Class Lists, Grade List, Waitlist, and Course Schedule Reports

Log into EX
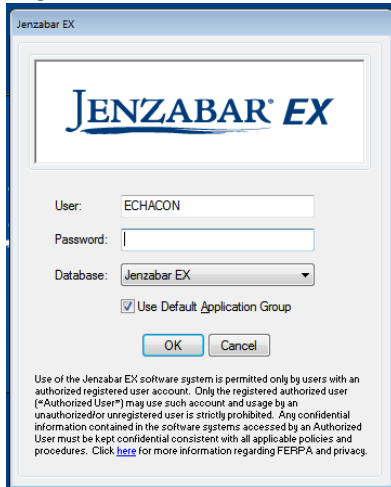
From the Activity Centers column, click "Reports – Registration"
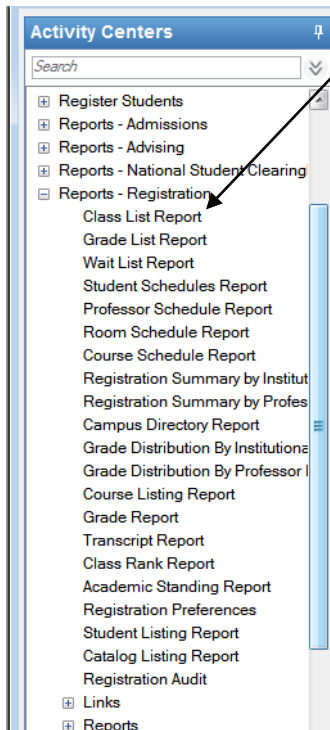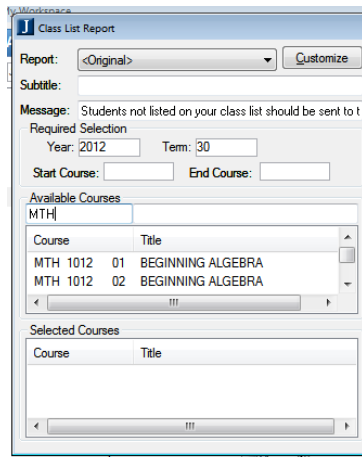

Click "Class List Report"
Change the year and term to the term for which you want a class list.

There are different types of information available, depending on the report you choose.
- Original
    o Name, Waitlist status, class code (Fr, So, Jr, Sr), repeat, grade
- D_classlist_rpt_phone_email_ndnu
    o Name, waitlist status Repeat, class code, holds, phone numbers, student and personal email, address, grade
- D_classlist_rpt_ndnu
    o Name, waitlist status, repeat, holds, grade, class code
- D_classlist_rpt_ph_eml_emp_ndnu
    o Name, address, phone numbers, student and personal email, waitlist status, holds, class code, major code

Type the prefix of the course you are looking for into the "Available Courses" space.

Drag the course(s) for which you want to see a class list down into "selected courses". You need to drag down the course number, not the name. Click Preview to preview the class list.
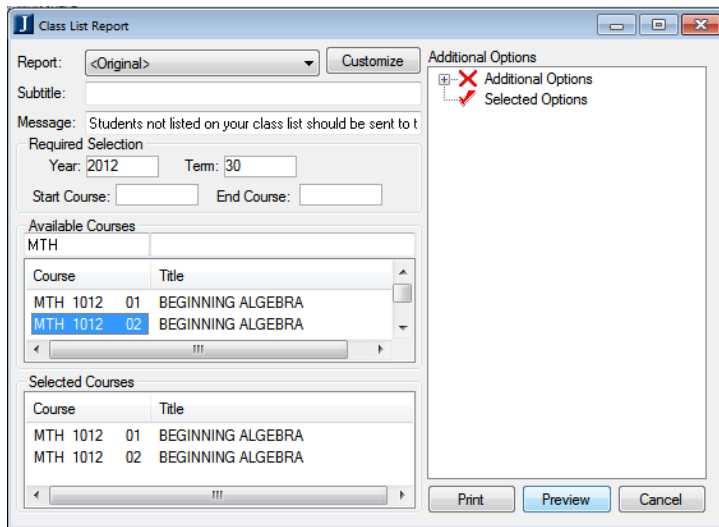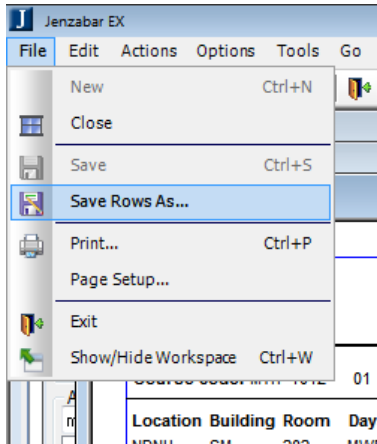

Click Print to print the class list(s).

You can also save the reports as an Excel 5 file. In Excel, you will be able to view the grade column, which is not viewable in the regular view.

To Save as an Excel 5 file, Preview the class list.

