

Viewing Student Contact Information

Use of student information must conform to FERPA regulations. Any unauthorized use is forbidden. To view student contact information in SIS, it is best to have the student ID number, which you can find on your class roster in the Faculty Center. You can also look up students by name, but you may need to select the correct student from a list of students with similar names.

1. Log in to your SIS account. (See the SIS Faculty Quick Guide for instructions on logging into SIS.)
2. Click **Campus Community** on the menu at the left.
3. Click **Personal Information**.
4. Click **Add/Update a Person**.
5. Enter the student ID number in the ID box OR enter the student's last name and at least two letters of the first name into the corresponding boxes and click the **Search** button. Multiple name matches will require you to click on the correct ID.
6. View the student's contact information. Note that only part of the date of birth and social security numbers are visible.
7. You can view any additional addresses the student has, such as mailing and business, by clicking on the **Addresses** tab.

OR

Add/Update a Person
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with []
 Campus ID: begins with []
 National ID: begins with []
 Last Name: begins with [RUBBLE]
 First Name: begins with [BA]

Include History

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results


View All First 1-2 of 2 Last

ID	Name	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
35291471	Rubble,Bam Bam	10/10	(blank)	****4321	USA	SSN	RUBBLE	BAMBAM
35291470	Rubble,Barney	12/25	(blank)	****1234	USA	SSN	RUBBLE	BARNEY

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

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

Biographical Details | **Addresses**

Barney Rubble 35291470  Names




Person Information

Date of Birth: 12/25 Birth Information

Biographical History [Find](#) | [View All](#) First  1 of 1  Last



Effective Date: 12/24/2008

Gender: Male

National ID [Customize](#) | [Find](#) |  First  1 of 1  Last

Country	National ID Type	National ID	Primary
USA	Social Security Number	*****1234	<input checked="" type="checkbox"/>

Contact Information

Addresses [Find](#) | [View All](#) First  1 of 2  Last

Address Type: Home Addresses
Effective Date: 12/24/2008
Status: Active
Country: USA
Address: 1234 S Quarry Dr
Mesa, AZ 85202

Type	Phone	Ext	Country	Preferred
Cellular	480/234-5678			<input type="checkbox"/>
Home	480/123-4567			<input checked="" type="checkbox"/>

Type	Email Address	Preferred
Home	trouble@slate.com	<input checked="" type="checkbox"/>

Visa/Permit Data Citizenship

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#)

Biographical Details | [Addresses](#)

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Biographical Details | **Addresses** 

Barney Rubble 35291470 

Current Addresses [Customize](#) | [Find](#) | [View All](#) |  First  1-2 of 2  Last

Address Type	Address	Effective Date	Status	Edit/View Address Detail
Home	1234 S Quarry Dr Mesa, AZ 85202	12/24/2008	Active	Edit/View Address Detail
Mailing	5678 N Boulder Ln Mesa, AZ 85202	12/24/2008	Active	Edit/View Address Detail

Viewing Student Grades

To view a student's grades for all classes taken at any of the Maricopa Community Colleges:

1. Click **Records and Enrollment** on the menu at the left.
2. Click **Enrollment Summaries**.
3. Click **Maricopa Student Progress**.
4. Enter the student's ID number and click the **Search** button. (Note: See the example above to search by name.)
5. View the student's grades. You can sort the results by clicking on any of the column headings (e.g. **Term**, **Subject**, etc.) (Note: Blank grades indicate classes still in progress or grades that have not been posted.)

Student ID: 35291470 Rubble,Barney

Maricopa Courses Taken									
Description	Term	Term Descr	Subject	Catalog	Component	Units Taken	Grade	Career	
1 Mesa Community College	4092	Spr 2009	CIS	105	L+L	3.00		CRED	
2 Mesa Community College	4092	Spr 2009	ENG	101	LEC	3.00		CRED	
3 Mesa Community College	4092	Spr 2009	MAT	142	LEC	3.00		CRED	
4 Mesa Community College	4092	Spr 2009	SOC	140	LEC	3.00		CRED	
5 Mesa Community College	4086	Fall 2008	ENG	071	LEC	3.00	B	CRED	
6 Mesa Community College	4086	Fall 2008	ENH	112	LEC	3.00	B	CRED	
7 Mesa Community College	4086	Fall 2008	MAT	120	LEC	5.00	B	CRED	
8 Mesa Community College	4086	Fall 2008	NSO	NSO	LEC			CRED	
9 Mesa Community College	4086	Fall 2008	PSY	101	LEC	3.00	A	CRED	
10 Rio Salado College	4072	Spr 2007	SPA	201	LEC	4.00	W	CRED	
11 Rio Salado College	4066	Fall 2006	SPA	111	LEC	4.00	C	CRED	

Viewing Student Placement Test Results

To view a student's placement test results for all tests taken at any of the Maricopa Community Colleges:

1. Click **Records and Enrollment** on the menu at the left.
2. Click **Transfer Credit Evaluation**.
3. Click **Test Results**.
4. Enter the student's ID number and click the **Search** button. (Note: See the example above to search by name.)
5. View the student's test results. Please note that scores are grouped by test ID and that you may not see all tests and scores on the screen immediately. If the screen indicates that you are viewing partial data, as in the example below, click **View All** on the Tests line to view all tests, and **View All** on the Test Components line to view all scores for each test.

Test Results

Barney Rubble 35291470

Tests Find | **View All** | First 1 of 2 Last

Test ID: ASTB2 ASST/ASTM Form B2 Checklist Item Update

Defaults for Components

Test Date: Data Source: Acad Level:

Test Components Customize | Find | **View All** | First 1-5 of 6 Last

Component	Score	%file	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Strnd Admin
1 ENGL	41.00		06/19/2006	MCCT	Unknown		02/13/2008		<input checked="" type="checkbox"/>
2 ENGL	37.00		08/11/2003	MCCT	Unknown		02/13/2008		<input checked="" type="checkbox"/>
3 NUM	37.00		06/19/2006	MCCT	Unknown		02/13/2008		<input checked="" type="checkbox"/>
4 NUM	32.00		08/11/2003	MCCT	Unknown		02/13/2008		<input checked="" type="checkbox"/>
5 READ	39.00		06/19/2006	MCCT	Unknown		02/13/2008		<input checked="" type="checkbox"/>