | Academic Career: | [Dropdown]
   | Academic Institution: | [Dropdown]
   | Term: | [Dropdown]
   | Campus ID: | [Field]
   | National ID: | [Field]
   | Last Name: | [Field]
   | First Name: | [Field]
   | Term Alternate Key: | [Field]
   | Case Sensitive | [Checkbox]

   - **EmplID**: The student’s assigned ID (000-52x-xxxx)
   - **Social Security Number**: The student’s social security number
   - **Last and First Names**: The student’s last and first names

3. Click **Search**, and you’ll see a list of students who match your search at the bottom of the page.

4. Click the term for which you want to see the student’s study list, and you’ll see the Enrollment Summary page (below).

5. Click View All to see all classes.

6. Click File, then Print.
Viewing a Student’s Enrollment

To view information about a student’s enrollment,

1. Go to Manage Student Records > Manage Academic Records > Inquire > Enrollment Request.

2. Enter at least two of the nine search criteria. For example, you could enter the term and the student’s **EmplID** (below).

   ![Enrollment Request Search](image)

   3. Click **Search** (below).

   ![Enrollment Request Search](image)
4. Explore the **Fields** pages (below) to see information about the student’s enrollment.

The **Fields 1-7** page shows the
- Manner in which the transaction was completed (or by whom)
- Student’s EmplID
- Class information (class number, subject area, catalog number)
- Student’s academic career.

The **Fields 8-11** page shows the
- Enrollment request ID
- Date and time of the action
- Enrollment source
The **Fields 12-19** page shows the:

- Enrollment request action, reason, and date
- Hours of each class and course count
- Repeat code or grade input
- Grading basis of each course

### Enrollment List

<table>
<thead>
<tr>
<th>Enrollment Request Action</th>
<th>Enrollment Action Reason</th>
<th>Enrollment Action Date</th>
<th>Units Taken</th>
<th>Course Count</th>
<th>Repeat Code</th>
<th>Grade Input</th>
<th>Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td></td>
<td></td>
<td>3.00</td>
<td>1.00</td>
<td>Q</td>
<td>ORD</td>
<td></td>
</tr>
<tr>
<td>Enroll</td>
<td></td>
<td></td>
<td>3.00</td>
<td>1.00</td>
<td>Q</td>
<td>ORD</td>
<td></td>
</tr>
<tr>
<td>Enroll</td>
<td></td>
<td></td>
<td>3.00</td>
<td>1.00</td>
<td>Q</td>
<td>ORD</td>
<td></td>
</tr>
<tr>
<td>Enroll</td>
<td></td>
<td></td>
<td>3.00</td>
<td>1.00</td>
<td>Q</td>
<td>ORD</td>
<td></td>
</tr>
<tr>
<td>Add Grade</td>
<td></td>
<td>10/12/2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WMF</td>
</tr>
<tr>
<td>Add Grade</td>
<td></td>
<td>10/12/2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WMF</td>
</tr>
<tr>
<td>Add Grade</td>
<td></td>
<td>10/12/2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WMF</td>
</tr>
<tr>
<td>Add Grade</td>
<td></td>
<td>10/12/2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WMF</td>
</tr>
<tr>
<td>Enroll</td>
<td></td>
<td></td>
<td>2.00</td>
<td>1.00</td>
<td>Q</td>
<td>ORD</td>
<td></td>
</tr>
</tbody>
</table>
Viewing a Student’s Withdrawal Status

To see whether a student has withdrawn from UNT,

1. Go to Manage Student Records > Manage Academic Records > Use > Term History.

2. Look up the student, and you’ll see the Term Statistics page.

   **Note** If you need help looking up a student, see page 59.

3. Click the Term Withdrawal tab (below).

4. Look at the Withdrawal Cancel fields (below).
Viewing a Student’s Program/Plan

To view a student’s program or plan,

1. Go to Manage Student Records > Track Student Careers > Use > Student Program/Plan.

2. Type one of the following:

   - The student’s EmplID
   - The student’s assigned ID (000-52x-xxxx)
   - The student’s social security number
   - The student’s last and first names

3. Check **Include History** (below).

   - When you update or add programs and plans, use **Include History** to guarantee all system functionality is utilized.
4. Click **Search**, and you’ll see a list of students who match your search at the bottom of the page.

**Note** If the student has only one career, you’ll be taken directly to the **Student Program** page, so you can skip step 5.

5. Select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr**.

### Search Results

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Student Career Nbr</th>
<th>Program Short Descr</th>
<th>Institution Short Descr</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00009123</td>
<td>Graduate</td>
<td>0</td>
<td>A&amp;S Master</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
</tr>
<tr>
<td>00009122</td>
<td>Undergrad</td>
<td>1</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
</tr>
<tr>
<td>00009123</td>
<td>Undergrad</td>
<td>0</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
</tr>
</tbody>
</table>

**Note** If you choose the wrong career, use the **Next in List** or **Previous in List** button at the bottom of the page to scroll through the student’s other careers.