Click File, Save Rows As, and choose Excel 5. Save the file in your folder on the server, or wherever you want to store it.
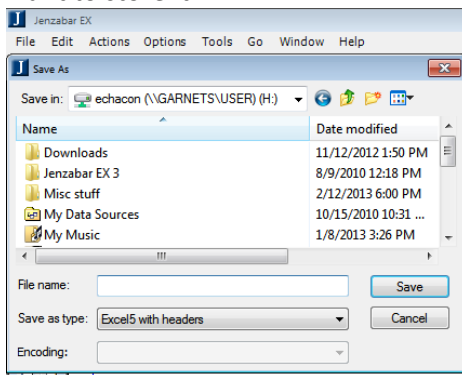
You can view and print Grade List Reports, Waitlist Reports, and Course Schedules using this same process. When viewing the wait list report, choose d_waitlist_rpt_id_name_pk_ndnu

Student and Professor Schedules

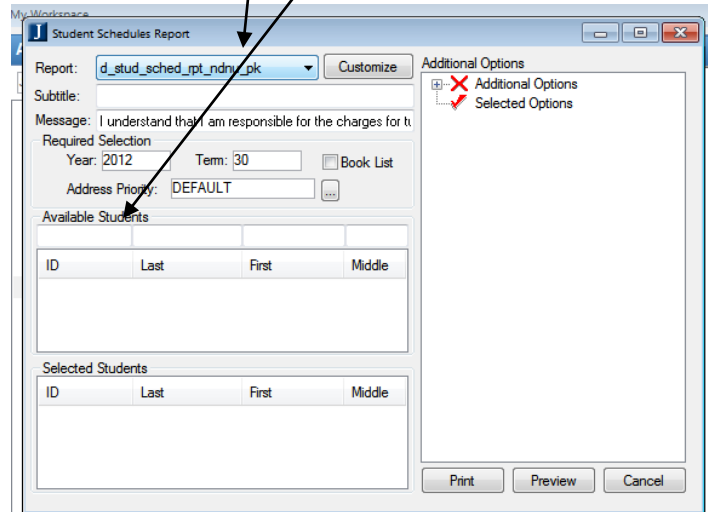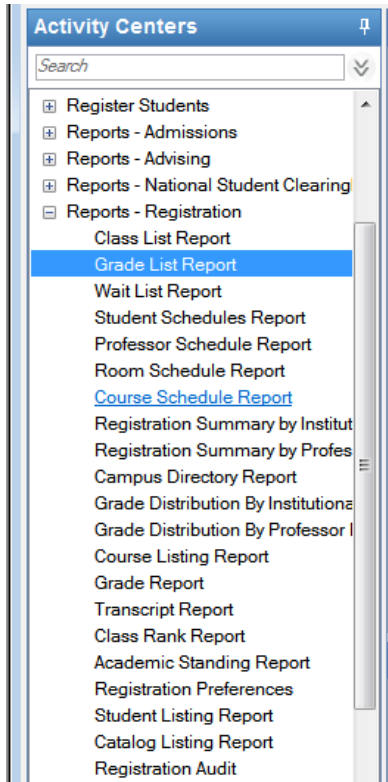Select Student Schedules Report from the Activity Centers

Change the report in the upper left-hand corner to d_stud_sched_rpt_ndnu_pk

Type the student's name or ID number in the Available Students space. If a student with that name is available, they will populate. Drag their ID number to Selected Students.
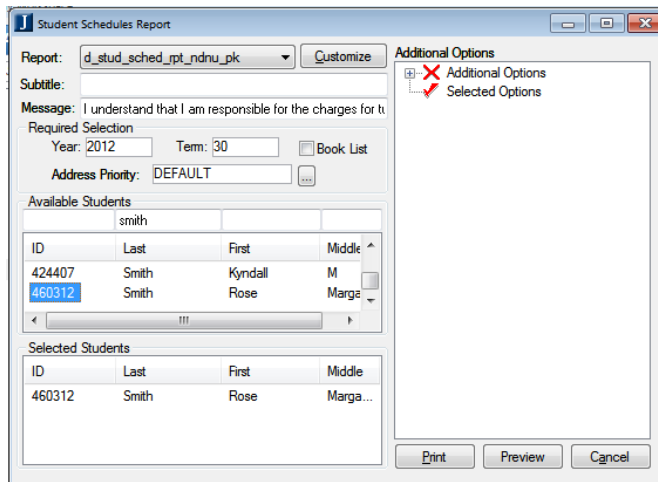
Click Preview to view the student's schedule. Click Print to print the student's schedule. You can view and print more than one student's schedule at a time by selecting their names.

Do this same process for Professor's Schedules, but choose Professor Schedule Report from the Activity Centers menu.

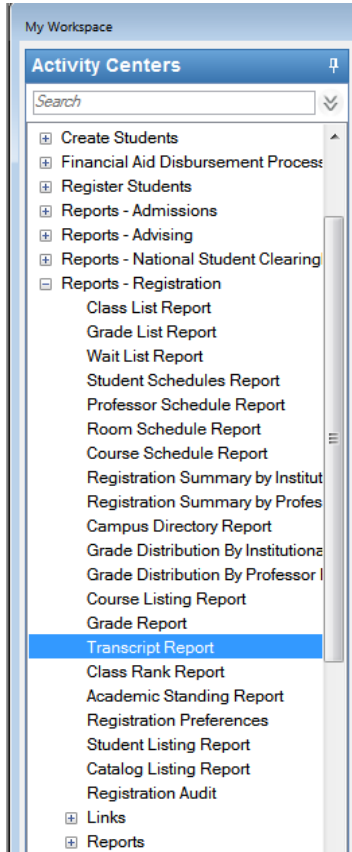Transcript Reports

You can view a transcript for any student from Jenzabar, but you cannot print it. To view a transcript, select Transcript Report from the Registration Report Activity Center.

