UNIVERSITY OF MINNESOTA

Student Services Center | A guide for staff

Table of contents

Overview 1
Accessing Student Services Center 1
FERPA 2
Student Center Tab 3
General Info Tab 4
Academics Tab 4
Transfer Credit Tab 5

Overview

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

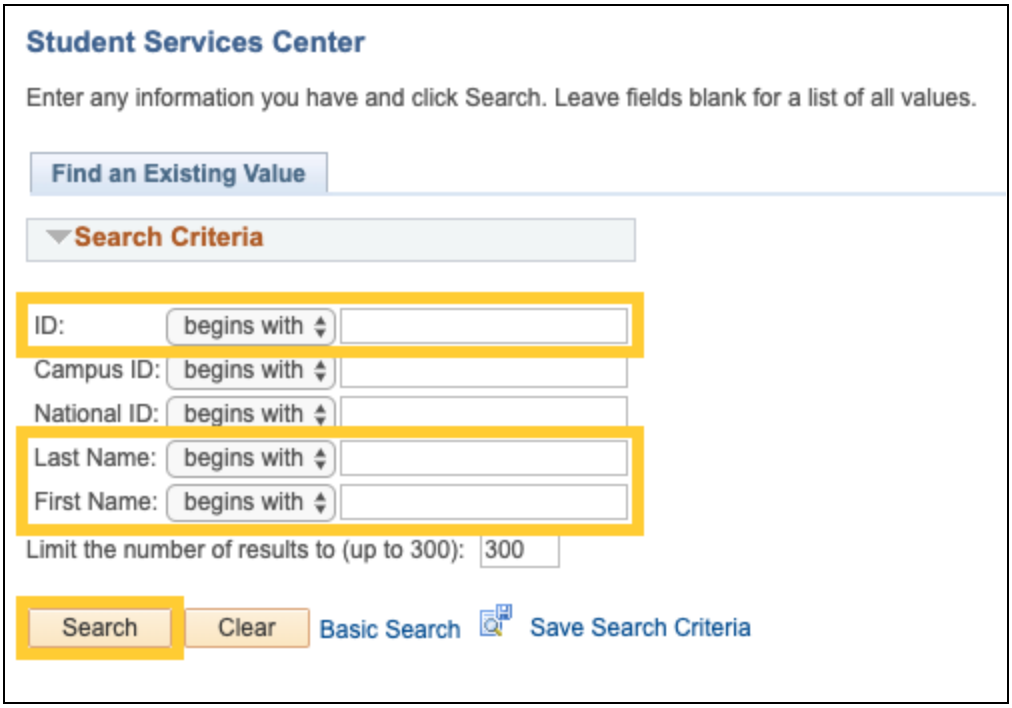
- **Student Center** - Displays most of the information a student sees when he/she uses Student Center self-service.
- **General Info** - Displays service indicators, student groups, and personal data.
- **Academics** - Displays the student's college, major, minor, and term-by-term class and GPA information.
- **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 this path:
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.
2. Click Search.

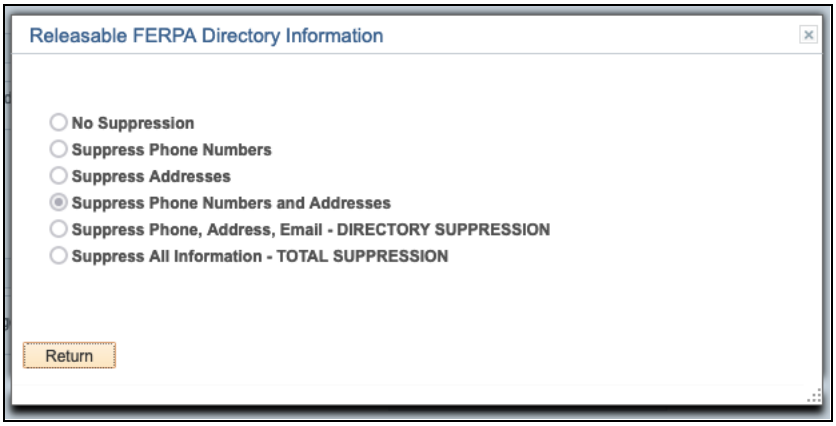


FERPA

The FERPA icon is a blue window shade. It will appear on near the top of the Student Services Center page if a student has selected to suppress some or all of their directory information.



