

UDSIS 9.0 - Student Services Center

The Campus Community-Student Services Center is the main area for UD staff to view basic academic and demographic information about a student.



<u>Contents</u>	Page
Log into UDSIS and Menu Navigation	1
Student Services Center	1-5
UDSIS 8.9 Student Details Navigation vs. UDSIS 9.0.....	6

Student Services Center

Navigation: Main Menu > Campus Community > Student Services Center

1. On the first line, enter the student's ID (5 or 9 digit; 9 digit IDs start with 70). Alternately you may use the **Last Name** and **First Name** fields to view the Student Services Center view of student information. (UD does **NOT** use Campus ID.)
2. Then click the **Search** button.

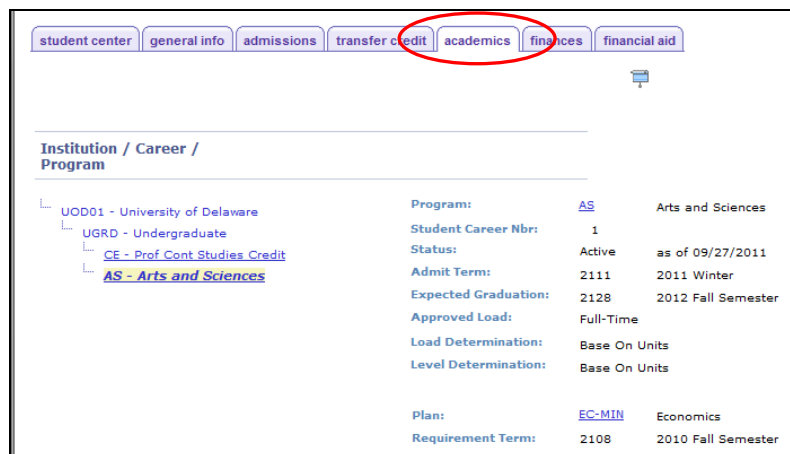
3. **Grey Navigation Menu bar:** This is a noticeable change from UDSIS 8.9. The gray bar lists the Navigation links to the page you are currently on – so you always know HOW you arrived at a certain page. In this case, you clicked Main Menu > Campus Community > Student Services Center. An especially nice new feature is this: **You can click any link on the grey bar to position yourself at that point and then choose a different area starting from there.**

4. The Student's name and ID are listed, along with service indicator icons. Service indicators can be either positive  or negative . Click them to learn more information about the indicator. You may also see a small blue roller-shade icon, called a FERPA indicator, if the student has specified Releasable FERPA Directory information. Click the FERPA icon for more information.

The remainder of the Student Services screen....

5. Your UDSIS security determines what links you will see on this page.

One of the biggest changes in UDSIS 9.0 is the **student's program information** (major(s), minor(s) and graduation date) is **NO LONGER on the front page** of the Student Services Center. This info is, however, just one click away on the **academics tab**, which is the fourth tab over. If you click this tab, you can easily view the student's major and or minor and their graduation date.



Let's review the rest of the Student Center page. (*The green-numbered blocks on the diagram correspond with the explanatory notes below.*)

The screenshot shows the WebReg student portal interface. It is divided into several main sections:

- Academics:** Contains links for [My Class Schedule](#) and [Registration & Drop/Add](#) (callout 5). Below these is a dropdown menu labeled "other academic..." (callout 6) and a table titled "This Week's Schedule" (callout 8). The table lists classes and their schedules:

Class	Schedule
ECON 152-080 LEC (4863)	TuTh 2:00PM - 3:15PM Purnell Hall Room 227
ENTR 367-011 LEC (17411)	TuTh 9:30AM - 10:45AM Purnell Hall Room 327
ENTR 367-051 LEC (17787)	Tu 6:00PM - 8:45PM Purnell Hall Room 236
PHIL 465-010 LEC (8335)	TuTh 12:30PM - 1:45PM Sharp Lab Room 130
- Holds:** A section titled "Disclosure Select" with a "details" link (callout 9).
- To Do List:** A section titled "No To Do's".
- Enrollment Dates:** A section titled "Enrollment Appointment" with text: "You may begin enrolling for the 2012 Winter session on November 1, 2011." and a "details" link (callout 10).
- Advisor:** A section titled "Program Advisor" with the text "None Assigned" (callout 11).
- Web Forms:** A section containing links for [Course Permit \(Drop / Add\)](#), [Change Program/Plan](#), and [Change Graduation Term](#) (callout 12).
- Housing & Dining:** A section containing links for [Housing Forms](#) and [Dining Plan Change Request](#) (callout 13).
- Help:** A section containing links for [Academics/Personal Info Help](#), [Emergency Contact Help](#), and [UD Staff Help](#).
- Finances:** A section titled "My Account" with links for [Campus Finances](#), [Request a Refund](#), [Grant Parent E-bill Access](#), [UD1 Flex](#), [UD1 Flex & Points Balance](#), [UD1 Flex Deposit](#), [Transfer - Account to Flex](#), and [Transfer - Flex to Account](#).
- Personal Information:** A section titled "Demographic Data" and "Contact Information" with fields for Home Address, Mailing Address, Local Phone, and E-mail. A red "Address information" label is present (callout 7).


