Campus Solutions Glossary – Student Records

The Campus Solutions Glossary – Student Records defines many of the terms that are used in the Student Records module of the new student information system. It also includes general terms that may be relevant to Student Records. The glossary will continue to be updated throughout Illinois State University's transition to Campus Solutions.

Glossary Navigation

All terms are listed in alphabetical order. You can click a letter to go to all the terms that begin with that letter, or you can search the page for a particular term.

To search the page in Adobe Reader:

1. Enter Crtl+F. A small text box will appear in your reader window.
2. Type the term you wish to find in the box. Adobe Reader will automatically attempt to locate a match.
3. Use the *Previous* and *Next* buttons to cycle through all possible matches.

If you cannot locate the term you are looking for here, there is also a full glossary available that includes additional terms.

Glossary Terms

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3Cs (Communications, Checklists, Comments) – a flexible way to send and track correspondence, lists of requirements, and notes to students, staff, and organizations.

- **Checklist** – a list of planned or completed action items that can be assigned to a user
- **Comments** – a notation field for additional comments on a user record
- **Communications** – a method to send and track communications to a user

3C Engine – an application that enables automation of 3Cs processes. The 3C engine automatically adds, deletes, and updates communications, checklists, and comments according to Illinois State University policies.

3C Group – a method of grouping users to control or restrict access to 3Cs, determined by security-based roles.

A

Academic Career – all the course work undertaken by a student that is maintained in a single record. Illinois State University offers three academic careers: undergraduate, graduate, and continuing education.

Academic Group - the highest level division of an institution, used mostly for reporting, catalog defaults, and meeting patterns. Illinois State University has seven academic groups: the College of Applied Science and Technology, College of Arts and Sciences, College of Business, College of Education, College of Fine Arts, College of Nursing, and the Office of the Provost.

Academic Institution – the highest organization in the academic hierarchy. Illinois State University is the only institution in Campus Solutions. It is assigned the code, "ILSTU."

Academic Load – an indication of full-time or part-time enrollment based on the number of units enrolled and the academic load rules for the term. Academic load impacts eligibility for residential housing and financial aid.

Academic Organization – the department which has financial and work responsibility for an academic program. At Illinois State, academic organizations correspond to academic departments (such as the Department of Family and Consumer Sciences) and to colleges (such as Mennonite College of Nursing).

Academic Plan – the course of study a student follows to fulfill the requirements of a degree, such as a BA in English or an MS in Chemistry. An academic plan is equivalent to a major, minor, or certificate.

Academic Program – the entity to which a student applies, is admitted, and ultimately graduates from. Programs define many different rules for academic processes, such as grading, financial aid, and class repeat rules. At Illinois State University, programs are a combination of colleges and academic careers, such as the College of Business undergraduate program and the College of Arts and Sciences graduate program.

Academic Session – a period of time during which the University holds classes. Sessions can span the full length of a term or any amount of time within it, such as the first half of the Fall term or the last quarter of the Summer term.

Academic Standing Rules - the policies that determine a student's academic standing. For example, at Illinois State University a student must maintain a cumulative GPA of 2.0 to maintain academic good standing. (Student Records)

Academic Structure – the Campus Solutions term for the relationships between Illinois State University, its colleges and departments, the courses they offer, and the terms and sessions within the academic year.

Academic Subjects – the specific areas of instruction that are offered by academic organizations. For example, MAT 120 belongs to the math subject.

Academic Sub-plan – an area of specialization within an academic plan. For example, Creative Writing is a sub-plan within the English BA plan. Note that sub-plans are not used for minors (because a minor is an academic plan in its own right).

Academic Term – a period of time containing one or more academic sessions. At Illinois State University, there are three academic terms: Fall term, Spring term, and Summer term.

Attendance Tracking - an application that records student attendance, compiles statistics, and generates attendance rosters (a list of who attended) for classes and non-class events, such as field trips. (Student Records)

B

Bio/Demo Data – the biographic and demographic data about a person, such as name, addresses, phone numbers, citizenship, email address, and ethnicity.

