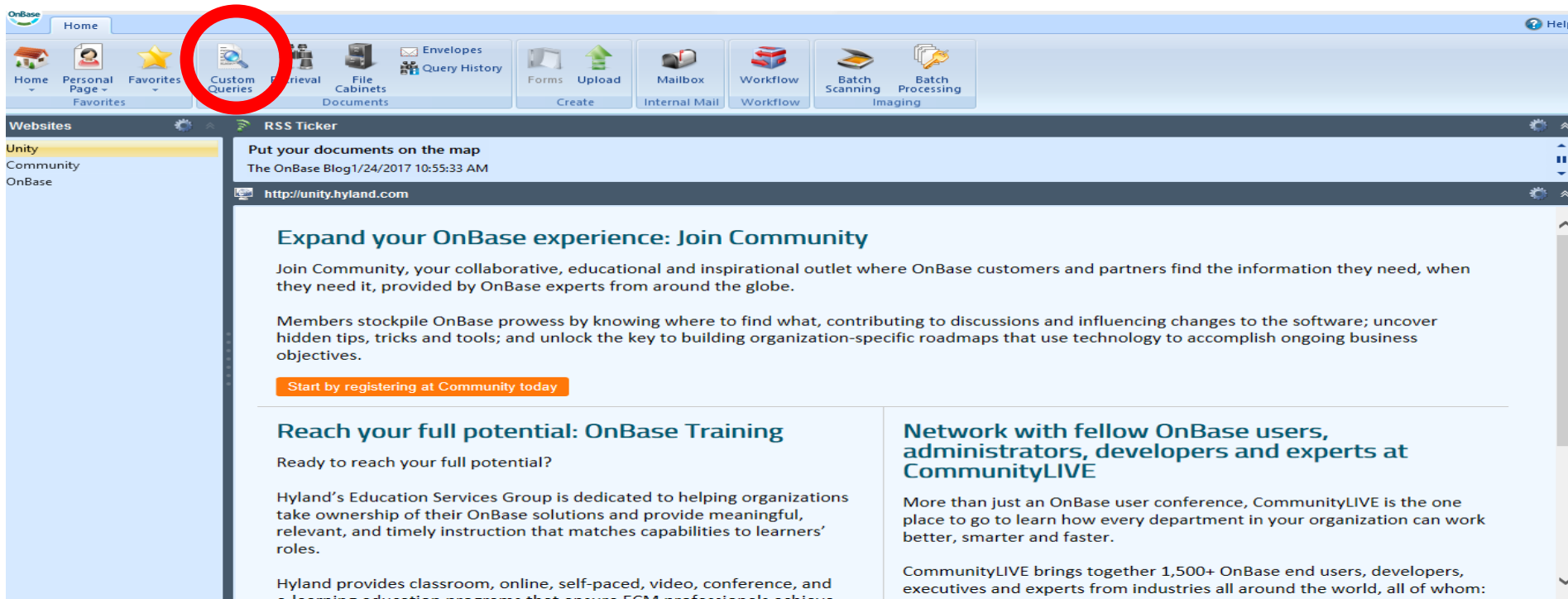


OnBase and Student Advising

The right side of the slide features a series of overlapping, angular shapes in various shades of blue, ranging from light sky blue to a deep navy blue. These shapes create a dynamic, modern graphic element that contrasts with the plain white background on the left.

Main Screen



Click on the Custom Queries icon.

Searching for Documents

Custom Queries

Query

Find

- FA Work Study Search
- ST Admissions Query
- ST Confidential/Legal Que
- ST Full Student Record**
- ST General Student Docun
- ST Grade Sheet Query
- ST Idle Documents Search
- ST Military Query
- ST Registration Query
- ST Student History Search

ST Full Student Record

Search for: ST Acceptance Letter (Adm/Reg), ST Admissions Checklist, ST Admissions Miscellaneous, ST Application for Graduation/Credentials, ST Application, ST Change Form, ST Confidential Miscellaneous, ST Confidential/Legal, ST Continuing Workforce Education, ST Credit Awarded, ST Disability/Accommodations, ST Emergency Contact Information, ST FERPA, ST Financial Correspondence, ST GED, ST General Student History, ST General Student Miscellaneous, ST GPA Changes, ST Identification, ST Idle Documents, ST International

Date Options

From To

Student ID

Student Name

SSN

Date of Birth

Source

Clear Search

Click on ST Full Student Record and enter the student's ID in the Student ID box. Also, enter HEC in the Source box. After entering the student's ID and the HEC code, click the Search button.

Student A's File

Icon	Document Type	Document Date	Student Name	Student ID	Source	Application Types	Adm Misc Descri
	ST General Student History	12/7/2013			OWC		
	ST Transcript Request	3/10/2015			HEC		
	ST Transcript Request	3/10/2015			HEC		
	ST Transcript Request	10/24/2016			HEC		
	ST Transcript - Official Postsecondary	2/8/2017			HEC		
	ST Transcript - Official Postsecondary	2/8/2017			HEC		

All the student files will appear. Click on the file you want to review. For example, ST Transcript-Official Postsecondary is an Evaluated Transcript.

Student B's file

ST Full Student Record

Icon	Document Type	Document Date	Student Name	Student ID	Source	Application Types	Adm Misc Descri
	ST General Student History	11/8/2012			HEC		
	ST General Student History	5/15/2013			WKCTC		
	ST General Student History	5/16/2013			WKCTC		
	ST Registration Miscellaneous	8/7/2014			WKCTC		
	ST General Student Miscellaneous	11/4/2014			WKCTC		
	ST Transcript Request	6/15/2015			HEC		
	ST Application for Graduation/Credentials	11/16/2016			WKCTC		

Student B attended HCC prior to 2014. You would need to check ST General Student History for transfer coursework and high school transcript.