Using Student Inquiry

Login to your SIS (Student Information System) account and locate Student Inquiry (Figure A). You may find it helpful to add Student Inquiry and other commonly used advising tools to your Favorites. See the SIS Basics – Creating Favorites handout for instructions on how to add favorites.

Figure A: Locating Student Inquiry
Once you have selected Student Inquiry, you will be redirected to the Student Inquiry Search Screen (Figure B). Enter the student’s Empl ID in the appropriate box and click the search button to proceed. If you do not know the student’s Empl ID, you can enter the student’s social security number in the National ID box. If you do not know the Empl ID or the National ID, you can perform a search by First and Last Name.

Figure B: Student Inquiry Search Screen
Once you have identified the correct student by using the Student Inquiry Search Screen, you will have access to the screen shown in Figure C. Clicking on the nine blue tabs at the top of the screen will help you navigate through the information available in Student Inquiry.

The first tab is Bio/Demo (Figure C), which provides biographical and demographic data about the student such as address, phone, email, race, etc.

Figure C. Bio/Demo within Student Inquiry
The second tab is Enrollment (Figure D), which provides current and previous enrollment information about the student along with grades. It is important to note that this will only show enrollment at DCC or one of the other 22 VCCS schools. Courses taken at other institutions will not show in this tab. If the student has been awarded transfer credits from another school and/or institution, then they will be shown under the Crse Xfer tab and/or the Other Xfer tab, which will both be explained later.

![Figure D: Enrollment Tab within Student Inquiry](image-url)
The third tab is Test Rslts (Figure E), which will show VPT Test Results indicating the developmental needs (if any) of the student. This tab is not updated as students satisfy developmental needs by taking and passing developmental courses at the college. Thus, this tab is not where the advisor should look to determine the current developmental needs of the student. In fact, this tab will seldom ever be needed by the advisor.

Figure E: Test Rslts Tab within Student Inquiry
The fourth tab is Adv/StdGrp (Figure F), which stands for Advanced Student Groups. The main role of this tab is to help the advisor determine the current developmental needs of the student.

What to look for when advising for developmental courses?

Developmental Math

There are nine MTE Units (MTE 1, MTE 2, …, MTE 9). Every unit that has been satisfied will show up as Satisfies MTE with a number indicating which one. If you do not see a Satisfies MTE 2, then that student has not satisfied MTE 2.

In Figure F, you will notice that the student has satisfied all nine MTE units.

Developmental English

There are four English placements Placed ENF 1, Placed ENF 2, Placed ENF 3/ENG 111, and Placed ENG 111. The placement indicates which English course the student has placed into. In other words, Placed ENF 2 indicates that the student must take ENF 2. If you see two English placements, then the most recent one is the student’s current placement. Two English placements result when a student takes a developmental English course and is replaced at the conclusion of the course.

If Figure F, you will notice that the student has placed into ENG 111.
The fifth tab is Prg/Pln/Dg (Figure G), which stands for Program/Plan/Degree. This tab shows the student’s current program/plan as well as past programs/plans and awarded degrees. The current plan will be located at the top of the list and have the most recent Action Date. In Figure G, you will notice that the student’s current plan is Science (A.A.&S.) with an Action Date of 04/19/2016. Any awarded degrees would be found by scrolling to the bottom of this list.

Figure G: Prg/Pln/Dg Tab within Student Inquiry
The sixth tab is Crse Xfer (Figure H), which stands for Course Transfer. This tab will show any courses that the student transferred in from another school. It is important to note that many students will not have any transferred courses, so this tab might be empty.

Figure H: Crse Xfer Tab within Student Inquiry
The seventh tab is Test Xref which stands for Text Cross Reference (Figure I). This tab rarely contains any useful information for the advisor. If the student has taken more than one placement test, then results from both tests will be shown here. Since the VPT is our only current method of placement testing and all other placement test scores are out of date (i.e. Compass and Asset), this tab is of little importance.

Figure I: Text Xref Tab within Student Inquiry
The eighth tab is Other Xfer (Figure J), which stands for Other Transfer. This tab will contain information about courses that have been awarded as transfer credit but not as a result of taking the course at another college or university. For example, courses awarded as a result of AP testing, military experience, and/or work experience would be shown in this tab. It is important to note that most students will not have been awarded transfer credits via these means, so this tab will usually be empty.

Figure J: Other Xfer Tab within Student Inquiry
The ninth and final tab is Misc (Figure K), which stands for Miscellaneous. This tab will show various information about the student. Although some of this information may be beneficial to know (i.e. In-State Residency, High School Attended), it is not necessarily vital to the advising process.

Figure K: Misc Tab within Student Inquiry