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STUDENT SERVICES CENTER

There is a summary page delivered that can be used as a supplement to the other pages. Some data from different pages is put together on a single page. If additional data is needed that is not in the Student Services Center, then the specific page can still be viewed.

Select the Student Services Center tile and the Student Info, Catalog & Class tile.

A search window will appear. Type in the ID, Campus ID or name information to find the student of interest.
The **Student Center** tab will appear with information about the student. The Student Center tab is very similar to what the student will see when they sign on to Enroll and Pay. There are several differences in a staff vs. student view of the Student Center tab. Students see links to change enrollment under the Academics area. They will also see the options to “Add a Class” and “Drop a Class.” Many of the options staff sees are not active links while they are active for the student. With an active link, the student can drill down and see additional information. One example of this is the link to Print/View a Bill under the Finances tab. In addition to the Student Center tab, staff may have access to tabs for General Info, Academics, Finances, Financial Aid and Transfer Credit. The tabs that a staff person will see are based on the training attended and the access granted. Training on the Finances tab will be offered through Student Financials training and will not be provided here. Students do not see the additional tabs, only the Student Center tab. The class schedule, account summary, hold and contact information under the various highlighted headers is exactly the same as the student will see.
The **General Info** tab has service indicators (which are service indicators on the student’s account), national ID, addresses, email addresses, initiated checklists, personal data, names and phones. Although you can see the student’s university registered email address, the student does not see this and does not change this information through Enroll and Pay.

Each area can be reached through these links.

The screenshot below only shows part of the page. Scroll down to see all the areas.

The yellow edit box, when selected, will go to the page that has detailed information for that area.

The green arrow will collapse individual areas. Or, all areas can be collapsed with the Collapse All button.
BASIC STUDENT INFORMATION FOLDER

BIOGRAPHICAL DETAILS
Select the Student Info, Catalog, & Class tile.

ADD/UPDATE PERSON
Open the Basic Student Information folder and select Add/Update a Person

Add/Update Person
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with
Academic Career: begins with
National ID: begins with
Campus ID: begins with
Last Name: begins with
First Name: begins with
Include History

Search Clear Basic Search Save Search Criteria
- **PERSON INFORMATION**
  - **Prefix**: this field is not used.
  - **Name**: each piece of the student’s name will be entered into the appropriate field – First, Middle, Last. These fields are case sensitive and can include special characters, such as hyphens, apostrophes and periods. The Oracle name format is: lastname,firstname middlename. The student’s Primary Name type is their official record name. Note: If a middle initial is used, a period will follow it. For students that only have one name: only has a Last Name, that data will be in the last name field and a dash in the first name field; only has a First Name, that data will be in the first name field and a dash in the last name field. Sometimes HR enters FNU (first name unknown) in the First Name field, but will be changed in the Enroll &Pay system using a dash, as described above. All students that have the dash in the Last Name field will also have a Campus ID of ‘NOLASTNAME’ and since we are unable to search for last names of ‘-‘, you will need to use the Campus ID field to perform a name search.
  - **Suffix**: used if provided by the student and should never be put in the Last Name field.
  - **Date of Birth**: entered as MMDDYYYY. 1950 and prior years must have the entire four-digit year typed out or the year will default using the 2000 century (ex: 1940 will default in as 2040 if the entire four-digit year is not entered). If the date of birth is unknown this field will be left blank.
  - **Birth Information Link**: if known, birth location (city), country and state.
  - **Campus ID**: the student’s previous KUID number from the legacy system. Former numbers will be entered if they exist.
- **Biographical History**: can have multiple effective dated rows and can be viewed by either using the View All or the arrows in the Biographical History blue navigational bar.
  - **Effective Date**: defaults to today’s date.
  - **Marital Status**: defaults to ‘single’ for new applicants and will not be changed unless it is information collected on the application by a specific admissions office or by the registrar’s office.
  - **As of**: this field is left blank unless exact date of the change in status is known.
Gender: defaults to Unknown. “F” or “M” will be used to specify the correct gender of the student. If gender is not available, this field will be left as Unknown.

National ID: the student’s Social Security Number. The country will default to USA and the National ID Type will default to Social Security Number. The 9-digit number will automatically be formatted. If the student does not have a SSN, this field will be left blank and the field will default to X’s.

Multiple IDs can be entered for a student if there is also have a national ID number from another country. If more than one row is entered, the USA row must be checked as primary. Multiple row functionality is not being used at this time for the National ID field.

CONTACT INFORMATION

Contact information

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>AddressType: Home</td>
<td>Type: Home</td>
<td>Type: Home</td>
</tr>
<tr>
<td>Effective Date: 09/20/2003</td>
<td>Effective Date: 09/20/2003</td>
<td>Effective Date: 09/20/2003</td>
</tr>
<tr>
<td>Status: Active</td>
<td>Status: Active</td>
<td>Status: Active</td>
</tr>
<tr>
<td>Country: USA</td>
<td>Country: USA</td>
<td>Country: USA</td>
</tr>
<tr>
<td>Address: 1234 Main Street Lawrence, KS 88884</td>
<td>Address: 1234 Main Street Lawrence, KS 88884</td>
<td>Address: 1234 Main Street Lawrence, KS 88884</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: Home</td>
<td>Type: Home</td>
</tr>
<tr>
<td>789-1234</td>
<td>789-1234</td>
</tr>
<tr>
<td>Type: KULC Email</td>
<td>Type: KULC Email</td>
</tr>
<tr>
<td><a href="mailto:student@kumc.edu">student@kumc.edu</a></td>
<td><a href="mailto:student@kumc.edu">student@kumc.edu</a></td>
</tr>
<tr>
<td>Type: KUMC Email</td>
<td>Type: KUMC Email</td>
</tr>
<tr>
<td><a href="mailto:student@kumc.edu">student@kumc.edu</a></td>
<td><a href="mailto:student@kumc.edu">student@kumc.edu</a></td>
</tr>
</tbody>
</table>

PHONE

A student can have multiple phone types with different numbers.

Each type can have only one phone number associated with it at a given time because these fields are not effective dated.

Preferred Checkbox: one phone number will be checked as Preferred if the student has multiple phone numbers. We will use a hierarchy of JHWK, PERM, HOME, to determine which phone type should be checked as Preferred if more than one phone type exists.

Country Code: can be entered for international numbers but is not required.

EMAIL

A student can have multiple email types with different email addresses.

Each type can have only one email address associated with it at a given time because these fields are not effective dated.

Admissions will use the email type of HOME.

Preferred Checkbox: KULC and KUMC email addresses are populated nightly. Entry of these is not needed. This process will use a hierarchy of KUMC, KULC, and HOME, to determine which email type should be checked as Preferred if more than one email type exists.
• **VISA/PERMIT DATA PAGE**

This page is accessed by clicking on the Visa/Permit Data link located at the bottom of the Biographical Details page.

- Country will always be USA.
- Type is the type of Visa the student was issued to enter the United States.
  - This information will be entered by the International Student and Scholar Services Office for Lawrence students and by the Registrar’s Office for Medical Center students.
  - This data is interfaced to another system and sent to the Federal Government.
- Status will default to Applied when originally entered by Admissions.
- The rest of the fields will not be used.
- Click OK to return to the Biographical Details page.

• **CITIZENSHIP PAGE**

This page is accessed by clicking on the Citizenship link located at the bottom of the Biographical Details page.

- The country of citizenship will default to USA and the citizenship status will default to native.
  - Resident aliens (applicants with Green cards) will be coded Alien Perm with a country code of USA.
  - International students will be entered as Alien Temp. If the status is Alien Temp, the Country code will be the student’s county of citizenship.

**Multiple countries w/ citizenship status**: at this time students can have only one row of information entered. In the future, multiple rows for citizenship statuses in the USA and the country of citizenship will be entered.

- Passport information: is not used at this time.

Click on OK to return to the Biographical Details page.
### Addresses

#### Address Type:
- **Home**: defined as the current mailing address of the applicant.
- **Permanent**: defined as the student’s permanent address.
- **Other**: the Sponsor’s address for international students.
- **Hometown**: defined as a way to track the origins of our students by Institutional Research with Admissions usually updating the information, but the Registrar’s Office may update the information upon the request of the student.

