Viewing Financial Information in the Student Services Center

The Student Services Center provides an administrative summary view of the student’s record and financial account. The information on this page can also be found in other ISIS components, but this page gives users an all-encompassing view of the student’s information. Note that any information visible in the Student Services Center can also be viewed by that student in the ISIS Portal.

View Charges and Payments:
- The ISIS Home Page will appear.
- Access the Student Services Center page
  - Navigation: Campus Community > Student Services Ctr (Student)
- The Student Services search page will appear.
- Enter the Student’s ID in the ID field.
  - You may also search for the student using the Last Name and First Name fields.
- Click Search.
- The Student Services Center page will appear displaying an overall administrative view of a student's information.
  - Note: What you see on this page depends on your level of access. Information that you may see includes:
    - Academic
    - Financial
    - Personal

Academics:
- Using the Academics section at the top of the page, you can see the following information:
  - Schedule
  - Grades
  - Shopping Cart
  - Planner
  - Transfer Credit Report
  - Course history
- The Finances section displays account summary information, as well as links to other financial information on the student’s account (Account Inquiry and View Financial Aid).
  - The Other Financial... drop-down menu allows you to view specific detailed account information.

Holds, To-Dos, Enrollment Dates, Tufts News and Info, Tufts Services, Student Services:
- On the right hand side, there are boxes displaying the following information:
  - Holds: The Holds Box lists any holds that the student may have on his/her account.
    - Note that some holds are not available to be viewed by the student.
    - To see more information about the student’s hold(s), click the details link.
  - To-Dos: The To-Do List box will display any To-Dos that student may have.
  - Enrollment Dates: The Enrollment Dates box will display current or upcoming enrollment date information as a link. Click on the link to view more information such as date ranges.
  - The Student’s Advisor
  - Tufts News and Info links (Tufts Now, Tufts Emergency Alert, Infoboard)
  - Tufts Services links (JumboCash, Dining Services, Tufts Directory)
Personal Information

- The personal information section at the bottom of the page allows you to view the following information:
  - Demographic Data (link to new page)
  - Emergency Contact (link to new page)
  - Local Address
  - Permanent Address
  - Cell Phone
  - Tufts Email Address

Additional Information:

At the top of the screen there is a series of tabs that will display more detailed information about the student from an administrative perspective.

- General Info - displays more detailed personal information about the following:
  - Service Indicators (Holds)
  - Initiated Checklists
  - Student Groups
  - Personal Data (DOB, Gender, Marital Status)
  - National ID (SSN)
  - Names
  - Addresses (Home, Local, Billing, Mailing, Dorm, etc.)
  - Phones
  - Email Addresses

- Admissions - View information about the student's admissions application, as applicable.

- Transfer Credit - View the student's course and test transfer credit(s), as applicable.

- Academics – View the student’s academic information:
  - Program/Plan
  - Classes (current enrollment)
  - GPA

- Finances – View the student’s account information:
  - Tuition Calculation Summary
  - Account Summary
    - Due Charges
    - Refunds
    - Bills
    - Payment Plans
    - Credit History and Collection

- Financial Aid – View the student’s financial aid information for each year.

Anticipated Aid:

Anticipated Aid cannot be viewed in the Student Services Center. For information about viewing Anticipated Aid, please see the Pending and Anticipated Aid Quick Guide.