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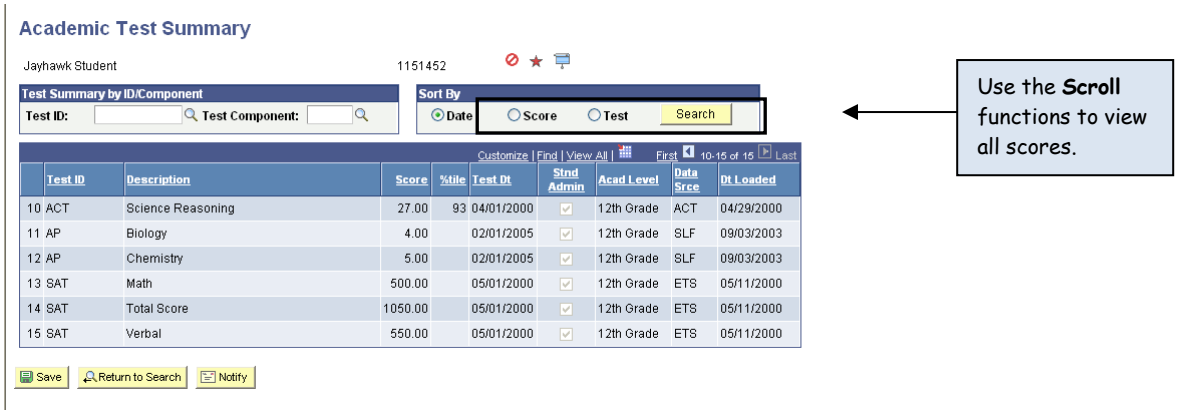
Academic Test Summary - Test Scores

The **Test Results** page is used to enter scores earned for AP, CLEP, IB, and KU Credit By Exam. This page is also used to record other test scores a student may have taken such as ACT, SAT, TOEFL, GRE, etc.

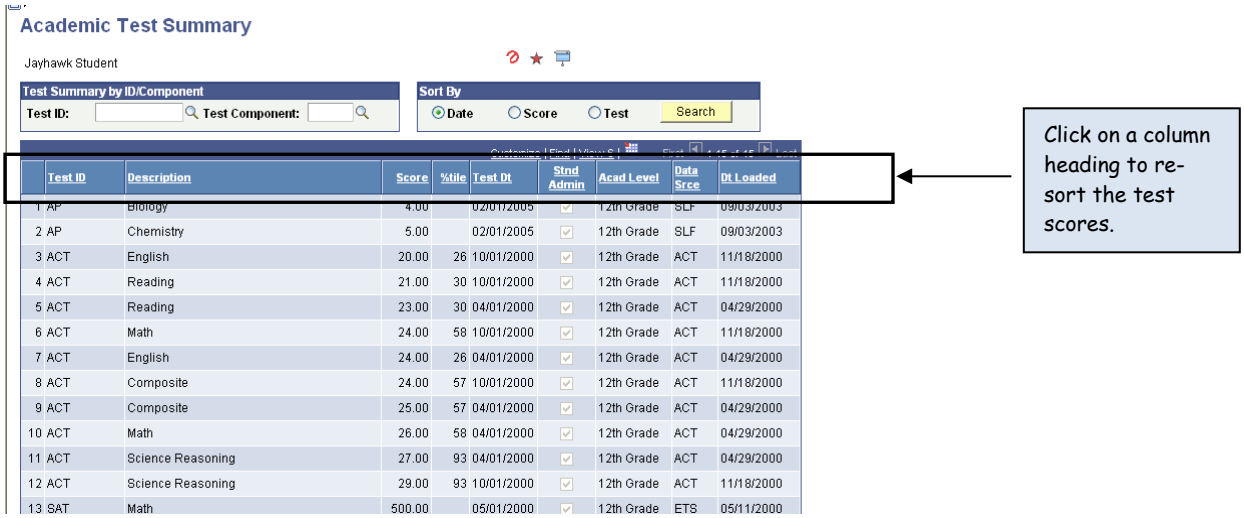
Since access to this page is to specific scores needed for your job, you will need to have your supervisor send an email to the security administrator indicating which test scores you would need to be able to view.

- There may be too many scores to view all of them on one page. Use the scroll function to access all scores.



	Test ID	Description	Score	%tile	Test Dt	Stnd Admin	Acad Level	Data Srce	Dt Loaded
10	ACT	Science Reasoning	27.00	93	04/01/2000	☑	12th Grade	ACT	04/29/2000
11	AP	Biology	4.00		02/01/2005	☑	12th Grade	SLF	09/03/2003
12	AP	Chemistry	5.00		02/01/2005	☑	12th Grade	SLF	09/03/2003
13	SAT	Math	500.00		05/01/2000	☑	12th Grade	ETS	05/11/2000
14	SAT	Total Score	1050.00		05/01/2000	☑	12th Grade	ETS	05/11/2000
15	SAT	Verbal	550.00		05/01/2000	☑	12th Grade	ETS	05/11/2000

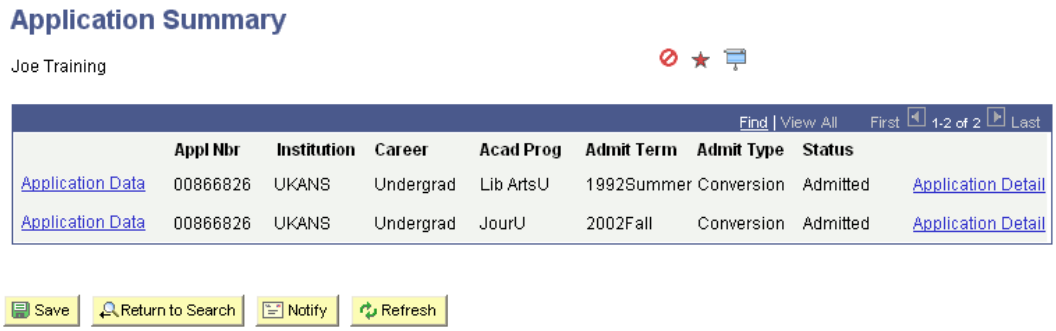
SORTING OPTIONS



	Test ID	Description	Score	%tile	Test Dt	Stnd Admin	Acad Level	Data Srce	Dt Loaded
1	AP	Biology	4.00		02/01/2005	☑	12th Grade	SLF	09/03/2003
2	AP	Chemistry	5.00		02/01/2005	☑	12th Grade	SLF	09/03/2003
3	ACT	English	20.00	26	10/01/2000	☑	12th Grade	ACT	11/18/2000
4	ACT	Reading	21.00	30	10/01/2000	☑	12th Grade	ACT	11/18/2000
5	ACT	Reading	23.00	30	04/01/2000	☑	12th Grade	ACT	04/29/2000
6	ACT	Math	24.00	58	10/01/2000	☑	12th Grade	ACT	11/18/2000
7	ACT	English	24.00	26	04/01/2000	☑	12th Grade	ACT	04/29/2000
8	ACT	Composite	24.00	57	10/01/2000	☑	12th Grade	ACT	11/18/2000
9	ACT	Composite	25.00	57	04/01/2000	☑	12th Grade	ACT	04/29/2000
10	ACT	Math	26.00	58	04/01/2000	☑	12th Grade	ACT	04/29/2000
11	ACT	Science Reasoning	27.00	93	04/01/2000	☑	12th Grade	ACT	04/29/2000
12	ACT	Science Reasoning	29.00	93	10/01/2000	☑	12th Grade	ACT	11/18/2000
13	SAT	Math	500.00		05/01/2000	☑	12th Grade	ETS	05/11/2000

- Clicking on a row heading link will allow you to sort the scores into different orders for viewing.
  - For example, clicking on the *Score* link will sort the test rows from lowest to highest score, regardless of Test Type

Application Summary page shows the most current status for each Program the student has applied to.



	Appl Nbr	Institution	Career	Acad Prog	Admit Term	Admit Type	Status	
Application Data	00866826	UKANS	Undergrad	Lib ArtsU	1992Summer	Conversion	Admitted	Application Detail
Application Data	00866826	UKANS	Undergrad	JourU	2002Fall	Conversion	Admitted	Application Detail

- **Career** indicates the career the student has applied to, and **Academic Program** indicates the program within that career an application has been processed for.
  - ♦ Each program within a career will have its own row of information.
- **Admit Term, Admit Type, and Status** reflect the most current row of admission data for that program.
  - ♦ No historical admissions rows can be found on this summary page.

Admit Types and Descriptions—

AEC Applied English Center
CNV Conversion Data
FYR Freshman
GRD Graduate
NAD Non-Degree Adult
NAH Non-Degree Allied Health
NHS Non-Degree HS Joint Enrollment
NLF Non-Degree Lawrence/Free State
NNR Non-Degree Nursing
NPB Non-Degree Post Baccalaureate
NSB Non-Degree Study Abroad
NSP Non-Degree Special Groups
NVT Non-Degree Visiting Student
RAD Readmit
TRF Transfer

- Clicking on the **Application Detail** link will show more specific application details for that program.

Application Detail

Prog Actn	Action Rsn	Action Date	Complete	Date	Eval Stat	Eval Dt
Admit	Conv Data	02/22/2003	☐			02/22/2003

Return

- **Program Action** reflects the most current Admissions action entered for this application, and **Action Date** is the date this Program Action was entered on the student's record.

- **Action Reason** indicates why this particular Program Action was taken. In the setup, there could be several Action Reasons tied to a Program Action.

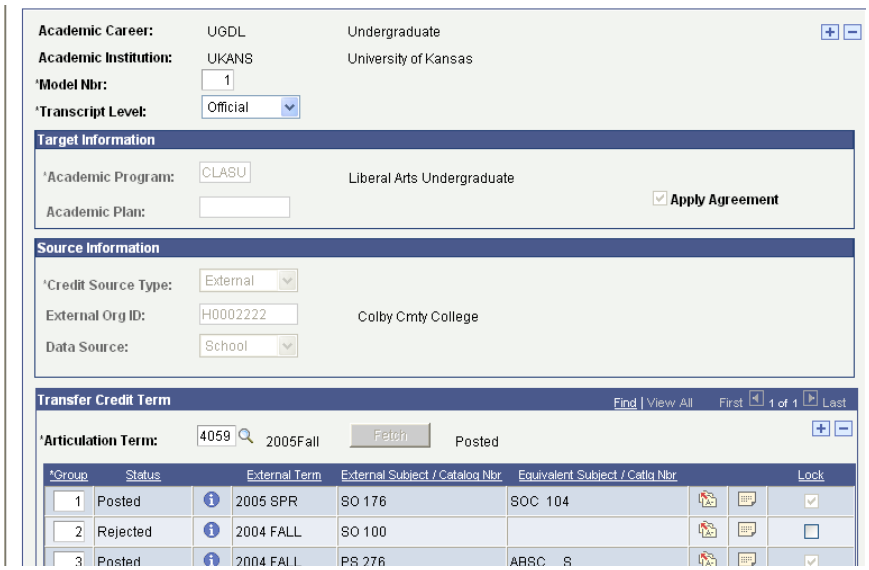
- **Eval Date** is not being used.

- Clicking on the **Application Data** link will open another window and take you to the search page for the Application Program Data page for that student. However, if you do not have access to that page, or the career or application center tied to that application, you will get a message stating that you are not authorized for this page.

Course Credits Automated – Transfer Credit

An Articulation Model uses established equivalencies to indicate which courses were accepted or rejected, and which courses need further evaluation before the transfer process can be completed.

Course Details Page



- **Model Number:** a model is created for each institution the student transfers courses from.

  - An additional model number is required for one institution if the student's Program changes since the last evaluation of transfer work.

- **Academic Program:** is the program (or one of the programs) that a student has been admitted to. The program entered has no impact on the way the courses transfer.

  - The program of **TRANU** was used for all transfer data converted from SRIS. It is not used for any transfer data entered directly into SAKU.

- **Articulation Term:** is the term the credits are posted to.

  - **New Students:** the term for which the student was admitted.

  - **Readmitted Students:** the term for which the student was readmitted.

  - **Continuing Students:** the current term at KU.

  - **Out-of-Residence Students:** the last term the student was enrolled at KU for the career the classes are being transferred for.

- **Group:** courses are grouped together based on their status, and to indicate courses that belong together.

  Example: Two different courses (Math A & Math B) are needed from an institution to equal one course at KU (Math 115).

- **Transfer Status:** states if the course has an equivalency rule established.

  - **Accepted / Posted:** the course has been accepted for transfer to KU.

  - **Rejected:** this course does not transfer to KU.

  - **No Rule:** no equivalency has been established for this course yet, and it must be evaluated further.

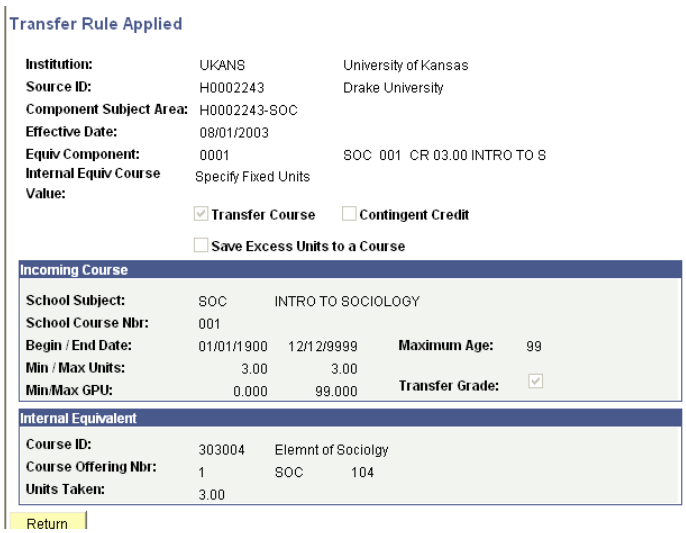
- **External Term:** gives the year and semester that the course was taken at the other institution.

- **External Subject / Catalog Nbr:** the course information from the other school.

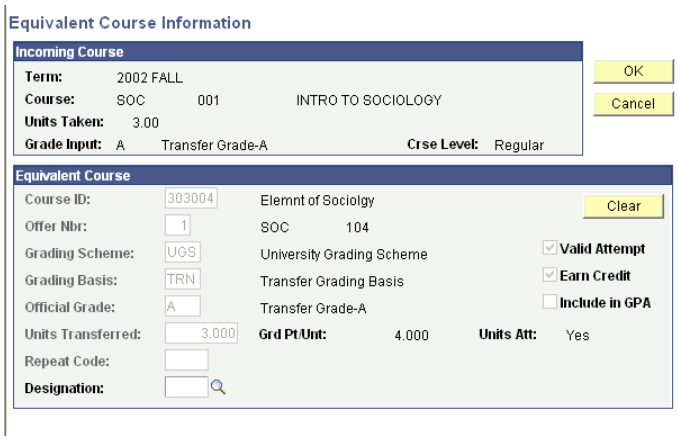
  - Some international schools do not have subjects or catalog numbers on their transcripts. In this situation, the subject will be entered as Unknown, and the catalog number will be blank.

- **Equivalent Subject / Catalog Nbr:** the corresponding KU course information if the class transfers.

  - **Transfer Status Detail** : gives a page showing the transfer rule used for the course.



- **Edit Equivalent Courses** : shows details about how the course was transferred.



  - **Incoming Course Information:** specific course information from the external transcript.

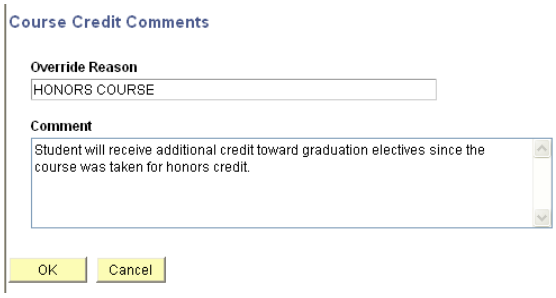
    - **Course Level:** indicates if the course if remedial, upper division (jr/sr) or honors level.

  - **Equivalent Course Information:** information about the KU equivalent.

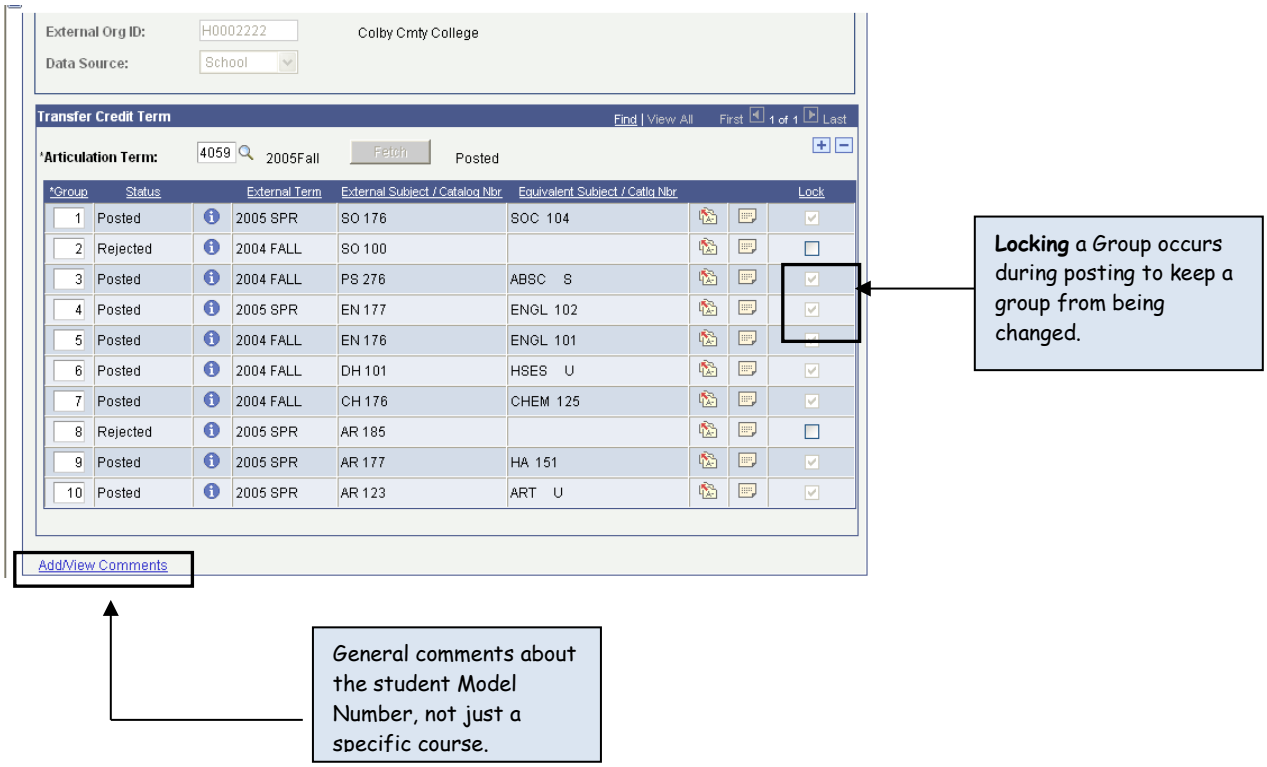
  - **Repeat Code:** shows if this course has been repeated by the student.

  - **Designation:** is not being used at this time.

- **Comment / Override Reason** : provides the reason(s) for changing the established equivalency of a course.

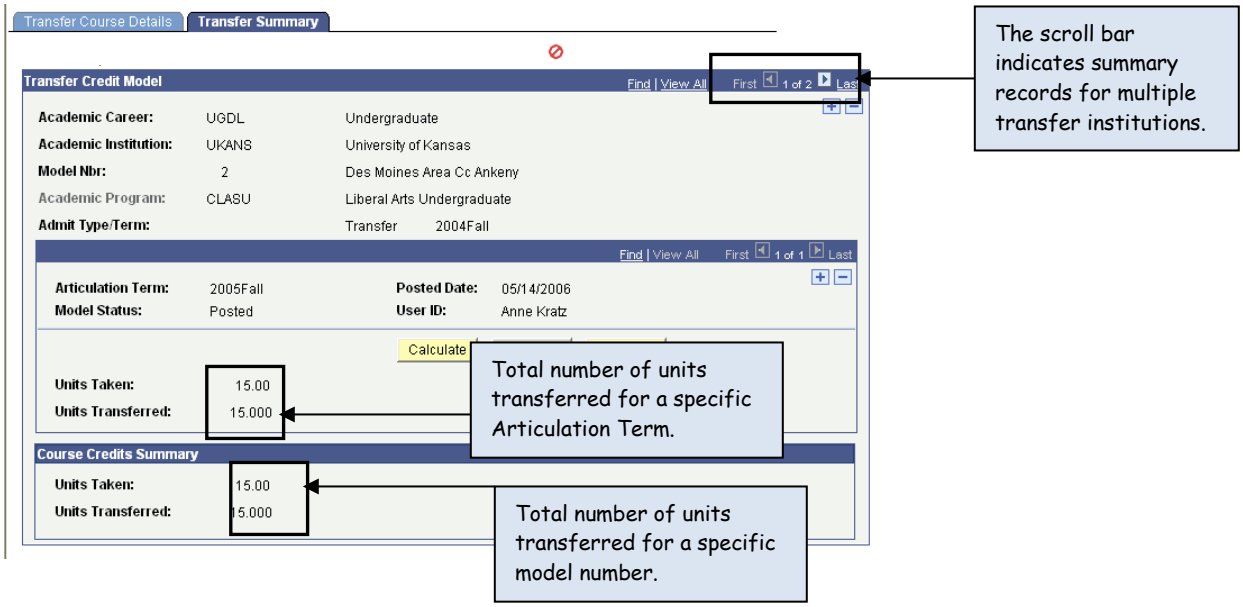


- **Locking Groups:** groups are locked at the time of posting to keep courses from being changed after they have been evaluated.



