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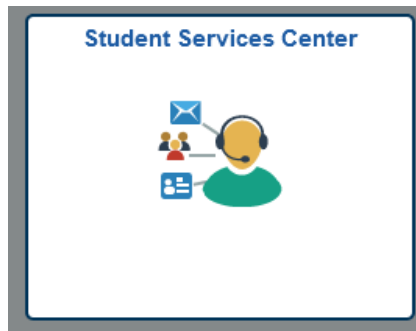
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STUDENT SERVICES CENTER

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.

Enroll & Pay 

[← Staff Homepage](#)


Student Services Center

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 ▼	<input type="text"/>
Campus ID	begins with ▼	<input type="text"/>
National ID	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
First Name	begins with ▼	<input type="text"/>

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

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.

Student Services Center

Joel Bales ✖ 🖨

Student Center | General Info | Finances

Joel's Student Center 🖨

▼ Academics

[My Class Schedule](#)
[Deadlines](#)
[URL](#)

2019 Fall Schedule

Class	Class	Schedule
	EECS 210-1000 LEC (15586)	TuTh 1:00PM - 2:15PM Eaton 2
	EECS 210-1200 DIS (18734)	M 11:00AM - 12:50PM Learned 2115
	EECS 660-1000 LEC (17656)	TuTh 4:00PM - 5:15PM Learned 2133
	HIST 128-3000 LEC (29687)	Lawrence School
	HIST 492-1500 IND (11708)	Lawrence Appointment

[Weekly Schedule ▶](#)

▼ Finances

[My Account](#)

You have no outstanding charges at this time.

▼ Personal Information

[Demographic Data](#)

Contact Information

<p>Current /Jayhawk Address 123456 Testing Street Baldwin City, KS 66006 DOUGLAS</p> <p>Current Phone Number 555/555-5555</p>	<p>Permanent Address 2176 FAWN RD ABILENE, KS 67410 Dickinson</p> <p>After Graduation Email None</p>
---	--

▼ Admissions

[Apply for Admission](#)

Search for Classes

▼ Holds

Mandatory Sexual Harassment Ed

[Details ▶](#)

▼ To Do List

No To Do's.

▼ Enrollment Dates

[Open Enrollment Dates](#)

▼ Advisor

Program Advisor

None Assigned

▼ Lawrence/Edwards Campus

[University Registrar](#)
[Student Accounts & Receivables](#)
[Financial Aid and Scholarships](#)

▼ Univ. of Kansas Medical Center

[Registrar](#)
[Student Financial Accounting](#)
[Student Financial Aid](#)

▼ Areas of Interest

[Housing](#)
[Edwards Campus Information](#)

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 screenshot shows the 'General Info' tab in the Student Center. It includes links for Service Indicators, National ID, Addresses, Email Addresses, Initiated Checklists, Personal Data, Names, and Phones. There are 'Collapse All' and 'Expand All' buttons. A 'Review Relationships' button is also present. The 'Service Indicators' section is expanded, showing a table with columns: Type, Details, Start Term, End Term, Start Date, End Date, and Department. A row is visible for 'Mandatory Sexual Harassment Ed' with a red negative icon. Below this is a 'Checklists' section with the message 'No initiated checklists found.' The 'Personal Data' section is also expanded, showing fields for Campus ID, Date of Birth, Ethnic Group, Gender, and Marital Status. At the bottom, the 'National ID' section is partially visible, with a green arrow pointing to a collapse icon. Two callout boxes provide instructions: one for the yellow edit boxes and one for the green arrow.

Service Indicators
[Service Indicators](#)
[National ID](#)
[Addresses](#)
[Email Addresses](#)

Initiated Checklists
[Initiated Checklists](#)
[Personal Data](#)
[Names](#)
[Phones](#)

[Collapse All](#)
[Expand All](#)

[Review Relationships](#)

Service Indicators [Edit Service Indicators](#)

★ Positive ⛔ Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
⛔	Mandatory Sexual Harassment Ed	2019 Fall	2019 Fall			VPSA STUDENT AFFAIRS VICE PROV

[Go to top](#)

Checklists

No initiated checklists found.

[Go to top](#)

Personal Data [Edit Personal Data](#)

Campus ID 551944
 Date of Birth 05/09 Ethnic Group White
 Gender Male
 Marital Status Single

[Go to top](#)

National ID [Edit National IDs](#)

Country	National ID Type	National ID	Primary MID
---------	------------------	-------------	-------------

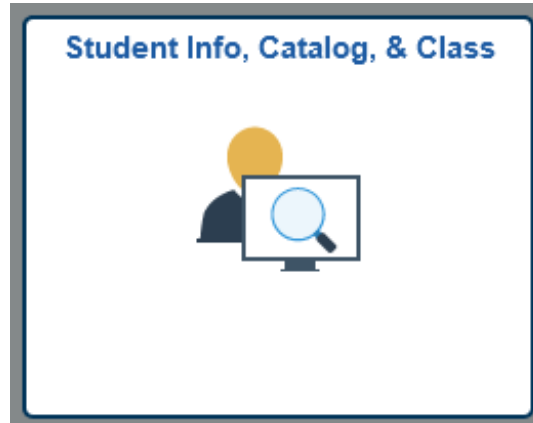
The yellow edit box, when selected, will go to the page that has detailed information for that area.

