Student Services Center

Viewing and Editing an Individual’s Information

Description

The Student Services Center is available to administrative users to view a student’s information at a glance. The component provides access for administrators so that they can explore and update information on a student as needed.

NOTE: The Student Services Center search is not limited to only students. If the ID that you select is not a student, only general information such as the individual’s address, email, and so on is available. If the ID is a student, the individual’s academic information is also available. (Only current and future dated information appears in the Student Services Center component.)

This document will describe how to view and edit an individual’s information.

Components

Navigation: Campus Community>Student Services Center

The Student Services Center Page

After performing the above navigation, you will be presented with the Student Services Center page. This page is used to search for the individual or student that you wish to view or update information on.
Student Center

This page provides the same view of the self-service Student Center page as the student sees. Clicking any of the buttons or links on this page takes the administrator to the same self-service destinations.

At the bottom of the page you can return to the Student Services Center Search page or click the Notify button, to send an email to someone regarding this student.
**General Info**

This page provides an overview of a student's general information from components in the Campus Community menu and the Student Groups component available from Admissions. Students can see some of the same information from the self-service Campus Personal Information menu.

![Service Indicators](image)

### Service Indicators
- Student Groups
- National ID
- Addresses
- Email Addresses

### Initiated Checklists
- Personal Data
- Names
- Phones

### Student Groups
- Personal Data
- National ID
- Names
- Addresses
- Phones

### Email Addresses
- **Email Type** | **Email Address** | **Preferred**
  - Home | cleanteeth@earthlink.com | ✔

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**Student Center** | **General Info** | **Admissions**

[Return to Search] [Notify]
Each of the sub-areas under general info can be expanded or collapsed by clicking the green arrows. When the arrow points down ▼, the information is expanded. When the arrow is pointing to the right ►, the information is collapsed.

Admissions
This page shows the student’s admissions related data.

<table>
<thead>
<tr>
<th>First Name</th>
<th>ID: 0537426</th>
</tr>
</thead>
<tbody>
<tr>
<td>student center</td>
<td>general info</td>
</tr>
</tbody>
</table>

Institution / Career / Application Nbr / Program

| ▼ UMS01 - University of Maine at Augusta |
| ▼ U100D - Undergraduate |
| ▼ 0020228 |
| ▼ M001U - Math & Prof Studies Ugrad |

External Education

| ▼ 0112770 - Chevonna High School |

Transcript Information

<table>
<thead>
<tr>
<th>External Career</th>
<th>Date Nbr</th>
<th>Transcript Type</th>
<th>Transcript Status</th>
<th>Received</th>
<th>Data Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Schi</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Education Summary

<table>
<thead>
<tr>
<th>External Career</th>
<th>Data Nbr</th>
<th>Acad Level</th>
<th>Summary Type</th>
<th>Attempted</th>
<th>Completed</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Schi</td>
<td>1</td>
<td>Unknown</td>
<td>High School Overall</td>
<td>96.000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Test Summary

Filter data by Operator Value

Test Results

<table>
<thead>
<tr>
<th>Test ID</th>
<th>Test Component</th>
<th>Test Score</th>
<th>Letter Score</th>
<th>Percentile</th>
<th>Test Date</th>
<th>Acad Level</th>
<th>Data Source</th>
<th>Date Loaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT 1</td>
<td>MATH</td>
<td>500.00</td>
<td></td>
<td></td>
<td>05/03/2005</td>
<td>11th Grade</td>
<td>ETS</td>
<td>05/09/2006</td>
</tr>
<tr>
<td>SAT 1</td>
<td>VERB</td>
<td>500.00</td>
<td></td>
<td></td>
<td>05/08/2005</td>
<td>11th Grade</td>
<td>ETS</td>
<td>05/08/2006</td>
</tr>
<tr>
<td>SAT 1</td>
<td>WRIT</td>
<td>550.00</td>
<td></td>
<td></td>
<td>05/09/2005</td>
<td>11th Grade</td>
<td>ETS</td>
<td>05/09/2006</td>
</tr>
</tbody>
</table>