



JOB AID

Student Services Center Overview

04/23/2024





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Student Services Center Overview for Staff

Navigation: NavBar > Campus Community > Student Services Center (Student)

The search page will open.

1. Enter the student's **ID** and click Search.

Note: In the new SIS, the student's ID was derived by replacing the "A" in the current PID with the number "1" (e.g., PID **A**23456789 is ID **1**23456789 in the new SIS). If you do not know the ID, search by Last Name/First Name, Campus ID, etc.

Student Services Center

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

Find an Existing Value

▼ Search Criteria

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

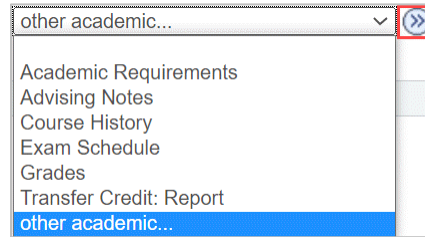
- The Student Services Center will display, landing on the **Student Center** tab.

Student Services Center

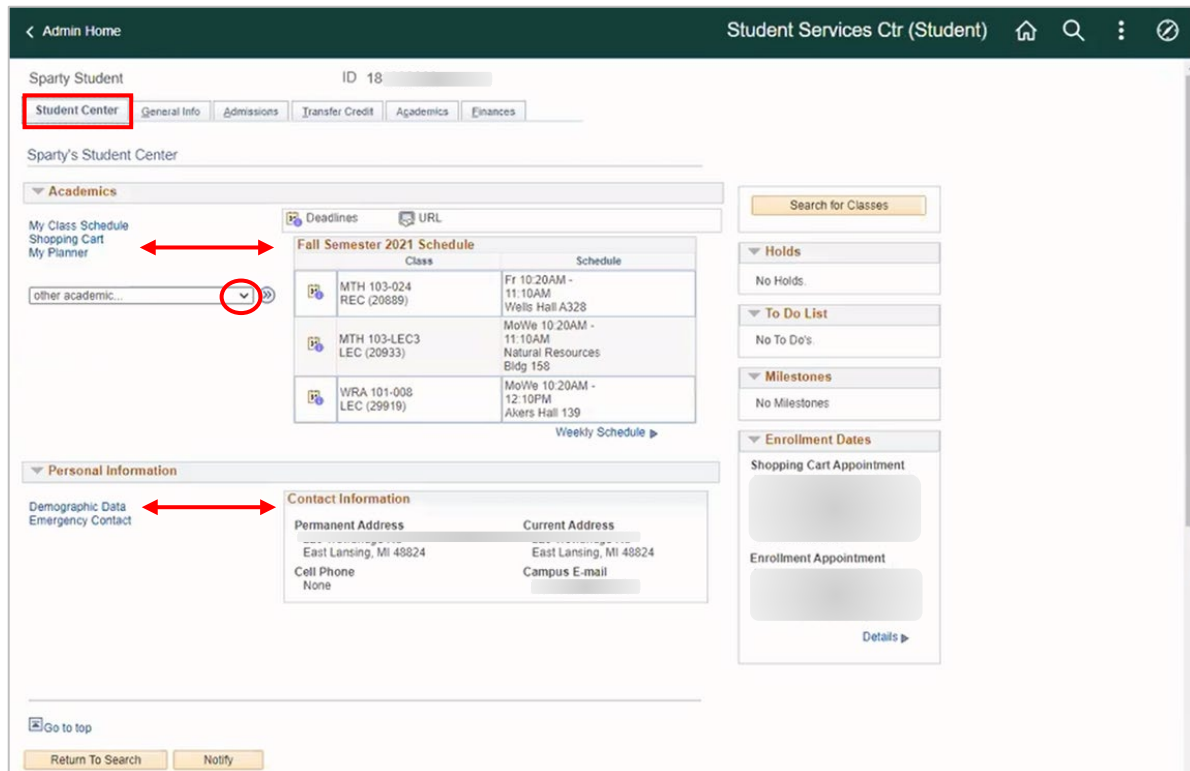
The Student Services Center page will open with several tabs across the top. The landing page will be the **Student Center** tab.

Student Center Tab

2. The **Student Center** tab contains the following sections:
 - **Academics:** Displays the student's current schedule with quick links to:
 - **My Class Schedule** – to view the student's schedule including enrolled, dropped and waitlisted classes.
 - **Shopping Cart** – to view class sections in which the student would like to enroll at the time of their enrollment appointment.
 - **My Planner** – to view the student's Planner with courses of interest to complete academic requirements.
 - **Other Academic** – the drop-down provides access to other components of the student's academic record.



