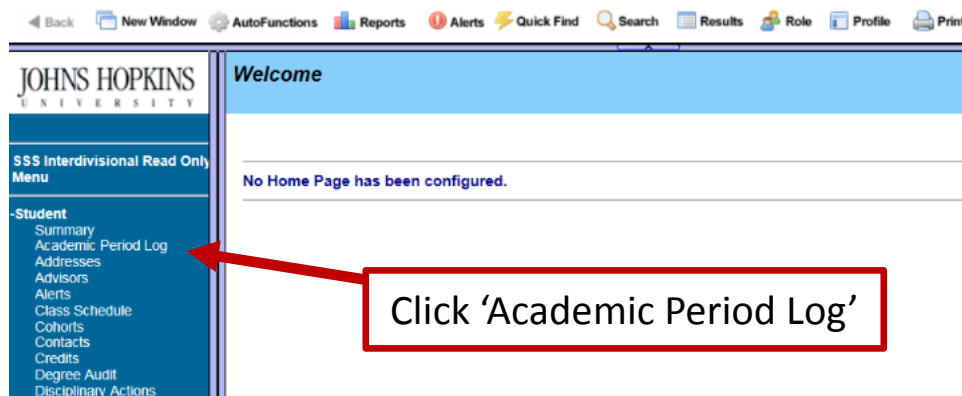
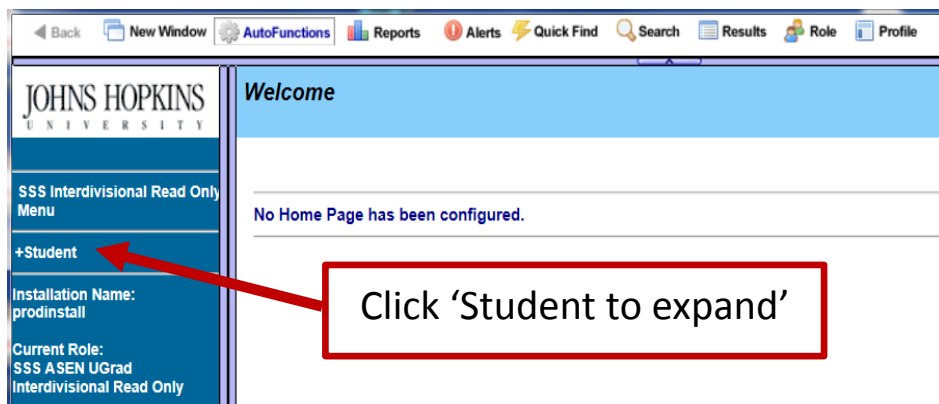
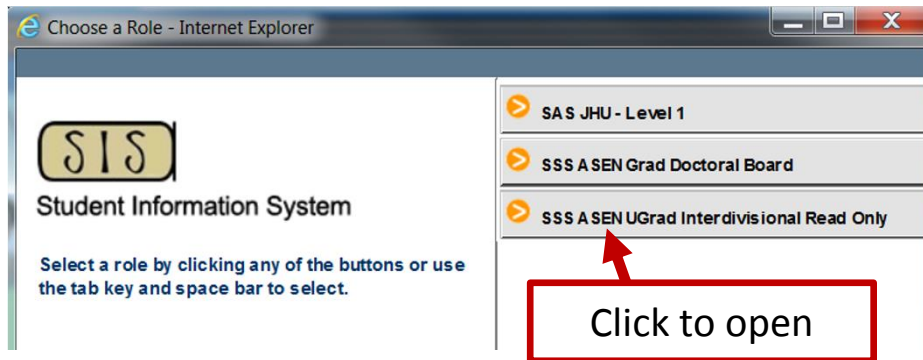


Step – 2 Verify Student Eligibility

Now that you are logged in, you need to select the appropriate role, follow the instruction below. See arrow...



Once in the Academic Period Log, you will be able to search for the student's registration status using either Name or Gov. ID (SSN)

- Be sure to select ALL Students from the dropdown to ensure that the student's information will populate even if they are not currently registered (i.e., graduated, etc.).
- If unable to find the student by Name or SSN, use the wildcard search. To do this, enter the % sign after partial entries (i.e. Smith, D% -or- S% and D%).

The screenshot shows the 'Search for Students' web application interface. On the left is a blue navigation menu for 'JOHNS HOPKINS UNIVERSITY' with 'Academic Period Log' selected. The main content area is a search form titled 'Search for Students -- Webpage Dialog'. The form includes fields for 'My Queries', 'Last Name', 'First Name', 'Middle Name', 'Person ID', 'Govt. ID', 'View' (a dropdown menu), 'Type/Subtype', 'Student Status', 'Start Academic Period', 'YOS', 'Academic Program', 'Degree', 'Major', and 'Classification Package'. At the bottom are buttons for 'Advanced Search', 'Set Default Cursor', 'Lookup By ID', 'Find', 'Clear', and 'Cancel'. Red annotations highlight key features: a box labeled 'Enter Student's Name (Last & First)' points to the 'Last Name' and 'First Name' fields; a box labeled '- OR - Govt. ID (SSN)' points to the 'Govt. ID' field; a box labeled 'From dropdown, select 'All Students'' points to the 'View' dropdown menu; and a box labeled 'Click 'Find' to search' points to the 'Find' button.

In order to work through Student Employment Services, students MUST be registered full-time in the school of A&S or Engineering (ASEN). This includes ASEN part-time programs AAP and EP.

- If 'Full-Time' does NOT appear in the Classification field, contact Student Employment Services. There are some unique cases where a student can be less than full-time, but still be eligible to work.

JOHNS HOPKINS UNIVERSITY

Student Academic Period Log - Duck, Donald A B M S

ID1- AB123 T/ST- ASEN - Ugrad/Bachelors AP- AS

Type/Subtype: Academic Period:

Expected Graduation:

End of Transcript Note:

Program of Study Information:

| Academic (Status) | Minor (Status) |
|-------------------|---------------------------------------|
| AS (Active) | Marketing and Communications (Active) |

Summary Alt+2

| | | | |
|----------------------------|---|--------------------------|---|
| Reporting Division | <input type="text" value="AS"/> | Other Type Subtypes | <input type="text" value=""/> |
| Residency | <input type="text" value=""/> | Year of Study | <input type="text" value="AE UG Senior"/> |
| Classification Package | <input type="text" value="AE Ugrad Bachelors"/> | Classification | <input type="text" value="Full-Time"/> |
| Acad. Discipline Status | <input type="text" value=""/> | Behav. Discipline Status | <input type="text" value=""/> |
| Student Status (Substatus) | <input type="text" value="UG Current"/> | Advisors | <input type="text" value=""/> |

Transcript Notes:

Person Cohorts:

Student Cohorts:

Person Alerts (Holds):

Student Alerts (Holds):

Enrollments Alt+3

More... Alt+4

Callouts:

- Match spelling of student's name with name on ISR
- Confirm student's eligibility MUST be ASEN
- Enrollment Status