JOB AID

Student Services Center Overview

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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 A23456789 is ID 123456789 in the new SIS). If you do not know the ID, search by Last Name/First Name, Campus ID, etc.

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

Student Services Center

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

Student Center Tab

2. 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

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**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
- **National ID**: This will be hidden for most users.

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.
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.
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 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.

**Financials Tab**

7. Click the **Financials** tab.

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