You’ll first see the **Student Program** page. This page shows you the
- Effective date of program
- Program action
- Academic program
- Admit term (below)
6. Click the **Student Plan** tab, and you'll see student's academic plan (below).
Viewing a Student’s Awarded Degrees

You can use the **Student Degrees** page to see what degree UNT awarded that student.

**Note** The Student Degrees page shows all awarded programs and corresponding plans. While you can use the page to see awarded degrees, you can also use the page to see if a student has completed teacher certification, graduate academic certificates, or the university honors program.

To see a degree that UNT has awarded to a student,

1. Go to **Manage Student Records > Track Student Careers > Use > Student Degrees.**

2. Look up the student, and you’ll see the **Degree** page.

**Note** If you need help looking up a student, see page 59.

3. Note the
   - Degree that UNT has awarded the student
   - Term the student completed the degree
   - Degree GPA (below)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Degree Honors</th>
<th>Degree Plan</th>
<th>Degree Sub Plan</th>
<th>ID: 000000123</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nbr</th>
<th>Degree</th>
<th>Institution</th>
<th>Primary Career</th>
<th>Completion Term</th>
<th>Confer Date</th>
<th>Degree Status Date</th>
<th>Degree GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>BS</td>
<td>University Of North Texas</td>
<td>Undergraduate</td>
<td>2003 Fall</td>
<td>04/06/2004</td>
<td>4.000</td>
<td></td>
</tr>
</tbody>
</table>

**Bachelor of Science**
4. Click the **Degree Honors** tab (below).

5. Note the
   - Latin honor the student might have received (Summa Cum Laude, Magna Cum Laude, or Cum Laude)
   - Whether the student completed the University Honors Program (for conversion)

6. Click the **Degree Plan** tab (below).

**Note** During conversion, EIS converted the University Honors program into the Degree Honors. Beginning Fall 2004, the University Honors program will be managed through a specific Honors Program and Plan.
7. Note the awarded program and plan (below).

```
<table>
<thead>
<tr>
<th>Degree</th>
<th>Degree Honors</th>
<th>Degree Plan</th>
<th>Degree Sub-Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Id: 00000123</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Degree Nbr: 01  Bachelor of Science

Degree Plan Detail

- Plan Seq: 10
- Career: UGRD  Undergraduate
- Career Nbr: 1  Arts and Sciences Interdisciplinary Studies
- Acad Plan: NCE-BB  Major
- Degree Stat: Awarded
- Degree Dt: 04/06/2004
```
Viewing a Student’s GPA

To view a student’s term and/or cumulative GPA,

1. Go to Manage Student Records > Manage Academic Records > Use > Term History.

2. Look up the student, and you’ll see the Term Statistics page.

   **Note** If you need help looking up a student, see page 59.

3. Look for the Current GPA (below), which shows the student’s GPA for the term.

   ![Term Statistics Page]

   **Note** You can see GPAs from past terms by using the blue scroll bar near the top right of the page.

4. Click the Cumulative Statistics page (below).

   ![Cumulative Statistics Page]
5. Look for the **Cumulative GPA** (below), which shows the student’s GPA throughout his or her career.

*Note* You can see how the student’s cumulative GPA has changed over the student’s terms by using the blue scroll bar near the top right of the page.
Viewing Student Excess Hour Limits for Staff and Faculty

DEFINITIONS

Excess Undergraduate Hours Tuition
Undergraduate students who enrolled initially in the fall 1999 semester and subsequent semesters and who are classified as Texas residents and those who are non-resident students paying in-state tuition rates with excessive hours will be charged an additional tuition rate per semester credit hour for all enrolled hours that will be charged upon registration. Please refer to www.unt.edu/tuition for current tuition and fee information.

Excessive Hour definition
Undergraduate students who enrolled initially in the fall 1999 semester or subsequent semesters cannot exceed more than 45 hours of the number of hours required for completion of the degree plan in which they are enrolled. Any hours beyond 45 are considered excessive and will result in additional tuition charges.
Undergraduate students who enrolled initially in the fall 2006 semester or subsequent semesters cannot exceed more than 30 hours of the number of hours required for completion of the degree plan in which they are enrolled. Any hours beyond 30 are considered excessive and will result in additional tuition charges.
Excess hours include all transfer work taken from any Texas public institution plus all UNT hours taken through the semester prior to the registration term. Developmental courses and hours earned by the student at a private institution or out-of-state institution do not count towards excess hours.
Degree plan hours include the total number of hours required for a student to complete his or her degree plan. Questions regarding degree plan hours should be directed to the student’s academic advisor.
Please note that the requirements regarding the hours used to calculate a student’s eligibility for $1,000 Tuition Rebate vary significantly from the requirements determining excess hours.
Viewing a Student’s Excess Hours

To view a student’s excess hours,

Go to Home > UNTS NTSR Processes > NTSR Excess Hours > Use > Excess Hours

Enter Institution ID, Academic Career and Student ID and select Search. Search results will display active terms for students. Select appropriate term and Excess Hours screen will display.

