

BOSTON COLLEGE



Academic Record Guide

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Accessing Student Info/Academic Record Tabs

- 1. Sign in to the Agora Portal using your BC credentials.
- 2. Select the EagleApps link in the Academics and Courses area.

If you don't see the link as shown below, and you require access, please submit a Student Services Access Request ticket using the link below:

Ag	jora Portal
	Academics and Courses
	Bookings Interface
	Canvas Learning Management System 🗗
	Course History
	Course History (EagleApps)
	Course Information and Schedule
L	EagleApps 🗷
	EagleApps Course Information and Schedule 🗹
	Enrollment Certification Request
	Navigate Academic Support 🗗
	Transcript Request and Status
	iClicker@bc 🗹

https://bc.teamdynamix.com/TDClient/2035/Portal/Requests/TicketRequests/NewForm?ID=44796

Access requests are generally approved and granted within 48 hours.

About the Academic Record Tabs

This Academic Record tabs are primarily used by Department Administrators, Student Advisors, and Student Services. The majority of the tabs only allow you to view academic information about a student, although a few tabs allow you to add and edit certain parameters.

The following example shows the Academic Record tabs that are accessed from the Student Info area in EagleApps.

EagleApps Stu	udent Info
Student - Grading	
Student Info 🔸	Profile
Program Enrollment	Contacts
Search	Athletics
Course Usage	Grades and GPA
Admission Application	Course History
Merge	Program Enrollment
	Advising
	Comments
	Documents
	Exams
	Audit Logs
	Admission
	Degrees
	External Education

Basic Navigation

When you open any of the Academic Record tabs, the main screen will look very similar to the sample screen below. It contains:

- A field in the upper left-hand corner of the screen where you can enter a student's name or ID.
- A black student context header that displays the student's name, ID, school, major, and security settings. Click the right arrow (>) to display a photograph of the student (if available).
- A letter i icon provides screen level help about student registration.
- Academic Record tabs are displayed at the top of the screen.

EagleApps Student Info		✓ ☆
Student - Grading - Home Course Offering	Advising Scheduling	Admin Graduation General Documents
Admin Registration Curriculum		Help Text Icon
Student ID Field	Click right arrow to ex	pand Student Context Header
	Lynch School	*MEAS-PHD, Spring 2024 (Graduate / Msrmnt, Eval, Stat, Assrfervening)
Privacy Academic record: Private	Biodemographics: Photo: BC Use Private	Local address: Total: BC Use Title: Private BC Use
Profile Contacts Athletics Grades and GPA	Course History Program Enrollment	Advising Comments Documents Exams Audit Logs
Admission Degrees External Education	P	Academic Record Tabs

In the main screen, enter the name or ID of the student that you want to view in the Student ID field.

Profile Screen

The Profile screen provides basic demographic information about the student. This information includes

- The student's ID
- The student's date of birth
- The student's religious affiliation (if any)
- The student's ethnicity
- The student's disability (if any)
- The student's native language