At the bottom of the page, there are navigation links: [Student Center](#), [General Info](#), [Admissions](#), [Transfer Credit](#), and [Academics](#). There are also buttons for "Return to Search" and "Notify".

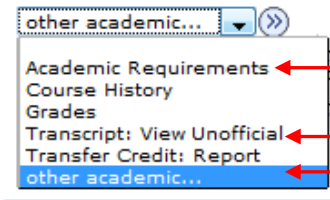
- The links **My Class Schedule** and **Registration & Drop/Add** provide the WebReg view of a student's schedule and registration. The link will open in another browser window or tab. Enter the Student ID when prompted below. Log out of this WebReg window when done.

WebReg
Registration

Student UD ID: (lookup)

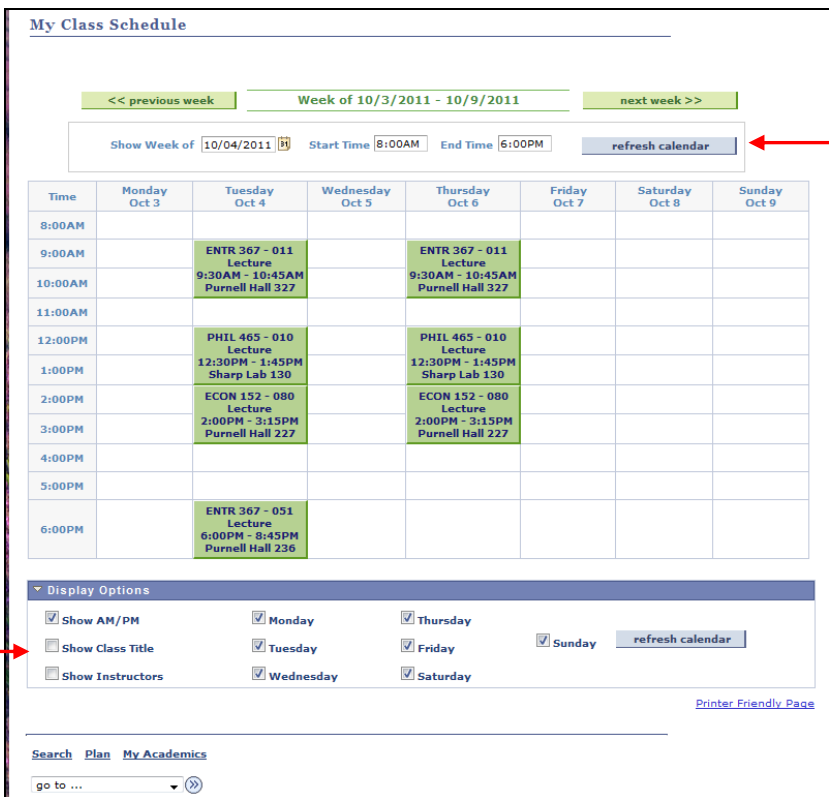
Term: 2011 Fall Semester

6. The **other academic** dropdown menu links on the left also vary depending on your UDSIS security. Choose an option in the dropdown box and then click the blue double-arrow button .



Academic Requirements ← This is the online Degree Progress report.
Course History
Grades
Transcript: View Unofficial ← Here is the unofficial transcript.
Transfer Credit: Report
other academic... ← This is the title of the dropdown box- not a link to additional functions.

7. **Personal Information section:** Contact information (addresses, local phone, UD E-mail) appears here, along with a link to Demographic data regarding citizenship, visa information, etc.
8. **Weekly Schedule:** Click this link for an alternate Class Schedule view (see below). You can change the Start or End Time and then click **refresh calendar** to extend the displayed time period. You can also add **Class Titles** or **Instructor** by clicking the Display options at the bottom of the page and then clicking **refresh calendar**.



