

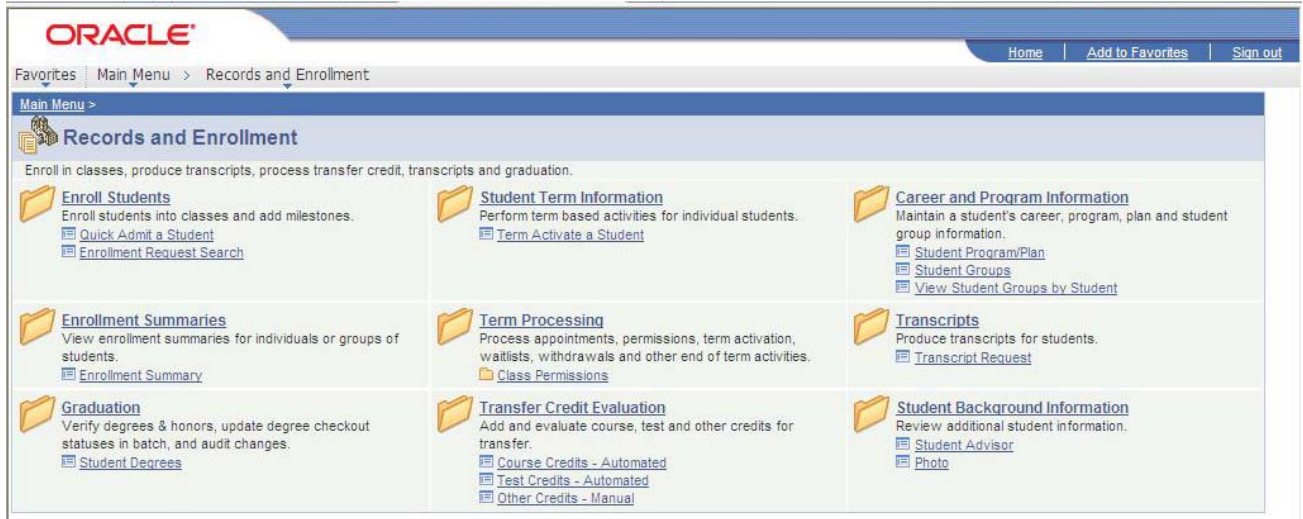


Records and Enrollment Information Guide

Records and Enrollment Information

- Navigation to the Records and Enrollment page.

Main Menu → Records and Enrollment



- The Records and Enrollment page has nine sections. This document highlights seven of those sections.

[I. Career and Program Information](#)

[II. Enrollment Summaries](#)

[III. Term Processing](#)

[IV. Transcripts](#)

[V. Graduation](#)

[VI. Transfer Credit Evaluation](#)

[VII. Student Background Information](#)

I. Career and Program Information

- The Career and Program Information page has three sections. This section will highlight two sections:

1. Student Program/Plan
2. Student Groups

1. Student Program/Plan

- Navigation to the Student Program/Plan page.

Main Menu → Records and Enrollment → Career and Program Information → Student Program/Plan

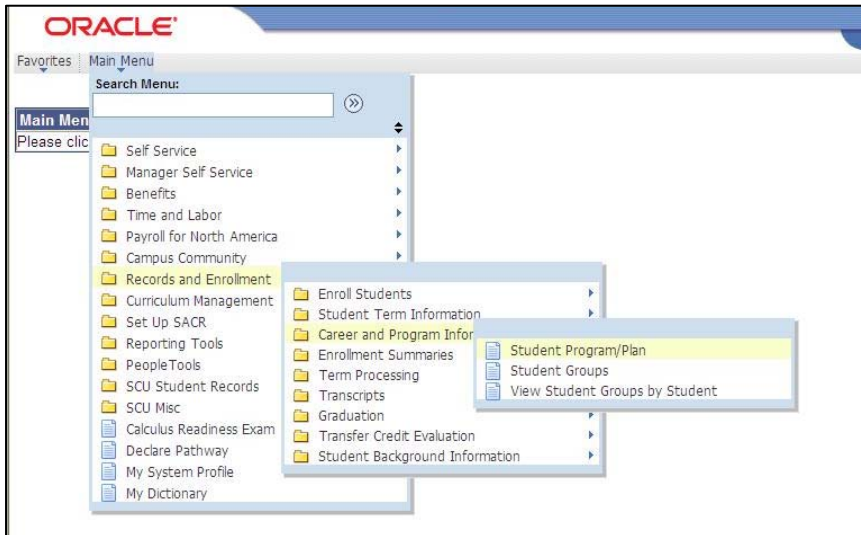


Figure 1. This screenshot shows the navigation from the home page to the “Student Program/Plan” page.

