

Your "TO DO" List in PeopleSoft

The Admissions and Financial Aid Office communicate to students by placing "To Do" list items in the Student Center in PeopleSoft. Items placed on the "To Do" list are often required before the student can move along in the Financial Aid Process. This guide is designed to help students navigate the "To Do" list, which is located in the Student Center.

- Log into the [Student Portal](#)
- Once you have logged in, click on the PeopleSoft icon located on the left hand side that will bring you to your Student Center



Student Center

Student Center

Academics

My Class Schedule

other academic... ▾

Deadlines URL

This Week's Schedule	
Class	Schedule
DL 240-1 LEC (1150)	TuTh 7:00AM - 7:50AM Technology Center (Room 146)
DL 240L-7 LAB (1172)	Fr 2:30PM - 4:20PM Simulator Center (Room 135)
EGL 110-2 LEC (1175)	MoWe 2:30PM - 3:45PM Classroom Building (Room 102)
EGL 200-1 LEC (1326)	MoWeFr 1:30PM - 2:20PM Classroom Building (Room 102)
GOV 200-1 LEC (1180)	MoWeFr 10:00AM - 10:50AM Classroom Building (Room 201)
NAU 205-1 LEC (1157)	MoWe 7:00PM - 8:15PM Classroom Building (Room 201)
NAU 310-1 LEC (1189)	MoWeFr 8:00AM - 8:50AM Classroom Building (Room 201)
NAU 310L-2 LAB (1221)	Th 8:00AM - 9:50AM Technology Center (Room 103)

weekly schedule ▶

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

- 14-15 Parent Income Verif.
- 14-15 Student Income Verif.
- 14-15 Verif. of Household Size
- 2013 Parent Tax Transcript
- 2013 Student Tax Transcript

more ▶

Advisor

Program Advisor

Kelly Keelhauler

details ▶

CMA Resources

- Cal Maritime website
- Moodle iLearn
- BookNow

Financial Matters

- Make a Payment
- Federal Student Aid
- Stafford Loan Counseling

More Resources

- Get Your 1098T!
- Voter Registration
- National Student Clearinghouse

Finances

My Account

- Account Inquiry
- Enroll In Direct
- Deposit

Financial Aid

- View Financial Aid

other financial... ▾

Account Summary

You owe 3,500.00.

- Due Now 3,500.00
- Future Due 0.00

** You have a past due balance of 3,500.00. **

Currency used is US Dollar.

*Important Student Fee Information

TIP

In addition to displaying your "To Do" list items, the Student Center is where you can see your class schedule, access your student account and find out how much you owe, access your financial aid, among other things.

Your "TO DO" List in PeopleSoft

The "To Do" List is located on the right of the Student Center. It displays a brief description of what is needed. To find out more detail, click on MORE.

Student Center

Academics

[My Class Schedule](#)

other academic... »

Deadlines URL

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- 14-15 Verif. of Household Size
- 2013 Parent Tax Transcript
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[more](#) »

Advisor

Program Advisor

Kelly Keelhauler

Here, you will find more detail as to what campus offices are requesting, including the due date and the office requesting the item.

To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Item List	Due Date	Status	Institution	Administrative Function
14-15 Parent Income Verif.	06/01/2014	Initiated	California Maritime Academy	Financial Aid
14-15 Student Income Verif.	06/01/2014	Initiated	California Maritime Academy	Financial Aid
14-15 Verif. of Household Size	06/01/2014	Initiated	California Maritime Academy	Financial Aid
2013 Parent Tax Transcript	06/01/2014	Initiated	California Maritime Academy	Financial Aid
2013 Student Tax Transcript	06/01/2014	Initiated	California Maritime Academy	Financial Aid

Click on the individual item for more detail.

Your “TO DO” List in PeopleSoft

To Do List

To Do Item Detail

14-15 Verif. of Household Size Item

Aid Year: 2015

Contact

Academic Institution: California Maritime Academy

Administrative Function: Financial Aid

Due Date: 06/01/2014 Due Date

Contact:

[Email Link](#)

Description

Description of what is needed

You must submit the 2014-15 Verification of Household Size Form to confirm the household size and number of college students you reported on your FAFSA. Navigate to the Financial Aid Forms page on the Cal Maritime Financial Aid website to download this form.

[Return](#)

OUR WEBSITE:

<https://www.csum.edu/web/financial-aid/financial-aid-forms>

The item details provides you with the item being requested, the due date, the office requesting the action, and an in depth description on how the requirement can be fulfilled.

When you have completed all your “To Do” items and the requesting offices received/processed the information, the items will disappear from the Student Center.

Be sure to check your “To Do” list often to ensure that you are not missing anything!