Excess Hours

Find an Existing Value

Institution: NT752
Academic Career: Undergraduate
ID: 
Term: 
Last Name: 
First Name: 

Search Clear Basic Search

Home > UNTS NTSR Processes > NTSR Excess Hours > Use > Excess Hours

Excess Hours Info

Term: 1078 2007 Fall
ID: 

Degree Hrs Hours Included Excess Hrs Residency: RES Resident
Acad Level: Sophomore

Student Type
Student Group Effective Date Description
CB45 08/30/1999 Excess Hour - 45 hour limit

Program/Plan
Career Program Plan Deg Hours Add Required Hrs
0 300 PSYC-BA 128 10.00
1 312 ZPU-KGEC

Affected Hours
UNT Included Hours: 53.00
Transfer Hours 
Texas Institution
Tarrant County College

Save Return to Search Next Item Previous Item
The top level fields of the Excess hour page list the summary hours (degree, included, excess), academic level and residency.

- **Degree Hours**: Total number of hours required for a student to complete his or her degree plan for this term.
- **Hours Included**: Total of all transfer work taken from any Texas public institution plus all UNT hours taken through the semester prior to the term selected.
- **Excess Hours**: Number of included hours in excess of the degree hours.
- **Academic Level**: Student classification as of the beginning of the selected term.
- **Residency**: Residency status for tuition purposes.
Student Type is listed directly below Degree Hours and lists the excess hour status a student is subject to under the excess hour limits for the specified term.

<table>
<thead>
<tr>
<th>Degree Hours</th>
<th>Hours Included</th>
<th>Excess Hrs</th>
<th>Residency</th>
<th>Acad Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>138</td>
<td>72.00</td>
<td>0.00</td>
<td>RES</td>
<td>Sophomore</td>
</tr>
</tbody>
</table>

The Student Type fields list the Student Group code, effective date and description used to classify a student’s current excess hour status for a term:

CBHN (Enrolled prior to Fall 1999): Not subject to Excessive Hours Tuition.

CB45 (Excess Hours – 45 Limit): Student was initially enrolled Fall 1999 through Summer 2006 and is subject to the 45 excess hour limit.

NA (Excess Hours – 30 Limit): Student was initially enrolled Fall 2006 or later and is subject to the 30 excess hour limit.

CBHO (Exceeds Degree Plan Hours): Student currently exceeds degree plan hours and is subject to the rules for excess hour limit.

CBQ (Excess Hours per CB Notice): The student’s UNT record does not show excessive hours but the Texas Higher Education Coordinating Board has notified UNT that the student’s hours on record are excessive. Student should be advised to fill out the Permission to Release Credit Hours form in the Registrar’s Office to allow follow up with the CB to verify the correct hours.

CBU (Excess Hours No CB Notice): Student currently exceeds degree plan hours based on records received at the University of North Texas but the Texas Higher Education Coordinating Board has not indicated that the student has excessive hours based on their record. Student should be advised to fill out the Permission to Release Credit Hours form in the Registrar’s Office to allow follow up with the CB to verify the correct hours.
Program/Plan is a cumulative list of a student’s degree plan information and the hours required to complete the degree plan.

Career/Program/Plan: Detailed display of all a student’s careers, programs and plan.

Primary Plan Hrs: The hours required to complete the primary major.

Additional Required Hrs: The additional hours beyond those associated with the Primary Plan Hrs that are required for a student to complete a degree plan.

Directly below Program/Plan are the Included Hours. Included displays the total registered hours that are included in determining excessive hours.

*Requirements regarding the degree hours used to calculate a student's eligibility for the $1000.00 Tuition Rebate Program vary significantly from the requirements determining excess hours. Additional information found at http://essc.unt.edu/registrars/1000rebateinfo.htm
UNT Included Hours: Total UNT registered hours completed through the prior term. Developmental hours are not included in this calculation.

Transfer Hours: All Texas Public Institutions attended by a student and the total registered hours for each school.

Hours Excluded: Hours taken by transfer that should not be included in the excessive hour calculation are entered in the Hours Excluded field by the Registrar's Office. Hours entered in this field will not be included in the total Hours Included field at the top of the page.

$1,000 Tuition Rebate: A reminder is listed at the bottom of the page regarding the utilization of excess hours for determining eligibility for the $1,000 Tuition Rebate. Hours used for determining rebate eligibility vary significantly. For detailed information about rebate hours go to: http://essc.unt.edu/registrar/$1000rebateinfo.htm.