**Home** and **Perm** address types are required for all applicants.

- Registrar will use three types of address:
  - **Jayhawk/Current**: defined as the student’s current mailing address.
  - **Permanent**: defined as the student’s permanent address – often the parent’s address.
  - **Billing**: defined as the student’s billing address.
The *Campus* address type is updated nightly with information from the Department of Housing. If a student needs to update this address type, then they will need to contact this department. The *Other* address type is defined as any additional addresses a student wants us to know about like a sponsor or a P.O. Box but will not be used in batch mailings. *Deceased, Transcript Requestor, Commencement, HomeTown City/State and Check* are address types only used in special functionalities/processes and are updated only by individuals with specific duties.

Clicking on the Edit/View Address Detail link to the right of an Address Type, will allow you to see any historical rows of address changes.

The Add Address and Add Address Types are areas only used for those that can update addresses, so will be non-functional for ‘view’ access.

- **REGIONAL**

  - **Regulatory Region:** defaults to USA.
  - **Ethnic Group:** defaults to NSPEC (Not Specified) and will be used when the student doesn’t list this information. If the student provides multiple ethnicities, all will be entered. If multiple ethnicities are entered, one of them will be checked as Primary.
  - **History (Military Status):** For applicants, this information is loaded from the application. Any updates to this information should only be done by the Veteran Affairs Office.
  - **Hispanic or Latino Checkbox:** If the student indicates they are Hispanic, this checkbox will be checked. If this checkbox is checked, the ethnic group of HISPA will also be entered regardless of the total number of Ethnic Groups on the student’s records.
EMERGENCY CONTACTS

The Emergency Contacts page provides information about which individual(s) a student wishes to have contacted in case of emergency. Students are able to update this information within Self Service.

There are several search options available here.

- Enter the student EmplID
- Or
- Enter the Academic Career
- Or
- Enter the National ID (Social Security number)
- Or
- Enter the Campus ID (former system ID or KUID)
- Or
- Enter a Last Name and all or part of a First Name

If the Student EmplID is available, it is the most efficient way to search for a record. After choosing the search method and entering criteria, press the Search button. If names are used for the search, you may get a Search Results list.
To select a student, click on any field on the line for the appropriate student.
The Emergency Contacts page will open:

<table>
<thead>
<tr>
<th>Emergency Contact Information</th>
<th>Emergency Contact Other Phones</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name:</strong></td>
<td>Dublin Training</td>
</tr>
<tr>
<td><strong>Relationship:</strong></td>
<td>Father</td>
</tr>
<tr>
<td><strong>Primary Contact:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Same Address as Individual:</strong></td>
<td>On</td>
</tr>
<tr>
<td><strong>Address Type:</strong></td>
<td>HOME</td>
</tr>
<tr>
<td><strong>Same Phone as Individual:</strong></td>
<td>On</td>
</tr>
<tr>
<td><strong>Phone Type:</strong></td>
<td>HOME</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual's Current Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country:</strong> USA United States</td>
</tr>
</tbody>
</table>
| **Address:** 3200 Peterson Ln,  
Lawrence, KS 66048,  
DG |

<table>
<thead>
<tr>
<th>Individual's Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone:</strong> 220-1111</td>
</tr>
</tbody>
</table>

The Emergency Contacts page has two components: Emergency Contact Information and Emergency Contact Other Phones.

On the Emergency Contact Information page, the following fields will have data:
- Since these are not effective dated, if the first blue navigational bar shows multiple rows, this indicates there are multiple emergency contacts.
- Contact Name (First Name Last Name). The name of the Emergency Contact.
- Relationship. Will be used to choose the relationship of the Emergency Contact to the student.
- Primary Contact checkbox. If the student designates the contact being entered as the primary contact (the one to be contacted first in case of emergency), this box will be checked.
- Same Address as Individual and Same Phone as Individual checkboxes. If either of these two boxes is checked, they will populate the address fields with the student’s HOME address type and phone type.
In the Individual’s Current Address section, the following fields will be filled in:

- **Country.** The country code, Address 1, Address 2, Address 3, City, State, County and Postal Code fields.
- **USA formatting allows for three street address lines.** For mailing purposes we will only use line 1 and 2. **No information should be on line 3** if standard sized window envelopes or labels are being used. Other formatting guidelines will be used as much as possible for consistency:
  - Address information will not be entered on line 2 if the entire address will fit on line 1.
  - Addresses are case sensitive.
  - Admissions will shorten all street names:
  - St, Ct, Dr, Ave, Terr, Tr, Rd, Ln, etc. No periods will be used.
  - Apartment numbers will be indicated using the # sign.
  - City names beginning with Saint and Fort will be shortened: St, Ft (No periods will be used).
- **Individual’s Phone.** If known, the phone number (including area code) for the name listed in the Contact Name field will be entered.

In the Emergency Contact Other Phones component, if needed can list:

- One or multiple Phone Types and Phones

**ENROLLMENT SUMMARY DATA**

Access to student enrollment information is provided using menu choices available in PeopleSoft. Users will have different menu choices or different access levels within menus based on their business needs.

There are several search options available here.

- Enter the student ID
- Or
- Enter the Campus ID (former system ID or KUID)
- Or
• Enter the National ID (Social Security number)
  Or
• Enter a Last Name and all or part of a First Name.

If the student ID is available, it is the most efficient way to search for a record.
• Select the Term (optional)
• Press the Search Button

If the Term is specified, the Enrollment Summary will automatically open to the term indicated. The sample Search Results shown below was returned when a term was not specified.

After selecting the term from the Search Results list, the Enrollment Summary page opens.

The Enrollment Summary page contains the student’s class enrollment for the Term and Career shown. It includes the student’s class enrollment status which indicates whether they are Enrolled or in a Dropped or Withdrawn status. It also includes basic class information such as the subject, catalog number and title.
Just above the student’s enrollment summary is a navigation bar with buttons that allow the user to see additional rows of class data.

Note the row count. On this record it indicates it is displaying 1-3 rows out of 4 possible rows. This shows that the student has a total of 4 rows of data to display and 1 row will be displayed on another page.

View All will open the entire enrollment list into one long scrollable screen.

First returns the user to the first display page (rows 1-3) if the user has moved to another page.

Last takes the user to the final display page (row 4) of this record.

The left and right arrow buttons allow the user to move through multiple pages one page at a time.

The magnifying glass beside the Class Nbr. represents a lookup function.

Using the magnifying glass will display additional class details, such as the days, times and instructor for the class.
# Student Records Basic Student Information

## Enrollment Summary

### Class Detail

**JOUR 582 - 1000** Publication Design and Production  
University of Kansas | 2005 Fall | Lecture

<table>
<thead>
<tr>
<th>Class Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Open</td>
</tr>
<tr>
<td><strong>Class Number</strong></td>
<td>10897</td>
</tr>
<tr>
<td><strong>Session</strong></td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>3 units</td>
</tr>
<tr>
<td><strong>Instruction Mode</strong></td>
<td>In Person</td>
</tr>
<tr>
<td><strong>Class Component</strong></td>
<td>Lecture Required</td>
</tr>
<tr>
<td><strong>Course ID</strong></td>
<td>190005</td>
</tr>
<tr>
<td><strong>Offer Nor</strong></td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>Career</strong></td>
<td>0182005 - 12162005</td>
</tr>
<tr>
<td><strong>Grading</strong></td>
<td>A-D+/F</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>KU-Lawrence</td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td>Lawrence Campus</td>
</tr>
</tbody>
</table>

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 11:00AM - 12:20PM</td>
<td>Staufner F 204</td>
<td>Carol Holsteed</td>
<td>08/16/2005 - 12/16/2005</td>
</tr>
</tbody>
</table>

### Enrollment Information

- **Enrollment Requirements**: Students must be admitted to the school of Journalism to enroll in this class. 500-600 Undergraduate Level.
- **Class Attributes**: Prerequisite Indicated

### Class Availability

<table>
<thead>
<tr>
<th>Combined Section</th>
<th>Cap</th>
<th>Wait List Capacity</th>
<th>Wait List Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Combined Section</strong></td>
<td>25</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Available Seats</strong></td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Combined Section Details

<table>
<thead>
<tr>
<th>View Details</th>
<th>Description</th>
<th>Status</th>
<th>Enroll</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 582-1000 LEC (16997)</td>
<td>Publication Design &amp; Production</td>
<td>Open</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>JOUR 582-1001 LEC (16998)</td>
<td>Publication Design &amp; Production</td>
<td>Open</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

### Notes

- **Class Notes**: Prerequisite: JOUR 542 with a grade of 2.0 or above. Students must be admitted to the school of Journalism to enroll in this class. 500-600 Undergraduate Level.

