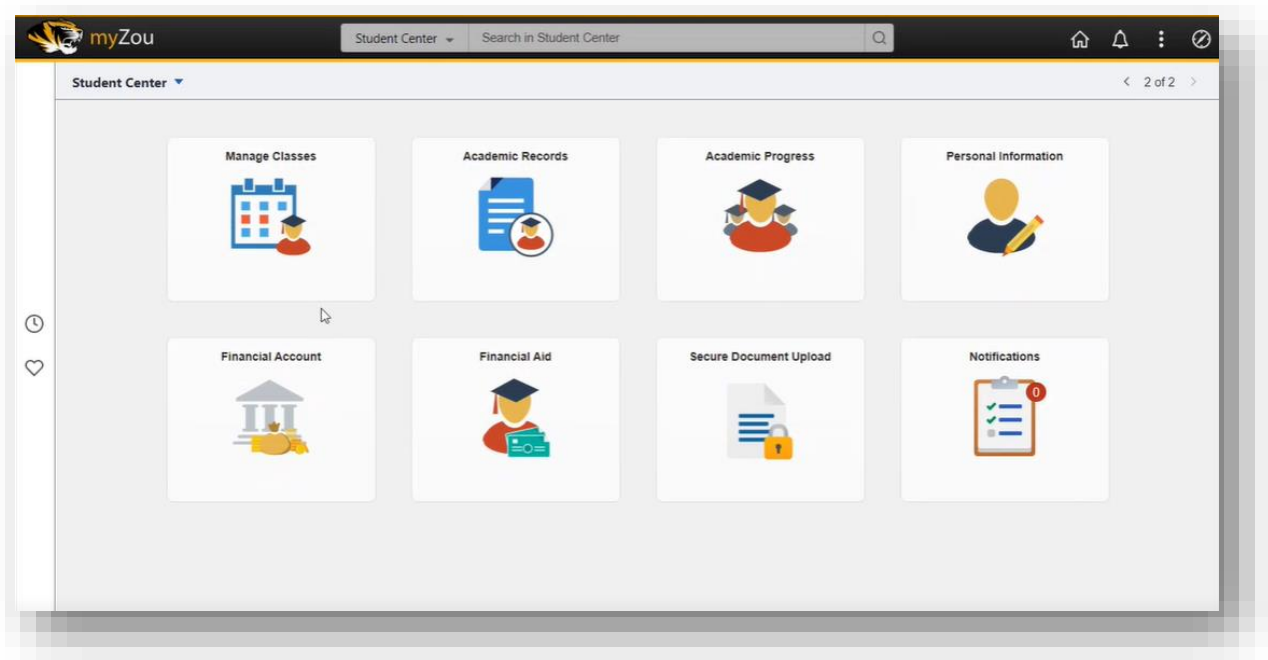


Student Center

The following topics guide students through using the new, tile-based navigation in the Student Center.



Homepage

In most cases, the Student Center homepage is displayed upon logging into myZou, Pathway, Joe'SS or MyView using student login credentials. (Note that various messages may replace the regular tiles if a student response is required on university business such as e-consent, 1098T consent, emergency notification opt-in/out, financial acknowledgements, etc.)

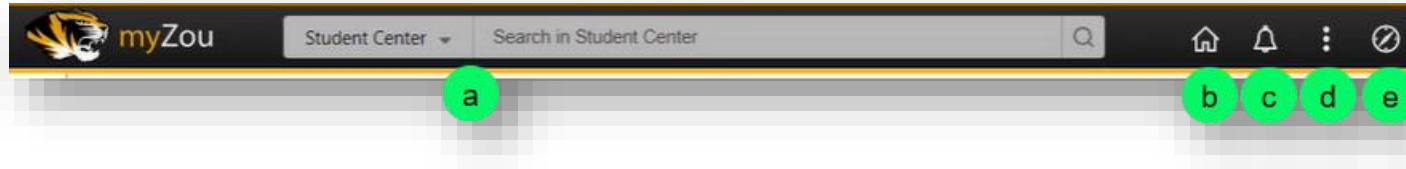
The homepage is made up of several elements including the Header Menu, Tiles, and the NavBar Navigator, which we'll cover in the next few topics.

Contents

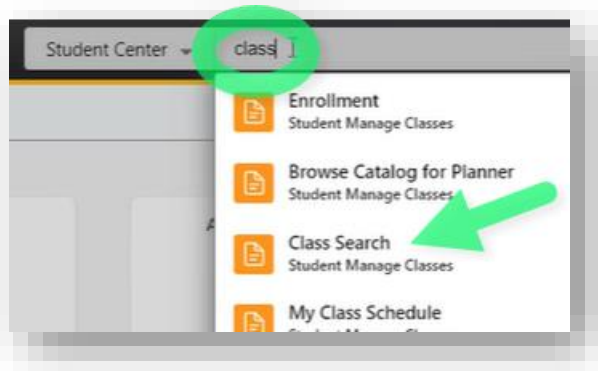
Homepage.....	1
Header Bar	2
Title Bar	5
Side Bar	5
Tiles	6
Navigation Collection Pages	6
Tile Descriptions.....	7
Manage Classes.....	7
Enrollment	8
Academic Records.....	9
Academic Progress.....	10
Personal Information	11
Financial Account.....	12
Financial Aid.....	13
Secure Document Upload ...	14
Notifications.....	15
Student Employee View.....	16

Header Bar

The Header bar is located at the top of the page and includes the following.