<table>
<thead>
<tr>
<th>Texas Institution</th>
<th>Transfer Hours</th>
<th>Hours Excluded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tarrant County College</td>
<td>13.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Requirements regarding the degree hours used to calculate a student's eligibility for the $1000.00 Tuition Rebate Program vary significantly from the requirements determining excess hours. Additional information found at http://essc.unt.edu/registrar/$1000rebateinfo.htm.
University of North Texas

Permission to Release Credit Hours

The Family Educational Rights and Privacy Act (FERPA) permits the Texas Higher Education Coordinating Board (the State of Texas educational governing entity), with your consent, to disclose to higher education institutions the number of credit hours taken previously. This information is typically used to gather demographic statistics for the purpose of improving educational programs and to determine if students are graduating in a timely manner.

The Texas Higher Education Coordinating Board has my permission to report the number of credit hours that I have taken at other institutions.

Name (printed): __________________________________________________________

EMPLID (Student ID): ____________________________________________________

EUID: _________________________________________________________________

Phone Number: _________________________________________________________

_________________________________________        __________________________
Signature            Date

Return completed form:

Mailing address:
UNT Registrar’s Office
1155 Union Circle # 311400
Denton, TX  76203-1400

By FAX:
940-565-3878
Attn:  UNT Registrar’s Office, Records

To our office:
UNT Registrar’s Office, Records,
Eagle Student Services Center, Room 209
Viewing Student Repeated Hours for Staff and Faculty

DEFINITIONS

Repeated Course Tuition
Undergraduate students classified as Texas residents or who pay Texas resident tuition rate who attempt certain courses more than twice at the University of North Texas are subject to an additional tuition rate of $75.00 per semester credit hour for the repeated course. This additional charge will be billed after the beginning of each semester.

Repeated Hours for Taken Course
Repeated hours are defined as hours for a course that is the same or substantially similar to a course that the student has previously taken for two or more times at the same institution. Previously taken courses from which the student withdraws before the official census date shall not count as an attempted course.

Exempted Courses
Courses that are exempted from Repeated Course Tuition include:

- hours for special topics and seminar courses
- hours for courses that involve different or more advanced content each time they are taken, including but not limited to:
  - individual music lessons
  - theater practicum
  - music performance
  - ensembles
  - studio art
- hours for independent study courses

For UNT purposes, all courses that are flagged as repeat for credit on the course catalog in EIS will be excluded from Repeated Course Tuition.
Viewing a Student’s Repeated Courses

To view a student’s repeated courses,
Go to Home > UNTS NTSR Processes > NTSR Excess Hours > Use > Repeat Course

Enter Student ID, Institution, Academic Career and select Search. Search results will display active terms for students. Select appropriate term.

Home > UNTS NTSR Processes > NTSR Excess Hours > Use > Repeat Course

Repeat Course

Find an Existing Value

EmpID:  
Institution: UNT52
Academic Career: Undergraduate
Term:  
FirstName:  
LastName:  

Case Sensitive  
Basic Search

Repeat Course Tuition

Help understanding Additional Tuition for Repeated Courses

Term: 2007 Fall  
ID: 

Academic Level: Senior  
Residency: Resident  

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Description</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>083922</td>
<td>ENGL</td>
<td>1200</td>
<td>DEVELOP WRITING</td>
<td></td>
</tr>
<tr>
<td>084055</td>
<td>MATH</td>
<td>1010</td>
<td>FUND OF ALGEBRA</td>
<td></td>
</tr>
<tr>
<td>085365</td>
<td>EDRE</td>
<td>1200</td>
<td>DEVELOP READING</td>
<td></td>
</tr>
<tr>
<td>083168</td>
<td>BIOL</td>
<td>1130</td>
<td>ENVIRONMENTAL SCI</td>
<td></td>
</tr>
<tr>
<td>083934</td>
<td>ENOL</td>
<td>2220</td>
<td>WORLD LITERATURE</td>
<td></td>
</tr>
<tr>
<td>085030</td>
<td>PSYC</td>
<td>1650</td>
<td>GEN PSY II</td>
<td></td>
</tr>
<tr>
<td>083933</td>
<td>ENGL</td>
<td>1310</td>
<td>COL WRIT I</td>
<td></td>
</tr>
<tr>
<td>083926</td>
<td>ENGL</td>
<td>1313</td>
<td>COL COL WRIT I</td>
<td></td>
</tr>
</tbody>
</table>

These courses are subject to repeat fees.
All courses listed have been taken twice, and thus are subject to the additional fees for repeated courses. Courses with a “Y” in the Enrolled field indicate that the student is enrolled in the course for the selected term and that course will be subject to the additional fee.