- **Subject Notes**: Journalism
  - Oren, Ann Brill, 200 Staufner-Fintel, 804-4755
  - The School of Journalism has established the policy that any students found to have falsely acquired enrollment material or to have otherwise falsified enrollment material or to have aided other students to falsely acquire or falsely enrollment material will be dropped from their Journalism classes and will be subject to other possible disciplinary action.
  - The School of Journalism reserves the right to cancel the enrollment of students who fail to attend the first class or laboratory meeting.
  - Students must attend their classes and laboratory periods. Instructors may take attendance into account in assessing a student's performance and may require a certain level of attendance for passing a course. Instructors may choose to drop students from a course, based on attendance, without the student's consent.
  - Students also will be dropped from Journalism classes if they lack the prerequisites.
  - For freshmen Fall 2000 and thereafter, all Journalism classes except 101 Media and Society, 310 Visual Communications, 433 Strategic Communications, 503 History of Journalism and Mass Communications, 530 International Marketing Communications, and 518 First Amendment and Society, are open only to Journalism majors and majors in professional schools with a Journalism concentration.
  - Please note that most Journalism classes require admission to the school.
  - Effective with the Fall 2000 semester and thereafter, application deadlines are September 1 for spring admission and February 1 for summer and fall admission. Change-of-School forms are available in 201 Staufner-Fintel. Admission to the school is competitive. Please consult the 2004-2005 Undergraduate Catalog and Journalism Advising Center.

### Description

This course builds on the principles of graphic and communication design for print and new media. Students gain knowledge and skills through a series of lectures, exercises, and critiques. They create print and online projects for consumer and specialized business magazines, non-profit publications, and for online media. Projects require conceptual visual thinking, audience understanding, and efficient use of production resources. Prerequisite: JOUR 542 with a grade of 2.0 or above.

**Return to Enrollment Summary**

---

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Last Updated: November 2023
MANAGE SERVICE INDICATORS

Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- ID begins with: 111111
- Campus ID:
- National ID:
- Last Name:
- First Name:

Search Clear Basic Search Save Search Criteria

Manage Service Indicators

Display Effect: All
Institution: University of Kansas

Add Service Indicator

Service Indicator Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Reason Describing</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDRF</td>
<td>No drops allowed this semester</td>
<td>No Drops allowed this semester</td>
<td>UKANS</td>
<td>4239</td>
<td>2023Fall</td>
<td>2023Fall</td>
<td>09/12/2023</td>
</tr>
<tr>
<td>NFTC</td>
<td>New Freshman Cohort</td>
<td>Full-Time</td>
<td>UKANS</td>
<td>4239</td>
<td>2023Fall</td>
<td>2023Fall</td>
<td>09/26/2023</td>
</tr>
</tbody>
</table>

Add Service Indicator

Click on the code for more information about the Service Indicator.
RELATIONS WITH INSTITUTION DETAIL PAGE

This page indicates if a person has a current or former relationship with the University.

Security will dictate who will have the capability to update this page.

Relationships Page

Relations with Institution

Job Training

<table>
<thead>
<tr>
<th>Currently Is A(n)</th>
<th>Manual Maintenance</th>
<th>Has Been A(n)</th>
<th>Manual Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni (A)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Student Applicant (A)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Employee</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Financial Aid (FA)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Prospect (P)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Student ISR</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Student Financials (SF)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Recruiter (RCR)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Advisor (AVS)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Instructor (IST)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Friend (FD)</td>
<td>□</td>
<td></td>
<td>□</td>
</tr>
</tbody>
</table>
RELATIONSHIPS PAGE

The Relationships tab will be used to record the name(s) and address(es) of a student’s parents and/or guardians. This page does allow for data entry of multiple parents/guardians living at different addresses.

**Effective Date:** relationship information is effective dated. Today’s date will default into this field; however, the date in this field may reflect future changes.

**Status:** is used to indicate if a relationship is active or inactive.

**Related ID:** is the ID of the parent or guardian if they exist in the SAKU database. This field is being used by Financial Aid to create parent records related to loans. At NO TIME will the Registrar’s Office enter the ID number of the parent or guardian on a relationship record. At NO TIME will the Registrar’s Office update a relationship record where the Related ID field is entered. This specific record belongs to Financial Aid.

**Relationship:** will not be used, but will default to None Indi.
Name: is the name(s) of the parents/guardians. Data entry will use standard PS parsing rules: LastName, FirstName Middle. Depending on the information provided by the student on the application, the following guidelines will be used for entering relationship names:
Two parents with the same last name, two first names provided, same address: last name, father’s first name and mother’s first name and prefix field blank. Example: Smith, John and Mary

- **Two parents with different last names and same address:** father’s last name, mother’s first name, mother’s last name and father’s first name, and prefix field blank.
  - Example: Smith, Mary Jones and John

- **Two parents with same last name but only the father’s first name is given:** last name, father’s first name, and “Mr. and Mrs.” from the prefix field.
  - Example: Smith, John

- **Single parent:** last name, first name, and “Mr.” or “Ms.” from the prefix field.
  - Example: Jones, Mary

- **If two parents / guardians with different addresses are given:** first name following the above guidelines, then the next name is entered using the same naming guidelines.

- **If two parents / guardians with different addresses are given:** there will be relationships records entered.

  - **Prefix:** will only be used in certain circumstances.
  - **Suffix:** will not be used.
  - **Sex:** will not be used.
  - **Marital Status:** will not be used.

- **Guardian:** will be used to indicate the relationship of the person named on this page to the student. It will default Parent, but valid options are Parent, Guardian and Other.

  - **NID Country, NID Type & National ID:** will not be used.
## RELATIONSHIP ADDRESS TAB

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Name Indicated</th>
<th>Smith</th>
<th>James</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related ID (or Name)</td>
<td>Smith</td>
<td>James</td>
<td></td>
</tr>
<tr>
<td>Related ID (or Name) Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Type</td>
<td>Country</td>
<td>USA</td>
<td>United States</td>
</tr>
<tr>
<td>Address 1</td>
<td>Address</td>
<td>1111 S. Park St</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lawrence, KS 66049</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Douglas</td>
<td></td>
</tr>
<tr>
<td>Related ID (or Name) Email</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Type</td>
<td>Email Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary ID</td>
<td>Jayhawk Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary ID Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Type</td>
<td>HOME</td>
<td>Primary ID’s Addresses</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td>Address</td>
<td>1234 Student Rd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lawrence, KS 66049</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DOUGLAS</td>
<td></td>
</tr>
<tr>
<td>Primary ID Email</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Type</td>
<td>Primary ID’s Electronic Addresses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Related ID Name/Address/Email**: the name/address/email for the parent/guardian. Addresses/emails for each effective dated row of existing relationship records can be viewed in this section.

- **Primary ID Address/Email**: will display the different address types/email types the student has on their record. However, ‘view’ only access will only see the Address Type of Home.
• **RELATIONSHIP DETAIL TAB**

The Details tab provides the phone number of the parent or guardian.

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Effective Date</th>
<th>Status</th>
<th>Income</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>10/30/2023</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
</tr>
<tr>
<td>Eve</td>
</tr>
<tr>
<td>Fax</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>URL Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relation Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Org ID</td>
</tr>
<tr>
<td>Occupation</td>
</tr>
<tr>
<td>Highest Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relation Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country USA</td>
</tr>
<tr>
<td>United States</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Country USA</td>
</tr>
<tr>
<td>Birth Country USA</td>
</tr>
</tbody>
</table>

- **Telephone**: will use the Day field.
- **Relation Demographics**: is not used.
- **Relation Residency**: is not used.
- **Country of Citizenship**: is not used.
RESIDENCY DATA

The Residency Data page gives you official residency data by career.