- Student Program/Plan page

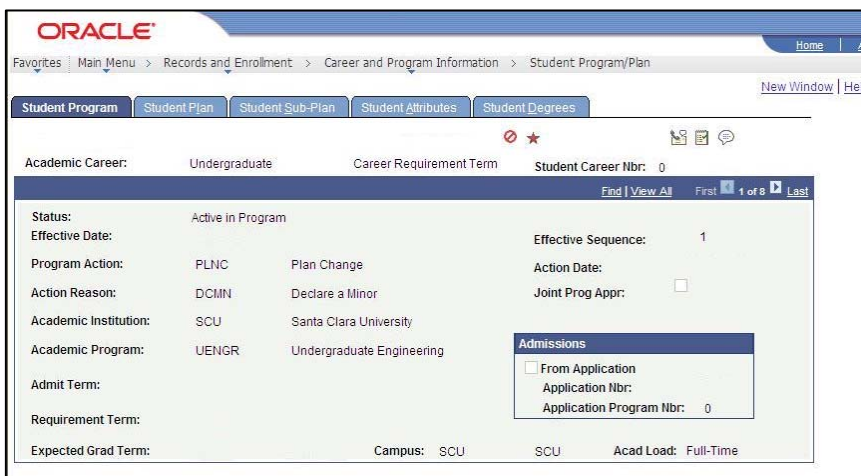


Figure 2. This screenshot shows what details appear on the “Student Program/Plan” page.

2. Student Groups

- Navigation to the Student Groups page.

Main Menu → Records and Enrollment → Career and Program Information → Student Groups

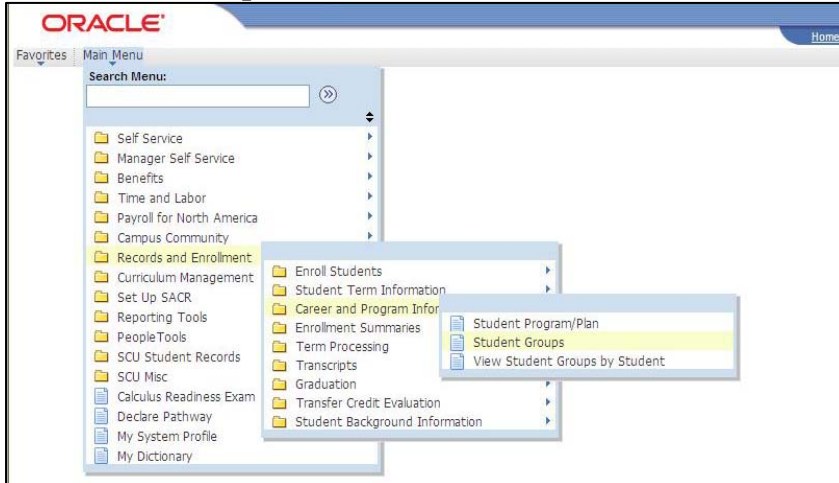


Figure 3. This screenshot shows the navigation from the home page to the “Student Groups” page.

- Student Groups page

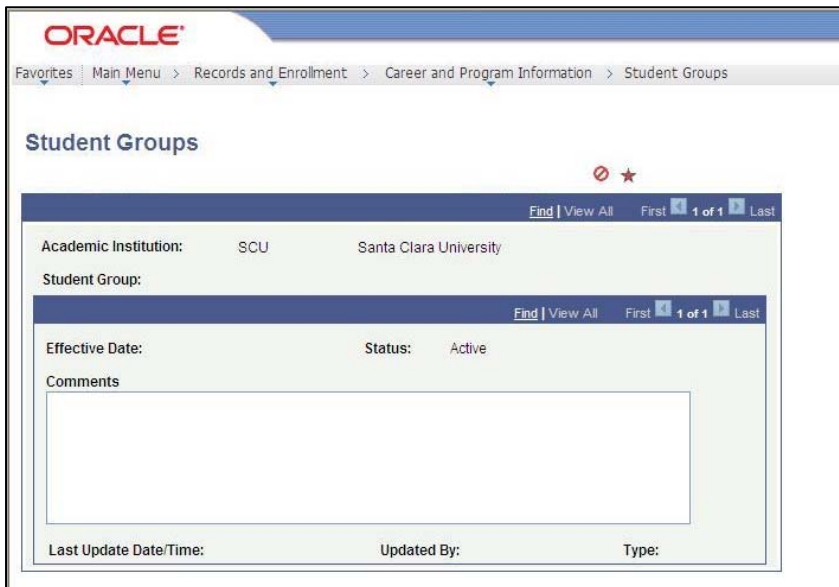


Figure 4. This screenshot shows the “Student Groups” page. To view all the records, either scroll through with the arrows or click “View All.”

