Contents

Student Center

The following topics guide students through using the Student Center.
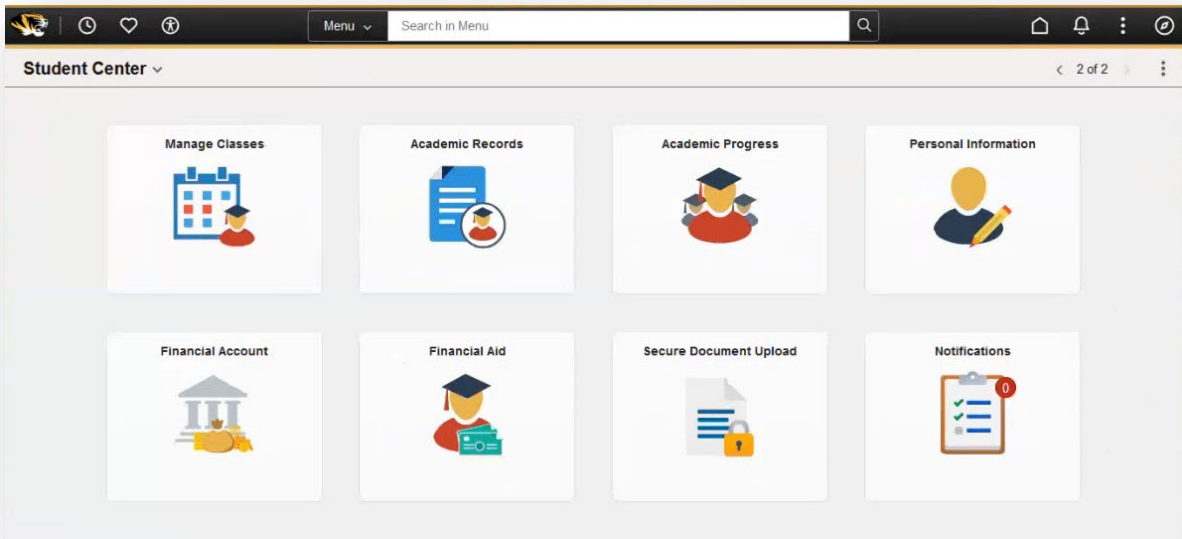
Homepage

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 Menu, which we'll cover in the next few topics.

Banner Bar

The banner bar, sometimes called the header bar, is located at the top of the page and includes the following:
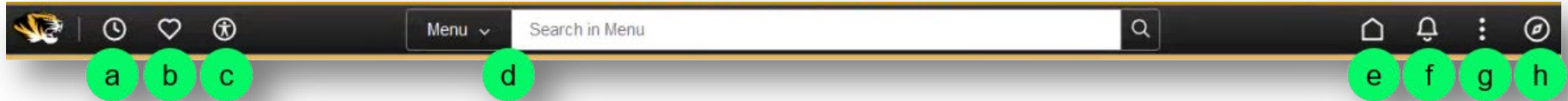
a) The **Recently Viewed** button (clock icon) will display the pages that you have most recently visited.
b) The **Favorites** button (heart icon) will open a pane on the left that lists the pages that you've designated as favorites.
    See *Adding Favorites* in the Appendix to learn how to add a favorite.
c) The **Accessibility** button expands to show the Accessibility Menu. *See Accessibility Help Viewer in the appendix for more information.*
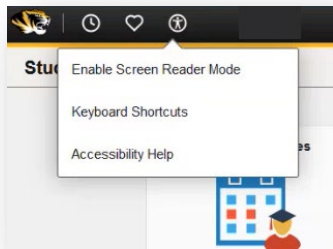