The first time you run a transcript report, change the Address to "Default", and select the report, "r_id_transcript_pk_ndnu"
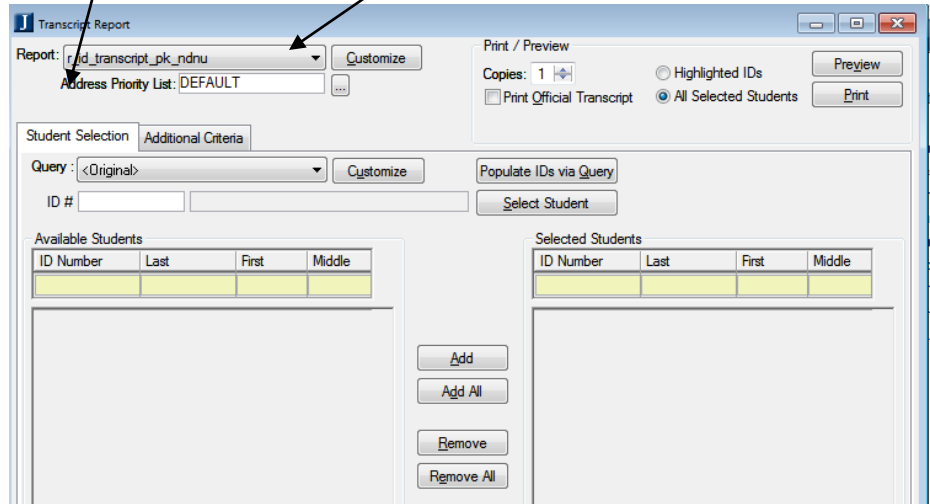
Type the ID numbers of the student for whom you want to see a transcript. Click Select Student. If you don't know the ID number for the student, you can type in their <last name, first name> and select the student from the list that appears.

When you have selected all of the students for whom you want to see transcripts, click Preview.

If you want to remove students from the list you are working with, click remove.
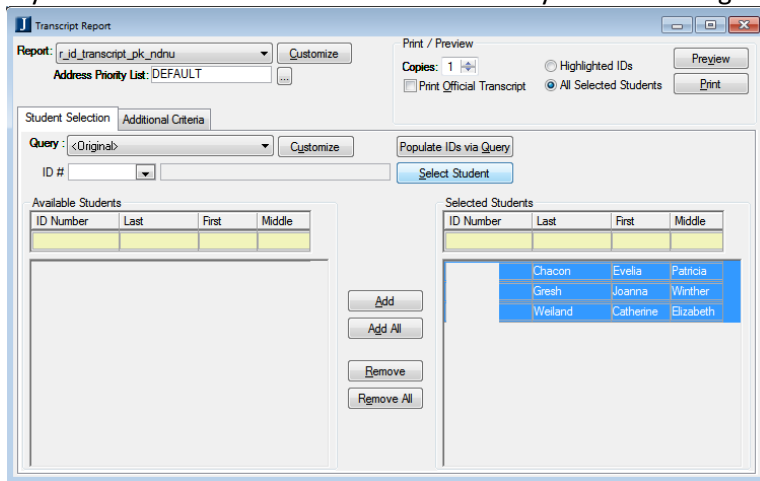
Student Listing Report

You can pull up a Student Listing Report to check the students who are registered for this semester. You can pull it up for students listed in a particular major, or all students.

Click on Student Listing in the Reports – Registrar menu in the Activity Centers.

There are several different report options to run.
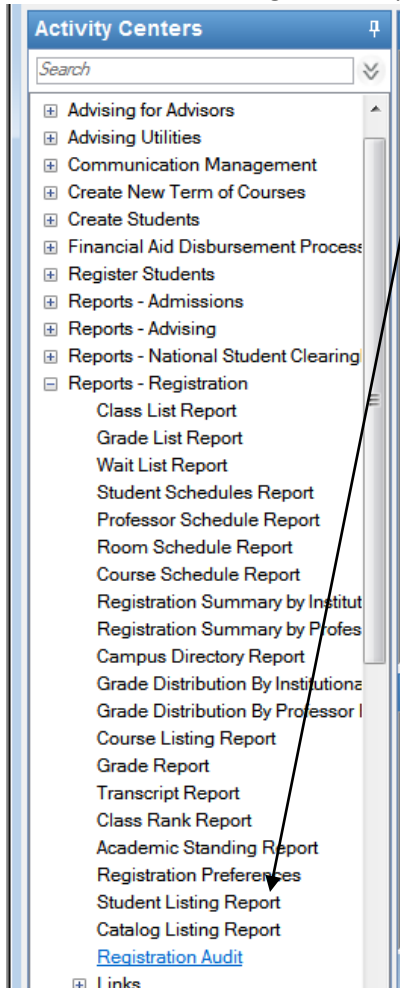- Original
  - o Basic information about students, including class level, hours enrolled, hours earned, GPA, etc.
- D_student_rpt_dgrhst_pk_ndnu
  - o More expansive information about each student, including religion, address, gpa, ethnic group, etc
- D_student_rpt_dgrhist_hw_pk_ndnu
  - o Basic information, such as name and address, GPA, and health insurance information
- D_student_rpt_dgrhst_sourceinfo_pk_ndnu
  - o Includes all the information from the 2nd report, plus information on source (where the student found out about NDNU). It also includes major description.