II. Enrollment Summaries

- **Navigation to the Enrollment Summaries page.**

Main Menu → Records and Enrollment → Enrollment Summaries → Enrollment Summary

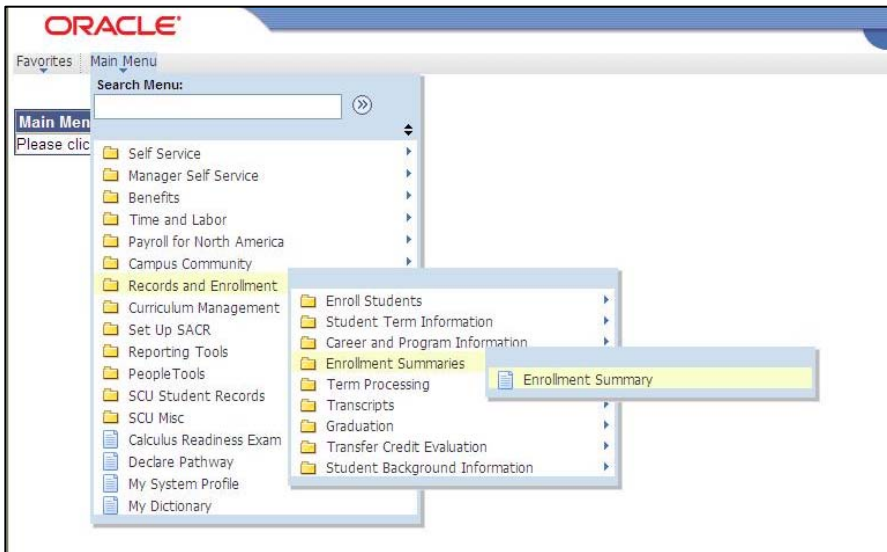


Figure 5. This screenshot shows the navigation from the home page to the “Enrollment Summary” page.

- **Enrollment Summary page**

The screenshot displays the Oracle Enrollment Summary page for Santa Clara University. The page is divided into two tabs: 'Enrollment Summary' and 'Term Statistics'. The 'Term Statistics' tab is active, showing a table of academic statistics for the Undergraduate level.

Enrollments		Units Taken Towards Acad Load	
	Graded Units	Grade Points	Units Earned Towards Acad Load
For GPA	0.000	0.000	0.000
Not For GPA	0.000	0.000	0.000
Transfer Credit		Units Taken For Audit	
	Graded Units	Grade Points	Units Taken For Audit
For GPA	0.000	0.000	0.000
Not For GPA	0.000	0.000	0.000
		Graded Transfer Units GPA / No GPA	
		For Units Only	
		Units Adjustment	
		>>> Total Adjusted Transferred Units	

Figure 6. This screenshot shows the details found on the “Enrollment Summary” page. Click on the second tab, “Term Statistics,” for more information organized by term.

III. Term Processing

- Navigation to the Class Permissions page.

Main Menu → Records and Enrollment → Term Processing → Class Permissions → Class Permissions

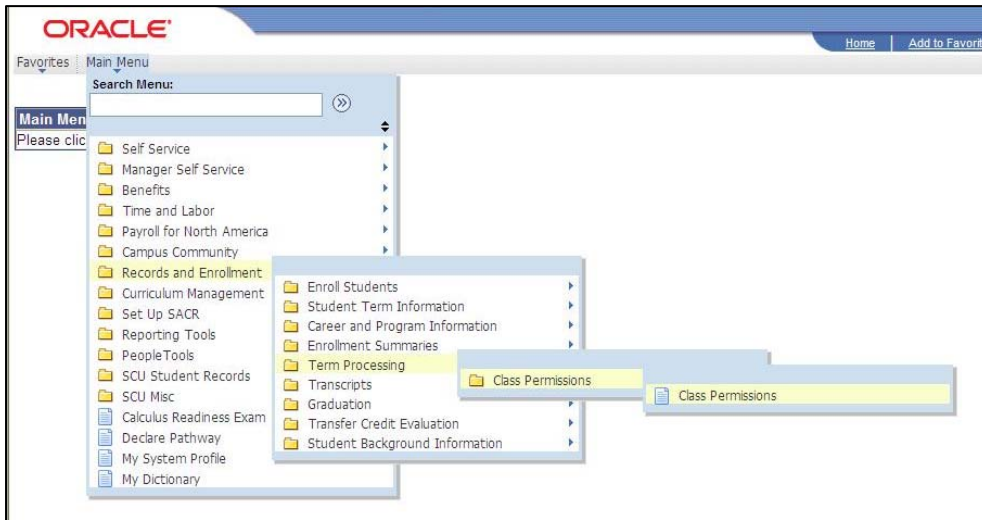


Figure 7. This screenshot shows the navigation from the home page to the “Class Permissions” page.