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

Student Services Center

Basic Student Information

Add/Update a Person

Emergency Contacts

Enrollment Summary

Manage Service Indicators

Relations with Institution

Relationships

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 =

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](#)

Biographical Details | Addresses | Regional

[Names](#)

Person Information

Date of Birth: Birth Information Campus ID:

Biographical History Find | View All First 1 of 5 Last

Effective Date: 08/20/2003 As of:

Marital Status: Unknown Gender: Female

National ID Customize | Find First 1 of 1 Last

Country	National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

Contact Information

Addresses Find | View All First 3 of 3 Last

Address Type: Home Effective Date: 08/20/2003 Status: Active Country: USA Address: 1234 Main Street

Phone

Type	Phone	Ext	Country	Preferred
Home	785/555-1234		001	<input checked="" type="checkbox"/>
ISIR	785/555-1234		001	<input type="checkbox"/>
Jayhawk	785/555-1234			<input type="checkbox"/>

Email:

• 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																																																			
Addresses Find View All First ◀ 3 of 3 ▶ Last		Phone																																																	
Address Type: Home Effective Date: 08/20/2003 Status: Active Country: USA Address: 1234 Main Street Lawrence, KS 66044 DG	Addresses	<table border="1"> <thead> <tr> <th>Type</th> <th>Phone</th> <th>Ext</th> <th>Country</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>785/555-1234</td> <td></td> <td>001</td> <td><input checked="" type="checkbox"/></td> <td>-</td> </tr> <tr> <td>ISIR</td> <td>785/555-1234</td> <td></td> <td>001</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Jayhawk</td> <td>785/555-1234</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td colspan="6">Add</td> </tr> </tbody> </table>	Type	Phone	Ext	Country	Preferred		Home	785/555-1234		001	<input checked="" type="checkbox"/>	-	ISIR	785/555-1234		001	<input type="checkbox"/>	-	Jayhawk	785/555-1234			<input type="checkbox"/>	-	Add						<table border="1"> <thead> <tr> <th>Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>jayhawk@hotmail.com</td> <td><input checked="" type="checkbox"/></td> <td>-</td> </tr> <tr> <td>KULC Email</td> <td>student@ku.edu</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td colspan="4">Add</td> </tr> </tbody> </table>			Type	Email Address	Preferred		Home	jayhawk@hotmail.com	<input checked="" type="checkbox"/>	-	KULC Email	student@ku.edu	<input type="checkbox"/>	-	Add			
Type	Phone	Ext	Country	Preferred																																															
Home	785/555-1234		001	<input checked="" type="checkbox"/>	-																																														
ISIR	785/555-1234		001	<input type="checkbox"/>	-																																														
Jayhawk	785/555-1234			<input type="checkbox"/>	-																																														
Add																																																			
Type	Email Address	Preferred																																																	
Home	jayhawk@hotmail.com	<input checked="" type="checkbox"/>	-																																																
KULC Email	student@ku.edu	<input type="checkbox"/>	-																																																
Add																																																			
		Visa/Permit Data		Citizenship																																															

• 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

Biographical Details | **Addresses** | Regional

Jayhawk Student

Current Addresses						
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	1234 Student Rd Lawrence, KS 66045 DOUGLAS	03/03/2006	Active	Britany Johnson	10/31/2023 9:50:29AM	Edit/View Address Detail
Billing	345 Student Rd Lawrence, KS 66045 DOUGLAS	10/31/2023	Active	Britany Johnson	10/31/2023 9:51:13AM	Edit/View Address Detail
Permanent	1234 Student Rd Lawrence, KS 66045 Douglas	05/24/2022	Active	Britany Johnson	10/31/2023 9:50:29AM	Edit/View Address Detail
Jayhawk/Current	222 Student Rd Lawrence, KS 66045 DOUGLAS	10/31/2023	Inactive	Britany Johnson	10/31/2023 9:50:29AM	Edit/View Address Detail

Add Address

Effective Date 10/31/2023 Status Active

Country USA United States

Address Edit Address [Address Linkage](#)

Add Address Types

☐ * Home

☐ Check

☐ Campus

☐ * Billing

☐ * Permanent

☐ Commencement

☐ Jayhawk/Current

☐ Other

☐ Transcript Requestor

☐ HomeTown City/State

☐ Deceased

* Active address exists
[Explain](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

➤ 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.

- 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.

Biographical Details
Addresses
Regional
Personal

USA

Ethnicity

☐ Person is Hispanic or Latino

If Yes, Select Ethnic Group

Regulatory Region	Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage
USA	WHITE	White		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

History

Effective Date: 11/28/2023
Military Status:

☐ Army
☐ Navy
☐ Marines
☐ Air Force
☐ Dependent Vet

☐ Army Reserve
☐ Navy Reserve
☐ Marine Reserve
☐ Air Force reserve
☐ Dependent Act Duty

☐ Army NG
☐ Coast Guard
☐ VA Benefits
☐ Air Force NG
☐ Dependent NG/RES

☐ Disability
☐ Purple Heart
☐ Adv Civ Educ
☐ Spouse/Child

☐ Combat Zone
☐ GoldStar Fam Mem
☐ Tuition Assistance
☐ Caregiver
☐ Mailing List

State:

Save
Return to Search
Notify
Refresh
Add
Update/Display
Include History
Correct History

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.

Emergency Contacts

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
	Training Jennie L	Male	10/25		*****9999	USA	SSN	TRAINING	JENNIE
	Training Joe Jayhawk	Male	01/15		*****9999	USA	SSN	TRAINING	JOE

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

The Emergency Contacts page will open:

Joe Training

Emergency Contact Information | Emergency Contact Other Phones

Joe Training

Emergency Contact Find | View All First 1 of 1 Last

Contact Name: Dustin Training

Relationship: Father ☒ **Primary Contact**

☒ **Same Address as Individual** **Address Type:** HOME

☒ **Same Phone as Individual** **Phone Type:** HOME

Individual's Current Address

Country: USA United States

Address: 3200 Peterson Ln
Lawrence, KS 66046
DG

Individual's Phone

Telephone: 220-1111

Save Return to Search Previous in List Next in List Notify

[Emergency Contact Information](#) | [Emergency Contact Other Phones](#)

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.

