University of Minnesota

### What is it?

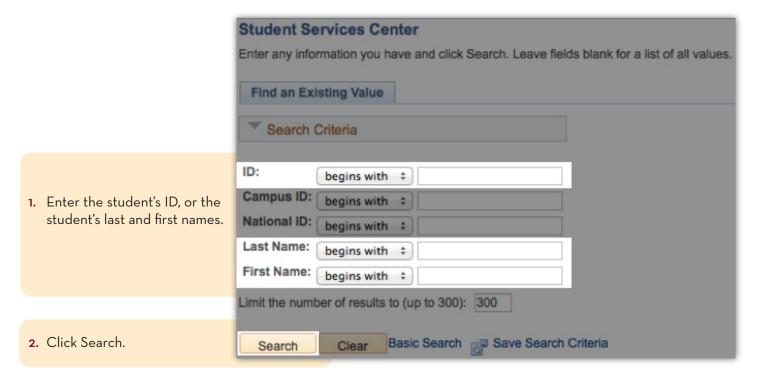
Student Services Center is a central online location to view a wide range of student data. The data is organized across four tabs.

- 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(s), major(s) and minor(s), and term-by-term class information.
- Transfer Credit Displays the student's transfer course credits, test credits, and other credits.

## **Accessing Student Services Center**

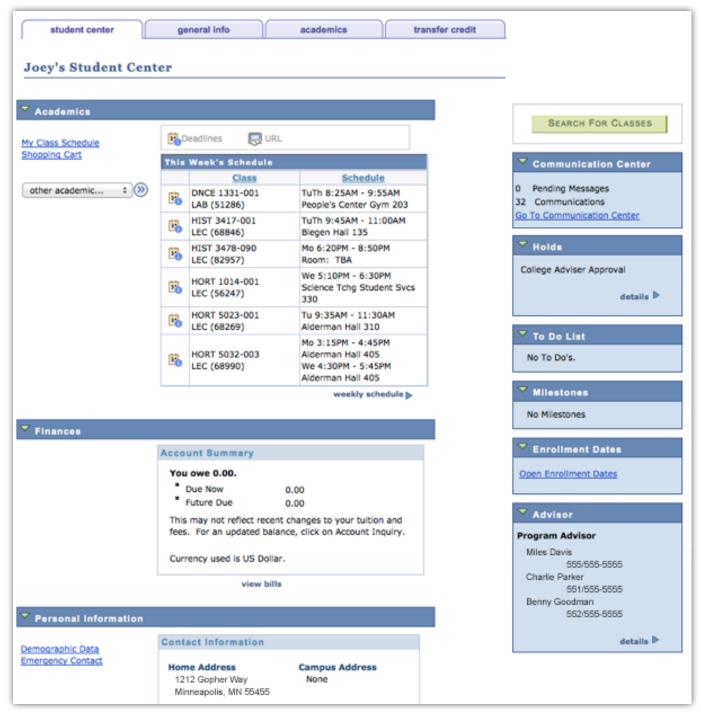
The Student Services Center can be accessed within PeopleSoft following the navigational path: Main Menu > Campus Community > Student Services Center, or through the Reporting Center's Academic Record report link.

On the Student Services Center search page:



### Student Center Tab

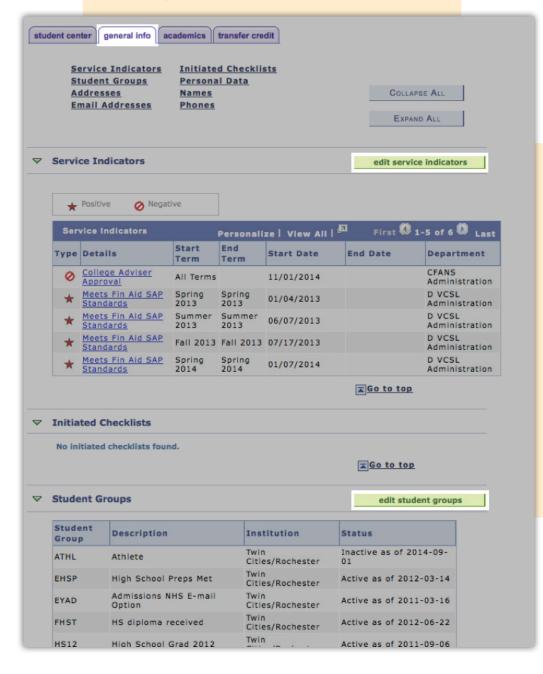
The student center tab contains most of the information that a student sees when he/she uses student center self-service. Data displayed here includes: current class schedule, student account information, student contact information, a brief description of any holds (service indicators) on the student's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



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.

## General Info Tab

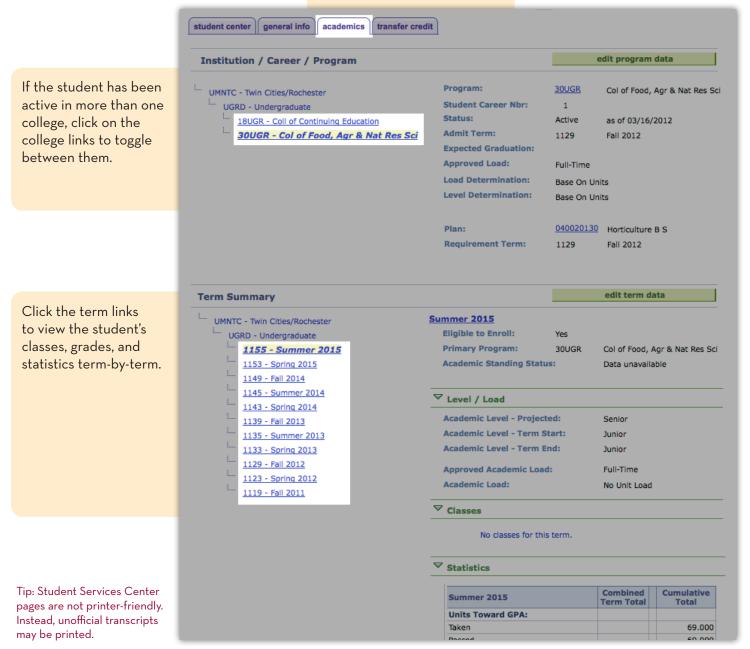
The general info tab displays the student's service indicators (holds), student groups, personal data, names, addresses, phone numbers, and email addresses.



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 and major information.



- 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.

