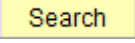



Cheat Sheet

Staff's Student Service Center ~ Student Center 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.


View a Student's Class Schedule

There are 3 ways to view a student's class schedule.

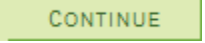


Option 1: Classes for the current term

The student's **classes for the current term** will appear when you first arrive at the Student Service Center.

Option 2: Weekly schedule of classes

1. Click on the [weekly schedule ▶](#) link.
2. You can modify the week viewed and the times of the day to be viewed at the bottom of page.
3. When you finish viewing, click on the  button.

Option 3: Class schedule with enrolled classes, dropped classes or both

1. Click on the [My Class Schedule](#) link.
2. If this is not the student's first semester, a box will display. Click on the radio button of the semester you want to view.
3. Click on the  button.
4. Select what type classes you would like to view.
5. Click on the  button.
6. When you finish viewing, click on the  button.

Student Grades

1. Click on the [Grades](#) link.
2. When finished viewing, click on the button.

Transfer Credit Report

1. Choose "Transfer Credit Report" for the box.
2. Click on the button.
3. When finished viewing, click on the button.

Financial Information

Only employees in the Business Office and Financial Aid Office will have access to this piece.

Home and Mailing Addresses, Home Phone Number, and USM Email Address

At the bottom of the page, you will see the Home and Mail addresses, Home Phone, and USM Email address.