d) The **Search bar** feature is helpful for finding the page you want by typing in key words. By default, it searches the Menu. Click the Menu button to expand the options for where to search (Menu, All, or Student Center). As you type, pages that match the criteria automatically appear in a drop-down menu.
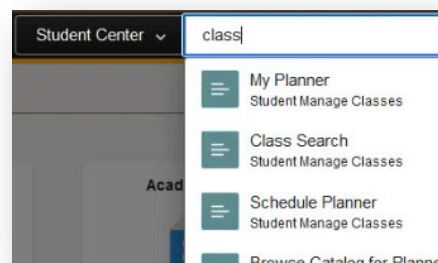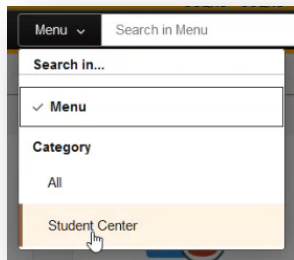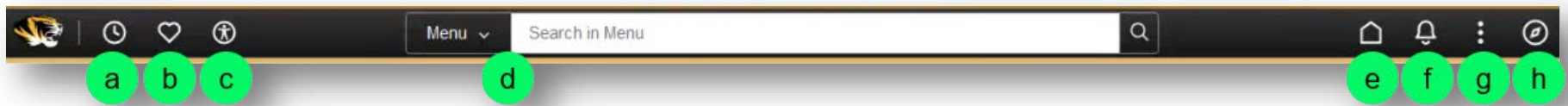
e) The **Home** button (house icon) takes users back to the home page.
f) The **Notifications** button (bell icon) opens a page that displays notifications for the user.
g) The **Actions List** (vertical dots icon) displays the action options for the current page.
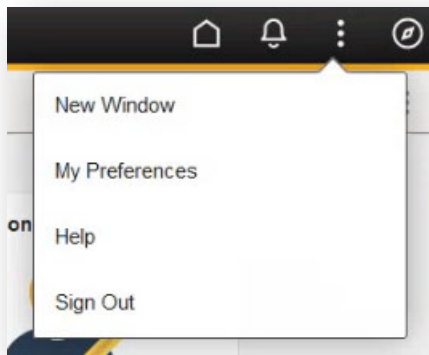
- Clicking **New Window** opens the same page in a new window, which can be helpful if you want to navigate away from a page, but would like to be able to reference the information on it while working on another page. The New Window link still appears in the upper right corner of some pages within the system.


- The **My Preferences** page allows users to customize their experience in a variety of ways.
- 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.

h) The **NavBar** button (compass icon) expands the NavBar menu, which includes buttons to access:

- **Recently Visited** – Lists recently visited pages on the right.
- **My Favorites** – Lists your favorited pages on the right.
- **Menu** – Lists the traditional "drill-down" menu on the right.
- **Main Menu** – Opens a "classic" view of Student Center, which includes all the same information as the new version but allows students to navigate the old way if that's what they prefer.
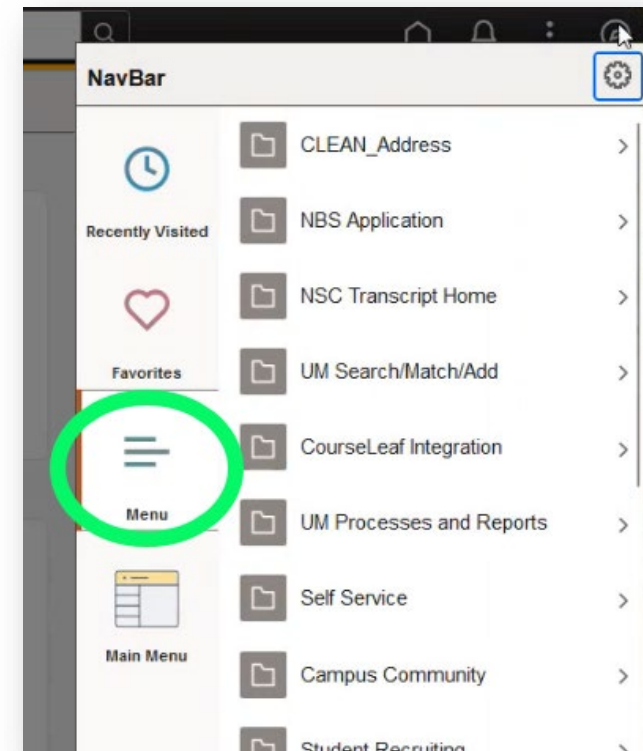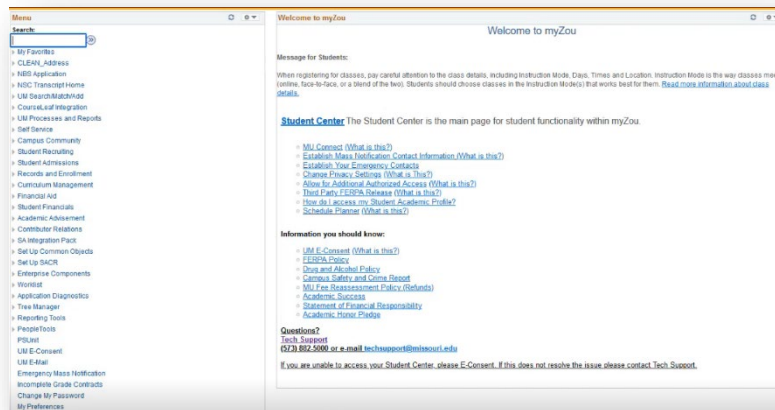
*Note that clicking the Home button while in the classic view will return the user to the tile-based Student Center homepage.

