CHAPTER 1

Using the Student Services Center Component

This chapter discusses the Student Services Center component for administrative users, and describes how to:

- Set up the Student Services Center component.
- View and edit an individual's information.

Setting Up the Student Services Center Component

Use the Student Services Center Setup page to control the order in which the tabbed pages appear in the Student Services Center component and to define the labels used on the tabs. Also, select the information that you want to make available to administrative users on each page of the Student Services Center component. The available information appears or does not appear for a user based on the user's security.

This section discusses how to set up the Student Services Center component.

Page Used to Set Up the Student Services Center Component

Page Name	Definition Name	Navigation	Usage
Student Services Center Setup	SCC_SUM_CFG	Set Up SACR, Common Definitions, Student Services Center Setup	Select the information to display in the Student Services Center component.

Setting Up the Student Services Center Component

Bundle 27
New check box in Student Financial region: Override Student Waiver. When you select this check box, the Student Waiver Override region appears in the finances page.

Access the Student Services Center Setup page (Set Up SACR, Common Definitions, Student Services Center Setup).

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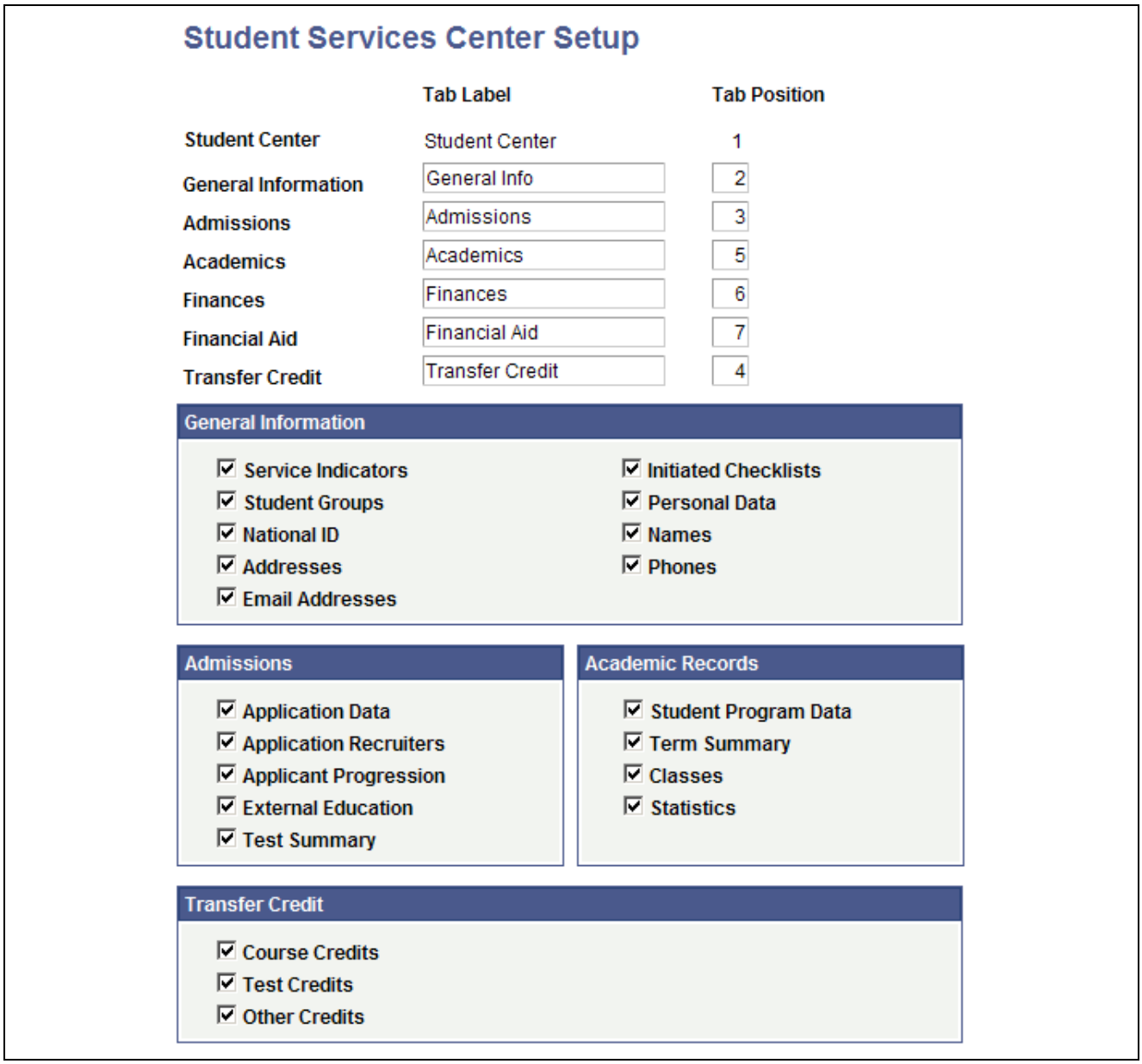

Student Services Center Setup page (1 of 2)

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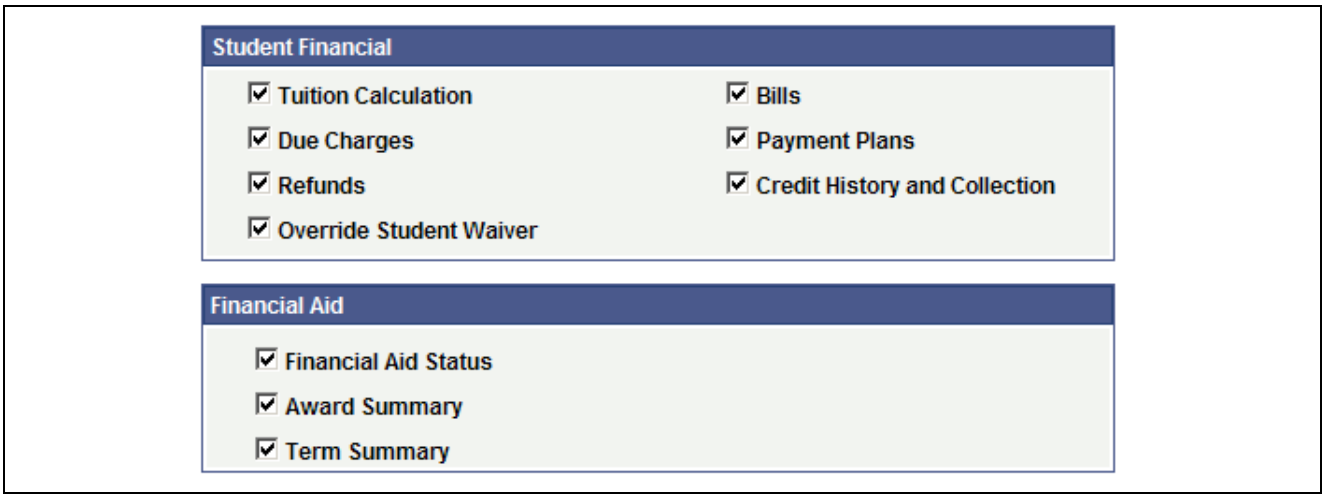

Student Services Center Setup page (2 of 2)

Enter tab labels and tab positions (2-7), as you want them to appear in the Student Services Center component. If you try to save duplicate tab positions, an error message occurs.

Tab labels and positions are listed as delivered. You can modify all but the Student Center tab label and position. The Student Center tab is hard coded to be the first tab, which provides the administrative user quick access to the same view as the individual has on the Student Center page in PeopleSoft Campus Self Service.

Note. Each tab of the Student Services Center component acts as a separate component. This enables you to use standard PeopleTools security to set individual security access to the tabs. If you do not want a tab to appear, do not give anyone access to it in PeopleTools security and the page will not appear. Users must have access to the Student Center tab to have access to any of the other tabs.

Select the information that you want to make available on the General Information, Admissions, Academics, Transfer Credit, Student Financials (Finances), and Financial Aid pages.

The available information will then appear or not appear for a specific administrative user depending on the security set for that user on the Academic Institution Security, Institution/Career Security, Academic Program Security, Academic Plan Security, Application Center Security, Test ID Security, 3C Groups, and Service Indicators components. The user's Demographic Data Access (DDA) security also applies to either mask or display the student's national ID and date of birth.

If a user has multiple security levels upon redirection to core components from the Student Services Center, the highest level of access security is used. For example, if a user has corrections-access to a component from one menu and read-only access to the same component from another menu, the corrections access is granted when the user is redirected to the component.

Note. Information that appears on the Student Center tab is controlled on the Student Center Options page (Set Up SACR, Common Definitions, Self Service, Student Center). The setup on this page does not override Campus Solutions security setup.

Viewing and Editing an Individual's Information

Use the Student Services Center component to view and access detailed information about a student or other individual.

Note. Only current and future-dated information appears in the Student Services Center component.

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This section discusses how to:

- View an individual's Student Center information.
- View an individual's general information.
- View a student's admissions information.
- View a student's transfer credit information.
- View a student's academics information.
- View a student's self-service finances information.
- View a student's self-service financial aid information.