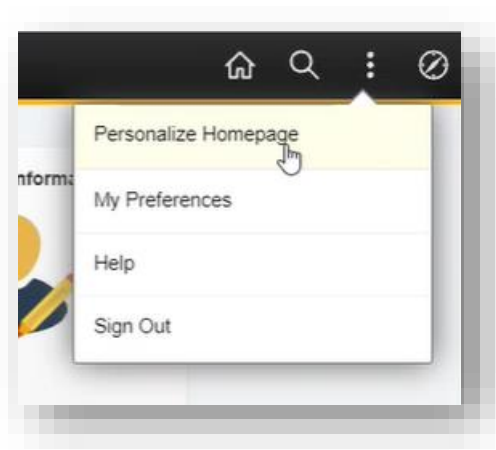
- a) The **Search bar** feature is helpful for finding the page you want by typing in key words. Pages that match the criteria automatically appear in a drop-down menu. Click one to open the selected page.



- b) The **Home** button takes users back to the home page.
- c) The **Notifications** button opens a page that displays notifications for the user.

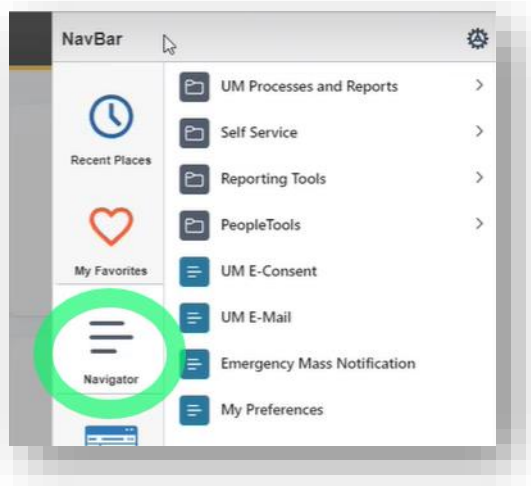
d) The **Actions List** displays the action options for the current page.

- While the default Student Center homepage can't be altered, the **Personalize Homepage** feature provides options for users to create a custom homepage.
- The **My Preferences** page allows users to turn on **Screen reader mode** under General Options, **Accessibility Layout**.
- The **Help** page presents options for accessing help topics.
- When users are ready to **Sign Out**, they will select the account to sign out and should then close the browser to complete the sign-out process.



- e) The **NavBar** button expands the NavBar menu, which includes buttons to access Recent Places, My Favorites, Navigator, and Main Menu.

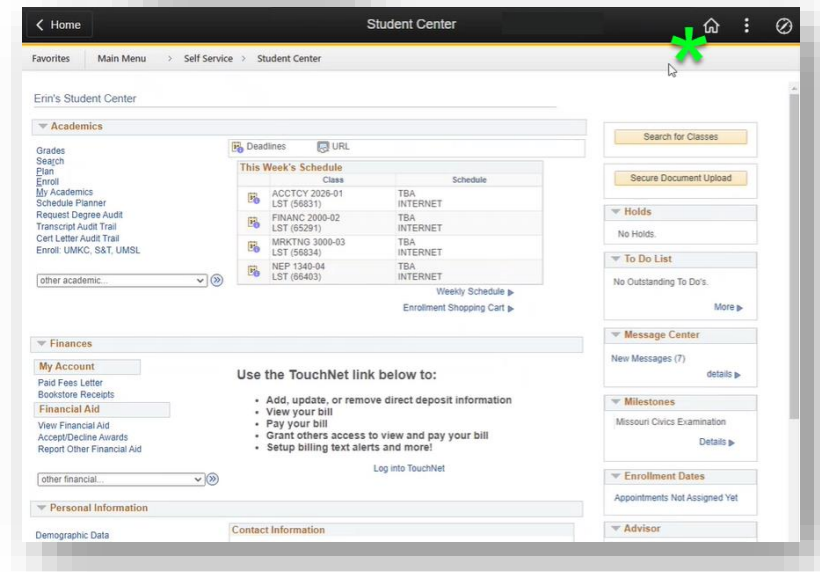
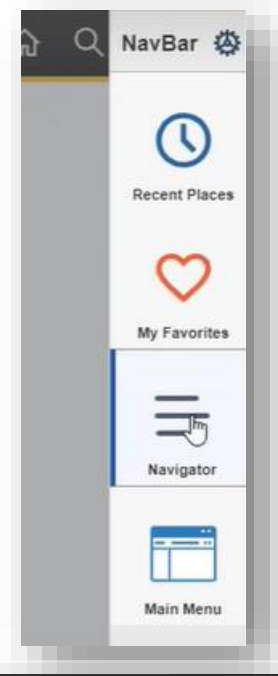
Select the **Navigator** button to display a traditional “drill-down” menu, which is organized like the previous version of the Student Center.



Select the **Main Menu** button to open a “classic” view of Student Center.

This version includes all the same information as the new version but allows students to navigate the old way if that’s what they prefer.

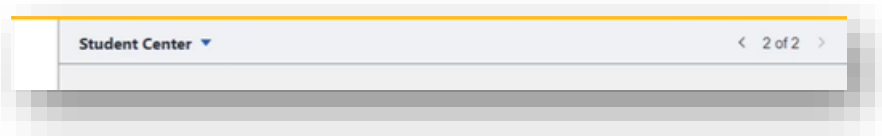
- * Clicking the **Home** button while in the classic view will return the user to the new, tile-based Student Center homepage.



Title Bar

The title bar is located beneath the header bar.

The bar displays the name of the page on the left, and page controls on the right (if the user has more than one page).

