

Step 1
Logon to
Counselor
Desktop

Step 2
Click
“Contract
Courses” to
view
student’s
Contract
Courses
page

Step 3
Edit a contract
by clicking on
the contract’s
status

(000-000-000) BRUIN, JOSIE New

College Counseling Unit: Academic Advancement Program

Student Contract Courses						
ID	TERM	COURSE	FACULTY MENTOR	UNITS	STATUS	
000062	05W	Poli Sci 195	HARRISON	4	Pending	
000052	05W	Poli Sci 99	WASHINGTON	2	Approved	
000036	05W	Poli Sci 198B	REVERE	4	Approved	

Student name: Bruin, Josie
College/School: LS



Student ID: 000-000-000
Major: Political Science

Contract Detail

Contract ID: 000062 Course: Political Science 195
Term: 05W Faculty Mentor: Harrison, B.

Step 4
Use the "update"
field to make
changes. Click
"save" to send
enrollment
request or store
comments/
changes

Update

Status: Pending
Pending
Approved
Denied
Withdrawn

Grade type:

Units:

Comment internal:

Comment to student:

Warnings

Faculty Mentor Contracts: 7

Term 195-199 units: 4
Cum Units 195-199: 8
Class standing: JR
Incompletes: 0
Enrolled Units: 4

Action Log

Date	Action	User	Detail
1/19/2005 10:33:00 AM	Enrollment Request Add	Roberts, Julia	Status: Succeeded
1/18/2005 2:33:00 PM	Enrollment Request Add	Roberts, Julia	Status: Failed
1/18/2005 2:32:00 PM	Contract Status Changed	Roberts, Julia	Approved
1/13/2005 3:33:00 PM	Course Created	Bruin, Josie	Section 12
1/13/2005 3:32:00 PM	Contract Created	Bruin, Josie	



Enrollment request sent