



JOB AID

Student Services Center Overview

03/05/2025





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Student Services Center Overview for Staff

Navigation: Homepage Selector (top left menu) > Advisors > Student Advising tile

The search page will open.

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

Note: If you do not know the ID, search by Last Name/First Name, 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 ▼	<input type="text"/>
Campus ID:	begins with ▼	<input type="text"/>
National ID:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>

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.

The screenshot shows the Student Services Center interface. The 'Student Center' tab is highlighted in red in the top navigation bar. Below the navigation bar, the 'Academics' section is expanded, displaying 'This Week's Schedule' with a table of classes. The 'Personal Information' section is also visible at the bottom.

Class	Schedule
HDFS 412-001 LEC (16674)	TuTh 10:20AM - 11:40AM Hubbard Hall 132
MUS 123-001 LAB (19694)	TuTh 3:00PM - 3:50PM Large Rehearsal
MUS 125-001 LAB (19696)	TuTh 4:10PM - 5:30PM Eichler Hall
PSY 101-002 LEC (16921)	MoWe 11:30AM - 12:20PM Farrell Ag Eng Hall 118 Fr 10:20AM - 12:10PM Psychology Bldg 118
SOC 350-001 LEC (17037)	We 6:30PM - 7:50PM Natural Resources Bldg Rm 225 TBA No room - Prof will arrange
SOC 362-001 LEC (24659)	TuTh 6:30AM - 8:50AM Brody Hall 134

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.

The screenshot shows the 'Other Academic Information' dropdown menu with the following options: Academic Requirements, Course History, Exam Schedule, Grades, Transfer Credit: Report, What-if Report, and other academic...



- **Personal Information:** Displays the student’s contact information with quick links to:
 - **Demographic Data** – to see additional demographic details including ID number, 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 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.
- **Names:** Displays primary and preferred names.
- **Addresses:** Alternate Mailing, Current, Housing, and Permanent addresses.
- **Phones:** Displays phone number and phone type (cellular, home).

Service Indicators

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	CashNet Direct Deposit			11/07/2024		Michigan State University

Initiated Checklists

No initiated checklists found.

Student Groups

Student Group	Description	Institution	Status
UASC	Admit to College - SocSci	Michigan State University	Active as of 2023-11-16
UCST	Continuing Student	Michigan State University	Active as of 2024-01-23
UMTA	Michigan Transfer Agreement	Michigan State University	Active as of 2023-11-19
UNSO	NSO Student	Michigan State University	Inactive as of 2023-06-23
UNSS	NSO Summer- Reserved Seats	Michigan State University	Inactive as of 2023-11-16

Personal Data

Campus ID [redacted]
Date of Birth **/**/****
[redacted]
Marital Status Unknown

National ID

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



- **Email Addresses:** Campus and Home email address provided by student.
- If you have the appropriate security, you can edit information by clicking the **Edit** button within the section.

Names

Name Type	Display Name	Status
Primary		Active as of 2023-02-27

Addresses

Address Type	Address	Status
Alternate Mailing		Active as of 2023-02-27
Current		Active as of 2024-08-20
Housing		Active as of 2024-07-31
Permanent		Active as of 2023-02-27

Phones

Phone Type	Phone Number	Extension	Preferred
Cellular			<input checked="" type="checkbox"/>

Email Addresses

Email Type	Email Address	Preferred
Campus		<input checked="" type="checkbox"/>
Home		<input type="checkbox"/>

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

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

External Education Edit Education Data

180017242 - Ovid-Elsie High School

Transcript Information

External Career	Data Num	Transcript Type	Transcript Status	Action	Date Received
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Education Summary



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 (Math Placement Assessment, 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.

Select **Details** to view transfer credit details, including what term the course was completed, units taken, equivalent MSU courses, and units accepted.

