Viewing Student Term History
Business Process Guide

Updates

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**Attention:** Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

### 1.0 Viewing Student Term History

**Navigation:** Main Menu > Campus Solutions > CWU Student Administration > Student Records > Student Term Information > View Student Term History

Follow the navigation path listed above to access the search page for **Student Term History**.

1. On the search page for **Student Term History**, enter the student’s CWU ID number into the **ID** field.
   
   Or, if the ID of the individual is not known, you may search using the student’s **Last Name** (or a portion of it). This search will display all students whose last name meets the criteria you entered into the search field.

   Another option is to carry out a search using both the **Last Name** and **First Name** fields (may enter just a portion of each). If you wish to use the **First Name** field to search, you must also enter at least a portion of the last name into the **Last Name** field.

2. Click the **Search** button.

3. To clear the information you entered into the fields on this page, click the **Clear** button.
Tips for Viewing Student Term History:

1. **Current Degree Checkout Information** is listed first on the Student Term History page. This indicates programs under which the student has attended as well as any degrees that have been earned. If the student has an **Expected Graduation Term** and **Degree Checkout Status**, these, too, will be indicated on this page.

2. Under the **Term History** header, the **End of Term Status** indicates the student’s status with the University as of the last day of the term.

3. **Academic Load** shows the student load for the term. Please remember that withdrawals and repeats coded in a prior term, an RX or XX will lower the Academic Load displayed.

4. **Form of Study** will most likely show **Enrollment**. The other things you may see here are **Abroad** or **Collaborative** if the student is studying away for either of these reasons.
5. The **Study Agreement** column will display any study agreement value assigned to the student in the term. This column is used to describe the student’s type of study for the term. Possible values include the following:

- **APLE** – Approved Leave of Absence
- **CONS** – Consortium
- **COOP** – Coop Ed – Learning Agreement
- **CSA** – Contract Study Abroad
- **EXC** – Exchange CWU Outbound
- **INTERN** – International Internship
- **ISE** – International Student Exchange
- **NIA** – National Inbound Plan A
- **NIB** – National Inbound Plan B
- **NOA** – National Outbound Plan A
- **NOB** – National Outbound Plan B
- **NSA** – Non-CWU Student Study Abroad
- **None** – No Study Agreement

6. Click the [Return to Search](#) button to return to the search page for **Student Term History** to look up another student’s term history information. Return to the directions at the beginning of section **1.0** above.