Private Private Private Private Private Private Private Title: Private Profile Contacts Athletics Grades and GPA Course History Program Enrollment Advising Conments Documents Exams Audit Logs Admission Degrees External Education Name Information Id: # Profile Other Information Id: # Other Information Id: # Other Information Id: # Other Information Id: # Disability Information # Id: # Disability Information # Id: # Disability Information # Id: # Name Longuage Id: # Name Longuage Id: # Other Information # Id: # Other Information # Id: # <th><</th> <th></th> <th></th> <th>Lynch School</th> <th></th> <th></th> <th>*MEAS-PHD, Msrmnt,Eval,</th> <th>Stat Assmn</th> <th>Spring 2024 (</th> <th>Graduate / Eveni</th> <th>ng)</th> <th></th> <th>></th>	<			Lynch School			*MEAS-PHD, Msrmnt,Eval,	Stat Assmn	Spring 2024 (Graduate / Eveni	ng)		>
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Name Information Id: Type Type <td< td=""><td>Profile Contacts Athletics</td><td>Grades and G</td><td>PA Course History</td><td>Program Enrollment</td><td>Advising</td><td>Comments</td><td>Documents</td><td>Exams</td><td>Audit Logs</td><td>Admission</td><td>Degrees</td><td>External Education</td><td>n</td></td<>	Profile Contacts Athletics	Grades and G	PA Course History	Program Enrollment	Advising	Comments	Documents	Exams	Audit Logs	Admission	Degrees	External Education	n
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Type (x) Num Prelix (x) First Num (x) Num bar (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Prelered Name Num (x) Num (x) Num (x) Num (x) Prelered Name Num (x) Num (x) Num (x) Num (x) Prelered Name Num (x) Num (x) Num (x) Num (x) Prelered Name Num (x) Num (x) Num (x) Num (x) Prelered Name Num (x) Num (x) Num (x) Num (x) Prelered Name Num (x) Num (x) Num (x) Num (x) Outload States of America Num (x) Num (x) Num (x) Num (x) United States of America Disability Information (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x) Num (x)	ld: 🖉	l											
Name Preferred Name Citizenship Information Id: Citizenship Information Id:	Tuna (Z Nama Prafix (Z.	First Name 17	Middle Name (2) a	et Name 17 Name Suffix	12		2						
Preferred Name Verean type: w Marital Status: w Single Citizenship Information w Religion Information w Id : w Id : w United States of America Disability Information w Id : w Id : w			mode name us La	straine us name sumx									
Citizenship Information @ Id: @ Id: @ United States of America Ethnicity Information @ Id: @ Id: @ Disability Information @ Id: @ Native Language													
Citizenship Information Id : w Id : w Id : Id : w w w w w w w w w w w w w w w w	Freieneu Name							Single					
Id: ∞ United States of America Ethnicity Information ∞ Id: ∞ Id: ∞ Native Language						Residency Statu	s: 🕼						
Id: α Id: α United States of America Ethnicity Information α Id: α Id: α	Citizenship Information @					Religion Info	ormation @						
United States of America Ethnicity Information @ Disability Information @ Id: @ Id: @		6							6				
Ethnicity Information Disability Information Id: a Vibia Id:													
Id : 🖉 🔂 Id : 🖉 🔂	United States of America												
Id: 🖉 🔂 Id: 🖉 🔂													
Id: 🖉 🔂 Id: 🖉 🔂	Ethnicity Information					Disability In	formation 🕝						
White Native Language		B				-			F h				
Native Language													
	White												
	Native Language												

Contacts Screen

The **Contacts** screen provides the following information about the student:

- Primary email address (usually the student's BC email address)
- Forwarding email address (if any)
- Home phone and cell Phone (may be the same phone number)
- Emergency phone number
- Home address
- Local address (BC campus address)
- Custodial parents' address and phone number

	<		Lynch School		*MEAS-PHD, Msrmnt Eval	, Spring Stat,Assmn Evenin	2024 (Graduate /		>
	Privad	cy Academic recor Private	rd: Biodemographics: Private	Photo: BC Use	Local address: E Use			: Private	
Profile Contacts A External Education	Athletics Grad	les and GPA Co	ourse History Program	Enrollment Advising	Comments	Documents	Exams Audi	it Logs Admission	Degrees
Primary Email :				Forwar :	rding Email				
Home Phone :					ency Phone				
Cell Phone :									
Home Address :				Local A	Address :				
Custodial Parent Address	:			Custodial Pa	rent Phone :				
Maura Szendey									
Andrew Szendey									

Athletics Screen

The **Athletics** screen enables sports coaches to register students for a sport.

The **Find Sport and Add to Student** drop-down menu enables you to select a sport type, search for a sport by name, and select a season when the sport is played.

