

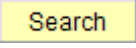
Staff's Student Service Center – General Info Tab

This document will discuss and look into the information contained in the “General Info” tab of the Student Service Center.

- Basic Navigation 1
- FYI 2
- Service Indicators 2
- Initiated Checklists 4
- Student Groups 5
- Names 5
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- Phones 6
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Basic Navigation

Home > Campus Community > Student Services Ctr (Student)

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

Student Services Center
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with

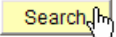


Campus ID: begins with

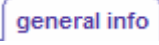
National ID: begins with



Last Name: begins with

First Name: begins with

Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

3. Click on the  tab.

Seymour Eagle ID: 474447  

student center | admissions | academics | transfer credit | general info

<u>Service Indicators</u>	<u>Initiated Checklists</u>	<input type="button" value="COLLAPSE ALL"/> <input type="button" value="EXPAND ALL"/>
<u>Student Groups</u>	<u>Names</u>	
<u>Addresses</u>	<u>Phones</u>	
<u>Email Addresses</u>		

1.

▶ Service Indicators	<input type="button" value="edit service indicators"/>
▶ Initiated Checklists	
▶ Student Groups	<input type="button" value="edit student groups"/>
▶ Names	
▶ Addresses	
▶ Phones	<input type="button" value="edit phones"/>
▶ Email Addresses	<input type="button" value="edit email addresses"/>

[Student Center](#) | [Admissions](#) | [Academics](#) | [Transfer Credit](#) | [General Info](#)

FYI

1. You have the choice to collapse all or expand all .
 - a. To expand a group, click the ▶ button beside the group.
 - b. To collapse a group, click the ▼ button beside the opened group.
2. If you have more than view-only access, you will see the button. You can click on this button to make changes without having to navigate to another page.

Service Indicators

1. View – You can view the service indicators on this student’s account.
 - a. You can click on the links in the “Details” column (example: [No Late Fee](#)) for additional information.

Service Indicators [edit service indicators](#)

★ Positive ⓧ Negative

Service Indicators				
Customize View All				
First 1-2 of 2 Last				
Type	Details	Active Term	Active Date	Department
★	No Late Fee	Begin Term - Srvc Indicatr Use	03/09/2007	Office Of The Univ Registrar
ⓧ	Financial Aid Hold	Fall 2007-2008	10/08/2007	Business Services

[Go to top](#)

b. When you finish viewing, click on the Return button.

Service Indicator Detail

Academic Institution: USM01 Univ of Southern Mississippi DateTime: 03/09/2007 3:36:10PM
 Service Indicator: NLF No Late Fee Active Dt: 03/09/2007
 Service Ind Reason: NLF No Late Fee
 Reference: MTAG PROBLEM PS 030907
 Amount: \$0.000 Currency Code: USD
 Contact Person:
 Placed By: Name:
 Placed Method: Manual
 User ID: Name:
 Department: Univ Registrar
 Placed Process Name: Release Process Name:

Services Impacted [Find](#) | [View All](#) First 1 of 1 Last

NLF	No Late Fee
-----	-------------

Return

2. Edit – You can edit the service indicators (if you have proper access).
 - a. Click on the edit service indicators button.

Service Indicators [edit service indicators](#)

★ Positive ⓧ Negative



Service Indicators				
Customize View All				
First 1-2 of 2 Last				
Type	Details	Active Term	Active Date	Department
★	No Late Fee	Begin Term - Srvc Indicatr Use	03/09/2007	Office Of The Univ Registrar
ⓧ	Financial Aid Hold	Fall 2007-2008	10/08/2007	Business Services

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- b. Make changes as necessary.
- c. Click on the Apply button.

- d. Click on the **OK** button.

