

# CampS: Navigation Tips Sheet (Administrative Support)

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This page describes how to reach the information in MyBlugold CampS that will be useful to administrative support. If you have any problems, please contact the LTS Help Desk by emailing them at [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu) or calling 715-836-5711.

*NOTES: You may not have access to all of these navigational routes depending on your security.*

*All navigational paths start at [www.uwec.edu](http://www.uwec.edu) » MyBlugold CampS » Main Menu pull-down at the top of the page.*

| Task   | Navigational Path   |
|--|---|
| <b>Addresses</b>   | Campus Community » Personal Information » Biographical » Addresses<br>OR<br>Self-Service » Advisor Center » My Advisees » View Data for Other Students » enter search info » Student Center |
| <b>Advisor</b>   | Records and Enrollment » Student Background Information » Student Advisor   |
| <b>Advisor Info</b>  | Self-Service » Advisor Center » My Advisees » View Data for Other Students » enter search info  |
| <b>Careers</b>   | Records and Enrollment » Career and Program Information » Student Career  |
| <b>Checklists</b>  | Campus Community » Checklists   |
| <b>Class Permissions and Appointments</b>                  | Records and Enrollment » Term Processing  |
| <b>Class Rosters</b>                                       | Curriculum Management » Class Roster  |
| <b>Class Schedule (maintenance, viewing, and printing)</b> | Curriculum Management » Schedule of Classes   |
| <b>Class Schedule</b>                                      |   |

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| <b>by Subject<br/>(condensed,<br/>including<br/>enrollment and<br/>special fees)</b> | Self Service » (Term) Class Schedule by Subject   |
| <b>Class Schedule<br/>Validation</b>   | UW-Eau Claire » Queries   |
| <b>Classroom<br/>Search</b>  | Curriculum Management » Facility and Event<br>Information » Search for a Facility                                   |
| <b>Classroom<br/>Usage</b>   | Curriculum Management » Facility and Event<br>Information » Class Facility Usage                                    |
| <b>Course Catalog</b>  | Curriculum Management » Course Catalog  |
| <b>Course<br/>Combined<br/>Sections</b>  | Curriculum Management » Combined Sections   |
| <b>Combined<br/>Enrollment<br/>Requirements</b>                                      | Curriculum Management » Enrollment<br>Requirements » Enrollment Requisite Summary                                   |
| <b>Cumulative<br/>Statistics (GPA<br/>and credits)</b>                               | Records and Enrollment » Student Term<br>Information<br>» Term History, select <i>the Cumulative</i> Statistics tab |
| <b>Degrees,<br/>Degree Honors</b>  | Records and Enrollment » Graduation » Student<br>Degrees  |
| <b>Drop/Add<br/>Activity by<br/>Class</b>  | UW-Eau Claire » Queries   |
| <b>Email Address</b>   | Campus Community » Personal Information »<br>Biographical » Addresses/Phones » Electronic<br>Addresses              |
| <b>Emergency<br/>Contacts</b>  | Campus Community » Personal Information »<br>Biographical » Emergency Contacts                                      |
| <b>Enrollment<br/>Summary</b>  | Records and Enrollment » Enrollment Summaries »<br>Enrollment Summary   |
| <b>External<br/>Education Data</b>   | Student Admissions » Application/Transcript Load »<br>Education   |
| <b>Financial Aid<br/>Status</b>  | Financial Aid » View Financial Aid Status   |
| <b>Financial and</b>   |   |

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| <b>Billing Information</b>  | Student Financials » View Customer Accounts  |
| <b>Holds (Service Indicators)</b>   | Campus Community » Service Indicators (Student)  |
| <b>Instructor Schedule</b>  | Curriculum Management » Instructor/Advisor Information » Instructor Schedule   |
| <b>Milestones (Competencies, Certificates, Notations)</b>   | Records and Enrollment » Enroll Students » Student Milestones  |
| <b>Names</b>  | Campus Community » Personal Information » Biographical » Names   |
| <b>Other Credits (Confirming Course Credit)</b>   | Records and Enrollment » Transfer Credit Evaluation » Other Credits- Manual  |
| <b>PAC (view individual)</b>  | UW-Eau Claire » Student Records » View Student's PAC Code  |
| <b>Phone Numbers</b>  | Campus Community » Personal Information » Biographical » Addresses/Phones » Phones   |
| <b>Program/Plan (Majors/minors)</b>   | Records and Enrollment » Career and Program Information » Student Program/Plan   |
| <b>Search/Match (used to find a "person" record based on search criteria)</b>                       | Campus Community » Personal Information » Search/Match   |
| <b>Student Groups (misc. attributes- honors, service learning, admitted to College of Business)</b> | Records and Enrollment » Career and Program Information » Student Career   |
| <b>Student Enrollment Appointment</b>   | Self Service » Advisor Center » select student from list or from <i>View Data for Other Students</i> » Enrollment Dates » Details » Choose Term » scroll |

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| <b>Time</b>  | past Shopping Cart Appointments  |
| <b>Term History<br/>(Courses,<br/>Credits, and<br/>Grades)</b>                 | Records and Enrollment » Student Term<br>Information   |
| <b>Test Summary<br/>(ACT, AP,<br/>CLEP, IB, SAT,<br/>PPST, TOEFL,<br/>WPT)</b> | Records and Enrollment » Transfer Credit<br>Evaluation » Academic Test Summary                                 |
| <b>Textbook<br/>Validation by<br/>ISBN or Subject</b>                          | UW-Eau Claire » Queries  |
| <b>Transfer<br/>Courses and<br/>Credits</b>                                    | Records and Enrollment » Transfer Credit<br>Evaluation » Course Credits Automated                              |
| <b>User Defaults</b>   | Set up SACR » User Defaults  |
| <b>Withdrawal</b>  | Records and Enrollment » Student Term<br>Information » Term History, select the <i>Term<br/>Withdrawal</i> tab |