Help understanding Additional Tuition for Repeated Courses

Term: 1078 2007 Fall
ID:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Description</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>083922</td>
<td>ENGL</td>
<td>1200</td>
<td>DEVELOP WRITING</td>
<td></td>
</tr>
<tr>
<td>084655</td>
<td>MATH</td>
<td>1010</td>
<td>FUND OF ALGEBRA</td>
<td></td>
</tr>
<tr>
<td>086395</td>
<td>EDRE</td>
<td>1200</td>
<td>DEVELOP READING</td>
<td></td>
</tr>
<tr>
<td>083168</td>
<td>BIOL</td>
<td>1130</td>
<td>ENVIRONMENTAL SCI</td>
<td></td>
</tr>
<tr>
<td>083934</td>
<td>ENGL</td>
<td>2220</td>
<td>WORLD LITERATURE</td>
<td></td>
</tr>
<tr>
<td>085630</td>
<td>PSYC</td>
<td>1650</td>
<td>GEN PSY II</td>
<td></td>
</tr>
<tr>
<td>083923</td>
<td>ENGL</td>
<td>1310</td>
<td>COL WRIT I</td>
<td></td>
</tr>
<tr>
<td>083926</td>
<td>ENGL</td>
<td>1313</td>
<td>CA COL WRIT I</td>
<td></td>
</tr>
</tbody>
</table>

These courses are subject to repeat fees.

“Y” indicates student is enrolled in the course for the selected term and the course is subject to the additional fee.
Viewing and Printing a Student’s Grades

To view a student’s grades for a certain term,

1. Go to Manage Student Records > Manage Academic Records > Inquire > Student Grades.

2. Type one of the following:

   - The student’s EmplID
   - The student’s assigned ID (000-52x-xxxx)
   - The student’s social security number
   - The student’s last and first names

   **Note** If you already know the specific term, you can type it into the Term input box above.

3. Click Search, and you’ll see a list of all the terms for which the student has grades.

4. Click the first row (below), and you’ll see the student’s current grades.

   **Note** To scroll through the student’s grades for previous terms, click Next in List or Previous in List at the bottom of the page.
To print the student’s grades,

1. Click **Print** (below) to save your request.

2. Click **Report Manager** (below).

3. Click **Refresh** (below) every 5-10 seconds until you see the status change to “Posted.”

4. Click **View** (below), and you’ll see the Report/Log Viewer.
5. Click the .PDF link (below), and you’ll see a printable version of the student’s grades.

<table>
<thead>
<tr>
<th>Report/Log Viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instance:</strong> 41121</td>
</tr>
<tr>
<td><strong>Name:</strong> SR776P--</td>
</tr>
<tr>
<td><strong>Status:</strong> Success</td>
</tr>
<tr>
<td><strong>Server:</strong> PSNT</td>
</tr>
</tbody>
</table>

### Grade Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Log</td>
<td>0 bytes</td>
<td>Mon Mar 22 11:02:13 2004</td>
</tr>
<tr>
<td>SR776P--41121.PDF</td>
<td>9275 bytes</td>
<td>Mon Mar 22 11:02:16 2004</td>
</tr>
</tbody>
</table>

6. Print the PDF file.
Viewing and Printing a Student’s Unofficial Transcript

To see a student’s unofficial transcript,

1. Go to Manage Student Records > Manage Academic Records > Inquire > Transcript Request.

2. Click Add a New Value (below).

3. Choose
   - NT752 for the Institution
   - UNOFF for the Transcript Type
   - Page for the Output Destination (below)
4. Click the **Request Detail** tab (below).

![Image of Request Detail tab]

5. Type the student’s EmplID, or use **»** to look up the student (below).

![Image of EmplID search]

**Note** If you need help looking up a student, see page 59.

6. Click **Process Request** (below), and you’ll see the transcript on your screen.

![Image of Process Request button]
To print the transcript,

1. Click [Print] (below).

2. Click [Report Manager] (below).

3. Click [Refresh] until the [Status] is “Posted” (below).

4. Click [View] (below) to see a PDF version of the report.

5. Click the link that ends in ![PDF](image), and you’ll see a PDF version of the transcript that you can print.
Viewing Class Details

To view details about a class, including the class status and enrollment limit,

1. Go to **Manage Student Records > Establish Courses > Inquire > Class Search**.

2. Choose the
   - Institution
   - Career of the class you need
   - Term in which UNT offers the class (below)

3. Click **Basic Search**, and you’ll see the **Basic Class Search** page.

4. Type the **Subject** and **Catalog Number** for the class you’d like to see (below).

   **Note** Uncheck **Open Classes Only** if you want to see even the sections that are full (closed).
5. Click **Search**, and you’ll see a list of classes that match your search.