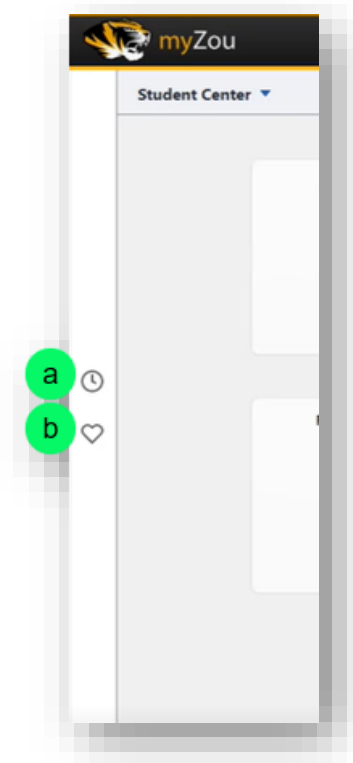
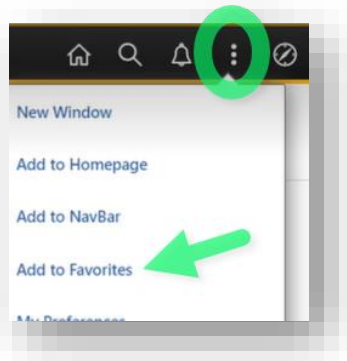


Side Bar

There are two buttons on the sidebar:

- a) **Recently Visited** (clock icon) displays a list of recently visited pages when clicked.
- b) **Favorites** (heart icon) displays a list of the pages that the user has marked as Favorites.

*Note: To add a favorite page, go to the page that you want to add, click the Actions List button (header bar top right) and select **Add to Favorites** from the options menu that appears.*

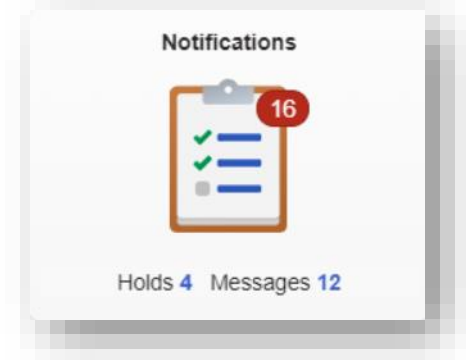


Tiles

Tiles, which appear under the header on the Student Center homepage, are navigation tools that will take you to either a task or a Navigation Collection.

Some tiles display information that updates automatically.

To ensure the information is up to date, you can refresh the tiles by clicking the **Refresh** button in the bottom-right hand corner of the Homepage.



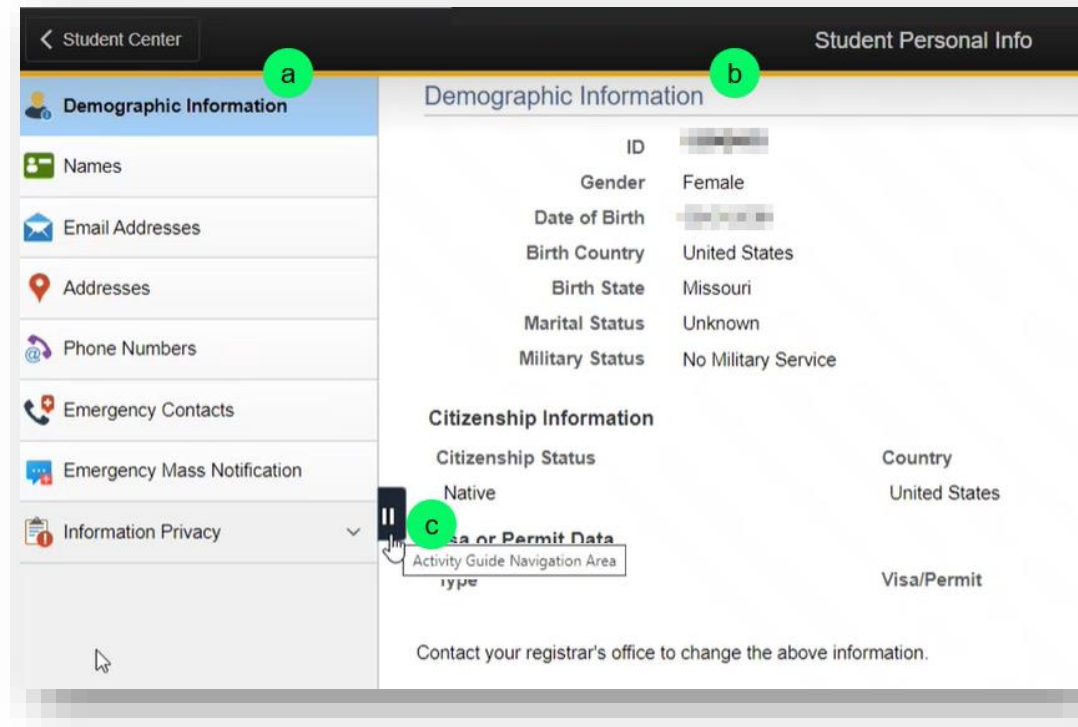
Navigation Collection Pages

Tiles open navigation collections, which are related pages that are grouped together.

- a) Navigate among the pages using the navigation menu on the left side of the page.

Note: Pages vary across the University's Student Systems. Therefore, what you see in this guide may differ slightly from your experience.

- b) The tile opens the collection and displays the contents of the default page, which always corresponds to the first page listed in the menu.
- c) The menu can be collapsed to provide more room in the content area by clicking the Activity Guide Navigation Area button.



