

STUDENT VIEW

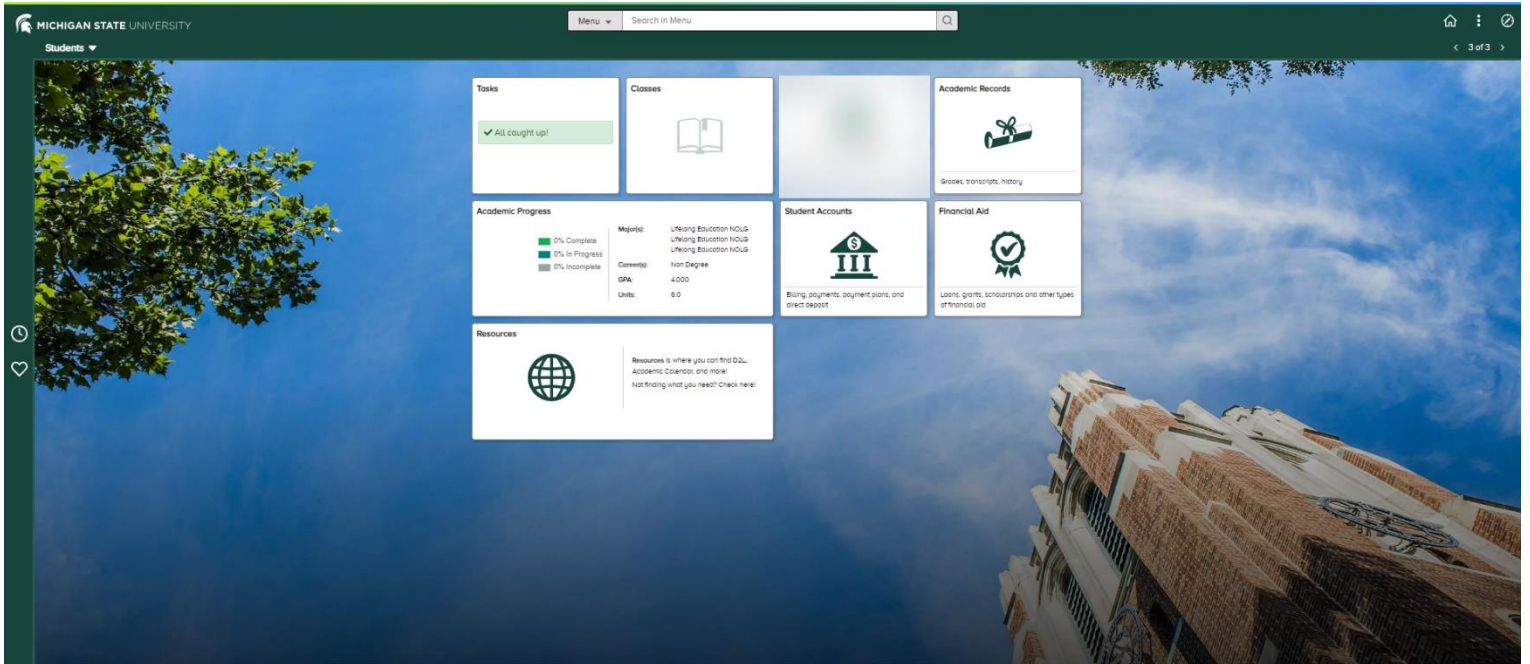
STUDENT INFORMATION SYSTEM

INTRODUCTION

This job aid provides an overview of the different tools that students can access under the Student View of the Student Information System. Scroll through each page of this guide to explore the different components of the Student View.