6. Note the
   - Number of available seats
   - Number of people on the wait list
   - Class details link (below)

7. Click to see more detailed information about the class, including important notes (below).
Viewing Class Meetings

To view the days and times during the week when a class meets,

1. Go to Manage Student Records > Establish Courses > Use > Schedule Class Meetings.

2. Type the
   - Term
   - Subject Area
   - Catalog Nbr

Below is an example of the type of information you could enter in addition to the information above:

<table>
<thead>
<tr>
<th>Academic Institution:</th>
<th>NT752</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
<td>1049</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>HIST</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>2610</td>
</tr>
<tr>
<td>Academic Career:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Campus:</td>
<td>MAIN</td>
</tr>
<tr>
<td>Session:</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>Class Nbr:</td>
<td>1128</td>
</tr>
<tr>
<td>Class Section:</td>
<td>004</td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Course ID:</td>
<td></td>
</tr>
<tr>
<td>Course Offering Nbr:</td>
<td></td>
</tr>
<tr>
<td>Case Sensitive:</td>
<td></td>
</tr>
</tbody>
</table>

3. Click [Search], and you’ll see a list of classes that match your search.

4. Click the name of the class you’d like to see.

**Note** If you’ve entered enough search information, you’ll go directly to the class you want.
On the **Meetings** page (below), you can see the when and where the class meets. If the class meets in multiple places or times, you can scroll to the next entry to see them.

<table>
<thead>
<tr>
<th>Course ID: 093686</th>
<th>Course Offering Nbr: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution: University of North Texas</td>
<td></td>
</tr>
<tr>
<td>Term: 2004 Fall</td>
<td>Undergrad</td>
</tr>
<tr>
<td>Subject Area: HST</td>
<td>History</td>
</tr>
<tr>
<td>Catalog Nbr: 2610</td>
<td>US TO 1895</td>
</tr>
</tbody>
</table>

**Class Sections**

| Section: 1 | Regular Academic Session: 1128 |
| Class Section: 604 | Component: Credit |
| Event ID: 000000121 |

**Meeting Pattern**

| Facility ID: BUSI116 | Capacity: 220 |
| Min Start: MF | Min End: MW |
| My Start: 10:00AM | My End: 10:50AM |
| M | T | W | T | F | S | S |
| 08/04/2004 | 12/01/2004 |

**Instructors for Meeting Pattern**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Instructor Role</th>
<th>Print</th>
<th>Access</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000308</td>
<td>Cooper, Michael D</td>
<td>Prim Inst</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Room Characteristics**

| Type: | Quantity: 1 |

On the **Enrollment Control** page (below), you can see more information about the class such as enrollment limits and class status.

<table>
<thead>
<tr>
<th>Course ID: 093686</th>
<th>Course Offering Nbr: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution: University of North Texas</td>
<td></td>
</tr>
<tr>
<td>Term: 2004 Fall</td>
<td>Undergrad</td>
</tr>
<tr>
<td>Subject Area: HST</td>
<td>History</td>
</tr>
<tr>
<td>Catalog Nbr: 2610</td>
<td>US TO 1895</td>
</tr>
</tbody>
</table>

**Enrollment Control**

| Session: 1 | Class Status: Open |
| Class Section: 604 | Component: Credit |
| Event ID: 000000121 |

**Consent:** No Consent

**Enrollment Status:**

- Requested Room Capacity: 35
- Total: 35
- Enrollment Capacity: 35
- Wait List Capacity: 4
- Minimum Enrollment Nbr: 0

- [ ] Auto Enroll from Wait List
- [ ] Cancel if Student Enrolled
On the **Exam** page (below), you can see information about the final exam for the class, if applicable.

Below is a table with details about the class exam:

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>638586</th>
<th>Course Offering Nbr:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>University Of North Texas</td>
<td>Term:</td>
<td>2004 Fall</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>HIST</td>
<td>Offering Type:</td>
<td>Undergrad</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>2610</td>
<td>Event Type:</td>
<td>History</td>
</tr>
<tr>
<td>Class Exam</td>
<td></td>
<td></td>
<td>U S T O 1985</td>
</tr>
<tr>
<td>Session:</td>
<td>1</td>
<td>Component:</td>
<td>Credit</td>
</tr>
<tr>
<td>Class Section:</td>
<td>034</td>
<td>Class Nbr:</td>
<td>1126</td>
</tr>
<tr>
<td>Exam Seat Spacing:</td>
<td>1</td>
<td>Final Exam:</td>
<td>Yes</td>
</tr>
<tr>
<td>Exam Time Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Start:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam End:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Exam Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility ID:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing Permission Numbers

To see the permission numbers (restriction codes) for a class,

1. Go to Manage Student Records > Establish Courses > Use > Class Permission Numbers.

2. Type (or look up) the
   - Term
   - Subject Area
   - Catalog Nbr (below)

3. Click Search, and you'll see the permission numbers for that class (below).
Viewing Room Schedules

You can see the classes or events in a certain room in the following two ways:
- Class facility search
- Campus meeting display

Searching by Class Facility

To see if a room is available through the Class Facility Usage page,

1. Go to Manage Student Records > Establish Courses > Inquire > Class Facility Usage.

2. Type the building and room number in their corresponding boxes (below).

3. Click Search, and you’ll see the Class Facility Usage page.

4. Type the term (below), and press the tab key on your keyboard.
5. Choose a day of the week from the dropdown box (see below).