Select the year and term for which you would like to run the report, and click Preview.
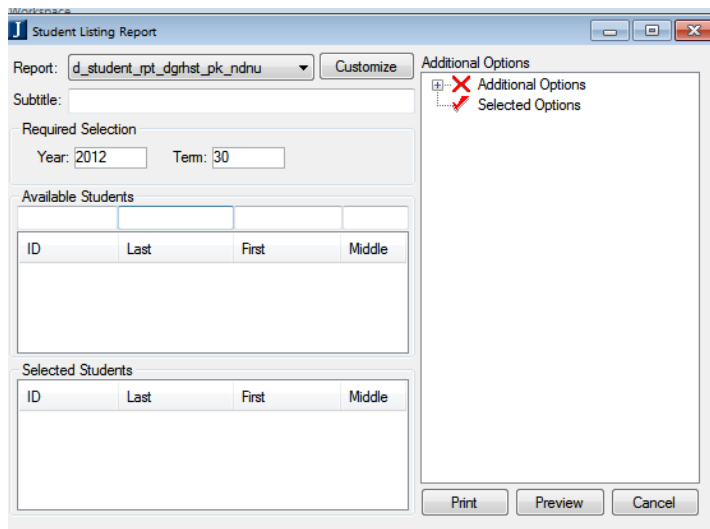
You can type in the code for the major and or minor you are looking for, or leave all of that information blank. Click Ok.
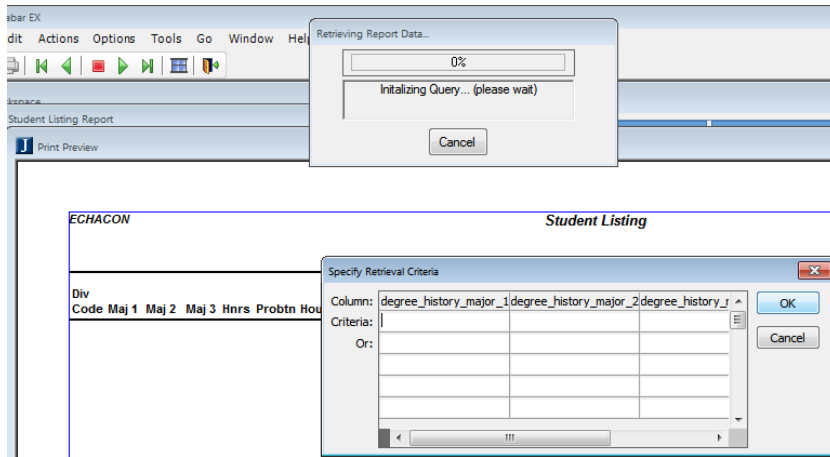
This will give you a list of everyone registered for the semester. You can save it as Excel 5, and filter for the information you are looking for.

Click File, Save As, Save as Type Excel 5 with headers. Save the file wherever you would like to save it, either on your desktop or in your folder on garnets.
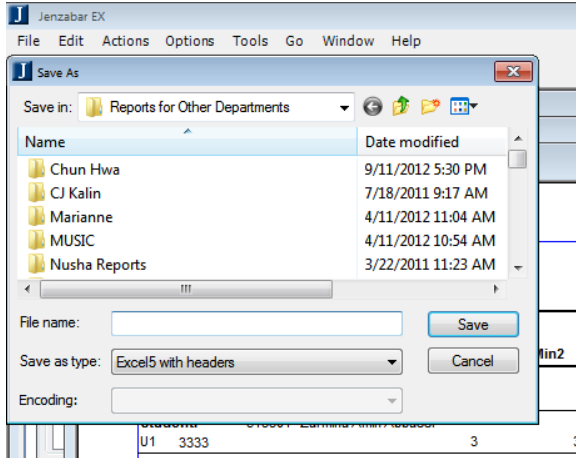
Open the file in Excel, and filter for any information you are looking for.

Viewing Information in the Student Information Screen

You can view different aspects of the student's information in the Student Information Screen. Click on Click on Student Information in the Work with Students section of the Activity Centers
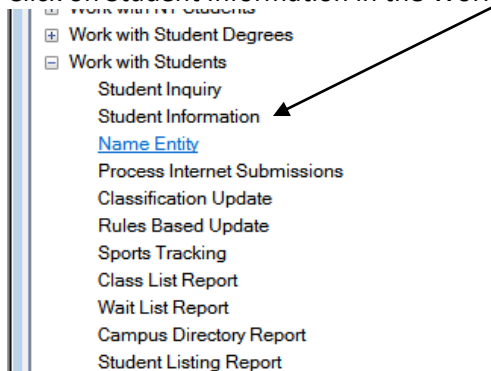
It brings up the Name Tab, shown here. This gives you the student's name, any previous names, and their email address

Click on the Address tab to see the student's addresses.