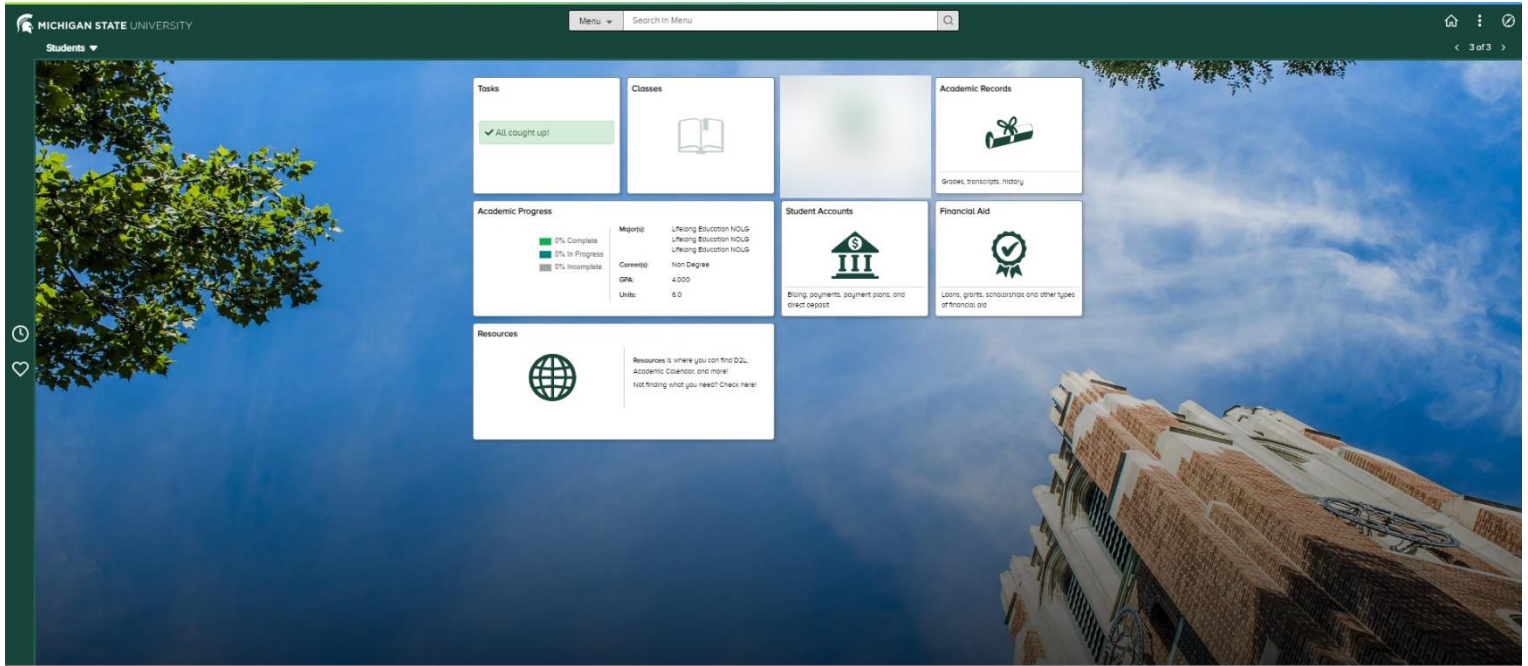
STUDENT DASHBOARD

The student dashboard in SIS provides options for students to view holds, class schedules and enrollment, progress towards degree completion, and student and financial accounts. Each component of the student dashboard will be explained in this job aid.



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TASKS

Tasks includes specific items for students to complete, including holds and agreements. Students can also access a link to their Confidential Message Center, which houses notes from their advisor, department, and college, as well as copies of their Academic Progress Plans.

My Tasks

- To Do List
- Holds
- Messages
- Confidential Message Center
- Completed Agreements

Tasks

MSU will place action items in your **To Do List** throughout your academic career to confirm that information such as your address, or other data is up to date.

Any holds on your student record will appear under **Holds** with information on the department to contact to correct the issue.

Notifications from the Student Information System can be viewed under **Messages**.

If you received an email about a confidential message, you can access the **Confidential Message Center** using the link on the left.

Electronic agreements you have signed in the Student Information System, such as the Statement of Financial Responsibility can be viewed in **Completed Agreements**.

Not finding what you're looking for?

[LEARN MORE](#)

Need Help?

Use the Actions List (3 dots) in the header, or visit sis.msu.edu/help

CLASSES

The Classes section of SIS allows students to view their class schedule, enroll or drop classes during open add and drop periods, pre-plan their scheduling using a shopping cart, and view their upcoming enrollment dates.

Manage Classes

- Manage Classes
- View My Classes/Schedule
- Class Search & Enroll
- Drop Classes
- Swap Classes
- Class & Exam Calendar
- Shopping Cart
- Planner
- Enroll by My Requirements
- Enrollment Dates
- Browse Course Catalog
- Academic Calendar

Classes

Enrollment

Use the [Class Search & Enroll](#) link along the left-hand side of the page. The video below will walk you through the enrollment process. For additional resources see [Enrollment Information](#) on the SIS website.

CAMPUS SOLUTIONS STUDENT TRAINING

Class Enrollment

Course Planning

- Use the **Planner** to map out future classes
- Use **Enroll by My Requirements** to select courses based on your academic requirements
- Use **Browse Course Catalog** to view broad course offerings

MY PROFILE

My Profile provides student's personal details, including updating address and phone number, changing preferred name, FERPA restrictions and shared information preferences, and listing emergency contacts.