**Student Career**

The Student Career page displays the status of a student’s career and information about that career. **NOTE: This page does not show that the student was Term Activated or Enrolled in a specific term. It merely indicates their Career status at a given point in time.**

If ID number is used for the search, the Student Career page should open immediately.
For each level of data, Academic Career, Student Career Nbr. and Academic Program Status, there will be a navigational bar at the top.

In the screen shot above, the student has two Careers on his record, so the first navigational bar reflects a choice of 2 of 2 because it’s on the second Career row of two.

The second navigational bar indicates 1 of 3, which means the student has more than one Student Career Nbr. in this particular Career. (Each Career number points to a change in the student’s Academic Program or a new activation in the same Career and Program.

Selecting View All opens all occurrences of Student Career Nbrs. for the student for specific career. Refer to the screenshot below for an example of this.
In the screen shot below, the third navigational bar and continuing navigational bars indicates how many rows for each student career number listed under a specific career.
### Student Career

**Academic Career:** Continuing Education

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Academic Program Status</th>
<th>Program Action</th>
<th>Action Reason</th>
<th>Institution</th>
<th>Acad Proj</th>
<th>Admit Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16/2004</td>
<td>Admitted</td>
<td>Admit</td>
<td></td>
<td>KU</td>
<td>Coming Ed</td>
<td>2004M/Fall</td>
</tr>
<tr>
<td>02/21/2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Academic Career:** Undergraduate

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Academic Program Status</th>
<th>Program Action</th>
<th>Action Reason</th>
<th>Institution</th>
<th>Acad Proj</th>
<th>Admit Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/1982</td>
<td>Discontinued</td>
<td>Discontinuation</td>
<td></td>
<td>KU</td>
<td>TranUG</td>
<td>1982Fall</td>
</tr>
<tr>
<td>05/01/1982</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/27/1980</td>
<td>Active in Program</td>
<td>Active</td>
<td></td>
<td>KU</td>
<td>TranUG</td>
<td>1980Fall</td>
</tr>
<tr>
<td>08/27/1980</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STUDENT DEGREES

You can view the honor on the Degree Honors component on the Student Degrees page (along with the degrees, degree plans, degree sub-plans and degree dates).
STUDENT TERM SEARCH

The Student Term Search provides a display of all terms in which a student was active and possibly eligible to enroll. NOTE: This page does not confirm that the student was actually enrolled in classes.

- Entering the ID of the student is the most efficient search method.
- Alternately, the Campus ID (former system or KUID), the National ID (Social Security Number) or a combination of the Last Name and all or part of the First Name may be used.

After choosing a search method and entering the selection criteria, press the Search button.

This is the Search result:

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Term</th>
<th>Academic Institution</th>
<th>Eligible To Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing</td>
<td>2004 Mid Fall</td>
<td>University of Kansas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2004 Spring</td>
<td>University of Kansas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2003 Fall</td>
<td>University of Kansas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2003 Summer</td>
<td>University of Kansas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2003 Spring</td>
<td>University of Kansas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2002 Fall</td>
<td>University of Kansas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>1995 Spring</td>
<td>University of Kansas</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>1994 Spring</td>
<td>University of Kansas</td>
<td></td>
</tr>
</tbody>
</table>

There is a navigational bar on this page, which, depending on the result returned might be active.

On the sample shown, the choices on the bar are active since the data for this student is large enough to fill more than one page. The First, Last and arrow links allow the user to move from one page of data to another. The View All link opens a longer page with all rows visible. The row count on this student is 1-8 of 16. The student has 16 terms of activation, all of which does not fit on a single display page.
The information displayed on this page is the Academic Career for the term shown, the Academic Institution and the Eligible to Enroll flag. The Eligible to Enroll flag indicates that the student had term activation for the term shown and was eligible to enroll for that term. This page does not indicate the student actually enrolled.

**VIEWING TERM ACTIVATION**

**Select Term Activate a Student**

The Term Activation page group provides access to student data that includes historical and current terms. A student must be “term activated” for a given term in order to enroll in Self-Service or be enrolled by the Registrar’s Office. This page does not include specific class enrollment information.

There are several search options available here.

- Enter the student ID
- Or
- Enter the Campus ID (former system ID or KUID)
- Or
- Enter the National ID (Social Security number)
- Or
- Enter a Last Name and all or part of a First Name

If the Student ID is available, it is the most efficient way to search for a record. If using Name as the search, the result may be a list of students.

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>National ID</th>
<th>National ID Country</th>
<th>Short Description</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training, Annie L</td>
<td>Male</td>
<td>1995</td>
<td>123456789</td>
<td>USA</td>
<td>Permanent</td>
<td>Training</td>
<td>L</td>
</tr>
<tr>
<td>Training, Jack Smith</td>
<td>Male</td>
<td>1995</td>
<td>123456789</td>
<td>USA</td>
<td>Permanent</td>
<td>Training</td>
<td>J</td>
</tr>
</tbody>
</table>

To select from the list, simply click on any field on the line that is the correct student. If only one student matches the search criteria, the Term Activation page will open.
The following items can be viewed on the Term Activation page:

**Academic Career** - This component displays all of a student’s career term records by academic career.

**Academic Institution** - The system populates an academic institution, taking the value from the User Defaults component. Any valid academic institution can be specified here, but a record may be added only if the student is active in an academic program at that academic institution as of the start date of the specified term.

**Term** - The system displays all active terms for a student.

**Student Career Number** - By default, the system sets the student career number to zero, which is the first academic program from the Student Program/Plan page and identifies the student’s primary academic program. The system uses the student career number to perform various calculations, including the calculation of the student’s academic level and load. The student career number may be overridden, for instance, for students in dual programs. Once the student career number is overridden in one term it rolls from term to term.

**Override All Academic Levels** - This check box would be selected to modify all academic level fields on this page. If this check box is cleared, the system uses the academic level defaults established on the Academic Level Table page.

**Override Projected Level** - This check box would be selected to modify the student’s projected academic level. Once checked, the Academic Level - Projected field becomes available to edit. If this check box is cleared, the system uses the academic level defaults established on the Academic Level Table page.

**Academic Level - Projected** - The system displays the student’s projected academic level at the start of the term, which will be the student’s actual academic level, provided that the student passes all in-progress units from previous terms. This field is used for checking enrollment restriction and tuition calculation, among other things. This field may be an overridden value if either the Override Projected Level check box or the Override All Academic Levels check box is selected. For example, a student’s projected level may be overridden when it is known that your academic institution will be receiving the student’s transfer credit, but the credit has not yet been entered into the student’s official record.
**Academic Level - Term Start** - By default, the system displays the student’s academic level at the beginning of the term, based on cumulative completed units from previous terms or transfer units. This level may be overridden if the Override All Academic Levels check box is selected.

**Academic Level - Term End** - By default, the system displays the student’s academic level at the end of the term, based on cumulative completed units, including work completed in this term and transfer units. This level may be overridden if the Override All Academic Levels check box is selected.

**Level Determination** - By default, the system displays the level determination value from the Level/Load Rules Table component, based upon the academic career for the student on this page.

**Academic Year** - By default, the system displays the academic year, based upon the term.

**Load Determination** - By default, the system displays the load determination value from the Level/Load Rules Table component, based upon the academic career for the student on this page.

**Form of Study** - The system, by default, sets the student’s form of study to Enrollment, but this default value may be overridden. The value of Enrollment tells the system that this form of study is unit-based. These translate values may be modified, with the exception of the Enrollment value.

**Academic Load** - The system displays the student’s academic load, which is calculated by units enrolled.

**Billing Career** - The system, by default, sets the student’s billing career to the academic career in the student’s career term record. The tuition calculation process uses the student’s billing career to calculate the student’s tuition.