Click the FERPA icon to see what kind of directory information they have chosen to keep private. The list displays their level of suppression to guide you on what you can or cannot disclose about the student.

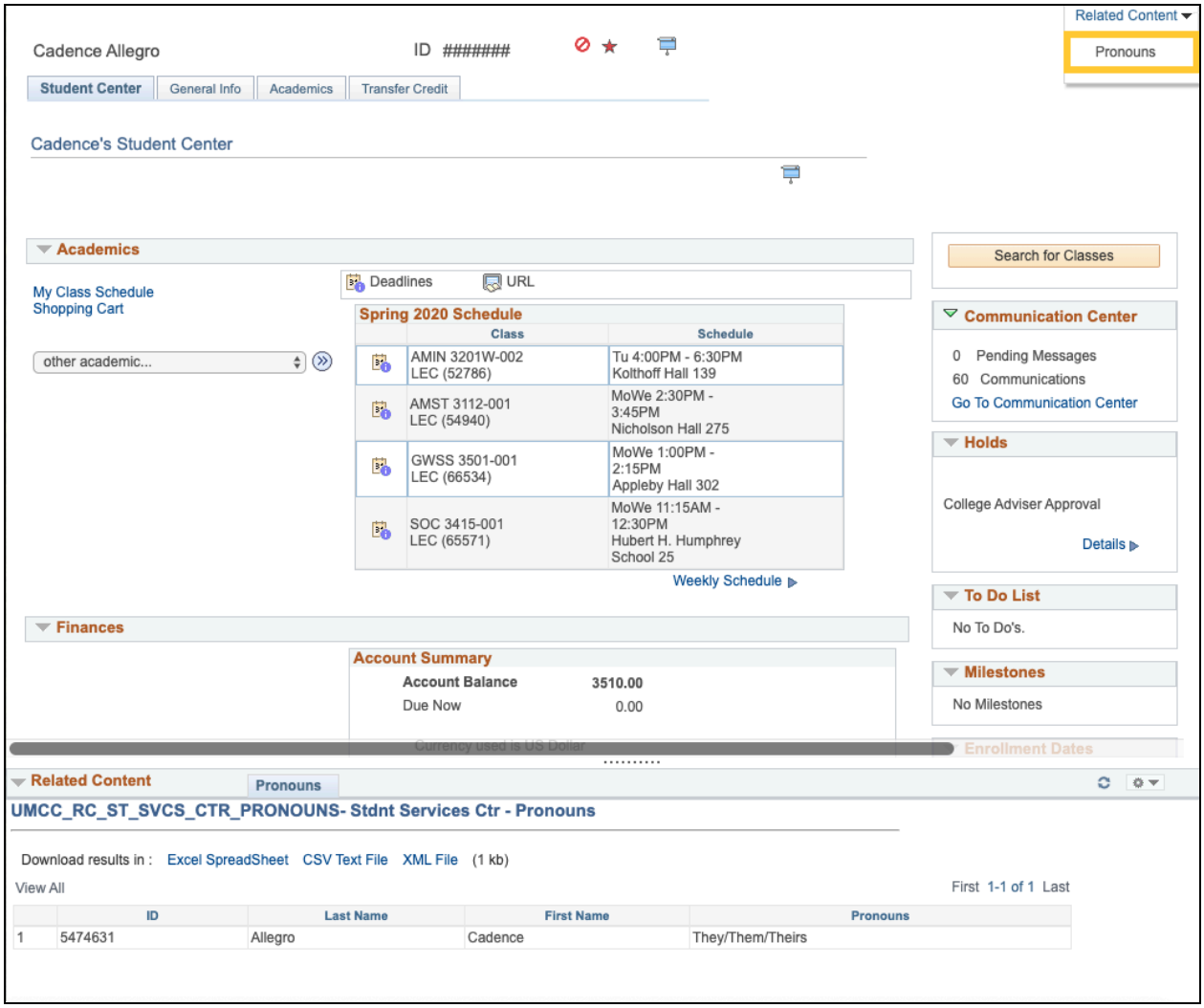


Student Center Tab

The student center tab contains most of the information that a student sees when using 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).

