

HOW TO USE STUDENT SERVICES CENTER

A guide for staff at the University of Minnesota

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

Student Services Center is a central online location to view a wide range of student data. The data is organized across four tabs.

- **Student Center** - Displays most of the information a student sees when he/she uses Student Center self-service.
- **General Info** - Displays service indicators, student groups, and personal data.
- **Academics** - Displays the student's college, major, minor, and term-by-term class and GPA information.
- **Transfer Credit** - Displays the student's transfer course credits, test credits, and other credits.

Accessing Student Services Center

The Student Services Center can be accessed within PeopleSoft following the navigational path:

Main Menu > Campus Community > Student Services Center

OR through the Reporting Center's **Academic Record report** link.

On the Student Services Center search page:

1. Enter the student's ID, or the student's last and first names.

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 [dropdown] [input]

Campus ID: begins with [dropdown] [input]

National ID: begins with [dropdown] [input]

Last Name: begins with [dropdown] [input]

First Name: begins with [dropdown] [input]

Limit the number of results to (up to 300): [input: 300]

Search **Clear** **Basic Search** **Save Search Criteria**

2. Click Search.

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Student Center Tab

The student center tab contains most of the information that a student sees when he/she uses student center self-service. Data displayed here includes: current class schedule, student account information, student contact information, a brief description of any holds (service indicators) on the student's record, and the student's assigned adviser(s).

The screenshot shows the 'Student Center' tab for a Goldy Gopher student. The 'Academics' section displays the 'Fall 2018 Schedule' with a table of classes. A 'Related Content' dropdown menu is open, highlighting the 'Pronouns' option. Below this, the 'Pronouns' section shows a table with one entry for the student.

UMCC_RC_ST_SVCS_CTR_PRONOUNS- Stdnt Services Ctr - Pronouns				
ID	Last Name	First Name	Pronouns	
1	#####	Gopher	Goldy	They/Them/Theirs

Tip: To go back to search page to view a different student's Student Services Center, return to the student center sub tab and click the Return to Search button at the bottom of the page.

Pronouns will list personal pronoun of student, if indicated. For more information on pronouns, see: z.umn.edu/gender_pronounfactsheet

General Info Tab

The general info tab displays the student's service indicators (holds), student groups, personal data, names, addresses, phone numbers, and email addresses.

Student Center **General Info** Academics Transfer Credit

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

Service Indicators Edit Service Indicators

★ Positive ⓧ Negative

Service Indicators Personalize | View All | [?] First 1-2 of 2 Last

Type	Details	Amount	Currency	Start Term	End Term	Start Date	End Date	Department
★	Agreed to e-business agreement			All Terms		03/17/2017		ASR One Stop Student Services
ⓧ	Student Account Past Due	782.04	USD	All Terms		08/28/2017		ASR Student Finance Admin

Go to top

Initiated Checklists

No initiated checklists found.

Go to top

Student Groups Edit Student Groups

Student Group	Description	Institution	Status
2ACA	2nd Choice Prog/Plan-Academic	Duluth	Active as of 2014-12-16
CM22	COMM 1222 Completed	Duluth	Active as of 2015-04-21
FHSP	High School Preps Met	Duluth	Active as of 2015-

Clicking an edit button will open the associated PeopleSoft page in a pop-up window where information can be viewed in greater detail. Staff with access to update data in PeopleSoft may also make changes to the information.

Academics Tab

The academics tab displays the student's college, major, minor, and term-by-term class and GPA information.

If the student has been active in more than one college, click on the college links to toggle between them.

Click the term links to view the student's classes, grades, and statistics term-by-term.

Tip: Student Services Center pages are not printer-friendly. Instead, unofficial transcripts may be printed.

The screenshot shows the 'Academics' tab in a student center interface. It is divided into two main sections: 'Institution / Career / Program' and 'Term Summary'.

Institution / Career / Program Section:

- Left Navigation:** A tree view showing institutions: UMNDL - Duluth (with sub-items UGRD - Undergraduate and 49UGR - College of Liberal Arts), and UMNTC - Twin Cities/Rochester (with sub-items UGRD - Undergraduate, 18UGR - Coll of Continuing Education, and 17UGR - College of Liberal Arts).
- Right Panel:** Displays program details for '17UGR - College of Liberal Arts'. Fields include: Student Career Nbr (2), Status (Active in Program), Admit Term (1169), Expected Graduation (Fall 2016), Approved Load (Full-Time), Load Determination (Base On Units), Level Determination (Base On Units), Plan (100000017), Requirement Term (1169), Sub-Plan (CHEMISTRY), and Requirement Term (1169).

Term Summary Section:

- Left Navigation:** A tree view for 'Fall 2017' showing terms for UMNDL - Duluth (1165 - Summer 2016, 1163 - Spring 2016, 1159 - Fall 2015) and UMNTC - Twin Cities/Rochester (1179 - Fall 2017, 1175 - Summer 2017, 1173 - Spring 2017, 1169 - Fall 2016, 1153 - Spring 2015, 1149 - Fall 2014).
- Right Panel:** Displays details for 'Fall 2017'. Fields include: Eligible to Enroll (Yes), Primary Program (17UGR - College of Liberal Arts), Academic Standing Status (Data unavailable), Academic Level - Projected (Sophomore2), Academic Level - Term Start (Sophomore2), Academic Level - Term End (Sophomore2), Approved Academic Load (Full-Time), and Academic Load (Enrolled Full-Time).

Classes Section:

- Legend: Enrolled (green checkmark), Dropped (blue X), Wait Listed (yellow triangle).
- Table:

Class	Description	Units	Grading	Grade	Repeat Code	Status
BIOL 1001-012 (11771)	Evolution & Ecology (Laboratory)	4.00	A-F Grade Basis			Enrolled

- Advisers can view and print unofficial transcripts for advisees assigned in PeopleSoft, through MyU > Key Links > Advisor Center > View Student Details > Other Academics > Transcript: View Unofficial
- Unofficial transcripts may also be printed from the Request Transcript Report page in PeopleSoft. Navigate to the page following the path: Main Menu > Records and Enrollment > Transcripts > Request Transcript Report.

Transfer Credit Tab

The transfer credit tab displays the student's transfer course credits, test credits, and other credits, if any.

Student Center
General Info
Academics
Transfer Credit

Course Credits

Model(1)
Statistics(2)
☰▶

Source	Career				Model Status
Anoka-Ramsey Community College	Undergraduate	Twin Cities/Rochester	Coll of Continuing Education	Fall 2014	Posted

Test Credits

No test credits found.

Other Credits

No other credits found.

⬆️ Go to top

🔍 Return to Search
📧 Notify