

Campus Solutions For Students: Navigating Student Center

These instructions show how to log in to PeopleSoft, navigate through the Student Center, and log off PeopleSoft.

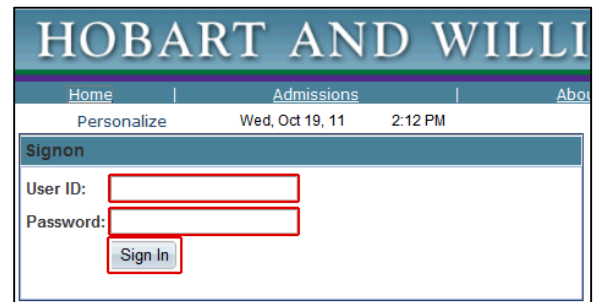
To log in to PeopleSoft:

1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link

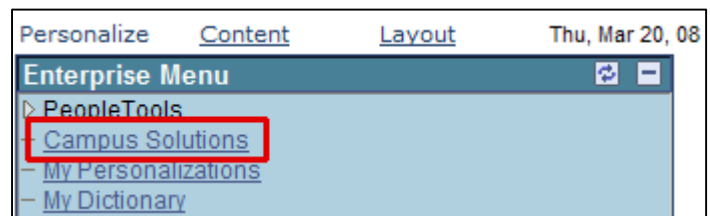


2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

The Enterprise Menu page displays, with links to the PeopleSoft functions to which you have access.



3. On the menu, click **Campus Solutions**



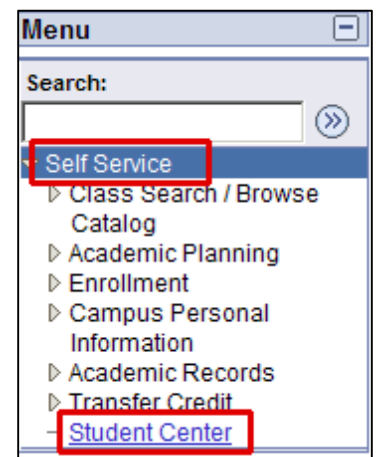
To navigate through the Student Center:

1. Click **Self Service**

After you make a selection from the main PeopleSoft menu, the menu expands, and the area to the right displays selections that provide an alternate way to navigate in PeopleSoft.

Note that many menu choices are the same in both areas.

2. Click **Student Center**



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Your Student Center page displays. This page provides links to academic, financial, and personal information. It also provides information about hold status, your enrollment dates, and your advisor(s).

The Academics section displays your schedule for the week. The dropdown menu also provides a path to other information.

Geneva's Student Center

Academics

Search, Plan, Enroll, My Academics

other academic...

Deadlines, URL, Gradebook

SEARCH FOR CLASSES

Holds

Advisor Hold

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment

Enrollment Appointment

Advisor

Program Advisor

Financial Aid Information

Finances

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

Personal Information

Contact Information

Permanent Address, Campus Address, Permanent Phone, HWS Email

Course History

3. Click on the dropdown menu and select **Course History**
4. Click on the **arrow icon** next to the dropdown menu to complete the selection

The course history for your time at HWS displays. You can sort this list by clicking any of the column headings.

Academics

Search, Plan, Enroll, My Academics

Course History

5. For example, to group your courses by term, click the **Term** column heading

Now the classes display alphabetically by term.

After displaying the Course History, you need to click the Student Center link on the lefthand menu to return to the Student Center.

My Course History

Select Display Option

Hide courses from My Planner, Show courses from My Planner

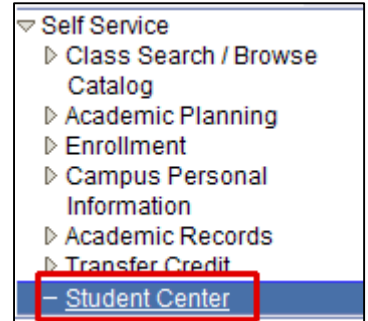
Sort results by, Then by, sort

Taken, Transferred, In Progress

Course	Description	Term	Grade	Units	Status
ASN 202	Ottoman World: Islam & The Wes	Spring 2008		1.00	◆
BIDS 200	Dialogues In Critical Soc Stud	Spring 2008		1.00	◆
CHIN 101	Beg. Chinese I	Fall 2008		1.00	◆
ECON 135	Latin American Econ	Fall 2008		1.00	◆
ENG 101	Literary Consciousness	Fall 2007	A	1.00	✔
FSEM 071	From Publius To Iwo Jima	Fall 2007	A	1.00	✔
HIST 105	Intro. To Amer. Exper.	Fall 2007	A	1.00	✔
HIST 283	South Africa In Trans.	Spring 2008		1.00	◆
POL 110	Intro To American Politics	Fall 2007	A	1.00	✔
REL 109	Imagining Amer Rel	Spring 2008		1.00	◆
TCG 100	The Common Ground	Fall 2007	CR	0.00	✔

