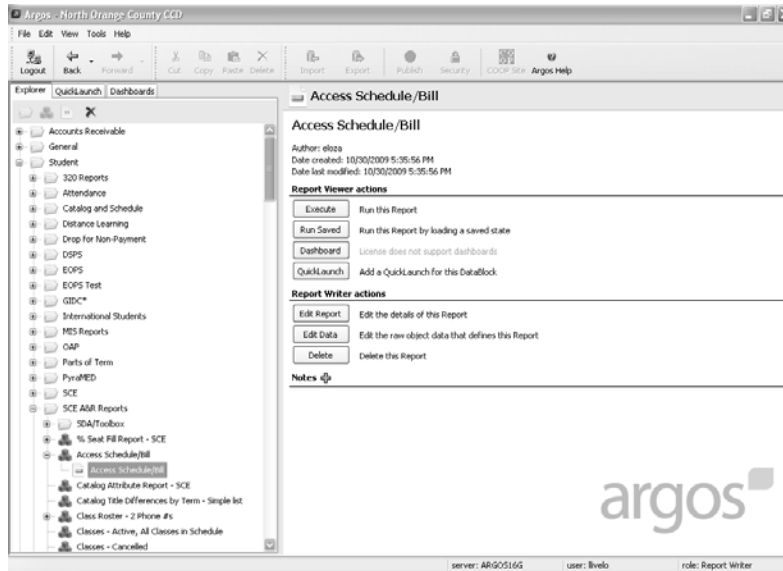


ISSUING PRINT OUTS/SCHEDULE BILLS WITHOUT A VALID ID

Step 1

Log on to Argos. Go to the Student Folder, SCE A&R Reports, click on Access Schedule/Bill, and click on Execute.



Step 2

Type in the student Banner ID number (a) and click on Find Student (b). The student's name will appear in the field (c). Next, choose the current semester and indicate which Registration Status you would like to appear on the Schedule/Bill (d). Click on Run Query (e) and student's schedule will appear in bottom field (f). To print, click on Next at the bottom (g).

(a) Input Banner ID Number → Student ID: @ 01193839

(b) Click Find Student → Find Student

(c) Student's info will appear here →

ID	First Name	Middle Name	Last Name	Birth Date	Address Type Code	Address	City	State	Zip Code	Phone Type Code
@01193839	Nancy		Soria	11/24/1989	MA	740 N Euclid St Apt B	La Habra	CA	90631-3876	MA

(d) Choose term & Reg. status → Term: 200925: SCE Continuing Ed Winter 2010
 Registration Status: Registered Students (RE, RW) Waitlisted (WL)
 Dropped (DC, DD, DW, WA, DT, etc) Cancelled (CA, CN)

(e) Click on Run Query → Run Query


(f) Classes will appear here →

Reg. Status	Term	CRN	Subject	Course Title	Start Date	End Date	Days	Begin Time	End Time	Campus	Building	Room
RE	200925	11230	ABE	GED: Reading	1/4/2010	3/25/2010	MTWR	8:30am	2:45pm	SCE Wilshire	Wilshire SCE 100 BLDG	117
RE	200925	11230	ABE	GED: Reading	1/4/2010	3/25/2010	MTWR	5:00pm	9:00pm	SCE Wilshire	Wilshire SCE 100 BLDG	117
RE	200925	11230	ABE	GED: Reading	1/8/2010	3/26/2010	F	9:00am	2:00pm	SCE Wilshire	Wilshire SCE 100 BLDG	117

(g) To print, click Next → Next ->

Step 3

Click on Print and when the Print box appears, click on OK. The following Schedule/Bill should print.



**School of
Continuing Education**
North Orange County Community College District

Date: 2/5/2010 10:25:29 AM

Student's Schedule/Bill
SCE Continuing Ed Winter 2010

Status	CRN	Course Title	Start Date	End Date	Days	Time	Campus	Building	Room	Instructor
RE	11230	GED: Reading	1/4/2010	3/25/2010	MTWR	8:30am - 2:45pm	SCE Wilshire	Wilshire SCE 100	117	Elliott, M.
RE	11230	GED: Reading	1/4/2010	3/25/2010	MTWR	5:00pm - 9:00pm	SCE Wilshire	Wilshire SCE 100	117	Del Zotto, E.
RE	11230	GED: Reading	1/8/2010	3/26/2010	F	9:00am - 2:00pm	SCE Wilshire	Wilshire SCE 100	117	Frohling, E.

Please note that all classes are subject to cancellation due to low enrollment. Attendance at first class meeting is required. To guarantee a refund, a petition must be received 48 hours prior to the first meeting. A \$10.00 process fee may be deducted (one time per semester) for all course refunds, excluding cancelled classes. **PARKING PERMITS REQUIRED AT ALL CAMPUSES.**

RE Registered	RW Registered-Web
WL Waitlisted	DN Drop-Non Payment
DC Drop-OCE	DD Drop-On-Line
DD Drop-Debit	DT Drop-Career Tech SCE
VA Withdrawal-Admin	CN Cancelled
CA Cancelled-OCE	

Nancy Soria	
Total Current Term Charges:	0.00
Total Current Term Credits:	0.00
Current Term Balance:	0.00
Previous Balance:	0.00
Amount Due:	0.00