Click on the Attribute Tab to see information about student's Third Party Authorizations. If a student has authorized NDNU to speak to anyone, it will be on this tab. Please check this tab before releasing any information about the student to anyone besides university employees.
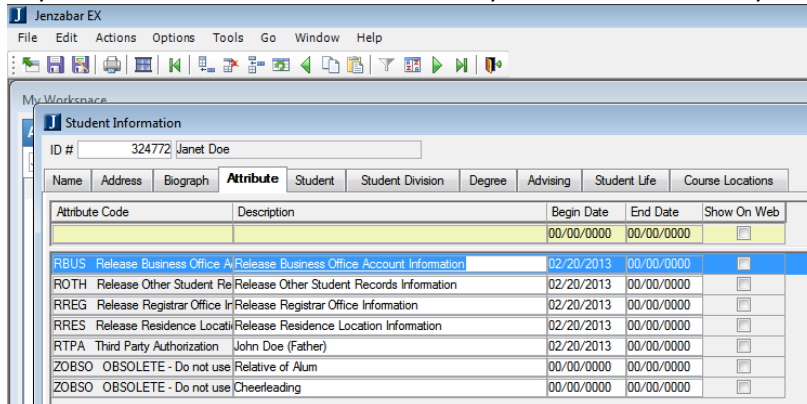
Click on the Student Division Tab to see if the student has filed a graduation audit. On this screen, you can also see when a student is planning on graduating.
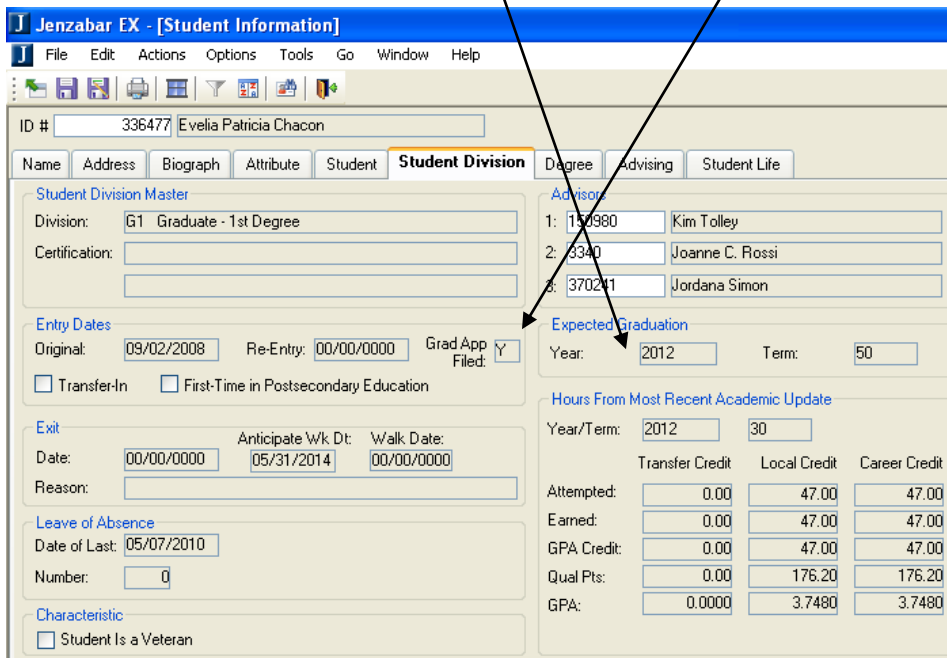
You can also see the student's advisor(s) on this tab.

Assigning Advisors to a student

Click on the Student Division tab, and type in the student's primary advisor in the first space. Type in any other advisor's ID #s in the other 2 spaces. This information will cross populate to the Advising tab.

Click in the Advising tab.

Right click in the gray space, and click Add Row. Type in the advisor's name or ID number. Select the division for which the advisor will be working with the student. Select the role for each person (Advisor, admin assistant, etc). Click save.

The number in "Primary" indicates what role the advisor has with the student.

| INST | INSTREQ | Institutional Requirement | 04/10/2012 | 00/00/0000 | Active |
| MAJOR | BACM | BA Communication | 04/10/2012 | 00/00/0000 | Active |

Advisors

Advisor ID	Name	Division	Primary	Type	Active
119203	Jorgensen, Louella M.	U1 Undergraduate - 1st Degree	1	MAJ1 Major 1 Advisor	☑
340586	Buller, Judy	U1 Undergraduate - 1st Degree	2	PROG Program Director	☑
412325	Administrator, 1	U1 Undergraduate - 1st Degree	0		☑

Removing Advisors from a Student's Record

Open the Student Information Screen, and click on the Student Division tab. Click on the advisor you wish to remove, and backspace. Click Save. This should remove the person from the Advising tab also.

Click on the Advising tab. Right click on the advisor's name, and click Delete Row.

Click Save.

Working with Advisees in Campus Portal

Log into Campus Portal
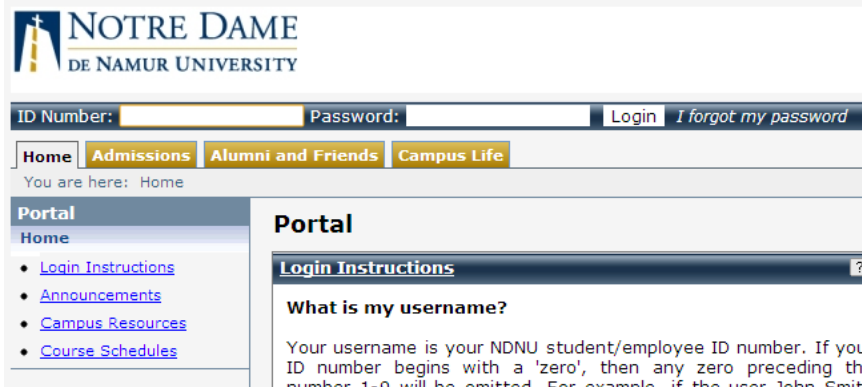
Click on the Faculty Tab, then click "Advisee Roster, and choose, "Active Advisees" to see all of your active advisees.

