How to Look Up a Submitted Student Course Request-Tips and Tricks

Would you like to see what your student submitted on their course request?

Follow the below directions to view a submitted student course request.

1. Check the term you wish to work in.
   a. Fall 2018

2. Go to the Online Student Scheduling Dashboard.

3. Select the inverted carrot.

4. Select my students and the click search or enter then name/or PUID with one leading zeros at the bottom of the dialog box.
5. Select the Students Tab

6. Click on the student that you wish to view their course request.

7. Select the Course Request tab in the dialog box displayed. This will show you what the student submitted on their course request.