Student Search

1. **Student ID Number** - from Enroll and Pay (often called emplid) which is a seven digit number sometimes beginning with a zero.
2. **Student's Preferred Name** - as listed in Enroll and Pay, this name can be an altered version of the student's primary name.
3. **Student's Program** - Program or area of study, the program includes which school the student's major is within and also whether the student is pursuing an undergraduate, graduate, medical, or law degree as well as the school. If the student is majoring in multiple areas that are included in different schools then multiple programs will be listed. Sometimes a student can be within the same school but be studying as an undergraduate and a graduate so those will be listed separately.

Students highlighted in red have a **FERPA hold** and cannot be accessed without the student's permission. Also students from the KU Medical Center cannot be accessed by Lawrence Campus advisers without the student's permission.

**Student Data - Info Tab**

Once a student is selected from the search screen, two areas open for that student, the preferred name and Student ID appear at the top. One area is the **Shared Advising Notes** area (see separate help documentation) and the other area has general information (**Info**), academic information (**Academics**), course enrollment information (**Courses**) about the student, and degree progress (**Progress**) (see separate help documentation for detailed information).

If the student has requested the directory information not be released (**FERPA hold**), the student's name and ID will be boxed in red with a window shade icon (​).
1. **Academic Notices** - if the student has a message sent through the advising tool that is unopened the number of unopened messages will appear in parenthesis. Click on the Academic Notices link to view open and unopened messages sent to the student. (Note: ‘Date Read’ signifies when the student opened and viewed the Academic Notice via the Advising Tool, not the advisor.)

2. **Enrollment Hold** - if applicable, a box will be displayed showing if the student has any holds that will stop enrollment activity. The detail of what type of hold and what enrollment activity is not displayed and should be viewed in Enroll and Pay. If the student does not have a hold related to enrollment then there will be no box displayed.

3. **Initial Term** - is the first term the student has been enrolled at KU. Latest Term is the last term the student has enrollments at KU.

4. **Birthdate** - the month and day of the student's birth is displayed, the year is not displayed to protect student confidentiality.

5. **Old Student ID** - is the previous student ID number from the old student records system, a six digit number. Many students will not have an old student ID.

6. **Phone** – Displays the student’s current phone number.

7. **Addresses** - the student's permanent and current address will be displayed if they are in the Enroll and Pay system and active. These addresses are typically updated by the student so are only as accurate as when they last updated them.

8. **Email** - is the student's KU email address, the email address may be an alias which forwards the email to a nonku.edu account.

9. **ID Photo** - the picture of the student from the ID card system. The photo is from the last time the student had a new ID photo taken. (There isn’t one available for this fictitious student.)

10. **Master’s/Doctoral Time Limits** (Graduate students only) – Currently links to university policy on time limits allowed for masters and doctoral students to complete degrees.

11. **Enrollment** (Graduate students only) - links to the university policy on continuous enrollment to complete degrees

12. **Enrollment Times** - display for any upcoming enrollment periods and inform the student when he/she can enroll. The enrollment time displays until the end of the enrollment period.

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**Student Data - Academics Tab**

The Academics tab has information on Career, Program and Plan, KU GPA, previous degrees awarded, milestones accomplished, and more. It also includes entrance exam scores, examples include ACT, SAT, and MPT exam scores.
(This is not a real student. The record has been doctored to give a visual of what might appear in different areas.)
Graduated:

Graduate (GRDL)
  - Business Graduate (BUSG)
    - Business Administration MBA

Law (LAW)
  - Law Professional (LAWP)
    - Juris Doctor (JD)

Undergrad (UGDL)
  - Liberal Arts & Science Undergraduate (CLASU)
    - Political Science BA
  - Business Undergraduate (BUSU)
    - Management and Leadership BSB

Previous Degree:
  - KU: BS in Business/Management 05/17/2009
  - KU: Bachelor of Arts/Political Science 05/17/2009
  - KU: Juris Doctor 05/13/2012
  - KU: Master of Business Administration 05/13/2012

Applications For Degree
  - BUSG BAGB-MBA Spring 2012
  - LAWP JDPL-JD Spring 2012
  - BUSU MGMTB-BSB Spring 2009
  - CLASU POLSA-BA Spring 2009

Milestones

BUSU
  - College Honors Program 5/17/09
  - Global Awareness Program 5/17/09
### Entrance Exams

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Date</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>05/01/2003</td>
<td>COMP32, ENGL31, MATH29, READ34, SCIIR33</td>
</tr>
<tr>
<td>ACT</td>
<td>02/01/2004</td>
<td>COMP33, ENGL28, MATH34, READ34, SCIIR36</td>
</tr>
<tr>
<td>SAT</td>
<td>03/01/2004</td>
<td>MATH800, TOTAL1490, VERB690</td>
</tr>
<tr>
<td>SAT</td>
<td>06/01/2004</td>
<td>MATH740, TOTAL1500, VERB760</td>
</tr>
<tr>
<td>SAT</td>
<td>12/01/2004</td>
<td>MATH720, TOTAL1520, VERB800</td>
</tr>
</tbody>
</table>

Print Advising Report
1. **Declared Major** - if the student has declared a major with the College of Liberal Arts it will be listed in the box at the top. The area declared will also be listed. Nothing will be listed if the student is not in the College and is not declared.