[Emergency Contact Information](#)
[Emergency Contact Other Phones](#)

Joe Training
 



Description		Find View All	First	1 of 1	Last
Contact Name:	Dustin Training				
Relationship:	Father				
	<input checked="" type="checkbox"/> Primary Contact				
Other Phone Numbers for Emergency Contact		Find View All	First	1 of 1	Last
Phone Type	Phone				
Cellular	785/550-1111				

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Emergency Contact Information](#) | [Emergency Contact Other Phones](#)

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

The 1st digit of the term code=century (i.e. 4=21st century), the next 2 digits of the term code=the last 2 digits of the year & the last digit of the term code=term code, 2=spring, 6=summer & 9=fall.

Search Results

[View All](#)

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	National ID	National ID
Contng Ed	UKANS	4048	2004MidFal	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	4042	2004Spring	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	4039	2003Fall	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	4036	2003Summer	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	4032	2003Spring	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	4029	2002Fall	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3952	1995Spring	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3942	1994Spring	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3939	1993Fall	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3936	1993Summer	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3932	1993Spring	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3929	1992Fall	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3922	1992Spring	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3919	1991Fall	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3912	1991Spring	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	
Undergrad	UKANS	3909	1990Fall	Training,Joe Jayhawk	Male	01/15	123456	*****9999	USA	

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.

Enrollment Summary

Joel Bales

Term: 2003Fall Career: Undergrad University of Kansas [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
18916	JOUR	568	Regular	1002	Enrolled	Enrolled		G11	3.00
	Mktng&Media Rsrch		Lecture						
18918	JOUR	572	Regular	1000	Enrolled	Enrolled		G11	3.00
	Sales Strategy		Lecture						
19204	LAT	112	Regular	1002	Enrolled	Enrolled		G01	3.00
	Rdgs Latin Literatr		Lecture						

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

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.

[Class Search](#)[Enrollment Summary](#)**Class Detail**

JOUR 562 - 1000 Publication Design and Production
University of Kansas | 2005 Fall | Lecture

Class Details

Status	Open		Course ID	196686
Class Number	16997		Offer Nbr	1
Session	Regular Academic Session		Career	Undergraduate
Units	3 units		Dates	8/18/2005 - 12/16/2005
Instruction Mode	In Person		Grading	A-D(+/-)FI
Class Components	Lecture Required		Location	KU-Lawr Cmps
			Campus	Lawrence Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:20PM	Stauffer-F 204	Carol Holstead	08/18/2005 - 12/16/2005



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

Combined Section Capacity	25	Wait List Capacity	0
Enrollment Total	12	Wait List Total	0
Available Seats	13		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
JOUR 562-1000 LEC (16997)	Publication Design & Production	 Open	11	0
JOUR 562-1001 LEC (16998)	Publication Design & Production	 Open	1	0

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 Dean, Ann Brill, 200 Stauffer-Flint, 864-4755 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 falsify 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 students' 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, 538 International Marketing Communications, and 618 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 Stauffer-Flint. Admission to the school is competitive. Please consult the 2004-2006 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](#)

MANAGE SERVICE INDICATORS

Student Services Center

Basic Student Information

Add/Update a Person
 Emergency Contacts
 Enrollment Summary
Manage Service Indicators
 Relations with Institution

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

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

Manage Service Indicators

 Display Effect Institution [Refresh](#)
[+ Add Service Indicator](#)

Service Indicator Summary									
Personalize Find View All First 1-2 of 2 Last									
Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
DRP	No drops allowed this semester	No Drops allowed this semester	UKANS	4239	2023Fall	4239	2023Fall	09/12/2023	
NFC	New Freshman Cohort	Full-Time	UKANS	4239	2023Fall	4239	2023Fall	09/26/2023	

[+ Add Service Indicator](#)

Click on the code for more information about the Service Indicator.

Service Indicator Data				
Institution	UKANS	University of Kansas		
Service Indicator Code	DRP	No Drops allowed this semester		
Reason	DRP	No Drops allowed this semester		
Description	<div> <div>Advising Hold - Drops not allowed at this time for the current semester, please contact your advisor to have</div> <div></div> </div>			
Effect	Negative Service Indicator			
Effective Period				
Start Term	4239	2023Fall	End Term	4239 2023Fall
Start Date	09/12/2023		End Date	
Assignment Details				
Department	1913000	OUR UNIVERSITY REGISTRAR		
Reference				
Contact Information				
Contact ID			Contact Person	
Placed Person ID			Placed By	
Placed Method	Background			
Placed Process	JSR222		Release Process	
Comments				
<div></div>				
2000 characters remaining				
Services Impacted				
Impact	Description	Basis - Date	Basis - Term	Term Category
1 DENR	No Drops allowed/need approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Service Indicator Date Time 09/12/2023 12:00:00AM User ID SRBATCH				
OK	Cancel	Apply		




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

Joe Training




	Currently Is A(n)	Manual Maintenance	Has Been A(n)	Manual Maintenance
Alumni (L):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Applicant (A):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financial Aid (F):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prospect (P):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student (S):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Financials (I):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiter (RCR):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor (AVS):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor (IST):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friend (FND):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Relationships | Relationship Address | Relationship Detail

Relationship

Find | View All First 1 of 1 Last

'Effective Date: 03/01/2004 'Status: Active

Related ID: 'Relationship: None Indi

'Name:

Prefix: Suffix:

Sex: Unknown Marital Status: 'Guardian: Other

NID Country: USA NID Type: PR National ID:

Comment:

Biographical Details Legacy Communication Recipients Joint Communication Management

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

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

Relationship

None Indicated

Smith,James

Related ID (or Name)

Smith,James

☐ Joint Address

Related ID (or Name) Address

Address Type

Country

USA

United States

Address

1111 S. Park St
Lawrence, KS 66049
Douglas

Edit Address

Related ID (or Name) Email

Email Type

Email Address

Primary ID

Jayhawk Student

☐ Joint Address

Primary ID Address

Address Type

HOME

[Primary ID's Addresses](#)

Country

United States

Address

1234 Student Rd
Lawrence, KS 66049
DOUGLAS

Primary ID Email

Email Type

[Primary ID's Electronic Addresses](#)

Email Address

Save

Return to Search

Notify

Update/Display

[Relationships](#) | [Relationship Address](#) | [Relationship Detail](#)

- 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.

