

Student Services Center

OBJECTIVE: The Student Services Center is an Administrative ‘One-Stop-Shop’, a single point of entry to view and update a wide range of student data.

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NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/it/cms/contact.html> to locate the **Campus Community Functional Lead.**

Access & Use the Student Services Center

Navigation: Main Menu > Campus Community > Student Services Ctr (Student)

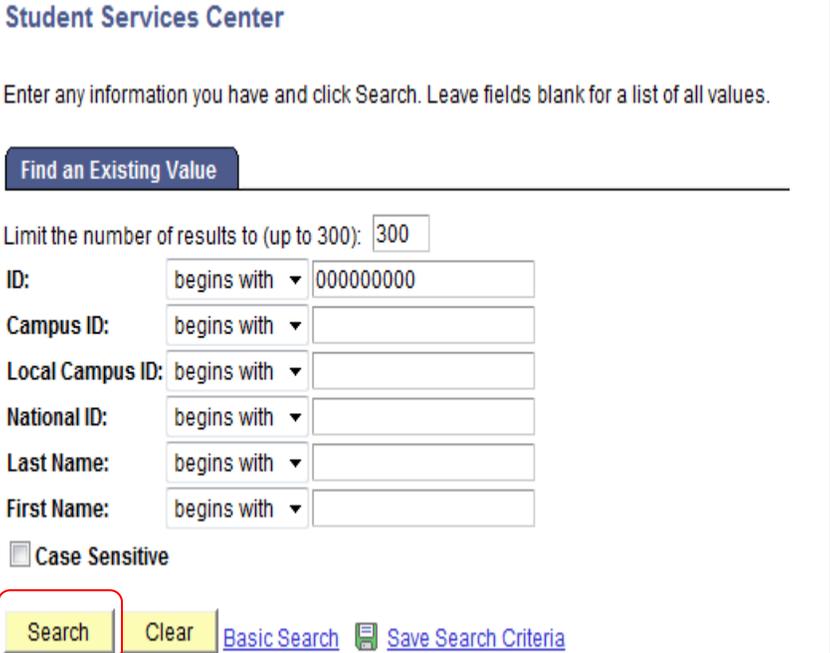
Introduction

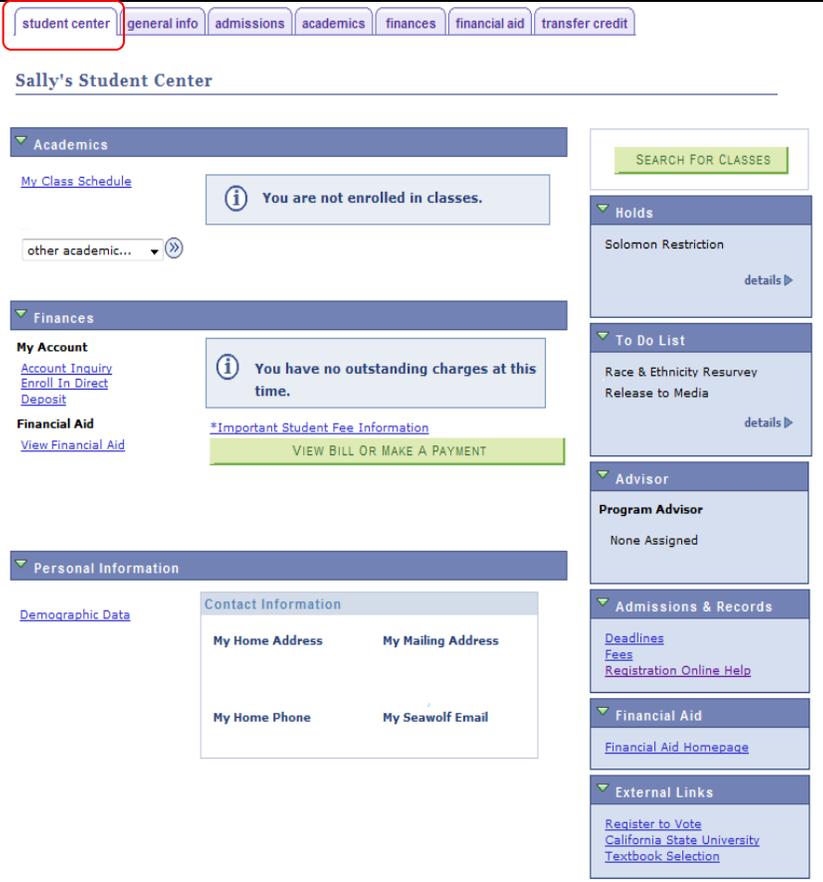
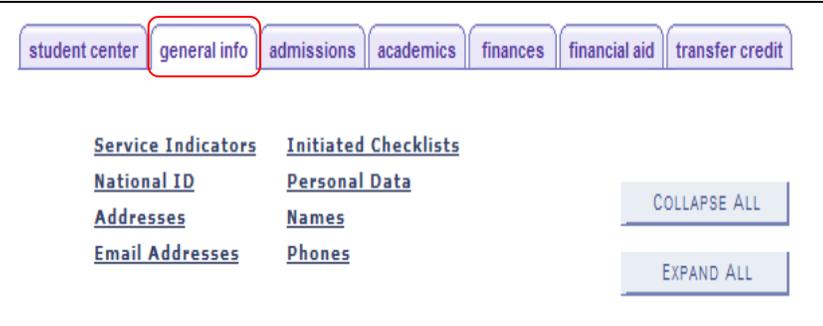
The Student Services Center is a collection of components:

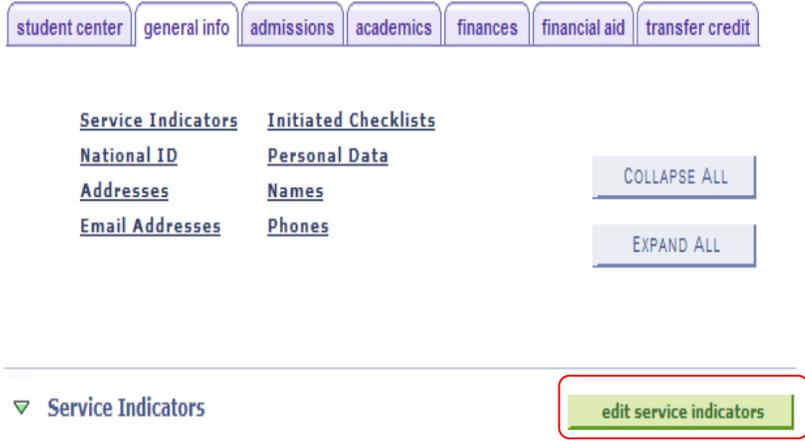
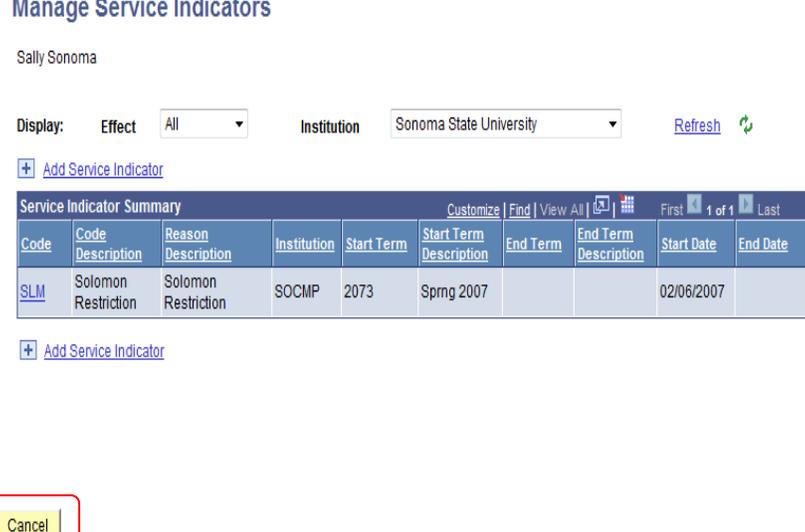
- [Student Center](#) – Displays most of what the student sees on the Student Center self-service page
- [General Info](#) – Campus community data and student groups
- [Admissions](#) – Current status and program
- [Transfer Credit](#) – Transfer course, test credit and other credit

And depending on your security:

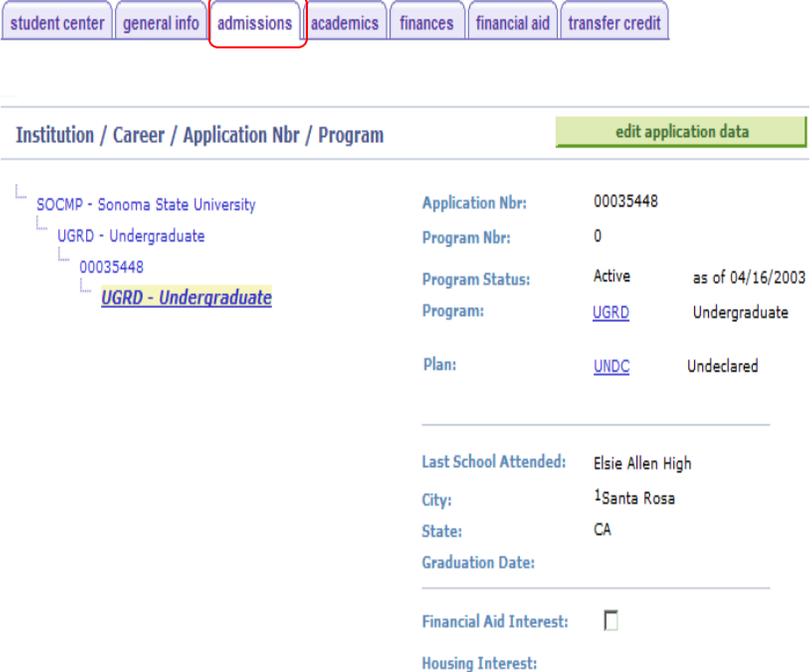
- [Finances](#) – Student Account information
- [Financial Aid](#) – Financial Aid by year