Related Content > **Pronouns** will list personal students' personal pronouns, if indicated.

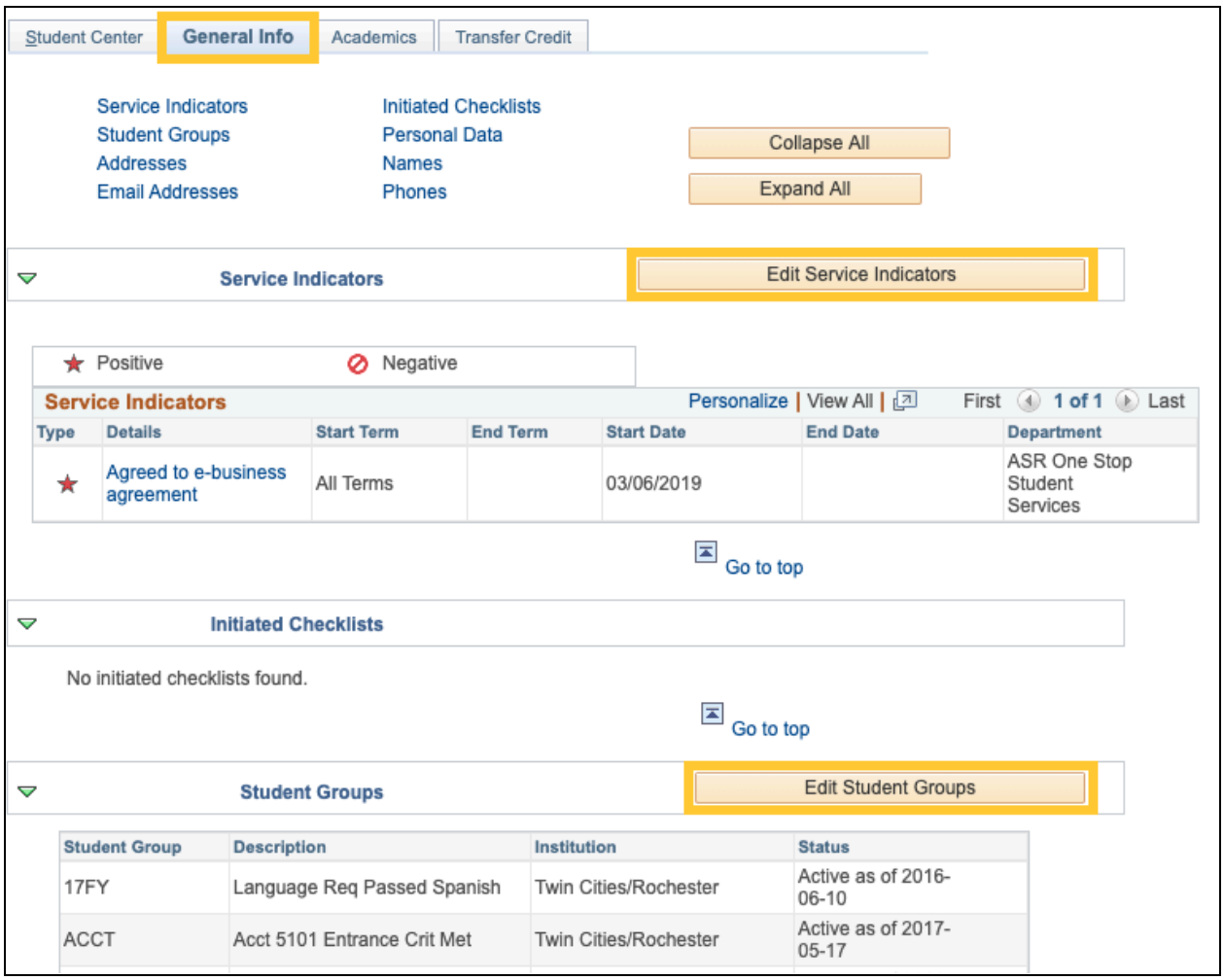


To go back to the search page to find a different student, click the **Return to Search** button at the bottom of the page.

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.