- **Add/View Comments:** displays comments about the Transfer Model number for a student, not just a specific course.

Transfer Summary Page



- **Units Taken / Transferred:** gives a total number of units (hours) transferred for the student per articulation term.

- **Course Credits Summary:** gives a total number of units (hours) transferred for the student per model number.

  - This number may, or may not, match the Units Taken / Transferred number.

- If the student has not been term activated for the Articulation Term the transfer work was posted to, the transfer course information will not be available for viewing on the Enrollment Summary or Term History pages.

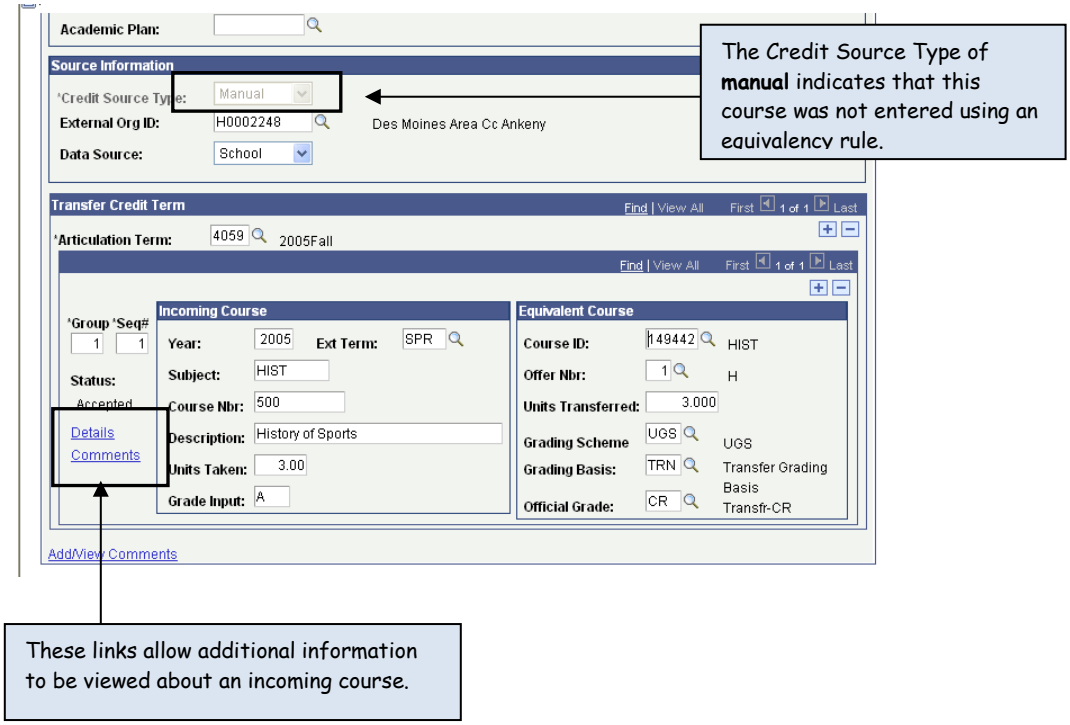
  - At the time term activation occurs for this student, all transfer models that have been posted, will be moved to the student's transcript record.

- The **Scroll Bar** will indicate if multiple rows of transfer records exist.

Course Credits - Manual - Transfer Credit

The Manual Model allows transfer credit to be entered without using any established equivalency rules. All information for the external course is entered as free-form text.

Transfer Course Entry Page



- **Credit Source Type:** will indicate which courses were entered using the manual model. It is possible for one institution to have transfer courses entered using both the manual and articulation methods.

- **Academic Program:** is the program (or one of the programs) that a student has been admitted for. The program entered has no impact on how the courses transfer.

  - The program of **TRANU** was used for all transfer data converted from SRIS. It is not used for any transfer data entered directly into SAKU.

- **Include in GPA:** if this box is checked, the transfer grade will be calculated in the student's KU GPA.

- **Articulation Term:** the term that the credits will be posted to.

  - **New Students:** the term for which the student was admitted.

  - **Readmitted Students:** the term for which the student was readmitted.

  - **Continuing Students:** the current term at KU.

  - **Out of Residence Students:** the last term during which the student was enrolled at KU.

- **Group Number:** keeps courses with the same equivalency rule together.

- **Sequence Number:** number of courses within a group.

- **Incoming Course Information:** the information for each course from the other institution. There are no prompt tables for these fields, therefore, the information has not been edited for accuracy.

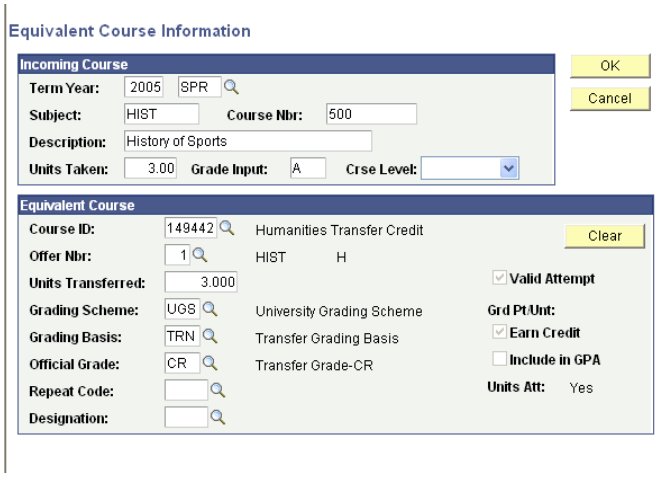
  - **Equivalent Course Information:** the KU course equivalent to the incoming course.

- **Detail Link:** provides more specific information about the incoming course.

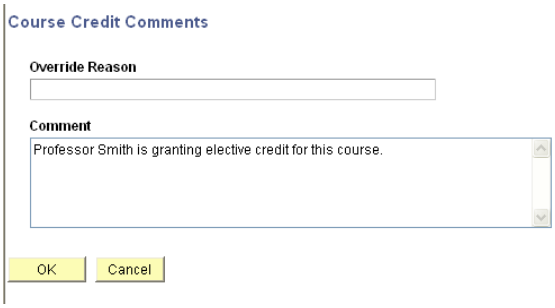
  - **Course Level:** indicates if the course is remedial, upper division (jr/sr) or honors level.

  - **Repeat Code:** indicates that this course has been repeated by the student.

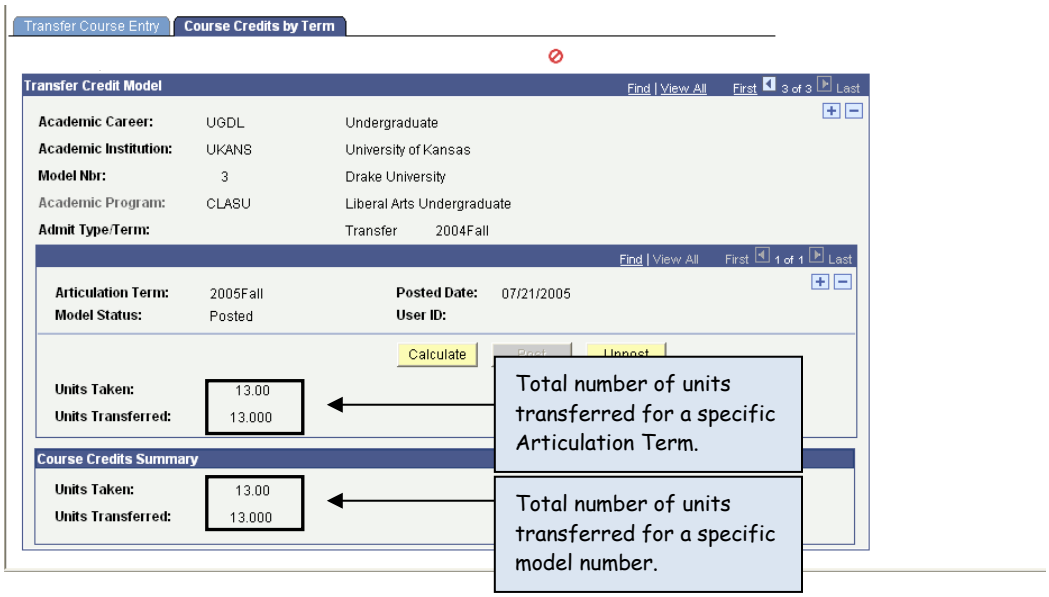
  - **Designation:** indicates if this course fulfills a specific requirement, but will not be used at this time.



- **Comments Link:** provides the reason(s) for transferring a course without an established equivalency rule.



Course Credits by Term Page



- **Units Taken / Transferred:** gives a total number of units (hours) transferred for the student per articulation term.

- **Course Credits Summary:** gives a total number of units (hours) transferred for the student per model number.

- If the student has not been term activated for the Articulation Term the transfer work was posted to, the transfer course information will not be available for viewing on the Enrollment Summary or Term History pages.

  - At the time term activation occurs for this student, all transfer models that have been posted will be moved to the student's transcript record.

Enrollment

Student Enrollment and Transcript Notes

On the Student Enrollment 1 component of the Enrollment Page, you will be able to view basic enrollment information and grades.

On the Student Enrollment 2 component of the Enrollment Page, you will be able to view the enrollment status detail for each enrollment in a specific career including drop dates and graded dates.

On the Student Enrollment 3 component of the Enrollment Page, you will be able to view Transcript Notes. Transcript Notes are notes to enrollments and will always print on the transcript. So, if they are notes to enrollments that should **not** print on the transcript, they will

be listed on the Transcript Text page by career then by term. Some examples of Transcript Notes are: grade changes from 'I' notes, sub-titles, study abroad locations and completed dates for correspondence study enrollments.

- Enter the student ID for viewing Enrollment pages
- Click Search

Search Results

View All

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	National ID	Nationi
44	Contng Ed	UKANS	4048	2004MidFal	Training,Joe Jayhawk	Male	01/15		*****9999	USA
44	Undergrad	UKANS	4042	2004Spring	Training,Joe Jayhawk	Male	01/15		*****9999	USA
44	Undergrad	UKANS	4039	2003Fall	Training,Joe Jayhawk	Male	01/15		*****9999	USA
44	Undergrad	UKANS	4036	2003Summer	Training,Joe Jayhawk	Male	01/15		*****9999	USA
44	Undergrad	UKANS	4032	2003Spring	Training,Joe Jayhawk	Male	01/15		*****9999	USA
44	Undergrad	UKANS	4029	2002Fall	Training,Joe Jayhawk	Male	01/15		*****9999	USA

- Select the Career and Term from the Search Result

The Enrollment Page will open to the Student Enrollment 1 tab.
The example below has multiple enrollments for the career/term selected. Use the View All or the page arrows to view a different enrollment.

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3

Joe Training

r:	2003Fall	Career:	Undergrad	Institution:	University of Kansas

Find | View All First 1 of 4 Last

s Nbr:	18916	Description:	Mrktng&Media Rsrch	Component:	Lecture
ject:	JOUR	Catalog Nbr:	568	Class Section:	1002
demic Group:	SCHOOL OF JOURNALISM	Career:	Undergrad	Session:	Regular
Status:	Enrolled	Reason:	Enrolled	Status Date:	08/25/2003
Action:		Reason:			

Grading

Override Grading Basis

Grading Basis:	G11	A-D(+/-)FI	
Grade In/Official:	B	B	Repeat Code:

Units

Units Taken:	3.00	Units Earned:	3.00
Course Count:	1.00	Progress:	3.00
Billing Units:	3.00	FA Progress:	3.00

Go to: Term History Enrollment Summary

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3

Below are the descriptions of the various fields that are viewed on the Student Enrollment 1 tab.

Class Nbr (class number)	From the Class Number, the system displays class values for the following according to the schedule of classes and class associations: *Description, Component, Subject, Catalog Nbr* (catalog number), *Class Section, Academic Group, Career, Session, Grading Basis, Units Taken, Units Earned, Course Count, Progress, Billing Units, FA Prgrss.*(financial aid progress)

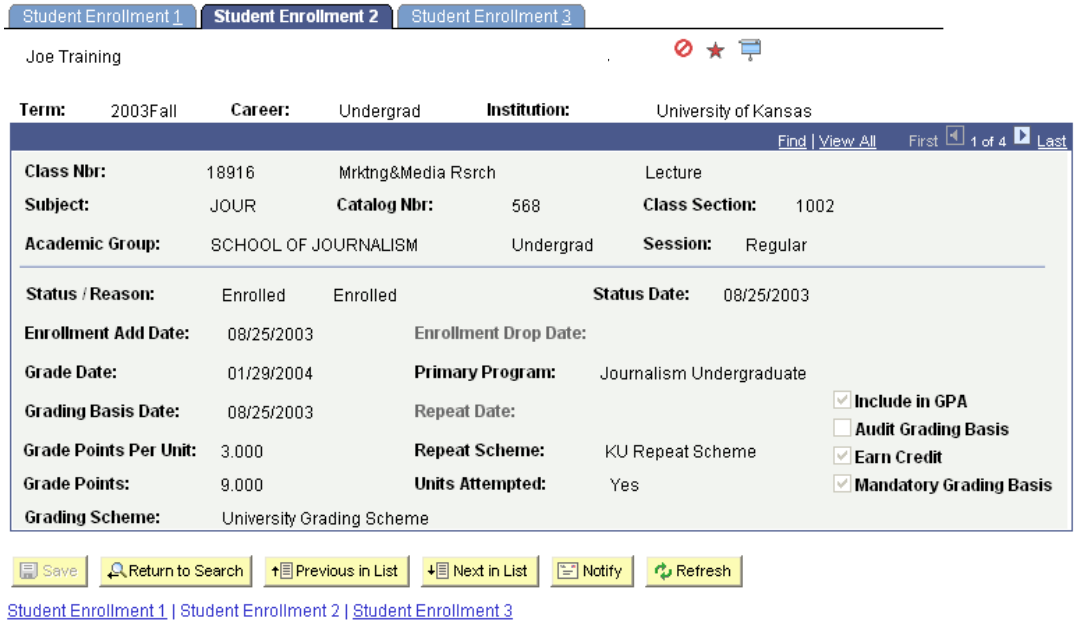
Status	The system displays the student's current enrollment status in the class section. If a class is added the system displays the status as *Enrolled.* If the class is dropped the system displays the status as *Dropped* up through the drop retain record period. After this period has passed, the system displays the status as *Enrolled* and assigns the corresponding penalty grade to the student enrollment record. Valid statuses are Enrolled, Waiting, and Dropped.
Reason	The system displays the reason associated with the student's current enrollment status in the class section. If a class is added the system displays the reason as *Enrolled.* If the class is dropped the system displays the reason as *Dropped (was enrolled).*
Status Date	The system displays the date that you process the enrollment transaction for this class. The system records the status date to track the date that you process information. The system uses the current system date for new enrollment transactions.
Action	If transactions are processed on this panel, the system will display one of two options. This will be blank if student processed transactions or if staff performed from a different panel. *Drop:* Student is dropped from the corresponding class section. *Manual Add:* This is used to manually add the student into the corresponding class section, bypassing all enrollment rules and requirements.
Reason	If the student was dropped from a specified class section, the system displays the reason for the enrollment action, such as whether the student is dropping the class or the class has been cancelled. A reason value is not required.
Grade In / Official	The 'grade in' is the final grade given to the student for the class. When a grade is entered and posted, the system displays the grade here. The grade official is the official grade for calculation and transcript purposes. The Grading Basis automatically translates the Grade In to another value in this field, if appropriate.
Units Earned	The system uses units earned to determine academic level, as well as to grant actual credit to the student. This field is separate from units taken to accommodate the granting of partial credit for a class while continuing to have the class count fully towards GPA, academic load, or billing. Units earned default from units taken.
Progress	This indicates the number of units the system uses, in conjunction with the billing factor, to calculate billing units. The system also uses progress units to calculate academic load. The system, by default, sets the value of this field to the academic progress units value on the Class Associations page.
Billing Units	In PeopleSoft Student Financials, all per unit term fees, per unit course fees, and per unit class fees are driven off of the billing units. Billing units are calculated for an enrollment record by multiplying the billing factor, which is set on the Class Associations page, and the academic progress units for the selected class. Because the system by default sets the billing factor *1,* billing units are usually equal to academic progress units.
FA Progress (financial aid progress)	This field indicates units towards financial aid progress.

Term History link	Click to access the Term History component, where you can view all of a student's term statistics for each term of the student's academic career, whether the student withdrew from the specified term or session, and more.
Enrollment Summary link	Click to access the Enrollment Summary component, where you can view a summary of a student's enrollment information and term statistics.

Understanding Units Taken, Units Earned and Special Notes

- Transcript GPA calculation is calculated based on the Units Taken field. This includes both term and cumulative GPA.
- The transcript report reflects the Units Earned field in the *Earned* column. Grade points and GPA are calculated using the *Attempted* column that continues to reflect Units Taken.
- On the Term Statistics page, the *Taken* row represents the Units Taken field on the Student Enrollment 1 page. The *Passed* row represents the new Units Earned field on the Student Enrollment 1 page. Under the *For Progress* column, both *Taken* and *Passed* units are still based on the Progress field on the Student Enrollment 1 page. The *Total* field at the bottom of the *Term Total* column reflects changes made to the *Passed* row and therefore are updated based on changes to the Units Earned field on the Student Enrollment 1 page. It is important to note that the Units Earned field defaults from the Units Taken field. Therefore, if you do not adjust this field, no change occurs in statistics or reporting.
- Academic load calculations use the Units Taken field.
- Academic level calculations are now based on the total Units Earned. Therefore, if the Units Earned field is adjusted, the student's academic level is also adjusted.

Use the folder tab to move to the Student Enrollment 2 component.
The example below has multiple enrollments for the career/term selected. Use the View All or the page arrows to view a different enrollment.



Below are the

Enrollment Drop Date	The date the class was dropped.
Grade Date	The date the grade was posted for the class.
Primary Program	The student's primary academic program for the specified career and term combination.
Grading Basis Date	The date that the grading basis was last changed on the Student Enrollment 1 component. If the grading basis was not changed, the system sets this field to the date that the class was added to the student's enrollment record.
Repeat Date	The date the repeat code was last changed.
Grade Points Per Unit	The system bases this value on the grade definition that corresponds to the grading basis and grade for this enrollment row. The system sets the value of this field to *0* until the student receives a grade for the class.
Repeat Scheme	The repeat scheme for the student's academic career, as defined on the Academic Career Table component. The repeat scheme controls how the system evaluates this course for repeat checking.
Grade Points	The system bases this value on the grade definition that corresponds to the grading basis and grade for this enrollment row. The value of this field equals the grade points per unit multiplied by the units taken.
Units Attempted	The status of the student's progress in the class. The units attempted value remains *In Progress* until the student receives a grade for the class, in which case the value updates to *Yes.*
Grading Scheme	The system displays the value of this field according to the grading scheme of the student's primary academic program for the specified academic career and term, as defined on the Academic Program Table component.
Include in GPA	The system displays the value of this field according to the grading basis on the Student Enrollment 1 page, as defined on the Grading Scheme Table page.
Audit Grading Basis	The system displays the value of this field according to the grading basis on the Student Enrollment 1 page, as defined on the Grading Scheme Table page.
Earn Credit	The system displays the value of this field according to the grading basis on the Student Enrollment 1 page, as defined on the Grading Scheme Table page.
Mandatory Grading Basis	The system selects this check box if the grading basis for the class is mandatory. The system clears this check box if the grading basis for the class is elective.