< Students My Profile

My Profile

- Personal Details
- Contact Details
- Addresses
- SSN Update
- FERPA Restrictions
- Share My Info Electronically
- Share My Info by Phone
- Health Insurance Waivers
- Student Emergency Contacts
- Emergency Health Information


My Profile

Update your name, addresses, phone numbers and email addresses under **Personal Details**, **Contact Details** and **Addresses**.

Use **SSN Update** to review or correct your SSN.

Restrict the information that is available publicly under **FERPA Restrictions**.

Create and manage your guests accounts under **Share My Info Electronically**. You can grant guest access to billing statements, grades, course history and financial aid. The following video will walk you through adding a guest to your account.



Granting Guest Access
student.msu.edu
Student Information System (SIS)

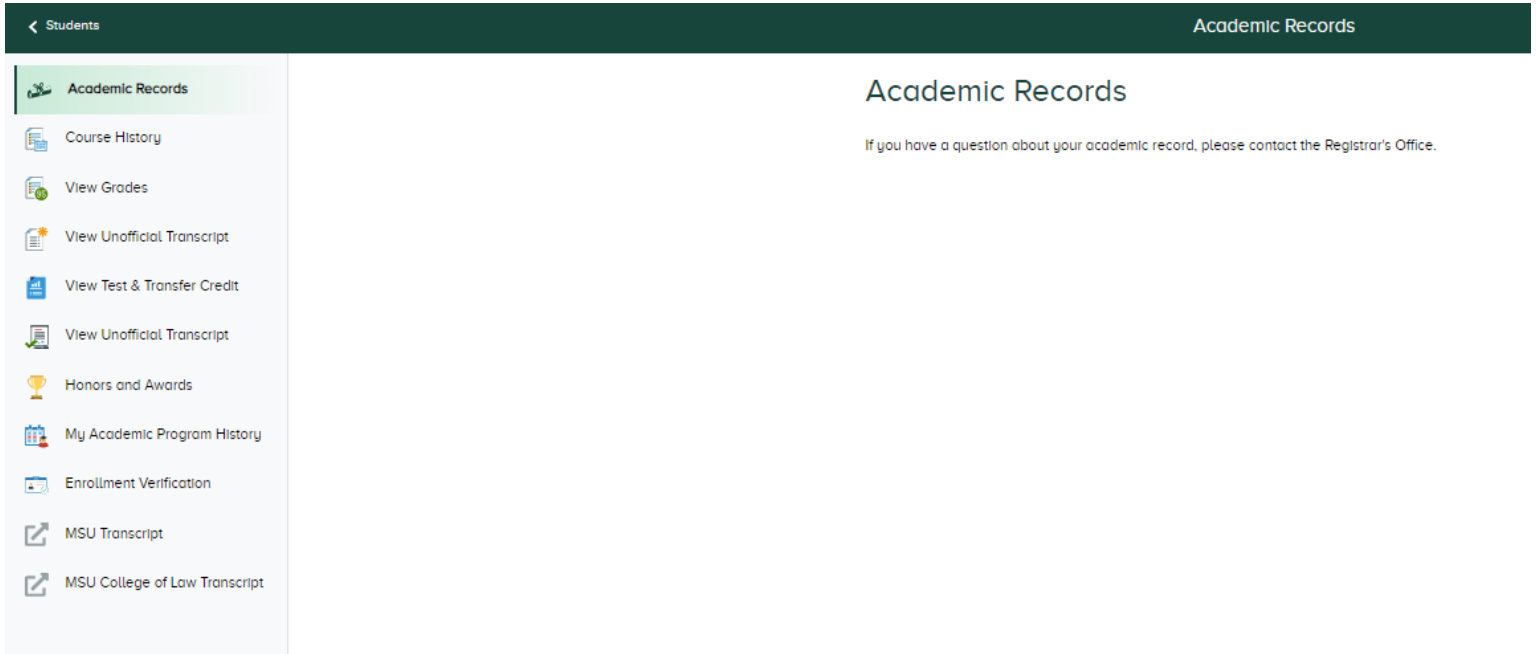
Security questions to allow individuals to discuss your academic or financial records with MSU staff can be added using the **Share My Info by Phone**.

Students who are required to carry health insurance can use **Health Insurance Waivers** to submit a waiver application.

All currently enrolled students are asked to provide **Student Emergency Contacts** and **Emergency Health Information** in the event of a medical or other personal emergency and in order to receive emergency notifications through **MSU Alert**. The information you provide will not be used for any other purpose.

ACADEMIC RECORDS

Academic Records houses course history and grades, unofficial transcript, test and transfer credit details, honors and awards, and request for Enrollment Verification.