Block Enrollment - a process that enrolls a student block into a course or group of courses. (Student Records)

Buildings – the physical places on campus that house rooms and facilities. For example, Turner Hall and Schroeder Hall are buildings at Illinois State University.

C

Campus Community – the module of Campus Solutions used to create and update the records of people and organizations. Campus Community acts as a central hub by sharing data with all other modules, including Admissions, Advising, Financial Aid, Student Financials, and Student Records.

Cross Functional Committee – an advisory committee that reviews decisions and recommendations about Campus Solutions at Illinois State. This committee is comprised of key University staff members in multiple departments.

Campus Solutions – the student information system (SIS) at Illinois State University. Campus Solutions is comprised of six modules: Admissions, Advising, Campus Community, Financial Aid, Student Financials, and Student Records.

Cancel - a program action that cancels all of a student's course enrollments and refunds 100% of his or her fees. (Student Records)

Career Pointer Exception Rules - the rules that enable students to take courses outside of their academic careers. For example, undergraduate students at Illinois State can take 400-level graduate courses with permission of the instructor, the department chair, and the Graduate School. (Student Records)

Class Section - an individual offering of a course within a term, such as the second section of COM 110. (Student Records)

Cloud – another word for the Internet. A company that provides cloud-based services remotely hosts data, software, and the physical infrastructure, such as servers and network devices. Campus Solutions is a cloud-based product.

Connector Type - a logical operator that is used to determine if some or all conditions in a statement are true. The two connector types are:

- AND - the process will succeed if all conditions are met
- OR - the process will succeed if one or all of the conditions are met

For example, a requisite condition could be set up to make students eligible to enroll in a course if they are: in their first-year AND have an ACT Math score over 25; OR if they are in their second-year AND have a GPA of 3.0.

Consolidate Statistics - a process that compiles all of the information about a student's academic level, load, career, and program into a single record. (Student Records)

Constituents – the friends, alumni, organizations, foundations, or other entities affiliated with Illinois State, and about which the University maintains information.

Course Catalog - the list of all courses offered by Illinois State University. It contains information such as course titles, numbers, hours, subjects, room characteristics, and additional fees. Unlike the official University catalog, the Campus Solutions course catalog does not contain degree requirements, academic policies, or other university information. (Student Records)

Course Component - a type of course offering, such as a lecture, lab, or seminar. One course can have multiple components. (Student Records)

Course Offering - all of the information about a particular course, such as its number, title, description, and subject area. Courses can include multiple components, such as lecture, discussion, and lab. (Student Records)

Course Requisites - the conditions that a student must meet in order to enroll in a class. For example, a student who wants to take ENG 233 must first pass ENG 100 with a grade of C or better. (Student Records)

CRM (Customer Relationship Management) – a tool that manages the entire lifecycle of a person's relationship with Illinois State University, from the moment the person is a prospect, through application, admission, enrollment, graduation, and as an alumnus or alumna.

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D

Degree Change Audit - a process that tracks and displays all the changes made to a student's degree record, who made the change, and the date and time of the change. (Student Records)

E

Effective Date – the date at which a piece of data is considered official or effective. Campus Solutions uses effective dates to maintain a historical record of past data. Instead of deleting or overriding data, a new set of data is entered with a new effective date, which tells the system to use the new information from that date forward.

Empl ID (Employee ID) – a Campus Solutions person identifier. All students, faculty, staff, and constituents will have unique Empl IDs.

Enrollment Appointment - the time during which a student can register for classes. (Student Records)

Enrollment Component - an application that generates a request to enroll a student in a course. The enrollment component overrides all requisite, deadline, and other rules. (Student Records)

Enrollment Request - an application that generates a request to enroll a student in a course, similar to Quick Enroll. (Student Records)

Enrollment Requirement - a complex set of course requisites that are defined once and then applied to a requirement group as a single item. For example, in order to enroll in HSC 298.03, a student must pass HSC 200, 202, 212, and 230 with a grade of C or better. (Student Records)

Enrollment Requirement Group - a set of course requisites that are defined once and then attached to multiple courses as needed. For example, ENG 213, 214, and 215 share a single set of requisites and are thus attached to one enrollment requirement group. (Student Records)

Enrollment Requirement Roster - a group of students, such as all students in a particular course, that is created to process post-enrollment requirement checking. (Student Records)

Equation Engine – a programming tool that uses logical rules or statements to read and change Campus Solutions data tables.