	< Priva	icy Academic record: Private	Lynch School Biodemographic Private	s: Photo: BC Use	*MEAS-I Msrmnt, Local addre BC Use	Eval,Stat,Assr firv		luate / Title: Private		>
Profile Conta Admission De	egrees External E	Grades and GPA	Course History	Program Enrollment	Advising	Comments	Documents	Exams	Audit Logs	
Sports Sport Type ≑	Code ≑	Name 🗘	Season 🖨	Admin Org	÷	Date ≑	Expirat	ion Reason ≑	Action	+ ©
			N	o Athletic Participant Found	11					

Click the **Plus** (+) sign next to Actions to display the **Find Sport and Add to Student** Dialog. The dropdown menu provides three selections:

- The Sport Type
- Search for a sport by name
- Select the season when the sport is played

Find Sport and Add to Student			
Sport Type:	NCAA	* -	
Sport :	BASKETBALL-W	× -	
Season:	2030-2031 Academic Calendar	× -	
			Search
			Cancel

Click the **L** inside the circle to display the **Sport Change History** dialog. The drop-down menu allows you to update the following information:

- The Sport Type
- The Code Name of the sport
- The season when the sport is played
- The administering organization for the sport
- The date when the sport starts
- The reason the student is no longer allowed to participate in this sport

Grades & GPA Screen

The **Grades & GPA** screen provides a running history of the student's GPA since the first semester of enrollment at Boston College, continuing up to the current semester.

This screen allows you to view an at-a-glance historical view of the student's courses, credits attempted, program that the student is enrolled in, GPA credits, GPA points, grade points, and GPA.

This is considered sensitive student data and only a subset of users at Boston College are authorized to view this data per FERPA regulations. Users not authorized to view grades and GPA data do have access to course history information for the student via the Course History tab.

The **Cumulative** window lists the following information:

- The student's GPA
- The number of credits attempted
- The number of credits earned
- The student's GPA
- The term that the student was enrolled
- Related course information is listed, which includes the Course Code, Course Title, Course State (for example, Registered), Instructor's Name, and the Assigned Value for the Course (Letter Grade, Pass/Fail, or Audit)

	<	Privacy		Lynch School iodemographics: I rivate	Photo: BC Use Lo	*MEAS-PHD, Msrmnt,Eval,Stat,Assm cal address: BC Use		Graduate / Evening) Title: Private	
Profile Cont	acts Athletics	Grades and GF	Course History Progr	am Enrollment Advisin	g Comments Docume	nts Exams Au	dit Logs Admiss	ion Degrees Exte	rnal Education
ogram: GSEHE		rogram Type St redential Program Fa	art Term End Term Student Statue II 2018 Spring 2024						
and All Collapse All	Show Empty Terms R	tecalculate Academic Re	cord						
Cumulative	1					C Attempted Earned 48.0	GPA Credita 1		~
erm Name 👙	Course Code 👙	Activity Coo	le ≑Course Title ≑	State 🕁	Instructor Names 😄	Credits Attempted	Assigned Grade Scale	Assigned Grade Value Credits Ea	arned Type 😄 🕇
Fall 2018	ERME7462	01	Assessment and Test Construction	Registered	RUSSELL, MICHAEL K	3.0	Letter	3.0	Course
all 2018	ERME7466	01	Program Evaluation I	Registered	GATES, EMILY F	3.0	Letter	3.0	Course
Fall 2018	ERME7469	01	Intermediate Statistics	Registered	WARFIELD, MARJORIE	3.0	Letter	3.0	Course
pring 2019	ERME7467	01	Program Evaluation II	Registered	GATES, EMILY F	3.0	Letter	3.0	Course
pring 2019	ERME8667	01	General Linear Models	Registered	LI,ZHUSHAN	3.0	Letter	3.0	Course
pring 2019	ERME8669	01	Psychometrics I:Classical Test Theory&R	sch Models Registered	LUDLOW, LARRY H	3.0	Letter	3.0	Course
all 2019	APSY8851	01	Design of Qualitative Research	Registered	MCQUILLAN, PATRICK J	3.0	Letter	3.0	Course
all 2019	ELHE7103	01	Education Law and Public Policy	Registered	MUNIZ CASTRO, RAQUEL	3.0	Letter	3.0	Course
all 2019	MESA8864	01	Survey Methods in Educational and Socia	Research Registered	HOOPER, MARTIN J	3.0	Letter	3.0	Course
pring 2020	MESA7561	02	Evaluation and Public Policy	Registered	BRAUN, HENRY I	3.0	Letter	3.0	Course
pring 2020	MESA8668	01	Multivariate Statistical Analysis	Registered	LI,ZHUSHAN	3.0	Letter	3.0	Course
pring 2020	MESA8724	01	Technology Enhanced Assessment	Registered	RUSSELL, MICHAEL K	3.0	Letter	3.0	Course
ummer 2020	EDUC8810	01	Academic Writing for Multiple Audiences	Registered	WARGO, JON M	3.0	Letter	3.0	Course
all 2020	MESA7601	01	Introduction to Mathematical Statistics	Registered	BRAUN, HENRY I	3.0	Letter	3.0	Course
all 2020	MESA8862	01	Design of Experiments	Registered	O'DWYER,LAURA	3.0	Letter	3.0	Course
all 2020	MESA9960	01	Seminar in Educational Measurement and	Research Registered	VON DAVIER, MATTHIAS	3.0	Letter	3.0	Course
pring 2021	MESA8670	01	Psychometrics II: Item Response Theory	Registered	LI,ZHUSHAN	3.0	Letter		Course
Spring 2021	MESA8861	01	Multilevel Regression Models	Registered	O'DIVYER,LAURA	3.0	Letter		Course

