Viewing Term History and Academic Standing

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 Term History

**Navigation:**  
Main Menu > Campus Solutions > Records and Enrollment > Student Term Information > Term History

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

**Steps for Viewing Term History:**

1. On the search page for 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.

If there happens to be more than one student by the name on which you searched, then you will need to click on the link (that will appear at the bottom of your search page under Search Results) for the student whose information you wish to view. If there is only one student by that name, or if you search by the student’s ID number rather than name, then your search will take you directly into the student’s information.
To view information about the student’s Term Statistics, refer to the directions in section 1.1 below.

To view information about the student’s Cumulative Statistics, click on the Cumulative Statistics tab at the top of the page or link at the bottom of the page and refer to the directions in section 1.2 below.

To view information about the student’s Academic Standing, click on the Academic Standing tab at the top of the page or link at the bottom of the page and refer to the directions in section 1.3 below.

To view another student’s Term History, click the button to return to the search page for Term History. Return to the directions at the beginning of section 1.0 above.

1.1 Viewing Term Statistics

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Student Term Information > Term History > [Term Statistics]

If you have not already accessed the Term Statistics page, follow the directions in section 1.0 above to do so.
Tips for Viewing Term Statistics:

1. If a student has more than one Academic Career, you may need to click on the View All link in the top header to view all career information vertically down the page, or click the left and right arrows to navigate to a different career.

2. If any negative service indicator, positive service indicator, or FERPA icons appear at the top of the page, you may click on the icon for further information.

3. The Term Statistics page displays the student’s Academic Level at the start of the Term indicated as well as Term Statistics from Enrollment, from Transfer Credit and from Enrollment and Transfer Credit Combined.

4. If you need to view Term Statistics for a different term, click on the View All link in the second header to view all term information vertically down the page, or click the left and right arrows to navigate to a different term.

5. To view information about the student’s Cumulative Statistics, click on the Cumulative Statistics tab at the top of the page or link at the bottom of the page and refer to the directions in section 1.2 below.
6. To view information about the student’s **Academic Standing**, click on the **Academic Standing** tab at the top of the page or link at the bottom of the page and refer to the directions in section 1.3 below.

7. To view another student’s **Term History**, click the **Return to Search** button to return to the search page for **Term History**. Return to the directions at the beginning of section 1.0 above.

### 1.2 Viewing Cumulative Statistics

**Navigation:**

Main Menu > Campus Solutions > Records and Enrollment > Student Term Information > Term History > [Cumulative Statistics]

If you have not already accessed the **Cumulative Statistics** page, follow the directions in section 1.0 above to do so.

**Tips for Viewing Cumulative Statistics:**

1. If a student has more than one **Academic Career**, you may need to click on the **View All** link in the top header to view all career information vertically down the page, or click the left and right arrows to navigate to a different career.
2. If any negative service indicator, positive service indicator, or FERPA icons appear at the top of the page, you may click on the icon for further information.

3. The Cumulative Statistics page shows the student’s Academic Level at the end of the term indicated as well as Cumulative Statistics from Enrollment, from Transfer Credit and from Enrollment and Transfer Credit Combined.

4. If you need to view Cumulative Statistics for a different term, click on the View All link in the second header to view all information vertically down the page, or click the left and right arrows to navigate to a different term.

5. To view information about the student’s Term Statistics, click on the [Term Statistics] tab at the top of the page or link at the bottom of the page and refer to the directions in section 1.1 above.

6. To view information about the student’s Academic Standing, click on the [Academic Standing] tab and refer to the directions in section 1.3 below.

7. To view another student’s Term History, click the button to return to the search page for Term History. Return to the directions at the beginning of section 1.0 above.

1.3 Viewing Academic Standing

If you have not already accessed the Academic Standing page, follow the directions in section 1.0 above to do so.
Tips for Viewing Academic Standing:

1. If a student has more than one Academic Career, you may need to click on the View All link in the top header to view all career information vertically down the page, or click the left and right arrows to navigate to a different career.

2. If any negative service indicator, positive service indicator, or FERPA icons appear at the top of the page, you may click on the icon for further information.

3. The Academic Standing page shows the student’s Academic Standing Status as of the Effective Date indicated for the Term indicated.

4. If you need to view Academic Standing for a different term, click on the View All link in the second header to view all information vertically down the page, or click the left and right arrows to navigate to a different term.

5. To view information about the student’s Term Statistics, click on the Term Statistics tab at the top of the page or link at the bottom of the page and refer to the directions in section 1.1 above.

6. To view information about the student’s Cumulative Statistics, click on the Cumulative Statistics tab at the top of the page or link at the bottom of the page and refer to the directions in section 1.2 above.

7. To view another student’s Term History, click the button to return to the search page for Term History. Return to the directions at the beginning of section 1.0 above.