- Class Permissions page

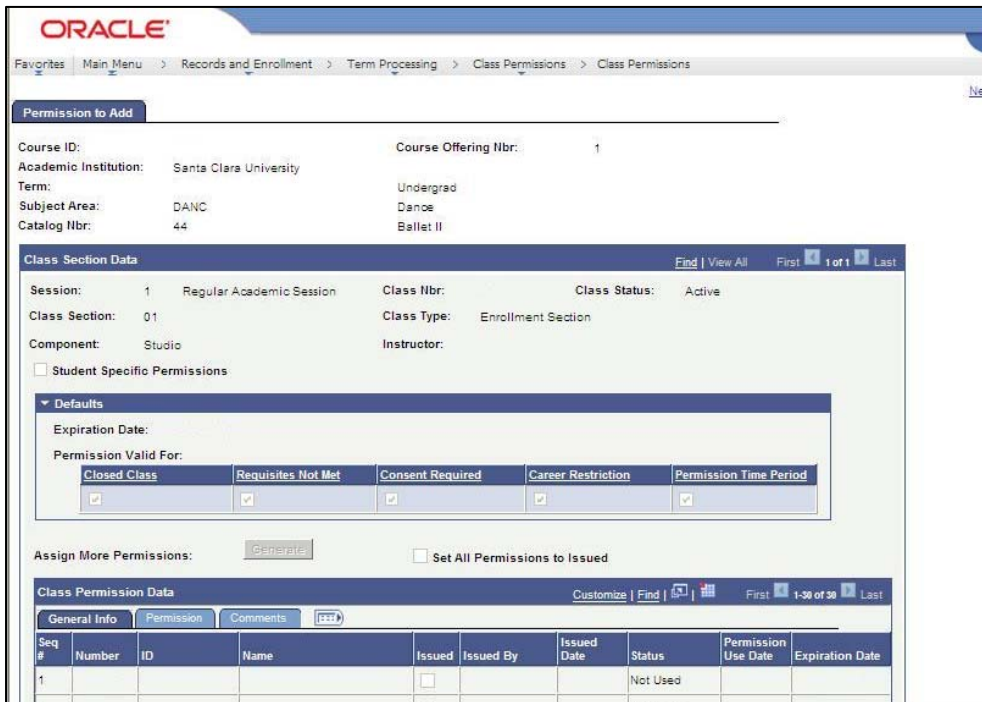


Figure 8. This screenshot shows the details found on the “Class Permission” page.

IV. Transcripts

- **Navigation to the Transcripts page.**

Main Menu → Records and Enrollment → Transcripts → Transcript Request

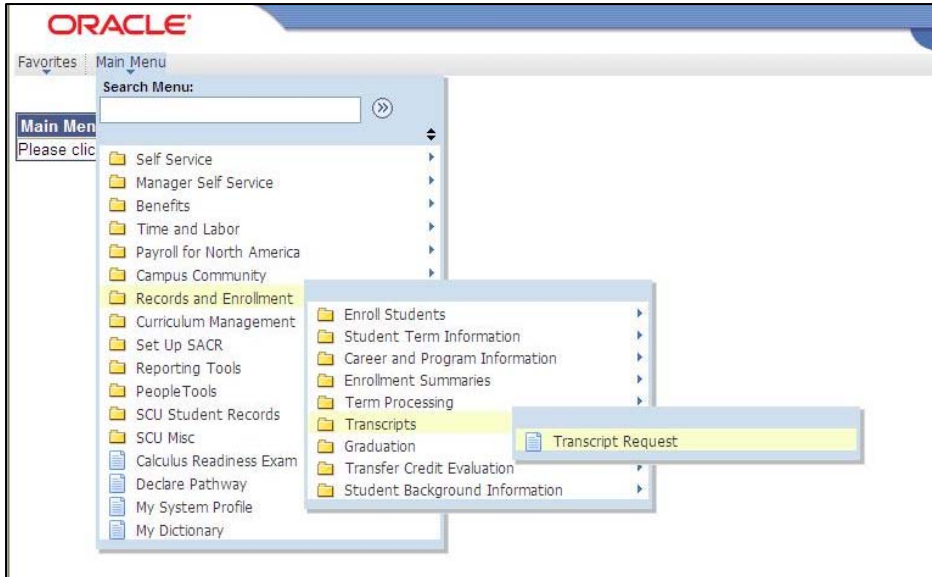


Figure 9. This screenshot shows the navigation from the home page to the “Transcript Request” page.

