Viewing the Bear Tracks Student Center Page
In this topic, you will learn about the features of the Bear Tracks Student Center page.
Step 1

Once you log in to Bear Tracks as a student, you will be presented with the Student Center page as your home page.
Step 2

At the top of the page, you will see four important links. These links will appear at the top of every page in Bear Tracks.

**Home** brings you back to the **Student Center** page.

**User Guide** opens the Registrar's Office User Guide web page in a new browser window where you can view user guides or training videos on how to use various Bear Tracks features.

**Report a Problem** opens the Registrar's Office Report a Problem web page in a new browser window, where you are able to submit problem reports if you encounter difficulties using Bear Tracks.

**Sign Out** logs you out of Bear Tracks.
On the left-hand side of the page, you will see the navigation menu.

Depending on your role(s), different menu items may appear.

For example, if you are also an employee, an **Employees** menu will be visible. If you are also an applicant, you will see the **Admissions** menu. If you are an instructor, you will also see the **Instructors** menu.
Step 4

At the top of the middle section of the page, you will see your name. The name that appears here is your preferred first name and your primary last name.

You can also see your student ID number in this section of the page.
Step 5

Down the right side of the middle section of the page, you can see many snapshots of information.

At the top of the list, there is a button for quickly accessing the class search feature.
Step 6

Beneath the **Search for Classes** button is the **Financial Holds** section.

If you have any **Financial Holds** on your record, a snapshot of the information will appear here, with a link to view the details of the hold.
Step 7

If you are eligible to enroll for current and/or future terms, you will see the dates and times that you can begin to enroll for the terms in the Enrollment Dates section.

More information regarding the enrollment dates can be viewed if you select the details link at the bottom of the section.
Step 8

Below the **Enrollment Dates** section are three sections that contain links to external university web sites. Each of these sections can contain only three links.

The **References** section contains a link to the Electronic Communications policy, a link to an explanation of the campus building abbreviations and a link to the undergraduate/graduate academic calendar.
Step 9

The first **Student Services** section contains links to the **Dean of Students** web site, the **AICT** web site and to the undergraduate/graduate **Financial Services** web site.
Step 10

The second **Student Services** section contains links to the **OneCard** web site, the **Residence Services** web site and the **University of Alberta Bookstores** web site.
Step 11

In the middle of the page, at the top, is the **Academics** section.

This section of the page contains a snapshot of your class registrations for the current term. The current term is determined by the system according to the start and end dates configured for the term in the system.

You will find quick links to the **class search page**, **planner page**, **class enrollment page** and the **my academics** section.

Below the class registration listing, you will also see a link to the **my class schedule** page.
Below the **Academics** section, you will see the **Finances** section.

If you have an outstanding account balance for class or non-instructional fees, the outstanding balance will appear in this section of the page.

You will find a quick link to your account information here.
Step 13

Below the **Finances** section of the page is the **Personal Information** section.

This section displays your correspondence (mailing) address, your home phone number and your university-provided email address.

You will also find quick links to view your demographic (personal) information and your emergency contacts information.
Step 14

To view the bottom of the page, Click the **down** scrollbar.
Step 15

If you also have an active application for admission for a current or future term, an **Admissions** section will appear below the **Personal Information** section.

In this section, you can see a snapshot of the application information and you can use the **application status** quick link to access the **Application Status** page.

If you do not have any active applications for admission in Campus Solutions, this entire section will not be visible to you in the **Student Center**.
Step 16

Congratulations! You have now learned about the features of the Bear Tracks Student Center page.

End of Procedure.