Staff with access may click the **Edit…** button to 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

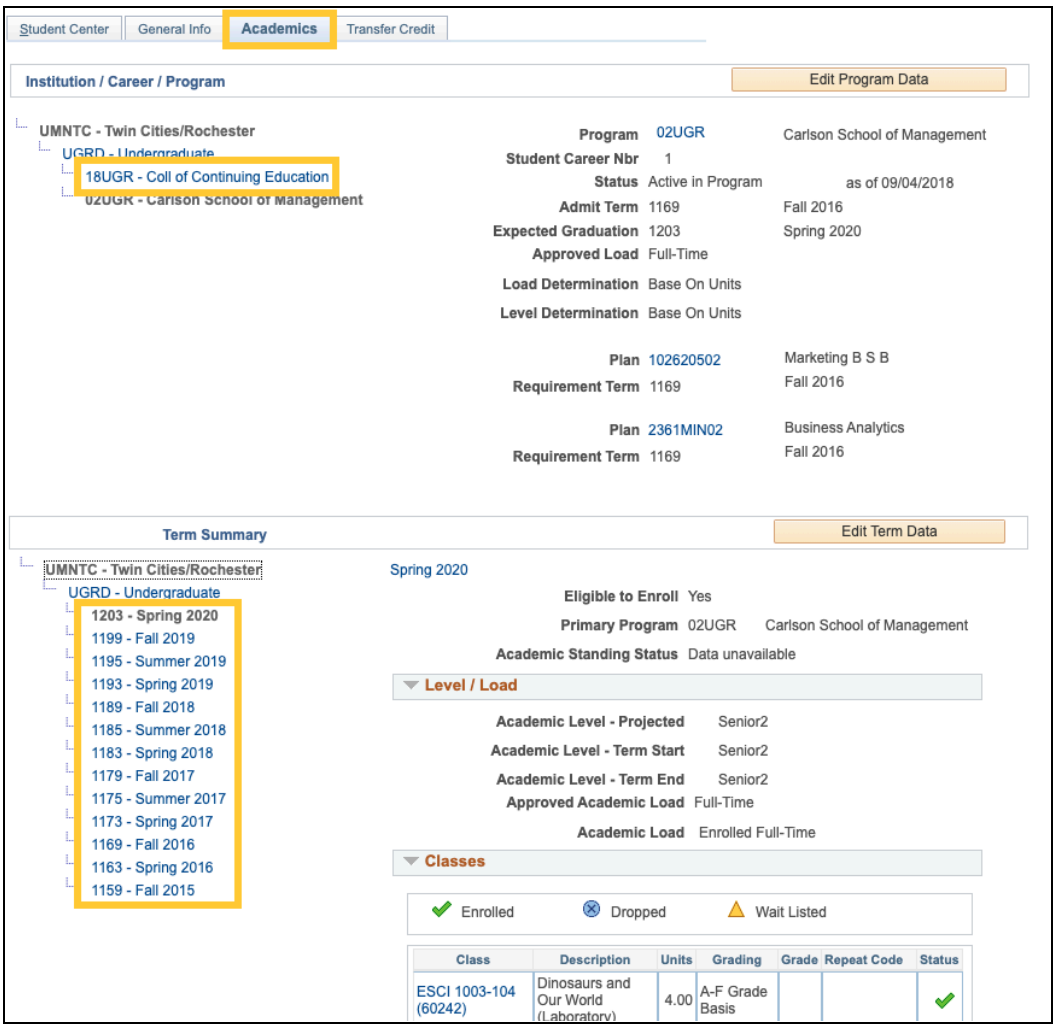
The academics tab displays the student's college, major, minor, and term-by-term class and GPA information.

If the student has been active in more than one college or campus, 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.