- **Transcript Request page**

Choose “SCU” for “Institution” and “ADVSG” for “Transcript Type” .

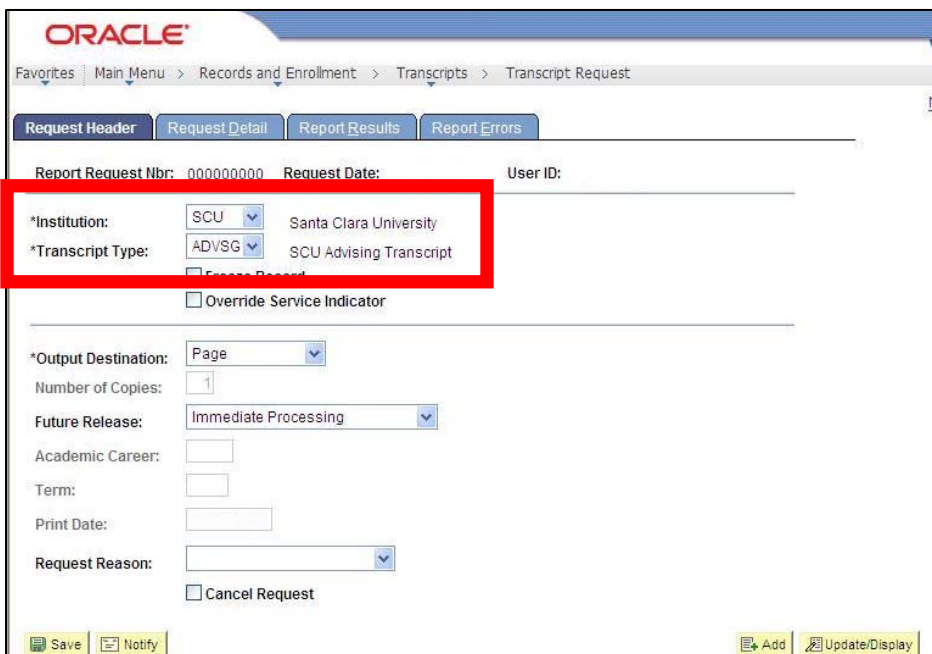


Figure 10. The red box highlights the areas that need to be changed on the “Transcript Request” page. “Institution” should be set to “SCU” and “Transcript Type” should be set to “ADVSG” (Advising) or “AATST” (Unofficial Transcript & Degree Audit)

Click on the “Request Detail” tab to enter a student ID. If more than one request is desired, click the “+” to add another row. Then, click the “Process Request” button.

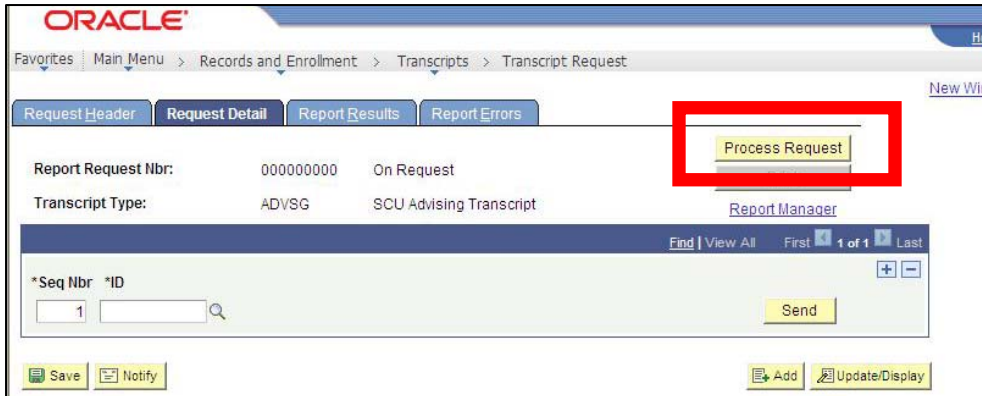


Figure 11. The red box highlights the location of the “Process Request” button.

The transcript appears on the “Report Results” tab. To print the transcript, you can either:

- Print from your browser (File → Print...)
- Click the “Print” button on the page, wait for the system to finish processing the request and then click “Report Manager.”