Title Bar

The title bar is located beneath the banner 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). Also on the right is the **Homepage Actions** menu (vertical dots), which displays page options.
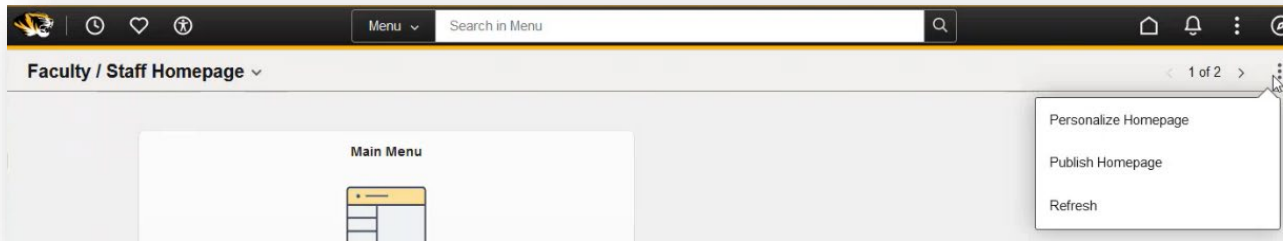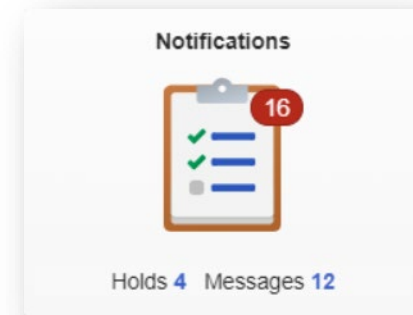

Tiles

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

When your cursor passes over a tile, some tiles reveal information (e.g., the Notifications tile displays the number of Holds and Messages).

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.
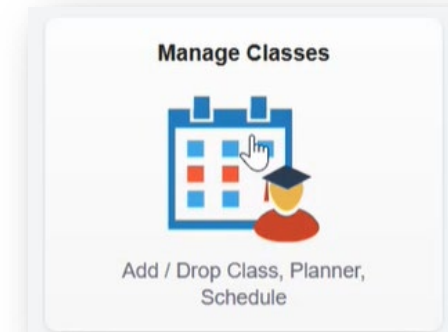
Tile Descriptions

When the cursor passes over a tile, 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.
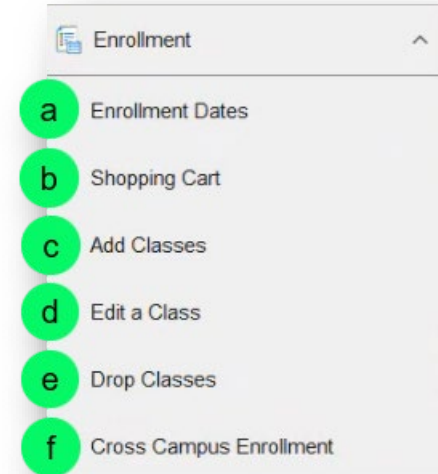
Academic Records

