



View & Print a Student's Enrollment Summary (a.k.a. Class Schedule)

Use this handout to learn how to view and print a student's class schedule by term (a.k.a. the student's Enrollment Summary). **Note to SPIRE B users:** Review a student's Enrollment Summary to double-check the status of your overrides.

View an Enrollment Summary

1. In the left *Menu*, go to **Student Enrollment > Enrollment Summary**. The *Enrollment Summary* search page will open.
2. On the *Enrollment Summary* search page:
 - In the *EmpIID* field, enter the **8-digit ID** of the student whose class schedule you wish to see. If you do not know this ID, enter the student's name in the *First Name* and *Last Name* fields.

The following steps are optional, but they will help narrow your results. Because the *Academic Term* is contingent on the *Academic Career*, performing these steps out of order may give you an error.

- From the *Academic Career* drop-down list, select a career for this student (e.g., **Undergraduate**).
 - In the *Term* field, enter the **4-digit code** for a term (e.g., **1067** for **Fall 2006**) or use the **Magnifying Glass button** () to get a list of valid term codes.
 - Click . The *Enrollment Summary* page will open.
Note: If you did not enter a *Term*, all *Enrollment Summaries* available for this student will open on the *Enrollment Summary* search page. If multiple students match your criteria, all their *Enrollment Summaries* (for all available *Terms*) will open on the *Enrollment Summary* search page. Click the **Enrollment Summary** link for the student/term you wish to see.
3. On the *Enrollment Summary* page:
 - In the blue navigation bar, click **View All** to see all the courses for which the student has registered.
 - Click the **Magnifying Glass button** () to left of each *Class Number* to access the course's *Class Detail* page in the *Schedule of Classes*.
Note: On the *Class Detail* page, click **Close** to return to the *Enrollment Summary* page.
 - Click the **Term Statistics** tab to view a breakdown of the credits your student is attempting for this term (e.g., number of units *In Progress*, any *Test Credit*, etc.). If this is a past semester, the student's term GPA will appear on the *Term Statistics* tab.


Print an Enrollment Summary

A. *Print directly from your browser*



Refer to your **Run & Print an Unofficial Transcript or Transfer Credit Evaluation Report** handout for more information.

- OR -

B. *Use SPIRE's print function*

1. On the *Enrollment Summary* page, in the upper right corner, click [Print Study List](#) (this will prepare the page for printing). A *Saved* message will appear in the upper right corner. Proceed to *Step 2*, even if it seems that nothing happened.
2. Click [Report Manager](#). A new page will open.
3. On the *Administration* tab:
 - In the upper right corner, click , then wait for the *Status* to change to **Posted**. In the *Description* field, **Individual Student Study Rpt** becomes an active link.
 - Click **Individual Student Study Rpt**. A PDF copy of your *Enrollment Summary* will open in a new browser window.

Note: Because the PDF copy of your report will open in a new window, your browser may 'read' this window as a pop-up. Make sure your pop-up blocker is disabled before you click the **Individual Student Study Rpt** link.

- a. *Internet Explorer 6.x* (Windows XP): In the lower right corner of any page, right-click the  icon, then select **Temporarily Allow Pop-ups**.
- b. *Firefox 1.x* (Windows XP): In the lower right corner of any page, click the  icon, then select **Allow popups for spire.umass.edu**.
- c. *Safari 1.x* (Mac OS X): Open the **Safari** menu (top of the page), then make sure **Block-up Pop-up Windows** is not selected.