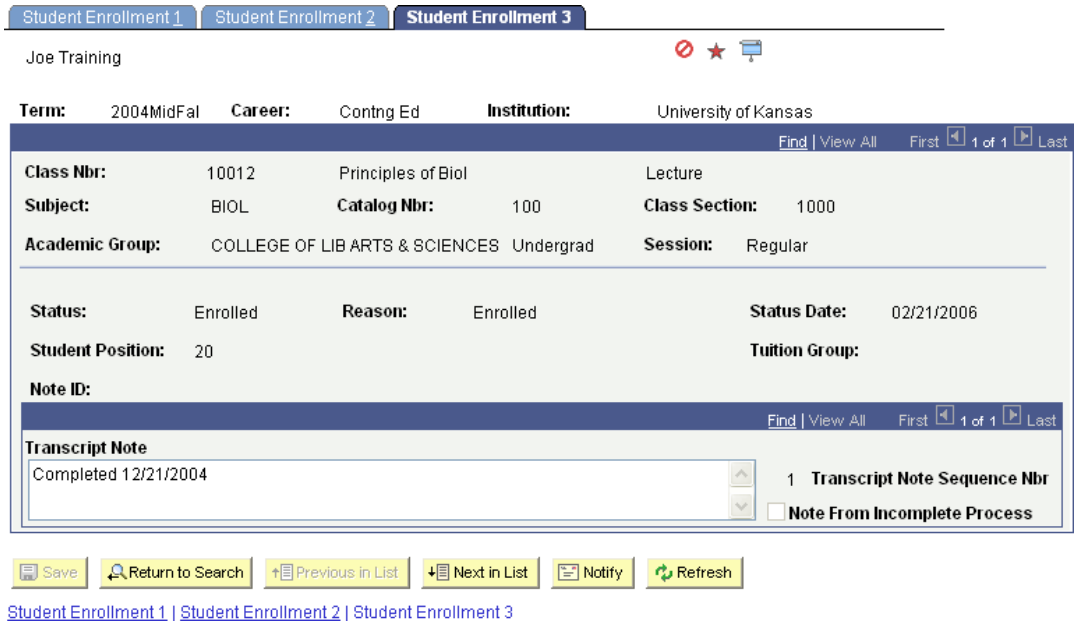
descriptions of the various fields that are viewed on the Student Enrollment 2 component. The class number, description, component, subject, catalog number, class section, academic group, career and session come over from the Student Enrollment 1 component.

Enrollment Add

Date The date the class section was added to the student's enrollment record.

Use the folder tab to move to the Student Enrollment 3 component.
From this page you can view the Transcript Notes. The screen shot below lists in the Transcript Note field a completed date for a correspondence study course. The example

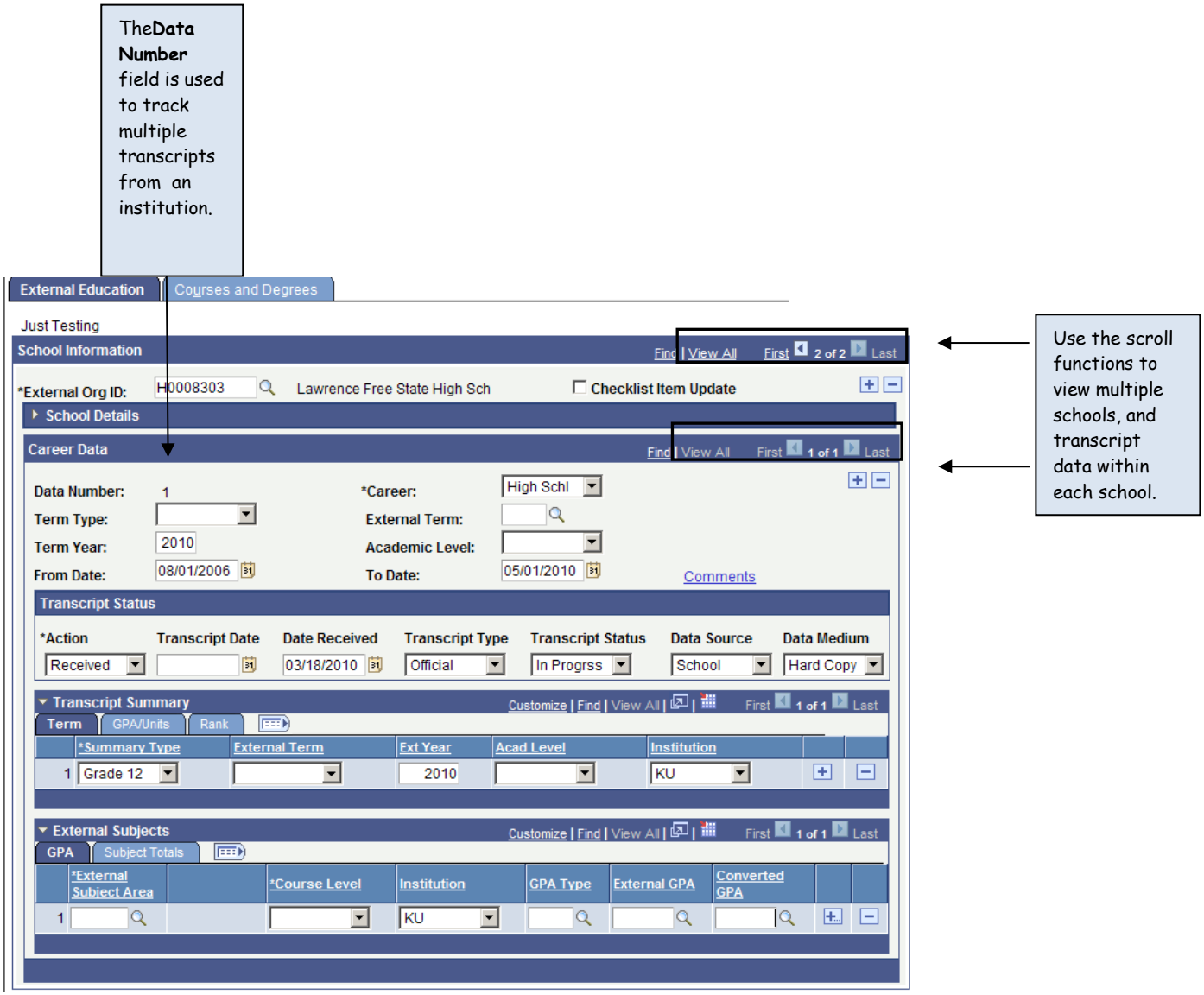
below also only has one Transcript Note row, but there may be multiple rows and if so, the View All will be highlighted. Another example of a Transcript Note would be Study Abroad location listed in Note field.



Education

External Data Page

Following this navigation, select External Education:



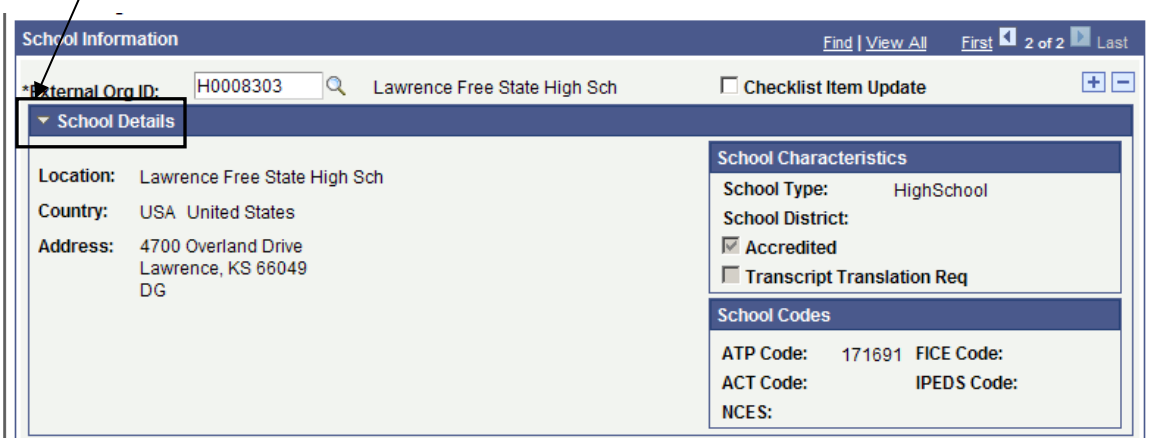
- **External Org ID:** the code number for the institution(s) the student has, or is, attending.

- An **Org ID** will only be entered once. The **Data Nbr** field is used to track multiple records from an institution.

- Use the scroll functions to view the different institutions, and the transcript information within each institution.

- **Checklist Item Update:** is being used for automatic updates of checklist items.

- **School Details:** clicking on the School Details arrow will display data about each institution.



Career Data Section:

- **Data Number:** allows for tracking of multiple transcripts from one institution. Each time a new academic record is received, the updated information is entered.

- **Career:** will reflect the academic level of the courses taken at that institution. Valid values are *High School, Undergraduate, Graduate, Law* and *Medical.*

  - If a student takes more than one level of courses at the same institution, each level must be entered and tracked as its own **Data Number.**

- **Term Type:** indicates the academic calendar this institution is on, such as *Semester, Quarter, Trimester,* but is not required.

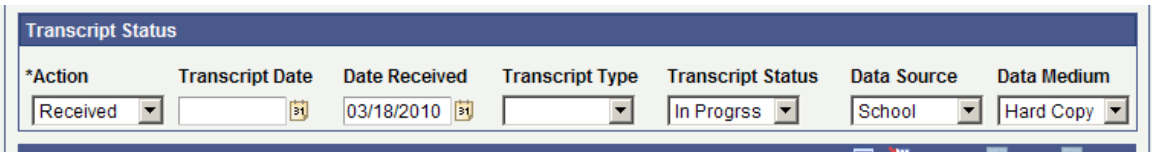
- **External Term:** will **not** be used.

- **Term Year:** defaults from "To Date" field.

- **Academic Level:** will **not** be used.

  - **From Date/To Date:** will indicate dates of attendance reflected on the transcript.
  - ➢ The format will be MMDDYY. 01 will be used as the default day unless the transcript reflects an actual *completed* graduation date.
  - ➢ The **Term Year** field will automatically default in the year used in the **To Date** field.

Transcript Status Section:



- **Acton:** indicates whether the transcript is desired or has been received.

- **Transcript Date:** will not be used.

- **Date Received:** will be entered to reflect the date the transcript was actually received.

- **Transcript Type:** will indicate whether the transcript is *Official* or *Unofficial*.

- **Transcript Status:** will indicate if the transcript is *In Progress* or *Final*. The status of *Final* is used only for high school transcripts that show posted – not anticipated – graduate date. This Final flag is important for Financial Aid processing.

- **Data Source:** will indicate who the transcript was received from. The current values used are *School* and *Self-Reported. Extract* is used for transcripts received electronically from ConnectEDU.

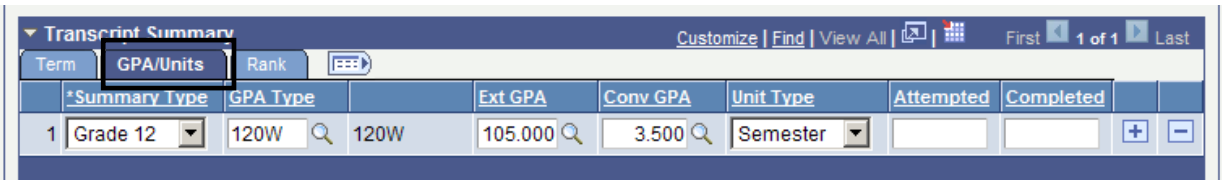
- **Data Medium:** informs how the transcript was received. *EDI* indicates high school transcripts received electronically

Transcript Summary Section

Term Tab

- **Summary Type:** indicates the level of academic completion reflected on the transcript received. This field is on all three tabs. ESL will be used by ISSS to indicate that the only courses take at that institution were AEC-like courses. No academic courses were attempted by the student at this institution.
- **External Term/Ext Year:**_will **not** be used.
- **Academic Level:**_will **not** be used.
- **Institution:** will default to KU.

There will only be **one** row of data per Data Number.



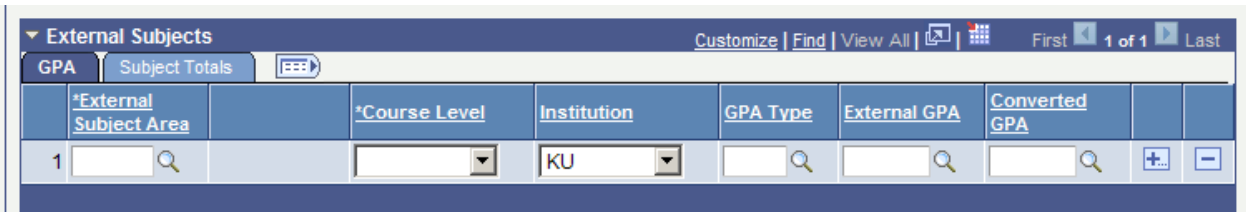
GPA/Units Tab

- **Summary Type:** indicates the level of academic completion reflected on the transcript received. This field is on all three tabs. ESL will be used by ISSS to indicate that the only courses taken at that institution were AEC-like courses. No academic courses were attempted by the student at this institution.
- **GPA Type:** GPA scale used on the transcript and indicates whether it is a weighted or unweighted scale (ex: 120 point weighted = 120W).
- **Ext GPA:** the student's GPA as recorded on their transcript (ex: 105). If the transcript's GPA was 0.00, it will be entered as 0.001.
- **Conv GPA:** the student's GPA will automatically be calculated on a 4 point scale.
- **Unit Type:** will only be used for college transcripts to indicate the academic calendar at that institution.
- **Attempted:** will indicate the number of attempted college hours reflected on the transcript. All hours posted will be in semester hours regardless of the unit type the school uses. Manual calculation of semester hours will be done if the transcript uses a different until type.
- **Completed:** will default from the Atttempted Hours field

Rank Tab

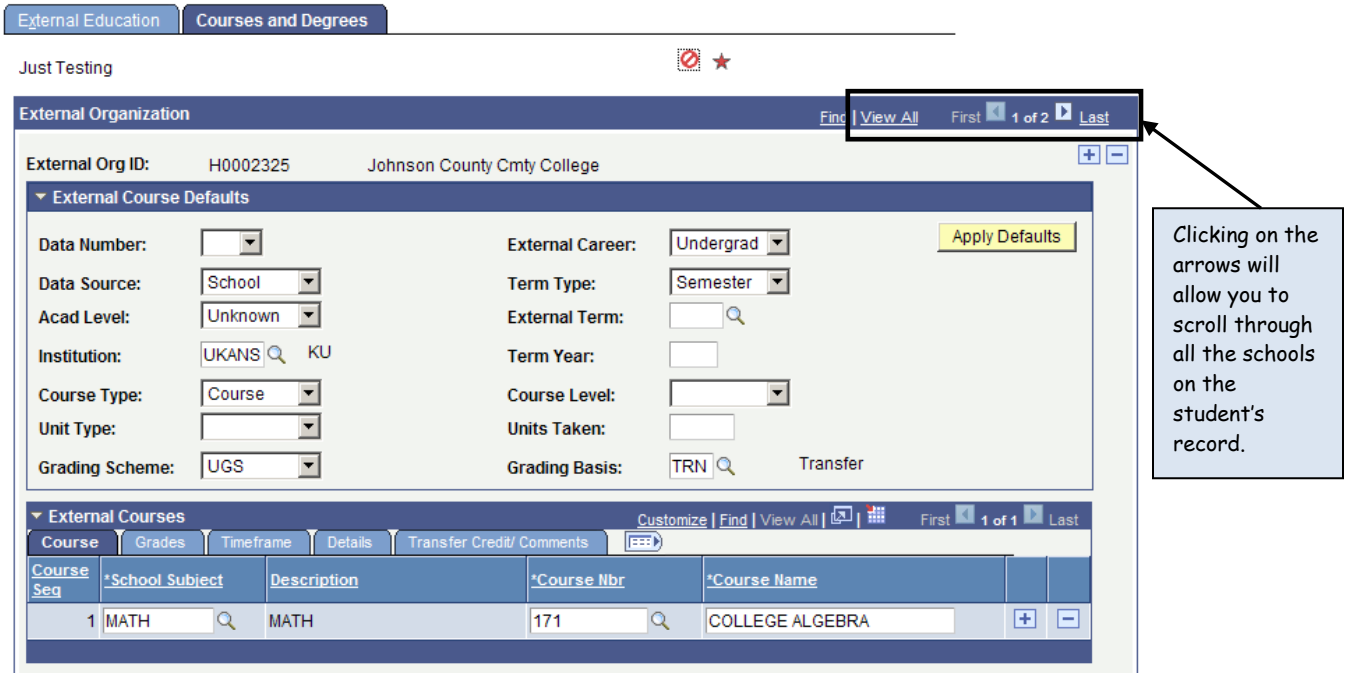
- **Summary Type:** indicates the level of academic completion reflected on the transcript received. This field is on all three tabs. ESL will be used by ISSS to indicate that the only courses taken at that institution were AEC-like courses. No academic courses were attempted by the student at this institution.
- **Rank Type:** indicates whether the student's high school class rank is *Weighted* or *Unweighted.*
- **Class Rank/Class Size:** the student's high school class rank and class size.
- **Percentile:** will automatically calculate from Class Rank/Class Size data. If the school does not rank, the Percentile will be "999". This is used as a flag for Scholarship processing and the academic departments, indicating that no class rank was available from the high school.

External Subjects Section



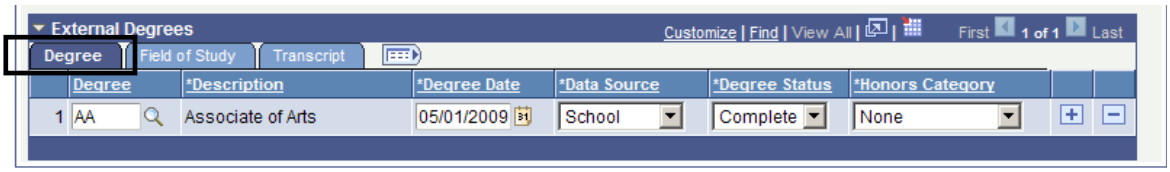
This section is **not** being used at this time.

Courses and Degrees Page



- **External Org ID:** the code number and name for the institution(s) the student has, or is attending.
- The *External Course Defaults* and *External Courses* sections are used for Transfer Credit Evaluation.

External Degrees Section

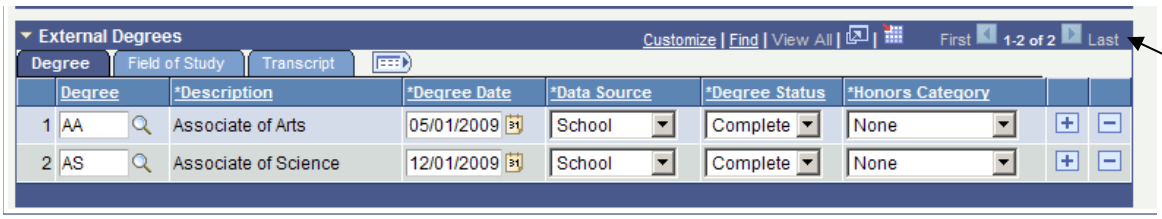


Degree Tab:

- **Degree:** type of degree earned. The following are the degrees to be used by Admissions for external degrees:

Degree Type	Code
Associate of Applied Science	AAS
Associate of Arts	AA
Associate of General Studies	AGS
Associate of Science	AS
Bach Social Welfare	BSWL
Bachelors	BACH
Doctorate	DOCT
GED Diploma	GED
High School Diploma	HSDP
Home School Diploma	HOME
Intern'l 3 Yr Not Equal to US Bach	INUS
Intern'l 3 Yr Equal to US Bach	IEUS
International Medical Degree	IMED
Law Degree	LAW
Masters	MAST
Medical Degree	MEDS
VOTECH Diploma	VOTC

Degrees earned at external institutions **will not** be used for degrees that are conferred by KU. (ex: BA, BGS, MBA)



Use the **Scroll** functions to view external degrees earned by a student.

- **Degree Date:** date degree was awarded.
- **Data Source:** how degree information was received.
- **Degree Status:** either *Complete* or *InProgress*
- **Honors Category:** is **not** being used at this time.
-

The *Fields of Study* and *Transcript* tabs are **not** being used at this time.

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.

Following this navigation, select Honors and Awards:
Records and Enrollment>Graduation>Honors and Awards

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.