See Also

lscc, Using the Student Services Center Component, Setting Up the Student Services Center Component

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Pages Used to View and Edit an Individual's Information

Page Name	Definition Name	Navigation	Usage
Student Center	SSS_STUDENT_CENTER	Campus Community, Student Services Center, Student Center	Provides administrator ability to see what a specific individual, such as a student, sees on the Student Center self-service page.
General Information	SCC_SUM_PERSONAL	Campus Community, Student Services Center, General Information	Provides administrator at-a-glance overview of the individual's personal information with access to further detail such as initiated checklist items, service indicators and student groups.
Admissions	SCC_SUM_ADMISSIONS	Campus Community, Student Services Center, Admissions	Provides administrator access to the student's self-service Admissions View with access to further detail.
Transfer Credit	SCC_SUM_TRNSFRCRDT	Campus Community, Student Services Center, Transfer Credit	Provides administrator overview of a specific student's transfer credit information with easy access to transfer credit transactions.
Academics	SCC_SUM_ACADEMICS	Campus Community, Student Services Center, Academics	Provides administrator overview of a specific student's academic information with easy access to academics transactions.
Finances	SCC_SUM_FINANCES	Campus Community, Student Services Center, Finances	Provides administrator overview of a specific student's financial information with easy access to finances transactions.
Financial Aid	SCC_SUM_FA	Campus Community, Student Services Center, Financial Aid	Provides administrator overview of a specific student's financial aid information with easy access to financial aid transactions.

Viewing an Individual's Student Center Information

Bundle 27
New: Milestones section. Available if the Show Milestone List Section check box is selected on the Student Center Options page.
From the "details" link, you can access the Student Milestones self-service page.
The Milestone Table setup controls which milestones appear in the list.

Access the Student Center page (Campus Community, Student Services Center, Student Center).

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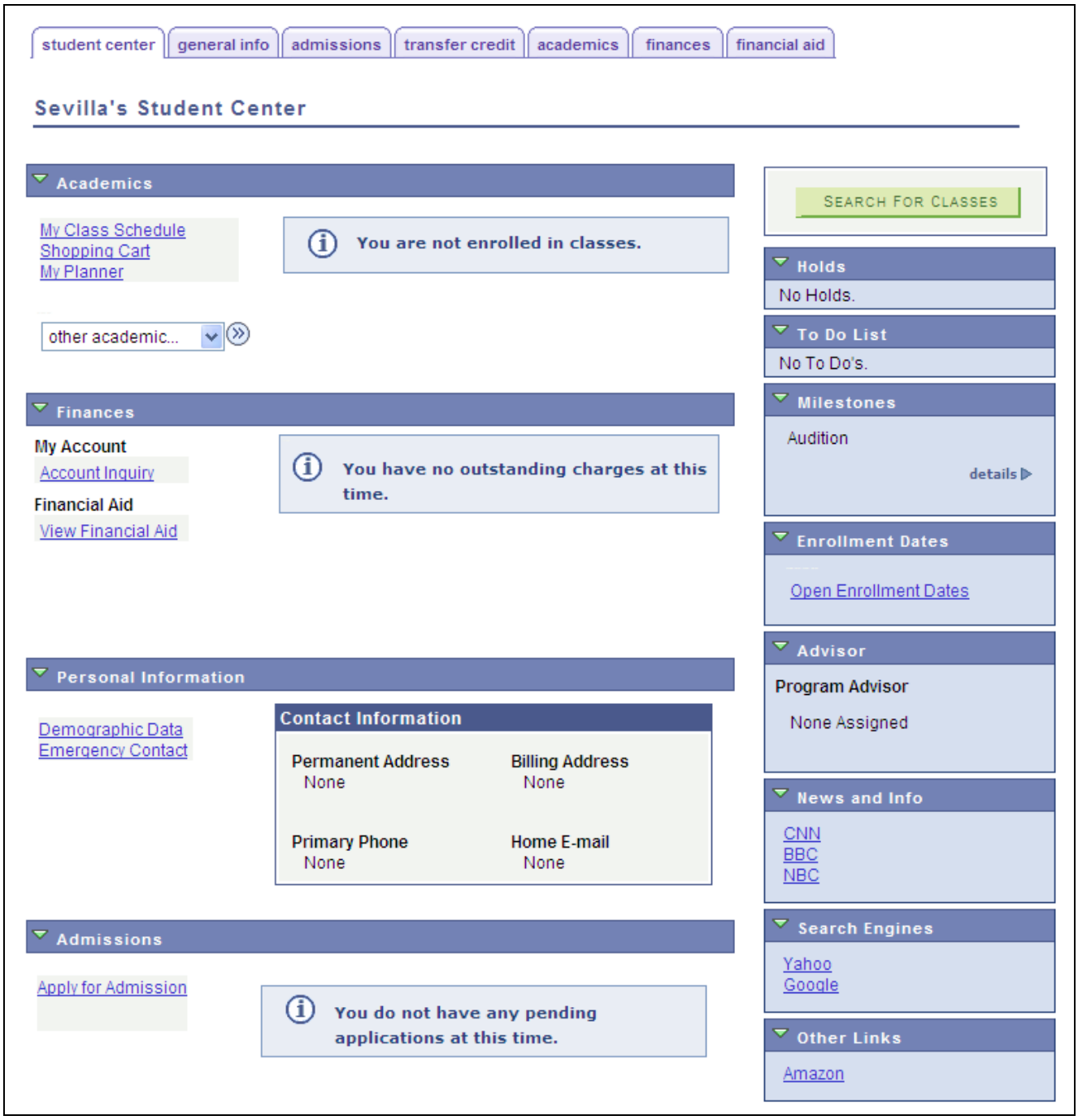

Student Center page

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

Enroll in Direct Deposit is available in the other financial field only if the Direct Deposit Enrollment check box is selected on the SF Institution Set - General Options page.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords].

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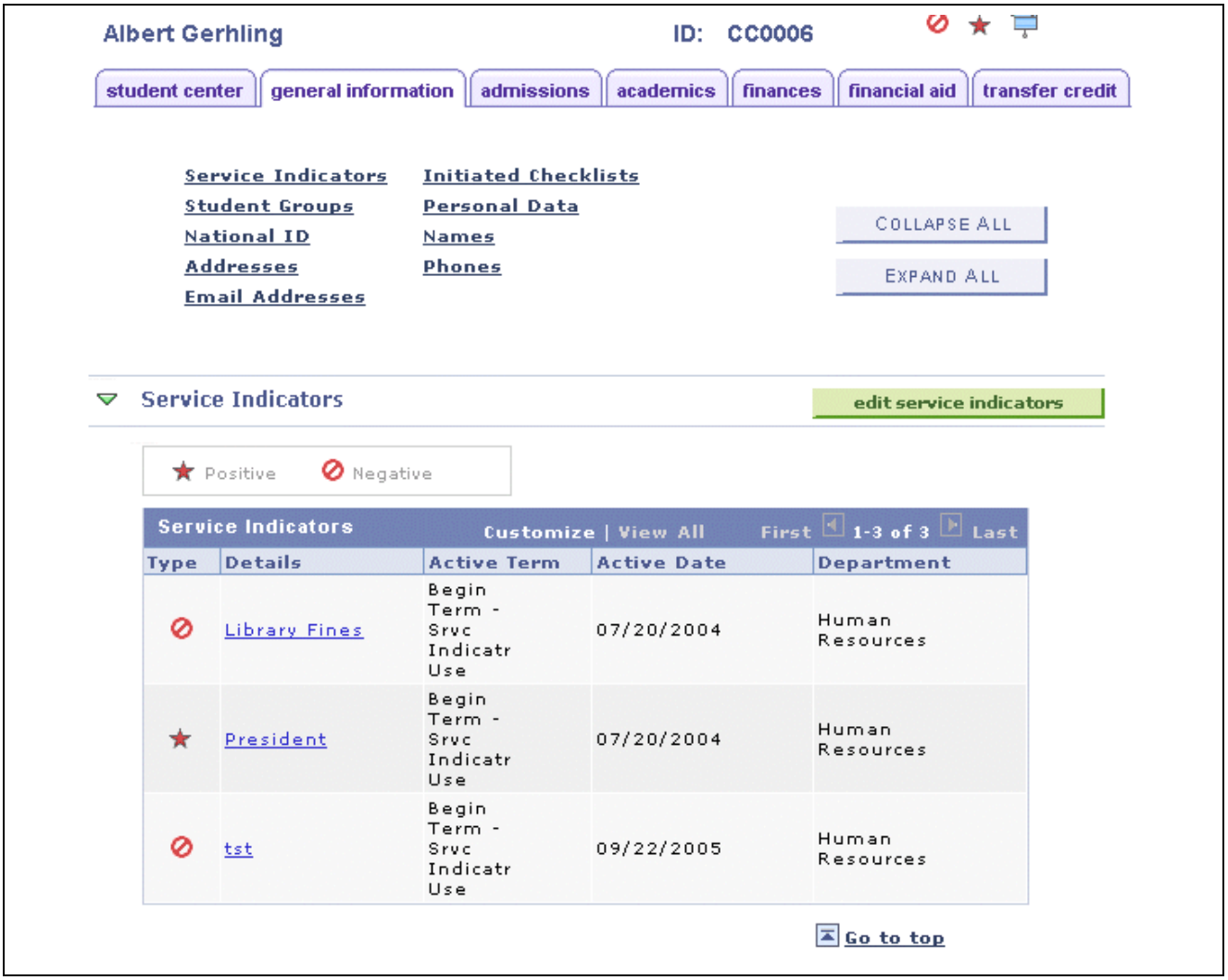
Note. When you click the Demographic Data link in the Personal Information section of the General Information page. DDA security (masking of the national ID or date of birth) is enforced. This way the administrative user will not see sensitive information that he or she is allowed to see from other pages or search records. The masking configuration applies for administrative users viewing the Student Center page from the Student Services Center.