If the student is active in more than one academic career in the same term, tuition calculation and billing might be consolidated under a single academic career. If so, the billing career for all of the student’s career term records is set to the same academic career. For example, a student might be enrolled in a term as both a graduate student and an undergraduate student. To consolidate tuition calculation to just the undergraduate career, the undergraduate career would be set as the billing career for both the student’s undergraduate term record and graduate term record.

**Eligible to Enroll** - The system, by default, selects this check box, which informs the enrollment engine that the student is eligible to enroll in classes for the specified term. The check box is cleared to prevent the student from enrolling in classes for the specified term.

For example, this check box might be cleared when posting transfer credit to a student’s career term record in which the student will not be eligible to enroll until a later date. The transfer credit posting process requires that a student is active in the term to which you are posting transfer credit.
VIEW ADDRESSES

Address Type:
- **Home** is defined as the current mailing address of the applicant.
- **Permanent** is defined as the student’s permanent address.
- **Other** is the Sponsor’s address for international students.
- **Hometown** is defined as a way to track the origins of our students by Institutional Research with Admissions usually updating the information, but the Registrar’s Office may update the information upon the request of the student.
- **HOME** and **PERM** address types are required for all applicants.

Registrar will use three types of address:
- **Jayhawk/Current** is defined as the student’s current mailing address.
- **Permanent** is defined as the student’s permanent address – often the parent’s address.
- **Billing** is defined as the student’s billing address.

The **Campus** address type is updated nightly with information from the Department of Housing. If a student needs to update this address type, then they will need to contact this department. The **Other** address type is defined as any additional addresses a student wants us to know about like a sponsor or a P.O. Box but will not be used in batch mailings. **Deceased, Transcript Requestor, Commencement, HomeTown City/State and Check** are address types only used in special functionalities/processes and are updated only by individuals with specific duties.

Clicking on the Edit/View Address Detail link to the right of an Address Type, will allow you to see any historical rows of address changes.

The Add Address and Add Address Types are areas only used for those that can update addresses, so will be non-functional for ‘view’ access.
VIEW ELECTRONIC ADDRESSES

View Electronic Addresses

Jayhawk Student

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td><a href="mailto:Student@hotmail.com">Student@hotmail.com</a></td>
<td></td>
</tr>
<tr>
<td>KULC Email Address</td>
<td><a href="mailto:Student@ku.edu">Student@ku.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>URL Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
</tbody>
</table>

- **Email**: A student can have multiple email types with different email addresses.
  - Each type can have only one email address associated with it at a given time because these fields are not effective dated.
  - Admissions will use the email type of HOME.
  - Preferred Checkbox: KULC and KUMC email addresses are populated nightly. Entry of these is not needed. This process will use a hierarchy of KUMC, KULC, and HOME, to determine which email type should be checked as Preferred if more than one email type exists.

VIEW NAMES

View Names

Jayhawk Student

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Name</th>
<th>Effective Date</th>
<th>Status</th>
<th>Name History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred</td>
<td>Student.Jayhawk A</td>
<td>07/02/1984</td>
<td>A</td>
<td>Name History</td>
</tr>
<tr>
<td>Primary</td>
<td>Student.Jayhawk A</td>
<td>05/06/2002</td>
<td>A</td>
<td>Name History</td>
</tr>
</tbody>
</table>

- **Name**: The student’s Primary Name type is their official record name. Note: If a For students that only have one name: only has a Last Name, that data will be in the last name field and a dash in the first name field; only has a First Name, that data will be in the first name field and a dash in the last name field. Sometimes HR enters FNU (first name unknown) in the First Name field but will be changed in the Enroll &Pay system using a dash, as described above. All students that have the dash in the Last Name field will also have a Campus ID of ‘NOLASTNAME’ and since we are unable to search for last names of ‘-‘, you will need to use the Campus ID field to perform a name search.
Clicking on the Name History will allow you to see any historical rows of name changes.

### VIEW PHONES

**View Phones**

Jayhawk Student

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Country Code</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular</td>
<td>785/111-1111</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Jayhawk/Current</td>
<td>785/222-2222</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Phone**: A student can have multiple phone types with different numbers.
  - Each type can have only one phone number associated with it at a given time because these fields are not effective dated.
  - **Preferred Checkbox**: one phone number will be checked as Preferred if the student has multiple phone numbers. We will use a hierarchy of JHWK, PERM, HOME, to determine which phone type should be checked as Preferred if more than one phone type exists.
  - **Country Code**: can be entered for international numbers but is not required.

### DETAIL STUDENT INFORMATION FOLDER

**VIEWING STUDENT PROGRAMS/PLANS**

There are two key concepts that will be used in this section, Academic Structure and the existence of historical rows, which are explained below.

**Academic Structure:**
Every student has 3 levels of academic structure on their record. Some students have a fourth level. This structure controls enrollment, grading, graduation, reporting and also impacts Financial Aid and billing.
The three primary levels are:
1) **Career** – a combination of GPA & campus - Examples: UGDL (Undergraduate Lawrence), GRDL (Graduate/Prof Lawrence), Med (Medicine). In some cases, a student may have more than one Career record, for example a student who was an undergraduate student and later continues in a graduate Career. In some cases, a student may have one Career with 2 Career Numbers (Career Nbr.), for example an undergraduate student who begins as a CLASU then moves to BUSU. (A career number actually represents a different Program within a specific career.)
2) **Program** – school - Examples: CLASU (Liberal Arts & Sciences Undergraduate), EDUCG (Education Graduate) Programs are tied to a specific career.
3) **Plan** – degree/major, minor or co-major - Examples: BIOLA-BS (Biology BS), SPGD-EDS (School Psychology EDS) Degree/major plans are tied to a specific program (the one they are being offered through). Minors (several) and co-majors (currently only 3) are NOT tied to a specific program, but are tied to the UGDL career (Undergraduate Lawrence).

The fourth level that is applicable in some Plans:
4) **Sub-Plans** – emphasis or concentration area - (for Plan BIOLA-BS) GENETICS (Genetics) The applicable sub-plans are tied to a specific plan. NOTE: Not all plans have sub-plans.

During the course of a student’s enrollment at KU, it is likely that changes to the Plan and Sub-Plans may occur. For some undergraduate students, the Plan will change many times prior to graduation.

**Maintaining history by use of multiple rows in a record:**
One of the beauties of PeopleSoft is the ability to retain a historical trail of changes made to a student record. This is achieved by the insertion and retention of rows of data with new effective dates. The data rows can be viewed through the pages or in reporting. In the student’s program/plan record, inserting rows with new effective dates and appropriate data will apply changes to the record.

- Entering the student ID number will produce the fastest search result.
- Alternately, the following criteria or combinations may be used:
  - Enter the National ID (Social Security Number)
  - Enter the Campus ID (former system ID or KUID)
  - Enter a combination of the Last Name and all or part of the First Name.

**HINT:** When using Names for a search, if the search uses the Last Name and the first letter of the First Name the resulting list will appear in alphabetical order. This is especially helpful if the Last Name is a common name. If using a portion of the Last Name, only the Last Name is in alphabetic order. It is not advisable to use only Last Name if that name is a common name.

- Academic Career and Career Nbr are optional. If known, these fields may help narrow down the search result.
- The Include History checkbox (which will default to be checked on the search window) opens the record with all historical rows displayed. If the box is left unchecked, only the most recent effective dated row will be displayed.
- After the appropriate criteria have been entered, press Search.
If an ID number has been used and if the student has more than one Career Nbr., the search result will return a list.

