

In order to access your personal information on-line, you must have a PeopleSoft account established at Clarkson. This is automatically created for currently enrolled students. Contact the HelpDesk in OIT, second floor of the ERC if you are unsure of your User ID, password, or are having other problems logging in. You can also reach them by phone (315-268-4357; xHELP) or email at HelpDesk@clarkson.edu.


The best way to learn your way around, is to try every link to see what information is available. Below are highlights, or special considerations related to some of the links.

Note, technical questions or problems should be referred to the OIT HelpDesk (HelpDesk@clarkson.edu). Questions or corrections about your address or other personal information, academic record, financial aid or invoice should be referred to Student Administrative Services (sas@clarkson.edu).





Log-in to PeopleSoft

You will log-in to PeopleSoft as you have in the past. From Clarkson's home page, select Campus Community button on the upper right, then the PeopleSoft link on the left, then Student Self-Service. You can create a favorite of the log-in page for quick access. The password for PeopleSoft is now tied to your Active Directory password (AD), so you will use the same username and password that you do for your Windows and email log-in. Your PeopleSoft password will change when you change your AD password.


General Notes

- *If you ever get stuck or lost, click again on the Student Service Center link and that will return you to your home page.  -- or if that is minimized, use Home in the upper right corner:*



- You can collapse the menu by hitting the - button at the top: ; expand again by hitting: 
- When you see this arrow:  you need to hit it to submit the choice made.
- Whenever you see a Magnifying Glass , there is search assistance available. By clicking on this, you can fill in values, or in some cases leave the values blank, then select Search or Lookup to see acceptable values.
- Remember, always log off when you are finished. Leaving an active session may allow others to see your personal information.

