

## Academic Summary in Enroll and Pay

Students will navigate to KU View Academic Summary to get this information.

The screenshot shows the 'Enroll & Pay' page with a navigation bar containing 'Favorites', 'Main Menu', and 'Enroll and Pay'. Below the navigation bar is a breadcrumb trail: 'Main Menu > Enroll and Pay >'. The main heading is 'Academic Records' with a sub-heading 'View grades and advisors and request transcripts and verification reports.' There are two main options: 'KU Academic Summary' (View an unofficial copy of your academic record by career.) and 'My Course History' (View a list of courses you have completed).

Student will select the appropriate Academic Summary -- student clicks on **view report**  
Student can click on view all requested reports at the bottom to view previous academic summaries.  
Another browser window will open (popups have to be allowed) with the report information.

The screenshot shows the 'KU Academic Summary' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Enroll and Pay', and 'Student Center'. Below this is a search bar and a navigation menu with buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The main heading is 'KU Academic Summary'. Below the heading, there is a instruction: 'Choose an institution and report type and press View Report'. A warning message follows: '\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*'. The form has two dropdown menus: 'Academic Institution' (set to 'University of Kansas') and 'Report Type' (with a dropdown menu open showing options: 'Graduate Academic Summary', 'Law Student Academic Summary', 'Undergrad KUMC Acad Summary', and 'Undergraduate Academic Summary'). A green 'view report' button is circled in blue. Below the form is a green button labeled 'VIEW ALL REQUESTED REPORTS'. At the bottom, there is a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics', and a search bar with 'go to ...' and a search icon.




Close the new window and go back to Enroll and Pay and your report will be listed and can be view again another day. All reports will be deleted once a month but new reports can be created.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

**KU Academic Summary**

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**Previous Requests**

Find   View All    First  1 of 1  Last						
	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
<a href="#">view report</a>	11/21/2012	Undergrad KUMC Acad Summary	UKANS	stdt_sp	Immediate Processing	11/21/2012

[CANCEL](#)

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ...  