To look at a specific student: Click on the Student's name.

This gives you a more in-depth look at each student. The top part of the screen gives you biographical information about the student.

The middle part of the screen gives you information about their holds. If the student has any holds, the information will appear here, as well as where they need to go to resolve the issue.

You can see a student's Academic History, Course History, Unofficial Transcript, Schedule, course needs, and Degree Audit on the bottom part of the screen.

Advisee Roster - Advisee Details

Advisee Roster > Advisee Details

Enrolled Date: 8/26/2009	**Academic Status:** Full-time
Planned Grad: 5/4/2012	**Major:** Master of Business Administration
Max Credits: 99.00	
Advisor(s):	

Holds

Code	Type
⊟ BH	Transcript hold
	Registration hold
	Description: Contact Business Office
⊟ CH	Registration hold
	Description: Candidacy Hold

Tools and Information

Academic Records	Registration
Academic History	Student Schedule
Course History	Advanced Course Search
GPA Projection	
Grade Report	**Address**
Unofficial Transcript	
Advising	
Advisee Meetings	
Course Needs	
Degree Audit	
Major Exploration	

Academic History – You can see which schools a student has attended

Advisee Roster > Advisee Details > Academic History

Academic History for

Education

Institution	Degree	GPA	Grad Date	Transcript
Generic College	BA	No GPA on record	1976	Final Recvd
Generic College 2		No GPA on record		Recvd (not Final)

Exams

Exam	Date	Score(s)

No test score data has been recorded for this advisee.

Course History – You can see a history of which courses a student has taken at NDNU. This screen tells you what requirement the course fulfills.

Advisee Roster > Advisee Details > Course History Detail

Course History for

2010-2011 Fall

Course	Title	Division	Credits	Grade Type	Grade	Requirement
BUS 4000 01	ORG/MGMT THEORY	Graduate - 1st Degree	3.00	Regular Academic Credit		BUS4000
BUS 4986 09	ST:QC Mgmt	Graduate - 1st Degree	3.00	Regular Academic Credit		BUS4986

2010-2011 - Fall Transfer

Course	Title	Division	Credits	Grade Type	Grade	Requirement
BUS 1100	BUS 311	Graduate - 1st Degree	3.00	Transfer		BUS1100
BUS 1224	BUS1 20	Graduate - 1st Degree	3.00	Transfer		BUS1224

Unofficial Transcript – clicking on "unofficial transcript" from the Student Details screen allows you to see the student's unofficial transcript. Please click the PDF to see the transcript with the GPA and degree information.

Unofficial Transcript for:

Division: Graduate - 1st Degree

2012-2013 Spring

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
BUS 4100 01	MGMT ACCOUNTING	WIP	-	0.00	0.00	0.00	0.00	
BUS 4400 01	MKT PLAN/ANALY	WIP	-	0.00	0.00	0.00	0.00	

2012-2013 Fall

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
BUS 4000 03	ORG/MGMT THEORY		-	3.00	3.00	3.00	00	

2012-2013 - Fall Transfer - UG Prereqs

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
BUS 1100	Brazilian Econ	-	-	2.50	2.50	0.00	0.00	
BUS 1100	Brazilian Econ	-	-	2.50	2.50	0.00	0.00	
BUS 1108	Economics I	-	-	2.50	2.50	0.00	0.00	
BUS 1224	Accounting I	-	-	2.50	2.50	0.00	0.00	
BUS 1224	Accounting II	-	-	2.50	2.50	0.00	0.00	
LDV STAT	Statistics	-	-	2.50	2.50	0.00	0.00	

CustomTranscript

PDF Unofficial Transcript

If you click on the PDF, you can see an unofficial transcript with the GPA and total units earned. See the next page for an example

Unofficial Transcript

ID :
Name :
Address :

Graduate - 1st Degree Division

Course Number	Title	CR Type Gra Rpt	Att	Ernd	HGpa	Q.Pts	GPA
2012-2013 : Fall Transfer - UG Prereqs							

Organization : *Generic International College/University*

BUS-1100	Brazilian Econ	TR	2.50	2.50	0.00	0.00	
BUS-1100	Brazilian Econ	TR	2.50	2.50	0.00	0.00	
BUS-1108	Economics I	TR	2.50	2.50	0.00	0.00	
BUS-1224	Accounting I	TR	2.50	2.50	0.00	0.00	
BUS-1224	Accounting II	TR	2.50	2.50	0.00	0.00	
LDV-STAT	Statistics	TR	2.50	2.50	0.00	0.00	
	Term Totals :		15.00	15.00	0.00	0.00	0.0000
	Career Totals :		0.00	0.00	0.00	0.00	0.0000

2012-2013 : Fall Term

BUS-4000	ORG/MGMT THEORY	CR	3.00	3.00	3.00	.00	
	Term Totals :		3.00	3.00	3.00	12.00	4.0000
	Career Totals :		3.00	3.00	3.00	12.00	4.0000

2012-2013 : Spring Term

BUS-4100	MGMT ACCOUNTING	CR NR	3.00	0.00	0.00	0.00	
BUS-4400	MKT PLAN/ANALY	CR NR	3.00	0.00	0.00	0.00	
	Term Totals :		0	0.00	0.00	0.00	0.0000
	Career Totals :		3.00	3.00	3.00	12.00	4.0000
	Division Career Totals :		3.00	3.00	3.00	12.00	4.0000

Degree Information :

(1) Degree Conferred :

MAJOR(S)
Master of Business Administration

CONCENTRATION(S)
Marketing

Please do not give transcripts to students with Business Office, Financial Aid, and or Parking holds, per university policy.