Grades and GPA information for individual semesters is displayed in separate windows under the Cumulative window, with the most recent semester listed first.

2021 SPR		School	Level	Degree	Major(s)	Varations(s)	Grad Term	Status	(: A1	redits Credits ttempted Earned 4.0 48.0	GPA Credits GradePts				
01-01-2021 - 05	5-10-2021	GSEHD	GRAD	MA, PHD	MEA S-PHD	GSOE016	Spring 2024	Graduate / Evening	T G	redits Credits ttempted Earned	GPA Credits GradePts	GPA Enrollmer Status Result Full-time	t Class Standing Freshmen		`
ferm Name 😄	Course Code 👙	Ac	tivity Code	e Course Title	÷		State 😄	Instructor Names 👙		Credits Attempted	Assigned Grade Scale	Assigned Gr Value	ade Credits Earned	Type $_{\oplus}$	
Spring 2021	MESA8670	01		Psychometrics	s II: Item Response	Theory	Registered	LI,ZHUSHAN		3.0	Letter			Course	
Spring 2021	MESA8861	01		Multilevel Reg	ression Models		Registered	O'DWYER,LAURA		3.0	Letter			Course	
2020FALI		School	Level	Degree	Major(s)	Varations(s)	Grad Term	Status	(C A1	redits Credits ttempted Earned	GPA Credits GradePts	GPA			
09-01-2020 - 12	2-31-2020	GSEHD	GRAD	MA, PHD	MEA S-PHD	GSOE016	Spring 2024	Graduate / Evening	T G	8.0 48.0 redits Credits ttempted Earned		Result	Standing		
									9.	.0 9.0		Full-tim	e Freshmen		
Ferm Name ≑	Course Code ≑	Ac	tivity Code	e Course Title	÷		State 😄	Instructor Names 😄	- 9.		Assigned Grade Scale	Full-tim Assigned Gr Value		Type 🌲	
· · · · ·	Course Code 😄 MESA7801	Ac: 01	-		≑ Mathematical Stati:	stics	State ⊕ Registered	Instructor Names BRAUN, HENRY I	9.	Credits d	Assigned Grade	Assigned Gr	ade Credits 😄	Type ≑ Course	
Fall 2020					Mathematical Stati	stics		*	9.	Credits Attempted	Assigned Grade Scale	Assigned Gr	ade Credits ⊕ Earned		
Fall 2020 Fall 2020	MESA7601	01		Introduction to Design of Exp	Mathematical Stati		Registered	BRAUN, HENRY I	9.	Credits Attempted 3.0	Assigned Grade Scale Letter	Assigned Gr	ade Credits Earned	Course	
Fall 2020 Fall 2020 Fall 2020	MESA7801 MESA8882 MESA9980	01		Introduction to Design of Exp	Mathematical Stati		Registered	BRAUN,HENRY I O'DWYER,LAURA	C A	Credits Attempted 3.0 3.0 3.0 redits Credits Credits	Assigned Grade Scale Letter Letter Letter	Assigned Gr Value	ade Credits Earned 3.0 3.0	Course	
Term Name ⊕ Fall 2020 Fall 2020 Fall 2020 Pall 2020 0€-01-2020 - 08	MESA7801 MESA8882 MESA9980	01 01 01		Introduction to Design of Exp Seminar in Ed	o Mathematical Stati veriments lucational Measuren	nent and Research	Registered Registered Registered	BRAUN,HENRY I O'DWYER,LAURA VON DAVIER,MATTHIAS	C AA 33 T AA	Credits Attempted 3.0 3.0 3.0 redits 0.0 3.0. credits Credits Credits Credits Credits	Assigned Grade Scale Letter Letter Letter	Assigned Gr Value	ade Credits Earned 3.0 3.0 3.0 3.0 4 5 5 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Course	
Fall 2020 Fall 2020 Fall 2020	MESA7801 MESA8882 MESA9980	01 01 01 School	Level	Introduction to Design of Exp Seminar in Ed Degree	Mathematical Stati eriments lucational Measuren Major(s)	varations(s)	Registered Registered Registered Grad Term	BRAUN,HENRY I ODWYER,LAURA VON DAVIER,MATTHIAS		Credits 4 Attempted 3.0 3.0 3.0 3.0 redits Credits Earned 0.0 3.0 0 3.0 0 3.0 0 0 3.0	Assigned Grade Scale Letter Letter Letter GPA Credits GradePts GradePts	Assigned Gr Value GPA GPA Enrollm Status Result Cuarter time	ade Credits Earned 30 30 30 30 30 ent Class Standing - Freshmen	Course	
Fall 2020 Fall 2020 Fall 2020	MESA7801 MESA8882 MESA9980	01 01 School GSEHD	Level	Introduction to Design of Exp Seminar in Ed Degree	Mathematical Stati: eriments lucational Measuren Major(s) MEA S-PHD	varations(s)	Registered Registered Registered Grad Term	BRAUN,HENRY I ODWYER,LAURA VON DAVIER,MATTHIAS	C AA 33 T AA	Credits 4 Attempted 3.0 3.0 3.0 3.0 redits Credits Earned 0.0 3.0 0 3.0 0 3.0 0 0 3.0	Assigned Grade Scale Letter Letter Letter GPA GradePts GPA	Assigned Gr Value GPA GPA Enrollm GPA Status Result	ade Credits Earned 30 30 30 30 30 ent Class Standing - Freshmen	Course	

