

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 IT Help Desk, CAMP171A, 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.

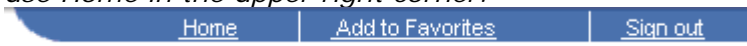
Note, technical questions or problems should be referred to the Help Desk (helpdesk@clarkson.edu). Questions or corrections about your address or other personal information, academic record, financial aid or invoice should be referred to Student Administrative Services (sas@clarkson.edu).



Log-in to PeopleSoft

You will log-in to PeopleSoft as you have in the past. From Clarkson's home page, select Clarkson Students link on the top left, then the PeopleSoft link on the left, then Student Login. 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 Center link and that will return you to your home page.  -- or if that is minimized, use Home in the upper right corner:*

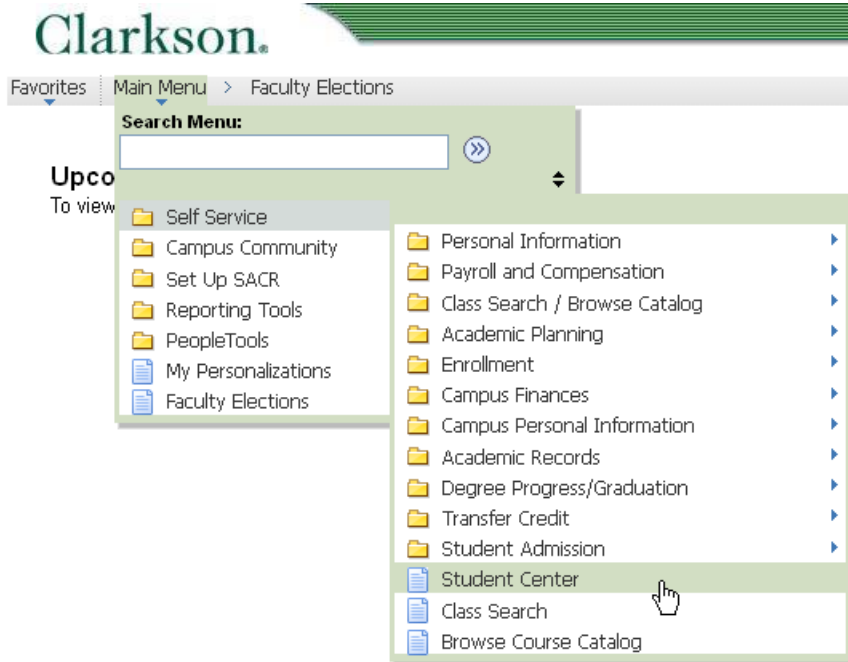


- When you see this arrow:  you need to hit it to submit the choice made.
- Whenever you see a Magnifying Glass , there is search assistance available. By clicking on this, you can fill in values, or in some cases leave the values blank, then select Search or Lookup to see acceptable values.
- Remember, 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, shopping cart, and class and catalog searches.]

Academics

[Class/Course Catalog Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

[Request Tutoring](#)
[Accommodative Services](#)

other academic...

Deadlines URL

Fall 2012 Schedule

	Class		Schedule
	EC 350-01 LEC (9062)	View Book Info	TuTh 8:00AM - 9:15AM 362 Science Center
	EM 286-02 LEC (8756)	View Book Info	TuTh 9:30AM - 10:45AM 213 Bertrand H. Snell Hall
	LW 270-02 LEC (8166)	View Book Info	TuTh 4:00PM - 5:15PM 213 Bertrand H. Snell Hall
	MA 231-03 LEC (9592)	View Book Info	MoWeFr 10:00AM - 10:50AM 362 Science Center
	MA 231-11 DIS (8205)	View Book Info	Tu 11:00AM - 11:50AM 344 Science Center
	PH 131-02 LEC (8309)	View Book Info	MoWeFr 11:00AM - 11:50AM 360 Science Center
	PH 131-14 LAB (8369)	View Book Info	Mo 3:00PM - 4:50PM 260 Science Center

[View All Text Books](#) [weekly schedule ▶](#)

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.

When you click on weekly schedule you will note that you are given additional navigational tools at the top – This new enrollment tab is where you will add, drop, swap, etc. your courses. In addition you can navigate directly to the class and course catalog search or see a summary of your academic history.

Class/Course Catalog Search		Enroll			My Academics	
my class schedule	add	drop	swap	edit	term information	

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 01/15/2013.

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week **Week of 8/27/2012 - 9/2/2012** next week >>

Show Week of Start Time End Time

Time	Monday Aug 27	Tuesday Aug 28	Wednesday Aug 29	Thursday Aug 30	Friday Aug 31	Saturday Sep 1	Sunday Sep 2
8:00AM		EC 350 - 01 Lecture 8:00AM - 9:15AM Science Center 362		EC 350 - 01 Lecture 8:00AM - 9:15AM Science Center 362			
9:00AM		EC 350 - 01 Lecture 8:00AM - 9:15AM Science Center 362 EM 286 - 02		EC 350 - 01 Lecture 8:00AM - 9:15AM Science Center 362 EM 286 - 02			

Other Academic Information Accessible Here

- [Class/Course Catalog Search](#)
- [Shopping Cart](#)
- [Enroll](#)
- [My Academics](#)
- [Request Tutoring](#)
- [Accommodative Services](#)

other academic...

- Class Schedule
- Course History
- Degree Progress Report
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

There are four major components of the Student Center which are listed – Class/Course Catalog Search, Shopping Cart, Enroll, and My Academics.