Enroll & Pay

< Staff Homepage Student

Relationships | Relationship Address | **Relationship Detail**

Jayhawk Student Find | View All | First 1 of 2 | Last

Effective Date	10/30/2023	Status	Active
Relationship	None Indicated	Smith, James	

Daytime Telephone			
Day	785/111-1111		
Eve			
Fax			

URL Information			
URL Address			

Relation Demographics			
Income			
External Org ID	Employer		
Occupation			
Highest Education Level			

Relation Residency			
Country	USA	United States	Date

Country of Citizenship			
Citizen Country	USA	United States	Citizenship Status
Birth Country	USA	United States	

[Phones](#) | [Email Address](#) | [Biographical Details](#) | [Citizenship and Passport Data](#)

[Save](#) | [Return to Search](#) | [Notify](#)

[Update/Display](#) | [Include History](#)




[Relationships](#) | [Relationship Address](#) | [Relationship Detail](#)

- **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 careerStudent Career

Residency Official 2

Joe Training   

Residency Data			
Find View All First 1 of 1 Last			
Academic Career: Undergraduate			
Official Residency Data			
Find View All First 1 of 1 Last			
Institution:	UKANS	University of Kansas	
Effective Term:	3002	1900 Spring	
Residency:	IS	In State	Residency Date:
District:			
City:			
County:	DK		
State:	KS	Country: USA	Postal:

STUDENT CAREER

The Student Career page displays the status of a student's career and information about that career.


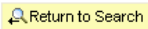

NOTE: This page does not show that the student was Term Activated or Enrolled in a specific term. It merely indicates their Career status at a given point in time.

If ID number is used for the search, the Student Career page should open immediately.

Student Career

I Training, Joe J **Person** 344

Find View All First 2 of 2 Last					
Academic Career: Undergraduate					
Find View All First 1 of 3 Last					
Student Career Nbr: 2					
Find View All First 1-2 of 2 Last					
Effective Date	Academic Program Status	Program Action	Institution	Acad Prog	Admit Term
Action Date		Action Reason			
05/15/1992	Discontinued	Discontinuation	KU	TranUG	1990Fall
05/15/1992					
08/27/1990	Active in Program	Activate	KU	TranUG	1990Fall
08/27/1990					

For each level of data, Academic Career, Student Career Nbr. and Academic Program Status, there will be a navigational bar at the top.

Training, Joe J Person ID:

						Find View All	First 2 of 2 Last
Academic Career:		Undergraduate					
						Find View All	First 1 of 3 Last
Student Career Nbr:		2					
						Find View All	First 1-2 of 2 Last
Effective Date	Academic Program Status	Program Action	Institution	Acad Prog	Admit Term		

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.

Student Career

I

Training, Joe J

Person ID:

Find View All First 2 of 2 Last					
Academic Career: Undergraduate					
Find View 1 First 1-3 of 3 Last					
Student Career Nbr: 2					
Find View All First 1-2 of 2 Last					
Effective Date	Academic Program Status	Program Action	Institution	Acad Prog	Admit Term
Action Date		Action Reason			
05/15/1992	Discontinued	Discontinuation	KU	TranUG	1990Fall
05/15/1992					
08/27/1990	Active in Program	Activate	KU	TranUG	1990Fall
08/27/1990					
Student Career Nbr: 1					
Find View All First 1-3 of 4 Last					
Effective Date	Academic Program Status	Program Action	Institution	Acad Prog	Admit Term
Action Date		Action Reason			
05/23/2004	Completed Program	Completion of Program	KU	JourU	1995Spring
06/25/2004					
03/01/2004	Active in Program	Application For Degree	KU	JourU	1995Spring
03/01/2004					
08/22/2002	Active in Program	Plan Change	KU	JourU	1995Spring
08/22/2002					
Student Career Nbr: 0					
Find View All First 1-3 of 5 Last					
Effective Date	Academic Program Status	Program Action	Institution	Acad Prog	Admit Term
Action Date		Action Reason			
12/21/2005	Completed Program	Completion of Program	KU	Lib ArtsU	1992Fall
02/21/2006					
02/21/2005	Active in Program	Application For Degree	KU	Lib ArtsU	1992Fall
02/21/2006					
02/21/2004	Active in Program	Readmit	KU	Lib ArtsU	1992Fall

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

I

Training, Joe J

Person ID:

Find View 1 First 1-2 of 2 Last					
Academic Career:		Continuing Education			
Find View All First 1 of 1 Last					
Student Career Nbr:		0			
Find View All First 1 of 1 Last					
Effective Date	Academic Program Status	Program Action	Institution	Acad Prog	Admit Term
Action Date		Action Reason			
08/19/2004	Admitted	Admit	KU	Contng Ed	2004MidFal
02/21/2006					

Find View All First 1 of 3 Last					
Academic Career:		Undergraduate			
Find View All First 1-2 of 2 Last					
Student Career Nbr:		2			
Find View All First 1-2 of 2 Last					
Effective Date	Academic Program Status	Program Action	Institution	Acad Prog	Admit Term
Action Date		Action Reason			
05/15/1992	Discontinued	Discontinuation	KU	TranUG	1990Fall
05/15/1992					
08/27/1990	Active in Program	Activate	KU	TranUG	1990Fall
08/27/1990					

[Save](#) [Return to Search](#) [Notify](#)

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).