See lsfn, Securing Campus Community, Applying Demographic Data Access Security.

Viewing an Individual's General Information

Access the General Information page (Campus Community, Student Services Center, General Information).



General Information page (1 of 4)

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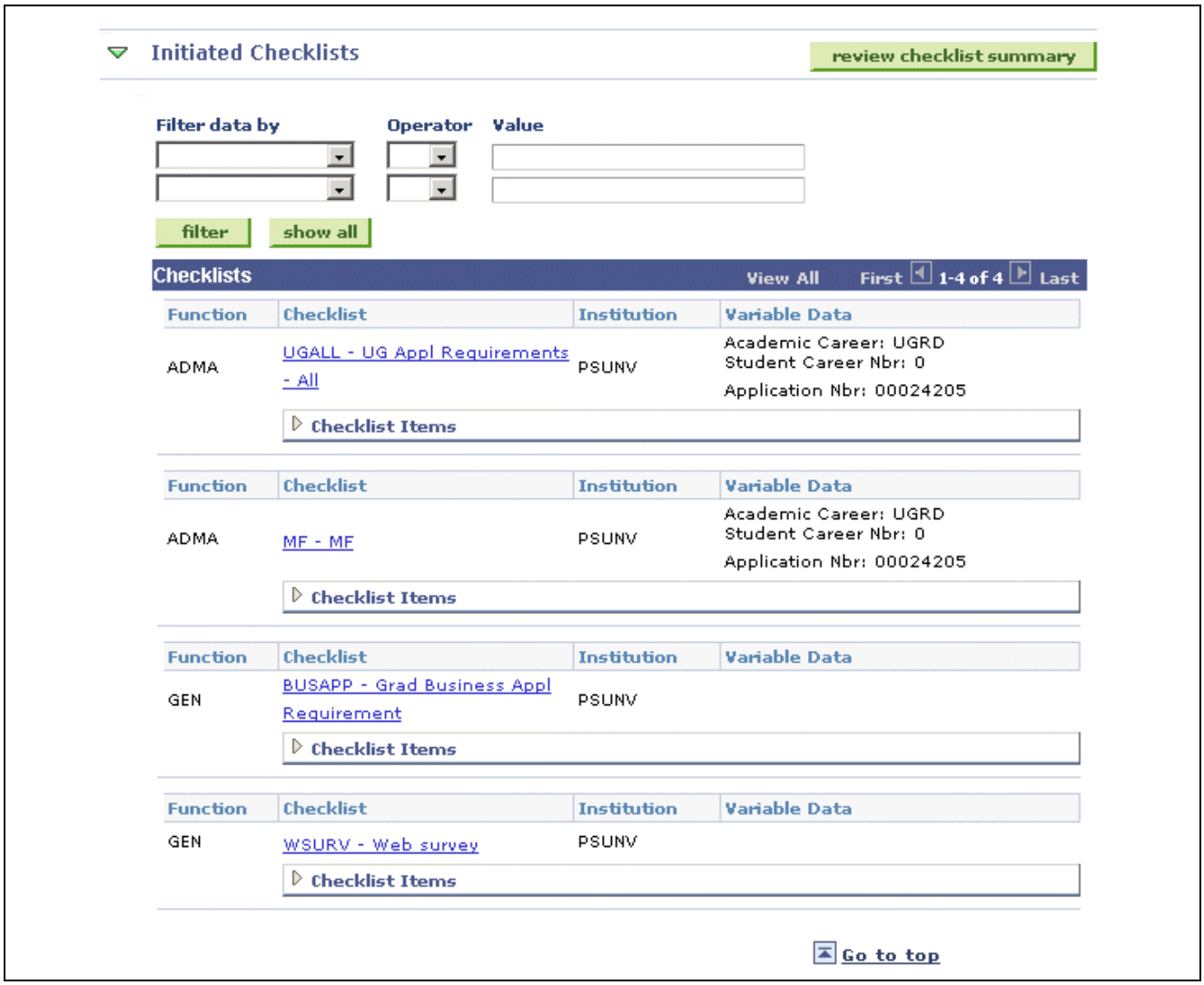

General Information page (2 of 4)

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Student Groups

edit student groups

Student Group	Description	Institution	Status
360	360	PeopleSoft University	Active as of 2005-09-22
361		PeopleSoft University	Active as of 2005-09-22
362	362	PeopleSoft University	Inactive as of 2005-09-22

Go to top

Personal Data

edit personal data

Campus ID:

Date of Birth: **/**/****

Gender: Male

Marital Status: Married

Go to top

National ID

edit national ids

Country	National ID Type	National ID	Primary NID
USA	Social Security Number	*********	☑

Go to top

Names

edit names

Name Type	Display Name	Status
Preferred	Albert Gerhling	Active as of 1989-02-02
Primary	Albert bijgenaamd Gerhling	Active as of 2005-10-05

Go to top

General Information page (3 of 4)

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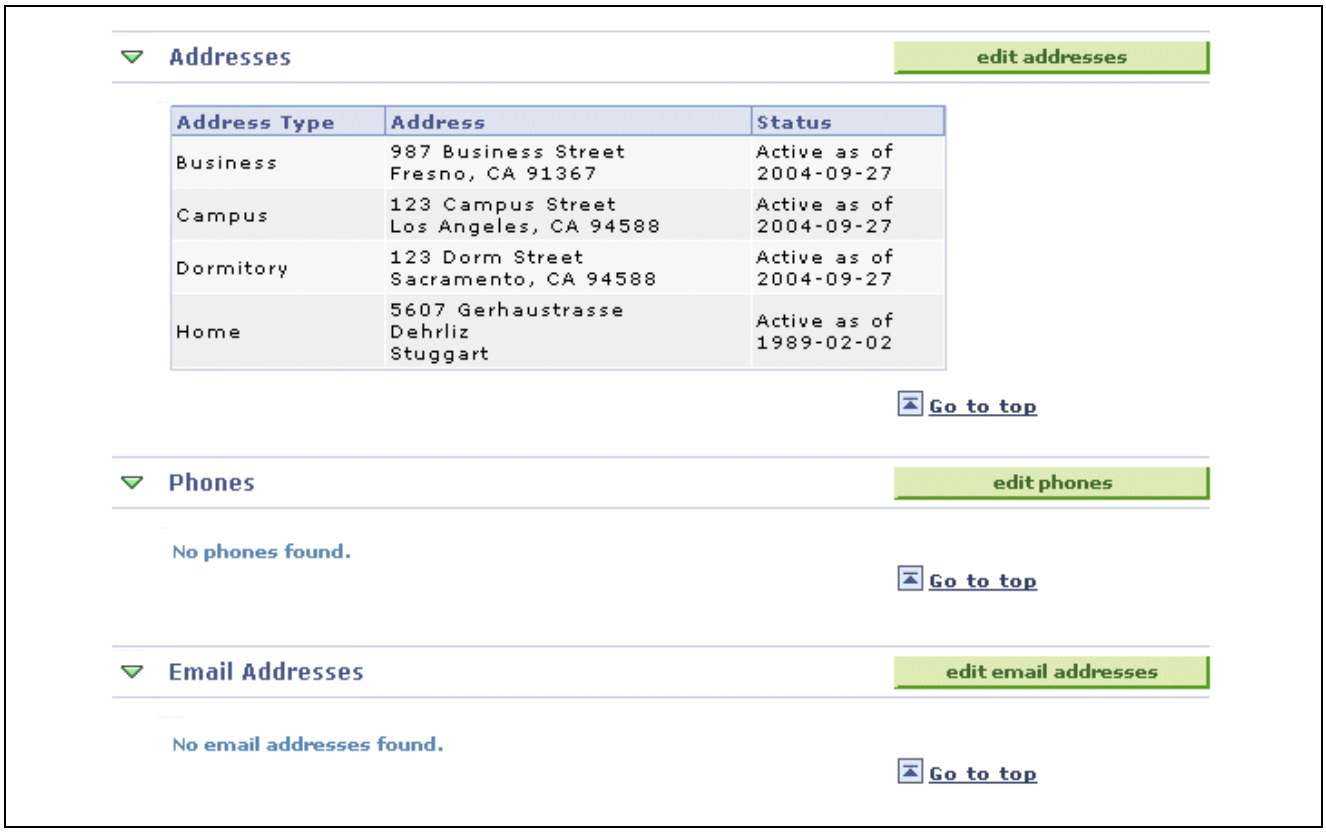

General Information page (4 of 4)

This page provides an overview of the individual's general information from components in the Campus Community menu and the Student Groups component available from Admissions, Student Records, and other menus.

Individuals can see some of the same information from the self-service Campus Personal Information menu.

Note. If an administrative user does not have security access to a feature on the General Information page, the action button related to that information is not available so that the user cannot see or update the information in the core component. For example, if an administrative user does not have access to the core Service Indicator Data page, the Edit Service Indicators button is not displayed.