2. **High School GPA** – Displays if provided during admission to KU.

3. **Contacts for:** - This area displays information related to a student’s academic or career advisor.

4. **Career** – (such as undergraduate, graduate, law or medicine) displays by Current/Discontinued, Future, and/or Graduated for any and all that apply to student.

5. **Student Level** - Freshman, Sophomore, Junior, Senior, Graduate, First Professional or Not Set (for non-degree seeking students) based on the total credit hours for the career. The student's Program and Majors are listed including any completed or discontinued areas which will be marked as such.

6. **Previous Degrees** – Displays previously earned degrees (KU and external.) KU degrees also appear under the **Graduated** header.

7. **Applications for Degree** – Displays each time the student has applied for a degree.

8. **Milestones** – Displayed by career. Examples include CLAS Departmental Honors Certification, Global Awareness Program, Comprehensive Oral Exam for Doctorate, or Certification in Service Learning, etc.

9. **Entrance Exams** - scores for ACT, SAT, AP, Foreign Language Placement and Math Placement (MPT) tests, the date of the exam is included. If the student took the test multiple times then each set of scores is listed, oldest to newest.

**Student Data - Courses Tab**

The Courses tab includes all KU and transfer courses taken and enrolled for the student by term. The total hours and GPA are listed, along with the total hours and GPA for each term. The full list of enrollments can be printed by selecting **Print Advising Report** at the bottom of the box. Students in multiple careers will have separate total hours and GPA by career. Credit hours per course and grades are listed to the far right. Each term can be expanded or collapsed as desired.

**Please note** - Educational records are protected under privacy laws including FERPA. Carefully protect all information you print or discard.
1. **Career code** – Total Points and KU GPA are displayed for current and past career(s).
2. **Level, Hours and KU GPA by Term** - each term is totaled. The level displaying is as of the beginning of the term.
3. **Courses** - Course work taken by the student is listed by Term. Each course Subject and Number are listed along with the Title of the course, the course Format, and Course designators (i.e. Principle Course, Non-Western, Humanities, etc.) that it satisfies. Each course can be expanded to see the full course description. More information about each of these can be found in the course search help section.
4. **JR/SR** – Course work taken at the 300 level or above
5. **Repeat** - A repeat code appears next to a course when it is not being used for credit because the student has taken the same course more than once. Examples of repeat codes include RPTC, RPTX or NRPT. See below:
6. **Non-Counting Courses** – Non-0.0 hour courses have passing or rarely used grades that are not counting toward credit or total hours that otherwise would will have ‘NOCR’ display in the same placeholder as the JR/SR or Repeat codes. Some reasons for this occurring would be if a student has been granted Academic Forgiveness or has taken courses under a different career.

### Undergrad

**Spring 2014**

- **BIOL 432 Human Behavioral Genetics LEC S**  NOCR 3 A
- **BIOL 512 General Virology LEC N**  NOCR 3 B
- **BIOL 560 Histology LEC N**  NOCR 3 B
- **JOUR 506 Directed Studies in Journalism IND**  NOCR 3 A

7. **Credit Hours and Grade** - listed for each course.

8. **Academic Standing** – Is placed on the student record by individual schools and displays when student is not in good standing, returns to good standing, or is on the honor roll.

9. **Transfer Credits** – Transfer course work displayed on the Courses tab are displayed by the actual term the student took the course. The KU equivalent course title is displayed when available. Otherwise, the transfer course title is used. For all transfer courses, the location from which the student took the course is also displayed because students often times transfer work from multiple institutions taken the same term.

### Spring 2008 (transfer term)

**Transfer Credits**

- **SPAN 216: Intermediate Spanish II 3 A**
  From: Rockhurst University

10. **Advanced Placement / International Baccalaureate** – Appears if KU has given credit.

### Fall 2007 (exam credits)

**Exam Credits**

- **POLS 110: Introduction to U.S. Politics 3 CR**
  From: Advanced Placement

11. **Non-Transferable Courses** – Appears if work entered by Admissions does not transfer to KU.
Non-Transferable Courses

Expand

From: East China Normal University
BIOL 10: TECH CELL ENGINEER: Spr: 1996 2.75 A

From: East China Normal University
BIOL 11: BIOELEC MICRO TECH: Spr: 1996 1.5 A

From: East China Normal University
CHEM 7: FOOD HYGENICS: Spr: 1996 2 A

From: East China Normal University
CHEM 8: INDUST FERMENTS: Spr: 1996 2.75 A

Student Data – Progress Tab

The Degree Progress Report (DPR) found on the Progress tab provides the student and advisor a roadmap for navigating major, minor, university requirements. The Checklist is an abbreviated version of the DPR. The Advising Report includes much of the information found in the Info, Academics, and Courses tabs, and lists course work for the student, term by term, with grades, hours, term summaries, and more. A separate document exists with detailed information.