



**demodiv**



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# Fall Student Maintenance

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Include the short page introduction here.

## Modify a record:

[Select a student](#)

To retrieve a student's records, select the student in one of the following ways:


|                            |   |
|----------------------------|---|
| <b>Stu ID</b>              | Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.   |
| <b>Stu Name</b>            | Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> <p>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.</p> |
| <b>Texas Unique Stu ID</b> | Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.   |
| <b>Directory</b>           | Click <b>Directory</b> to select a student from the <a href="#">directory</a> .   |
| <b>Field</b>               | <b>Description</b>  |
| <b>Campus ID</b>           | CAMPUS-ID-OF-ENROLLMENT (E0782)<br>Type or select the three-digit campus ID.  |
| <b>Pass/Fail</b>           | PASS/FAIL-CREDIT-INDICATOR-CODE (E0949)<br>Code table: C136<br>Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported.<br><br>Rule 43415-0036: If a student passed a course where <b>Dual Credit</b> is selected and <b>Course Sequence</b> is 0, 2, 5, or 9, then <b>College Credit Hrs</b> must be greater than 0.  |

Click **Save**.

\*\*NOTE:

## Other functions and features:

 [Delete a row.](#)

Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.



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