Tile Descriptions

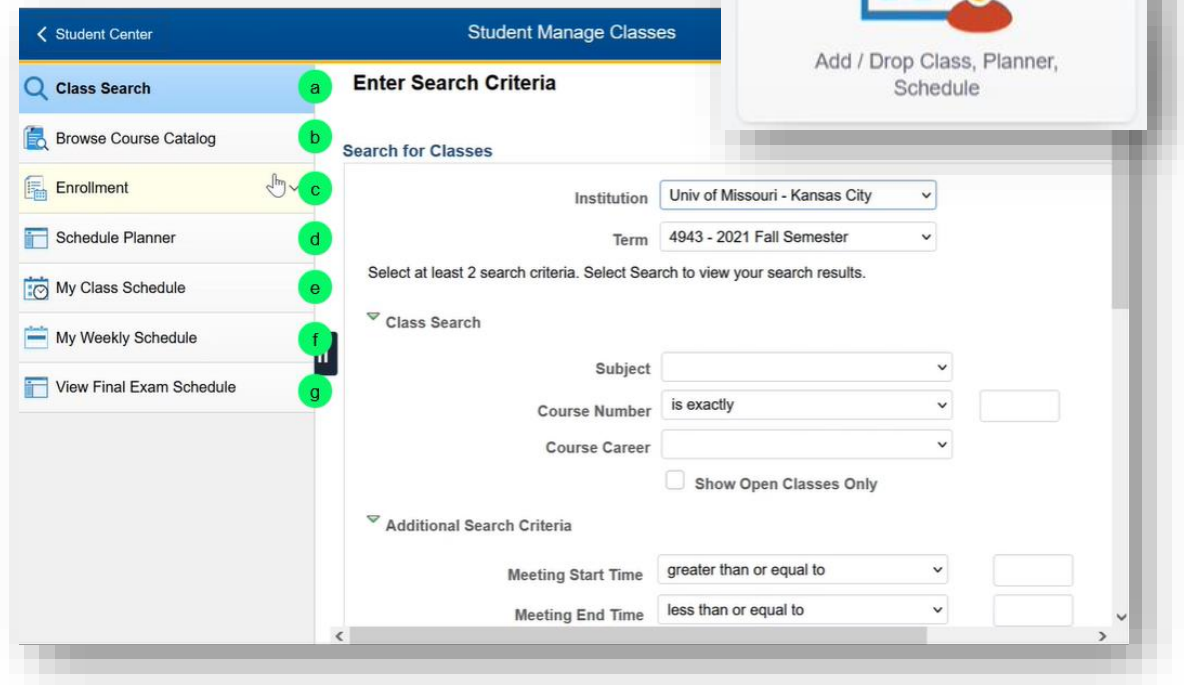
When a tile on the homepage is hovered over with the cursor, it displays a brief description of the pages and content under that tile.

The following topics describe the tiles in more detail.

Manage Classes

The Manage Classes navigation collection contains the following pages:

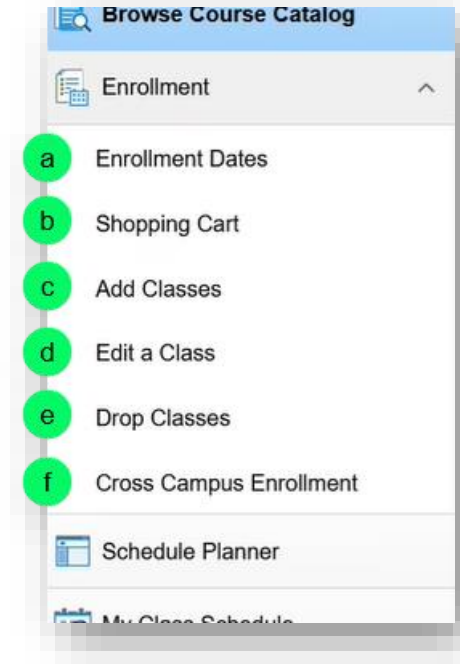
- a) **Class Search** opens by default and displays the **Enter Search Criteria** form page, allowing students to search for a specific course.
- b) **Browse Course Catalog** provides an alphabetized list of courses by subject.
- c) Click **Enrollment** to expand its menu of options, which are [described below](#).
- d) Access and edit your **Schedule Planner** through the button on this page. Students can select courses that fit their preferred schedule and add them to their shopping cart.
- e) **My Class Schedule** displays your current class schedule and options to filter the displayed classes are available.
- f) **My Weekly Schedule** displays a calendar view of your weekly class schedule.
- g) **View Final Exam Schedule** provides a link to view the final exam schedule for your home campus.



Enrollment

The Enrollment information included in the Manage Classes Navigation Collection is as follows:

- a) On the **Enrollment Dates** page, select the term to see the enrollment dates for that term.
- b) On the **Shopping Cart** page, select the term, then use the shopping cart to search for and add classes.
- c) On the **Add Classes** page, you can search for and add classes.
- d) On the **Edit a Class** page, you can edit eligible classes that have not yet begun. For example, before the semester starts you may want to change the grading basis or change the credit hours in a class that offers variable credit hours.
- e) The **Drop Classes** page enables you to drop eligible classes.
- f) The **Cross Campus Enrollment** enables you to take classes offered on other University of Missouri campuses and lists the additional tasks that are required. For example, you will need to arrange to pay your bill at the host institution, as the payment can't be made through your home campus' payment system.