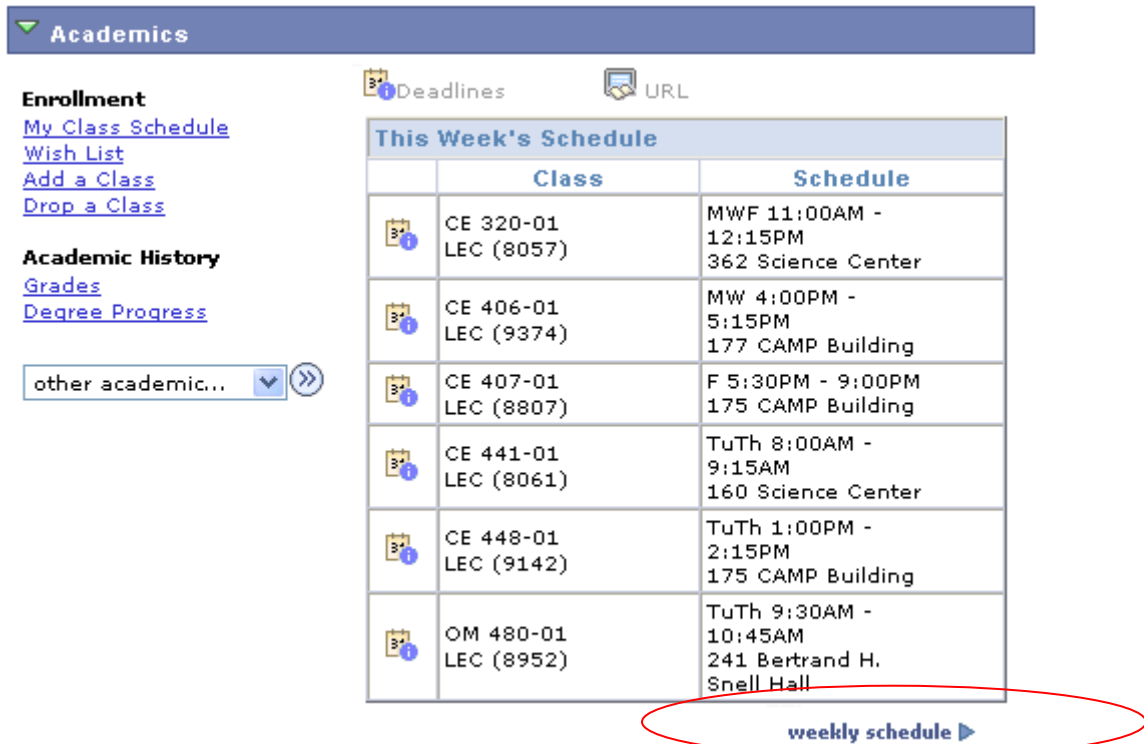
New look

PeopleSoft now is designed around left-hand navigation, with major components accessible down the column on the left, with drop-down items visible by clicking on the arrows to the left of the category . Although you can navigate to specific panels in this way, nearly every component is directly accessible from the Student Service Center and we highly recommend you use that rather than other panels in Self Service.










Your Student Center Academics

[Please see the separate document, Enrolling in Classes, on Add/Drop/Swap classes, Wish list and class and catalog searches.]



The screenshot shows the "Academics" section of the Student Service Center. On the left is a navigation menu with links for Enrollment (My Class Schedule, Wish List, Add a Class, Drop a Class) and Academic History (Grades, Degree Progress). Below these is a dropdown menu set to "other academic...". On the right is a "This Week's Schedule" table with columns for Class and Schedule. Below the table is a link for "weekly schedule" with a right-pointing arrow, which is circled in red.

	Class	Schedule
	CE 320-01 LEC (8057)	MWF 11:00AM - 12:15PM 362 Science Center
	CE 406-01 LEC (9374)	MW 4:00PM - 5:15PM 177 CAMP Building
	CE 407-01 LEC (8807)	F 5:30PM - 9:00PM 175 CAMP Building
	CE 441-01 LEC (8061)	TuTh 8:00AM - 9:15AM 160 Science Center
	CE 448-01 LEC (9142)	TuTh 1:00PM - 2:15PM 175 CAMP Building
	OM 480-01 LEC (8952)	TuTh 9:30AM - 10:45AM 241 Bertrand H. Snell Hall

On the first page, or home page of the Student Service Center, you will see your current class schedule. Note, especially, the link to [weekly schedule](#)  right below. This allows you to see the schedule in a calendar format.

Be sure to set a date to view this calendar that is in the semester of interest. So, for example, to see your weekly schedule for the spring semester, you can change the date to 01/15/2008.

My Class Schedule

Select Display Option List View Weekly Calendar View

Show Week of 

Start Time

End Time

[REFRESH CALEN](#)

[< PREVIOUS WEEK](#)

[NEXT WEEK >](#)



Week of 10/15/2007 - 10/21/2007					
Time	Monday Oct 15	Tuesday Oct 16	Wednesday Oct 17	Thursday Oct 18	Friday Oct 19
8:00AM					
9:00AM					
10:00AM					
11:00AM	EC 384 - 02 Lecture 11:00AM - 12:15PM		EC 384 - 02 Lecture 11:00AM - 12:15PM		

Other Academic Information Accessible Here

Academic History

[Grades](#)

[Degree Progress](#)

- Edit a Class
- Enrollment Verification
- Exam Schedule
- Swap Classes
- Transfer Credit Report
- Unofficial Transcript
- other academic...

Grades: Follow this link for easy access to your current and past midterm and final grades. [Select Term](#) [Final Grades](#) [Midterm Grades](#)

Degree Progress: This important tool allows you to plot the courses you have taken against the requirements of your degree. Although not every major and minor has an audit fully developed, this still can help most students and allows one to determine progress towards completion of knowledge areas, and accumulation of

communication points. Select the values below and hit GO to access the audit.

Academic Institution	Clarkson University	▼	go
Report Type	Degree Audit Transcript	▼	

Quick What-If enables you to consider a change of major by comparing your courses with the requirements of a different major. Course List What-If allows you to see how courses you may plan to take will fit into your degree program.

What-If Reports

QUICK WHAT-IF

COURSE LIST WHAT-IF

Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

See the separate document, [Degree Progress](#), for full explanation regarding this functionality.