Event – a trigger-based, predefined point that automatically creates, updates, or deletes information. For example, if a student at Illinois State enrolls in a course (event), the student will be given automatic access to the course in self-service.

External Course - a course offered by another academic institution. External courses are defined in order to award transfer credit. (Student Records)

External Education - the records, transcripts, and other data that come from institutions outside of Illinois State, such as high schools or other colleges. (Admissions, Student Records)

External Organizations – the schools, businesses, or non-profit organizations that conduct business with Illinois State. For example, the Thomas Metcalf Laboratory School is an external organization.

External Subject - an area of study at another institution, used to process transfer credit and track external courses. For example, high school courses such as History, Geography, and Politics could all be listed under an external subject of "Social Studies." (Student Records)

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F

Facility – a room or grouping of rooms, such as Stevenson Hall 420B or Fairchild 211. For the purpose of scheduling, it can be treated as a single entity or as multiple rooms/components.

Facility Characteristics – a description of the facility capacity, availability, and room characteristics.

FDD (Functional Design Document) – a document created by Illinois State that discusses the technical and functional needs of interfaces, conversions, reports, workflows, and customizations required for Campus Solutions.

Flat File – a file that contains plain text data, such as an Excel spreadsheet. Flat files can be uploaded into Campus Solutions, which will automatically structure the file contents into the Campus Solutions database.

G

Global Exclusion Rule - a restriction that prevents a specific group of students (such as all students on academic probation) from being activated in a term. (Student Records)

Grade Basis – a group of grade inputs that determine the possible grades for a course. For example, in the "Graded" grading basis, possible grade inputs include A, B, C, D, and F. In the "Credit/No-Credit" grading basis, possible grade inputs include credit or no credit. (Student Records, Advising)

Grade Basis Exception Rule - a rule which tells Campus Solutions how to process the grades of students who take courses outside of their primary academic career. (Student Records)

Grade Input – a specific grade that is defined for a grade basis, such as A, B, C, D, or F. (Student Records, Advising)

Grade Lapse - the process that converts "in progress" or "incomplete" grades to another specified grade after a deadline passes. For example, an instructor can decide that an incomplete grade will be converted to a C after three months. (Student Records)

Grade Roster - the application that is used to assign grades to a class roster. (Student Records)

Grading Scheme – a set of grading bases that is linked to a career. Illinois State has separate grading schemes for the undergraduate, graduate, and continuing education careers. (Student Records, Advising)

Graduation Reporting - a process that defines a group of students, updates their degree status, and requests their transcripts, degree audits, and graduation reports. (Student Records)

Graduation Tracking - a process that determines if a student has completed all of his/her degree requirements. (Student Records)

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H

Holiday Schedules – the schedule of academic holidays for Illinois State University. Holiday schedules are assigned to academic careers and are used for class scheduling purposes.

Honor/Award Codes - the names of the internal and external student awards that Illinois State recognizes, such as Honors (HON) or Presidential Scholar (PRES). (Student Records)

Honor/Award Rules - the rules that determine whether a student will receive an Illinois State University honor. For example, a graduating student who has a cumulative GPA of 3.9 or higher is awarded the summa cum laude degree honor. (Student Records)

HRMS (Human Resources Management System) – the Campus Solutions system that manages human resource activities, such as payroll.

M

Maximum Program Effective Date - the final date by which a student must fulfill all of a course's requisites in order to enroll in the course. (Student Records)

Milestones - the graduation requirements that are not related to coursework. For example, all of the University's Elementary Education majors must pass the State of Illinois Basic Skills Test. (Student Records)

Modules – the applications which comprise Campus Solutions. The six core modules are Admissions, Advising, Campus Community, Financial Aid, Student Financials, and Student Records.

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N

National ID – a government-issued identification number. For example, citizens of the United States are issued Social Security numbers.