![Class Facility Usage](https://example.com/class_facility_usage.png)

The list of classes will show you:
- Days of the week a class meets
- Times the class meets
- Number of people enrolled in the class (see below for an example)

![Class Sections](https://example.com/class_sections.png)

To see classes in that room on other days of the week,
1. Choose another day of the week from the dropdown box.
2. Click **Fetch Class Meetings** again.
Searching by Campus Meeting

To see if a room is available through the Campus Meeting Display,

1. Go to Build Community > Events > Inquire > Campus Meeting Display.

2. Type the building and room number in their corresponding boxes (below).

   - **SetID:**  NT752
   - **Facility ID:**
   - **Building:**  essc
   - **Room:**  255
   - **Description:**
   - **Facility Type:**
   - **Case Sensitive**

   [Search]  [Clear]  [Basic Search]

3. Click the calendar button beside the Meeting Date box (below).

   [Campus Meeting Display]

   - **Meeting Date:**  [04/29/2018]
   - **Facility Type:**  Classroom

   [Meeting Time]  [Description]  [Mtg Type]  [Event ID]  [Event Description]
4. Use the calendar (below) to choose a meeting date. Once you click a date, you’ll see it filled in for you in the **Meeting Date** box.

5. Click **Search**, and you’ll see a list of classes (or events) scheduled in that room for that day (below).
To view a detailed list of students enrolled or dropped in a class during a certain term,

1. Go to **Manage Student Records > Establish Courses > Inquire > Class Roster**.

2. Type the
   - Term
   - Subject Area
   - Catalog Nbr (below)

3. Click **Search**, and you’ll see your search results at the bottom of the page.

4. Click the section of the class you want to see (below).

5. Choose either “Enrolled” or “Dropped” from the **Enrollment Status** dropdown list (below).
6. Click **Detail** to see specific class information (below).

7. Click either **Course Catalog Detail** or **Return to Class Roster**.
Viewing Instructor Schedules

You can use the Instructor Schedule page to see what classes an instructor is teaching during a certain term.

**Note** Based on your security profile, you may not be able to see this page.

To see an instructor’s schedule,

1. Go to Manage Student Records > Establish Courses > Use > Instructor Schedule.

2. Click next to the ID box (below).

   ![Find an Existing Value](image)

3. Type the instructor’s first and last names (below).

   ![Lookup ID](image)

4. Click Lookup, and you’ll see the instructors with that last name at the bottom of the page.
5. Click the name of the instructor, and you’ll see the instructor’s ID filled in (below).

![Instructor Schedule](image)

**Instructor Schedule**

**Find an Existing Value**

Term: 1038

ID: 0000571

Search Clear Basic Search

6. Click Search, and you’ll see the instructor’s schedule (below).

![Instructor Schedule](image)

**Instructor Schedule**

Term: 2003 Fall

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject</th>
<th>Catalog</th>
<th>Sect</th>
<th>Component</th>
<th>Start Time</th>
<th>End Time</th>
<th>Meeting Days</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1278</td>
<td>ANTH</td>
<td>2500</td>
<td>001</td>
<td>LEC</td>
<td>12:00PM</td>
<td>12:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1024</td>
<td>ENGL</td>
<td>1312</td>
<td>002</td>
<td>LEC</td>
<td>1:00PM</td>
<td>1:00AM</td>
<td>MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1023</td>
<td>ENGL</td>
<td>1312</td>
<td>001</td>
<td>LEC</td>
<td>11:30AM</td>
<td>12:30PM</td>
<td>TTh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1027</td>
<td>ENGL</td>
<td>1323</td>
<td>002</td>
<td>LEC</td>
<td>12:00PM</td>
<td>12:00AM</td>
<td>MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1282</td>
<td>PSYC</td>
<td>1000</td>
<td>001</td>
<td>LEC</td>
<td>8:00AM</td>
<td>8:50AM</td>
<td>MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1283</td>
<td>PSYC</td>
<td>1000</td>
<td>002</td>
<td>LEC</td>
<td>8:00AM</td>
<td>8:50AM</td>
<td>MWF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Looking Up a Student

Whenever you need to look up a student’s EmplID, you can click the next to the ID box. You’ll then see the Find an Existing Value page.

Note: This page can look different depending on the procedure you’re doing.

To look up a student,

1. Type one of the following:

   - The student’s EmplID.
   - The student’s assigned ID (000-52x-xxxx).
   - The student’s social security number.
   - The student’s last and first names.

2. Click , and you’ll see a list of students who match your search at the bottom of the page.

   Note: If you’ve searched for a student using his or her EmplID, National ID, or Campus ID, sometimes you’ll go directly to the screen you need without having to select the student from a list.