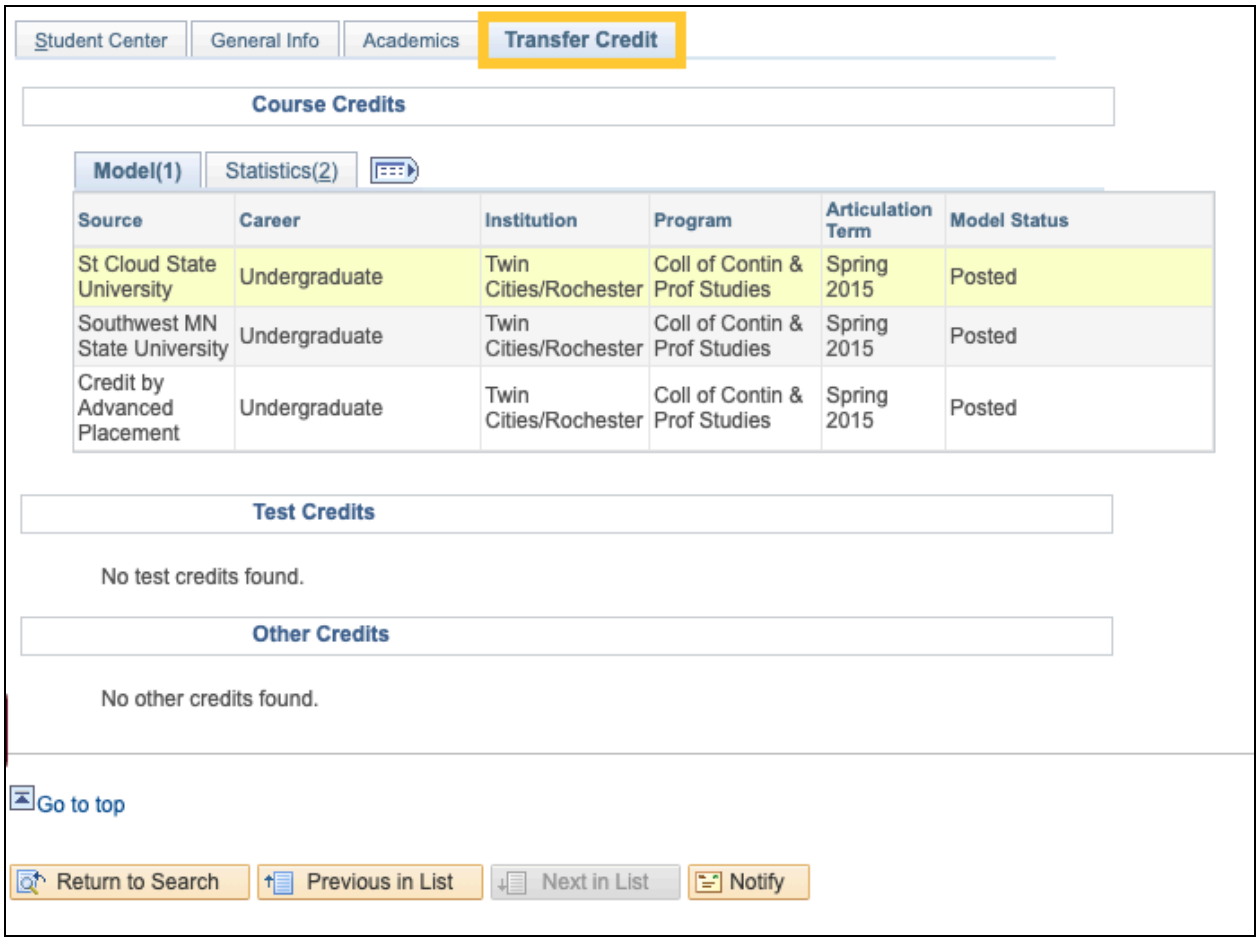
- Advisers can view and print unofficial transcripts for advisees assigned in PeopleSoft, through MyU > Key Links > Advisor Center > View Student Details > Other Academics > Transcript: View Unofficial
- Unofficial transcripts may also be printed from the Request Transcript Report page in PeopleSoft: Records and Enrollment > Transcripts > Request Transcript Report > Add a New Value tab.