Degree	Degree Honors	Degree Plan	Degree Sub-Plan	Degree Dates
Joe Training				
Find View All First 2 of 2 Last				
Student Degree Nbr:		02 Bachelor of Science		
*Honors Number	*Honors Code	Award Date	Print on Diploma	Print on Transcript
1	H	Departmental Honors 12/31/2005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#) [Return to Search](#) [Notify](#)

[Degree](#) | [Degree Honors](#) | [Degree Plan](#) | [Degree Sub-Plan](#) | [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.


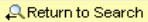

After choosing a search method and entering the selection criteria, press the Search button.

This is the Search result:

Student Term Search

Training, Joe Jayhawk

Find View All First 1-8 of 16 Last			
Academic Career	Term	Academic Institution	Eligible To Enroll
Continuing Education	2004 Mid Fall	University of Kansas	<input checked="" type="checkbox"/>
Undergraduate	2004 Spring	University of Kansas	<input checked="" type="checkbox"/>
Undergraduate	2003 Fall	University of Kansas	<input checked="" type="checkbox"/>
Undergraduate	2003 Summer	University of Kansas	<input checked="" type="checkbox"/>
Undergraduate	2003 Spring	University of Kansas	<input checked="" type="checkbox"/>
Undergraduate	2002 Fall	University of Kansas	<input checked="" type="checkbox"/>
Undergraduate	1995 Spring	University of Kansas	<input checked="" type="checkbox"/>
Undergraduate	1994 Spring	University of Kansas	<input checked="" type="checkbox"/>

 Save
  Return to Search
  Notify

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

Student Term Search

Training, Joe Jayhawk

Find View All First 1-8 of 16 Last

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.

Search Results

View All									
First	1-2 of 2	Last							
ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	Training,Jennie L	Male	10/25		*****9999	USA	SSN	TRAINING	JENNIE
	Training,Joe Jayhawk	Male	01/15		*****9999	USA	SSN	TRAINING	JOE

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.




Term Activation

Joe Training


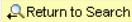

Find | View All First 2 of 2 Last

Academic Career: Undergraduate

Find | View All First 1 of 16 Last

Academic Institution:	UKANS	University of Kansas	  
Term:	4042	2004Spring Semester	Activation Date: 01/23/2004
Student Career Nbr:	1	Journalism Undergraduate	
Override All Academic Levels:	<input type="checkbox"/>		Academic Year: 2004
Override Projected Level:	<input type="checkbox"/>		Load Determination: Units
Academic Level - Projected:	Senior		Form of Study: Enrollment
Academic Level - Term Start:	Senior		Academic Load: Full-Time
Academic Level - Term End:	Senior		Billing Career: UGDL
Level Determination:	Units		Eligible To Enroll: <input checked="" type="checkbox"/>

Go to: Calculate Tuition

 Save  Return to Search  Notify

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

View Addresses

Jayhawk Student

Current Addresses					Personalize Find  First 1-4 of 4 Last
Address Type	Address	Effective Date	Status	View Address Detail	
Home	1234 Student Rd Lawrence, KS 66045 DOUGLAS	03/03/2006	Active	View Address Detail	
Billing	345 Student Rd Lawrence, KS 66045 DOUGLAS	10/31/2023	Active	View Address Detail	
Permanent	1234 Student Rd Lawrence, KS 66045 Douglas	05/24/2022	Active	View Address Detail	
Jayhawk/Current	222 Student Rd Lawrence, KS 66045 DOUGLAS	10/31/2023	Inactive	View Address Detail	

 Return to Search  Notify

- 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

Email Information			
	Email Type	Email Address	Preferred
	Home	Student@hotmail.com	<input type="checkbox"/>
	KULC Email Address	Student@ku.edu	<input checked="" type="checkbox"/>

URL Information	
Type	URL Address



[Return to Search](#) [Notify](#)

- **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

Current Names					Personalize Find View All   First 1-2 of 2 Last
Name Type	Name	Effective Date	Status	Name History	
Preferred	Student, Jayhawk A	07/02/1984	A	Name History	
Primary	Student, Jayhawk A	05/06/2002	A	Name History	

- **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

Phone Detail				
Phone Type	Phone Number	Extension	Country Code	Preferred
Cellular	785/111-1111			<input checked="" type="checkbox"/>
Jayhawk/Current	785/222-2222			<input type="checkbox"/>

 Return to Search

 Notify

- **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.

Search Results

View All										
ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID C
	Contng Ed	0	Contng Ed	KU	Training,Joe Jayhawk	Male	01/15		*****9999	USA
	Undergrad	2	TranUG	KU	Training,Joe Jayhawk	Male	01/15		*****9999	USA
	Undergrad	1	JourU	KU	Training,Joe Jayhawk	Male	01/15		*****9999	USA
	Undergrad	0	Lib ArtsU	KU	Training,Joe Jayhawk	Male	01/15		*****9999	USA

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.

Student Program
Student Plan
Student Sub-Plan
Student Attributes
Student Degrees

Joseph Training
Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

*Effective Date: 02/05/2018

*Program Action: PLNC Plan Change

Action Reason:

*Academic Institution: UKANS University of Kansas

*Academic Program: CLASU Liberal Arts&Sci Undergraduate

*Admit Term: 3929 1992Fall

Requirement Term: 3929 1992Fall

Expected Grad Term:

Last Updated On: 02/05/2018 10:30:15AM

By: 1013199

Effective Sequence: 1

Action Date: 02/05/2018

Joint Prog Appr:

Admissions

☐ From Application

Application Nbr:

Application Program Nbr: 0

*Campus: KULC Lawrence

*Academic Load: Full-Time

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Include History
Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

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.

