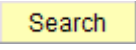



Cheat Sheet

Staff's Student Service Center ~ Academics Tab

Basic Navigation

Home > Campus Community > Student Services Ctr (Student)

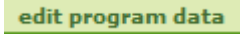

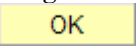
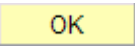
1. Enter the ID of the student of interest.
2. Click on the  button.
3. Click on the  tab.

Student Program and Plan

To view student program / plan:

- The top of this page displays the student's program, status, admit term, expected graduation (if they have applied for graduation), class load, student's plan, and requirement term.

To edit student program / plan info (if you have edit access):

- a. Click on the  button.
- b. If you have access and need to enter data, enter changes here instead of navigating to another page.
- c. If changes were made, click on the  button. Then, click on the  button.
- d. If viewing only, click the  button.

Term Summary - View

This portion of the page includes information concerning:

1. Eligible to Enroll flag
2. Primary program and academic standing
3. Level in program and Load of classes
4. Class Schedule / Quick Enroll
5. Class Statistics

****NOTE: You can click the semester links on the left-hand side to check info for other semesters!!****

1. Eligible to Enroll and Program Info

- a. Check the Eligible to Enroll flag on the right-hand side of this page. You can quickly see if the flag is checked or not.
- b. If you need to modify the flag, click on the [edit term data](#) button.
- c. Verify the term on the screen.
- d. If you want to activate for this term:
 - i. Click on the “Eligible to Enroll” box.
 - ii. Click on the [Apply](#) button.
 - iii. Click on the [OK](#) button.

2. Primary Program and Academic Standing

You can view the primary program and academic standing status.

3. Level/Load

- a. Click on the [▶](#) button associated with “Level / Load.”
- b. View the info regarding academic levels and academic loads.

4. Classes/Quick Enroll

To view class schedule:

- a. Click on the [▶](#) button associated with “Classes.”
- b. View the info regarding class schedules.

To add classes via Quick Enroll:

- a. Click on the [Quick Enrollment](#) link.
- b. See Quick Enroll document to find procedure for adding via Quick Enroll.

5. Statistics

- a. Click on the [▶](#) button associated with “Statistics.”
- b. View the info regarding academic levels and academic loads.