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Career Nbr</th>
<th>Program Short Des</th>
<th>Institution Short Des</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Campus ID</th>
<th>National ID</th>
<th>National ID C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conting Ed</td>
<td>0</td>
<td>KU</td>
<td>Training, Joe</td>
<td>Jayhawk Male</td>
<td>01/15</td>
<td>0006999 USA</td>
<td>0006999</td>
<td>USA</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Undergrad</td>
<td>2</td>
<td>TranUG</td>
<td>Training, Joe</td>
<td>Jayhawk Male</td>
<td>01/15</td>
<td>0006999 USA</td>
<td>0006999</td>
<td>USA</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Undergrad</td>
<td>1</td>
<td>Joint U</td>
<td>Training, Joe</td>
<td>Jayhawk Male</td>
<td>01/15</td>
<td>0006999 USA</td>
<td>0006999</td>
<td>USA</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Undergrad</td>
<td>0</td>
<td>Lib ArtiU</td>
<td>Training, Joe</td>
<td>Jayhawk Male</td>
<td>01/15</td>
<td>0006999 USA</td>
<td>0006999</td>
<td>USA</td>
<td></td>
</tr>
</tbody>
</table>

In this particular example, the student began as Liberal Arts undergraduate, later became a Journalism undergraduate and along the way had transfer credit which was applied through the TranUG Program and took some correspondence study course(s) through Continuing Education.

- To select the record that will be viewed, simply click on the ID field on the appropriate row.

There will be five pages (tabs) displayed in this page group.

If you need to find the name of the person who updated this page, navigate here: Campus Community>Personal Information>Biographical>Names

The **Student Program** page displays information about the student’s career and program and the current and former status of that program. Because this student has more than one historical row, the navigation bar reflects a row count of 1 of 5.

In order to view the additional rows, click on the navigational links on the bar. View All opens up all rows into one long scrollable page. If View All is selected and the rows are open the link will change to View 1. Choosing View 1 collapses the display back to one row.
First will return the user to the first row if a different row is open. Last takes the user directly to the last row, no matter how many rows are in the record. The left and right arrow links allow the user to move through the rows one row at a time.

When initially opened, this first page displayed is the most recently effective dated row of the record. The Status will indicate if the record is Active in Program. The other possibilities are Discontinued, Completed. The Effective Date indicates the date the row should take effect. The Program Action will indicate the activity taken on this record on this row. In the sample above the Action is COMP, which indicates completed in program. The Action Reason may be blank or will have a value if one exists for the Action taken. The Academic Institution will be UKANS. The Academic Program will be the program that was active at the time of the row being viewed. The Admit Term will be the term the student was admitted to the Program shown. The Requirement Term defines the academic requirements that apply to this student. (Think of it in terms of what catalog was in effect in that term.) The Expected Graduation Term is the term in which this student is expected to graduate. This term may change during the student’s time at the KU. The Campus indicates the campus that is tied to the Program. The Academic Load is the default load (full-time, part-time status) that is set for the Program. The Effective Sequence is usually 0. This sequence would increment by one if more than one row of data exists for the same Action Date. The Action Date indicates the date on which this entry was actually added to the record. The Joint Prog Appr box would only be used if KU sets an approval for joint degree programs. The data in the Admissions box is specific to the original application for the student.

The mode action buttons and links at the bottom of the page allow movement between records or changing the type of data being reviewed.

The Save button is not functional in the view access for this page. Return to Search exits the Student Program/Plan page group and returns to the search page. The Next in List button would be active if the student had more than one Career record and the user was moving between those career records. The Previous in List button moves the user to next Career record. The Refresh button is similar to the browser’s Refresh button. It refreshes data on the page if there are any changes occurring. The Update/Display and Include History buttons indicate the mode that is being viewed or may be chosen. If the button is grey (disabled) that is the current mode. In the sample above, the record is open in Include History mode that allows the viewing of ALL historical rows. If the record were being viewed in Update/Display mode, only the most recent row would display.
The page/tab links at the bottom of the page work the same as the tabs at the top of the page. Either the tabs or links may be used to maneuver from one page in the group to the next.

Move to the Student Plan page.
Click on the Student Plan tab or select the link at the bottom of the page to open the Plan page.

- **STUDENT PLAN**

The top section of the Plan page will display some of the same information reflected on the Student Program page. Among the items are the Program Action and Effective date that were entered on the Program page.

The bottom section of the Plan page displays the current Plan information for the student.

The Academic Plan is the plan that matches the effective date Program row. If the student has more than one plan the second navigational bar would be active and a row count other than 1 of 1 would appear. (See navigational notes under the Student Program Page for details.) To the right of the Plan is a label that indicates the Plan Type (example, Major, Minor or Co-Major). The Plan Sequence is incremented by ten as each additional Plan row is added. The Declare Date reflects date this plan was declared. It may be the same as the Effective date of the Program row or it may be a different date. The Requirement Term may be the same as the Program Requirement Term or it may be a term specific to this Plan. The Advisement Status is not currently used.
The Plan Attribute is tied to the plan listed above it and currently the only attribute is Edwards Campus. If blank, the student has no attribute.

The remaining fields would only be populated if the student had at least applied for a degree. If so, those fields would reflect the Degree, the Checkout Status (for example Applied or Awarded), the Student Degree Nbr. and the actual Completion Term.

- **STUDENT SUB PLAN**

Certain Plans also have Sub-Plans. A Sub-Plan allows the school to further define the academic work a student is completing. Sub-Plans are often used to reflect an area of emphasis or a concentration.

Open the Student Sub-Plan page by choosing the tab or the Page link.

The topmost section of this page contains the Academic Program information and reflects the new Effective Date and Program Action. The middle section reflects the current row Plan information. The bottom section is for the Sub-Plan information.

If there was a Sub-Plan on the student record, the information at the bottom list the Sub-Plan, the Sub-Plan type (for example, Concentration) the Declare Date and the Requirement Term. If the student has more than one sub-plan, the third navigational bar would be active and a row count other than 1 of 1 would appear. (See navigational notes under the Student Program page for details.)
• STUDENT ATTRIBUTES

The Attribute List Section maybe be blank, but you may see data in this section like in the screenshot below.

Look Up Student Attributes:

Search Results

<table>
<thead>
<tr>
<th>Student Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEX2</td>
<td>Time Extension Grad Second</td>
</tr>
<tr>
<td>TEX3</td>
<td>Time Extension Grad Third</td>
</tr>
<tr>
<td>TEX4</td>
<td>Time Extension Grad Fourth</td>
</tr>
<tr>
<td>TEX5</td>
<td>Time Extension Grad Fifth</td>
</tr>
<tr>
<td>TEX6</td>
<td>Time Extension Grad Sixth</td>
</tr>
<tr>
<td>TIEX</td>
<td>Time Extension Graduate Prog</td>
</tr>
</tbody>
</table>
Student Attributes Values:

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>UKANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Attribute</td>
<td>TIEX</td>
</tr>
<tr>
<td>Student Attribute Value</td>
<td>begins with</td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Look Up Student Attribute Value

Search Results

<table>
<thead>
<tr>
<th>View 100</th>
<th>First</th>
<th>1-3 of 3</th>
<th>Last</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Attribute Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONESEM</td>
<td>One Semester Time Extension</td>
</tr>
<tr>
<td>THREESEM</td>
<td>Three Semester Time Extension</td>
</tr>
<tr>
<td>TWOSEM</td>
<td>Two Semester Time Extension</td>
</tr>
</tbody>
</table>

- **STUDENT DEGREES**

When the Application for Degree is processed, it is also necessary that the Degree Checkout Status for this student is set. This is set on the Student Degrees component by the Registrar’s Office. After the row on the Program page is inserted with the use of the Program Action of Application for Degree (AFD or AFDO), on the Student Degrees component the Checkout Status of Applied will be listed.

Note by using the COMP Action on the Program page, the Degree Checkout Status is now displayed as awarded.
If Degree Honors are known at the time the degree is posted, they would have been entered on this page in the Degree Honors 1 and Degree Honors 2 fields. This process closes out this career record and records the degree information in a new table that can be viewed in the Student Degrees page.

**HONORS AND AWARDS**

The Honors and Awards page displays the existence of an honor or award on a student record. Honors and Awards may be applied to the student record through manual entry or through a process that compares data on the student record to pre-defined “rules” that determine whether an award is earned. This will be used at KU to record Honor Roll status for a student.

There are several search options available here.

- Enter the student ID
- Enter the Campus ID (KUID)
- Enter the National ID (Social Security number)
- Enter a Last Name and all or part of a First Name

If the Student ID is available, it is the most efficient way to search for a record.