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Find | View All | First | 1 of 5 | Last

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.

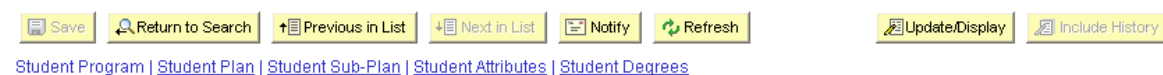
The *Effective Sequence* is usually 0. This sequence would increment by one if more than one row of data exists for the same Action Date.

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.

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees			
Joe Training   			
Academic Career:	Undergraduate		
	Student Career Nbr:	0	
	Car Req Term:		
Find View All First  1 of 5  Last			
Status:	Completed Program		
Effective Date:	12/21/2005		
Program Action:	Completion of Program		
Action Reason:			
Academic Program:	Lib ArtsU		
Admit Term:	1992Fall		
Effective Sequence:	1		
Action Date:	02/21/2006		
Requirement Term:	1992Fall		
Find View All First  1 of 1  Last			
Academic Plan:	BIOLA-BS	BiologyBS	Major
Plan Sequence:	10		
Degree:	BS		
Declare Date:	12/31/2005		
Degree Checkout Stat:	Awarded		
Requirement Term:	3929	1992Fall	
Student Degree Nbr:	02		
Advisement Status:	Include		
Completion Term:	2005Fall		
View All First  1 of 1  Last			
Plan Attribute			
Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History			
Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees			

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.

Student Program		Student Plan		Student Sub-Plan		Student Attributes		Student Degrees	
Joe Training									
Academic Career:		Undergraduate		Student Career Nbr:		0			
Find View All First 1 of 5 Last									
Status:		Completed Program		Admit Term:		1992Fall			
Effective Date:		12/21/2005		Effective Sequence:		1			
Program Action:		Completion of Program		Action Date:		02/21/2006			
Action Reason:									
Academic Program:		Liberal Arts Undergraduate		University of Kansas					
Find View All First 1 of 1 Last									
Academic Plan:		BiologyBS		Major					
Requirement Term:		1992 Fall							
Find View All First 1 of 1 Last									
Academic Sub-Plan:		CELL_BIOL		Cellular Biology					
Academic Sub-Plan Type:		Concentration							
Declare Date:		12/31/2005							
Requirement Term:		3929 1992Fall							
Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History									
Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees									

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.

Student Program Student Plan Student Sub-Plan **Student Attributes** Student Degrees

Academic Career Graduate Student Career Nbr 0 Career Req. Term 2014 Summer

Student Details Find View All First 1 of 8 Last

Status	Active in Program	Admit Term	2014Summer
Effective Date	01/01/2024	Effective Sequence	1
Program Action	Return from Leave of Absence	Action Date	10/11/2023
Action Reason		Requirement Term	2014Summer
Academic Program	EducG		

Attribute List Find View All First 1 of 1 Last

*Student Attribute	*Student Attribute Value	Primacy
TIEX Time Ext	THRESEM Three Sem	

Save Return to Search Notify Refresh Add Update/Display Include History

Look Up Student Attributes:

Look Up Student Attribute

Academic Institution UKANS

Student Attribute begins with

Description begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-6 of 6 Last

Student Attribute	Description
TEX2	Time Extension Grad Second
TEX3	Time Extension Grad Third
TEX4	Time Extension Grad Fourth
TEX5	Time Extension Grad Fifth
TEX6	Time Extension Grad Sixth
TIEX	Time Extension Graduate Prog

Student Attributes Values:

Look Up Student Attribute Value

Academic Institution	UKANS
Student Attribute	TIEX
Student Attribute Value	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">begins with ▼</div> <input style="border: 1px solid #ccc; width: 150px;" type="text"/> </div>
Description	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">begins with ▼</div> <input style="border: 1px solid #ccc; width: 150px;" type="text"/> </div>

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results




View 100		First	◀	1-3 of 3	▶	Last
Student Attribute Value	Description					
ONESEM	One Semester Time Extension					
THREESEM	Three Semester Time Extension					
TWOSEM	Two Semester Time Extension					

- 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.

Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees																								
Joe Training   																												
Academic Career: Undergraduate		Student Career Nbr: 0																										
<div>Find View All First 1 of 5 Last</div> <table border="1"> <tr> <td>Status:</td> <td>Completed Program</td> <td>Admit Term:</td> <td>1992Fall</td> </tr> <tr> <td>Effective Date:</td> <td>12/21/2005</td> <td>Effective Sequence:</td> <td>1</td> </tr> <tr> <td>Program Action:</td> <td>Completion of Program</td> <td>Action Date:</td> <td>02/21/2006</td> </tr> <tr> <td>Action Reason:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Academic Program:</td> <td>Liberal Arts Undergraduate</td> <td></td> <td></td> </tr> <tr> <td>Requirement Term:</td> <td>1992 Fall</td> <td></td> <td></td> </tr> </table> <div> <div> Degree Checkout Stat: Awarded </div> <div> Completion Term: 4059 2005Fall </div> <div> Degree GPA: </div> </div> <div> Degree Honors 1: </div> <div> Degree Honors 2: </div> <div>Update Degrees</div>					Status:	Completed Program	Admit Term:	1992Fall	Effective Date:	12/21/2005	Effective Sequence:	1	Program Action:	Completion of Program	Action Date:	02/21/2006	Action Reason:				Academic Program:	Liberal Arts Undergraduate			Requirement Term:	1992 Fall		
Status:	Completed Program	Admit Term:	1992Fall																									
Effective Date:	12/21/2005	Effective Sequence:	1																									
Program Action:	Completion of Program	Action Date:	02/21/2006																									
Action Reason:																												
Academic Program:	Liberal Arts Undergraduate																											
Requirement Term:	1992 Fall																											
<div> <div>Save</div> <div>Return to Search</div> <div>Previous in List</div> <div>Next in List</div> <div>Notify</div> <div>Refresh</div> <div>Update/Display</div> <div>Include History</div> </div> <div> Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees </div>																												

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
Or
- Enter the Campus ID (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.