The Academic Records navigation collection contains the following pages:

a) The **My Course History** page lists courses you have taken, and displays the Course, Description, Term, Grade, Units, and Status.
b) The **My Grades** page displays your grades for the current semester if the grades are posted.
c) On the **My Academic Standing** page, select the term to view Standing and/or Honors that have been posted for the selected term.
d) The **My Advisors** page displays information if you've been assigned an advisor.
e) The **Request Official Transcript** page provides a link to the National Student Clearinghouse website to place an order for an official transcript.
f) 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.
g) The **My Transcript Requests** page lists details of all transcripts that you have requested.
h) The **Enrollment Verification** page provides a link to access the National Student Clearinghouse website for enrollment verification.
i) The **My Certification Requests** page provides details about certification letter requests that you've made.
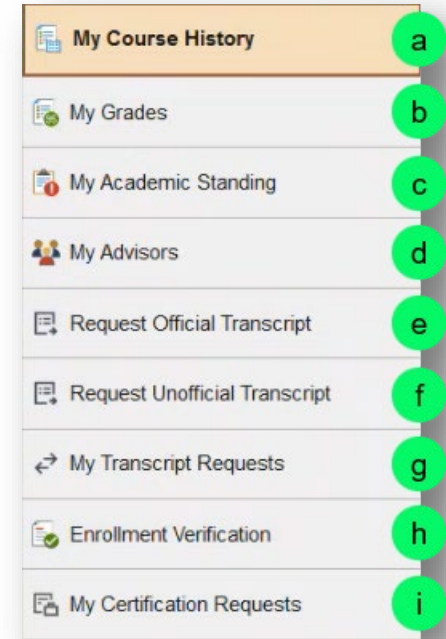
Academic Progress

The Academic Progress navigation collection contains the following pages:
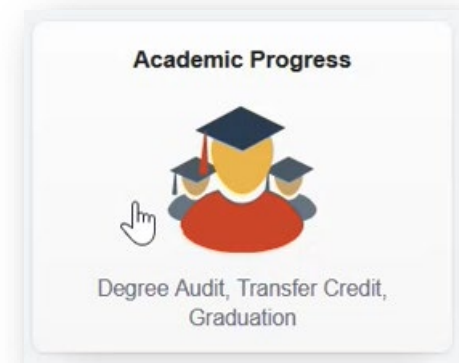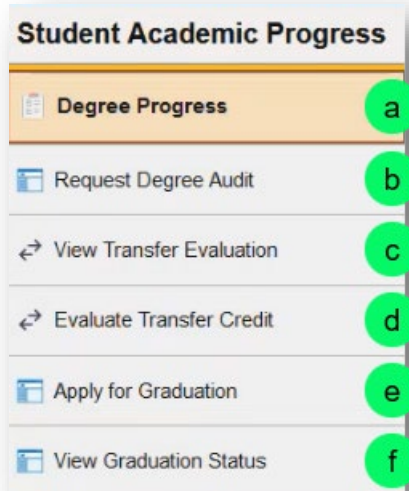
a) **Degree Progress** is the default page for Academic Progress. If any degrees have been awarded, they appear at the top, and incomplete degree programs appear beneath.
b) The **Request Degree Audit** page provides a link to request a degree audit to determine what criteria has been met and what criteria 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:
   o 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.)
   o 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.
   o 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.
   o Use the **Verify Social Security Number** form page to verify that your social security number matches university records.
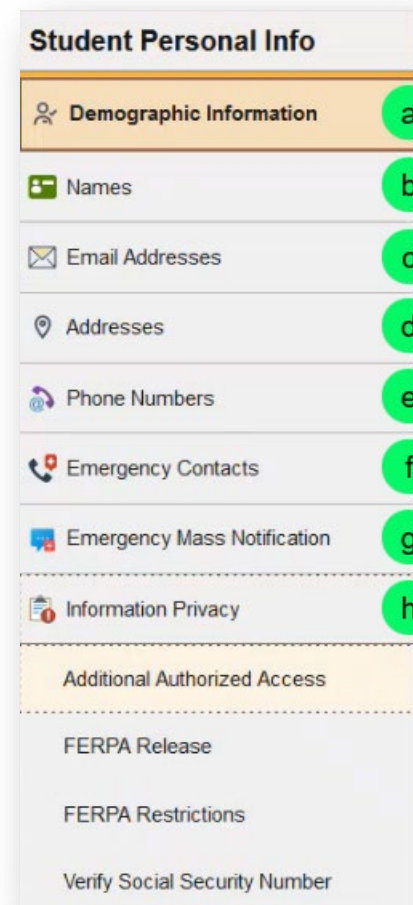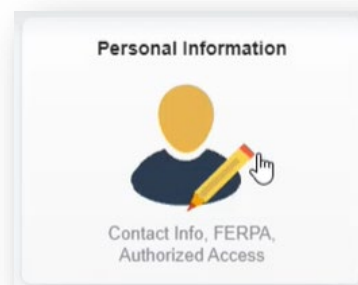
Financial Account