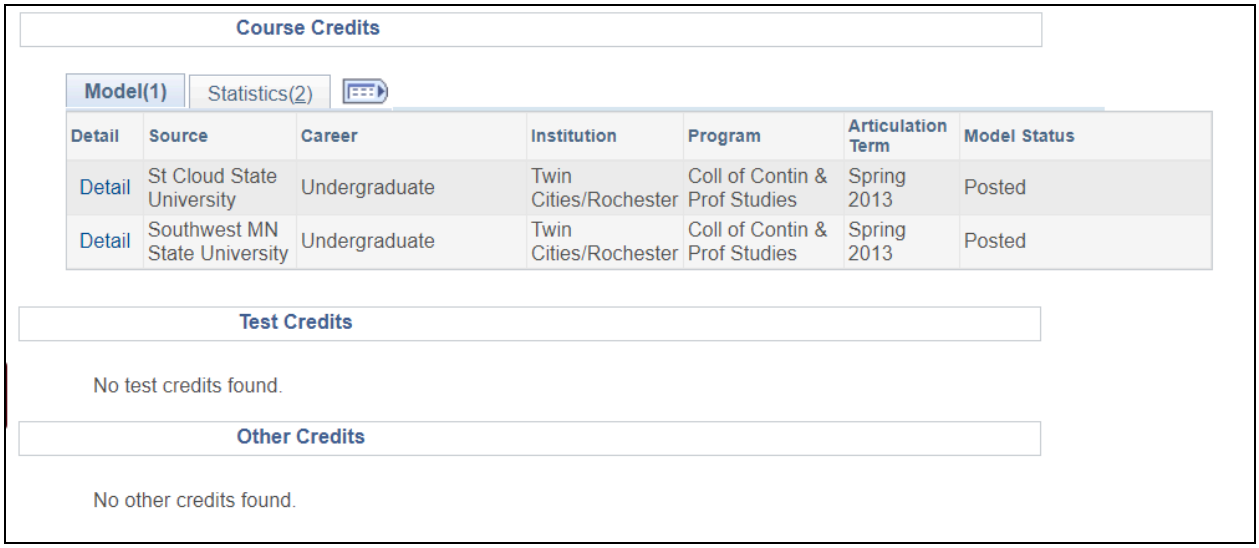
Transfer Credit Tab

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

The **Statistics** sub-tab displays the number of transfer credits from each institution.



Clicking on the **Detail** link next to each source will bring up detailed transfer information.



Course Credits

Model(1) | Statistics(2)

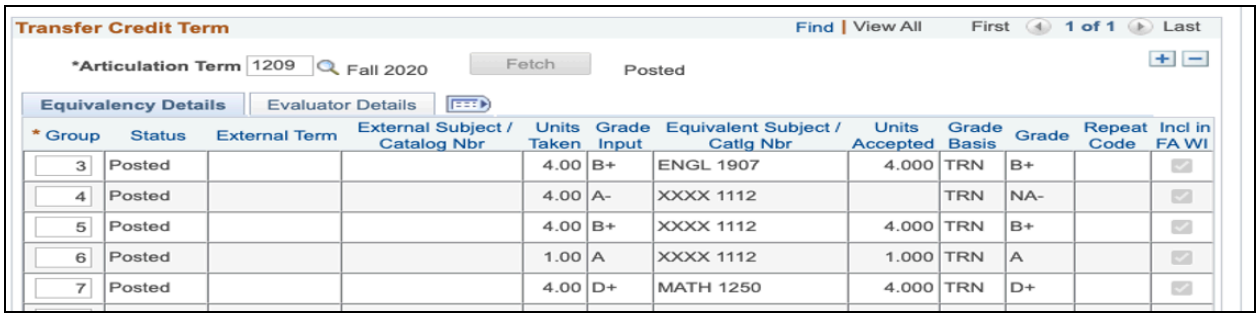
Detail	Source	Career	Institution	Program	Articulation Term	Model Status
Detail	St Cloud State University	Undergraduate	Twin Cities/Rochester	Coll of Contin & Prof Studies	Spring 2013	Posted
Detail	Southwest MN State University	Undergraduate	Twin Cities/Rochester	Coll of Contin & Prof Studies	Spring 2013	Posted

Test Credits

No test credits found.

Other Credits

No other credits found.



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

*Articulation Term 1209 Fall 2020 Fetch Posted

Equivalency Details | Evaluator Details

* Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Accepted	Grade Basis	Grade	Repeat Code	Incl in FA WI
3	Posted			4.00	B+	ENGL 1907	4.000	TRN	B+		
4	Posted			4.00	A-	XXXX 1112		TRN	NA-		
5	Posted			4.00	B+	XXXX 1112	4.000	TRN	B+		
6	Posted			1.00	A	XXXX 1112	1.000	TRN	A		
7	Posted			4.00	D+	MATH 1250	4.000	TRN	D+		