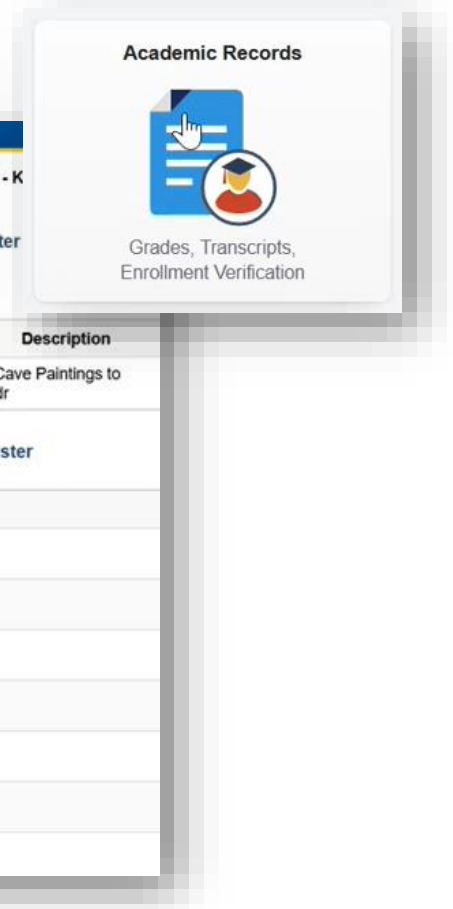


Academic Records

The Academic Records navigation collection contains the following pages:

- a) The **My Grades** page displays your grades for the current semester if the grades are posted.
- b) On the **My Academic Standing** page, select the term to view Standing and/or Honors that have been posted for the selected term.
- c) The **My Advisors** page displays information if you've been assigned an advisor.
- d) The **Request Official Transcript** page provides a link to the National Student Clearinghouse website to place an order for an official transcript.
- e) The **Request Unofficial Transcript** page is not used by all institutions, but provides a way to request an unofficial transcript be emailed to your university email address.
- f) The **My Transcript Requests** page lists details of all transcripts that you have requested.
- g) The **Enrollment Verification** page provides a link to access the National Student Clearinghouse website for enrollment verification.
- h) The **My Certification Requests** page provides details about certification letter requests that you've made.

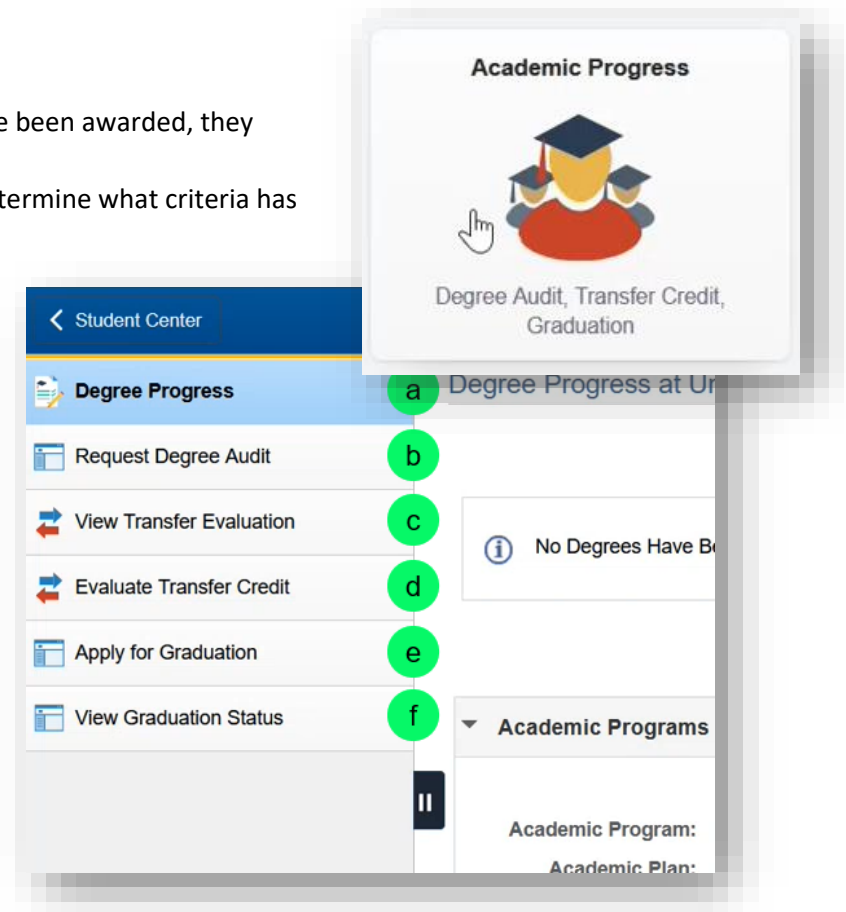
The screenshot shows the Student Center interface. On the left is a navigation menu with items: My Grades (a), My Academic Standing (b), My Advisors (c), Request Official Transcript (d), Request Unofficial Transcript (e), My Transcript Requests (f), Enrollment Verification (g), and My Certification Requests (h). The main content area shows the '2021 Fall Semester | Univ of Missouri - K' page. It has a 'Class Grades - 2021 Fall Semester' section with an 'Official Grades' button. Below this is a table with columns 'Class' and 'Description'. The first row shows 'ART-HIST 201' with description 'From Cave Paintings to Cathedrals'. Below the table is a 'Term Statistics - 2021 Fall Semester' section with a 'Description' header. Under this header are sections for 'Units Toward GPA:' (with 'Taken', 'Passed', and 'In Progress' sub-sections) and 'Units Not for GPA:'.



