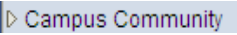








## FINDING A STUDENT ID

1. Click 




- 2.
3. Click 
4. Make sure it says **VCCS\_STANDARD** in search result code
  - a. If it doesn't then hit User Default, Magnifying Glass and OK
5. Put in the students name and/or SS#
6. Click 
7. Verify the information the results page
8. Choose the correct ID
9. Click 




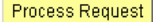

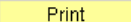



## PRINTING A STUDENT SCHEDULE

1. **Records and Enrollment>Enrollment Summaries>Enrollment Summary**
2. Enter the Student ID, Career, Institution and Term (optional)
3. Click 
4. Select the correct term from the results below the search button
5. Click [Print Study List](#)
6. Click [Report Manager](#) to retrieve the report
7. Click  until the STATUS reads POSTED *Report Description – Individual Student Study Rpt*
8. Click [Details](#)
9. Select **srstdnt2.....PDF**
10. Click  from Adobe Acrobat Reader





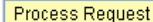

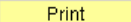



## VIEW STUDENT INFORMATION

1. VCCS Custom > VCCS Student Records > VCCS Student Inquiry
2. Enter the **Student ID**
3. Click 
  - a. **Bio/Demo** – Shows students biographical and demographical information.
  - b. **Enrollment** – Shows students enrollment history for all institutions, careers and terms
  - c. **Test Results** – Shows a student's test scores
  - d. **Adv/StdGrp** – N/A
  - e. **Prg/Pln/Dg** – Shows a student's Program/Plan and Degree history
  - f. **CrseXfer**– Shows a student's transfer activity
  - g. **TestXfer** – Shows courses the student placed out for given placement tests
  - h. **OtherXfer** – Shows other courses transferred in for credit
  - i. **Misc** – Application Information, residency and other schools attended

## STUDENT TRANSCRIPT

1. **Records and Enrollment – Transcripts – Transcript Request – Add**
2. Click 
3. Select **Transcript Type** (ADVSR)
4. Move to 
5. Enter the **Student's ID**
6. Press 
7. Click 
8. The transcript will appear in 
9. Click 
10. Click [Report Manager](#) located under the Print button
11. Click  until the Status reads *POSTED Report Description – “Transcript”*
12. Click [View](#)
13. Choose the second file in the list **SR777---** .... and the transcript will appear as a PDF file
14. Click  in Adobe Acrobat Reader
15. To retrieve another transcript, click  located at the bottom right of the page.

## WHAT-IF TRANSCRIPT

1. **Follow steps above for Student Transcript through step 6**
2. Click 
3. Click the small arrow beside 
4. Click [“Quick What If”](#)
5. Fill the information in the **“Overrides”** box
  - a. *Note: Information is not needed in the current information column*
6. Enter the **“Requirement Term”**
7. Click 
8. It will take you back to 
9. Click 
10. The transcript will appear in 
11. Click 
12. Click [Report Manager](#) located under the Print button
13. Click  until the Status reads **POSTED** *Report Description – “Transcript”*
14. Click [Details](#)
15. Choose the second file in the list **SR777---** .... and the transcript will appear as a PDF file
16. Click  in Adobe Acrobat Reader
17. To retrieve another transcript, click  located at the bottom right of the page.

## ADD A CLASS

1. Records and Enrollment > Enroll Students > Quick Enroll a Student
2. Enter the student's ID number, Career, Institution and Term.
3. Click
4. **Action = Enroll**
5. Enter **Class Number**
6. Press 
  - a. If you DON'T know the **Class NBR**
  - b. Click  by the Class Nbr field
  - c. Enter the **Course Subject** (ex. ENG)
  - d. Enter the **Course Number** (ex. 111)
  - e. Click  located on the bottom left of the page.
  - f. Click
7. To add an additional class Click
8. Once finished adding all classes Click
9. Click [Study List](#) to view classes and print schedule
10. Right click anywhere on the page and select Print

## DROP A CLASS

1. Records and Enrollment > Enroll Students > Quick Enroll a Student
2. Enter the student's ID number, Career, Institution and Term.
3. Click
4. Change **ACTION to DROP**
5. Click  by the "CLASS NBR" field for a list of classes the student is currently enrolled in.
6. Click  by the class you wish to DROP
7. Click
8. Click [Study List](#) to view classes and print schedule
9. Right click anywhere on the page and select Print

## SWAP A CLASS

1. Records and Enrollment > Enroll Students > Quick Enroll a Student
2. Enter the student's ID number, Career, Institution and Term.
3. Click
4. Change **ACTION to SWAP**
5. Click  by the "CLASS NBR" field for a list of classes the student is currently enrolled in.
6. Click  by the class you wish to DROP
7. Enter the Class number in the Change To field to replace the dropped class
8. Click
9. Click [Study List](#) to view classes and print schedule
10. Right click anywhere on the page and select Print