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6. Click **Student Center**

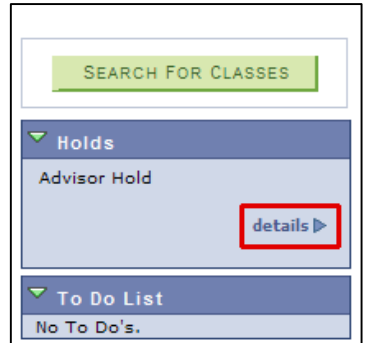


Advisor Holds

Every student has an Advisor Hold placed on his or her student record before the next semester's enrollment period. You may also have other holds such as financial holds.

Advisor Holds must be removed by your major advisor.

7. Review the specific hold information: in the upper right of the under Holds, click **details**



A list of current holds displays. In this example, you have only one hold.

8. Click **Advisor Hold**

The hold reason is displayed, as well as instructions for having it removed. In this case, you must review your schedule with your advisor, who will remove the hold after the review.

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Advisor Hold	USD	Hobart & William Smith	Begin Term - Svc Indicatr Use		03/03/2008	03/31/2008	Registrar

9. Click **Return**

Again, you need to click the Student Center link on the lefthand menu to return to the Student Center.

Your Holds

Hold Item

Geneva Student

Advisor Hold

Reason and Contact

Description: Hobart & William Smith
Start Term: Begin Term - Svc Indicatr Use
Start Date: 03/03/2008
Reason: Advisor Hold
Department: Registrar
Contact:

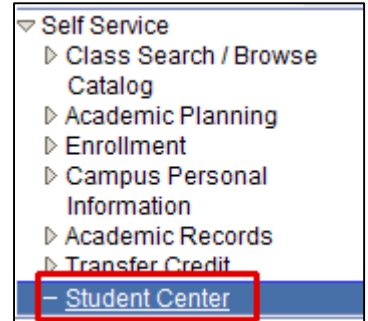
Instructions

Please see your advisor to review your schedule prior to registration.

[Return](#)

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10. Click **Student Center**



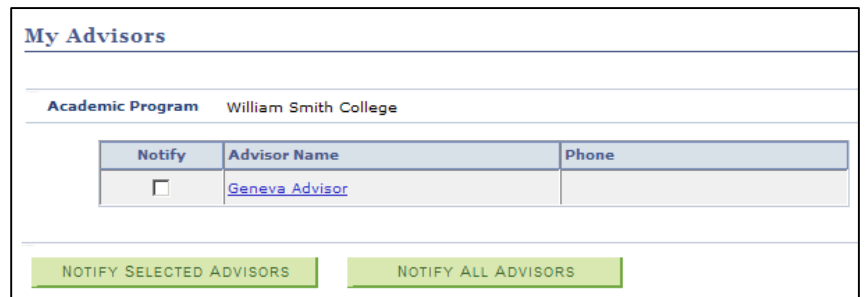
Program Advisor

11. To see more information about your advisor, on the right side of the page, in the Advisor section, click **details**

This page displays your advisor and lists their phone numbers, when available. You can use this page to send e-mails to your advisor. To send an e-mail to an advisor, click the advisor's name to open a message window in your e-mail service.



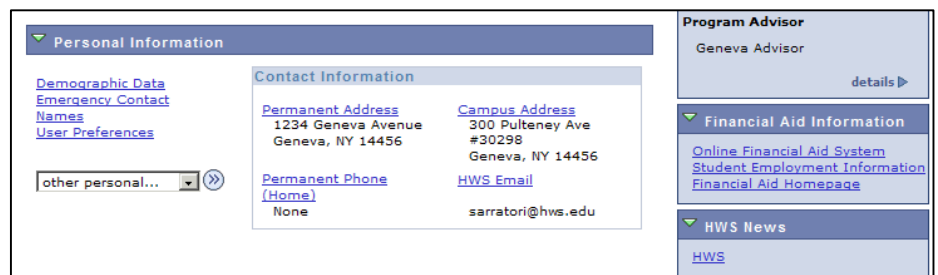
To send an e-mail to more than one advisor, select the checkbox in the Notify column for each desired advisor. Then click **Notify Selected Advisors**. You can also click **Notify All Advisors** to send an e-mail to all of your advisors without selecting any checkboxes.



12. Click **Student Center**

Contact Information

Your contact information is shown at the bottom of your Student Center page. The Contact Information section includes your permanent address, which is where correspondence from HWS is sent. Your campus address, phone number, and e-mail address are also included.



Changes to your permanent address should be made through the Registrar's Office.

Log Out

When finished viewing your information, log out.

13. On the upper righthand corner of the page, click **Sign Out**