Academic Progress

The Academic Progress navigation collection contains the following pages:

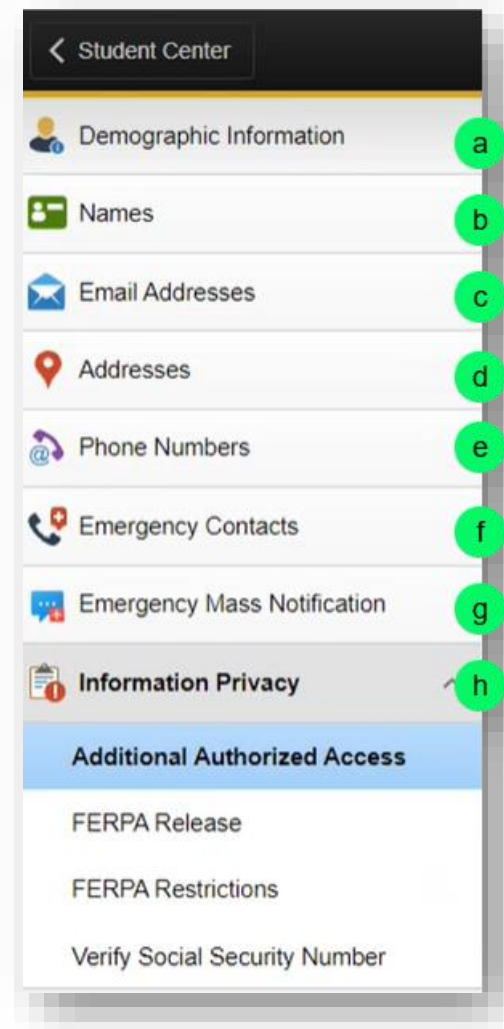
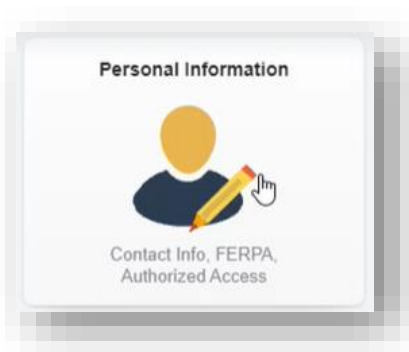
- a) **Degree Progress** is the default page for Academic Progress. If any degrees have been awarded, they appear at the top, and incomplete degree programs appear beneath.
- b) The **Request Degree Audit** page provides a link to request a degree audit to determine what criteria has been met and what criteria is still required to complete the degree.
- c) The **View Transfer Evaluation** page displays a table that lists all courses submitted and whether each course is accepted or denied for credit.
- d) The **Evaluate Transfer Credit** page provides links that allow students to choose the scenario in which credit is transferred: as a potential transfer student from a different institution, or as a University of Missouri student searching for an equivalent course elsewhere (e.g., the student wants to take classes at their summer location that will transfer back to the university).
- e) The **Apply for Graduation** page lists the student's degree program(s) and provides a link for applying for graduation.
- f) The **View Graduation Status** page lists the graduation status of graduation applications.



Personal Information

The Personal Information tile launches the **Student Personal Info** page, which provides access to the following information:

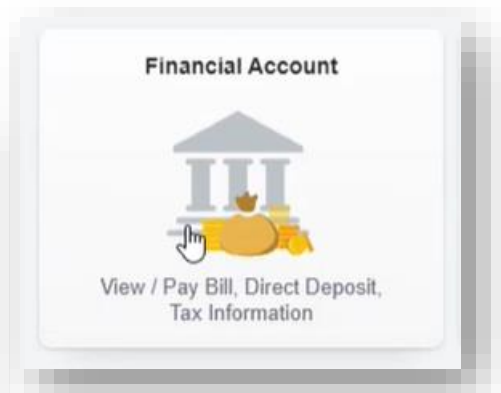
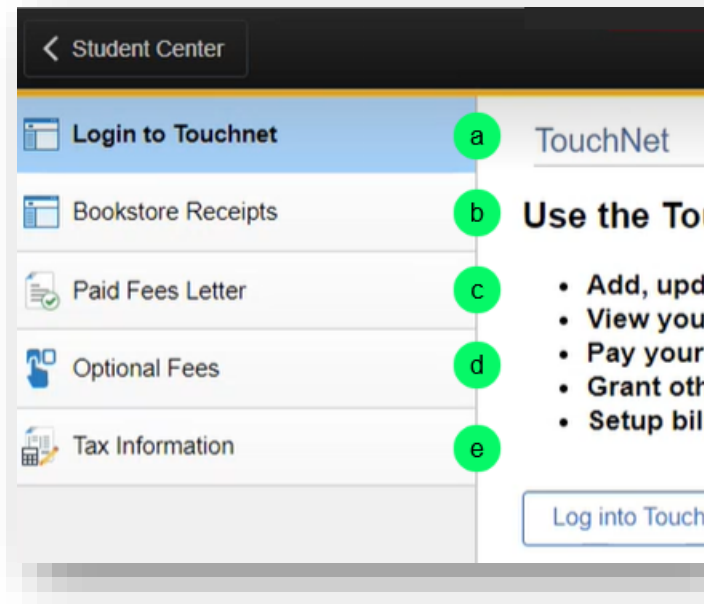
- a) By default, the **Demographic Information** page appears first and provides general information about the student. To update information on this page, contact your registrar's office.
- b) The primary name is listed on the **Names** page. Students may click the **Add a new name** button to add a preferred name if desired.
- c) The student's UM Assigned email address appears on the **Email Addresses** page and can't be altered or deleted. Additional email addresses may be added.
- d) The student's permanent address appears on the **Addresses** page and can be edited by the user. The student may add addresses such as Business, Degree, Billing, Local, etc.
- e) The student's preferred phone number is listed on the **Phone Numbers** page. It is editable and more phone numbers can be added.
- f) Information on the **Emergency Contacts** page is required for students living on campus and can be edited.
- g) The **Emergency Mass Notification (EMNS) Registration** page allows the student to choose how they would like to be notified in case of a campus emergency (e.g., severe weather warnings, etc.) The page is editable, and the student can use the Opt-Out button to opt out of receiving emergency notifications.
- h) Click the **Information Privacy** menu item to reveal additional menu options:
 - Use the **Additional Authorized Access (AAA Permission)** form page to authorize others (e.g., your parents) to access your student records (e.g., academic, financial, etc.)
 - Use the **FERPA Release** form page to authorize verbal access to others (e.g., your parents). The student's signature is required for written or printed documentation.
 - Use the **FERPA Restrictions** form page to restrict the release of personal information and/or to opt out of allowing your phone number and address from being displayed in the Outlook directory.
 - Use the **Verify Social Security Number** form page to verify that your social security number matches university records.



