Tips

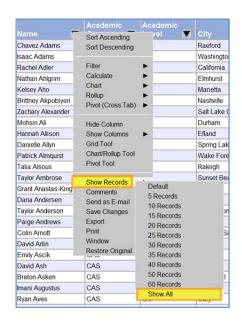### View All Records

To perform any sort or filter on the Dean's List you must first view all of the records.

1. Click on the **drop-down arrow** in the Name column.

2. Select **Show Records**.

3. Select **Show All** from the list.

Restore the Original Dean's List View

If you are using this list to conduct more than one search/filter reset the list for each new search/filter by using the following steps:

1. Click the **drop-down arrow** on any column.

2. Select the **Restore Original** option.

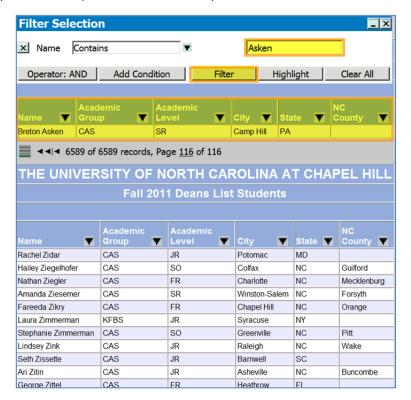**Office of the University Registrar**

Filtering the Dean's List

To Filter the Name Field

Use this set of instructions to locate a single name in the Dean's List.

1. Click on the **drop-down arrow** in the Name column.

2. Select **Filter → Contains.**

The Filter Selection window will appear at the top of the Dean's List report.

3. Enter the **name** to filter on.

4. Click the **Filter** button.

5. Your **results** will appear below the Filter Selection window.

Filter Selection						
x Name	Contains	▼			Asken	

Operator: AND	Add Condition	Filter	Highlight	Clear All

Name ▼	Academic Group ▼	Academic Level ▼	City ▼	State ▼	NC County ▼
Breton Asken	CAS	SR	Camp Hill	PA	

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THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Fall 2011 Deans List Students

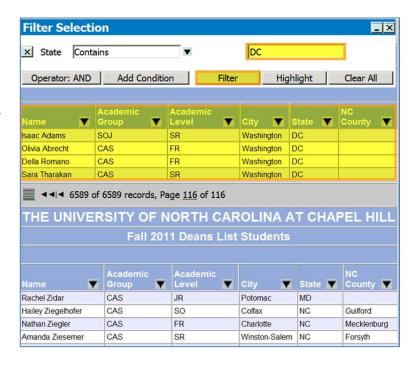| Name ▼	Academic Group ▼	Academic Level ▼	City ▼	State ▼	NC County ▼
Rachel Zidar	CAS	JR	Potomac	MD	
Hailey Ziegelhofer	CAS	SO	Colfax	NC	Guilford
Nathan Ziegler	CAS	FR	Charlotte	NC	Mecklenburg
Amanda Ziesemer	CAS	SR	Winston-Salem	NC	Forsyth
Fareeda Zikry	CAS	FR	Chapel Hill	NC	Orange
Laura Zimmerman	KFBS	JR	Syracuse	NY	
Stephanie Zimmerman	CAS	SO	Greenville	NC	Pitt
Lindsey Zink	CAS	JR	Raleigh	NC	Wake
Seth Zissette	CAS	JR	Barnwell	SC	
Ari Zitin	CAS	JR	Asheville	NC	Buncombe
George Zittel	CAS	FR	Heathrow	FL	

To Filter Dean's List results by State

Use this set of instructions to filter the Dean's List by state.

1. Click on the **drop-down arrow** in the State column.

2. Select **Filter → Contains.**
   The Filter Selection window will appear at the top of the Dean's List report.

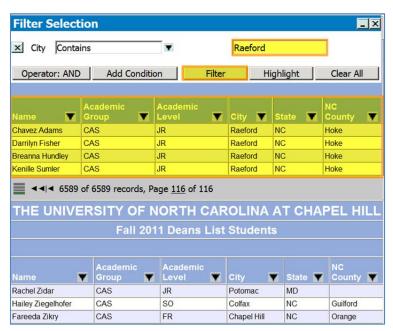## Office of the University Registrar

3. Enter the **State** to filter on.

4. Click the **Filter** button.

5. Your results will appear below the Filter Selection window.

To Filter the Dean's List results by City

Use this set of instructions to filter the Dean's List by **City**.

1. Click on the **drop-down arrow** in the City column.

2. Select **Filter → Contains.**
   The Filter Selection window will appear at the top of the Dean's List report.

3. Enter the **City** to filter on.

4. Click the **Filter** button.

5. Your results will appear below the Filter Selection window.

Office of the University Registrar

To sort the Dean's List results by NC County

Use this set of instructions to sort the Dean's List by NC County.

1. Click on the **drop-down arrow** in the NC County column.

2. Select **Filter → Contains.**
   The Filter Selection window will appear at the top of the Dean's List report.

3. Enter the **NC County** to filter on.

4. Click the **Filter** button.

5. Your results will appear below the Filter Selection window.

Filter Selection						
☒ NC County	Contains	▼		hoke		

Operator: AND	Add Condition	Filter	Highlight	Clear All

Name ▼	Academic Group ▼	Academic Level ▼	City ▼	State ▼	NC County ▼
Chavez Adams	CAS	JR	Raeford	NC	Hoke
Edmund Hall	CAS	JR	Chapel Hill	NC	Hoke
Kenille Sumler	CAS	JR	Raeford	NC	Hoke

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Fall 2011 Deans List Students

Name ▼	Academic Group ▼	Academic Level ▼	City ▼	State ▼	NC County ▼
Rachel Zidar	CAS	JR	Potomac	MD	
Hailey Ziegelhofer	CAS	SO	Colfax	NC	Guilford
Nathan Ziegler	CAS	FR	Charlotte	NC	Mecklenburg