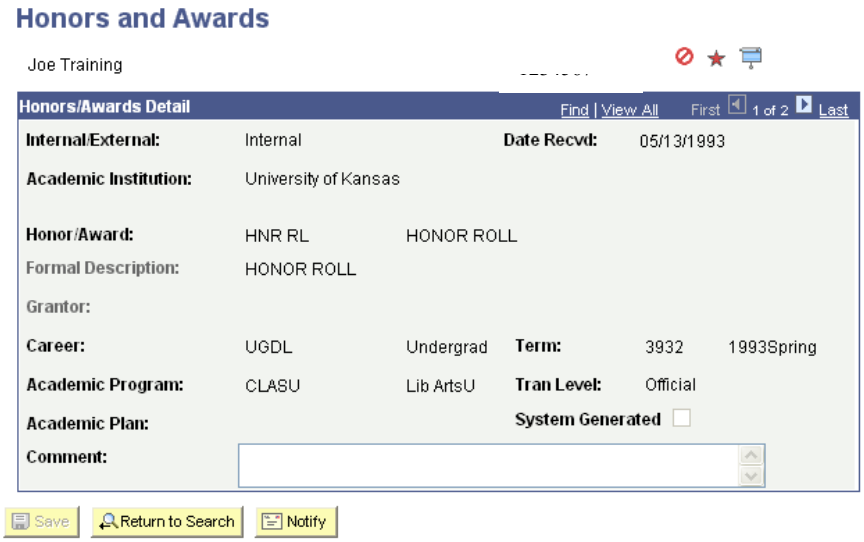
Search Results

View All First 1-2 of 2 Last

Name	Gender	Date of Birth	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 a student to view, click on any field on the line for the appropriate student.

The Honors and Awards page will open:



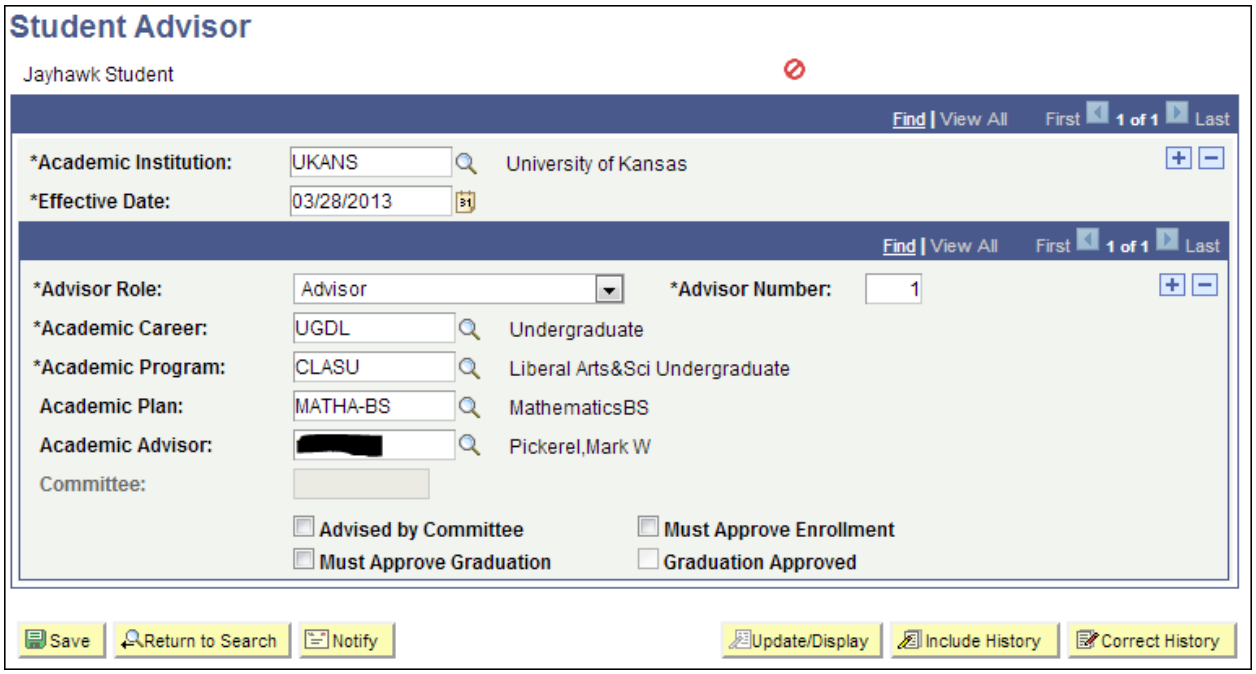
Honors and Awards are term specific. The Honors/Awards Detail page shows data about the date the award was received, the code and description for the award, information specific to the student's career, program and plan, and the term to which the award applies. The Tran Level indicates that the Honor 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).

location listed in the Note ID field.

Student Advisor

The Student Advisor page allows for the management of assignments of advisors or advising committees to students and allows those assignments to display in the Enroll & Pay system and on the KYou Portal for both students and approved advisors to view. The information on this page will be added by a file load, however, there may be times when individual edits to this information will be done.



Effective Date – This is the date the advisor(s) or committee(s) was/were assigned. It does **not** affect when the assignment will display in the KYou Portal.
Advisor Role – This will usually be 'Advisor'.
Academic Career/Program/Plan – This is the Career/Program/Plan the advisor was assigned under and the student **must** have been active in this Career/Program/Plan at the time of the assignment.
Academic Advisor – This is the 7 digit EMPLID/ID in Enroll & Pay of the assigned Advisor.
Committee – This contains the committee code if the 'Advised by Committee' checkbox is checked.
Advised by Committee checkbox – This checkbox controls whether the advising appointment can be set up as an individual or as a committee. If checked, the *Committee* field is enabled and the *Academic Advisor* field is disabled. If the *Advised by Committee* checkbox is unchecked, the *Committee* field is disabled and the *Academic Advisor* field is enabled. **NOTE:** The other checkboxes are **not** currently being used.

Enrollment Appointments

The Appointments page provides information about the student's enrollment appointment, which is the first date and time that a student may access the system to enroll.

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.

Enrollment Appointments are term specific. To view an Enrollment Appointment for a particular term, make sure to enter or select the Term.

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 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.

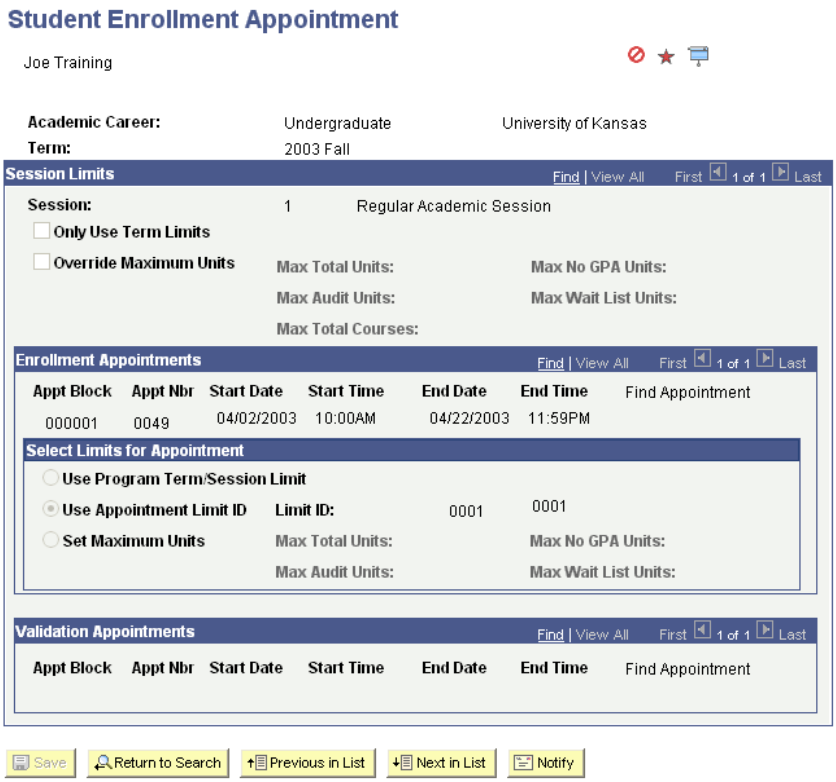
If the ID is used for the search, the results may be a list of terms by career.

Search Results

View All

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth
	Contng Ed	UKANS	4048	2004MidFal	Training,Joe J	Male	01/09
	Undergrad	UKANS	4042	2004Spring	Training,Joe J	Male	01/09
	Undergrad	UKANS	4039	2003Fall	Training,Joe J	Male	01/09
	Undergrad	UKANS	4036	2003Summer	Training,Joe J	Male	01/09
	Undergrad	UKANS	4032	2003Spring	Training,Joe J	Male	01/09
	Undergrad	UKANS	4029	2002Fall	Training,Joe J	Male	01/09
	Undergrad	UKANS	3952	1995Spring	Training,Joe J	Male	01/09
	Undergrad	UKANS	3942	1994Spring	Training,Joe J	Male	01/09
	Undergrad	UKANS	3939	1993Fall	Training,Joe J	Male	01/09
	Undergrad	UKANS	3936	1993Summer	Training,Joe J	Male	01/09
	Undergrad	UKANS	3932	1993Spring	Training,Joe J	Male	01/09
	Undergrad	UKANS	3929	1992Fall	Training,Joe J	Male	01/09
	Undergrad	UKANS	3922	1992Spring	Training,Joe J	Male	01/09
	Undergrad	UKANS	3919	1991Fall	Training,Joe J	Male	01/09
	Undergrad	UKANS	3912	1991Spring	Training,Joe J	Male	01/09
	Undergrad	UKANS	3909	1990Fall	Training,Joe J	Male	01/09

To select a specific term to view, click on the ID field in the appropriate career.
The Student Enrollment Appointment page will open:



The Student Enrollment Appointment page has three sections: Session Limits, Enrollment Appointments and Select Limits for Appointment.

In the Sessions Limits section, the Session number is displayed. (The University of Kansas uses Session number 1 for a Fall or Spring term and Session number 6 for a Summer session.)

In the Enrollment Appointments section, the student's appointment number (Appt Nbr, a reference number used by the system) is listed along with the following.

- The student's Start Date (includes the first date the student may enroll) and the Start Time are listed. In the example above, the student may first enroll beginning at 10:00 a.m. on April 2, 2003 for the Fall 2003 term in the Undergraduate Lawrence career.
- The student's End Date (this is the last day of the appointments period, NOT the last date that the student may enroll) and the End Time are listed.

Both the Enrollment Appointments and the Select Limits for Appointment sections include information about the maximum number of units (credit hours) that the student may take in the given term. Maximum unit limits are set at the program level and KU does not change these limits during appointment enrollment so this area will be blank. An individual student's maximum and minimum units can be changed on the Term Activation page. If the student has been permitted to take hours over their maximum, the Override Maximum Units field in the Session Limits section will be checked.

Student Grades

In addition to the availability of student enrollment data, there is a set of pages available for viewing student grades. The information displayed here is somewhat dynamic, depending on the point in the term that it is viewed. Grades will appear as they are posted and the term statistics will change as grades are posted or changed.

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 Career (Optional, may be helpful if student has more than one Career)
- Select the Term (optional)
- Press the Search Button

Search Results

View All

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

From this list, select the term record desired by clicking on the ID number field. The Student Grades page group will open.

There are two pages in the Student Grades group. To move between the pages, click on the desired tab or use the page links at the bottom of the page.

Student Grade Inquiry | Term Statistics

Joe Training

Print

Report Manager

Term: 2003Fall **Career:** Undergrad **Institution:** University of Kansas

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	18916	JOUR	568	Lecture	1002	B	B	G11	3.00	Regular	Mrktng&Media Rsrch
Detail	18918	JOUR	572	Lecture	1000	B-	B-	G11	3.00	Regular	Sales Strategy
Detail	19204	LAT	112	Lecture	1002	C	C	G01	3.00	Regular	Rdgs Latn Literatr
Detail	19570	MATH	105	Lecture	1000	B	B	G01	3.00	Regular	Introd Topics Math

Return to Search | Previous in List | Next in List | Notify

Student Grade Inquiry | Term Statistics

The ***Student Grade Inquiry*** page begins with the identification of the student at the top, and then displays the Term and Institution.

Student Grade Inquiry | Term Statistics

Joe Training

Print

Report Manager

Term: 2003Fall **Career:** Undergrad **Institution:** University of Kansas

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	18916	JOUR	568	Lecture	1002	B	B	G11	3.00	Regular	Mrktng&Media Rsrch
Detail	18918	JOUR	572	Lecture	1000	B-	B-	G11	3.00	Regular	Sales Strategy
Detail	19204	LAT	112	Lecture	1002	C	C	G01	3.00	Regular	Rdgs Latn Literatr
Detail	19570	MATH	105	Lecture	1000	B	B	G01	3.00	Regular	Introd Topics Math

Return to Search | Previous in List | Next in List | Notify

Student Grade Inquiry | Term Statistics

The class information grid contains basic information about the class including the class number, subject and catalog number, and the section and component types. The Grading Basis and Units for the class are listed as well as the Session and Class Description.

There are 2 grade columns, Grade Input and Official Grade. In most cases, the grades will be the same.

The Detail link beside the Class Nbr. opens a Class Detail page with information about the class for the term in which the student was enrolled. This page also contains the course description from the Course Catalog.

Enrollment Summary

Class Detail

JOUR 568 - 1002 Marketing and Media Research

University of Kansas | 2003 Fall | Lecture

Return to Enrollment Summary

Class Details

Status	Closed	**Career**	Undergraduate
Class Number	18916	**Dates**	8/21/2003 - 12/19/2003
Session	Regular Academic Session	**Grading**	A-D(+/-)FI
Units	3 units	**Location**	University of Kansas-Lawr Cmps
Instruction Mode	In Person	**Campus**	Lawrence Campus
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:20PM	Stauffer-F 100	Maria Len-Rios	08/21/2003 - 12/19/2003

Enrollment Information

Enrollment Requirements 500-699 Undergraduate Level
Students must be admitted to the school or division of Journalism to enroll in this class.

Class Attributes Prerequisite Indicated

Class Availability

Combined Section Capacity	80	**Wait List Capacity**	0
Enrollment Total	81	**Wait List Total**	0
Available Seats	0		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
JOUR 568-1002 LEC (18916)	Mrktng&Media Rsrch	Closed	80	0
JOUR 568-1003 LEC (18917)	Mrktng&Media Rsrch	Closed	1	0

Notes

Class Notes Prerequisite: Completion of or concurrent enrollment in JOUR 433.
You must be admitted to the program or division of Journalism to enroll in this class.

Subject Notes Journalism

Dean, James K. Gentry, 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 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, 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.

Students may neither add nor change sections in Journalism after August 27, 2003, without departmental permission.

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 2002-2004 Undergraduate Catalog and Journalism Advising Center.

Description

Students conduct, analyze, and apply research to develop strategy and guide decisions. In addition to studying research methods, students develop critical-thinking skills by defining research problems and producing insightful solutions. Prerequisite: Completion of or concurrent enrollment in JOUR 433.

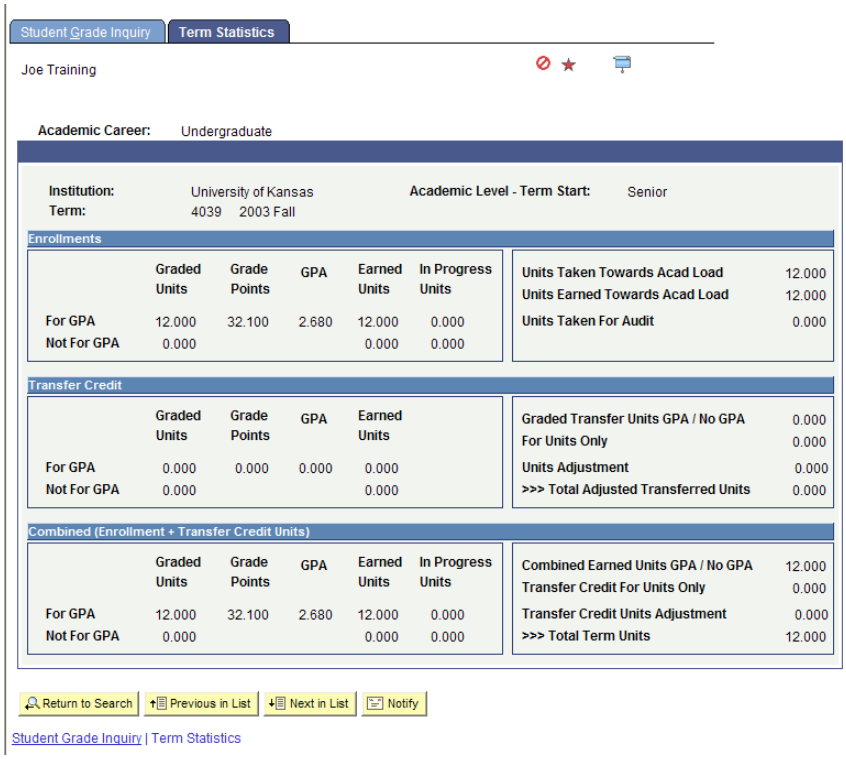
Return to Enrollment Summary

- To go back to the Student Grade Inquiry page, use the Return to Enrollment Summary link.

On the Student Grade Inquiry page, the Next in List and Previous In List buttons allow the user to maneuver between terms if the search result was a list of terms for the student.

The Report Manager link is non-functional on this page.

The second page in the group is the ***Term Statistics*** page. This is the same Term Statistics page that appears within the Term History page group and within the Enrollment Summary page group.



The Term Statistics page contains numeric data specific to the term shown at the top of the page. A student may have more than one Career record and more than one Term record, so there are two navigational bars which allow movement through the rows of data. Some of the key items on this page in the Enrollments section are:

Graded Units For GPA – After any grades are recorded, the total units for classes which count towards GPA will be displayed. Depending on the time of year, the units may reflect only part of the total.

Graded Units Not For GPA – After any grades are recorded, the total units for classes which will not count in the GPA will be displayed.

Grade Points – After any grades are recorded, the grade points earned for this term will be displayed.

GPA – After any grades are recorded, the term GPA will be displayed. Depending on the time of year, the GPA may reflect only part of the grading.

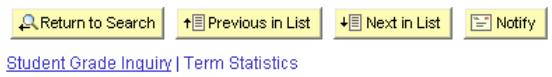
In Progress Units– this value indicates the number of units in which a student is currently enrolled.

The only item on this page in the Transfer Credit section being used is:

For Units Only – Units that are transferred for credits only.

The fields on this page are dynamic and may be incomplete when grading is incomplete, or may change if a new grade is recorded or a grade change occurs.

The In List buttons appear at the bottom of the page.



Return to Search returns the user to the search screen where a new search may be initiated, or a different student may be selected from a list.

Selecting Next in List moves to the next record in the search list. This function may be useful if the user intended to retrieve a list of students and wants to review each record.

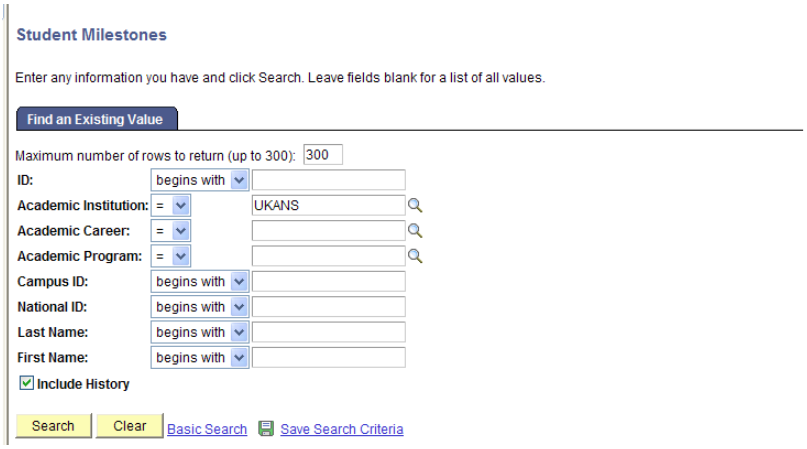
Previous in List reverses the direction of the move if the user is using the list function. Note: the two List buttons will only appear when the search resulted in a list of students.

The page links allow the user to move from page to page.

Student Milestones

No historical data was converted to Student Milestones. This feature has been used since 2003. Here's a list of some of the things that can now be found on this page: Masters Degree General Examinations, Comprehensive Oral Examinations for Doctorate programs, Final Oral Examination for Doctorate programs, undergraduate and graduate certificate programs, thesis and dissertation titles and others.

Select Student Milestones and this search page will open:



The following fields are required for this search:

- Enter or select the Academic Institution.
- Enter or select the Academic Career.
- Enter or select the Academic Program.