Service Indicator Data

Seymour Eagle 474447  

Service Indicator Data [Find](#) | [View All](#) | First [Last](#)

DateTime: 10/08/2007 12:18:05PM *Institution: USM  

Service Ind Active Term: Fall 2007-2008 *Active Date:

*Service Indicator Code: Financial Aid Hold

*Service Ind Reason Code: Minimum Payment Not Met

Reference:

Amount: Currency: Dollar

Contact ID: Contact Person:


Placed Person ID:

*Department: Business Services

Comments:


Placed Method: Manual Placed Process: Release Proc:

User ID: 303939


OK **Cancel** **Apply** 

Initiated Checklists

1. View – You can view any initiated checklists on this student’s account.
2. Edit – You can edit the student group info (if you have proper access).
 - a. Click on the **edit** button.

 **Initiated Checklists**

No initiated checklists found.

 [Go to top](#)

OK **Cancel** **Apply**

- b. Make changes as necessary.
- c. Click on the **Apply** button.
- d. Click on the **OK** button.

Student Groups

1. View – You can view the student group(s) a student is part of.
2. Edit – You can edit the student group info (if you have proper access).
 - a. Click on the **edit student groups** button.

Student Groups edit student groups			
Student Group	Description	Institution	Status
CCAC	Community College Achievement	Univ of Southern Mississippi	Active as of 2007-01-09
SPA	Madrid & Nerja Spain	Univ of Southern Mississippi	Inactive as of 2007-06-23
STAB	Study Abroad	Univ of Southern Mississippi	Inactive as of 2007-06-23

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- b. Make changes as necessary.
- c. Click on the **Apply** button.
- d. Click on the **OK** button.

Find | View All First 1 of 3 Last

*Academic Institution: Univ of Southern Mississippi + -

*Student Group: Community College Achievement

Find | View All First 1 of 1 Last

*Effective Date: *Status: + -

Comments

Start Spring 2007 per DJP. \$2000/yr - \$1000/sem.

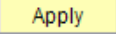
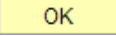
Names

1. View – You can view the student’s name types.
2. Edit – You can edit the name info (if you have proper access).
 - a. Click on the **edit** button.


Names		
Name Type	Display Name	Status
Preferred	Seymour Eagle	Active as of 2003-05-31
Primary	Seymour Eagle	Active as of 2003-05-31

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- b. Make changes as necessary.
- c. Click on the  button.
- d. Click on the  button.


Addresses

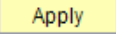
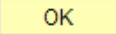
- 1. View – You can view the student’s addresses.
- 2. Edit – You can edit the student address info (if you have proper access).
 - a. Click on the  button.

▼ **Addresses**


Address Type	Address	Status
Home	123 Eagle Alley Lane Hattiesburg, MS 39406-0001 Forrest	Active as of 2003-05-31
Mailing	567 Golden Lane Hattiesburg, MS 39401 Forrest	Active as of 2007-10-04


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- b. Make changes as necessary.
- c. Click on the  button.
- d. Click on the  button.

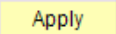
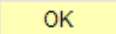
Phones

- 1. View – You can view the student’s phone numbers.
- 2. Edit – You can edit the student phone info (if you have proper access).
 - a. Click on the  button.

▼ **Phones** 

Phone Type	Phone Number	Extension	Preferred
Home	601/264-1234		<input checked="" type="checkbox"/>
Mail	601/270-1234		<input type="checkbox"/>

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- b. Make changes as necessary.
- c. Click on the  button.
- d. Click on the  button.

Phone Numbers

Seymour Eagle

474447



Phone Detail				
Phone Type	Phone Number	Extension	Country Code	Preferred
Home	601/264-1234			<input checked="" type="checkbox"/>
Mail	601/270-1234			<input type="checkbox"/>

OK Cancel Apply

Email Address

1. View – You can view the student’s email address.
2. Edit – You can edit the student email info (if you have proper access).
 - a. Click on the **edit** button.

Email Addresses			edit email addresses
Email Type	Email Address	Preferred	
Campus	seymour.eagle@usm.edu	<input checked="" type="checkbox"/>	

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- b. Make changes as necessary.
- c. Click on the **Apply** button.
- d. Click on the **OK** button.

Electronic Addresses

Seymour Eagle

474447



Email Information		
Email Type	Email Address	Preferred
Campus	seymour.eagle@usm.edu	<input checked="" type="checkbox"/>

URL Information	
Type	URL Address

OK Cancel Apply