Course History Screen

The **Course History** screen provides a comprehensive, at-a-glance view of all the courses that a student has taken since enrolling at Boston College.

The student's course history is listed for each term of their enrollment and includes:

- The program in which the student is enrolled
- The Course Title and Course Code
- The Term when the course was taken
- The State of the course (for example, Registered)
- The names of the instructors who taught the course
- The number of course credits attempted.

	<		Lynch School		*MEAS-PHD, Sprin Msrmnt,Eval,Stat,Assr Erv en	g 2024 (Graduate / ing)	>
	Pi	rivacy Academic record: Private	Biodemographics: Private	Photo: BC Use	Local address: Total: BC BC Use	CUse Title: Private	
Profile Co Admission	ontacts Athletics Degrees Externa	Grades and GPA al Education	Course History Pro	gram Enrollment	Advising Comments	Documents Exams	Audit Logs
Program: GSE			m End Term Student Status 8 Spring 2024 Graduate / Ev				
Term Name 😄	Course Code 💠	Activity Code Course T	tle 👙	State 💠	Instructor Names 👙	Credits Attempted Type	÷
Fall 2018	ERME7462	01 Assessme	nt and Test Construction	Registered	RUSSELL, MICHAEL K	3.0 Cou	rse
Fall 2018	ERME7466	01 Program B	valuation I	Registered	GATES, EMILY F	3.0 Cou	rse
Fall 2018	ERME7469	01 Intermedia	te Statistics	Registered	WARFIELD, MARJORIE	3.0 Cou	rse
Spring 2019	ERME7467	01 Program B	valuation II	Registered	GATES, EMILY F	3.0 Cou	rse
Spring 2019	ERME8667	01 General L	near Models	Registered	LI,ZHUSHAN	3.0 Cou	rse
Spring 2019	ERME8669	01 Psychome	trics I:Classical Test Theory&Rasch I	Models Registered	LUDLOW,LARRY H	3.0 Cou	rse
Fall 2019	APSY8851	01 Design of	Qualitative Research	Registered	MCQUILLAN, PATRICK J	3.0 Cou	rse
Fall 2019	ELHE7103	01 Education	Law and Public Policy	Registered	MUNIZ CASTRO, RAQUEL	3.0 Cou	rse
Fall 2019	MESA8864	01 Survey M	thods in Educational and Social Res	earch Registered	HOOPER, MARTIN J	3.0 Cou	rse
Spring 2020	MESA7561	02 Evaluation	and Public Policy	Registered	BRAUN, HENRY I	3.0 Cou	rse
Spring 2020	MESA8668	01 Multivaria	e Statistical Analysis	Registered	LI,ZHUSHAN	3.0 Cou	rse
Spring 2020	MESA8724	01 Technolog	y Enhanced Assessment	Registered	RUSSELL, MICHAEL K	3.0 Cou	rse