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.

Search Results




View All First 1-2 of 2 Last

Name	Gender	Date of Birth	Common ID	National ID	National ID Country	MID Short Description	Last Name	First Name
Training, Jennie L	Male	10/25		*****9999	USA	SSN	TRAINING	JENNIE
Training, Joe Jayhawk	Male	01/15		*****9999	USA	SSN	TRAINING	JOE

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

Joe Training   

Honors/Awards Detail Find | View All First 1 of 2 Last

Internal/External:	Internal	Date Recvd:	05/13/1993	
Academic Institution:	University of Kansas			
Honor/Award:	HNR RL	HONOR ROLL		
Formal Description:	HONOR ROLL			
Grantor:				
Career:	UGDL	Undergrad	Term:	3932 1993Spring
Academic Program:	CLASU	Lib ArtsU	Tran Level:	Official
Academic Plan:			System Generated	<input type="checkbox"/>
Comment:	<input type="text"/>			

 Save  Return to Search  Notify

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.

FERPA

Jayhawk Student

ID

☒ FERPA

[Explain](#)

FERPA Restrictions	
Record (Table) Name	ADDR_FERPA_VW FERPA Address View
Field Name	BILL Billing
▼ Restriction Exceptions (by Publication Category)	
Publication Category	
Field Name	CAMP Campus
▼ Restriction Exceptions (by Publication Category)	
Publication Category	
Field Name	HOME Home
▼ Restriction Exceptions (by Publication Category)	
Publication Category	
Field Name	HTWN HomeTown City/State

- [REVIEW FERPA DISPLAY](#)

The FERPA Display tabs will show you what is releasable.

FERPA Bio Demo FERPA Addresses FERPA Phones FERPA Email Addr FERPA Activities FERPA Photo

Jayhawk Student

ID

Bio/Demo Data

No Data Designated Releasable

- ☒ Employee
☐ Contingent Worker
☒ Person of Interest

No Name Designated Releasable

[Return to Search](#) [Notify](#)

REVIEW SHARED INFORMATION

Review Shared Information-Summary provides the following information:

Review Shared Information - Summary

Student's Name

Student's ID



Thor Edit Delete

Contact Information

Contact Name	Contact Email Address	Relationship	Contact Status	PIN
Thor	thor@marvel.com	Friend	Accepted	1234

Shared Transactions

Shared Access	Start Date	Transaction Status
Student Financials 1098T	02/11/2021	Access Granted
Class Schedule Only	02/11/2021	Access Granted
Student Financials	02/11/2021	Access Granted
Financial Aid	02/11/2021	Access Granted
Grades and Course History	02/11/2021	Access Granted

Groot Edit Delete

Contact Information

Contact Name	Contact Email Address	Relationship	Contact Status	PIN
Groot	groot@marvel.com	Friend	Accepted	ANYTHING

Shared Transactions

Shared Access	Start Date	Transaction Status
Student Financials 1098T	03/17/2021	Access Granted
Class Schedule Only	03/17/2021	Access Granted
Student Financials	02/11/2021	Access Granted
Financial Aid	02/11/2021	Access Granted
Grades and Course History	02/11/2021	Access Granted

- 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

Review Shared Information - Details

Student's Name _____ Student's ID _____

Proxy Details

*Contact Name: Terms and Conditions Status: Accepted

*Relationship: Terms and Conditions Reviewed Date: 02/11/2021

*Contact Email Address: Proxy User ID: Thor

Proxy Emplid _____

[Resend Email Notification](#)

Current Delegation Status

Transaction Name	Description	Start Date	Transaction Status	Last Updated By
<input checked="" type="checkbox"/> Class Schedule Only	Delegate the ability to view your current class schedule.	02/11/2021	Access Granted	Student's ID
<input checked="" type="checkbox"/> Financial Aid	Delegate the ability to view and update your Financial Aid. Your Holds and To Do list are also made available.	02/11/2021	Access Granted	Student's ID
<input checked="" type="checkbox"/> Grades and Course History	Delegate the ability to view your grades and the full list of your previous and current courses.	02/11/2021	Access Granted	Student's ID
<input checked="" type="checkbox"/> Student Financials	Delegate the ability to view your bills, charges due, and to make payments. Permits Delegates to add funds for various services. Your To Do list is also made available.	02/11/2021	Access Granted	Student's ID
<input checked="" type="checkbox"/> Student Financials 1098T	Delegate the ability to view or print your 1098T tax document.	02/11/2021	Access Granted	Student's ID

Past Delegation Status

Transaction Name	Description	Start Date	End Date	Transaction Status	Revoke Reason	Last Updated By
<input type="checkbox"/> Financial Aid	Delegate the ability to view and update your Financial Aid. Your Holds and To Do list are also made available.	02/11/2021	02/11/2021	Ended	Manual Revoke	Student's ID

Personalize | Find | 63 | First 1 of 1 Last

CATALOG/SCHEDULE OF CLASSES FOLDER

CATALOG SEARCH

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.

Course Catalog Search

Search Criteria

Enter institution and subject. Catalog number is optional.

*Institution

*Subject Area

Catalog Nbr

* Required Field

- 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.