This table lists the actions available on the General Information page and the core component to which the user is redirected for more detail:

Action Button	Destination Component and 1st Page	Core Navigation	Self-Service Navigation
Edit Service Indicators	SERVICE_IND_PERS SRVC_IND_DATA1	Campus Community, Service Indicators, Person, Manage Service Indicators	Self Service, Campus Personal Information, Holds
Review Checklist Summary	CHKLST_SUMM_PERS PERS_CHKLST_SUMM	Campus Community, Checklists, Person Checklists, Person Checklist Summary	Self Service, Campus Personal Information, To Do List

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Action Button	Destination Component and 1st Page	Core Navigation	Self-Service Navigation
Edit Student Groups	STDNT_GROUPS_PERS STDNT_GROUPS	Records and Enrollment, Career and Program Information, Student Groups	None
Edit Personal Data	SCC_BIO_DEMO SCC_BIO_DEMO_PERS	Campus Community, Personal Information, Add/Update a Person, Biographical Details	Self Service, Campus Personal Information, Demographic Information
Edit National IDs	SCC_BIO_DEMO SCC_BIO_DEMO_PERS	Campus Community, Personal Information, Add/Update a Person, Biographical Details	Self Service, Campus Personal Information, Demographic Information
Edit Names	NAMES_PERS SCC_NAMES_89	Campus Community, Personal Information, Biographical, Names	Self Service, Campus Personal Information, Names
Edit Addresses	ADDRESS_MAINT ADDRESSES_89	Campus Community, Personal Information, Biographical, Addresses/Phones, Addresses	Self Service, Campus Personal Information, Addresses
Edit Phones	PHONE_PERS PHONE_PERS	Campus Community, Personal Information, Biographical, Addresses/Phones, Phones	Self Service, Campus Personal Information, Phone Numbers
Edit Email Addresses	E_MAIL_ADDR_PERS E_ADDR_PERS	Campus Community, Personal Information, Biographical, Addresses/Phones, Electronic Addresses	Self Service, Campus Personal Information, Email Addresses

Viewing a Student’s Admissions Information

Access the Admissions page (Campus Community, Student Services Center, Admissions).

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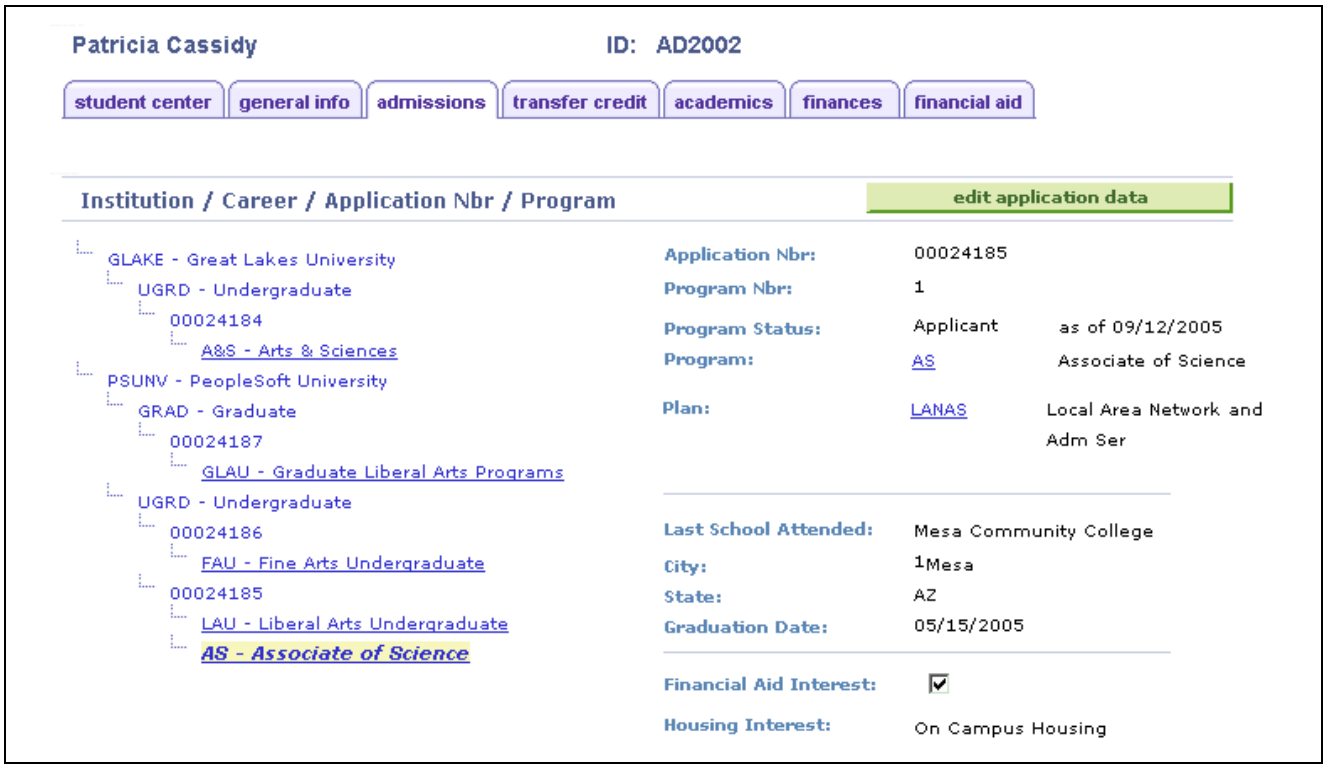

Admissions page (1 of 3)

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Application Recruiters Customize | Find | First 1-2 of 2 Last

Recruitment Group	Recruitment Category	Recruitment Sub-Category	Recruiter	Recruiter Type	Primary
Academic	Honors Stu		Irving Sullivan	Staff	☐
Geographic Region	Region		John Chavez	Staff	☑

Applicant Progression

Prospect		Applicant		Student	
Institution	PeopleSoft University	Institution	PeopleSoft University	Institution	
Admit Type	First-Year	Admit Type	First-Year	Requirement Term	
Admit Term	2006 Fall	Admit Term	2006 Fall	Admit Term	
Recruiting Status	Inquiry	Program Status	Applicant	Program Status	
Status Date	09/08/2005	Program Action	Application	Program Action	
Referral Source	School Visit	Action Reason		Action Reason	
Source Date	09/08/2005	Action Date	09/12/2005	Action Date	

External Education edit education data

000000001 - Cottonwood High School

Transcript Information

External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received
High Schl	1	Official	Final	Received	09/08/2005

Education Summary

External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA
High Schl	1	Postsecondary Senior	High School Overall	122.00	120.00	85.000

External Courses External Degrees

Admissions page (2 of 3)

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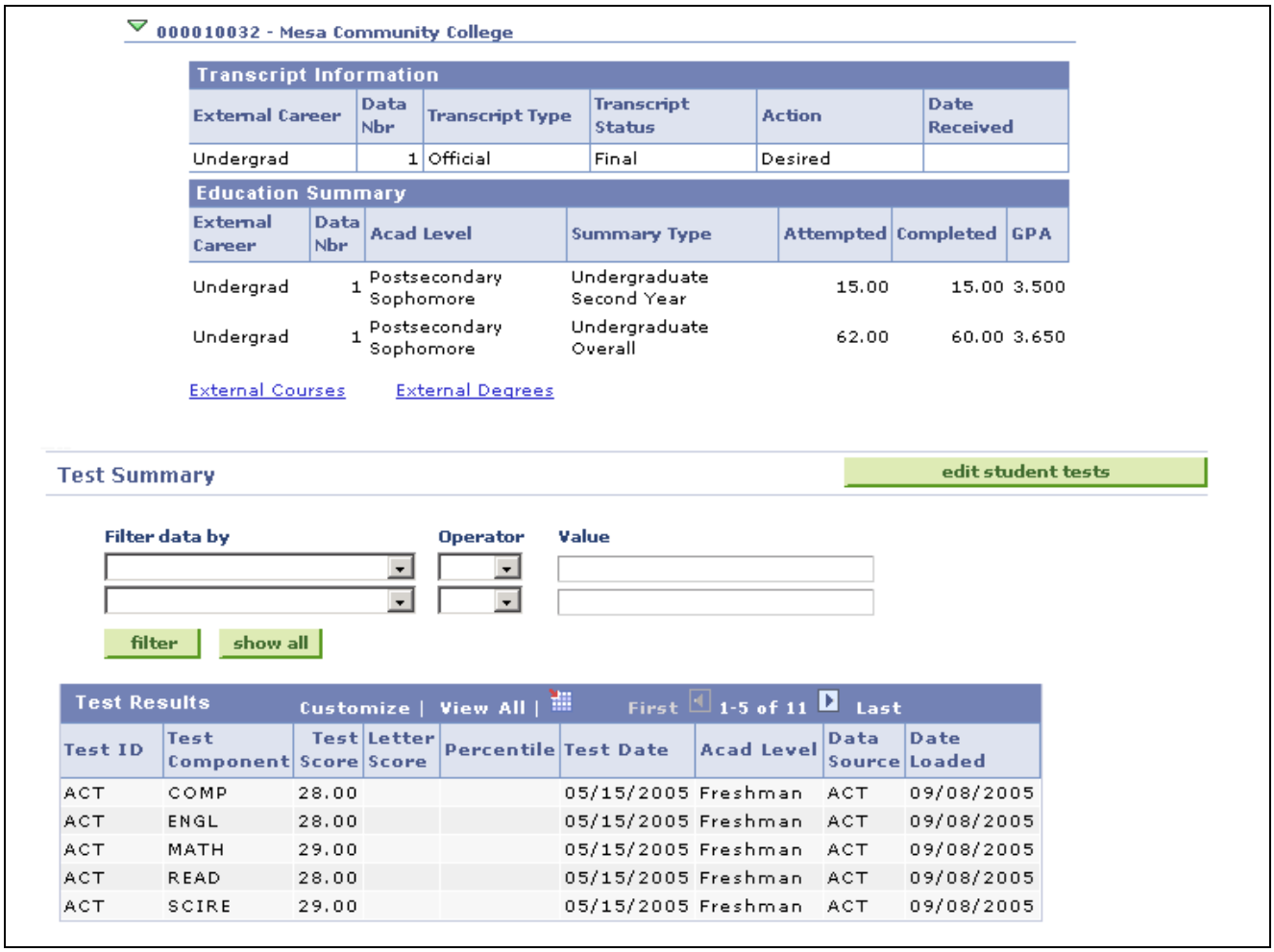

Admissions page (3 of 3)

This page provides an overview of information from components in the Student Admissions menu. Students can see some of the same information from the self-service Student Admission Application status menu.