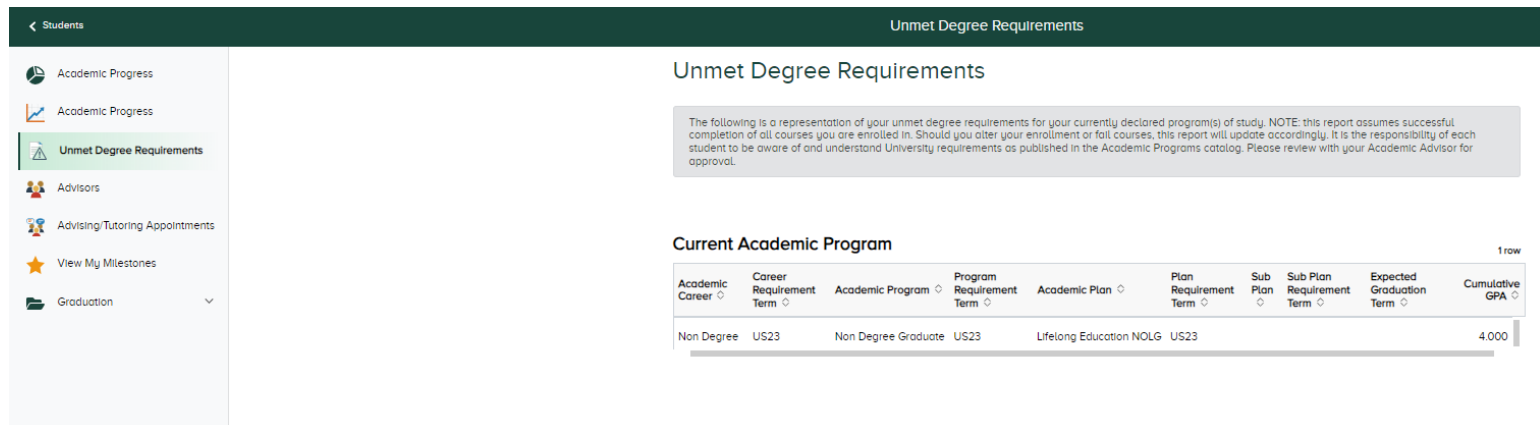


Academic Records

If you have a question about your academic record, please contact the Registrar's Office.

ACADEMIC PROGRESS

Academic Progress tracks a student's advancement towards degree completion. Students can view checklist of major requirements, similar to Academic Requirements in the advisor view, to see what requirements have been met or are still remaining. Access to the Advising Appointment System and application for graduation are also housed in Academic Progress.



Unmet Degree Requirements

The following is a representation of your unmet degree requirements for your currently declared program(s) of study. NOTE: this report assumes successful completion of all courses you are enrolled in. Should you alter your enrollment or fail courses, this report will update accordingly. It is the responsibility of each student to be aware of and understand University requirements as published in the Academic Programs catalog. Please review with your Academic Advisor for approval.

Current Academic Program

Academic Career	Career Requirement Term	Academic Program	Program Requirement Term	Academic Plan	Plan Requirement Term	Sub Plan	Sub Plan Requirement Term	Expected Graduation Term	Cumulative GPA
Non Degree	US23	Non Degree Graduate	US23	Lifelong Education NOLG	US23				4.000

STUDENT ACCOUNTS

Student accounts provides a summary for tuition and fees, MSU loans, and tax forms. A link is provided to make a payment or to enroll into a payment plan.

The screenshot shows the 'Student Accounts' page. The left sidebar contains a navigation menu with the following items: 'Student Accounts' (selected), 'Student Account Summary', 'MSU Loans', 'View Tax Forms', and 'Summer 2021 or Earlier'. The main content area is titled 'Student Accounts' and includes an 'Additional Information' section with a paragraph and a screenshot of a payment portal. Below this is a 'Fall 2021 and all Future Terms' section with a paragraph, a list of services, and a 'Go to My Account' button. A note at the bottom of the section states: 'Please note that on the last Thursday of every month between 6-9 PM EST the "Go to My Account" button will be unavailable for month-end maintenance.'

FINANCIAL AID

Students can access the Financial Aid Portal from the Financial Aid tile.

The screenshot shows the 'Financial Aid' page. The left sidebar contains a navigation menu with the following items: 'Financial Aid' (selected) and 'Financial Aid Portal'. The main content area is titled 'Financial Aid' and includes a paragraph, a list of services, and contact information for Financial Aid. The contact information is: 'Contact Financial Aid: Phone: (517) 353-5940 | M-Th 8-4:45, F 9-4:45 Email: Finald@msu.edu'. A note at the bottom of the section states: 'For up to date information, please visit our website at: finald.msu.edu'

RESOURCES

The Resources feature provides access to several resources and policies, including Desire2Learn, the Academic Calendar, university resources, and grief absence.