To select a specific student:

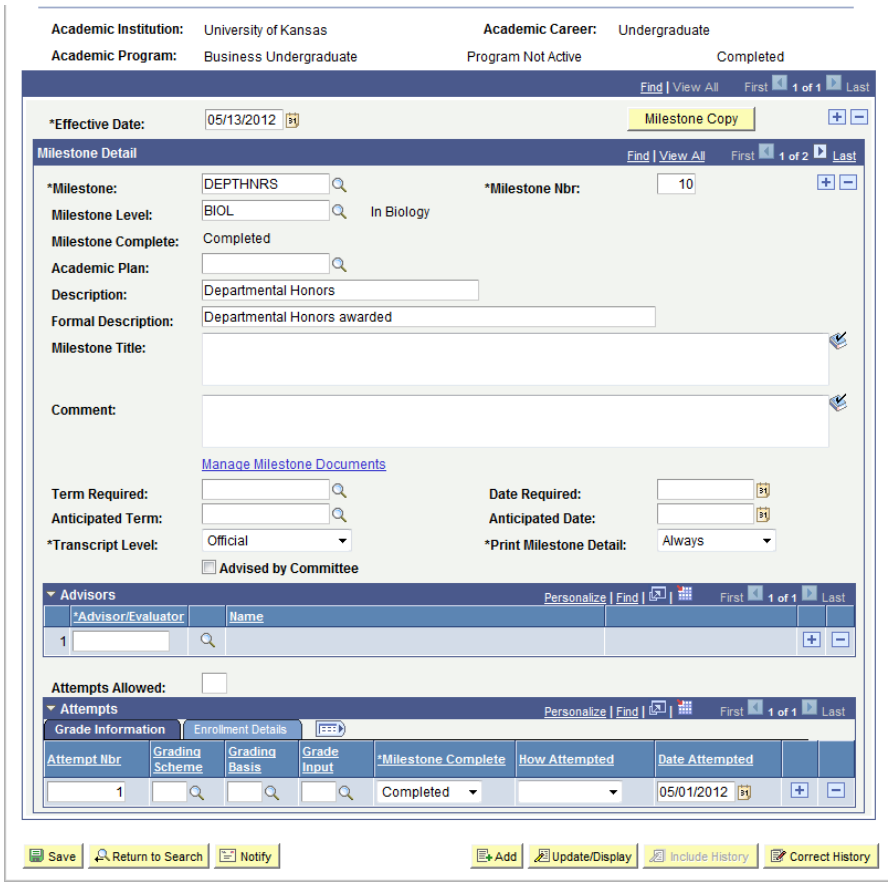
- Enter the student ID.
- Or
- Enter the National ID.
- Or
- Enter the Campus ID (former system ID or KUID).
- Or
- Enter the Last Name and all or part of the First Name.

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

The 'Include History' checkbox may be used if the student has multiple Milestone entries to enable the user to view all current and past Milestones.

There are four navigational bars on this page. The first navigational bar is used for the ***Effective Date***. The Effective Date is **not** equal to the milestone date. **NOTE: The first navigational bar will always show 1 of 1 due to the way the software works on this page.**

The *Update/Display* and *Include History* buttons will appear disabled indicating which display status is in effect. The default status is *Include History*.

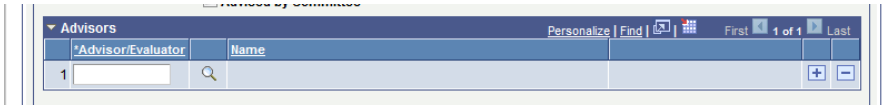


The second navigational is the **Milestone Detail**. The second navigational bar in this particular example has 2 milestones on their record, the row count shows 1 of 2.

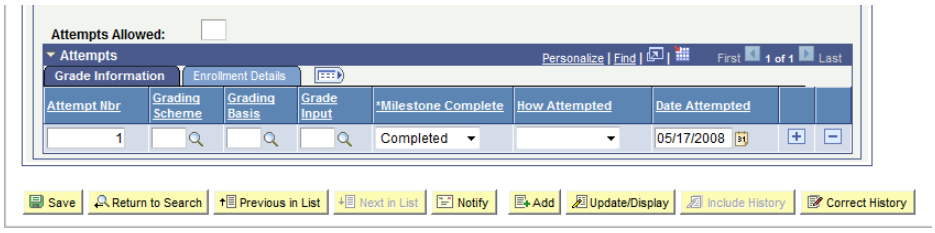
- *Milestone*—is the Milestone Code including the *Description* and *Formal Description*.
- *Milestone Level*—There are certain Milestones that do have Milestone Levels and some that do not.
- *Milestone Complete*—Will populate Completed once the milestone is marked as completed in the Attempts area.
- *Academic Plan*--is **optional**.
- *Milestone Title*--Will print on the transcript and can include dissertation or thesis titles.

The rest of the fields either are not being used at this time or will populate from the milestone set up table.

The third navigational bar is ***Advisors*** and includes the identity of the Advisors or committee members that were involved with this milestone (i.e. dissertation committee members).



The fourth navigational bar is ***Attempts***.



This includes information about any and all attempts recorded for the student. Included in the information are: Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, Milestone Complete, How Attempted and Date Attempted. Since we are currently only recording the completed attempt, there should **not** be multiple rows in this area and the Attempt Nbr will list as '1'. Other fields in this area currently are **not** being used and are **not** required are: Grading Scheme, Grading Basis, Grade Input and How Attempted.

If a Milestone is designated to print on the transcript, the Milestone Complete will be listed as Completed. **NOTE:** Currently not using the values of In Progress or Not Completed.

The Date Attempted is the date which prints with the milestone on the transcript. If this area is left blank (no entry made), then complete information does **not** print on the transcript.

- To exit this page group, press the Return to Search button.

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:

- *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.)
- *Program* – school - Examples: CLASU (Liberal Arts & Sciences Undergraduate), EDUCG (Education Graduate) Programs are tied to a specific career.

- *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. The results may be large and slow.

- 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

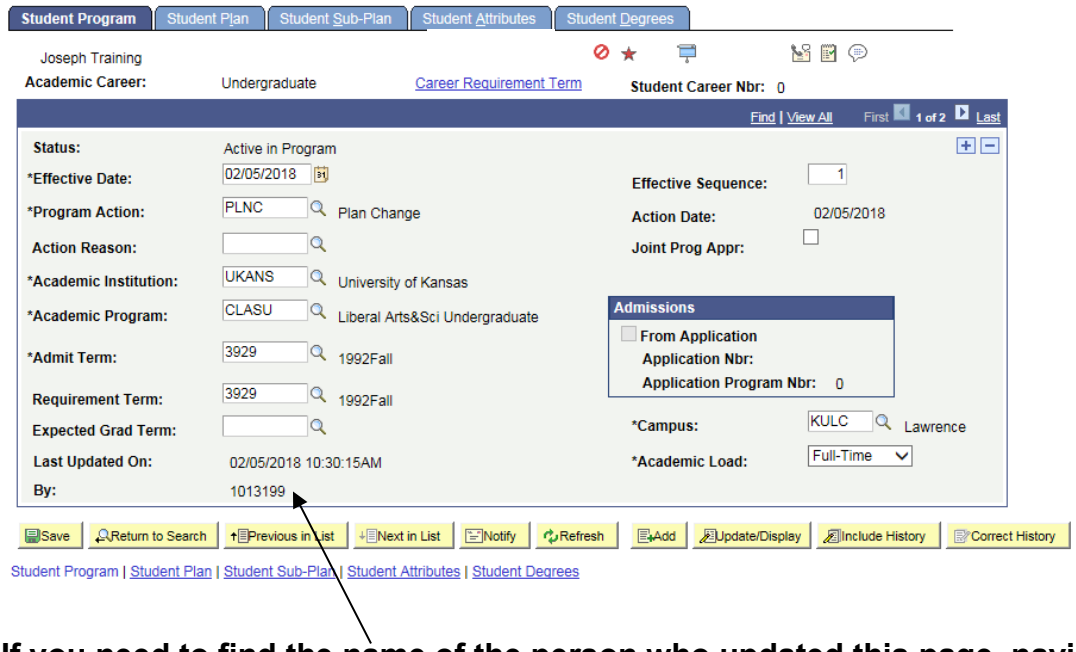
View All

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.



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

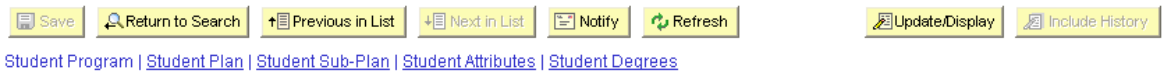
The Student Program page displays information about the student's career and program and the current and former status of that program. Because this student has more than one historical row, the navigation bar reflects a row count of 1 of 5.

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

When initially opened, this first page displayed is the most recently effective dated row of the record.

The *Status* will indicate if the record is Active in Program. The other possibilities are Discontinued, Completed.
The *Effective Date* indicates the date the row should take effect.
The Progr*am 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.



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

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

The page/tab links at the bottom of the page work the same as the tabs at the top of the page. Either the tabs or links may be used to maneuver from one page in the group to the next.

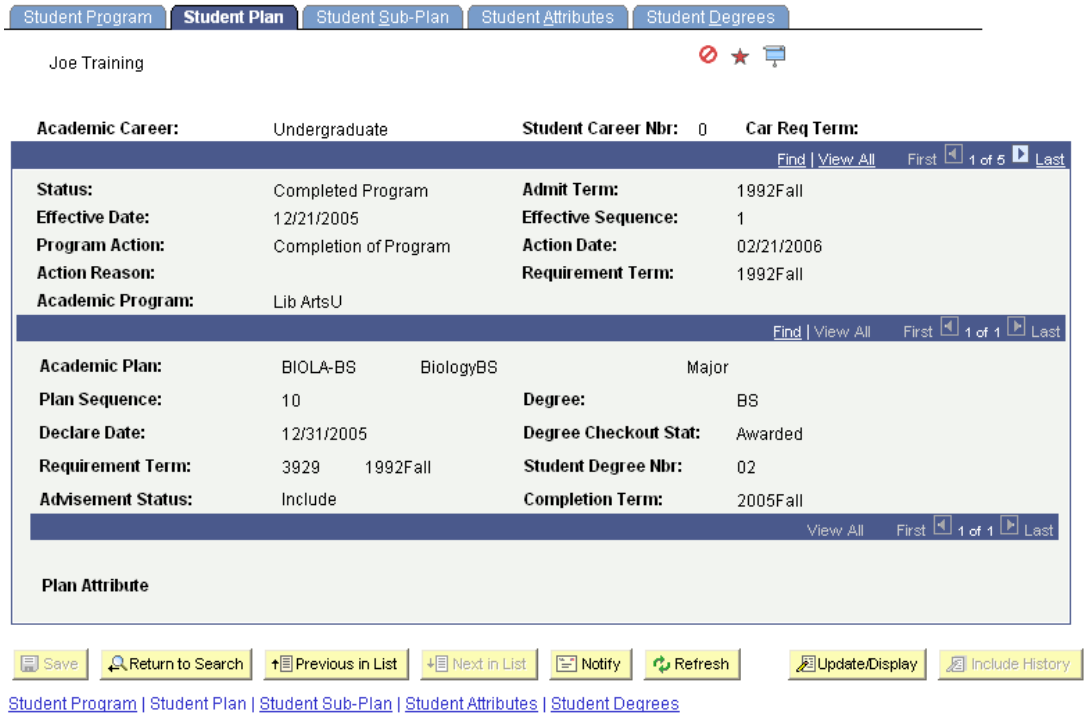
Move to the Student Plan page.

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

Student Plan

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

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



The Academic Plan is the plan that matches the effective date Program row. If the student has more than one plan the second navigational bar would be active and a row count other than 1 of 1 would appear. (See navigational notes under the Student Program Page for details.) To the right of the Plan is a label that indicates the Plan Type (example, Major, Minor or Co-Major).
The Plan Sequence is incremented by 10 as each additional Plan row is added.
The Declare Date reflects date this plan was declared. It may be the same as the Effective date of the Program row or it may be a different date.
The Requirement Term may be the same as the Program Requirement Term or it may be a term specific to this Plan.
The Advisement Status is not currently used.
The Plan Attribute is tied to the plan listed above it and currently the only attribute is Edwards Campus. If blank, the student has no attribute.

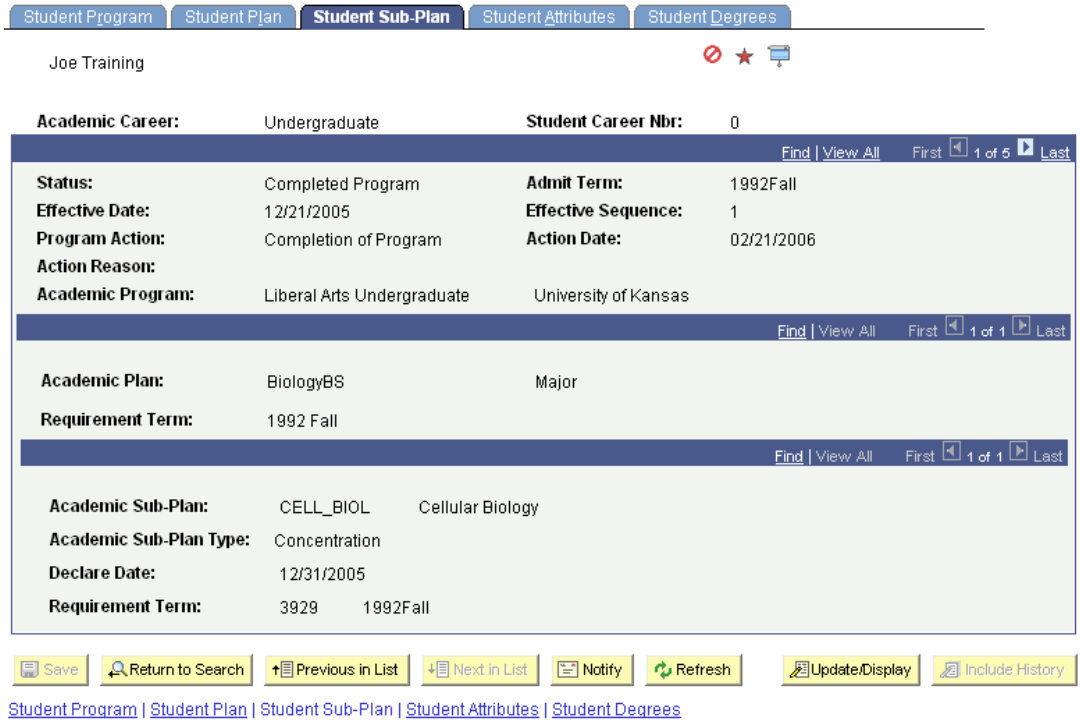
The remaining fields would only be populated if the student had at least applied for a degree. If so, those fields would reflect the Degree, the Checkout Status (for example Applied or Awarded), the Student Degree Nbr. and the actual Completion Term.

Student Sub-Plan

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

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

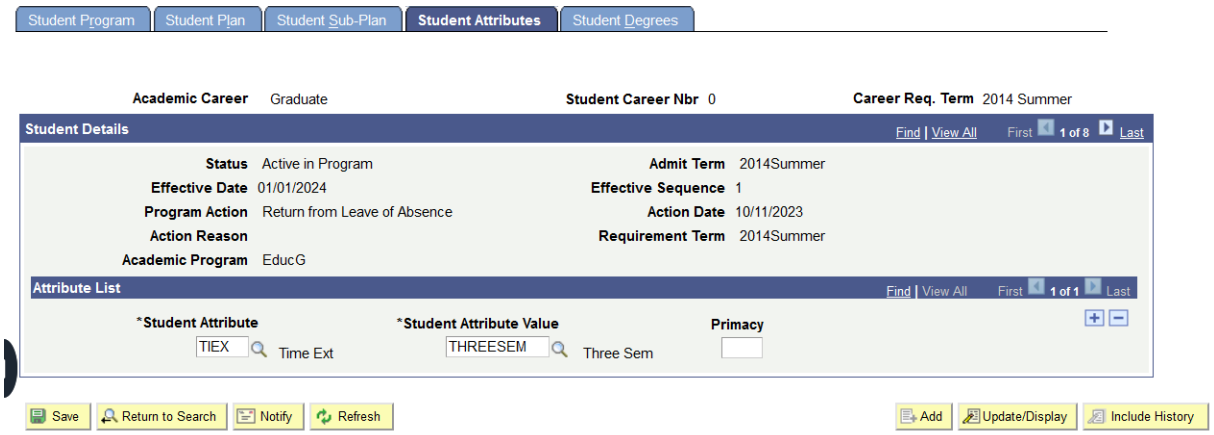
The topmost section of this page contains the Academic Program information and reflects the new Effective Date and Program Action. The middle section reflects the current row Plan information. The bottom section is for the Sub-Plan information.



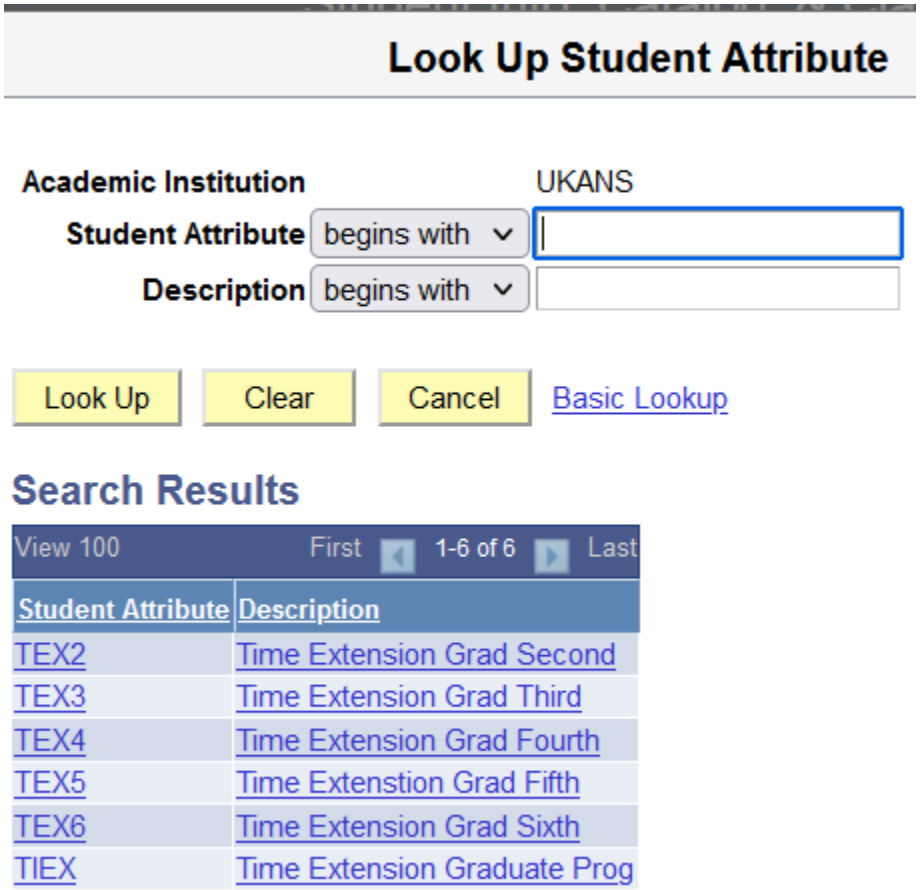
If there was a Sub-Plan on the student record, the information at the bottom list the Sub-Plan, the Sub-Plan type (for example, Concentration) the Declare Date and the Requirement Term. If the student has more than one sub-plan, the third navigational bar would be active and a row count other than 1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

Student Attributes

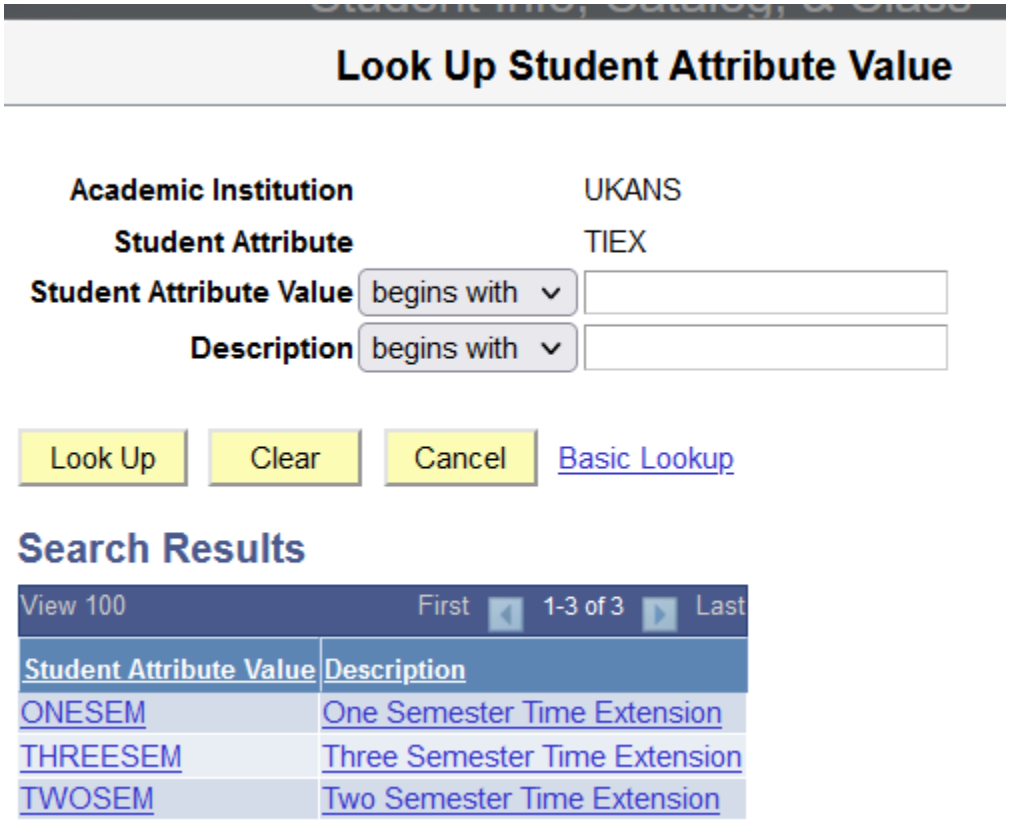
The Attribute List Section maybe be blank, but you may see data in this section like in the screenshot below.