Tracking a Student's Progress/Degree Audit
You can track the student's progress through the program by clicking on "Degree Audit". Click on "Recalculate Student Progress" each time you view it, to ensure that it is as up to date as possible.

Credits Earned:
Overall GPA:
Last Term GPA:
Probation Status:

Major 1: **Master of Public Administration**
Concentration 1: **Human Resources Mgmt**

Advisors
Judy A. King ⓘ Undergraduate – 1st Degree
Vicki M Silver ⓘ Undergraduate – 1st Degree
Barbara G. Caulley ⓘ Graduate – 1st Degree
Barbara G. Caulley ⓘ Graduate – 1st Degree
Patricia J. Fox ⓘ Undergraduate – 1st Degree
Anne Marie Gillan ⓘ –
Jordan L. Holtzman ⓘ Graduate – 1st Degree
Jordan L. Holtzman ⓘ Graduate – 1st Degree
Therese M Madden ⓘ Undergraduate – 1st Degree
Michele Yoskovich ⓘ – Admin Assistant 1, Graduate – 1st Degree

Requirements Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
MPA – Program Prereqs	2010	MASTP	0.00	9.33	0.00	0.00	0.0000	✗ Not Met
MPA Core Requirements	2010	MASTR	0.00	9.00	9.00	33.00	3.6660	✗ Not Met
MPA – HR Mgmt Conc	2010	MASTC	0.00	3.00	0.00	11.10	3.7000	✗ Not Met

Degree Audit 📄

[Recalculate Student Progress]

The result will be that you can see what is missing, what is in progress, and what has been met. The top part of the page gives you a summary of the requirements, and if they have been met.

The middle part gives information about each individual requirement, how many hours (units) are needed, how many have been completed, whether the requirement has been met, and the grade that the student has received.

If a course appears on the student's course history, but it does not appear on the Audit, please contact the Registrar's Office immediately.

Aim	Requirement	Year	Description	Hours Needed	Hours Earned	Hours In Progress	Count Needed	Actual Count	Quality Points	GPA	Status
MASTP	MBA PRQ	2009	MBA Program Prereqs	0.00	12.00	0.00	0	4	0.00	0	Met
MASTR	MBA	2009	MBA Core Requirements	0.00	12.00	9.00	0	4	48.00	4.0000	Not Met
MASTC	MBA FN	2009	MBA - Finance Conc	12.00	3.00	3.00	2	0	12.00	4.0000	Not Met

REQUIREMENTS DETAIL SECTION

MASTP   MBA Program Prereqs   Offer Date: 07/28/2008   Enter Date: 10/12/2009

REQUIRED   TAKEN

Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
BUS1100 -- MACROECONOMICS	BUS 1100	Princ Macroeconomics	2.67	3.00	0	1	M	T
BUS1108 -- MICROECONOMICS	BUS 1108	Econ Money/Banking	2.67	3.00	0	1	M	T
FIN ACCT -- Financial Accounting			2.67	3.00	0	1	M	
BUS1224 -- FINANCIAL ACCOUNTING	BUS 1224	Intermed Acctg II	2.67	3.00	0	1	M	T
STATISTC -- Statistics			2.67	3.00	0	1	M	
LDVSTAT -- LD STATISTICS	LDV STAT	Quantitative Methods II	2.67	3.00	0	1	M	T

MASTR   MBA Core Requirements   Offer Date: 07/28/2008   Enter Date: 10/12/2009

REQUIRED   TAKEN

Requirement	Course		Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
BUS4000 -- ORGANIZATIONAL/MANAGE	BUS 4000	01	ORGANIZATIONAL/MANAG	3.00	3.00	0	1	M	L
BUS4040 -- LEGAL & ETHICAL DIMENSIC	BUS 4040	03	LEGAL / ETHICAL DIMENS	3.00	3.00	0	1	M	L
BUS4100 -- MANAGEMENT ACCOUNTINC	BUS 4100	01	MANAGEMENT ACCOUNT	3.00	3.00	0	1	M	L
BUS4108 -- CORPORATE FINANCIAL MA				3.00	0.00	0	0	R	I
BUS4200 -- ENTERPRISE INFO MGMT S				3.00	0.00	0	0	R	I
BUS4208 -- GLOBAL OPERATIONS MAN/				3.00	0.00	0	0	R	I
BUS4400 -- MARKETING PLANNING & AI	BUS 4400	01	MARKETING PLANNING/A	3.00	3.00	0	1	M	L
BUS4980 -- BUSINESS POLICY				3.00	0.00	0	0	R	