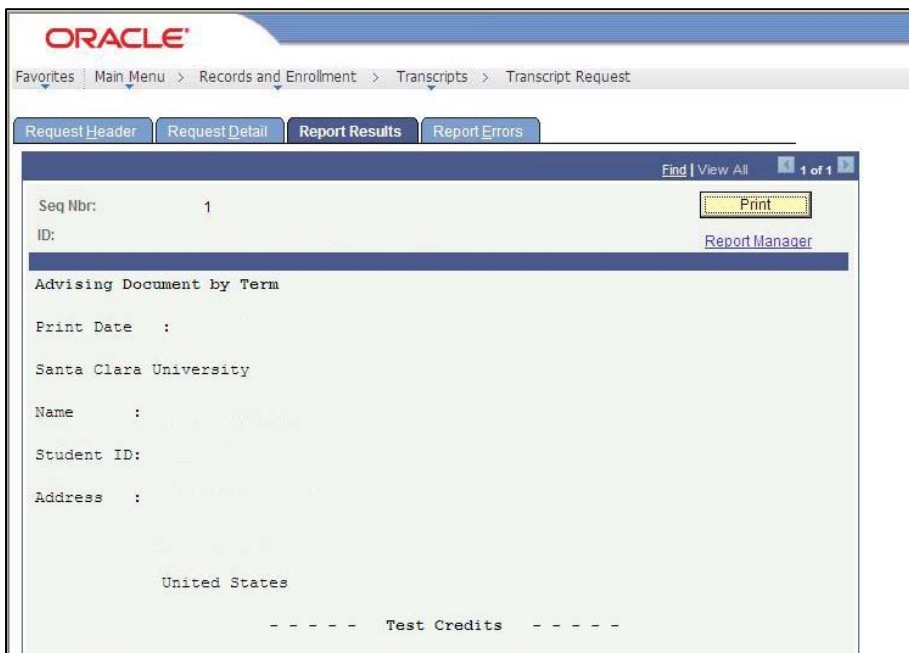


Figure 12. This screenshot shows what appears on the “Report Results” tab.

When you click on the “Report Manager” link, it’ll show you all of the requested reports. Click the “Refresh” button to see the most current status of the reports. When the status for your desired report says “Details,” click on the “Details” link and then the “.PDF” file to view the report in a PDF format.

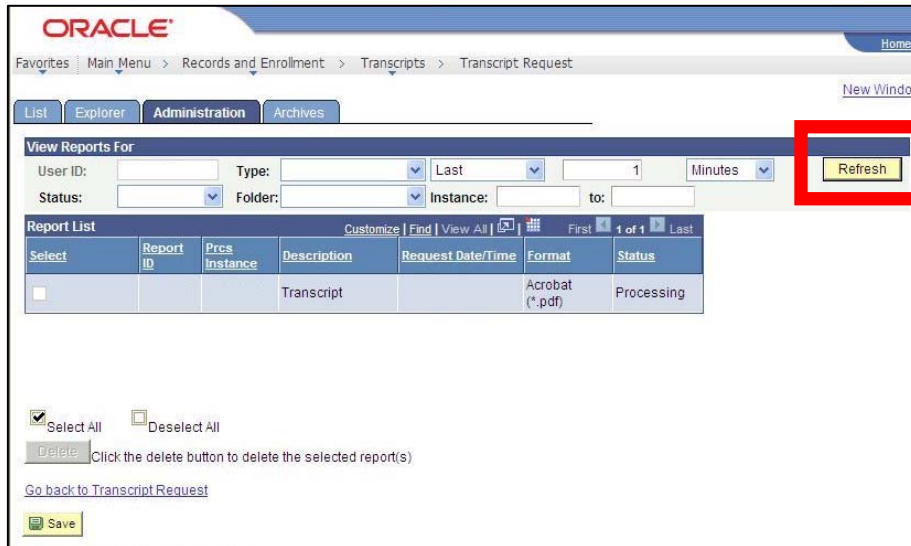


Figure 13. This screenshot shows what appears when you click on the “Report Manager” link found on the “Report Results” tab. The red box highlights the location of the “Refresh” button.