Look Up Student Attributes:



Student Attributes Values:



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.

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

Joe Training

Academic Career: Undergraduate **Student Career Nbr:** 0

Find | View All First 2 of 5 Last

Status:	Active in Program	**Admit Term:**	1992Fall
Effective Date:	02/21/2005	**Effective Sequence:**	1
Program Action:	Application For Degree	**Action Date:**	02/21/2006
Action Reason:			
Academic Program:	Liberal Arts Undergraduate		
Requirement Term:	1992 Fall		
Degree Checkout Stat:	Applied		Update Degrees
Completion Term:		**Degree GPA:**	
Degree Honors 1:			
Degree Honors 2:			

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

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

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		
Requirement Term:	1992 Fall		
Degree Checkout Stat:	Awarded		Update Degrees
Completion Term:	4059 2005Fall	**Degree GPA:**	
Degree Honors 1:			
Degree Honors 2:			

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

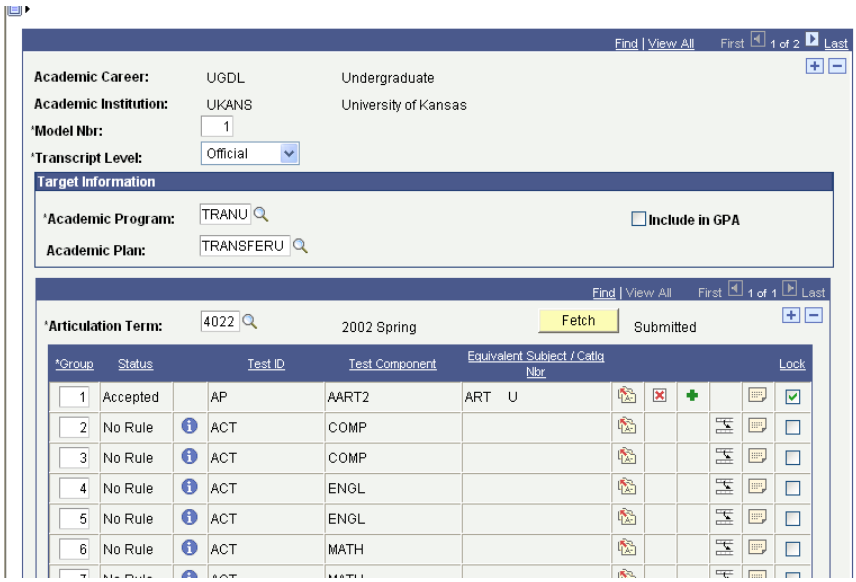
- If Degree Honors are known at the time the degree is posted, they would have been entered on this page in the Degree Honors 1 and Degree Honors 2 fields. This process closes out this career record and records the degree information in a new table that can be viewed in the Student Degrees page.

Test Credits – Automated

An Articulation Model uses established equivalencies to indicate which tests were accepted or rejected.

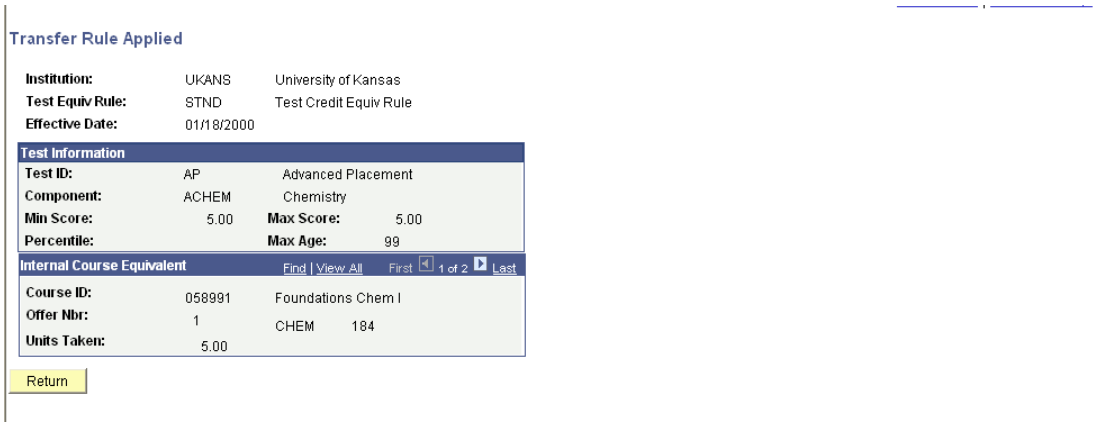
All Test Types entered on a student's record will display on this page even if they are tests that do not offer transfer credit such as ACT and GRE.

Test Credit Detail Page

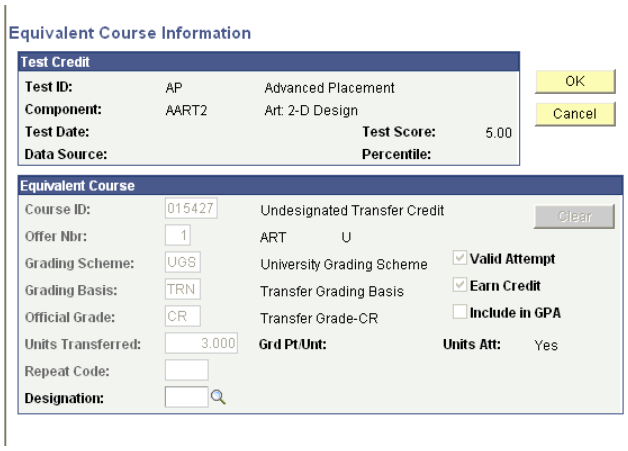


- **Model Number:** there will be a different model number for each Academic Program.
- **Transcript Level:** will always be *official*.
- **Academic Program:** the program (or one of the programs) entered is that for which a student has been admitted. The program entered has no impact on how the tests transfer.
  - The program of **TRANU** was used for all transfer data converted from SRIS. It is not used for any transfer data entered directly into SAKU.
- **Academic Plan:** will not be entered.
- **Articulation Term:** is the term that the test credits will be posted to.
  - **New Students:** the term for which the student was admitted.
  - **Readmitted Students:** the term for which the student was readmitted.
  - **Continuing Students:** the current term at KU.
  - **Out-of-Residence Students:** the last term during which the student was enrolled at KU.
- **Group:** test components are initially grouped together based on their transfer status, but this can be changed due to adjustments in their status or to create a one-to-many evaluation (see Biology).

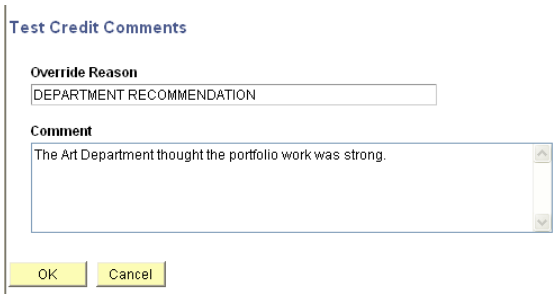
- **Transfer Status:** indicates the equivalency rule for the test component.
  - **Accepted / Posted:** the course has been accepted for transfer to KU.
  - **No Rule / Rejected:** the test score is not high enough to earn transfer credit, and the test is rejected for transfer.
- **Test ID:** the name of the test.
- **Test Component:** the individual test within the **Test ID.**
- **Equivalent Subject / Catalog Nbr:** the KU course awarded for the test.
- **Transfer Status Detail** : gives information showing the equivalency rule used for the test.



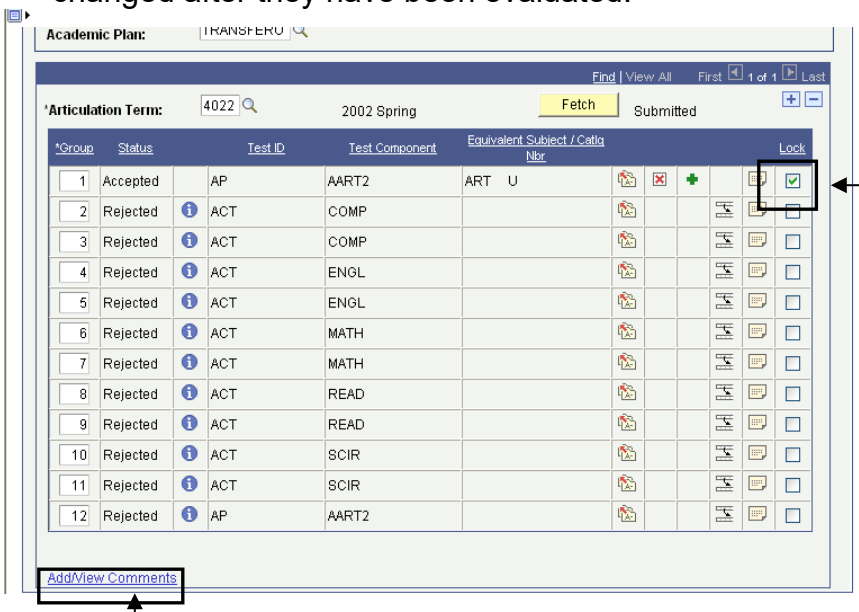
- **Edit Equivalent Courses** **:** shows details about how the test was transferred.



- **Comment / Override Reason** **:** provides the reason(s) for changing the established equivalency of a test.



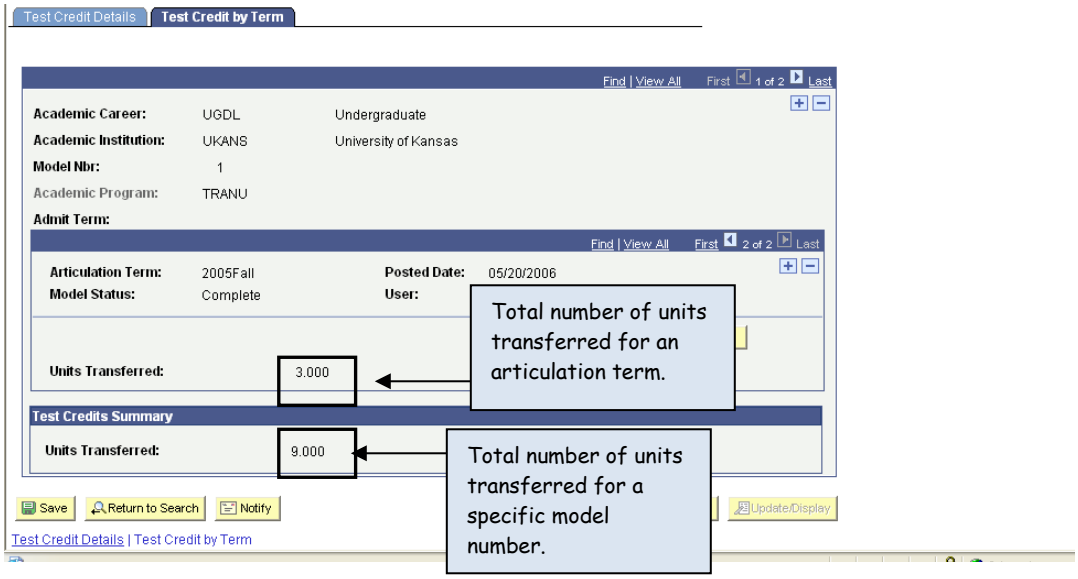
- **Locking Groups:** groups are locked at the time of posting to keep courses from being changed after they have been evaluated.



Locking a Group occurs during posting to keep a group from being changed.

- **Add/View Comments:** General Comments about the student's test credit, not just a specific test component. about the student's overall test record, not just a specific test componen

Test Credit by Term



Total number of units transferred for an articulation term.

Total number of units transferred for a specific model number.

- **Units Taken / Transferred:** gives a total number of units (hours) transferred for the student per articulation term.

- **Test Credits Summary:** gives a total number of units (hours) transferred for the student per model number. May, or may not, be the same number as the Units Taken / Transferred number.

- If the student has not been term activated for the Articulation Term the transfer test work was posted to, the test information will not be available for viewing on the Enrollment Summary or Term History pages.

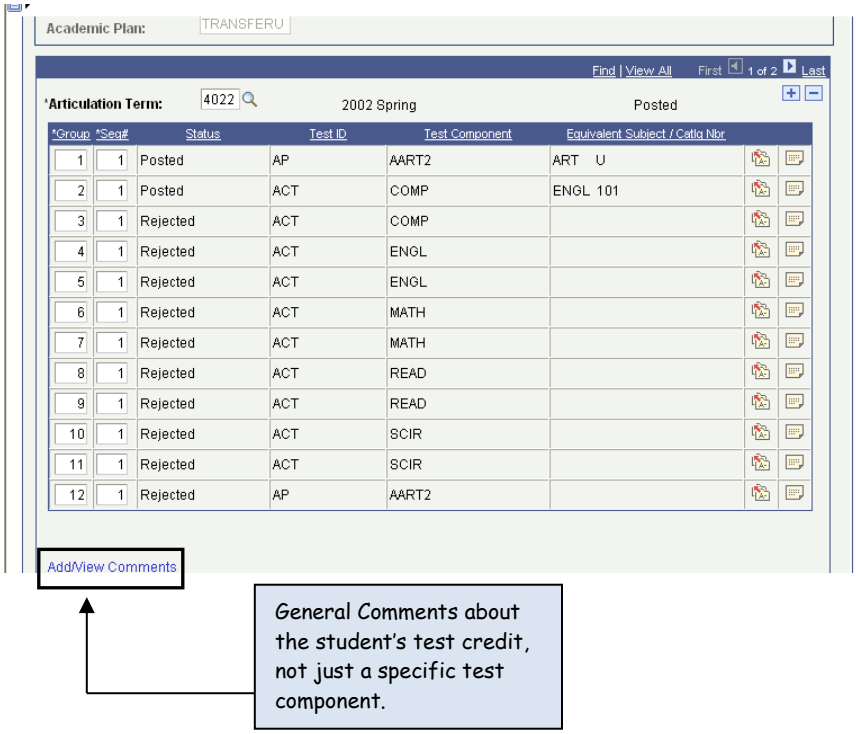
  - At the time term activation occurs for this student, all transfer models that have been posted, will be moved to the student's transcript record.

Test Credit – Manual

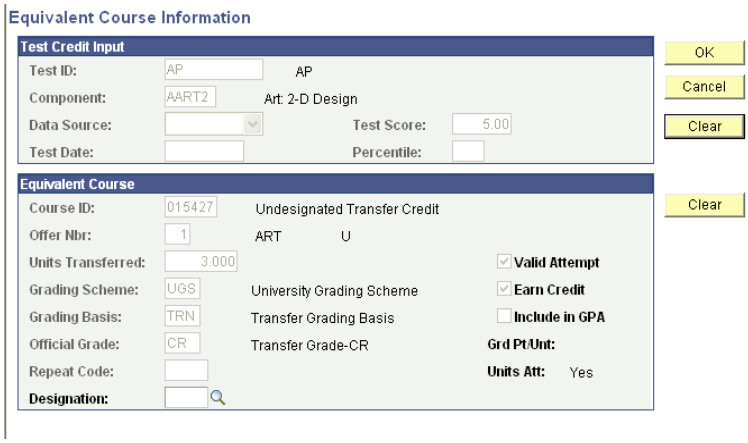
The Manual Method allows test credit to be entered without using any established equivalency rules. The test scores do not need to be entered on the Test Results page.

Students can have test credit entered by both methods – manual and articulation – but they will still have only one model number. You will not be able to distinguish between which courses were entered by which method.

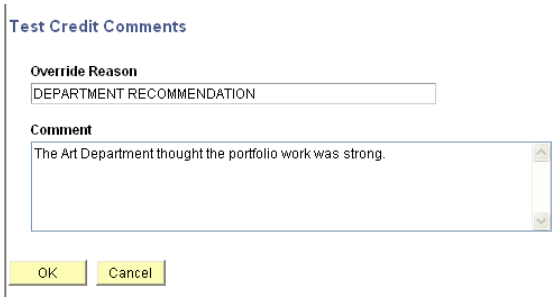
Test Credit Entry Page



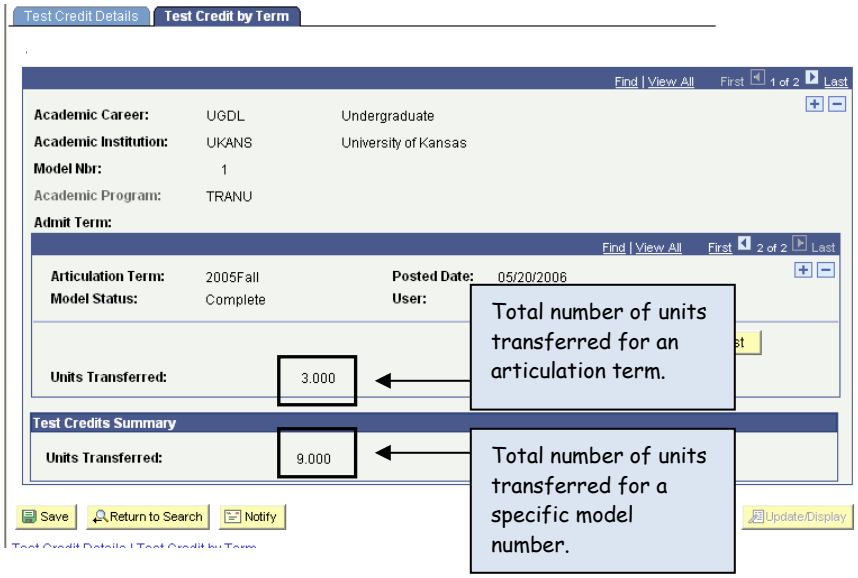
- **Academic Program:** entry of the program, or one of the programs, that the student has been admitted to. The program entered will have no impact on how the test transfers.
  - The program of **TRANU** was used for all transfer data converted from SRIS. It is not used for any transfer data entered directly into SAKU.
- **Articulation Term:** the term the credits are posted to.
  - **New Students:** the term for which the student was admitted.
  - **Readmitted Students:** the term for which the student was readmitted.
  - **Continuing Students:** the current term at KU.
  - **Out-of-Residence Students:** the last term during which the student was enrolled at KU.
- **Group Number:** keeps test components with the same equivalency rule together, and allows you to create a one-to-many relationship.
- **Sequence Number:** are entered in sequential order within a group. Can be used to create a one-to-many relationship.
- **Equivalent Course Information** : information about the KU equivalency.



- **Test Credit Input:** the specific information about the test the student took.
- **Equivalent Course:** the KU equivalency for the test taken.
  - **Repeat Code / Designation:** allows entry of special information about how the test credit transferred, but it is not being used at this time.
- **Comment / Override Reason** : provides the reason(s) for changing the established equivalency of a test.



Test Credit by Term Page



- If the student has not been term activated for the Articulation Term the transfer test work was posted to, the test information will not be available for viewing on the Enrollment Summary or Term History pages.

  - At the time term activation occurs for this student, all transfer models that have been posted, will be moved to the student's transcript record.

