





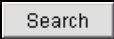













Full Inquiry

1.	The menu options available to you are determined by the security assigned to your userid, SSO ID, for MyView.
2.	<p>The Application Inquiry pages provide a quick method of locating bio/demo, application, transcript, and communication information.</p> <p>On the Find an Existing Value tab enter the ID number or the individual's name.</p> <p>Menu navigation: UM Processes and Reports > UM Admit and Recruit > Application Inquiry</p>
3.	Select the appropriate academic career.
4.	<p>Click the Search button.</p> 
5.	The Bio/Demo Data tab displays a summary of information.
6.	<p>The login Information section displays the SSO ID and the last date the individual logged into MyView.</p> <p>If the Last Session Login is blank, then the individual has never logged into MyView.</p>
7.	<p>Bio/Demo Data also includes the individual's</p> <ul style="list-style-type: none">Email AddressTelephone numberAddressResidencyCitizenship CountryEthnicityDate of Birth andStudent Groups.
8.	<p>Click the Application Data tab.</p> 
9.	Application Information includes the Application number and the Effective Date, which is the date they applied.
10.	The Acad Career, Acad Program, Acad Plan and Acad Sub-plan are indicated here.
11.	The row with the most current information will display by default. If there is historical program/plan information, you could navigate to additional rows.
12.	<p>Also displayed are</p> <ul style="list-style-type: none">Admit TypeAdmit Term andapplication fee status.
13.	<p>Click the Test Summary tab.</p> 



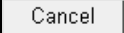






14.	The Test Summary tab displays information about test scores that have been received. Note that not everyone will have security to see all or any test scores.
15.	Click the Ext Acad Data tab. 
16.	The Ext Acad Data tab displays transcript information.
17.	Click the Ext Degree Summary tab. 
18.	The Ext Degree Summary tab displays diplomas and degrees earned.
19.	Click the 3C Summary tab. 
20.	The 3C Summary tab displays information about Checklists, type of Communications with the individual, and the Comments assigned.
21.	We are not currently using the Advising Group Sum tab.
22.	The FERPA Inquiry pages show the unrestricted student information. Menu navigation: UM Processes and Reports > UM Campus Community > FERPA Inquiry
23.	Select the appropriate tab to view the data that the student is allowing to be released. When the data is blank, it means it is information that can not be released.
24.	Student Career pages show the program and plan details, organized by Career number. Menu navigation: UM Processes and Reports > UM Student Records > Student Enrollment and Records > Student Career
25.	On the UM Student Career page, enter your search criteria and click the Search button. 
26.	To see career history you could have selected the Include History check box on the search screen, or click the Include History button on this screen. Click the Include History button. 
27.	Data on the UM Student Career page is organized by Career, Career Number and then Program starting with zero. This page displays information about this student's Undergraduate career. If they were also a graduate student, you would see an additional row for their graduate information.
28.	If a student was double majoring, they would have 2 Career numbers. Another example of when they would have two career numbers is if they completed a degree and then came back in the same academic career.
29.	As data on the student record changes you will see multiple rows.
30.	Click the View All link. 

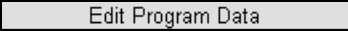








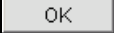




31.	The row with the most current effective date is listed first.
32.	You can scroll down the page to see additional row details. This student started in the College of Fine Arts and Communications and then changed to the College of Business.
33.	This student then changed again to the College of Fine Arts and Communications, and now they are a candidate for Graduation.
34.	The red circle with a line through it is an icon that indicates this student has a negative service indicator, a hold, on their record. Click the Negative Service Indicators button. 
35.	This student has an advising hold. For additional information, click the Detail link 
36.	The Service Indicator Detail page shows information such as who placed the hold and when.
37.	Click the Return button. 
38.	Click the Return button. 
39.	The Class Search under Self Service gives you a way to search for classes using the same search values that the student can see and use. Menu navigation: Self Service > Class Search/Browse Catalog
40.	Click the Go button. 
41.	Click the Additional Search Criteria link. 
42.	The Additional Search Criteria on the Class Search page are the same as those seen by the student and the general population.
43.	The Student Services Center pages allow you to see some of the same information, and in the same display format that a student sees from their Self Service > Student Center. Menu navigation: Campus Community > Student Services Ctr (Student)
44.	Enter your search criteria, then click the Search button. 
45.	On your Student Services Center page you can see the student's ID number. For security reasons, the ID number is not displayed on the main page that the student sees from their Self Service > Student Center page.