There is a Basic Search link available for use. Pressing the Basic Search link opens a search page that requires much less data entry, however, it also does not allow the user to be as selective about the results. The Search By drop-down option allows the user to change which search criteria is being used. Some of the choices are: ID, Campus ID, National ID and Last name.
• After choosing the search method and entering criteria, press the Search button.

If names are used for the search, the results may be a list of records.

To select a student to view, click on any field on the line for the appropriate student.

The Honors and Awards page will open:

Honors and Awards

Honors and Awards are term specific. The Honors/Awards Detail page shows data about the date the award was received, the code and description for the award, information specific to the student’s career, program and plan, and the term to which the award applies. The Tran Level indicates that the Honor or Award will print on the Official transcript.

The System Generated box would be marked if the process applied the award. Comments may appear if appropriate (and do not appear on the transcript).
If the FERPA checkbox is marked the student has a FERPA hold placed on their records. Listed below the FERPA checkbox will be a list of records that cannot be released.

- REVIEW FERPA DISPLAY

The FERPA Display tabs will show you what is releasable.
REVIEW SHARED INFORMATION

Review Shared Information-Summary provides the following information:

**Review Shared Information - Summary**

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Student's ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thor</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Email Address</th>
<th>Relationship</th>
<th>Contact Status</th>
<th>PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thor</td>
<td><a href="mailto:thor@marvel.com">thor@marvel.com</a></td>
<td>Friend</td>
<td>Accepted</td>
<td>1234</td>
</tr>
</tbody>
</table>

**Shared Transactions**

<table>
<thead>
<tr>
<th>Shared Access</th>
<th>Start Date</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Financials 1098T</td>
<td>02/11/2021</td>
<td>Access Granted</td>
</tr>
<tr>
<td>Class Schedule Only</td>
<td>02/11/2021</td>
<td>Access Granted</td>
</tr>
<tr>
<td>Student Financials</td>
<td>02/11/2021</td>
<td>Access Granted</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>02/11/2021</td>
<td>Access Granted</td>
</tr>
<tr>
<td>Grades and Course History</td>
<td>02/11/2021</td>
<td>Access Granted</td>
</tr>
</tbody>
</table>

| Groot                  |            |

**Contact Information**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Email Address</th>
<th>Relationship</th>
<th>Contact Status</th>
<th>PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groot</td>
<td><a href="mailto:groot@marvel.com">groot@marvel.com</a></td>
<td>Friend</td>
<td>Accepted</td>
<td>ANYTHING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shared Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Financials 1098T</td>
</tr>
<tr>
<td>Class Schedule Only</td>
</tr>
<tr>
<td>Student Financials</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Grades and Course History</td>
</tr>
</tbody>
</table>

- Student Name and ID
- Each Delegate student has granted access
- Contact information for the respective delegate

- E-mail
• Student designated Relationship status
• Contact Status: Delegate has

- Accepted: The Delegate accepted Terms and Conditions, entered the DA Security Key sent to them, and now has access to see each item marked as “Access Granted” in the list below their name.
- Rejected: Delegate has rejected Terms and Conditions and does not have access to any pages that the student tried to delegate to them
- Revoked: Delegate had access previously, but the Student has removed their permissions. Delegates must contact the Student to regain access.
- Unknown: Student has attempted to assign delegation, but access is pending Delegate action.

- The delegate has not set up an account or
- Delegate has not linked an existing account to the Student’s information.

• PIN: Delegate can enter any PIN. If the field is blank they must login and assign a pin under the tile “Update Profile and PIN”

Review Shared Information-Details
Catalog Search is in the Catalog/Schedule of Class folder.

The Catalog Search permits the user to enter a minimum of search criteria to view descriptive details about a course. The Catalog Search is not term specified and thus does not confirm that a particular course is offered in any specific term.

- Select the Institution from the drop-down arrow. (This may pre-populate from the user default setup.)
- Either enter the 2-4 character Subject or select the Subject from the magnifying glass.
- Enter the Catalog number if known.
- Press the Search button.

A page will open with course descriptions and additional catalog details. The size of the resulting list is dependent on your Search criteria. The list will show all catalog numbers for the Subject if a catalog number is not specified.
To exit the Search Results, click on the Return to Search button at the bottom of the Results page.

**SEARCHING FOR CLASSES**

Searching for class is in the Catalog/Schedule of Class folder.

Class Search allows viewing of the classes scheduled for a particular term. There are several locations from which a Class Search may originate, including various enrollment functions.

- Select University of Kansas as the Institution (This may pre-populate through the user default setup.)
- Using the drop down, select the Term.
- Enter or select the Course Subject or enter the Class Nbr.

Upon selecting the Additional Search Criteria drop down button, the Class Search Criteria screen appears as shown below:

To speed up a search, complete as many of the selection criteria fields as possible. **The user is required to enter at least 2 items.** Because the Schedule of Classes is usually quite large, searches with limited criteria can be very slow.

The first two fields listed above are good choices for initial criteria.
- Course Subject may be selected using the green select subject button. This is a required field.
- Enter the Course Number (if known)

**NOTE:** The Course Attribute and Course Attribute Value fields are helpful fields for departments and advisors during advising.

Completing some of the following fields will help accelerate the search:
• ‘Is Exactly’ match if the search is to find the exact Course Number.
• Select the Course Career.
• Show Open Classes Only – this checkbox eliminates classes that have reached capacity.
• Course Component can be used as criteria if the class is a single component class or if you only want to search for one specific component, for example, Lecture.
• Enter Campus if known.
• Enter Location if known, such as Lawrence Campus or Medical Center Campus.
• Press the Search button that appears at the bottom of the page.

This is a sample of the Search Results:

From within either search, class details may be obtained by pressing the Class Number link or the Section link icon. That will open another page with additional information about the class including the Description from the Course Catalog.
# CLASS SEARCH DETAIL

## Search for Classes

### Class Detail

**ENGL 101 - 1075 Composition**  
University of Kansas | 2023 Fall | Lecture

<table>
<thead>
<tr>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Open</td>
</tr>
<tr>
<td>Class Number: 22872</td>
</tr>
<tr>
<td>Session: Regular Academic Session</td>
</tr>
<tr>
<td>Units: 3</td>
</tr>
<tr>
<td>Instruction Mode: In Person</td>
</tr>
<tr>
<td>Class Components: Lecture Required</td>
</tr>
<tr>
<td>Campus: Lawrence Campus</td>
</tr>
</tbody>
</table>

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 11:00AM - 12:15PM</td>
<td>Blake 212</td>
<td>Jodie Harrison</td>
<td>08/21/2023 - 12/15/2023</td>
</tr>
</tbody>
</table>

### Enrollment Information

- Low Cost Course Materials
- General Education Goal 2 Outcome 1
- U Undesignated elective

### Class Availability

- Class Capacity: 20  
- Wait List Capacity: 0
- Enrollment Total: 19  
- Wait List Total: 0
- Available Seats: 1

### Notes

- **Subject Notes:** English
- Chairperson, Prof. Matta Caminero-Santangelo, camnan@ku.edu  
  Schooling Office, Alan Rowland, arowland@ku.edu & Emily Billger, emily.billger@ku.edu
- Admission to English courses numbered 200 and above is limited to students who have completed the freshman-sophomore English requirements or their equivalents.
- All students are required to enroll in ENGL 101 and to remain continuously enrolled in ENGL 101 or ENGL 102 until ENGL 102 (or ENGL 105) has been completed.
- Students may neither add nor change sections in any English course after, Monday, August 28, 2023, without instructor permission.
- The Department of English reserves the right to terminate administratively the enrollment of any student who misses two consecutive class meetings during the first two weeks of the semester. Should an emergency situation cause the student to miss two consecutive class meetings, the student should contact the instructor(s) or the English Department, 664-4620, immediately. Students are expected to submit promptly requests to drop should they decide to withdraw from English classes.

### Description

- Instruction and practice in writing in a variety of rhetorical contexts, including academic ones.

The View Search Results button either at the top or at the bottom of the page will return you to the results page and from there, you can either select another section to view or return to the search window by using the Start a New Search button.
KU COURSE CATALOG SUMMARY

Course Catalog Summary is in the Catalog/Schedule of Class folder.