Program Enrollment Screen

The **Program Enrollment** screen allows you to:

- View the student's current active programs
- Submit an Add/Drop/Change Request
- Manage Student Separations
- View a student's Enrollment Request History

Note that you may not be authorized to perform some tasks within the Program Enrollment module.

<		Lynch School		*MEAS-PHD, Spr Msrmnt,Eval,Stat,Assr	ring 2024 (Graduate /	
	Privacy Academic record: Private	Biodemographics: Private	Photo: BC Use		BC Use Title: Privat	e
rofile Contacts Athletics dmission Degrees Exter	Grades and GPA	Course History	ogram Enrollment	Advising Comments	Documents Exams	s Audit Logs
						Request to Modify Pro
Active Programs						
-						
Active Programs						
-	Туре	State	Term	Expected Graduation 1	Term Indicator	Action
Show Active Only		State Enrolled	Term Fall 2018	Expected Graduation 1 Spring 2024	Term Indicator	Action Action • *
Show Active Only Name Boston College (Contract Year				· ·	Term Indicator 9c8324e0-82bc- 452e-8a6c-	Action - *

Detailed information about Program Enrollment is explained in the following documentation and videos:

- EagleApps Program Enrollment Tutorial Videos
- EagleApps Program Enrollment Guide

NOTE: Use your BC login credentials to log into the site.

Advising Screen

The Advising screen displays the following information about the student's academic advisor:

- The Advisor's name
- The Advisor's academic department
- The Advisor's email address
- The Advisor's physical address
- The term that the student is assigned to this particular advisor

NOTE: Advisor assignments will be managed in EAB Navigate. At this time no updates can be made to advisor assignments in EagleApps.

<			Lynch School		*MEAS-PHD, Msrmnt,Eval,Sta	Spring 2024 (G t,AsEwnening)	raduate /		>
	Privacy	Academic record: Private	Biodemographics: Private	Photo: BC Use	Local address: BC Use	Total: BC Use	Title: Private		
Profile Contacts Ath Audit Logs Admission	lletics	Grades and GPA s External Educ	Course History	Program Enrol	ment Advising	Comments	Documents	Exams	
Advisor Name	Advisor De	partment	Ad	visor Email	Ter 202	rm 21-2022 Academic Calend	lar		

Comments Screen

The **Comments** screen allows you to perform the following functions:

- Search for a specific comment by the commenter's name, comment type, date when the comment was written, or the comment's text.
- Edit the following fields by selecting the **Pencil** icon:
 - The Commenter who wrote the comments
 - The Comment Type, such as a general comment or a term note
 - The date when the comment was written
 - The text of the comment
- Create a new comment

NOTE: Comments are viewable by users with Academic Record Access and are subject to FERPA regulations.

<		Lynch School		EAS-PHD, mnt,Eval,Stat,As	Spring 2024 (Grad Swening)	uate /	>
	Privacy Academic record: Private	Biodemographics: P Private		address: Tot		tle: Private	
Profile Contacts Athleti Audit Logs Admission	ics Grades and GPA Degrees External Edu	Course History cation	Program Enrollment	Advising	Comments	Documents	Exams
Comments						Show E	Effective Only
Create New Comment							
Commenter 🜩	Comment Type 😄	Date ≑		Text ≑		Action T	*
		No Con	mment Found!				