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



Course Credits Transfer

Transfer Course Details
Transfer Summary

Transfer Credit Model
Find | View All
First 1 of 1 Last

Academic Career UGRD Undergraduate
 Academic Institution MSU55 Michigan State University
 Model Nbr 1
 Transcript Level Print on Official

Target Information

Academic Program USS College of Social Sciences
 Academic Plan Apply Agreement

Source Information

Credit Source Type External
 External Org ID 180039211 Oakland Community College ATP 1607
 Data Source School

Transfer Credit Term
Find | View All
First 1 of 1 Last

Articulation Term 2238 FS23 Posted

Transfer Credit Detail

Equivalency Details
Evaluator Details

Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Accepted	Grade Base	Grade	Repeat Code	Incl In FA WI
1	Posted	2021 FALL	ENG 1510	3.00	T	WRA GCU	2.000	TRN	T		<input checked="" type="checkbox"/>
		2022 SPR	ENG 1520	3.00	T	WRA 101	4.000	TRN	T		<input checked="" type="checkbox"/>
2	Posted	2022 SPR	MAT 1540	4.00	T	MTH GCU	1.000	TRN	T		<input checked="" type="checkbox"/>
						MTH 103	3.000	TRN	T		<input checked="" type="checkbox"/>
3	Rejected	2022 SPR	PER 1300	2.00	T						<input type="checkbox"/>
4	Posted	2022 SPR	SOC 2510	3.00	T	SOC 100	3.000	TRN	T		<input checked="" type="checkbox"/>
5	Rejected	2021 FALL	ASC 1070	2.00	T						<input type="checkbox"/>
6	Rejected	2021 FALL	MAT 1150	4.00	T						<input type="checkbox"/>
7	Posted	2022 FALL	ART 1540	3.00	T	STA GCU	3.000	TRN	T		<input checked="" type="checkbox"/>
8	Posted	2022 FALL	HUM 1900	3.00	T	ENG 130	3.000	TRN	T		<input checked="" type="checkbox"/>
9	Posted	2022 FALL	POL 1510	3.00	T	PLS 100	3.000	TRN	T		<input checked="" type="checkbox"/>
10	Posted	2022 FALL	BIO 1511	4.00	T	ISB 202	3.000	TRN	T		<input checked="" type="checkbox"/>
						ISB LAB	1.000	TRN	T		<input checked="" type="checkbox"/>
11	Posted	2023 SPR	PHI 1610	3.00	T	PHL GCU	3.000	TRN	T		<input checked="" type="checkbox"/>
12	Posted	2023 SPR	CHE 1000	4.00	T	CEM GCU	3.000	TRN	T		<input checked="" type="checkbox"/>
						CEM 161	1.000	TRN	T		<input checked="" type="checkbox"/>
13	Posted	2023 SPR	SOC 2560	3.00	T	SOC 216	3.000	TRN	T		<input checked="" type="checkbox"/>

Add/View Comments

[Transfer Course Details](#) | [Transfer Summary](#)



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 in the Student Information System. The 'Academics' tab is highlighted in red. Below the navigation tabs, the 'Institution / Career / Program' section is highlighted in red. It shows a tree view on the left with 'MSU55 - Michigan State University' selected, and a details panel on the right. The details panel includes fields for Program (USS), Student Career Nbr (0), Status (Active in Program), Admit Term (2238), Expected Graduation (2275), Approved Load (Full-Time), Load Determination (Base On Units), Level Determination (Base On Units), Plan (SOCIOL_BA1), Requirement Term (2238), Plan (YOUSO_MNUN), and Requirement Term (2238). Below this, the 'Term Summary' section is highlighted in red. It shows a tree view on the left with 'Fall Semester 2025' selected, and a details panel on the right. The details panel includes fields for Eligible to Enroll (Yes), Primary Program (USS), Academic Standing Status (Data unavailable), Level / Load (Academic Level - Projected: Senior, Academic Level - Term Start: Junior, Academic Level - Term End: Junior, Approved Academic Load: Full-Time, Academic Load: No Unit Load), and Classes (No classes for this term).

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.



- **Expected Graduation Term:** is the anticipated graduation term and is updated as needed when the student applies for graduation.
- **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.
- **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.