V. Graduation

- **Navigation to the Graduation page.**

Main Menu → Records and Enrollment → Graduation → Student Degrees

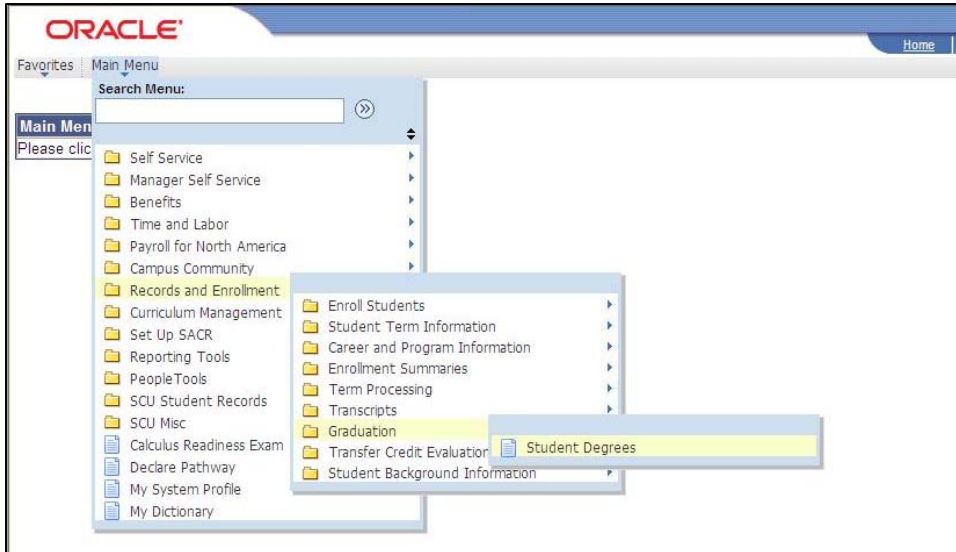


Figure 14. This screenshot shows the navigation from the home page to the “Student Degrees” page.

- **Student Degrees page**

This page gives you detail on Degree, Honors, Plan and Sub-Plan. Click on one of the tabs to view more information.

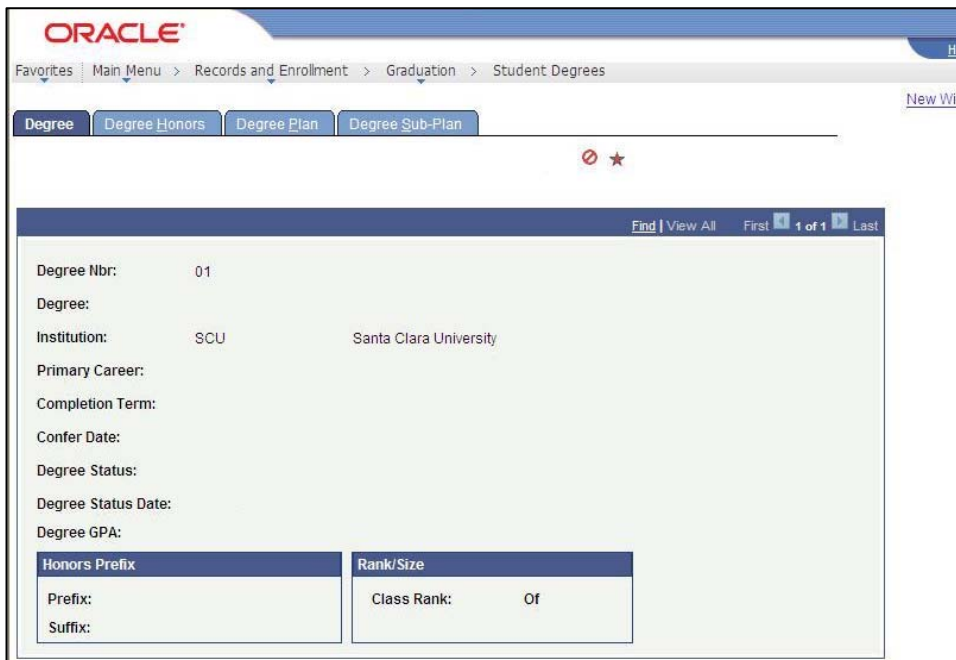


Figure 15. This screenshot shows what appears on the “Student Degrees” page.