To create a new comment:

- 1. Click the **Create New Comment** button.
- 2. In the **Select Type for Comment** dialog, select a **Comment Type** from the drop-down menu, then click **Continue**.

Select Type for Comment	
Туре:	General Comment 🗸
	Select Type Term Note Administrative Comment
	General Comment Student-based Comments Student General Disciplinary Comment - Private Student General Disciplinary Comment - Public Student Term Disciplinary Comment - Private Student Term Disciplinary Comment - Public

- 3. Enter your text in the **Text Description** field, or copy and paste text from a Word document here.
- 4. (Optional) Select the **Show Toolbar** check box to open the format editor.
- 5. Click **Save** to save your comment.

Add Comment	
Туре:	General Comment
Text :	Show Toolbar
Auto-expire :	

Documents Screen

The **Documents** screen allows you to view documents in Etrieve by clicking the **View Etrieve Documents** link to display a list of documents.

Save Cancel

Note: Use your BC credentials to log into Etrieve.

You can also upload documents into Etrieve.

- 1. Browse to find the document(s) you want to upload,
- 2. Drag and drop the document(s) into the **Browse** window.
- 3. Click **Upload All** to upload your document(s) into Etrieve.

<		Lynch School		EAS-PHD, rmnt,Eval,Stat	Spring 2024 (G t,AsEwrening)	Graduate /	>
	Privacy Academic record: P		Photo: BC Use Local BC U		Total: BC Use	Title: Private	
Profile Contacts Athle Audit Logs Admission		d GPA Course History	Program Enrollment	Advising	Comments	Documents	Exams
Show Effective Only						View Etrieve D	Documents
		Drop here or Click to Browse Fi	iles			€Upload	i All
Document Type ⇔ Typ	pe ≑	Name ≑	Description ≑	State ≑	: V	/alid Date ≑	Action T
		NO DOCU	ment Relation Found!				

Exams Screen

The **Exams** screen allows you to view and update existing university or non-university exams.

	<			Lynch School		MEAS-PHD, /Isrmnt,Eval,Sta	Spring 2024 (C t,As Evre ning)	Graduate /	
		Privacy	Academic record: Private	Biodemographics: Private		al address: Use	Total: BC Use	Title: Private	
Profile C	Contacts Athl	etics (Grades and GPA	Course History	Program Enrollme	nt Advising	Comments	Documents	Exams
Audit Logs	Admission	Degrees	External Edu	cation					
Add New Ex	kam								
Name ¢	Result	Scale Key	Result Value	Type 😄	State 🜩	Date 😄	Term	÷ A	ction
C7 for null	Univers Adminis		Ρ	Student Exam Record Type	Active		2019-2 Acade	2020 mic Calendar	Action

You can also create a new exam by following the instructions below:

To create a new exam:

- 1. Click Add New Exam.
- 2. In the Exam Catalog drop-down menu, select one of the following options:
 - University Exams
 - Standardized Exams (typically done by a third party)
- 3. Click Create New.
- 4. From the Exam Catalog drop-down menu, select either University Exams or Standardized.
- 5. Search for an exam by name from the drop-down menu.
- 6. Use the calendar to select a date when the exam will be taken.
- 7. Select an academic year when the exam will be taken.
- 8. Select a state (such as Massachusetts) where the exam will be taken.
- 9. Click **Save** to the exam.

Click **Cancel** to return to the previous screen. A Cancel Confirmation message will display.

Create Combined Exam Taker Result			
Exam :	Search Exam by Name	•	
Туре:	Exam Taker Type		
Date:	MM-dd-yyyy HH:mm:ss		
Academic Year:	Search Atp by Name	•	
State:	Active	× -	
		Save Cano	el:

Audit Logs Screen

The Audit Logs screen allows you to view various types of audit logs for a specific student.