This table lists the actions available on the Admissions page and the core component to which the user is redirected for more detail:

Action Button	Destination Component and 1st Page	Core Navigation	Self-Service Navigation
Edit Application Data	ACAD_HISTORY_PERS ADM_APPL_PROG_MNT	Student Admissions, Application Maintenance, Maintain Applications	Self Service, Student Admission, Application Status

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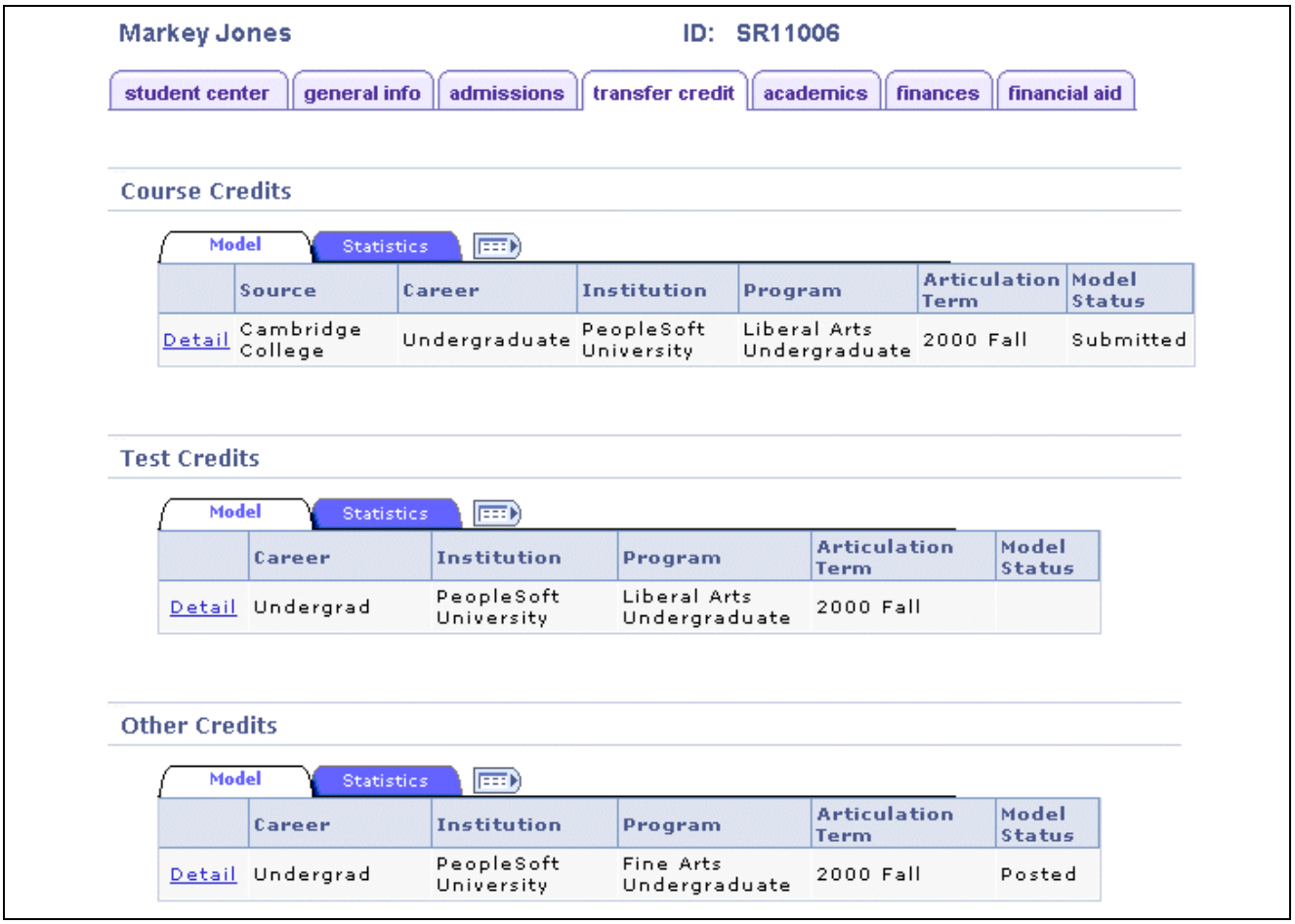
Action Button	Destination Component and 1st Page	Core Navigation	Self-Service Navigation
Edit Education Data	ACAD_HISTORY_PERS EXT_ACAD_DATA	Student Admissions, Application Entry, Academic Information, Education or Records and Registration, Transfer Credit Evaluation, External Education	None
Edit Student Tests	ACAD_TST_RSLT_PERS STDNT_TEST_SCORE	Student Admissions, Application Entry, Academic Information, Test Results	None

Viewing a Student's Transfer Credit Information

Access the Transfer Credit page (Campus Community, Student Services Center, Transfer Credit).



Transfer Credit page

This page provides an overview of information from components in the Records and Enrollment menu. Students can also see some of the same information from the self-service View Transfer Credit Report menu.

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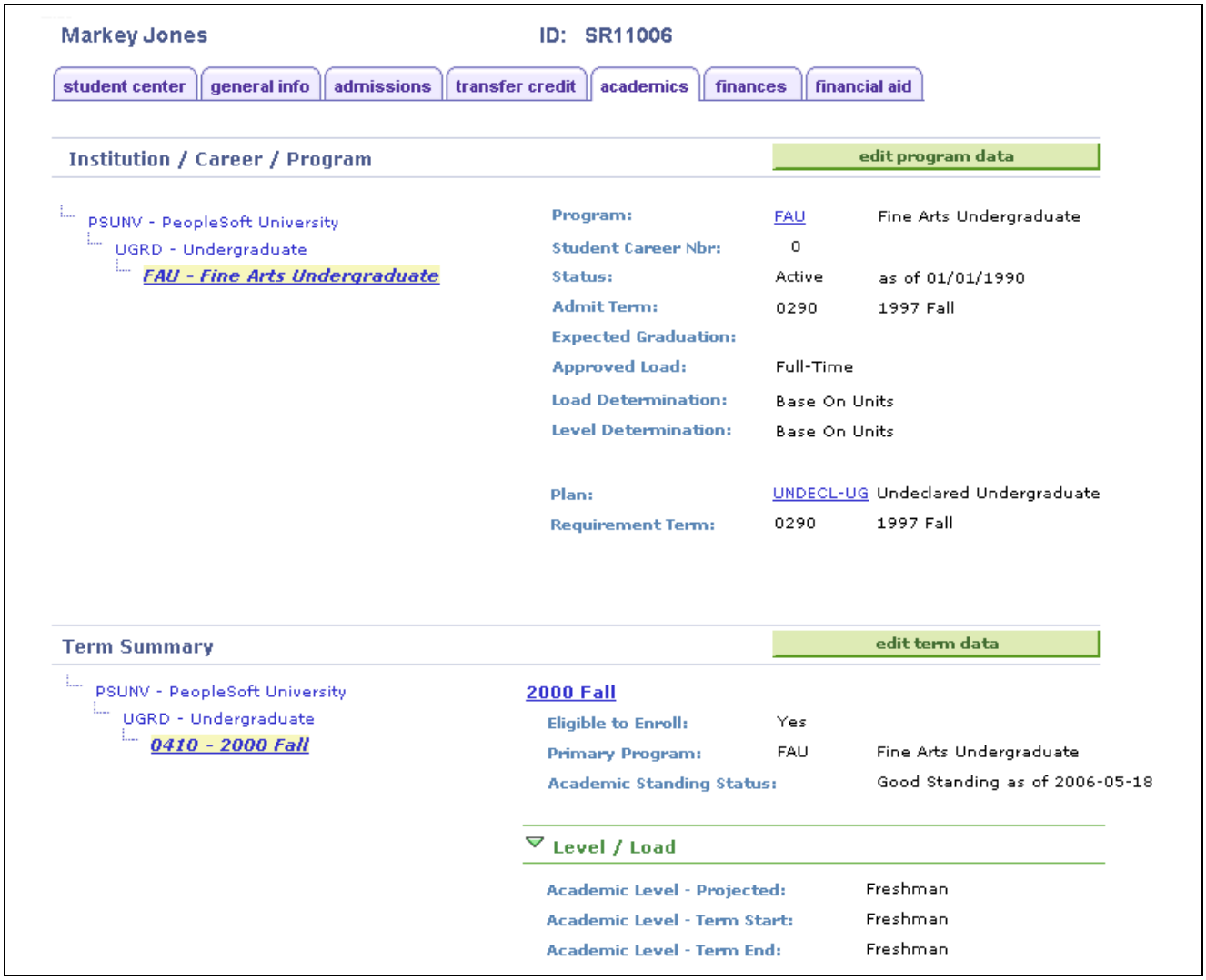
Viewing a Student's Academics Information

Access the Academics page (Campus Community, Student Services Center, Academics).



