

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 Admissions and/or 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

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.

Student Center

Academics

[My Class Schedule](#)

SEARCH FOR CLASSES

Holds

No Holds.

Finances

My Account

[Account Inquiry](#)

[Enroll In Direct Deposit](#)

Financial Aid

[View Financial Aid](#)

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
- ACT Test Scores
- Admission Acknowledgement Form
- Admission Enrollment Deposit
- Admission Health Documents
- Admission Housing License Form
- Admission Housing Off Campus
- Admission Passport
- Admission Petition for Parking
- Admission Schedule Health Appt
- Admission Supplemental Info
- High School Transcript Req'd
- Uniform Sizing Form

[more](#)

The “To Do” List is located on the right of the Student Center. It displays a brief description of what is being requested. To get more detail, click on MORE.

Your "TO DO" List in PeopleSoft

Finances

My Account
[Account Inquiry](#)
[Enroll In Direct](#)
[Deposit](#)

Financial Aid
[View Financial Aid](#)

other financial... ▾ >>

To Do List

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more ▶

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

Click on the item for more information

Pay Attention to the Due Dates!

Office to contact should you have questions

Item List				
To Do Item	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
ACT Test Scores	05/08/2014	Initiated	California Maritime Academy	Admissions Application
Admission Acknowledgement Form	05/01/2014	Initiated	California Maritime Academy	Admissions Application
Admission Enrollment Deposit	05/01/2014	Initiated	California Maritime Academy	Admissions Application
Admission Health Documents	05/01/2014	Initiated	California Maritime Academy	Admissions Application
Admission Housing License	05/01/2014	Initiated	California Maritime Academy	Admissions Application

Your “TO DO” List in PeopleSoft

Click on the individual item for more detail.

[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.

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!