Step	Directions	Screenshot
1	<p>You can search by name or enter the student ID number in the ID field</p> <p>Click the Search button</p>	

Step	Directions	Screenshot
2	<p>The first tab, Student Center contains most of the information that a student sees when he/she uses the self-service pages.</p>	 <p>The screenshot shows the 'Sally's Student Center' interface. At the top, there is a navigation bar with tabs: 'student center', 'general info', 'admissions', 'academics', 'finances', 'financial aid', and 'transfer credit'. The 'student center' tab is highlighted with a red box. Below the navigation bar, the page is divided into several sections: <ul style="list-style-type: none"> Academics: Includes a 'My Class Schedule' link, a message 'You are not enrolled in classes.', and a dropdown menu for 'other academic...'. Finances: Includes a 'My Account' section with links for 'Account Inquiry', 'Enroll in Direct Deposit', and 'Financial Aid'. A message states 'You have no outstanding charges at this time.' with a link for '*Important Student Fee Information' and a 'VIEW BILL OR MAKE A PAYMENT' button. Personal Information: Includes a 'Demographic Data' link and a 'Contact Information' section with fields for 'My Home Address', 'My Mailing Address', 'My Home Phone', and 'My Seawolf Email'. Right Sidebar: Contains several utility sections: 'SEARCH FOR CLASSES' button, 'Holds' (Solomon Restriction), 'To Do List' (Race & Ethnicity Resurvey, Release to Media), 'Advisor' (Program Advisor: None Assigned), 'Admissions & Records' (Deadlines, Fees, Registration Online Help), 'Financial Aid' (Financial Aid Homepage), and 'External Links' (Register to Vote, California State University, Textbook Selection). </p>
3	<p>Click the General Info tab to view campus community data.</p>	 <p>The screenshot shows the 'General Info' page. At the top, there is a navigation bar with tabs: 'student center', 'general info', 'admissions', 'academics', 'finances', 'financial aid', and 'transfer credit'. The 'general info' tab is highlighted with a red box. Below the navigation bar, the page displays several categories of data: <ul style="list-style-type: none"> Service Indicators: National ID, Addresses, Email Addresses. Initiated Checklists: Personal Data, Names, Phones. Buttons: 'COLLAPSE ALL' and 'EXPAND ALL' buttons are located on the right side of the page. </p>

Step	Directions	Screenshot
4	<p>Depending on your security, you may also have the ability to edit information.</p> <p>Click the Edit Service Indicators link.</p>	
5	<p>You will be taken to the Manage Service Indicators page, where you can review information in detail or make changes if you have security access to do so.</p> <p>Select Cancel to return to the Student Services Center</p>	

Step	Directions	Screenshot
6	Continue scrolling down the General Info page to find Address, Phones, and Email for the Student	 <p>The screenshot displays three sections of the student's profile page:</p> <ul style="list-style-type: none"> Addresses: A table with columns 'Address Type', 'Address', and 'Status'. It lists five addresses: Billing (Collections - Do Not Mail), Diploma (Hilo, HI 92129), Home (San Jose, CA 94954), Mailing (Rohnert Park, CA 94928), and On-Campus (Santa Rosa, CA 95401). Each entry includes an 'Active as of' date. A 'Go to top' link is present below the table. Phones: A table with columns 'Phone Type', 'Phone Number', 'Extension', and 'Preferred'. It lists four phone types: Business, Mobile, Home, and Mailing. The Mailing phone is marked as preferred with a checked checkbox. A 'Go to top' link is present below the table. Email Addresses: A table with columns 'Email Type', 'Email Address', and 'Preferred'. It lists one email type: On-Campus, which is marked as preferred with a checked checkbox. A 'Go to top' link is present below the table.

Step	Directions	Screenshot
7	Go back to the top of the page where the tabs appear, and click the Admissions tab	
8	Continue using the tabs to access Academics (Records data), Transfer Credit , and if applicable to your security, Finances and Financial Aid .	
9	To view another student you will need to click on the yellow Return to Search button located at the bottom of the page.	