The Course Catalog Summary provides detailed information from the Course Catalog, such as the unit range, details about the course offering and components.

Complete as many of the search fields as possible to make the search process efficient.

![Warning: This search will allow you to press the Search button without entering any selection criteria. The Catalog at KU is quite large and this practice is not advisable, indeed doing so could seriously impact the performance of the system.]

These fields should always be completed:
- Select the Institution.
- Select the Subject.

Additionally, these fields are recommended:
- Enter the Catalog Nbr.

Optional Fields:
- Enter the Campus.
- Enter the Course ID if known.
- Enter all or part of the description (title) of the course. If using Description, it is advisable to leave the “Case Sensitive” box unmarked. Marking it limits the search to an exact match of the case you use in the Description field. (For example if Earth was typed in and the box marked, then EARTH would not be found.)

After selection criteria have been entered, Press Search.
If the specific catalog number was not used in the search, the result will be a list of courses within the subject area. Below is a sample of the Results list:

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Campus</th>
<th>Course ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UKANS</td>
<td>ACCT</td>
<td></td>
<td></td>
<td>345123</td>
<td>Undesigned Transfer Credit</td>
</tr>
<tr>
<td>UKANS</td>
<td>ACCT</td>
<td>260</td>
<td>KULC</td>
<td>343193</td>
<td>Financial Accounting I</td>
</tr>
<tr>
<td>UKANS</td>
<td>ACCT</td>
<td>265</td>
<td>KULC</td>
<td>343536</td>
<td>Managerial Accounting I</td>
</tr>
<tr>
<td>UKANS</td>
<td>ACCT</td>
<td>365</td>
<td>KULC</td>
<td>345507</td>
<td>Survey of Accounting</td>
</tr>
<tr>
<td>UKANS</td>
<td>ACCT</td>
<td>360</td>
<td>KULC</td>
<td>345541</td>
<td>Special Topics in Accounting</td>
</tr>
<tr>
<td>UKANS</td>
<td>ACCT</td>
<td>363</td>
<td>KULC</td>
<td>345783</td>
<td>Intro to Accounting Profession</td>
</tr>
<tr>
<td>UKANS</td>
<td>ACCT</td>
<td>311</td>
<td>KULC</td>
<td>344447</td>
<td>Informal Systems for Accountants</td>
</tr>
</tbody>
</table>

From the list, select the course you wish to view by clicking on any field on the line for that course. That will open the Course Catalog Summary page:
Course Catalog Summary

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>Financial Acctg II</th>
</tr>
</thead>
</table>

Effective Date: 01/01/2006 | Status: Active |

Equivalent Course Group:

<table>
<thead>
<tr>
<th>Grading Basis</th>
<th>Min Units</th>
<th>Max Units</th>
<th>Progress Unit</th>
<th>Crs Crntct</th>
<th>Allwd Un</th>
<th>Allw Comp</th>
</tr>
</thead>
<tbody>
<tr>
<td>G11</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>1</td>
</tr>
</tbody>
</table>

Equivalent Course Group:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Effective Date</th>
</tr>
</thead>
</table>

Course Offering:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Acct Group</th>
<th>Subject</th>
<th>Catalog</th>
<th>Acad Org</th>
<th>Approved</th>
<th>Career</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>UKANB</td>
<td>BUS</td>
<td>ACCT</td>
<td>320</td>
<td>ACCT</td>
<td>Approved</td>
<td>Undergr</td>
<td>KU LC</td>
</tr>
</tbody>
</table>

Course Component:

<table>
<thead>
<tr>
<th>Component</th>
<th>Instructor Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Optional: 4000</td>
</tr>
</tbody>
</table>

CLASS SECTIONS

Select Update Sections of a Class is in the Catalog/Schedule of Class folder. The Update Class Sections page group provides a quick snapshot of Class information for a particular subject, catalog number and section(s) in a given term.

The more criteria that is entered, the better and faster the search will process. The following items will produce an efficient search.

- Select the Academic Institution.
- Select the Term.
- Select the Subject Area.

Warning: It is not advisable to do a search with less than three criteria. The Class table is quite large and a search without at least three criteria may result in an error.

- Select the Catalog number if known.
- Alternately a combination of Institution, Term and Course ID or Description may be used. Description may be used in connection with Institution and Term and may contain all or a portion of the title of the class. If using Description, the Case Sensitive box does have an impact on the results. For example, if Case Sensitive is checked and the entry in Description is “intro,” then the title that included INTRO will not be found. However, if the Case Sensitive box is left unmarked, using “intro” will locate the title that includes the word INTRO.
Campus and Course Offering Number may be used to further narrow a search that already has some of the criteria above.

- The Clear button will clear all criteria out of the fields.

⚠️ Warning: The Basic Search should not be used to access the Class Section pages. There are not enough criteria used in the Basic Search to have a successful result.

- After entering the selection criteria, Press the Search button.

The Class Section page group will open.

There are two pages (tabs) in this page group.

The basic class information appears at the top of the Class Status page. The Course ID, Institution, Term, Subject Area, Catalog Nbr. and the title information are displayed, along with the career.

There is a navigational bar (labeled Class Sections) on which links may be active if the resulting rows of data are more than one screen can display. In the sample above there are only enough rows to fill one screen so the links are disabled. The View All link will open a long screen with all the rows that are available. The First, Last and Left and Right arrow links allow movement from one page of data to another. In the sample shown, the row count shows 1-3 of 3, indicating that all rows will appear on the same page.

The fields shown on the Class Status page are:
- **Session** - The type of session (Regular, Summer) in which the class will be offered.
- **Sect** - The Class Section number identifies a specific meeting time and day for the class in a specific term.
- **Class Nbr** - The Class Nbr that is unique to the Class Section and is used when enrolling. The Class Nbr is similar to the legacy system Line Number.
Component – The Component type for the Section, for example, Lecture or Discussion. Enrollment Status – The current status of the class, which would be Open or Closed (indicating the class is full or cancelled).

Class Type – Indicates whether the class is an Enrollment section (usually the graded component of the class) or Non-Enrollment Section (often the Lab or Discussion component).

Class Stat – This indicates whether the class is Active for the term. The possible values are:
- A=Active, X=Cancelled, S=Stop Enrollment, T=Tentative.

Assoc – The Class Association number, also a number that helps identify the section and indicates any ties between sections.

Auto Enrl 1 – Indicates any related class that will automatically be added to the student’s schedule when enrolling in the primary section. (For example, a student may select the Lecture section and a Lab section is automatically placed on the student schedule.)

Auto Enrl 2 - Indicates a possible related class that will automatically be added to the student’s schedule when enrolling in the primary section.

Resection – Indicates the existence of a resection to section rule – if the primary section is closed the student would be placed in an alternate section automatically.

Add & Drop Consent - Indicates the class requires permission to enroll or drop. Currently, we are not using Drop Consent.

- N= No consent required
- I= Instructor consent
- D= Department Consent

Schd Print - Indicates whether or not this particular class and section will appear in the online Schedule of Classes as well as in the printed Schedule of Classes.

To view the Class Enrollment Limits page, simply click on the Class Enrollment Limits page (tab).

The Class Enrollments Tab contains the enrollment data for the class as of the time the page is opened. The Session, Section, Class Nbr and Component are repeated on this page for easy identification of the specific section being viewed.
The fields shown on the Class Enrollment Limits page are:

- **Enrl Cap** – The enrollment capacity limit defined for each section shown.
- **Enrl Tot** – The actual current enrollment in the class at the time of the search. This is real-time data.
- **Wait Cap** – The maximum number of waitlist spaces that will be allowed.
- **Wait Tot** – The actual current number of students on the waitlist as of the time of the search.
- **Min Enrl** – The minimum enrollment that will be allowed for the class to be taught.
- **Room Capacity** – The room capacity limit defined by the Fire Marshall for each section shown.
- **Facility ID** – The actual room the class will be instructed in. If a room is not yet assigned, ‘unassigned’ will be listed. If the class meets in multiple rooms, then ‘multiple’ will be listed.