Viewing Student Term History

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

The Term History page group provides access to student data that includes historical and current terms. This page group 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.
The *Include History* checkbox does not change the results on this particular search.

If using Name as the search, the result may be a list of students.

Search Results

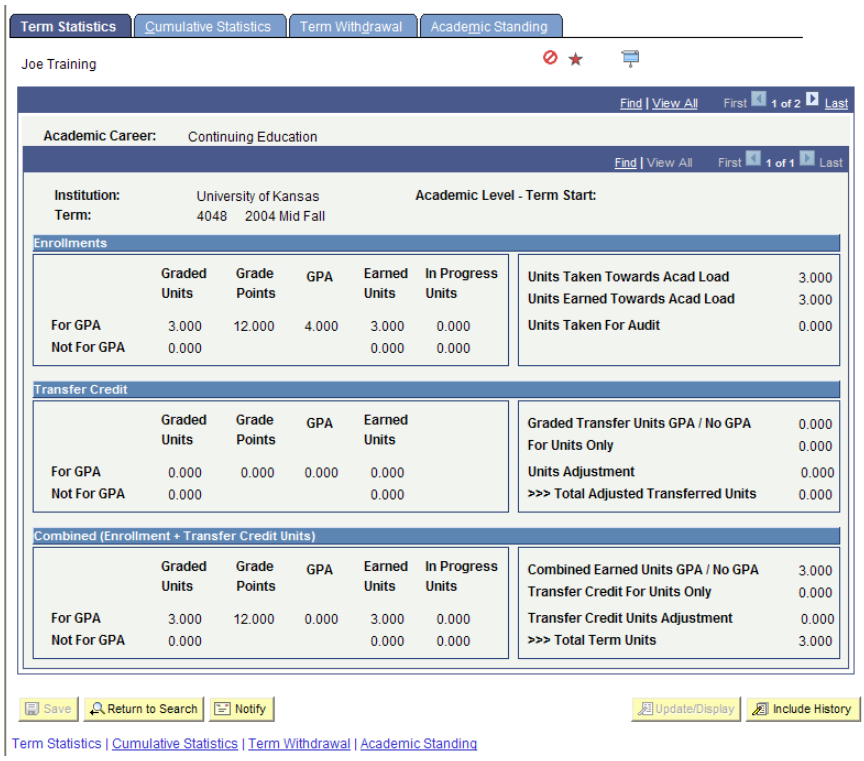
View All — First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	Training,Jennie L	Male			*****9999	USA	SSN	TRAINING	JENNIE
	Training,Joe Jayhawk	Male			*****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 History pages will open.

The search screen shown previously is an Advanced Search. 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 allows the user to change which search criteria is being used. Some of the choices are: ID, Campus ID, National ID and Last name. Using this search should immediately open the Term History page group. After using an ID for the search or selecting the student from a name list in the Search Results, the Term History page group opens.

The **Term History** page group contains 4 pages (tabs), each of which will display a new page with additional student data. ***The user may move from page to page by selecting the desired page tab or by using the page links at the bottom of the screen***.



The Term Statistics page contains numeric data specific to the term shown at the top of the page. A student may have more than one Career record and more than one Term record, so there are two navigational bars which allow movement through the rows of data. Some of the key items on this page in the Enrollments section are:

Graded Units For GPA – After any grades are recorded, the total units for classes which count in the GPA will be displayed. Depending on the time of year, the units may reflect only part of the total.

Graded Units Not For GPA – After any grades are recorded, the total units for classes which will not count in the GPA will be displayed.

Grade Points – After any grades are recorded, the grade points earned for this term will be displayed.

GPA – After any grades are recorded, the term GPA will be displayed. Depending on the time of year, the GPA may reflect only part of the grading.

In Progress Units– This value indicates the number of units in which a student is currently enrolled.
The only item on this page in the Transfer Credit section used is:

For Units Only – Units that are transferred for credits only.

There are two record scroll bars on this page. Both operate in the same manner, but display different details.

On each bar there is a row count. The top bar controls display of Career records the student may have. On the sample shown the top bar says 1 of 2, which indicates there are two Career records for this student. The second bar controls display of Term records the student may have for each Career. The second bar says 1 of 1 indicating there is only one record to display at this level. The navigational links allow the user to move through the pages.

Each bar has the same navigational choices. The *View All* link allows the user to open up all records that can be displayed for that level at one time, making the page a long, vertical, scrollable screen. If you select *View All* and there are multiple records opened, the link changes to *View 1*, which allows you to collapse the record.

The *First* and *Last* links allow movement between the *First* and *Last* pages quickly.

The *left* and *right* arrow buttons allow movement through the pages of the record one page at a time.

There are also mode action buttons and navigation links at the bottom of the page.

The *Save* button is used if the "Reset Cumulative Statistics" function is available to the user (on the Cumulative Statistics page) or if the user has authority to record a Term or Session Cancellation or Withdrawal.

Return to Search returns the user to the search screen where a new search may be initiated, or a different student may be selected from a list.

Next in List moves to the next record in the search list. This function may be useful in the user intended to retrieve a list of students and wants to review each record.

Previous in List reverses the direction of the move if the user is using the list function. Note: the two List buttons will only appear when the search resulted in a list of students.

Update/Display is the default mode used for viewing these pages.
Include History does not really change the display on these pages.

The ***Cumulative Statistics*** page looks similar to the Term Statistics page. As the name implies, however, the statistics on this page are the running total cumulative statistics for the student. Another difference on this page is the "Reset cum stats at term start" checkbox. If checked this box indicates that the cumulative statistics for this student have been re-started from zero, as of the term shown. The Reset Cum Stats at Term Start box may be marked by the Registrar's Office in a case of Academic Forgiveness.

Term Statistics | Cumulative Statistics | Term Withdrawal | Academic Standing

Joe Training

Find | View All First 1 of 2 Last

Academic Career: Continuing Education

Find | View All First 1 of 1 Last

Institution: University of Kansas
Term: 4048 2004 Mid Fall
Academic Level - Term End:
Reset Cum Stats at Term Start:

Enrollments

	Grade Units	Grade Points	GPA	Earned Units	In Progress Units
For GPA	0.000	0.000	0.000	3.000	0.000
Not For GPA	0.000			0.000	0.000

Units Taken Towards Acad Load	3.000
Units Earned Towards Acad Load	3.000
Units Taken For Audit	0.000

Transfer Credit

	Graded Units	Grade Points	GPA	Earned Units
For GPA	0.000	0.000	0.000	0.000
Not For GPA	0.000			0.000

Graded Transfer Units GPA / No GPA	0.000
For Units Only	0.000
Units Adjustment	0.000
>>> Total Adjusted Transferred Units	0.000

Combined (Enrollment + Transfer Credit Units)

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units
For GPA	3.000	12.000	4.000	3.000	0.000
Not For GPA	0.000			0.000	0.000

Combined Earned Units GPA / No GPA	3.000
Transfer Credit For Units Only	0.000
Transfer Credit Units Adjustment	0.000
>>> Total Cumulative Units	3.000

Save | Return to Search | Notify | Update/Display | Include History

Term Statistics | Cumulative Statistics | Term Withdrawal | Academic Standing

Term Withdrawal is the next page. This page will display data if the student performs a formal withdrawal from all courses for a given term.

Term Statistics | Cumulative Statistics | Term Withdrawal | Academic Standing

Find | View All First 2 of 2 Last

Academic Career: Undergraduate

Find | View All First 1 of 15 Last

Academic Institution: University of Kansas
Term: 2004 Spring
Academic Level - Term Start: Senior
Pro-Rata Eligible: Post Term Withdrawal
Withdrawal \ Cancel:
Withdrawal \ Cancel Reason:
Withdrawal \ Cancel Date:
Last Date of Attendance:
Override Withdrawal Schedule:

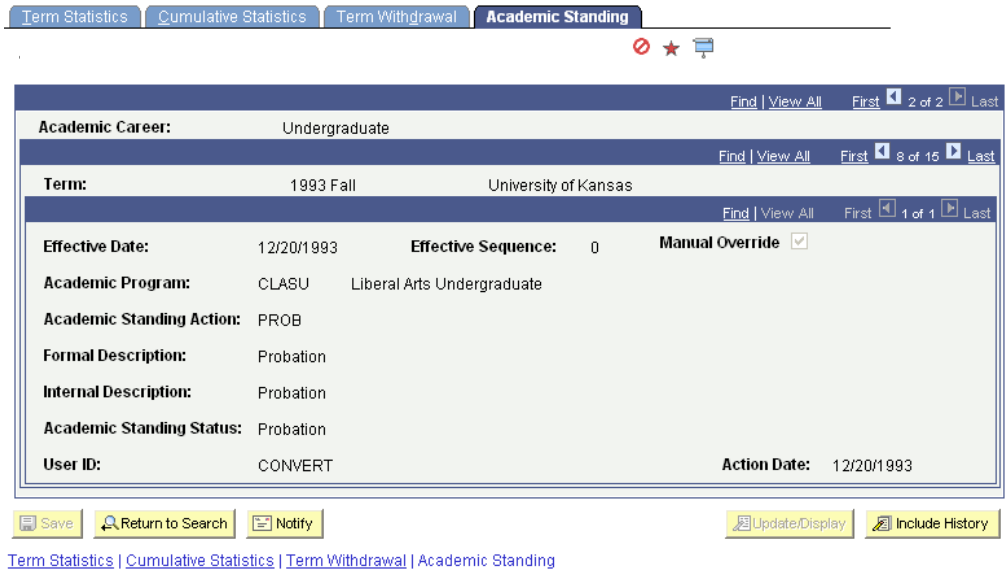
Save | Return to Search | Notify | Update/Display | Include History

Term Statistics | Cumulative Statistics | Term Withdrawal | Academic Standing

The key items on the Term Withdrawal page are the Withdrawal/Cancel Reason, the Withdrawal/Cancel Date and the Last Date of Attendance. If a student has a Withdrawal or Cancellation displayed, no further Enrollment activity may occur on this student for that term.

NOTE: Term withdrawals prior to the Fall 2003 term will be listed on the Enrollment Summary page with a class of WD.

Academic Standing – this page displays the Academic Standing status of the student. If the student had an Academic Standing status converted from the legacy system, or if the Academic Standing process placed one on the student record, it would be displayed here. The Standing is tied to a particular program and term and will be displayed specifically for that term.



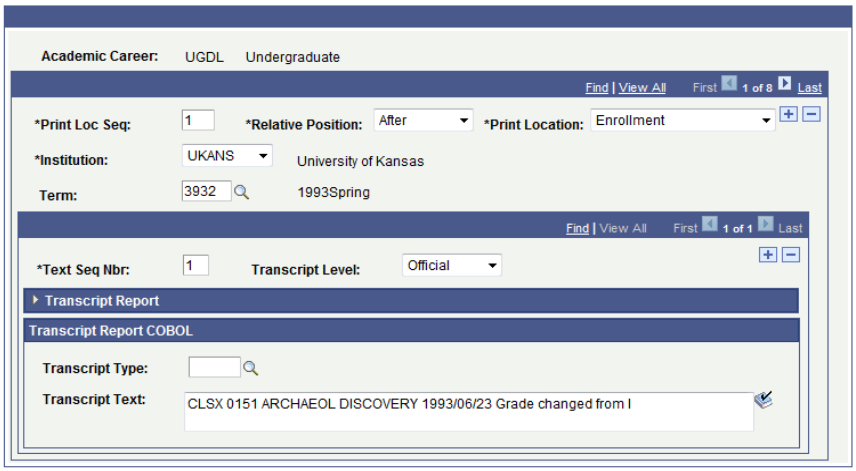
Transcript Text

Transcript Text is used for recording additional information about a student that is not included in data normally displayed on the transcript. An example of Transcript Text usage at KU is: "Master's degree general exam: Satisfactory"

- Enter Student ID or use a Name search
- Enter Career if student has more than one.

Note: Transcript Text is career specific and will appear in the location specified within that particular career on the transcript.

- Press Search

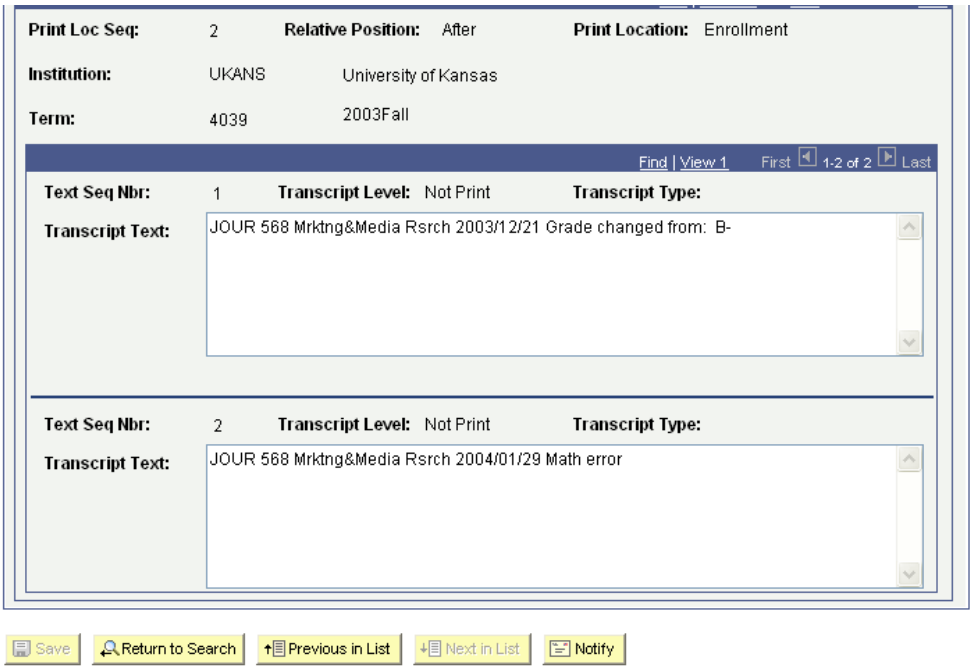


- Print Loc Seq increments automatically. (This is the Print Location Sequence, indicating the order in which the text will appear.)
- The appropriate Relative Position and print location for the particular text was chosen.
- Institution will be UKANS.
- Other fields may appear based on choice of Print Location. For example, Term is required for any Location that is tied to term data. Degree number is required if Local degrees is the Location. Most often Transcript Text is term specific and is applied after a term or at the very end of a transcript.

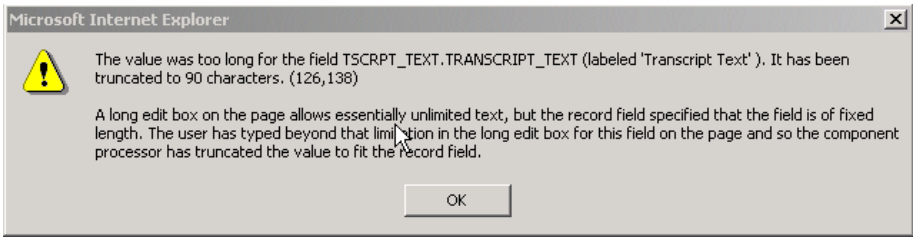
In the next section the text will be defined and on which transcript it will appear.

- Text Seq Nbr increments automatically and can be adjusted if needed to reorder the appearance of text.
- Either Transcript Level was chosen (PeopleSoft uses a hierarchy that applies text to any transcript in that level AND any transcript at a lower level. For example, if you choose Official, it will apply the Text to ALL transcripts. If you choose Unofficial, it will not apply it to the Official, since it is considered a higher-level transcript.) Or Transcript Type was chosen to specify only 1 particular KU transcript.
- The Transcript text was entered.
- Additional Rows may have been added at either the Location level or the Text level as needed.

This is an example showing multiple rows of Text:



NOTE:
There are limitations when Transcript Text is entered. PeopleSoft allows a person to type continuously, however when they attempt to save the entry, this is the error message received if you exceed the limit:



In testing, it has been found that the true limit is 90 characters. If more than that has been entered, on the transcript PeopleSoft begins truncating characters, or the display goes weird. If the text is extensive, multiple rows may be entered of 90 each and the display on the transcript looks fine.

This is an example of the text as it appears on the transcript:

```
        TERM GPA :      2.000      TERM TOTALS :      6.00      3.00         12.000


        CUM  GPA :      2.000      CUM  TOTALS :      6.00      3.00         12.000

Master's degree general exam: Satisfactory

This is a continuation of the prior text entry
```

FEPRA

If the FERPA checkbox is marked the student has a FERPA hold placed on their records. Listed below the FERPA checkbox will be a list of records that cannot be released.

Review FERPA Display

The FERPA Display tabs will show you what is releasable.

Review Shared Information

Review Shared Information-Summary provides the following information:

Review Shared Information - Summary

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

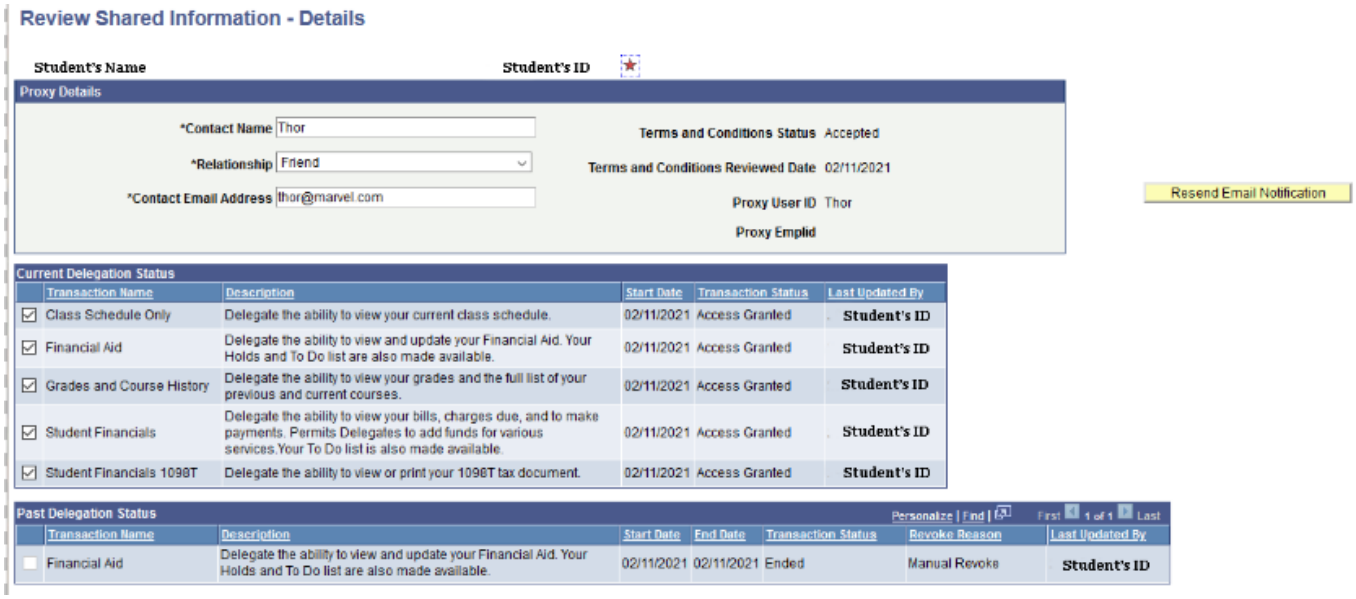
- E-mail
- Student designated Relationship status
- Contact Status: Delegate has

    - 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

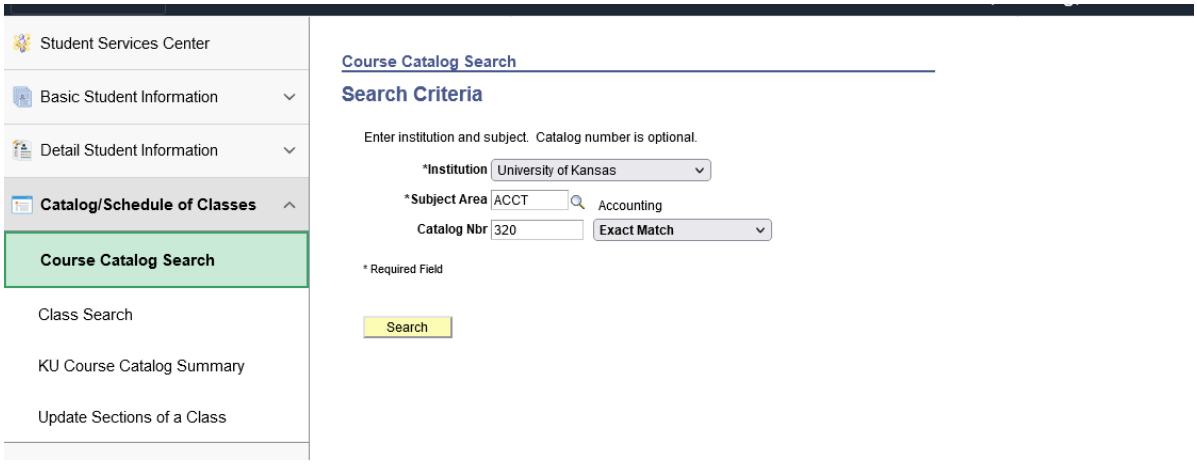


Catalog/Schedule of Classes Folder

Catalog Search

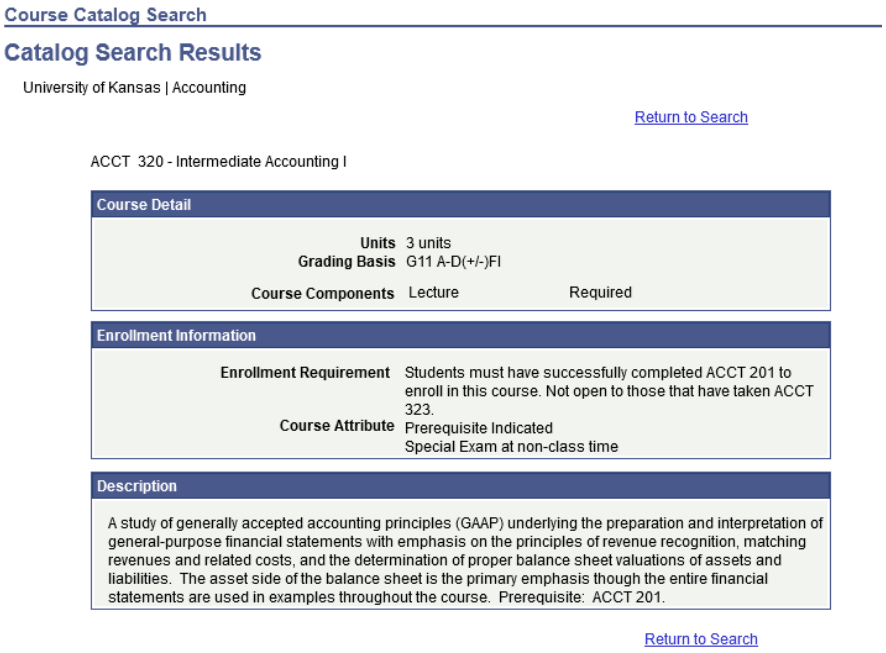
Catalog Search is in the Catalog/Schedule of Class folder.

