Student Services Center

There is a new summary page delivered that can be used as a supplement to the other pages. Some data from different pages is put together on a single page. If additional data is needed that is not in the Student Services Center, then the specific page can still be viewed.

Following this navigation, select Student Services Center:
Basic Student Information>Student Services Center or Campus Community>Student Services Center

A search window will appear. Type in the ID, Campus ID or name information to find the student of interest.
The **Student Center** tab will appear with information about the student. The Student Center tab is very similar to what the student will see when they sign on to Enroll and Pay. There are several differences in what staff see on the Student Center tab versus what students see. Students see links to change their enrollment under the Academics area. They will also see “Add a Class” and “Drop a Class.” Many of the options staff see are not active links while they are active for the student. With an active link, the student can drill down and see additional information. One example of this is the Print/View a Bill link under Finances. In addition to the Student Center tab, staff may have tabs for general info, academics, etc. The tabs that a staff person will see are based on the training they have attended and the access they have been given. Students do not see the additional tabs, only the Student Center tab. The class schedule, account summary, hold and contact information is exactly the same as the student will see.
The **General Info** tab has service indicators (holds), national id, addresses, email addresses, checklists, personal data, names and phones. Although you can see the student’s university registered email address the student does not see this and does not change this information through Enroll and Pay.

Each area can be reached through these links. The screen shot only shows part of the page. Scroll down to see all the areas.

The green arrow will collapse individual areas. Or all areas can be collapsed with the Collapse All button.

The green edit box when selected will go to the page that has the detail of information for that area.