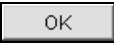

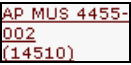
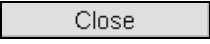


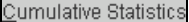
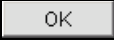



46.	<p>The Student Center tab mimics what the student sees on their Student Center page. Although the student can also see their billing and financial aid information, your security probably does not allow you to see that same information. On the Student Center tab, you can view their:</p> <ul style="list-style-type: none"> Schedule Demographic data Holds and To Do List for admission and financial aid.
47.	<p>In the Academics section, the message You are not enrolled in classes indicates that the student is not enrolled in classes for the current term.</p>
48.	<p>Click the My Class Schedule link.</p> <p></p>
49.	<p>The My Class Schedule page shows the most current schedule for this student.</p>
50.	<p>You can view the schedule by class or by day of the week. Click the Weekly Calendar View option.</p> <p></p>
51.	<p>You can change the date, start and end times for the weekly calendar view.</p>
52.	<p>Click the Cancel button.</p> <p></p>
53.	<p>On the Student Center tab, you can view personal information. Click the Demographic Data link.</p> <p></p>
54.	<p>Most security levels are set to allow the display of only the last 4 digits of the SSN.</p>
55.	<p>You can also view Ethnicity, Citizenship and Visa or Permit information.</p>
56.	<p>Click the Cancel button.</p> <p></p>
57.	<p>Click the General Info tab.</p> <p></p>
58.	<p>The General Info tab displays more comprehensive data about service indicators, addresses, phone numbers and more.</p>
59.	<p>Use the links at the top of the page to go directly to specific information or expand all the sections and scroll down the page to view the information.</p>
60.	<p>The Addresses grid lists all of the addresses the student has provided.</p>
61.	<p>A list of phone numbers and email addresses are also displayed.</p>
62.	<p>To go to the Academics tab click the Academics link.</p> <p></p>
63.	<p>The Academics tab provides program, plan, subplan, attributes, degrees, course and grade details.</p>
64.	<p>You can see the descriptions for Program and Plan as well as admit term and expected graduation date.</p>



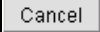

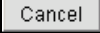


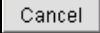
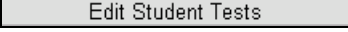
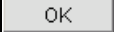


65.	Under Edit Program Data you can view program, plan, attribute and degree history. Click the Edit Program Data button. 
66.	On the Student Program tab, the most current row is displayed by default. To view the oldest program row, or what is the first row chronologically, click the Last link. 
67.	The last row, row 4, is now displayed. You can scroll through the rows by clicking the previous row button. Click the Show previous row (Alt+,) button. 
68.	You can now view row 3. Click the Show previous row (Alt+,) button. 
69.	You can now view row 2. To return to row 1, click the Show previous row button. 
70.	An alternative to scrolling through the row is to show all rows on the same page. Click the View All link. 
71.	Click the Student Plan tab. 
72.	By selecting View All on the Student Program tab (or any of the tabs in this group), the View All row option is set for each tab.
73.	The Student Plan tab shows plan details.
74.	Click the Student Sub-Plan tab. 
75.	If the student is enrolled in a sub-plan you could view the details on the Student Sub-Plan tab.
76.	Click the Student Degrees tab. 
77.	The Student Degrees tab shows information about degree status.
78.	Click the OK button. 
79.	Release the mouse button.
80.	The Term Summary area provides access to detailed GPA, grade and course history.
81.	Click the Edit Term Data button. 
82.	Click the View All link. 
83.	The Term Activation tab shows term details such as Activation Date and Academic load.


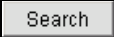



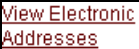






84.	Select other tabs in this group to see additional term details.
85.	Click the OK button. 
86.	Information about the most current term is displayed by default. To change the term, click on the link for that term. Click the 3543 - 2007 Fall Semester link. 
87.	The summary information for the term you selected is displayed
88.	You can view class, unit and grade details.
89.	You can click on the link for a class to see the class detail. Click on the link for AP MUS 4455-002 . 
90.	The Class Detail page shows information such as the class description, when and where the class meets, the instructor and meeting dates.
91.	Click the Close button. 
92.	In the Statistics table you can see units taken for the term, the term GPA plus the cumulative units and GPA.
93.	Click the Term History link. 
94.	To see all term details for this career, click the View All link. 
95.	You could scroll down the page to view all the term statistics.
96.	Click the Cumulative Statistics tab. 
97.	The Cumulative Statistics tab shows cumulative grade points, units and GPA information.
98.	Select other tabs in this group to see additional term history information.
99.	Click the OK button. 
100.	Click the Admissions link. 
101.	If there is an application in MyView, the Admissions tab is a place to view application details.
102.	You can also view information about other schools this student has attended.



