

# 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.

## CONTENTS:

**LESSON 1 ACCESS AND USE THE STUDENT SERVICES CENTER**

... PG. 2

### ***NEED ADDITIONAL INFORMATION?***

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **CAMPUS COMMUNITY FUNCTIONAL LEAD** under Student Administration.

## **STUDENT RECORDS**

STAFF - <http://www.sonoma.edu/cms/documentation/>  
Last Update: 9/30/08

# Lesson 1: Access and Use the Student Services Center


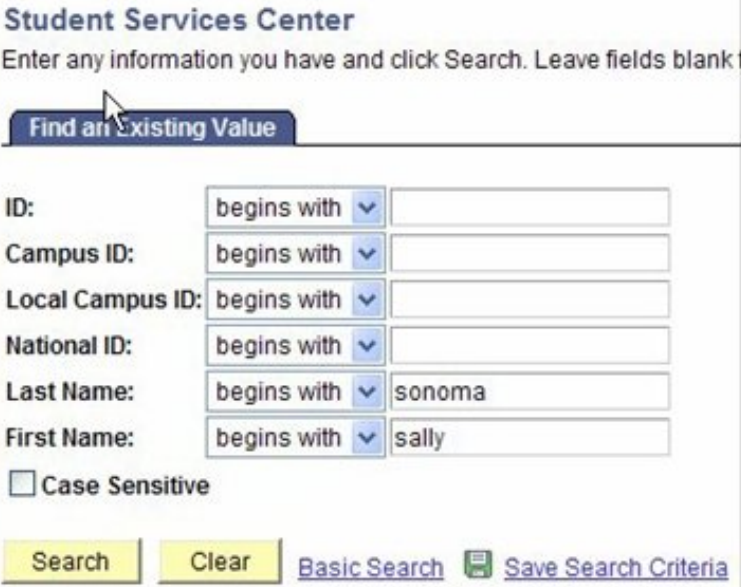
**Navigation:** Campus Community > Student Services Center (Student)

**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
- [Academics](#) - Academic Program, Term, Enrollment data
- [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	Action	Screenshot
1	<p>You can search by name or enter the student ID number in the ID field</p> <p>Click the <b>Search</b> button.</p> 	

2 The first tab, **Student Center**, contains most of the information that a student sees when he/she uses the self-service pages.

For tutorials that describe student center view, please follow the training link for Students from the website [http://www.sonoma.edu/ar/registration/online\\_help.shtml](http://www.sonoma.edu/ar/registration/online_help.shtml)

Click the scrollbar to view the entire page.



Sally Sonoma ID: 001643283

student center | general info | admissions | academics | finances | financial aid

### Sally's Student Center

**Academics**

Enrollment  
[My Class Schedule](#)  
[Wish List](#)

Academic History  
[Grades](#)  
[Degree Progress](#)

other academic... [dropdown]

Deadlines URL

This Week's Schedule		
	Class	Schedule
📅	CS 101-011 DIS (2947)	MoWe 9:00AM - 9:50AM Ives Hall 101
📅	CS 101-012 ACT (2948)	We 12:00PM - 1:50PM Charles Darwin Hall 24

weekly schedule ▶

**Finances**

My Account  
[Account Inquiry](#)  
[1098T Detail Inquiry](#)  
[1098T Print Option](#)

Financial Aid  
[View Financial Aid](#)

Account Activity [dropdown]