Class/Course Catalog Search	Shopping Cart	Enroll	My Academics
search for classes		browse course catalog	

Class/Course Catalog Search allows you to search for classes for a term selected or browse the course catalog

Class/Course Catalog Search	Shopping Cart	Enroll	My Academics
shopping cart		course history	

Shopping Cart allows you to plan enrollment in class sections for a particular term. You can validate your class sections to check for common problems such as time conflicts and prerequisites.

Course History allows you to review information for courses taken, those you may have received transfer credit for, and those in progress.

Class/Course Catalog Search	Shopping Cart	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

Term Information

- Enrollment Dates** [View my enrollment dates](#)
- Exam Schedule** [View my exam schedule](#)
- Grades** [View my grades](#)

Enroll Search allows you to add, drop, swap and edit courses.

Term Information Allows you to view enrollment dates, exam schedule and grades.

Grades: Follow this link for easy access to your current and past midterm and final grades. Select the term click the continue button to see your grades for that particular term

Class/Course Catalog Search	Shopping Cart	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

View My Grades



Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Fall 2012	Undergraduate	Clarkson University
<input type="radio"/>	Spring 2012	Undergraduate	Clarkson University
<input type="radio"/>	Fall 2011	Undergraduate	Clarkson University
<input type="radio"/>	Spring 2011	Undergraduate	Clarkson University
<input type="radio"/>	Fall 2010	Undergraduate	Clarkson University
<input type="radio"/>	Summer 2010	Undergraduate	Clarkson University

CONTINUE

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.

My Academics

<p>Degree Progress View my advisement report</p> <p>Advisors View my advisors</p>	<p>My Program:</p> <ul style="list-style-type: none"> Institution - Clarkson University Career - Undergraduate Program - Undergraduate Engineering Major - Civil Engineering BS
<p>Transfer Credit View my transfer credit report</p> <p>Course History View my course history</p> <p>Transcript View my unofficial transcript</p> <p>Enrollment Verification Request enrollment verification</p>	

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	<input type="button" value="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. Clarkson University has authorized the National Student Clearinghouse to act as our agent for all third-party student enrollment requests. Please refer all enrollment requests from companies or employers to the

National Student Clearinghouse where they can obtain instantaneous certifications of student enrollment on the EnrollmentVerify web site. Please refer to the "Degree & Enrollment Verifiers" tab on the Clearinghouse web site at www.studentclearinghouse.org, or call 703-742-4200. All fax requests can be sent to the Clearinghouse at 703-742-4239.

PeopleSoft does allow you to 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

Request Institution to Mail Date to be Printed 06/15/2012

Academic Institution Clarkson University

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.

****Incomplete address information will delay your request.****

Enter Recipient Address Information

*Number of Copies Required

Send To My Address
Send to

Country: United States

Address: [Edit Address](#)

Transfer Credit Report: This report allows students to see a summary of all posted transfer credit and test credit, with the Clarkson equivalency.

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 Shopping Cart 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

Fall 2007 ▼

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
2013	Clarkson University	Aid year not set up for self-service.
2012	Clarkson University	Financial Aid Year 2011-2012
2011	Clarkson University	Financial Aid Year 2010-2011

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

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 2011-2012

Select the term hyperlinks below to see more detailed information.

Aid Year				
Award Description	Category	Offered	Accepted	Loan Details
NYS Academic Excellence	Scholarship	250.00	250.00	
NYS Academic Excellence	Scholarship	250.00	250.00	
NYS TAP Award	Grant	2,500.00	2,500.00	
NYS TAP Award	Grant	2,500.00	2,500.00	
Federal Pell Grant	Grant	5,550.00	5,550.00	
Federal SEO Grant	Grant	600.00	600.00	
Federal Direct Loan - Subsidiz	Loan	4,500.00	4,500.00	Loan Details
Federal Direct Loan - Unsub	Loan	2,000.00	2,000.00	Loan Details
Federal Direct PLUS Loan	Loan	6,890.00	6,890.00	Loan Details
Federal Work Study	Work/Study	1,600.00	1,600.00	
Achievement Award	Scholarship	9,000.00	9,000.00	
Adirondack Scholarship	Scholarship	6,000.00	6,000.00	
Horizons Scholarship	Scholarship	1,000.00	1,000.00	
Salutatorian Award	Scholarship	500.00	500.00	
Clarkson Grant	Grant	9,300.00	9,300.00	
Aid Year Totals		52,440.00	52,440.00	

Currency used is US Dollar.

[Financial Aid Summary](#)

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 2012

[View Scheduled Disbursement Dates](#)



Award Description	Category	Offered	Accepted
NYS Academic Excellence	Scholarship	250.00	250.00
NYS TAP Award	Grant	2,500.00	2,500.00
Federal Pell Grant	Grant	2,775.00	2,775.00
Federal SEO Grant	Grant	300.00	300.00
Federal Direct Loan - Subsidiz	Loan	2,250.00	2,250.00
Federal Direct Loan - Unsub	Loan	1,000.00	1,000.00
Federal Direct PLUS Loan	Loan	3,445.00	3,445.00
Federal Work Study	Work/Study	800.00	800.00
Achievement Award	Scholarship	4,500.00	4,500.00
Adirondack Scholarship	Scholarship	3,000.00	3,000.00
Horizons Scholarship	Scholarship	500.00	500.00
Salutatorian Award	Scholarship	250.00	250.00
Clarkson Grant	Grant	4,650.00	4,650.00
Term Totals		26,220.00	26,220.00

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

Local: Is the address you are at while at school could be either a dormitory address if living on campus or an off-campus address is you are living off-campus

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

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