Financial Account

The Financial Account navigation collection allows students to access information and forms related to bills, direct deposit, and tax information.

- a) The **Login to Touchnet** page links to Touchnet, where actions related to billing can be accessed.
- b) Bookstore purchases that are made on the student's account appear on the **Bookstore Receipts** page.
- c) Students can print a **Paid Fees Letter** to provide proof of payment to entities that require it for reasons such as tuition reimbursement.
- d) The **Optional Fees** page only appears for MU students.
- e) The **Tax Information** page provides a link to Touchnet, where the student's 1098-T Tuition Statements from 2019 and beyond are accessed. If students have 1098-T's from 2018 and prior, they can be accessed from this page. The **E-Print** tab at the top of the page opens a form that allows the student to consent to receiving their 1098-T Tuition Statement electronically.



Financial Aid

The Financial Aid navigation collection allows students to access information and forms related to awards, scholarships, student loans, etc.

- a) The **View Financial Aid** page appears first by default. Select an Aid Year link to view financial aid information for that year.

Links on this page provide useful financial planning information. For instance, the **College Financing Plan** links open a new browser tab that displays expected contributions, cost of attendance, scholarships and grants, and the total college costs that the student will be required to pay for the selected Aid Year.

- b) On the **Accept/Decline Awards** page, select the Aid Year to view, accept, and decline financial aid awards and loans for that year.

Links at the bottom of the page include such information as how to contact your financial aid advisor.

- c) The **Annual Scholarship Application** page provides a link to a competitive scholarship application service where students can apply for scholarships.

The screenshot displays the 'Financial Aid' section of a student's account. It includes a navigation menu with 'View Financial Aid' (a), 'Accept/Decline Awards' (b), and 'Annual Scholarship Application' (c). The 'Accept/Decline Awards' page shows a table of awards for the 2021-2022 aid year. The table lists the award name, category, career, and amounts offered and accepted. Below the table are buttons for 'Accept All', 'Decline All', 'Clear All', and 'Update Totals'. A 'Submit' button is also present. The currency is noted as US Dollar.

Award	Category	Career	Offered	Accepted	Accept	Decline
Mo. Transfer Award I	Scholarship	Undergraduate	2,250.00	2,250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SP Tuition Reduction Spouse Dpndt	Waiver	Undergraduate	1,989.00	1,989.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smr Est Wvr - Ed Fee Reduction	Waiver	Undergraduate	918.00	918.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			5,157.00	5,157.00		

Buttons: Accept All, Decline All, Clear All, Update Totals, Submit

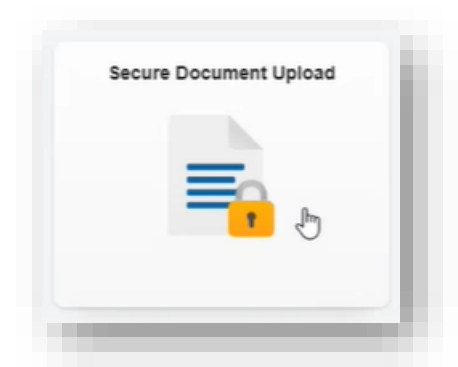
Currency used is US Dollar

Secure Document Upload

The Secure Document Upload page allows students to securely upload certain documents.

Select an office or department (e.g., Cashiers, Financial Aid, Show Me Renewal) and a document type (e.g., Student Driver's License). Add comments if desired and then click the **Add Attachment** button.

The uploaded document is processed and sent on to the selected recipient.



Notifications

The Notifications tile dynamically displays a red circle containing a number that indicates the quantity of unread notifications for the student. The bottom of the tile displays the quantities and types of unread notifications.

The Notifications tile opens the **Student Task and Notifications** page.

- The **To Do List** appears by default and displays outstanding items if any are found. Completed items are listed below any outstanding items.
- The **Holds** page displays any holds that exist.
- Messages that are sent through Campus Solutions (not to the student's university Outlook account) are accessed through **Message Center**. (Messages marked **Email** will also appear in Outlook, but **Letters** and other correspondence will not.)
- The **Campus Policy Agreements** page lists policies that the student is required to acknowledge and/or accept.

Notifications

Tasks 2 Holds 7

Student Task and Notifications

To Do List a

Holds b

Message Center c

Campus Policy Agreements d

No outstanding to do item information found.