VI. Transfer Credit Evaluation

- **Navigation to the Transfer Credit Evaluation page.**

Main Menu → Records and Enrollment → Transfer Credit Evaluation

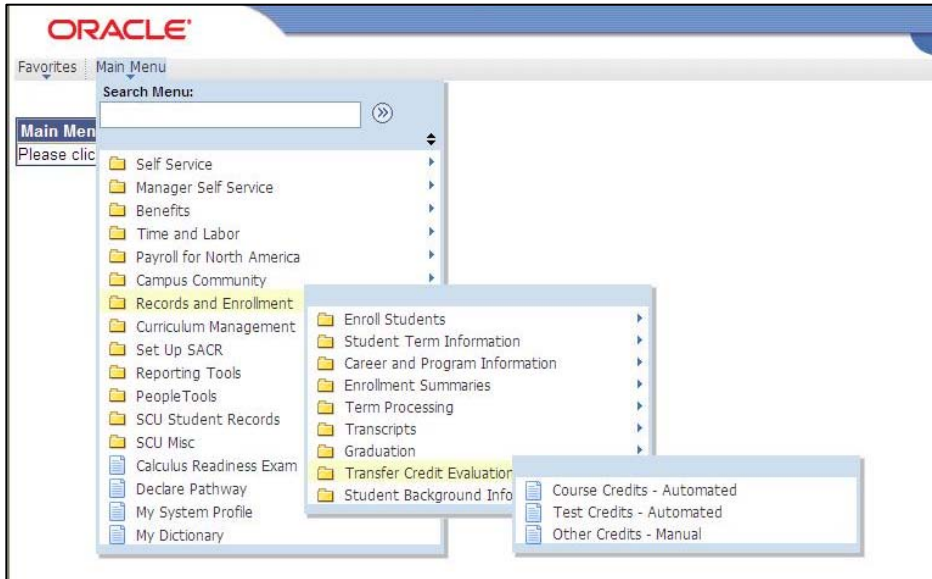


Figure 16. This screenshot shows the navigation from the home page to the “Transfer Credit Evaluation” page.

- **Test Credits – Automated page (This is 1 of 3 pages found under “Transfer Credit Evaluation”)**



Figure 17. This screenshot shows the details found on the “Test Credits – Automated” page.

VI. Student Background Information

- **Navigation to the Student Background Information page.**

Main Menu → Records and Enrollment → Student Background Information

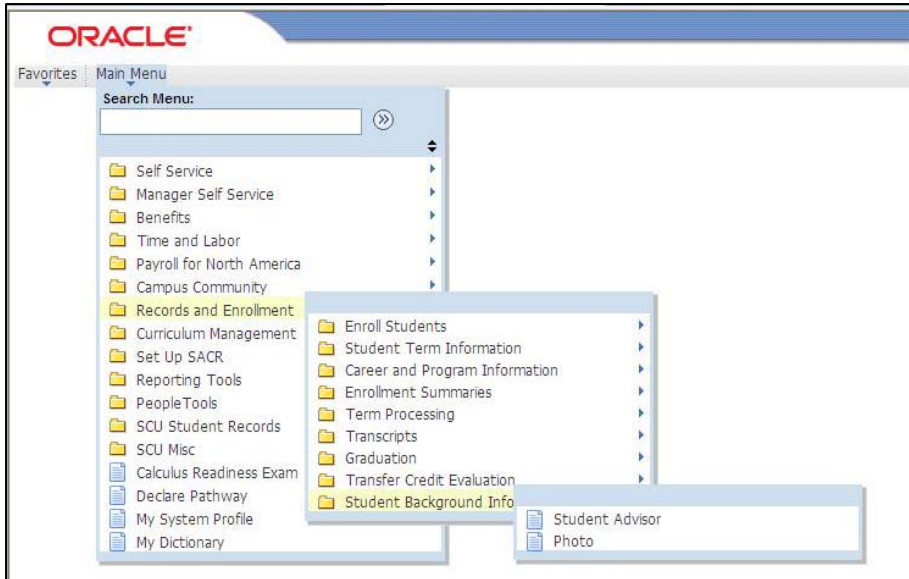


Figure 18. This screenshot shows the navigation from the home page to the “Student Background Information” page.

- **Student Advisor page**

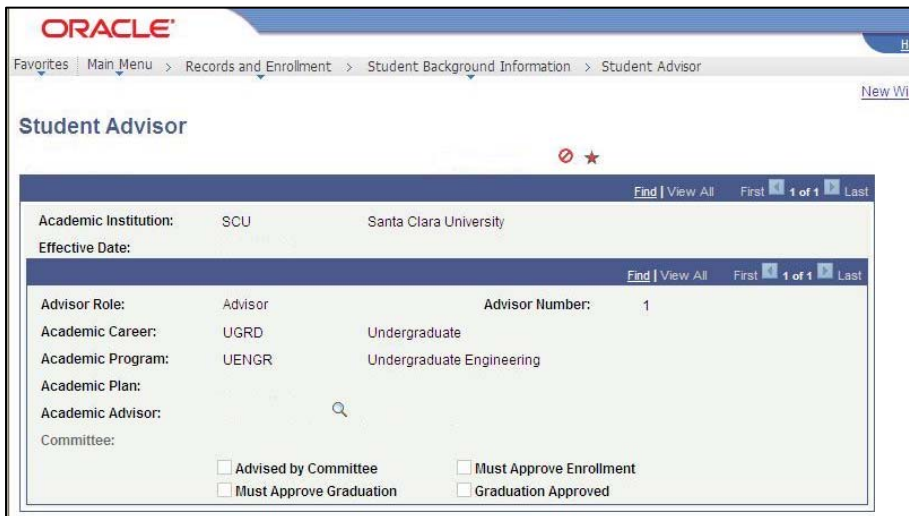


Figure 19. This screenshot shows the details found on the “Student Advisor” page.