Enrollment Verification: Students often require proof of enrollment for insurance companies, scholarships or loans. PeopleSoft allows you to enter the information you wish to verify, print out a verification form yourself, or submit it for processing by SAS if something more official is required. *These will not be processed daily, but will be done at least once a week.* It is recommended that you print to your browser until you are comfortable with the output. Be sure to select an address type or edit address to which this should be mailed.

Request Enrollment Verification

Select Processing Options

Allow to Print from My Browser

Academic Institution

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired term or leave blank for all terms

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.

Enter Recipient Address Information

Send To My Address Address Type

Send to

Country:

Address: [Edit Address](#)

Exam Schedule: This will display the time and location of final exams in classes in which you are enrolled. This information is released at least one month prior to exams.

Transfer Credit Report: This report allows students to see a summary of all posted transfer credit and test credit, with the Clarkson equivalency. Remember, if you have attended more than one other college, or have more than one type of test credit, you will need to choose either View All or navigate to additional pages – upper right corner of the report:

[View All](#) [First](#) [1 of 2](#) [Last](#)

Unofficial Transcript: It is very important for you to frequently review your unofficial transcript. This is the one place you can see not only your grades and transfer courses, but your academic standing, honors and awards, and *the majors and minors in which you are registered by term*. To run the report, you must select Unofficial Transcript, then hit GO.

View Unofficial Transcript

Choose an institution and report type and press go to view your report.

“this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place”

Academic Institution	Clarkson University	▼	go
Report Type	Unofficial Transcript	▼	

On the right-hand side of the Student Service Center is important information regarding **Holds**, such as Advisor Hold, Check-in Hold or other; **Enrollment appointments** (what day and time you will be allowed to enroll in classes in PeopleSoft) and **Advisor** assignments. In addition, there is a link to **Class Search** and other important resources. *This is an important site to monitor because Holds may prevent you from receiving a transcript or enrolling in classes.*

Greater discussion about Class and Catalog search, enrollment, add, drop, swap and use of the Wish List is in a separate document, [Enrolling in Classes](#).

[SEARCH FOR CLASSES](#)

▼ Holds

No Holds.

▼ Enrollment Dates

Wish List Appointment
Your Wish List for the Spring 2008 Regular Academic Session session is available for use beginning October 4, 2007.

Enrollment Appointment
You may begin enrolling for the Spring 2008 Regular Academic Session session on October 4, 2007.

[details ▶](#)

▼ Advisor

Program Advisor

Sandra Zuhlsdorf

[details ▶](#)

▼ Clarkson Resources

[Student Administrative Service](#)
[Clarkson Regulations](#)

Finances

Finance section gives you a quick summary of your student account as well as your financial aid information.

▼ Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Account Activity ▼ »

Account Summary

You owe 9,984.00.

- Due Now 0.00
- Future Due 9,984.00

Currency used is US Dollar.

Account Summary lists your current term balance as well as any future balances due based on the due date; this does not reflect anticipated aid.

Account Inquiry hyperlink activity tab allows you to view all activity on your student account by date. You can further define the information by changing the date range or requesting a specific term. Financial aid that has been posted to your student account will show here as a credit. Note: Payments received include Payment Plan payments.

summary
activity

Account Activity

View by

From

31
To

31

▼
go

Transactions		Find View All	First	1-7 of 7	▶
Posted Date	Item	Term	Charge	Payment	Refund
09/06/2007	Campus Safety Charge	Fall 2007	25.00		
08/28/2007	FFELP - Citibank Subsidized Lo	Fall 2007		2,750.00	
08/21/2007	Clarkson Scholarship	Fall 2007		1,500.00	
08/21/2007	FFEL - PLUS	Fall 2007		14,550.00	
07/02/2007	Activity Fee - Undergraduate	Fall 2007	250.00		
07/02/2007	Facilities Usage Fee	Fall 2007	95.00		
07/02/2007	Tuition - Undergraduate	Fall 2007	14,235.00		

Notes about Financial Aid

View Financial Aid hyperlink allows you to view your current financial aid as well as any prior year financial aid you have received.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2008	Clarkson University	Financial Aid Year 2007-2008
2007	Clarkson University	Financial Aid Year 2006-2007
2006	Clarkson University	Financial Aid Year 2005-2006
2005	Clarkson University	Financial Aid Year 2004-2005

Once you click on the aid year your financial aid is displayed by the year then by each term.