The Financial Account navigation collection allows students to access information and forms related to bills, direct deposit, and tax information.
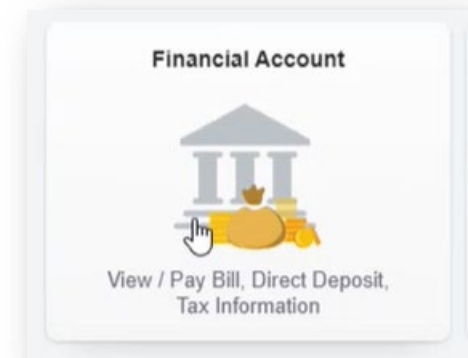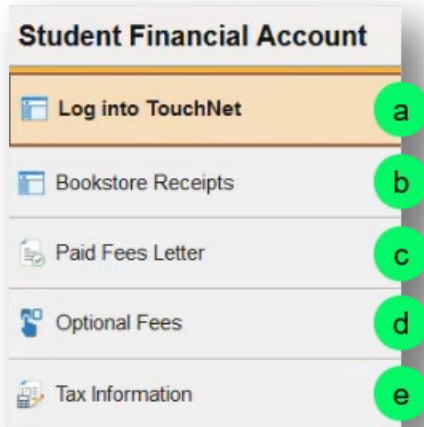
a) The **Login to Touchnet** page links to Touchnet, where actions related to billing can be accessed.

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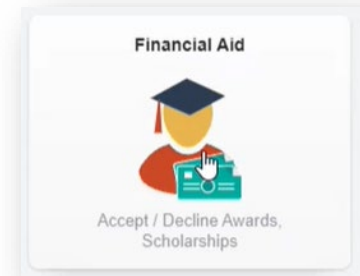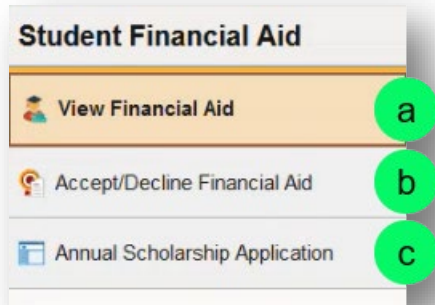
a)   The **View Financial Aid** page appears first by default. Select an Aid Year link to view financial aid information for that year.

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.

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.
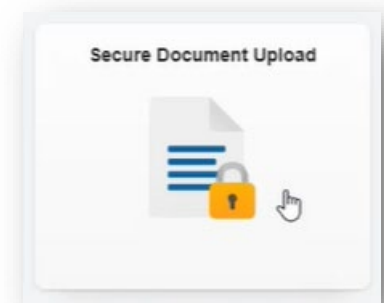
Notifications

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.
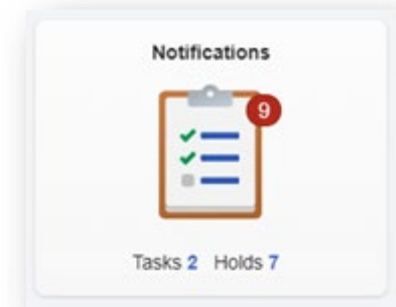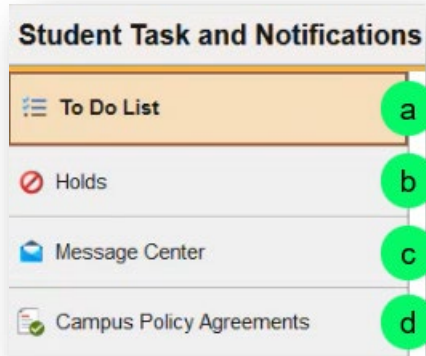
a)   The **To Do List** appears by default and displays outstanding items if any are found.
      Completed items are listed below any outstanding items.

b)   The **Holds** page displays any holds that exist.

c)   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.)

d)   The **Campus Policy Agreements** page lists policies that the student is required to acknowledge and/or accept.

