

This document will guide you through the steps necessary to view and/or print a student's schedule (enrollment summary).

1. Log into **PeopleSoft**
2. In the **Menu**, navigate to:  
**Records and Enrollment → Enrollment Summaries → Enrollment Summary**
3. Type in the **ID**  
- Or search by other data if necessary
4. Choose a **Career**-  
- Credit Career – **Semester Credit**  
- Training Solutions Career – **Non-Credit**  
- Job Training Career – **Job Training**
5. Choose the **Academic Institution – GRCC1**
6. Choose the **Term**  
- Or leave blank and then choose the term from the list that will appear after you [Search]
7. Click [**Search**]
8. To print, click on the **Print Study List** link on the upper right side of the schedule  
- You will see **Saved** appear and disappear from the upper right-hand corner of the page
9. Click on the **Report Manager** link on the upper right side of the schedule
10. Click on [**Refresh**] about every ten seconds until:  
- **Posted** appears in the Status column and  
- A **Details** link appears in the Details column
11. Click on the **Details** link
12. In the File List, click on the file that ends in **.PDF**
13. Click on the **Print** button in the Browser window to print