

### Registering Students from within Student Academic Records

Toggle between Admin and Student View of the Academic Records

View the Registration Transaction Log to see their entire history of Registration Activity

Drop Classes and Modify Student Records

Add Classes directly to the student record and Skip Registration Conflicts

The screenshot shows the 'Academic Records' page for a student. The left sidebar contains navigation links: Academic Administration, Advising / Degree Audit, Campus Services, Course Management, Financial Aid, Registration, Student Financials, Student Lists, Student Records, Academic Records, Enrollment and Program Summary, Transcript and Certification Requests, View My Degree Application Status, My Info, and Vergil Admin. The main content area shows enrollment history for Fall 2024 and Spring 2024. Callouts point to various features: 'Admin view' toggle, 'Registration Transaction Log' button, 'Drop class(es)' button, '+ Add Class(es)' button, and two modal windows: 'Drop Students from Financial Accounting' and 'Add Student(s)'. The 'Add Student(s)' modal includes a list of skip registration conflicts and checkboxes for selecting all, class not open, pre-requisites, conflicts, already taken, max class load, max credit load, and class full.

**Academic Records**

This is an overview of your Enrollment History. Expand each Term or Show All sections to view your grades.

**Fall 2024 - COLUMBIA COLLEGE** Completed Credits: 0.00 Attempted Credits: 3.00 Term GPA: -

Call Number	Course	Section	Title	Credits	Grade Value	Grade Option	Grade
10004	MATH202UN	001	CALCULUS IV	3.00	0.00	Standard	-

**Spring 2024 - COLUMBIA COLLEGE** Completed Credits: 0.00 Attempted Credits: 5.50 Term GPA: -

Call Number	Course	Section	Title	Credits	Grade Value	Grade Option	Grade
14430	ACCT7007B	002	Financial Planning & Analysis	1.50	0.00	Standard	-
14280	MATH4043GU	002	ALGEBRAIC NUMBER THEORY	0.00	0.00	Standard	-
14344	POLST001UN	111	POLITICAL THEORY I	4.00	0.00	Standard	-

**Drop Students from Financial Accounting**

Drop Reason \*  
Drop with No Refund (DR)

Selected Students

Student Name	UID	Registered Date	Grade
Ima Amer	1442008	Dec 5, 2024	-

☐ Notify student(s)

**Add Student(s)**

Skip registration conflicts

Complete this section if you would like to skip any registration conflicts. Checked conflicts will result in students with these conflicts being added to the class. Unchecked conflicts will result in students with these conflicts not being added to the class.

☐ Select all

☐ Class is not open to student's School or Program

☐ Student does not meet pre-requisites for the class

☐ Class conflicts with a class already on student's Schedule

☐ Student has already taken the course

☐ Student has reached max class load for the term

☐ Student has reached max credit load for the term

☐ Student has reached max credit load for waitlisted and registered classes for the term

☐ Class is full

☐ Notify student(s)

**Add Class(es)** 2025 ▼ Fall Spring Summer

AVAILABLE CLASSES

Call Number	Class Identifier	Class ID
Call Number e.g. 12345		