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

Would you like to see what your student submitted on his/her 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 caret.

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

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

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