103.	To view basic information about a specific school, click on the expand section arrow to the left of the school name. Click the Expand Section arrow. 
104.	You can view Transcript and Education Summary information for that school.
105.	Click the External Courses link. 
106.	On the External Courses tab you can view course information for previously attended schools.
107.	You can view information about each prior school by scrolling to each row individually, or click the View All link to see all course for each prior school on one page.
108.	Click the Cancel button. 
109.	Click the External Degrees link. 
110.	On the External Degrees tab you can view information about degrees earned from other schools.
111.	Click the Cancel button. 
112.	Click the Collapse section button. 
113.	The Edit Education Data button gives you another way to view more detailed information about their external education. Click the Edit Education Data button. 
114.	Click on the appropriate tab to see additional external school details. These same tabs are available when you select the External Courses and External Degrees links.
115.	Click the Cancel button. 
116.	Click the Edit Student Tests button. 
117.	The test results page shows test score details.
118.	Click the OK button. 



119.	Other pages where you can view names, phone numbers and email addresses are under Personal Information. Menu navigation: Campus Community > Personal Information (Student) Biographical (Student) > Addresses/Phones
120.	Click the View Names link. 
121.	On the View Names search page, enter your search criteria and click the Search button. 
122.	On the View Names page, click the Name History link. 
123.	The effective date of 01/02/1901 indicates this was the current name when data was converted from the UMSL legacy system into MyView.
124.	Effective 03/06/2008 the student name was changed to Thumb, Tom.
125.	Click the Return button. 
126.	Click the View Phones link. 
127.	Click the View Electronic Addresses link. 
128.	Here you only see email addresses, but you can also search for other address.
129.	Menu navigation: Campus Community > Personal Information (Student) > Address Search Click the Address Search link. 
130.	Enter the ID for which you want to find an address.
131.	You can search by Address Usage for email and non email addresses.
132.	Use Email Type to search for an email address.
133.	Use Address Type to search for non email addresses.
134.	Click the Look up Address Type (Alt+5) button. 
135.	Click an entry in the Address Type column. 
136.	Click the Search button. 
137.	The search results are shown in the Address Data area.
138.	You can view comments associated with a student. Menu navigation: Campus Community > Comments > Comments - Person > Person Comment Summary



139.	On the Person Comment Summary search page, enter your search criteria and click the Search button. <input type="button" value="Search"/>
140.	You can search for comments, or to view all comments click the Search button. <input type="button" value="Search"/>
141.	If there are comments associated with the student they will be shown in the Search Results area. You can click the View link in the comment row to go to the Comment Detail page. Note that comments are controlled by individual security so not everyone will have access and those that do will only have access to comments appropriate for their work
142.	Enrollment details can be found under the Records and Enrollment menu. Enrollment Summary lets you view the classes a student is enrolled in for each term. Menu navigation: Records and Enrollment > Enrollment Summaries > Enrollment Summary
143.	On the Enrollment Summary search page, enter your search criteria and click the Search button. <input type="button" value="Search"/>
144.	The Search results return rows for each term. Select the term you want to view by clicking on any value in the row for that term. Click the ID value in the ID column. <input type="text" value="12201262"/>
145.	The Enrollment Summary tab shows the classes the student enrolled in for the term you selected.
146.	Click the Term Statistics tab. <input type="button" value="Term Statistics"/>
147.	The Term Statistics Tab shows GPA, units, and Grade Points for the term.
148.	You can check the enrollment appointment for a student. Menu navigation: Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment Click the Student Enrollment Appointment link. <input type="button" value="Student Enrollment Appointment"/>
149.	On the Student Enrollment Appointment search screen, enter your search criteria and click the Search button. Click the Search button. <input type="button" value="Search"/>
150.	Click an entry in the ID column. <input type="text" value="12201262"/>



151.	Look in the Enrollment Appointment area to see if an appointment has been assigned and to view the corresponding details.
152.	Click the Curriculum Management link.
153.	Under Curriculum Management you can search the Catalog and the Schedule of Classes. The difference between the Schedule of Classes search under Self Service and Curriculum Management is that the search under Curriculum Management gives you additional search criteria that a student does not see. For example, you can search for an off-schedule class.
154.	You have completed this topic! End of Procedure.