Academics page (1 of 3)

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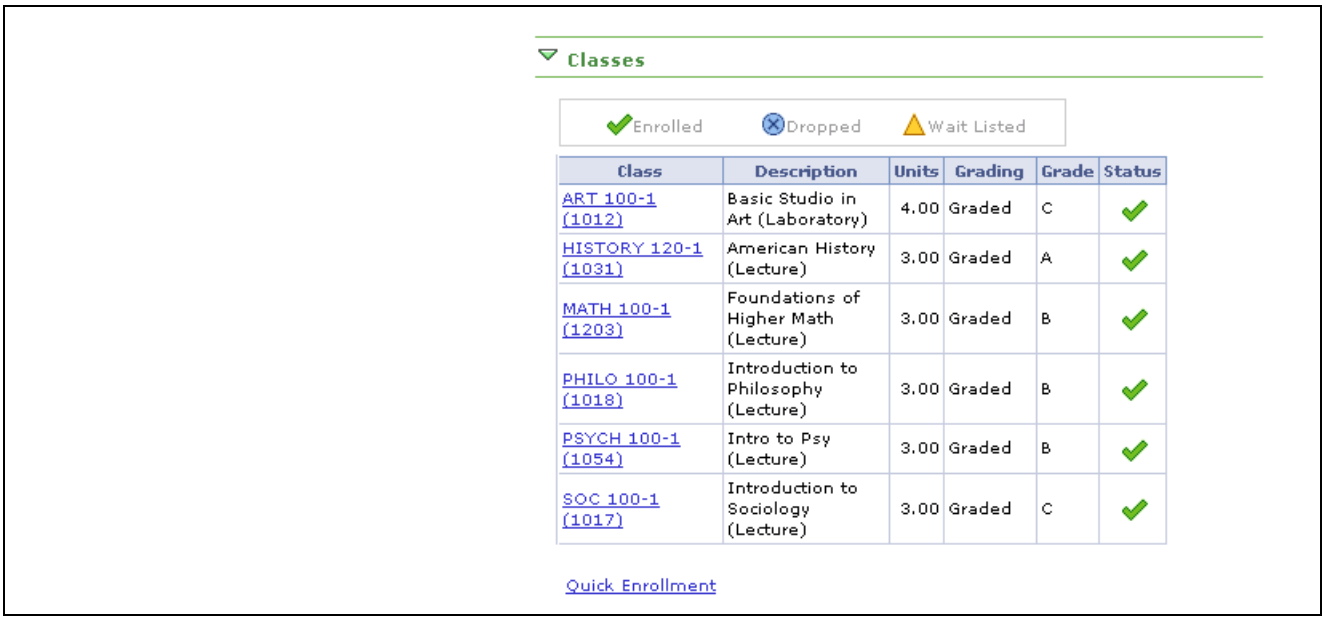


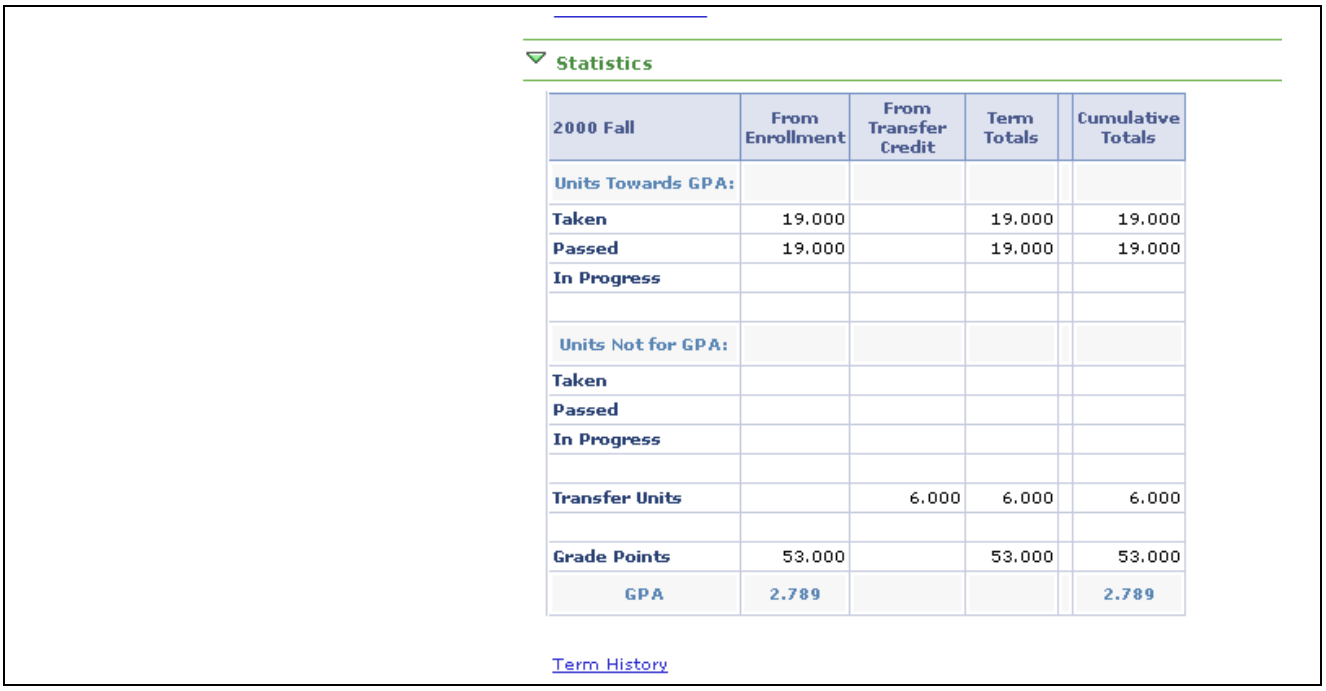
Classes

Enrolled Dropped Wait Listed

Class	Description	Units	Grading	Grade	Status
ART 100-1 (1012)	Basic Studio in Art (Laboratory)	4.00	Graded	C	✔
HISTORY 120-1 (1031)	American History (Lecture)	3.00	Graded	A	✔
MATH 100-1 (1203)	Foundations of Higher Math (Lecture)	3.00	Graded	B	✔
PHILO 100-1 (1018)	Introduction to Philosophy (Lecture)	3.00	Graded	B	✔
PSYCH 100-1 (1054)	Intro to Psy (Lecture)	3.00	Graded	B	✔
SOC 100-1 (1017)	Introduction to Sociology (Lecture)	3.00	Graded	C	✔

Quick Enrollment

Academics page (2 of 3)



Statistics

2000 Fall	From Enrollment	From Transfer Credit	Term Totals	Cumulative Totals
Units Towards GPA:				
Taken	19.000		19.000	19.000
Passed	19.000		19.000	19.000
In Progress				
Units Not for GPA:				
Taken				
Passed				
In Progress				
Transfer Units		6.000	6.000	6.000
Grade Points	53.000		53.000	53.000
GPA	2.789			2.789

Term History

Academics page (3 of 3)

This page provides an overview of information from components in the Records and Enrollment menu. Students cannot see this information from PeopleSoft Campus Self Service.

This table lists the actions available on the Academics page and the core component to which the user is redirected for more detail:

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Action Button	Destination Component and 1st Page	Core Navigation	Self-Service Navigation
Edit Student Program Data	ACAD_PLAN STDNT_PROG	Records and Enrollment, Career and Program Information, Student Program/Plan	None
Edit Student Term Data	STDNT_ACTIVATION STDNT_ACTIVATION	Records and Enrollment, Student Term Information, Term Activate a Student, Term Activation	None

Viewing a Student's Self-Service Finances Information

Bundle 27
New region: Student Waiver Override. This region is displayed when you select the Override Student Waiver check box in the Student Services Center Setup page.

Access the Finances page (Campus Community, Student Services Center, Finances).