- **Personal Information:** Displays the student's contact information with quick links to:
 - **Demographic Data** – to see additional demographic details including ID number, gender, date of birth, birth country, birth state, marital status, military status, national identification number (SSN), citizenship information, driver's license, visa or permit data
 - **Emergency Contacts** – to see emergency contact information, if provided by the student



General Info Tab

3. Click the **General Info** tab.

Student information is divided into the following sections:

- **Service Indicators:** Displays any “holds” that have been assigned to the student
- **Initiated Checklists:** Displays outstanding administrative items



- **Student Groups:** Displays membership in student group(s), including the student's current status (active or inactive) and dates for each
- **Personal Data:** Date of Birth, Gender and Marital Status
 - Note: Clicking **Edit Personal Data** then selecting the **Regional** tab will bring up the student's ethnicity information.
- **National ID:** This will be hidden for most users.

Brad [redacted] ID [redacted]

Student Center **General Info** Admissions Transfer Credit Academics Finances Financial Aid

Service Indicators Initiated Checklists
Student Groups Personal Data Collapse All
National ID Names Expand All
Addresses Phones
Email Addresses

Service Indicators Edit Service Indicators
No service indicators found.
Go to top

Initiated Checklists Review Checklist Summary
No initiated checklists found.
Go to top

Student Groups Edit Student Groups
No student groups found.
Go to top

Personal Data Edit Personal Data
Campus ID [redacted]
Date of Birth [redacted]
Gender Male
Marital Status Unknown
Go to top

- If you have the appropriate security, you can edit information by clicking the **Edit** button within the section.

Admissions Tab

4. Click the **Admissions** tab.

This tab displays information on the student's Career, Program, and Plan, as well as External Education and Test Summary details.



Admin Home Student Services Ctr (Student)

Spartan Student ID [redacted]

Student Center General Info **Admissions** Transfer Credit Academics Finances

Institution / Career / Application Nbr / Program Edit Application Data

MSU55 - Michigan State University
UGRD - Undergraduate
00073600
UBUS - College of Business

You have no access to this information.

External Education Edit Education Data

180017242 - Ovid-Elsie High School

Transcript Information

External Career	Data Num	Transcript Type	Transcript Status	Action	Date Received
No data found.					

Education Summary

External Career	Data Num	Acad Level	Summary Type	Attempted	Completed	GPA
No data found.						

External Courses External Degrees

Test Summary Edit Student Tests

Sections on the **Admissions** tab include:

- **Institution/Career/Application Nbr/Program:** If an application is on file with admissions, this information will display including Applicant Progression through prospect, applicant, and student stages.
- **External Education:** Displays institution(s) attended by the student. Click the disclosure icon of a listed institution to view Transcript Information and an Education Summary for that institution.
- **Test Summary:** Displays available test information (ACT, CPE, SAT, CPI, TOEFL, GED, REGENTS, Exemptions).

Transfer Credit Tab

5. Click the **Transfer Credit** tab.

Any classes for which the student has been given credit from a previous institution or test will be listed here.

Student Center General Info Admissions **Transfer Credit** Academics Finances Financial Aid

Course Credits

No course credits found.

Test Credits

Model(3) Statistics(4)

Detail	Career	Institution	Program	Articulation Term	Model Status
Detail	Undergraduate	Michigan State University	College of Engineering	Fall Semester 2017	Posted



Academics Tab

6. Click the **Academics** tab.

On this tab you can review details related to the student's **Institution/Career/Program** as well as a **Term Summary** providing current academic level and course load.

The screenshot shows the Student Services Center (Student) Academics tab. The Academics tab is highlighted in red. The Institution / Career / Program section is also highlighted in red, showing details for Program USS, Student Career Nbr 0, Status Active in Program, Admit Term 2218, Expected Graduation 2232, Approved Load Full-Time, Load Determination Base On Units, Level Determination Base On Units, Plan HISTOR_BA1, and Requirement Term 2218. The Term Summary section shows Fall Semester 2021 with Academic Standing Status Data unavailable and Academic Load Enrolled Half-Time.

The **Institution/Career/Program** section contains the following details:

- **Student Career Nbr:** if a student has been in multiple programs throughout his/her time in a single career, you will see multiple career numbers.
- **Approved Load:** the approved load indicates that the student has been approved to pursue this program either full time or part time. It does not reflect the student's actual computed academic load in a term. (see below)
- **Load Determination:** method by which the student's academic load will be calculated. In this example, the student's academic load will be calculated based on enrolled units.
- **Level Determination:** method by which students will advance to the next academic level (e.g., freshman to sophomore). In this example, students will move to the next level based on cumulative academic units earned.
- **Expected Graduation Term:** is the anticipated graduation term and is updated as needed when the student applies for graduation.



- **Requirement Term:** catalog year for the student's program.
- **Academic Standing Status:** the student's current academic standing.
- **Academic Load:** the student's computed academic load.

Finances Tab

7. Click the **Finances** tab.

Student financial information that you have the security to review will be listed here.

Financial Aid Tab

8. Click the **Financial Aid** tab.

Student financial information that you have the security to review will be listed here.