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.
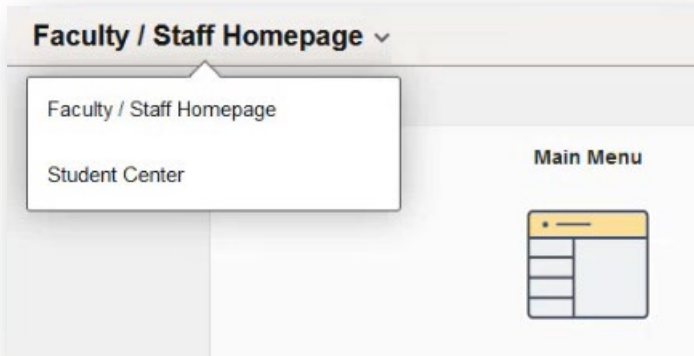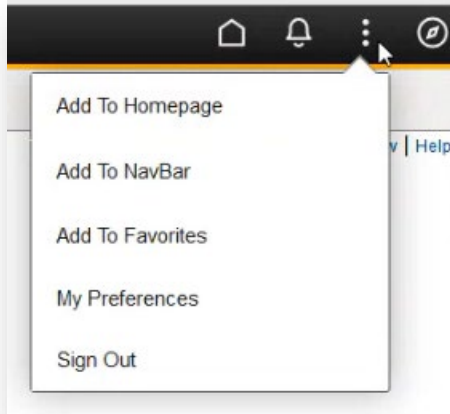

Note that the Faculty/Staff Homepage displays only one tile, **Main Menu**, which opens the classic left-side menu and navigation.
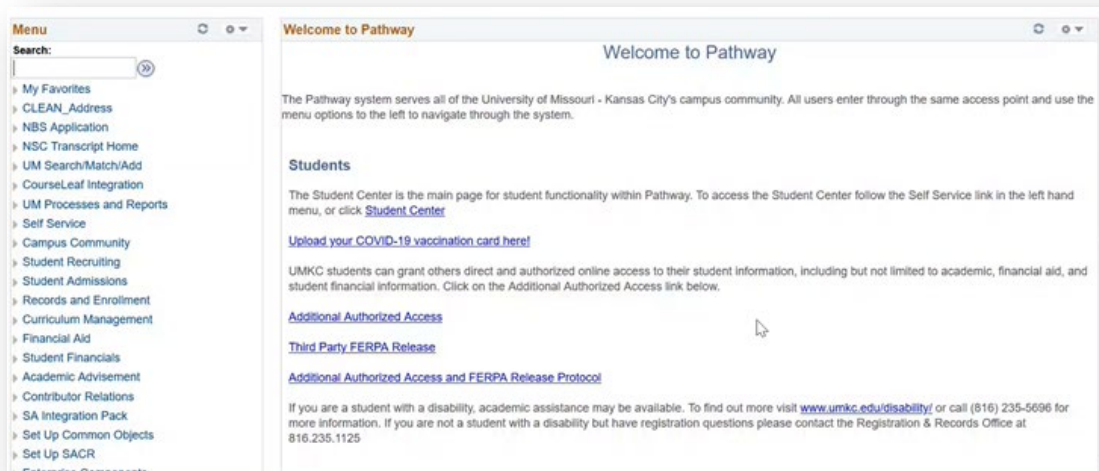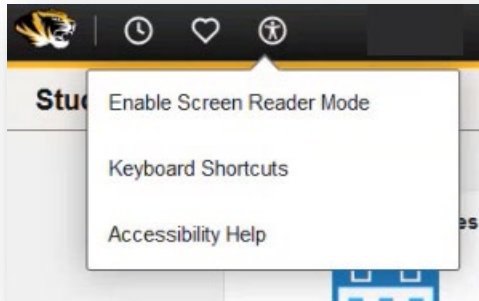
Appendix

Adding Favorites

If you want to add a page to Favorites, while on the page, expand the Actions menu and select **Add to Favorites**.
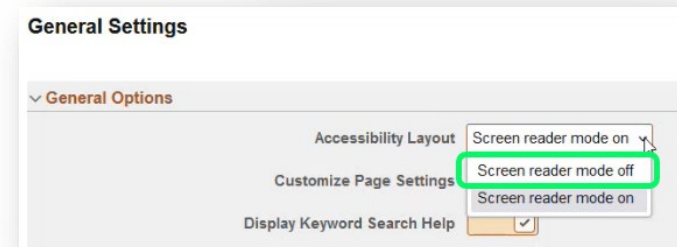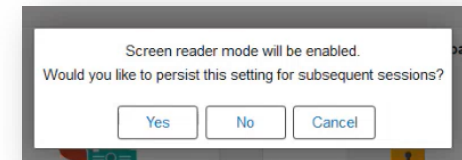