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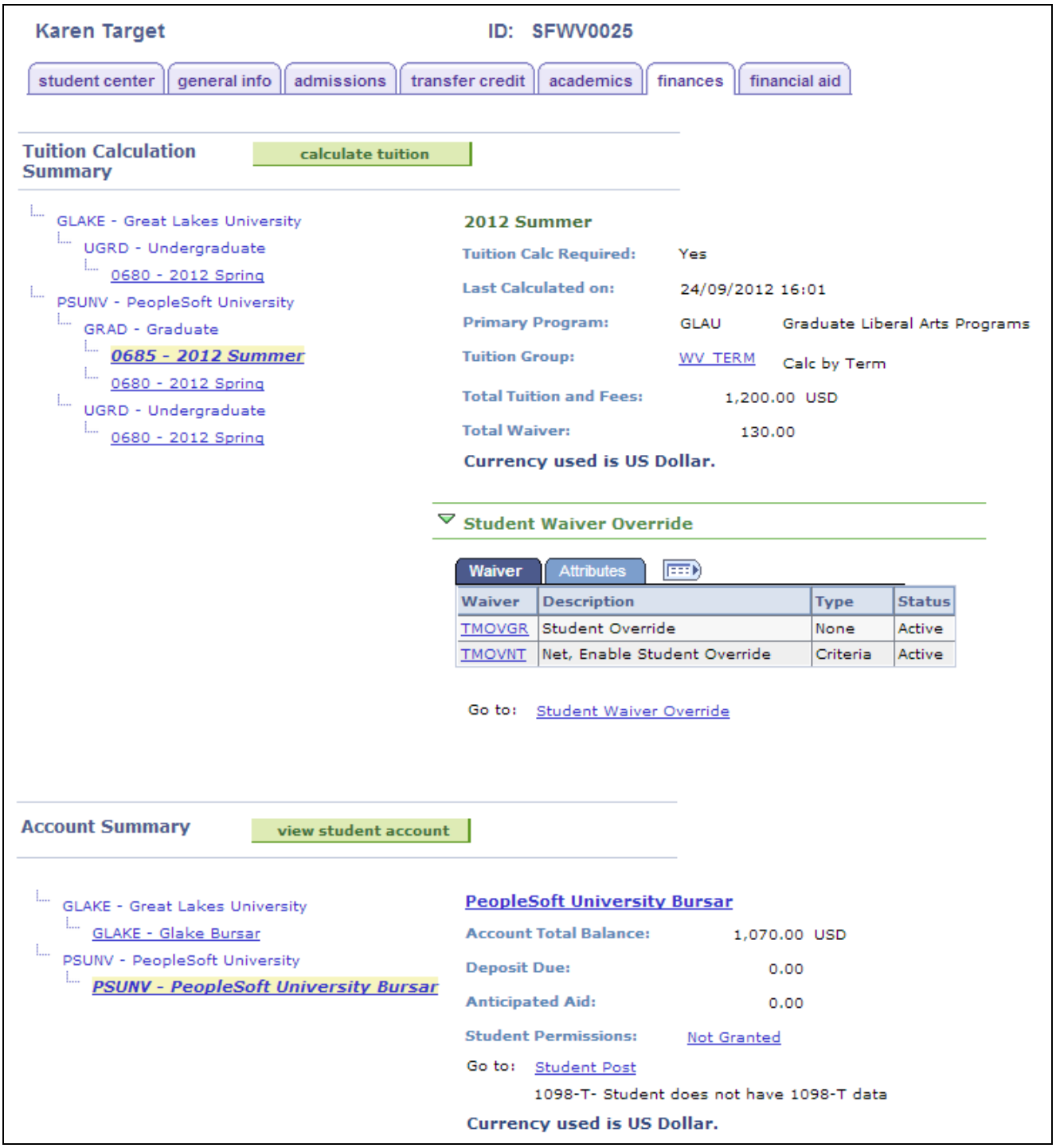

finances page (1 of 2)

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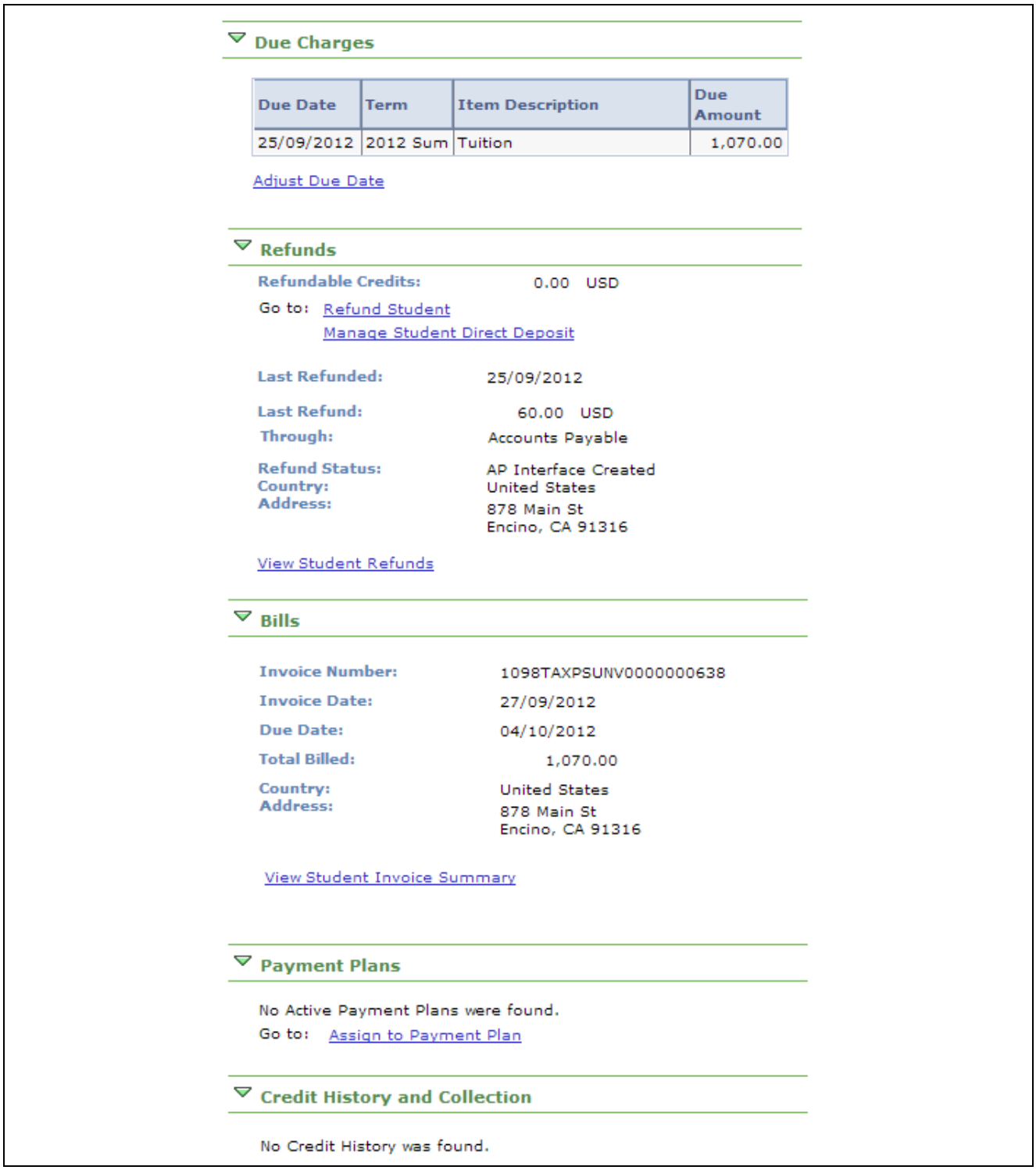

Due Charges

Due Date	Term	Item Description	Due Amount
25/09/2012	2012 Sum	Tuition	1,070.00

Adjust Due Date

Refunds

Refundable Credits: 0.00 USD

Go to: Refund Student
Manage Student Direct Deposit

Last Refunded: 25/09/2012

Last Refund: 60.00 USD

Through: Accounts Payable

Refund Status: AP Interface Created
Country: United States
Address: 878 Main St
Encino, CA 91316

View Student Refunds

Bills

Invoice Number: 1098TAXPSUNV0000000638

Invoice Date: 27/09/2012

Due Date: 04/10/2012

Total Billed: 1,070.00

Country: United States
Address: 878 Main St
Encino, CA 91316

View Student Invoice Summary

Payment Plans

No Active Payment Plans were found.

Go to: Assign to Payment Plan

Credit History and Collection

No Credit History was found.

finances page (2 of 2)

Note. If you use a future date in the Assign Student Waiver page, the waiver does not appear in the Student Waiver Override region and the following message is displayed: *This student has future-dated waiver overrides.*

See PeopleSoft Student Financials 9.0 PeopleBook, Calculating Tuition and Fees, Assigning Student Waivers.

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Using the Finances Page

This page provides an overview of information from components in the Student Financials menu. Students cannot see this information from PeopleSoft Campus Self Service.

This table lists the actions available on the Finances page and the core component to which the user is redirected for more detail:

Action Button	Destination Component and 1st Page	Core Navigation	Self-Service Navigation
Calculate Tuition	TUITION_CALC STDNT_TUITION_CALC	Student Financials, Tuition and Fees, Tuition Calculation	None
View Student Account	ACCOUNT_VW ACCOUNT_SF	Student Financials, View Customer Accounts	None

1098–T

The 1098–T link appears only for US institutions—the institution that appears in the Account Summary section of the finances page must have a value of *USA* in the Country field on the Academic Institution 1 page.

For US institutions, the link appears:

- Only if the Use Electronic Statements check box on the 1098–T TIN Detail setup page is selected.
- Only for students for whom 1098–T data has been generated.

If the Use Electronic Statements check box is not selected on the setup page, a message appears instead of the 1098–T link on the finances page: *1098-T- TIN is not set to Use Electronic Statement.*

If 1098–T data is not available for a student, a message appears instead of the 1098–T link on the finances page: *1098-T- Student does not have 1098-T data.*

Click the 1098–T link to access the (Review 1098–T Data) 1098–T Data page. The page displays the most recent 1098–T data for the student in context—that is, the maximum sequence number in the 1098–T Status group box.