**Account Summary**

**You owe 1,522.00.**

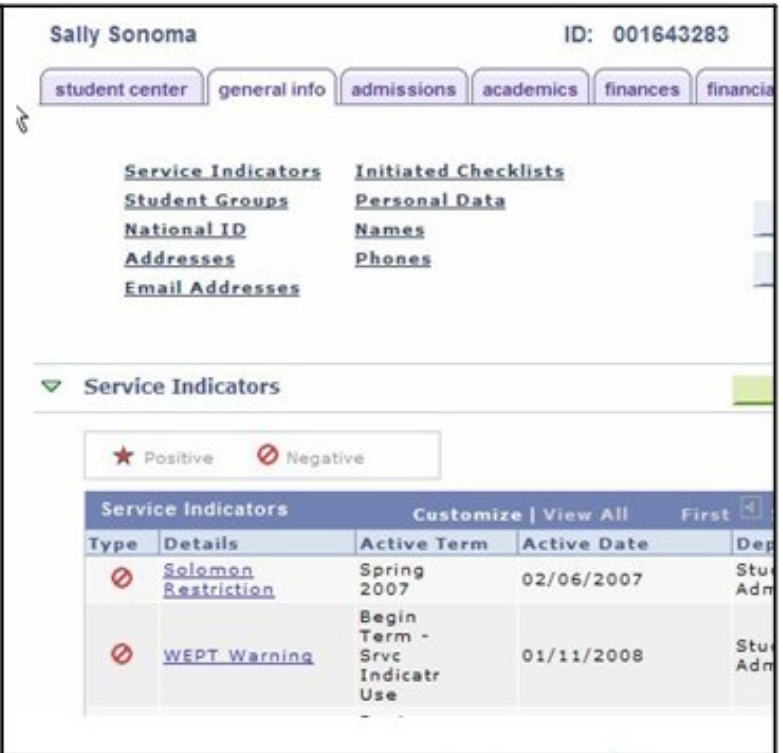
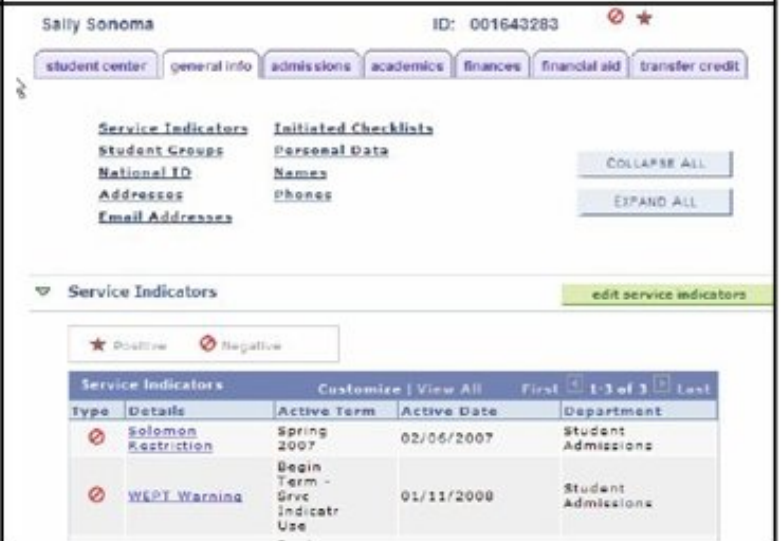
- Due Now
- Future Due

Currency used is US Dollar.

VIEW BILL OR MAKE A PAYMENT

**Personal Information**

Demographic Data	Contact Information
<p><b>My Home Address</b> 1801 E Rohnert Park Expressway Rohnert Park, CA 94928</p> <p><b>My Home Phone</b> 707/576-1000</p>	<p><b>My Mailing Address</b> 1784 E 83rd Street Los Angeles, CA 90001</p> <p><b>My Seawolf Email</b> sonoma@sonoma.edu</p>

<p>3</p> <p>Click the <a href="#">General Info</a> tab to view campus community data.</p>	
<p>4</p> <p>Depending on your security, you may also have the ability to edit information.</p> <p>Click the <a href="#">Edit Service Indicators</a> link.</p> <p><a href="#">edit service indicators</a></p>	

5 You will be taken to the Service Indicator Data page, where you can review information in detail or make changes if you have security access to do so.

Select Cancel to return to the Student Services Center



**Service Indicator Data**

Sally Scornia 001643283

Service Indicator Data End | View All | Print

DateTime: 08/01/2008 11:52:06AM \*Institution: SOCCMP  Send

Service Ind Active Term: 0000  Begin Term - Svc Indicat Use \*Active Date: 08/01/2008

\*Service Indicator Code: RHID  Reduced Housing Deposit Positive Service Ind

\*Service Ind Reason Code: RHIDEP  Reduced Housing Deposit

Reference:

Amount: 0.000 Currency: USD  Dollar

Contact ID:  Contact Person:

Placed Person ID: 001006114  Placed By: McGowan, Amanda K


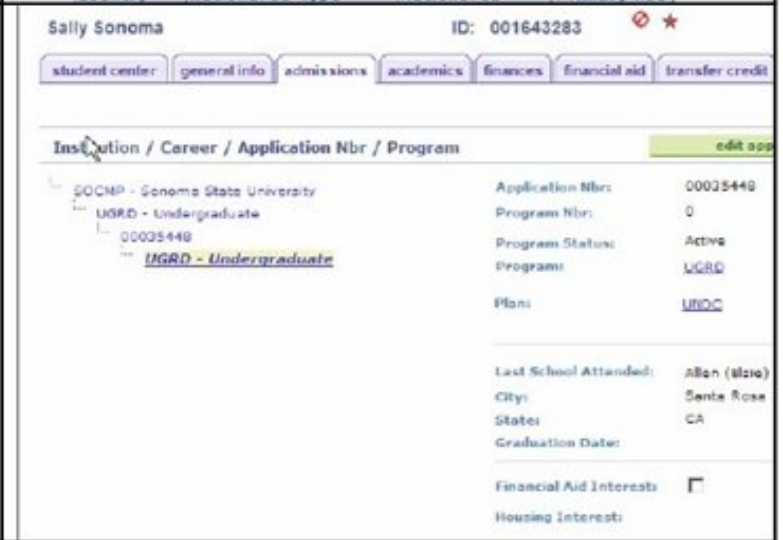
\*Department: 3050  Financial Aid

Comments:

Placed Method: Manual Placed Process: Release Proc:

User ID: BECKWITA McGowan, Amanda K

OK Cancel Apply

<p>6</p>	<p>Continue scrolling down the General Info page to find Addresses, Phones, and Email for the student.</p>	 <p>The screenshot shows the 'Student Groups' section with a table of student group descriptions and statuses. Below it is the 'Personal Data' section with fields for Campus ID, Date of Birth, Gender, and Marital Status.</p> <table border="1"> <thead> <tr> <th>Student Group Description</th> <th>Institution</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Sonoma State University</td> <td>Active as of 2007-08-01</td> </tr> <tr> <td>AEOP - EOP Students</td> <td>Sonoma State University</td> <td>Active as of 2007-07-22</td> </tr> <tr> <td>RBSG - Business Grad Applied</td> <td>Sonoma State University</td> <td>Active as of 2006-01-02</td> </tr> <tr> <td>RCMP - College Assist Migrant Program</td> <td>Sonoma State University</td> <td>Inactive as of 2007-08-01</td> </tr> <tr> <td>RCPA - Coll Assist Migrant Prog Alumni</td> <td>Sonoma State University</td> <td>Active as of 2007-08-01</td> </tr> <tr> <td>RDSS - Disabled Student Services</td> <td>Sonoma State University</td> <td>Active as of 2007-10-20</td> </tr> <tr> <td>RREG - Priority Registration</td> <td>Sonoma State University</td> <td>Inactive as of 2008-05-16</td> </tr> <tr> <td>RUCR - UGRD admitted to credential</td> <td>Sonoma State University</td> <td>Inactive as of 2007-10-16</td> </tr> </tbody> </table>	Student Group Description	Institution	Status		Sonoma State University	Active as of 2007-08-01	AEOP - EOP Students	Sonoma State University	Active as of 2007-07-22	RBSG - Business Grad Applied	Sonoma State University	Active as of 2006-01-02	RCMP - College Assist Migrant Program	Sonoma State University	Inactive as of 2007-08-01	RCPA - Coll Assist Migrant Prog Alumni	Sonoma State University	Active as of 2007-08-01	RDSS - Disabled Student Services	Sonoma State University	Active as of 2007-10-20	RREG - Priority Registration	Sonoma State University	Inactive as of 2008-05-16	RUCR - UGRD admitted to credential	Sonoma State University	Inactive as of 2007-10-16			
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<p>7</p>	<p>Go back to the top of the page where the tabs appear, and click the <a href="#">Admissions</a> tab</p> <p>Click the scrollbar to view all the Admissions data</p>	 <p>The screenshot shows the 'Admissions' tab selected. It displays student information for Sally Sonoma and a table of admission records.</p> <table border="1"> <thead> <tr> <th>Institution / Career / Application Nbr / Program</th> <th>Application Nbr</th> <th>Program Nbr</th> <th>Program Status</th> <th>Program</th> <th>Plan</th> </tr> </thead> <tbody> <tr> <td>SOCMP - Sonoma State University</td> <td>00025448</td> <td>0</td> <td>Active</td> <td>UGRD</td> <td>UGRC</td> </tr> <tr> <td>UGRD - Undergraduate</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>00025448</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>UGRD - Undergraduate</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Institution / Career / Application Nbr / Program	Application Nbr	Program Nbr	Program Status	Program	Plan	SOCMP - Sonoma State University	00025448	0	Active	UGRD	UGRC	UGRD - Undergraduate						00025448						UGRD - Undergraduate					
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<p>8</p>	<p>Continue using the tabs to access Academics (Records data), Transfer Credit, and if applicable to your security, Finances and Financial Aid</p>	<p>(This cell is empty in the original image, as the screenshot for step 7 covers the entire width of the right column.)</p>																														

## NOTES

### **CAMPUS COMMUNITY**

STAFF - <http://www.sonoma.edu/cms/documentation/>  
Last Updated: 9/30/08

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