Viewing a Student’s Term History

This guide will cover how to access and view a student’s term, cumulative statistics and academic standing per term.

1) From the Catalyst Staff Homepage, select the Student Programs & Enrollment Tile and then open the Term Processing folder listed on the Navigation Collection (left side of the page).

![Staff Homepage](image)

2) Next select Term History. A new window tab will open to the Term history page. On the new screen, enter the student’s Catalyst ID then choose Search.

![Term History](image)

CAMPUS ID: You can also search based off the student’s M# by entering it in the Campus ID field.

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Version Date: 10/15/2018
3) On the Term History page, there are three tabs.

- **Term Statistics** includes a summary of a student’s term record. Information that will display include Enrollment, Transfer, and Combined credits hours.

- **Cumulative Statistics** shows a summary of the student’s cumulative enrollment statistics, transfer credit statistics, and combined enrollment and transfer credit statistics for a specific term.

  The cumulative statistics that are displayed will include data accumulated from the beginning of the student’s academic career to the term which is being viewed.

- **Academic Standing** is used to place academic standing actions (probation, suspension, dismissal, etc.) on a student’s term record.

  College academic actions are posted manually and university academic actions are posted in batch. Manually academic standing postings will have the Manual Override box selected.

**EFFECTIVE DATE vs. ACTION DATE:** Effective Date is the date the academic standing action will go into effect. The Action Date is the date the academic standing was created through batch or manual process.