



## Northcentral University Student Success Orientation Student Profile

### **Introduction:**

During your studies, you may find it necessary to update personal information or review your degree plan to make sure you are on track. The following outlines a few areas on your student portal to help navigate and review your profile.

### **Degree Plan:**

To access a visual display of your degree plan, first click the Program Information link found on the left navigation on your Student portal home page. Once you click on Program Information, you will see Schedule and Grades, Transcripts and Degree Plan link options. Click on the Degree Plan option and you will see your degree program listed on the right hand side of the screen. On the right side of the screen you will see a link to your degree plan. Click on this to access your plan. On this screen you will find basic information, such as your name, program, your Academic Advisor's name, and other basic information you should review and be familiar with. Scroll down within this field and you will eventually see your degree plan.

This plan lists the courses populated for your program, as well as requirements to complete your degree or certificate program. If you have completed courses or are currently enrolled in any, this information will appear towards the right side of the screen. Towards the bottom of the plan, the total number of units, or credits, required for graduation will be indicated.

### **Financials:**

You are always able to access your financial information on file with us at Northcentral. You may need to update payment information, view a statement, or verify that account related documentation was received and cataloged by our accounting team. To access any of this information, click on the "My Account" link on the left hand side of the student portal home page. From the same navigation bar on the left hand side of the Student Portal you can access your payment options, and financial aid information.

In the Documents menu, you will be able to view current items on file with your accounting representative. For instance, if you have sent in an employee voucher or TA documentation, once received and uploaded, you will be able to view it here. Of course, should you have any further questions regarding your financial account, status, or documentation, please contact your financial representative listed on the lower left hand side of your Student Portal home page.

### **Student Profile:**

Keeping your personal information up to date is easy. To access your Profile, click the My Profile link on the left hand side of your Student Portal home page.

The first screen that appears is your demographics profile. Here, you will see your student ID, name, address, and other contact information. Should you need to change information within this screen,



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please do so in the correct fields and then click Update Demographics at the bottom of the screen. It is crucial that you keep your contact information up to date, as important information from the university is shared via email and at times, by phone or mail.

This area of your Student Portal holds all the necessary tools for keeping your profile up to date and monitoring your progress towards graduation.