Node – the structural points that exists on a tree in Campus Solutions Tree Manager. Nodes join together to represent the relationships among data, such the academic structure of Illinois State University or the item types defined in Student Financials.

O

Oracle – the technology corporation that maintains and provides support for the Campus Solutions software.

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P

Page – a screen in which data is entered and/or displayed. Pages let users view, change, or add data. For example, a student has several pages in their Student Record account, such as one page for addresses, one page for bio/demo data, etc.

PeopleBooks – the extensive help documentation created by Oracle that explains Campus Solutions concepts, administration, and use. PeopleBooks is available from any page of Campus Solutions by clicking the *Help* link.

PeopleSoft – the system which serves as the foundation of Campus Solutions. The PeopleSoft system is designed to share data from a single location and provide a common source of information for all staff members and departments.

PeopleTools – a comprehensive development suite for PeopleSoft applications. PeopleTools allows developers to create and customize applications easily.

Plan Types - the different kinds of academic plans. Illinois State has four plan types: major, minor, plan of study (often used by students pursuing professional certificates), and preparation (often used by those enrolled in the MDI and ELI programs, or dual enrolled in Illinois State and a high school). (Admissions, Student Records)

Post-Enrollment Requirement Checking - a process that determines whether students are still fulfilling their course requisites after the term starts. (Student Records)

Primacy Number - the number that Campus Solutions uses to determine a student's primary academic career and program, if the student is enrolled in more than one. The lowest number has priority. (Student Records)

Process – a set of actions that Campus Solutions executes according to specified parameters, such as adding batches of students to the Campus Community database, emailing multiple electronic transcripts, or updating checklist items.

Program Action – a change to a student's program status, such as a change from applicant status to admitted status. (Admissions, Student Records)

Program Action Reasons – the notes that give more information about why a particular program action was taken. For example, an applicant may be denied admission (program action) because they failed to send their final high school transcripts (program action reason). (Admissions, Student Records)

Program Status – the relationship a person has with an academic program, such as applicant, active, admitted, cancelled, or waitlisted.

Q

Query – a selective search of the Campus Solutions database for one or many records based on defined criteria. University staff members are granted access to run queries based on their role, and only key roles have the permission to create new queries.

Quick Enroll - an accelerated enrollment engine that attempts to enroll a student in courses. The request will be automatically denied if the student has not satisfied all of the course requisites. (Student Records)

R

Repeat Check - the process that Campus Solutions runs in order to determine whether a student has previously taken a course. (Student Records)

Repeat Codes – the labels that tell Campus Solutions how to include repeated coursework in a student's grade point average and academic level. A set of repeat codes makes up a repeat scheme. (Student Records, Advising)

Repeat Rules - the rules that determine which repeat codes are assigned to courses that a student repeats, according to Illinois State University's repeat policy. (Student Records)

Repeat Scheme – a set of repeat codes that is associated with an academic career, such as undergraduate. (Student Records, Advising)

Requirement Term - the term that determines which degree requirements the student has to fulfill in order to graduate, often identical to his/her semester of admission. (Advising, Student Records)

Requisite Conditions – course requisite rules that are applied conditionally. For example, students are eligible to enroll in MAT 120 if they score high enough on their math placement exam **or** if they earn a grade of C or better in MAT 119. (Student Records)

Requisite Entity Group – a set of program, plans, subplans, or student groups that are grouped together to be used in a requisite condition. For example, the University might place five different academic plans into an entity group, and then write a condition stating that the student must be in one of the plans in that group in order to enroll in a course. (Student Records)

Requisite Student Group - the student group that a student must belong to in order to register for a course. (Student Records)

RightNow – the CRM tool that is integrated with Campus Solutions to provide a single view of all communication with a student, prospective student, or other interested person. RightNow is used to recruit new students to Illinois State through email communications, events, and analytics.

Role-Based Security – the security for pages, menu items, and actions that is controlled by only giving access to users based on the roles designated in Campus Solutions. For example, employees in Financial Aid at Illinois State will only have access to the Student Records data they need to do their jobs.

Room Characteristics – a description of the components offered in a room, such as an overhead projector, a white board, or the number of computers in a lab.

