

# CMS Shortcuts

## How to view student:

- Major
- Program
- Units
- GPA
- Residency / Gender (Mr or Ms?)

## Log onto CMS – HR / SA Access

From the **MENU** on the left hand column of the screen click on → click on **CAMPUS COMMUNITY** → click on **STUDENT SERVICE CENTER** → Enter either the student's name, social security, or student ID # → Click **SEARCH** → Click on the **ACADEMICS** tab (see window below)

## REMINDERS

📌 Don't forget to add the following pages to your favorites for future reference

📌 In order to view the most current GPA / units, you must click on the current or most recent under Term Summary (see below).

The screenshot shows the PeopleSoft Student Services Center interface. The left-hand menu is expanded to show 'Campus Community' > 'Service Indicators (Student)' > 'Student Services Ctr (Student)'. The main content area displays the 'Term Summary' for 'Spring 2008'. The 'Term Summary' section includes a list of terms for 'SACST - Sacramento State' and 'UGRD - Undergraduate'. The 'Spring 2008' term is selected, and its details are shown on the right. The 'Academic Level - Term Start' section is expanded, showing 'Academic Level - Projected: Post-Bacc', 'Academic Level - Term Start: Post-Bacc', and 'Academic Level - Term End: Post-Bacc'. The 'Classes' section is also expanded, showing a table of classes with columns for Class, Description, Units, Grading, Grade, and Status. The table contains two rows: 'MATH 102-01 (31437)' and 'MATH 130B-01 (31466)'. Both classes are listed as 'Graded Student' with a status of 'Enrolled' (indicated by a green checkmark).

requirement term: 19/8 Fall 1997

### Term Summary

SACST - Sacramento State

- PBAC - Postbaccalaureate
  - 2083 - Spring 2008**
  - 2081 - Winter Intercession 2008
  - 2078 - Fall 2007
  - 2073 - Spring 2007
  - 2068 - Fall 2006
  - 2013 - Spring 2001
  - 2008 - Fall 2000
- UGRD - Undergraduate
  - 2005 - Summer 2000
  - 2003 - Spring 2000
  - 1998 - Fall 1999
  - 1993 - Spring 1999
  - 1988 - Fall 1998
  - 1983 - Spring 1998
  - 1978 - Fall 1997

Spring 2008

Eligible to Enroll: Yes

Primary Program: PB2B Postbac 2nd Bachelors

Academic Standing Status: Data unavailable

### Academic Level - Term Start

Academic Level - Projected: Post-Bacc

Academic Level - Term Start: Post-Bacc

Academic Level - Term End: Post-Bacc

Approved Academic Load: Full-Time

Academic Load: Enrolled Full-Time

### Classes

Enrolled Dropped Wait Listed

Class	Description	Units	Grading	Grade	Status
<a href="#">MATH 102-01 (31437)</a>	Number Theory (Discussion)	3.00	Graded Student		✓
<a href="#">MATH 130B-01 (31466)</a>	Function Of Real Variable (Discussion)	3.00	Graded Student		✓

**Program & Major (see area circled)**

Student Services Ctr (Student) - Mozilla Firefox

https://cmsweb.csus.edu/psp/HSACPRD/EMPLOYEE/HRMS/c/SCC\_ADMIN\_OVRD\_STDNT.SSS\_STUDENT\_...

PeopleSoft.

Home Add to Favorites Sign out

student center general info academics admissions

Institution / Career / Program

- SACST - Sacramento State
  - PBAC - Postbaccalaureate
    - PB2B - Postbac 2nd Bachelors**
      - UGRD - Undergraduate
        - UGD - Undergraduate Degree**

Program: UGD Undergraduate Degree  
 Student Career Nbr: 0  
 Status: Completed as of 07/31/2000  
 Admit Term: 1978 Fall 1997  
 Expected Graduation Term: 2005 Summer 2000  
 Approved Load: Full-Time  
 Load Determination: Base On Units  
 Level Determination: Base On Units

Plan: **PHILNONEBAphilosophy**  
 Requirement Term: 1978 Fall 1997

Term Summary

- SACST - Sacramento State
  - Spring 2008
    - Eligible to Enroll: Yes
    - Primary Program: PB2B Postbac 2nd Bachelors
    - Academic Standing Status: Data unavailable
  - 2003 - Spring 2008
  - 2001 - Winter Intersession 2008

**Units & GPA**

**\*\* For GPA & Units Scroll down on the same screen \*\***

Student Services Ctr (Student) - Mozilla Firefox

https://cmsweb.csus.edu/psp/HSACPRD/EMPLOYEE/HRMS/c/SCC\_ADMIN\_OVRD\_STDNT.SSS\_STUDENT\_...

PeopleSoft.

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MATH 130B-01 (31466)	Function Of Real Variable (Discussion)	3.00	Graded Student	✓
MATH 134-01 (31467)	Functs Complex Varib+Appl (Discussion)	3.00	Graded Student	✓
PHYS 190-01 (30554)	Physics Seminar (Seminar)	1.00	Graded Student	✓
WOMS 110-01 (30047)	Intro Womens Movements (Lecture)	3.00	Graded Student	✓

Statistics

Spring 2008	From Enrollment	Term Totals	Cumulative Totals
Units Towards GPA:			
Taken			31.000
Passed			27.000
In Progress	13.000	13.000	1.000
Units Not for GPA:			
Taken			6.000
Passed			
In Progress			
Grade Points			100.000
GPA			3.290

## Transfer GPA

From the MENU on the left hand column of the screen click on → **CAMPUS COMMUNITY** → click on **STUDENT SERVICE CENTER** → Enter either the student's name, social security, or student ID # → Click **SEARCH** → Click on the **ADMISSIONS** tab → Scroll down to **EXTERNAL EDUCATION** and click on each of the institutions.

The screenshot shows the PeopleSoft Student Services Center interface. The left-hand menu is visible, with 'Add to Favorites' circled in purple. The main content area displays 'External Education' for institution 'C30000134 - Chapman U'. It includes a 'Transcript Information' table and an 'Education Summary' table. The 'External GPA' value of 3.610 is circled in red.

External Career	Data Nbr	Transcript Type	Transcript Status	Received	Certificate Received Date
Undergrad	1	Official	In Progress	<input checked="" type="checkbox"/>	06/06/2007

  

External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	External GPA
Undergrad	1	Unknown	Overall Summary	144.00	144.00	3.610

## Checking Student Residency

From the MENU on the left hand column of the screen click on → click on **CSU BA Baseline** → click on **CSU ADMISSIONS** → click on **ADMISSIONS INQUIRY** → click on **SAC STATE ADMISSIONS INQUIRY** → Enter either the student's name, social security, or student ID # <click on **SEARCH**> → Scroll down to **APPLICATION DATA** section

The screenshot shows the PeopleSoft Sac State Admissions Inquiry interface. The left-hand menu is visible, with 'Add to Favorites' circled in purple. The main content area displays 'Application Data' for a student. The 'Residency' field is circled in red, showing 'Resident of California'.

App#	App Dt	App St	App Rsn	App Act
00020641	01/08/2007	Active	Auto Matriculation	07/05/2007

  

Admit Term	Acad Career	Acad Prog	App Center	Acad Level	Instn Origin	EOP Interest	Residency	App Fee	Adm Basis	Stu Standing
Fall 2007	Postbaccalaureate	Postbac Masters & Certificates	GRAD	Graduate	Chapman U	N	Resident of California	Fee Paid	1	2