**MASTC   MBA - Finance Conc**   Offer Date: Enter Date:

REQUIRED   TAKEN

| Requirement	Course		Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
MBA FN9 -- Finance Conc: 9.0 units (HOU				9.00	3.00	3	1	R	I
BUS4140 -- DERIVATIVES & RISK MAN				3.00	0.00	0	0	N	I
BUS4148 -- INTERNATIONAL FINANCE	BUS 4148	01	INTERNATIONAL FINANCE	3.00	3.00	0	1	M	L
BUS FREE -- Free Elective-3.0 un MAX (H				3.00	0.00	0	0	R	

R means Required
M means Met
T means Transferred in
R I means that it is required, and is in progress
N means Not Met
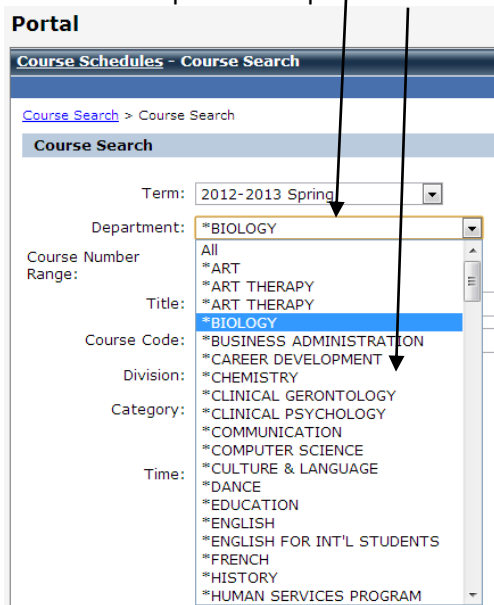L means the requirement was done locally

Course Search

Click Course Schedules on the left hand side
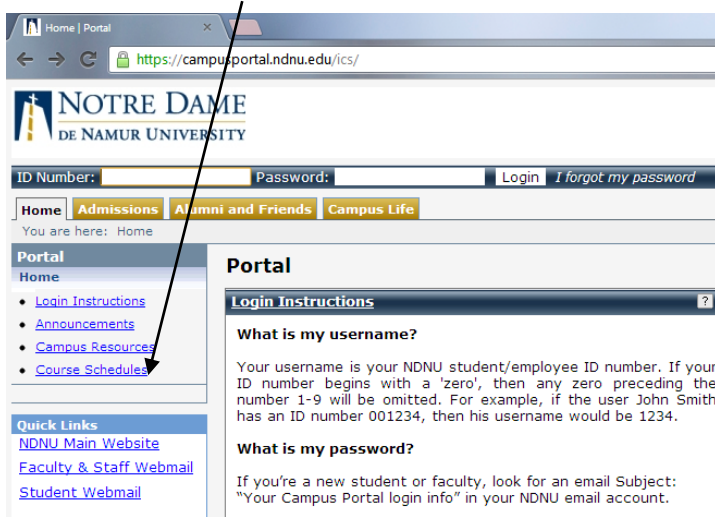
Click Course Search
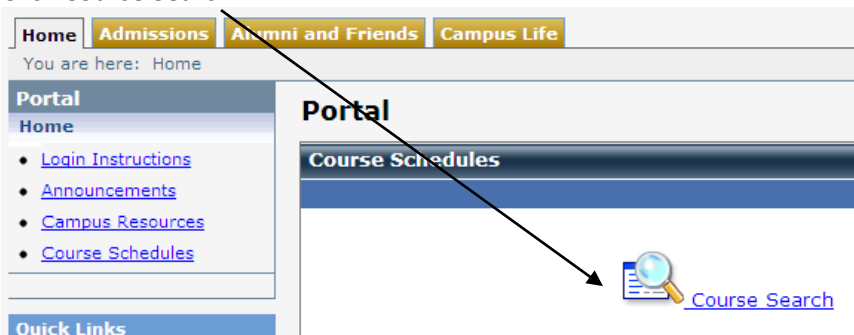
Change the term to the term for which you wish to search. If you are looking for a specific department, choose the department option with a * in front of it (the top part of the menu).

Click Search.

This gives you a list of all the courses in that department that are being offered. On this page, you can see the days and times, the instructor, the building and classroom that a class is being offered in, the number of units, as well as if the class is open or full.

Click on each course for more specific details about the course, such as a course description, a link to textbook information, and any cross-listed courses.

Portal   🖨 Printer Fri

Course Schedules – Course Details

Course Search > Course Search > Course Details

Course Details

GEN BIOLOGY II (BIO 1103 01)   ↩ B

Instructor(s): Guhamajumdar, Monica ⓘ✉;

2012-2013 Spring, Undergraduate - 1st Degree	3.00 Credit(s)
Dept: BIO	Clock Hours: 0.00
Status: O (4 out of 33 seats)	

Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
MWF 11:00 AM-11:50 AM	1/9/2013 - 5/3/2013	NDNU Campus, St. Mary's Hall, 113

Course Description

BIO1103 General Biology II (3) Prerequisite: Grade of C or higher in BIO1101 Three hours lecture. Focuses on the study of microorganisms, fungi, higher plants and animals, their diversity and unity, structure, development, physiology, and classification. Laboratory develops observational skills using prokaryotes and eukaryotes.

View TextBook Information

All courses in the Department, Undergraduate - 1st Degree Division

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
BIO 1103 01	Parent	GEN BIOLOGY II	33	29	0
BIO 6103 01	Child	GENL BIOLOGY II	24	1	0
		Totals:	33	29	0