Offered Awards are awards that were offered to you on your Financial Aid Notification (FAN).

Accepted Awards include all scholarships and grants. Federal Direct Loans require a signed FAN to be accepted. Awards must be accepted before they can be credited to your student account.

Financial Aid

Award Summary

Financial Aid Year 2007-2008

Select the term hyperlinks below to see more detailed information.

Aid Year				
Award Description	Category	Offered	Accepted	
Summer Alternative Loan	Loan	6,000.00	6,000.00	
FFEL - PLUS	Loan	15,000.00	15,000.00	
FFEL - PLUS	Loan	15,000.00	0.00	
FFELP - Citibank Subsidized Ln	Loan	5,500.00	5,500.00	
Federal Work Study	Work/Study	1,800.00	1,800.00	
Clarkson Scholarship	Scholarship	3,000.00	3,000.00	
Aid Year Totals		46,300.00	31,300.00	

Currency used is US Dollar.

[Financial Aid Summary](#)

[View Declined Awards](#)

Financial Aid Summary allows you to view your cost of attendance, expected family contribution, estimated need, total aid, and remaining need.

View Declined Awards list all financial aid awards that you declined from your Financial Aid Notification (FAN). If you have not declined an awards then this link will not display.

Terms

Spring 2008

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
FFEL - PLUS	Loan	15,000.00	0.00
FFELP - Citibank Subsidized Ln	Loan	2,750.00	2,750.00
Federal Work Study	Work/Study	900.00	900.00
Clarkson Scholarship	Scholarship	1,500.00	1,500.00
Term Totals		20,150.00	5,150.00

Fall 2007

[View Scheduled Disbursement Dates](#)



Award Description	Category	Offered	Accepted
FFEL - PLUS	Loan	15,000.00	15,000.00
FFELP - Citibank Subsidized Ln	Loan	2,750.00	2,750.00
Federal Work Study	Work/Study	900.00	900.00
Clarkson Scholarship	Scholarship	1,500.00	1,500.00
Term Totals		20,150.00	20,150.00

View Scheduled Disbursements Date are the date(s) a specific award will be disbursed into the student's account. Note, awards must be accepted for them to disburse. Loans require a signed FAN and signed promissory notes.

Personal Information

Personal Information

[Demographic Data](#)
[User Preferences](#)

other personal...  

- Addresses
- Email Addresses
- Honors and Awards
- Phone Numbers
- other personal...

Contact Information

Campus Box

Clarkson University
 PO Box 5000
 Potsdam, NY 13699-5000
 St Lawrence

Cell Phone

315/323-5555

Dorm Address

Brooks House 101
 Potsdam, NY 13699
 St Lawrence

Email Address

student@clarkson.edu

Displayed in this section are the most common address, phone and email addresses. Other contact information may be viewed by selecting the hyperlink or menu item for

Addresses, Email Addresses or Phone Numbers. Any corrections required may be requested through Student Administrative Services (sas@clarkson.edu).

SAS will record several address types if applicable:

Billing: Your billing address only if it is different from your Home or Preferred Address

Campus: Your campus box

Dorm: Your dormitory address if living on campus

Home: Your permanent address. This must reflect your home, state or country

Local: Your off-campus address while attending school

Preferred: The address to which you would like mail to be sent, that normally goes "Home"

Email: Official University mailings utilize your Campus email address. Although we may record additional email addresses, it is your responsibility to monitor your email from your clarkson.edu address.

Honors and Awards: Attainment of Dean's List or Presidential Scholar status is recorded here and also visible on your transcript.

User Preferences: It is helpful, once each semester, to select this link and change your default settings particularly term. This greatly assists when searching for classes as it eliminates the step of identifying the term of interest.

User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution	<input type="text" value="Clarkson University"/>
Academic Career	<input type="text" value="Undergraduate"/>
Term	<input type="text" value="4082"/>  Spring 2008
Aid Year	<input type="text" value="2008"/>  Financial Aid Year 2007-2008