Course Catalog Search

Catalog Search Results

University of Kansas | Accounting

[Return to Search](#)

ACCT 320 - Intermediate Accounting I

Course Detail	
Units	3 units
Grading Basis	G11 A-D(+/-)FI
Course Components	Lecture Required

Enrollment Information	
Enrollment Requirement	Students must have successfully completed ACCT 201 to enroll in this course. Not open to those that have taken ACCT 323.
Course Attribute	Prerequisite Indicated Special Exam at non-class time

Description
A study of generally accepted accounting principles (GAAP) underlying the preparation and interpretation of general-purpose financial statements with emphasis on the principles of revenue recognition, matching revenues and related costs, and the determination of proper balance sheet valuations of assets and liabilities. The asset side of the balance sheet is the primary emphasis though the entire financial statements are used in examples throughout the course. Prerequisite: ACCT 201.

[Return to Search](#)

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.

Enroll & Pay

< Staff Homepage

- Student Services Center
- Basic Student Information
- Detail Student Information
- Catalog/Schedule of Classes**
 - Course Catalog Search
 - Class Search**
 - KU Course Catalog Summary
 - Update Sections of a Class

Student Info, Catalog, & Class

[Search for Classes](#)

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number

Course Career

☒ Show Open Classes Only

Class Nbr

Course Attribute

Course Attribute Value

Additional Search Criteria

- 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:

Search for Classes

Search Results

University of Kansas | 2023 Fall

The following classes match your search criteria Course Subject: **English**, Course Number is exactly **'101'**, Show Open Classes Only: **Yes**

● Open
■ Closed
▲ Wait List

New Search
Modify Search

27 class section(s) found

▼ ENGL 101 - Composition

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Units	Available Seats
22872	1075-LEC Regular	TuTh 11:00AM - 12:15PM	Blake 212	Jade Harrison	08/21/2023 - 12/15/2023	●	3 units	1
17592	1250-LEC Regular	MWF 9:00AM - 9:50AM	Fraser 224	Andrew Korah	08/21/2023 - 12/15/2023	●	3 units	1

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

Class Details

Status	Open 	Course ID	111771
Class Number	22872	Offer Nbr	1
Session	Regular Academic Session	Career	Undergraduate
Units	3 units	Dates	8/21/2023 - 12/15/2023
Instruction Mode	In Person	Grading	G11 A-D(+/-)FI
Class Components	Lecture Required	Location	KU-Lawr Cmps
		Campus	Lawrence Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:15PM	Blake 212	Jade Harrison	08/21/2023 - 12/15/2023

Enrollment Information

Class Attributes	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
<p>Chairperson, Prof. Marta Caminero-Santangelo, camsan@ku.edu Scheduling Officers, Ann Rowland, arowland@ku.edu & Emily Bittiger, emily.bittiger@ku.edu</p> <p>Admission to English courses numbered 300 and above is limited to students who have completed the freshman-sophomore English requirements or their equivalents.</p> <p>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.</p> <p>Students may neither add nor change sections in any English course after, Monday, August 28, 2023, without instructor's permission.</p> <p>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, 864-4520, immediately. Students are expected to submit promptly requests to drop should they decide to disenroll from English classes.</p>	

Description

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

[View Search Results](#)

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:

KU Active Summary

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Academic Institution:

Subject Area:

Catalog Nbr:

Campus:

Course ID:

Description:

☐ Include History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-42 of 42 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
UKANS	ACCT	U	KULC	345123	Undesignated Transfer Credit
UKANS	ACCT	200	KULC	343193	Financial Accounting I
UKANS	ACCT	201	KULC	343538	Managerial Accounting I
UKANS	ACCT	205	KULC	345970	Survey of Accounting
UKANS	ACCT	300	KULC	345541	Special Topics in Accounting:
UKANS	ACCT	303	KULC	345783	Intro to Accounting Profession
UKANS	ACCT	311	KULC	344447	Informat Sysms for Accountnts

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

Course ID: Financial Acctg II

Find View All First 1 of 6 Last						
Effective Date:	01/01/2006		Status:	Active		
Equivalent Course Group:						
Grading Basis	Min Units	Max Units	Prgrss Unit	Crs Cntct	Allowd Unit	Allow Comp
G11	3.00	3.00	3.00	3.00	3.00	1
Equivalent Course Group						
Course ID			Effective Date			
Course Offering						
Institution	Acad Group	Subject	Catalog	Acad Org	Approved	Career
UKANS	BUS	ACCT	320	ACCT	Approved	Undergrad
Course Component						
Component	Optional		Instructor Contact Hours			
Lecture	<input type="checkbox"/>		4.000			

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

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 INTROD.

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.

Update Sections of a Class

Course ID: 344364 Course Offering Nbr: 1
 Academic Institution: University of Kansas
 Term: 2003 Fall Undergrad
 Subject Area: ACCT Accounting
 Catalog Nbr: 320 Financial Acctg II

Class Sections Customize | Find | View All | First 1-3 of 3 Last

Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection	Add Consent	Drop Consent	Schd Print
Regular	1000	10240	Lecture	Closed	E	A	1				N	N	<input type="checkbox"/>
Regular	1001	10241	Lecture	Closed	E	A	2				N	N	<input type="checkbox"/>
Regular	1002	10242	Lecture	Closed	E	A	3				N	N	<input type="checkbox"/>

Save Return to Search Notify

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.

Update Sections of a Class

Course ID:

344364

Course Offering Nbr:

1

Academic Institution:

University of Kansas

Undergrad

Term:

2003 Fall

Accounting

Subject Area:



ACCT



Financial Acctg II

Catalog Nbr:

320

Class Sections


Customize | Find | View All |  


First  1-3 of 3  Last


Class Status

Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	Room Capacity	Facility ID
Regular	1000	10240	Lecture	0	3				100	STUDY STDY
Regular	1001	10241	Lecture	60	61				63	SUM 426
Regular	1002	10242	Lecture	60	63				63	SUM 426

 Save

 Return to Search

 Notify

Save Return to Search Notify

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.