On the 1098–T Data page, click the View 1098–T link to retrieve a 1098–T .pdf of the most recent 1098–T data.

The link is sensitive to the context in the 1098-T Status scroll area—that is, the .pdf is generated using the data in context.

See lssf, Producing Tax Forms and Receipt Information, Producing and Filing 1098-T Tax Forms.

Manage Student Direct Deposit

Click the Manage Student Direct Deposit link to access the Manage Student Direct Deposit page with the context of student.

Note. The Search page does not appear.

Use the Manage Student Direct Deposit page to set up and edit direct deposit distributions for AP refunding for a student.

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The Manage Student Direct Deposit link appears only if the Refund Method value on the Refund Setup page is *A/P* and the Use Single Payment Voucher option is selected in the AP Refunding Option group box on the SF Installation page.

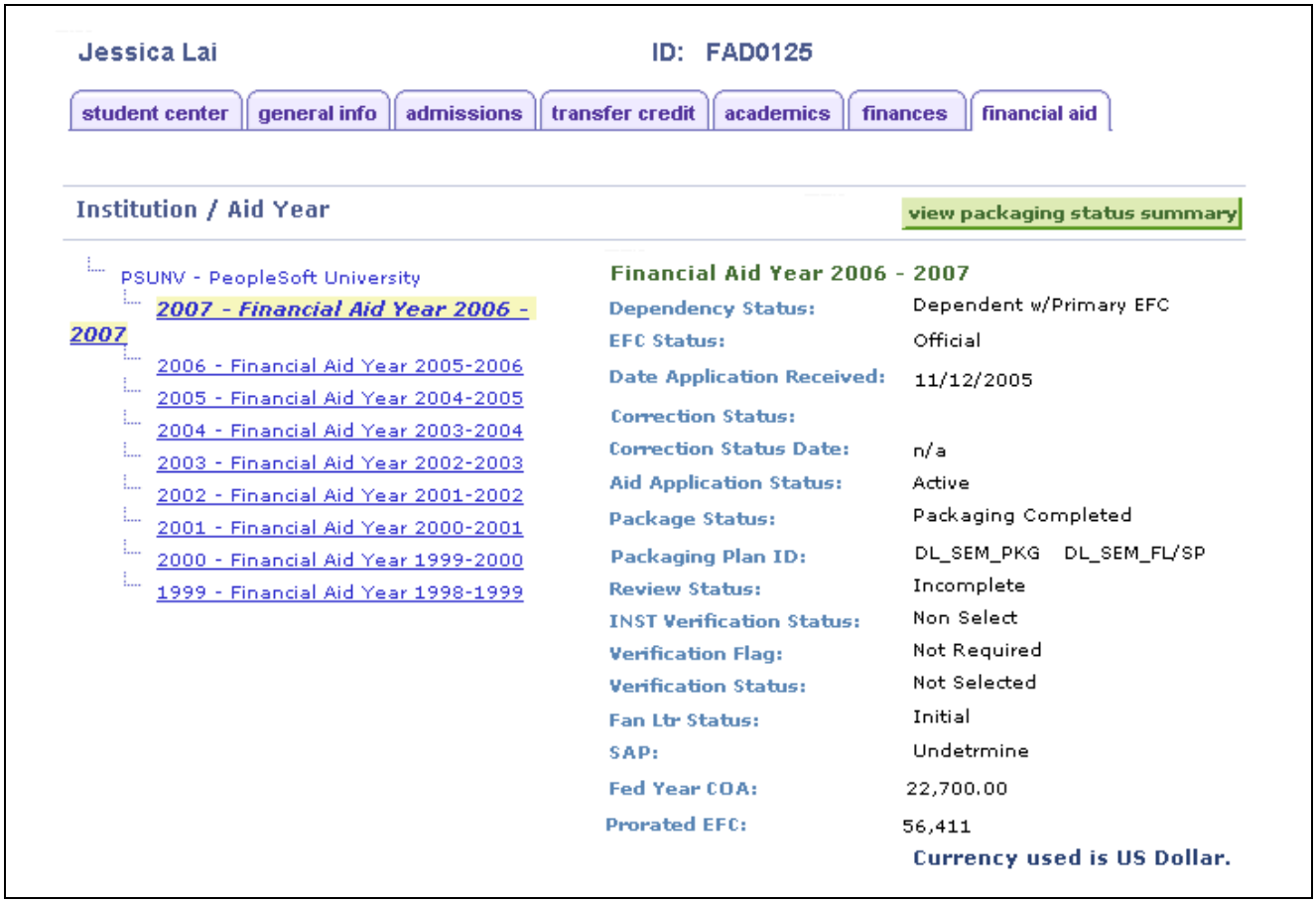
Unlike the Enroll in Direct Deposit link in Student Center, this link is *not* dependent on SF Institution Set setup.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords].

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Setting Up Refunding].

Viewing a Student's Self-Service Financial Aid Information

Access the Financial Aid page (Campus Community, Student Services Center, Financial Aid).



Financial Aid page (1 of 2)

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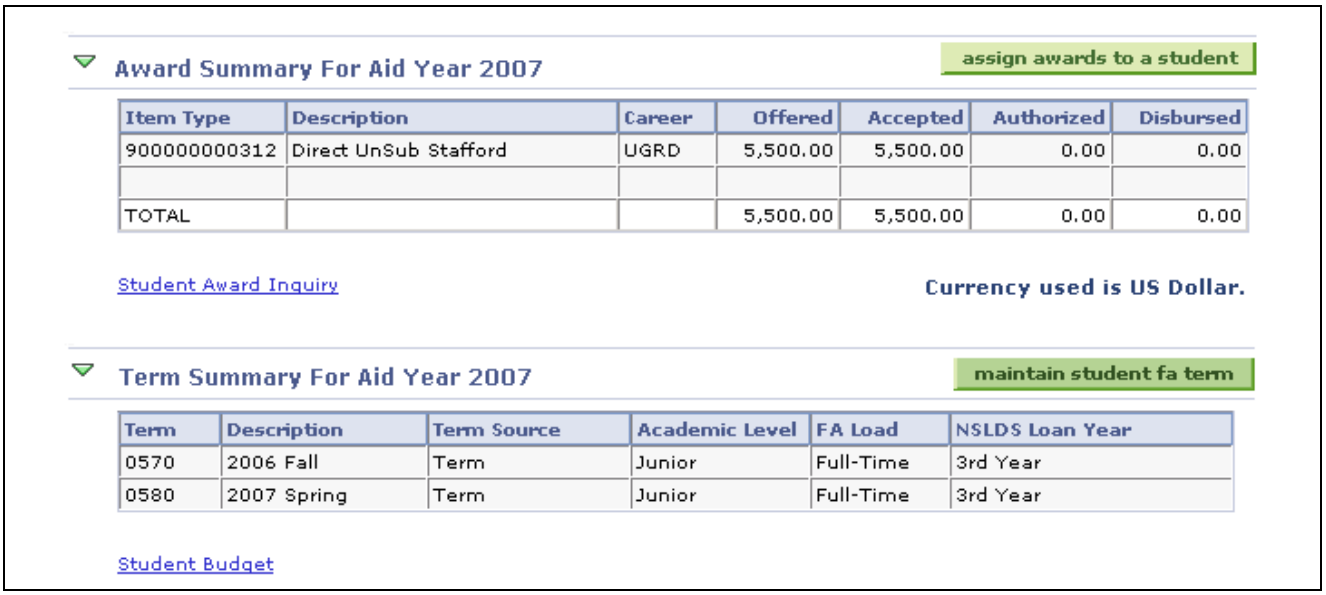

Award Summary For Aid Year 2007 — assign awards to a student

Item Type	Description	Career	Offered	Accepted	Authorized	Disbursed
900000000312	Direct UnSub Stafford	UGRD	5,500.00	5,500.00	0.00	0.00
TOTAL			5,500.00	5,500.00	0.00	0.00

Student Award Inquiry

Currency used is US Dollar.

Term Summary For Aid Year 2007 — maintain student fa term

Term	Description	Term Source	Academic Level	FA Load	NSLDS Loan Year
0570	2006 Fall	Term	Junior	Full-Time	3rd Year
0580	2007 Spring	Term	Junior	Full-Time	3rd Year

Student Budget

Financial Aid page (2 of 2)

This page provides an overview of information from components in the Financial Aid menu. Students cannot see this information from PeopleSoft Campus Self Service.

This table lists the actions available on the Financial Aid page and the core component to which the user is redirected for more detail:

Action Button	Destination Component and 1st Page	Core Navigation	Self-Service Navigation
View Packaging Status Summary	STDNT_AID_PACKAGE STDNT_AID_PACKAGE	Financial Aid, View Packaging Status Summary, Financial Aid Status	None
Assign Awards to a Student	AWARD_ENTRY_MC STDNT_AWARD_ ENTRY3	Financial Aid, Awards, Awards Processing, Assign Awards to a Student, Student Aid Package	None
Maintain Student FA Term	STDNT_FA_TERM STDNT_FA_TERM	Financial Aid, Financial Aid Term, Maintain Student FA Term, FA Term	None

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