You may also add a page to the Homepage and the NavBar from this menu.
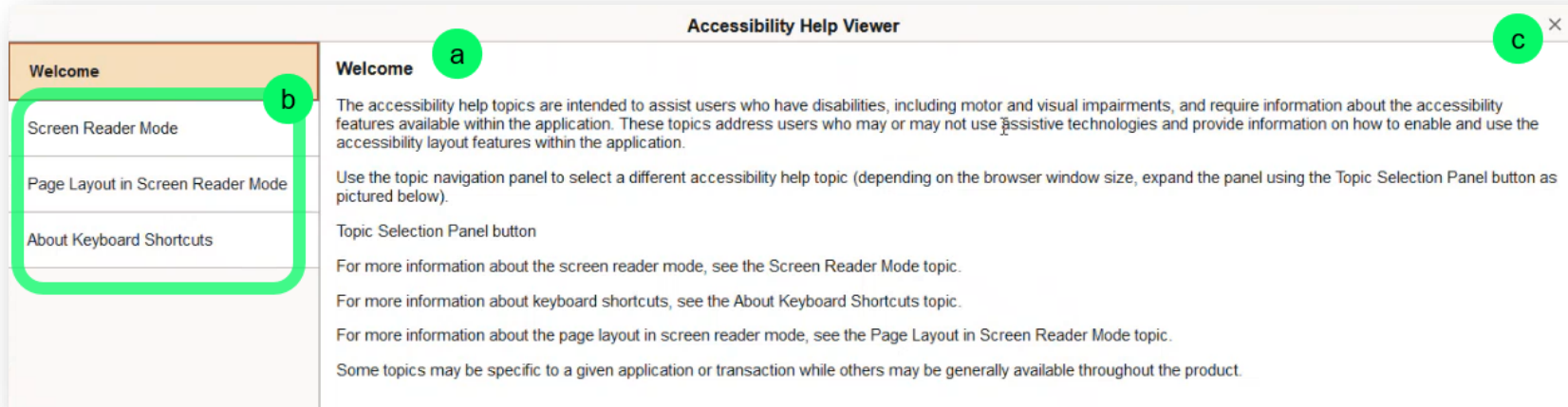
Accessibility Help Viewer

In this topic we discuss the menu items displayed under the Accessibility button in the banner bar.

1. Clicking **Enable Screen Reader Mode** immediately enables screen reader mode and launches a pop-up dialog asking if you want to make it permanent for subsequent sessions. It is recommended that before you enable the mode, you visit the **Accessibility Help** page, where you can learn more about it before choosing to use it.

   a. If you choose **Yes**, a confirmation screen appears, stating that screen reader mode is now enabled for this and subsequent sessions.

   b. If you choose **No**, screen reader mode will only persist through the current session.

   c. If you choose **Cancel**, screen reader mode will not be enabled at this time.

   d. If you selected Yes or No by accident and want to disable screen reader mode, go to **My Preferences** (Action menu in banner bar), expand the **Accessibility Layout** field under **General Options**, and select **Screen reader mode off**. Click the **Save** button in the upper right corner of the page.

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2. Clicking **Accessibility Help** in the Accessibility menu on the banner bar opens the **Accessibility Help Viewer**.


