

# Finding Students Enrolled without a Schedule

To identify students enrolled on your campus without a schedule, follow these steps:

1. From the Start Page, click on **View Field List**.
2. After clicking on **View Field List**, you will scroll to the **Student Search Code** section and select **\*number\_of\_classes**.
3. After clicking on **\*number\_of\_classes** the search code will populate in the search field on the start page. In front of the search code add **=0**
4. Hit **enter** on your keyboard or the **magnifying glass icon** to search for the students.
5. Your Cf -0. View Field List (nt) 21 4-1 Ser 6 (de) 0) 1 / 71218 Te 0 018 Tw 2.43[(S.7 1.8 (el)-9.1 (ect.7 4.3-1i)-9.)



**NOTE:** Review student credits to make sure they have a full schedule.