JOB AID

Student Financials: Review Enrollment

05/13/2021
In this Job Aid, we will review a necessary step to take when a student’s tuition is not calculating correctly, which involves reviewing a student’s enrollment. This task can be completed one of two ways.

- You will first need to login to Campus Solutions at student.msu.edu.

### Review Enrollment

**Navigation (Option 1):** NavBar > Records and Enrollment > Enroll Students > Enrollment Request Search

1. Enter ‘MSU55’ as the **Academic Institution**, then click **Search**.

2. The **Enrollment Request Search** page will populate. Enter the student’s Academic Career, the term you are searching for and the student’s ID number, then click **Search**.
   - After clicking **Search**, all attempts to enroll a student into a class will populate in the **Enrollment List** section at the bottom of the page.
i. For the purposes of this Job Aid, the most important things to look for on this page are when the student was enrolled and what they were enrolled in.

ii. The current page shows **Fields 1 – 7**, where you can see what the student is enrolled in; click the ‘Show All Columns’ button (outlined in the upper right of the Enrollment List section) to see all fields at once, which will show when the student was enrolled in the class (which would otherwise be shown by clicking on the **Fields 8 – 11**).

**Navigation (Option 2):** NavBar > Records and Enrollment > Enrollment Summaries > Enrollment Summary

1. Enter the student’s ID, academic career and term, then click **Search**.

The student’s enrollment summary for the selected term will appear. You may toggle between **View All** and **View 3** mode my clicking the button outlined in the upper right.