Viewing and Printing Student Schedules

Path: Records and Enrollment > Enrollment Summaries > Enrollment Summary

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Click an entry in the search results list to view the student’s schedule for that term.

3. Click **View All** to view all classes in the student’s schedule.

4. Click **Print Study List** to process the report.

5. Click **Report Manager** to access the report list.

6. Click **Refresh** until the report status is **Posted**.

7. Click **Individual Student Study Rpt** to view and print the student’s schedule in Adobe Reader.

8. Click **Go back to Enrollment Summary** to return to the Enrollment Summary page.