a. The viewer opens to the **Welcome** page.
b. The items that were listed in the accessibility menu are also listed in the **left menu panel**.
c. Click the **X** in the upper right corner of the page to return to the previous page.
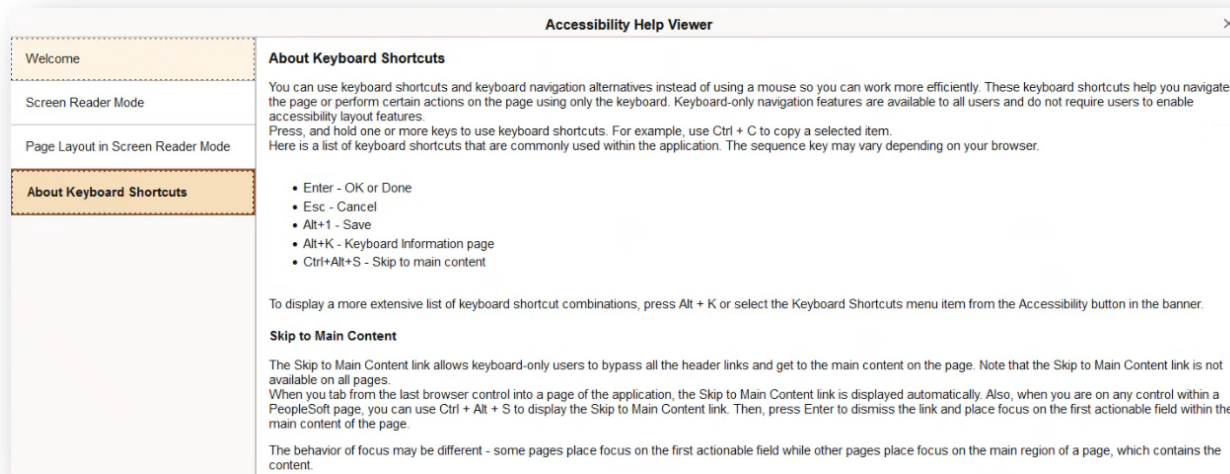
3. The left panel menu items open the following pages:

a. **Screen Reader Mode** provides important information about using screen reader mode.
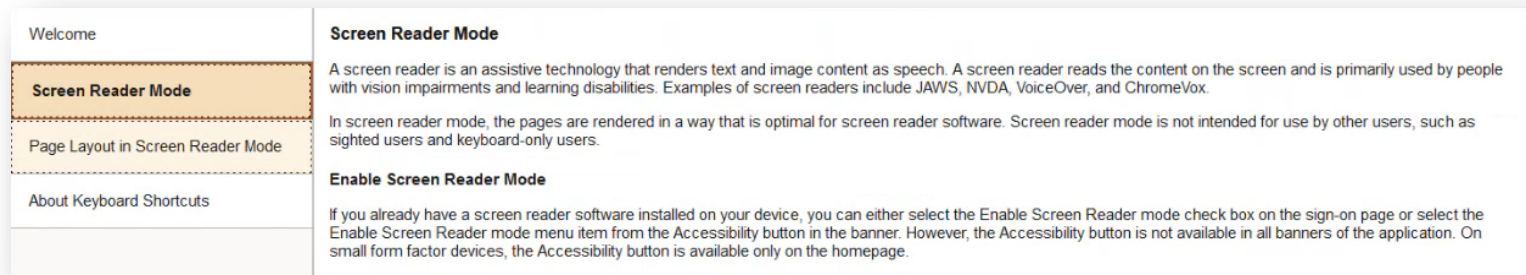
b. **Page Layout in Screen Reader Mode** describes the page layout when screen reader mode is enabled.
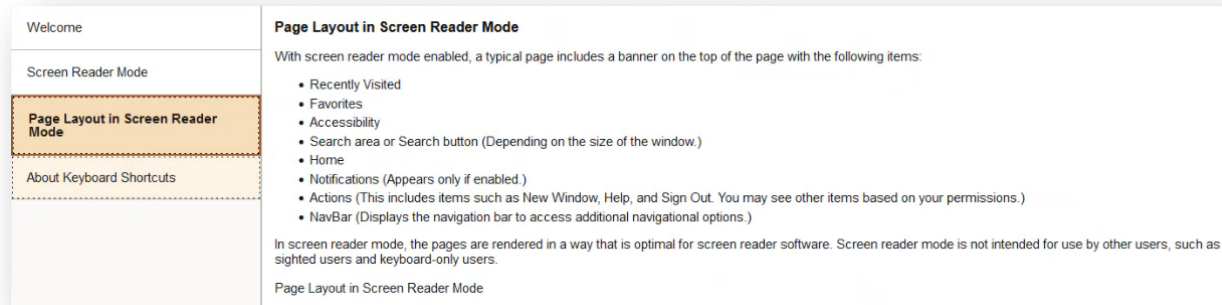
c. The **About Keyboard Shortcuts** page describes the keyboard shortcut alternatives to using a mouse to navigate the pages.

End of Reference Guide