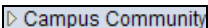
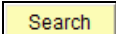
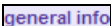







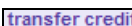


## Student Services Center

1.	From the Campus Solutions menu, click the <b>Campus Community</b> link. 
2.	Click the <b>Student Services Ctr (Student)</b> link.
3.	On the <b>Find an Existing Value</b> page, you can search by entering the student's name or their 7-digit MaineStreet ID.
4.	Click the <b>Search</b> button. 
5.	<p>The student's <b>MaineStreet ID</b> appears at the top of every tab in the <b>Student Services Center</b>. If Service Indicators have been entered for the student, those symbols appear at the top of each page, as well.</p> <p>The first tab, <b>Student Center</b>, provides the same view of the self-service Student Center page as the student sees including their <b>class schedule</b> if they're enrolled for classes. Clicking any of the buttons or links on this page takes you to the same student self-service destinations.</p> <p>Scroll down to view the entire page</p>
6.	Click the <b>General Info</b> tab to view Campus Community (bio-demo) information about the student. 
7.	<p>The <b>General Info</b> 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.</p> <p>Links at the top of the page take you directly to the information noted. Each of the sub-areas on the <b>General Info</b> page 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.</p> <p>The first section on the page displays information about <b>Service Indicators</b> set for the student. Click the Expand <b>Services Indicators</b> arrow to open the section. </p>
8.	<p><b>Service Indicators</b> can be positive or negative. <b>Negative Services Indicators</b> are also called "holds." They may impose limits of various types on the student or applicant - for example, the student may be prevented from enrolling in any courses until the Negative Service Indicator is removed. In contrast, a <b>Positive Service Indicator</b> may give the student special privileges.</p> <p>Depending on security settings, a staff member may be able to place and/or release a particular Service Indicator on a student's person record. Other staff may have view only access.</p> <p>To view detailed information about the Service Indicator, click on the hyper-linked name of the Service Indicator in the <b>Details</b> column.</p>

9.	<p>The <b>Service Indicator Detail</b> page provides information about which Institution, Department and staff member applied the Service Indicator. If the applicant/student has a balance due at the Institution, the amount due appears in the <i>Amount</i> field.</p> <p>Click the <b>Return</b> button to return to the <b>Student Services Center</b>.</p> 
10.	<p>Now let's look at information about the student's address. Click on the <a href="#">Addresses</a> link.</p> 
11.	<p>All current addresses entered in MaineStreet for the student appear in the <i>Addresses</i> section.</p>
12.	<p>Now let's look at information about the student's email address. Scroll down the page and click the Expand <i>Email Addresses</i> arrow.</p> 
13.	<p>All current email addresses entered in MaineStreet for the student appear.</p>
14.	<p>Click the <b>Admissions</b> tab to view Admissions information about the applicant/student.</p> 
15.	<p>The <b>Admissions</b> page shows the applicant's/student's admissions-related data. The applicant's status, program information and test credit scores are displayed. Scroll down the page to view all information.</p>
16.	<p>At the bottom of the <i>Admissions</i> page, information about other schools attended (<i>External Education</i> section), and test scores (<i>Test Summary</i> section) is provided.</p>
17.	<p>Click the <b>Academics</b> tab.</p> 
18.	<p>The <b>Academics</b> page provides information about the student's academic history (Program/Plan, Career, Academic Load...).</p> <p>The <i>Institution/Career/Program</i> section provides information about the Institution/s the student is or has been enrolled at. Scroll down the page to view all information about each Term the student was enrolled.</p>
19.	<p>In the <i>Term Summary</i> section, information about the most current Term appears by default. Click on the hyperlink for each Term to view academic information for that Term. If the student is or was enrolled in multiple Institutions, a separate section appears for each Institution.</p>
20.	<p>Click the <b>Finances</b> tab.</p> 
21.	<p>The <b>Finances</b> page provides information about the student's account (tuition calculation data, account balance, due charges, refunds, bills, payment plans...). Click on the hyperlink for each Term to view account information for that Term. If the student is or was enrolled in multiple Institutions, a separate section appears for each Institution.</p> <p>Click the <b>Transfer Credit</b> tab to open that page.</p> 



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22.	<p>The <b>Transfer Credit</b> page provides information about <i>Course Credits</i>, <i>Test Credit</i> and <i>Other Credits</i> Transfer Models.</p> <p>Click the <b>student center</b> tab to return to that page.</p> <p><a href="#">student center</a></p>
23.	<p><b>End of Procedure.</b></p>