To view audit logs for the current term, the current academic year, all log entries, and academic record access log entries:

- 1. Select the radio button next to the audit log category that you want to view.
- 2. Click the **Get Log Entries** button to view the log entries that you selected.

To view audit log entries for a custom date range:

- 1. Use the calendar to select a date range.
- 2. Click the **Get Log Entries** button to view the log entries that you selected. Your selected log entries include the following information:
 - User The person that made the audit log request.
 - Type of audit log request (for example, Informational).
 - Entry Lists the name of the person who requested information about the student.
 - Timestamp Provides the date and time that the audit log request was made.
 - State Lists if the audit log request was made in writing.

Click the **Action** drop-down menu or the down arrows to view details about a specific audit log entry.

Click the **Get Log Entries** button to download an Excel spreadsheet version of audit log entries to your computer.

<		Lynch School		1EAS-PHD, srmnt,Eval,Stat	Spring 2024 ((,AsEvrening)	Graduate /	>
	Privacy Academic record: Priva	Biodemographics: ate Private	Photo: BC Use Loca BC U		Total: BC Use	Title: Private	
Profile Contacts Athle	etics Grades and C	GPA Course History	Program Enrollment	Advising	Comments	Documents	Exams
Audit Logs Admission	Degrees Externa	I Education					
Audit Log							
(Get Log Entries Fo 	r this Term					
(Get Log Entries For 	r this Academic Year					
(Get Log Entries For 	r Custom Date Range					
(Get All Log Entries 						
(O Get Academic Rec	ord Access Log Entries					
		G	iet Log Entries				

Admission Screen

The **Admission** screen displays student admissions information that is imported from Boston College's Admissions system.

Student admission information includes:

- Admit Term: The time period when the student applied.
- **Program**: The program to which the student applied.
- **State**: The current state of the student's application.
- **Date**: The date that the student applied.
- Is Admitted: Indicates whether or not the student is admitted.
- Is Deposited: Indicates whether or not the student's deposit is paid.
- **Deferred To**: Indicates the term to which the applicant deferred.

			<		-	Morrissey (College, Arts &	Sciences	*Pi	olitical Scien		ing 2024 idergraduate)			>
					Academic record: Private	Total: BC Us e	e Title	: Private	Photo	: Private		nographics:	Local address: Private		
(Profile Admission	Contacts Degree	Athletics s Exter	Grad	es and GPA tion	Course History	Program	Enrollmen	t Advis	ing Cor	mments	Documents	s Exams	Audit Logs	5
A	Admission														
	Export/Do	wnload List													
	Admit Ter	rm ⊯≑ Pr	ogram ଢ≑	Stat	9 (2 ¢	Date ⊯≑	Is Admitted	⊯≑ ls[Deposited	⊯≑ Deferr	red To 🖙 🕯	Do	cuments	Action	·
						N	o Admission A	pplications F	Found!						

Degrees Screen

The **Degrees** screen allows you to view the following information about a student:

- Student's degree
- School the student attended and the school's concentration
- Student's major and minor disciplines
- Honors awarded (if any)
- Endorsements (if any)
- Term when the student's degree was awarded.

	<	Privacy	Academic record: Pri		Photo: BC Use	*MEAS-PHD, Msrmnt,Eval,Sta Local address: BC Use	Spring 2024 (G at,As Evre ning) Total: BC Use	raduate / Title: Private		3
Profile C Audit Logs	contacts Admissio		Grades and		Program Enrol		g Comments	Documents	Exams	
Degree	School	School	-	Major Iajor / DisciplineConcentrat	tions Minors	Honors	Endorsements	Term Awarded		
				No Student	Credential Record Fo	ound!				

External Education Screen

The Student Info External Education screen displays information about courses taken at colleges or universities other than Boston College.

	<	Privacy	Academic record: Private	Lynch School Biodemographics: Private		*MEAS-PHD, Msrmnt,Eval,Sta Local address: BC Use	Spring 2024 (C at,As Evre ning) Total: BC Use	Graduate / Title: Private	:
Profile Audit Log			Grades and GPA	Course History	Program Enrollr	nent Advisin	g Comments	Documents	Exams
External E	ducation								
				No Course	e Articulation Found	!			