3. Click the name of the student you need, and you will have looked up the student.
Whenever you can’t remember the four-digit number that represents an academic term, you can look up the term. For example, EIS might ask you to type a term in a box similar to the one below:

To look up a term,

1. Click the next to the Term box, and you’ll see the Lookup Term page (below).

2. Type the desired year in the Short Description input box (below).

3. Click Lookup, and you’ll see a list of all the terms for that year.

4. Click the term that you need (see example below).
EIS uses a four-digit number to represent academic terms. Each digit indicates a different piece of information about the term. To see what each digit indicates, refer to the following table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Indicates the...</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1048</td>
<td>Century</td>
<td>0 = 1900, 1 = 2000</td>
</tr>
<tr>
<td>1048</td>
<td>Last two digits of the current year</td>
<td>In this example, the year is 2004</td>
</tr>
<tr>
<td>1048</td>
<td>Term</td>
<td>8 = Fall, 1 = Spring, 3 = Summer</td>
</tr>
</tbody>
</table>
# Quick Guide to Navigating EIS

<table>
<thead>
<tr>
<th>Information</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Load</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Term</td>
</tr>
<tr>
<td></td>
<td>Activation &gt; Enrollment limit limit tab</td>
</tr>
<tr>
<td>Adding Classes</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Enrollment</td>
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<td>Request</td>
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<td>Address</td>
<td>Build Community &gt; Bio/Demographic Data (Student) &gt; Use &gt; Addresses</td>
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<td>Admit Term</td>
<td>Manage Student Records &gt; Track Student Careers &gt; Use &gt; Student</td>
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<td>Advising Codes</td>
<td>UNTS NTSR Processes &gt; NTSR Processes &gt; NT Inquiry &gt; NT Advisor Codes</td>
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<td>Career (Grad, Ugrd)</td>
<td>Manage Student Records &gt; Track Student Careers &gt; Inquire &gt; Student</td>
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<td>Catalog Search</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Inquire &gt; Catalog</td>
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<td>Search</td>
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<td>Class Roster (to view)</td>
<td>Manage Student Records &gt; Establish Courses &gt; Inquire &gt; Class Roster</td>
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<td>Class Search</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Inquire &gt; Class</td>
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<td>Class Sections</td>
<td>Manage Student Records &gt; Establish Courses &gt; Use &gt; Class Sections</td>
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<td>Manage Student Records &gt; Establish Courses &gt; Use &gt; Schedule Class</td>
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<td>Defaults</td>
<td>Design Student Administration &gt; Specify User Defaults &gt; Use &gt; User</td>
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<td>Degree Status (Confer Date)</td>
<td>Manage Student Records &gt; Track Student Careers &gt; Use &gt; Student Degrees</td>
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<td>Drop Date</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Enrollment</td>
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<td>Dropping Classes</td>
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<td>Eligible to Enroll</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Term</td>
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<td>Addresses</td>
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<td>Information</td>
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<td>GPA (Cumulative)</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Term History &gt; Cumulative Statistics tab</td>
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<td>Instructor’s Schedule</td>
<td>Manage Student Records &gt; Establish Courses &gt; Use &gt; Instructor Schedule</td>
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<td>Majors, Minors</td>
<td>Manage Student Records &gt; Track Student Careers &gt; Use &gt; Student Program/Plan</td>
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<td>Mandatory Classes</td>
<td>UNTS NTSR Processes &gt; NTSR Processes &gt; Use &gt; Mandatory Course Requirement</td>
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<td>Overloads</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Term Activation</td>
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<td>Pass/No Pass</td>
<td>Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Enrollment Request</td>
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<td>Permission Numbers</td>
<td>Manage Student Records &gt; Establish Courses &gt; Use &gt; Class Permission Numbers</td>
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<td>Build Community &gt; Bio/Demographic Data (Student) &gt; Use &gt;Phones</td>
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<td>Plan (Major, Minor)</td>
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<td>Program (School or College)</td>
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<td>Residency Status</td>
<td>Build Community &gt; Identification Data (Student) &gt; Use &gt; Residency Data</td>
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<td>Searching for a Student</td>
<td>Manage Student Records &gt; Track Student Careers &gt; Inquire &gt; Student Career</td>
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</table>
## Quick Guide to Navigating EIS (cont.)

| Service Indicators (Holds, Blocks) | Manage Student Records > Manage Academic Records > Use > Service Indicator Data  
|                                  | Manage Student Records > Track Student Careers > Use > Service Indicator Data |
| Status                           | Manage Student Records > Track Student Careers > Use > Student Program/Plan |
| Student’s Schedule               | Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary |
| Swapping Classes                 | Manage Student Records > Manage Academic Records > Use > Enrollment Request |

### T

| Term Activation                  | Manage Student Records > Manage Academic Records > Use > Term Activation |
| Terms for a Student              | Manage Student Records > Establish Courses > Inquire > Student Term Search |
| Transcripts (Type)               | Manage Student Records > Manage Academic Records > Inquire > Transcript Request, Add a New Value |
| Transfer Credits                 | Manage Student Records > Process Transfer Credit > Use > Education > External Courses tab |