My Class Schedule

<< previous week Week of 10/3/2011 - 10/9/2011 next week >>


Show Week of 10/04/2011 Start Time 8:00AM End Time 6:00PM **refresh calendar** ←

Time	Monday Oct 3	Tuesday Oct 4	Wednesday Oct 5	Thursday Oct 6	Friday Oct 7	Saturday Oct 8	Sunday Oct 9
8:00AM							
9:00AM		ENTR 367 - 011 Lecture 9:30AM - 10:45AM Purnell Hall 327		ENTR 367 - 011 Lecture 9:30AM - 10:45AM Purnell Hall 327			
10:00AM							
11:00AM							
12:00PM		PHIL 465 - 010 Lecture 12:30PM - 1:45PM Sharp Lab 130		PHIL 465 - 010 Lecture 12:30PM - 1:45PM Sharp Lab 130			
1:00PM							
2:00PM		ECON 152 - 080 Lecture 2:00PM - 3:15PM Purnell Hall 227		ECON 152 - 080 Lecture 2:00PM - 3:15PM Purnell Hall 227			
3:00PM							
4:00PM							
5:00PM							
6:00PM		ENTR 367 - 051 Lecture 6:00PM - 8:45PM Purnell Hall 236					

Display Options
 Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday **refresh calendar**
 Show Instructors Wednesday Saturday

Printer Friendly Page

Search Plan My Academics

go to ... 

Now lets' review the **Blue Box Column: (on the right)....**

9. The **Holds box** displays academic, financial and other types of holds on the student's account that can block or limit registration. Click the details link for more info.

The **To Do list box** displays administrative items the student needs to complete.

Enrollment Dates: When it is time to register for Fall, Winter or Spring terms, each student is given an **Enrollment appointment**, based on the number of credits he/she has earned. Students may register for classes or make changes to their schedule with no fee or penalty from the time their appointment starts to the end of free drop/add. The Enrollment Appointment **day** is listed in the **Enrollment Dates** box. Click the details link to find **WHAT TIME** the student appointment starts on that day. Note: Appointment times are NOT set for summer registration. An open enrollment date is announced instead.

10. **Advisor:** This area displays the advisor(s) for the student's **current program**. If the student has just switched majors and has not been assigned a new advisor, this box will say "None assigned". The new department needs to assign an advisor for the student. See doc "Adding Advisors to a Student".

11. **Web Forms:** This box provides links to popular student web forms. Students use Web forms to request changes to their academic records for actions they cannot do directly.
 - The **Course Permit (Drop/Add)** form is used to request changes to a course schedule that require permission or that cannot be otherwise done through Web Registration.
 - The **Change Program/Plan** link opens a form that will allow students to change or add majors and minors
 - The **Change Graduation Term** webform is used to change the expected graduation date.

When you click a webform link, since you have already authenticated to UDSIS, you will be automatically logged into YOUR Web Forms In Basket, in a new tab or window (depending on your browser setup.) Be sure to LOGOUT of this window when done.

12. **Housing & Dining:** links to the Housing & Dining website and forms




13. **Help:**

Academics/Personal Info Help – links to Registrar website pages and UDSIS training.

Emergency contact info help.

Help for UD Staff – links specific to staffers using UDSIS.

UDSIS 8.9 Student Details Navigation vs. UDSIS 9.0

<i>8.9 Student details</i>	<i>9.0 Student Center</i>
Academic Information	Student Center – Academics tab
Address	Student Center – Personal information
Class Schedule	Student Center & Weekly Schedule
Degree Progress	other academic... dropdown – Choose Academic Requirements and hit 
Emergency Contacts	Student Center – Emergency Contact
Enrollment Appointments	Student Center – Enrollment Dates ...on the right
Ethnicity	Campus Community > Personal Information> Biographical > Personal Attributes > Ethnicity
Grades	other academic... dropdown – Choose Grades. and hit 
Residency	Campus Community>Personal Information>Identification>Residency Data
Service Indicators	Campus Community>Service Indicators>Person>Manage Service Indicators
Student Group	Records and Enrollment>Career and Program Information> Student Groups <i>OR</i> View Student Groups by Student <i>OR</i> Process Student Groups
Telephone	Student Center – Local phone
To Do List	Student Center – To Do List ...on the right
Transfer Credit Report	other academic... dropdown – Choose Transfer Credit: Report and hit 
Unofficial Transcript	other academic... dropdown – Chose Transcript: View Unofficial and hit 