Completed Items

To Do Item	Requested For
20-21 FAFSA	Financial Aid
21-22 FAFSA	Financial Aid

Student Message Center

Message Inbox

Department	Description	Date Sent	Method	Message
Financial Aid	Missing InfoLetter Email	09/01/2021	Email	View
Financial Aid	Award Letter - Email/Revised	09/01/2021	Letter	View
		08/17/2021	Email	View

Campus Policy Agreements

Privacy Settings 1 of 1 View All

Your personal information is currently not restricted from release.

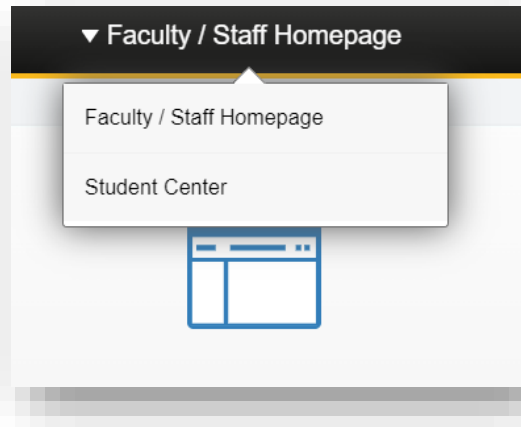
E-Consent 1 of 1 View All

E-Consent was accepted on 2020-11-16 at 10:42 AM by user [redacted]

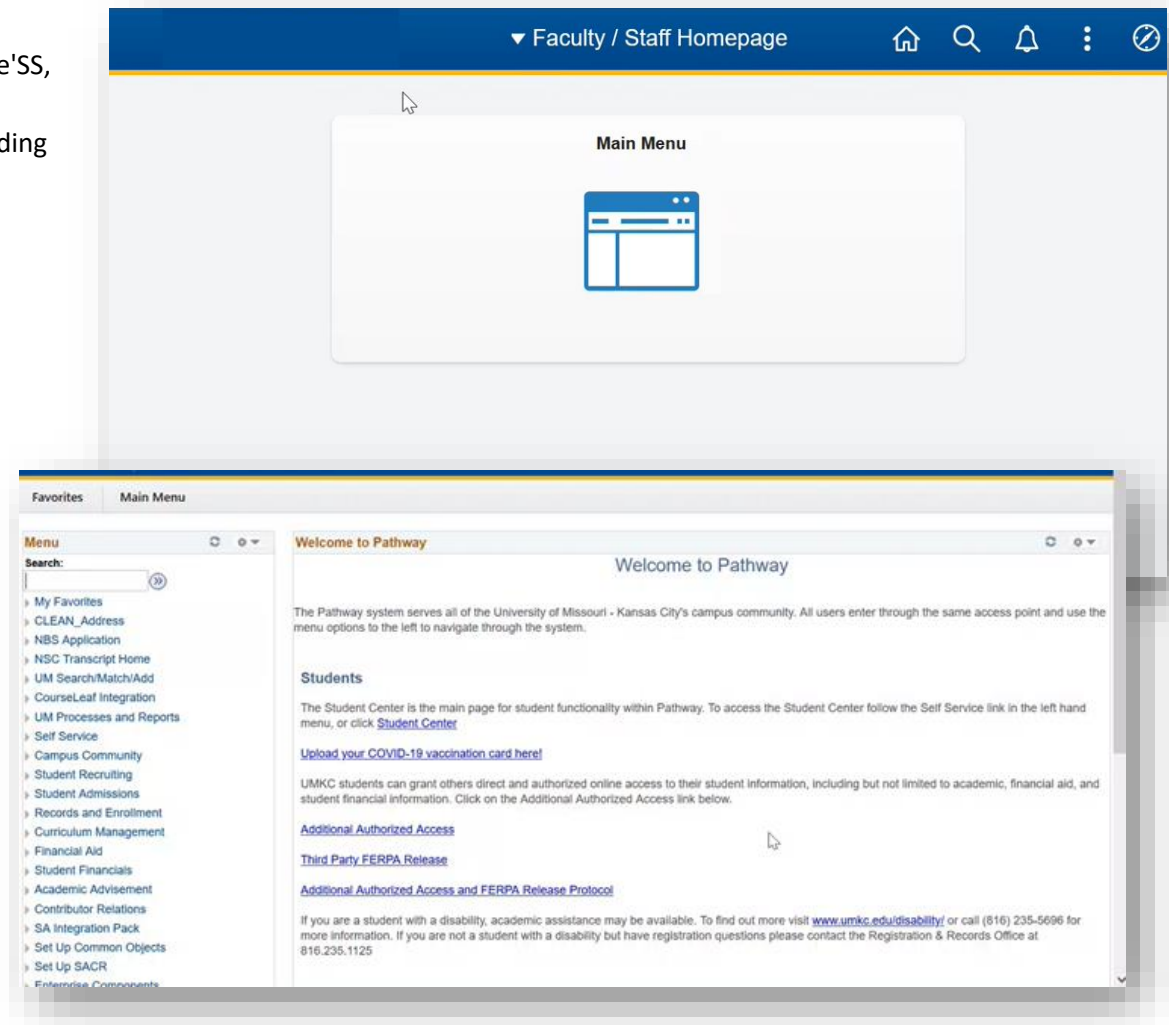
Student Financial Responsibility 1 of 14 View All

Student Employee View

When a student employee accesses myZou, Pathway, Joe'SS, or MyView, they will have the option to view either the Student Center or the Faculty/Staff Homepage by expanding the page title in the tool bar.



Note that the Faculty/Staff Homepage displays only one tile, **Main Menu**, which opens the classic left-side menu and navigation.



End of Reference Guide