



JOB AID

Student Services Center Overview

02/11/2022





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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.

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

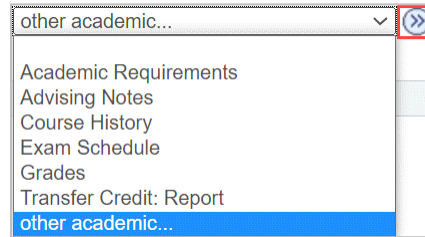
- The Student Services Center will display, landing on the **Student Center** tab.

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

Admin Home Student Services Ctr (Student)

Sparty Student ID 18

Student Center General Info Admissions Transfer Credit Academics Finances

Sparty's Student Center

Academics

My Class Schedule Shopping Cart My Planner

other academic...

Search for Classes

Holds No Holds

To Do List No To Do's

Milestones No Milestones

Enrollment Dates Shopping Cart Appointment Enrollment Appointment Details

Go to top Return To Search Notify

Class	Schedule
MTH 103-024 REC (20689)	Fr 10:20AM - 11:10AM Wells Hall A328
MTH 103-LEC3 LEC (20933)	MoWe 10:20AM - 11:10AM Natural Resources Bldg 158
WRA 101-008 LEC (29919)	MoWe 10:20AM - 12:10PM Akers Hall 139

Contact Information	
Permanent Address	Current Address
East Lansing, MI 48824	East Lansing, MI 48824
Cell Phone	Campus E-mail
None	

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.

- 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.

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 displays the 'Academics' tab for a student. The 'Institution / Career / Program' section is highlighted with a red box and contains the following details:

Program	USS	College of Social Sciences
Student Career Nbr	0	
Status	Active in Program	as of 10/09/2020
Admit Term	2218	Fall Semester 2021
Expected Graduation	2232	Spring Semester 2023
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	HISTOR_BA1	History BA1
Requirement Term	2218	Fall Semester 2021

The 'Term Summary' section shows details for 'Fall Semester 2021':

Eligible to Enroll	Yes	
Primary Program	USS	College of Social Sciences
Academic Standing Status	Data unavailable	
Level / Load		
Academic Level - Projected	Freshman	
Academic Level - Term Start	Freshman	
Academic Level - Term End	Freshman	
Approved Academic Load	Full-Time	
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.