Row – a container for the data for a particular table. Because of the way Campus Solutions structures data, row data is very rarely changed or deleted. Instead, when changes to a record need to be made, a new row is added with a new effective date. This maintains the historical record of data and tells the system to use the new data from that point forward.

Run Control ID – a unique number associated with every process that is run in Campus Solutions. Run Control IDs make it easier to repeat processes without having to reenter all of the relevant parameters.

S

SACR (Student Administration and Contributor Relations) – the tool that allows administrators to establish the academic structure framework that manages all other modules within Campus Solutions. For example, SACR controls the academic calendar, programs, plans, and security.

Search/Match – the Campus Solutions process that searches for and identifies duplicate records in the database.

Service Indicators – the flags that provide or limit services and access to a user. There are two types of service indicators – positive and negative.

- **Negative Service Indicators** create holds that prevent the user from receiving specified services, such as registration for classes or library privileges.
- **Positive Service Indicators** designate special services that are extended to the user, such as front-of-line course registration or special services for disabled students.

Single Signon – the ability to access other Campus Solutions applications without reentering a user ID or password after first-time authentication.

SIS (Student Information System) – a software application that manages student data. Campus Solutions is the new SIS for Illinois State.

Special GPA - a GPA that is calculated from a subset of a student's courses (such as major GPA). (Student Records)

SQL (Structured Query Language) – a programming language designed for managing data in a database. SQL can be used to create queries and run processes within Campus Solutions.

Student Appointment Block - a group of students that share the same validation and enrollment appointment. At Illinois State, student appointment blocks are based on academic standing (all seniors enroll together) and other factors (such as membership in the honors program). (Student Records)

Student Attribute - a designation assigned to individual students in order to group them together for tracking purposes, such as "Fall 2016 Transfer Students." (Student Records)

Student Block - a group of students with common academic characteristics. Student blocks are defined in order to easily enroll large numbers of students in a course or group of courses. (Student Records)

Student Group – a set of similar students, such as first-generation college students, that are grouped together for processing purposes such as billing, academic advising, or financial aid awarding. (Student Records)

Student Records – the Campus Solutions module that manages all academic information. It contains the course catalog and schedule of classes, and it processes class enrollment, instructor workload, and grading. (Student Records)

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T

Term Activation - the process which enables a student to enroll in classes, post transfer credit, and calculate tuition for a term. (Student Records)

Term Code – A four-digit code associated with an academic term. Term codes are formatted as 2BBC, where BB refers to the last two digits of the second half of the academic year, and C refers to the specific term (2 for fall, 5 for spring, 8 for summer). For example:

- 2152 – Fall term of the 2014-2015 academic year
- 2155 – Spring term of the 2014-2015 academic year
- 2158 – Summer term of the 2014-2015 academic year
- 2162 – Fall term of the 2015-2016 academic year, etc.

Term Snapshot - the process that captures demographic and statistical information about students up to a certain point in a term. The process can be run on demand or according to a schedule (known as a "recurring term snapshot"). (Student Records)

Tree – a graphical hierarchy that displays relationships among pieces of data within Campus Solutions. For example, there is a tree that defines the relationships among all the Illinois State University units and departments, and another tree that defines item types.

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U

UAT (User Acceptance Testing) – a test conducted to determine if the requirements of a contract are met by the given software or service. Illinois State will choose various functional department members to conduct UAT on Campus Solutions.

Unit Testing – a test conducted to determine if Campus Solutions modules, processes, and applications are fit for use. Unit testing will be conducted by Quality Assurance at Illinois State.

UPK (User Productivity Kit) – an online tutorial program that delivers self-paced, computer-based simulation training and interactive tutorials. Illinois State will offer UPKs for Campus Solutions as part of a larger training plan.

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V

<u>Validation</u> - a pre-enrollment process that students use to plan and store their courses for the upcoming term. Campus Solutions makes the same checks during validation as it does during enrollment, allowing students to see if they have the necessary requisites for next term's courses. (Student Records)

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W

Withdrawal - the program action that withdraws a student from all courses for the term and refunds his or her fees based on the rules established in the withdrawal calendar. (Student Records)