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.



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

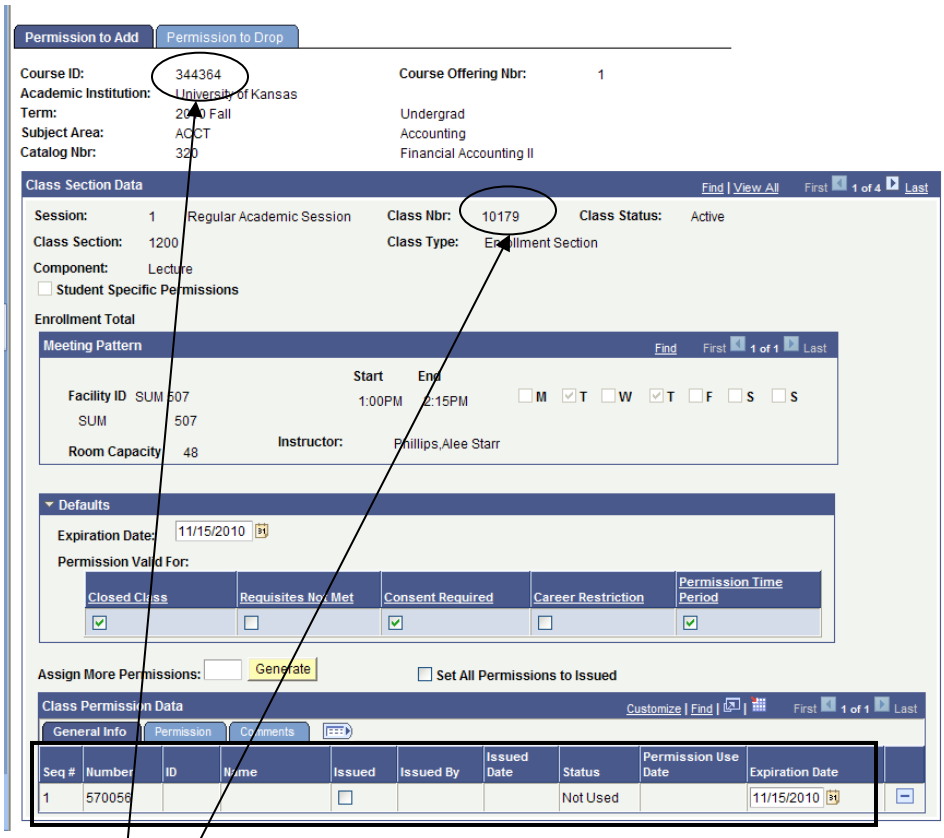
A page will open with course descriptions and additional catalog details. The size of the resulting list is dependent on your Search criteria. The list will show all catalog numbers for the Subject if a catalog number is not specified.



To exit the Search Results, click on the Return to Search button at the bottom of the Results page.

Class Permissions

The Class Permission Numbers page is shown below. The first example is for **General Permission Number**. Once the permission number has been used, the name of the student and the use date will appear.



The Course ID shown is a random ID created when the course is created in the catalog. It is unique to the catalog, not specific to a term.

The Class No. is a unique number for a specific class and section for the term shown.

The Expiration Date shown on this page is the Default Expiration date. When using General Permissions, it is possible to change the Expiration Date, but the change will only go in effect for new permission numbers generated after the change has been made.

The Enrollment Total shown on this page is the total enrollment for the specified section (real time data).

The Meeting Pattern--Facility ID, Start/End and Room Capacity are also shown on this page along with the instructor's name for the specified section.

There is a navigational bar on this screen that allows the user to view more than one section of the class if multiple sections exist.

The *View All* link will open the page up to display any and all sections that exist. In this example, the row count 2 of 3 indicates there are three sections available for viewing. The *First*, *Last* and *Left* and *Right* arrow links allow movement through the pages (sections).

On the General Info tab--
Seq #: A system generated number that is assigned based upon the order in which the permission numbers are created.
Number: The randomly system generated number the student enters to enroll in the class. These can be from 3-6 digits.
ID: Identification number of the student. This displays once the permission number has been used as well as their name just to the right of the ID.
Issued/Issued By/Issued Date: If the Issued checkbox is checked, these fields will populate when you save the page. These would then display the user ID and the date when the Issued checkbox is checked. This should be checked any time a permission number is given out.
Status: Displays as Not Used until the permission number is entered by the student when enrolling. The status then changes to Used. This can also be dropped or withdrew.

Permission Use Date: Use Date. Displays the date the permission number was used, dropped or withdrew.

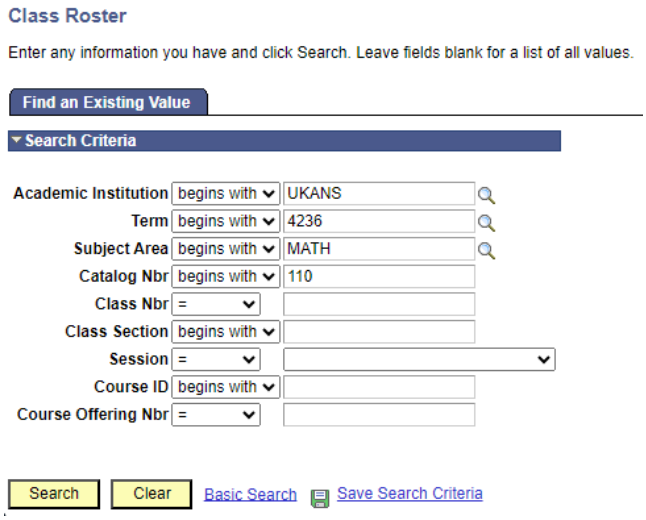
Expiration Date: Required field. Populates by default from the Expiration Date in the Defaults area and can either be left with what date defaults or changed. Or can be changed after assigning the permission numbers.

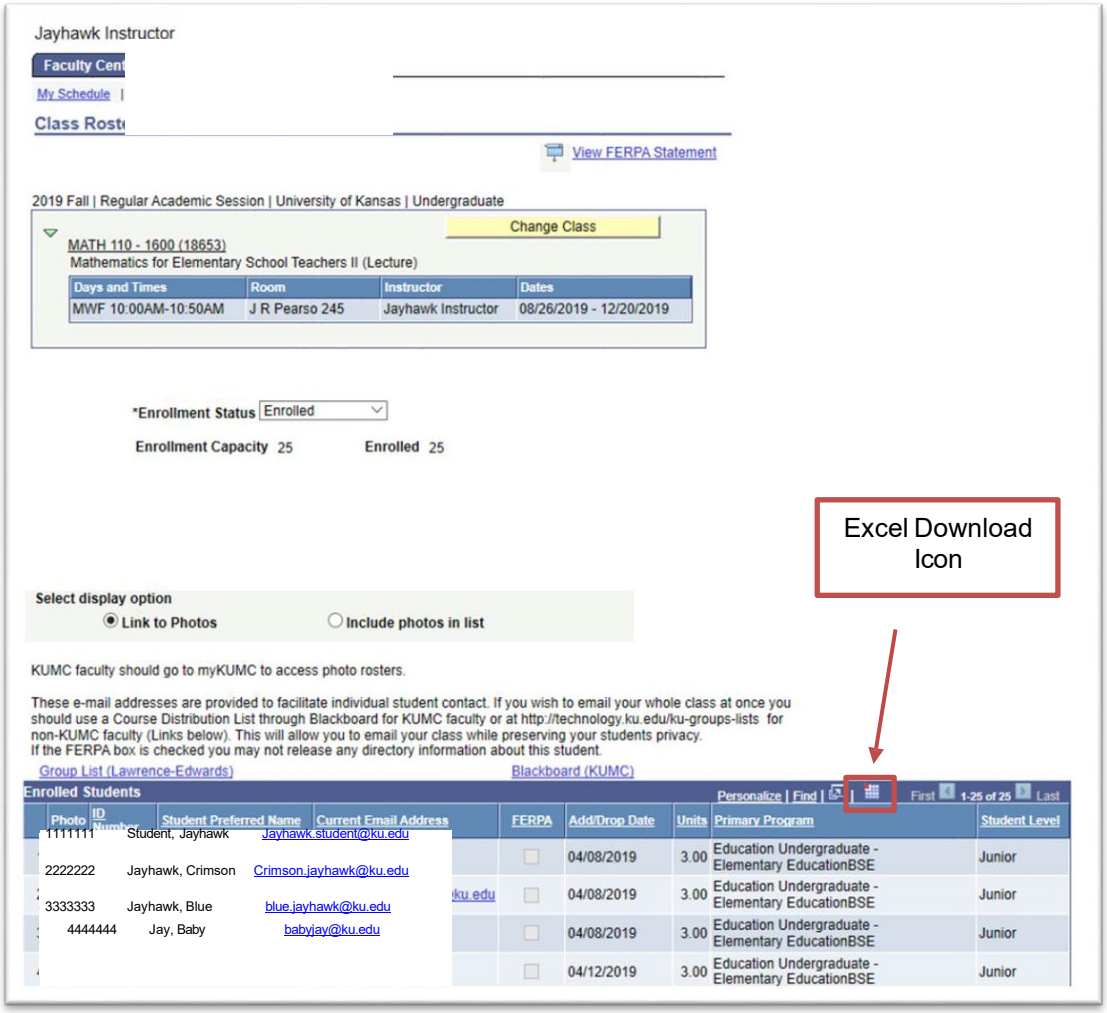
On the Permission tab—
These will fill in from the defaults area, but may be changed per permission number. These checkboxes decide what the permission number overrides for the student. Therefore should only be changed with an understanding of what will be allowed.

On the Comments tab—
May be used to track the student's ID number and name of the student was given the permission number to or reasons for giving the permission number.

Class Roster

Search for the class.

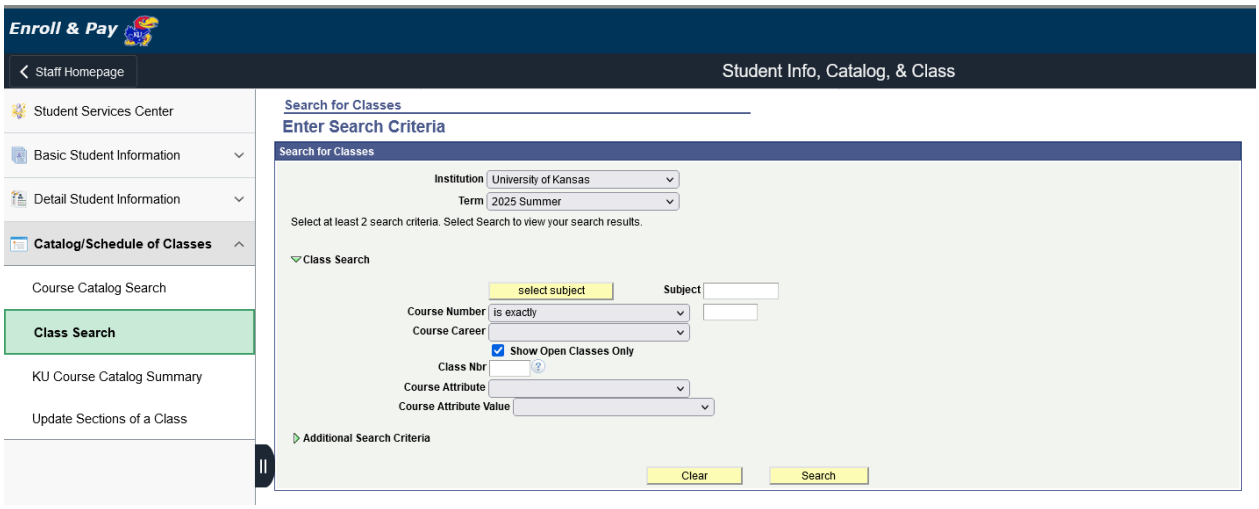




You can download or print a class roster by using the Excel download icon. Please make sure that the popup blocker is disabled on your browser.

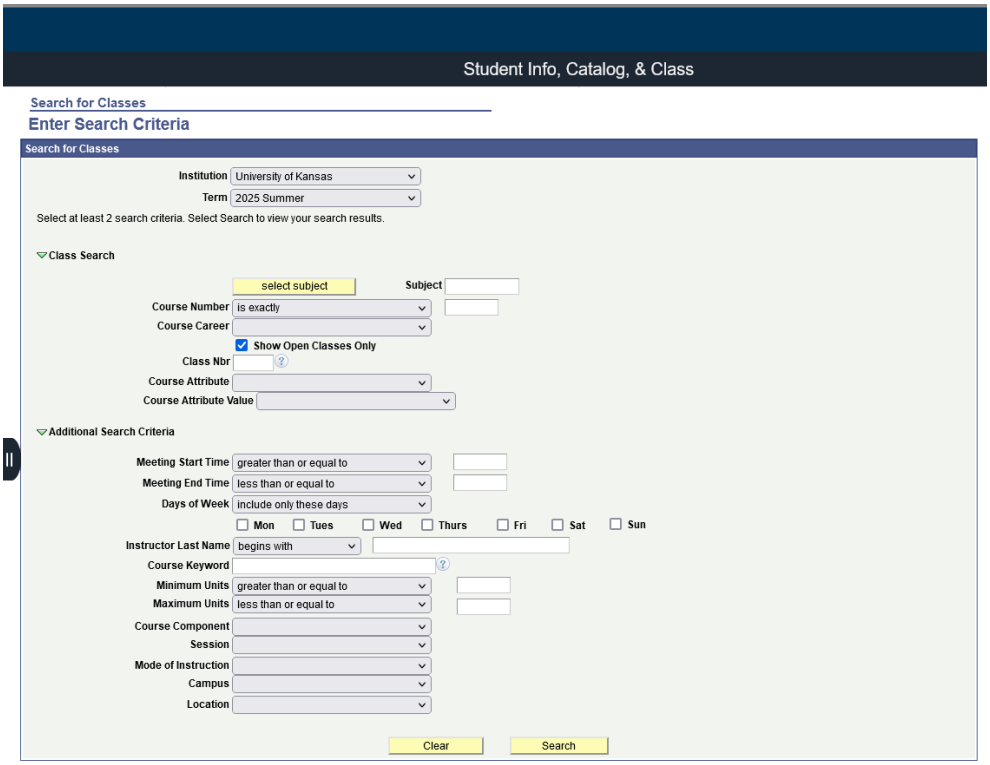
Searching for Classes

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



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

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



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

The first two fields listed above are good choices for initial criteria.

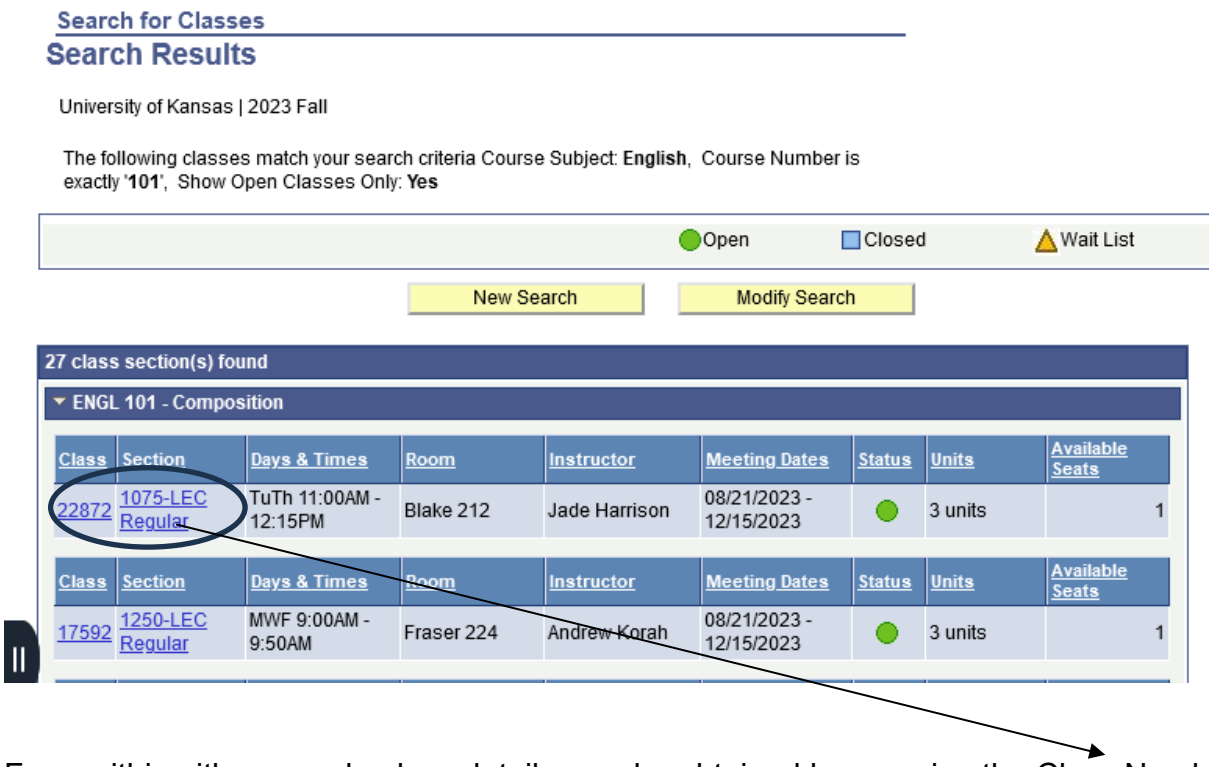
- Course Subject may be selected using the green select subject button. This is a required field.
- Enter the Course Number (if known)

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

Completing some of the following fields will help accelerate the search:

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

This is a sample of the Search Results:



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

Class Search Detail

Search for Classes

Class Detail

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

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

Chairperson, Prof. Marta Caminero-Santangelo, camsan@ku.edu
Scheduling Officers, Ann Rowland, arowland@ku.edu & Emily Bittiger, emily.bittiger@ku.edu

Admission to English courses numbered 300 and above is limited to students who have completed the freshman-sophomore English requirements or their equivalents.

All students are required to enroll in ENGL 101 and to remain continuously enrolled in ENGL 101 or ENGL 102 until ENGL 102 (or ENGL 105) has been completed.

Students may neither add nor change sections in any English course after, Monday, August 28, 2023, without instructor's permission.

The Department of English reserves the right to terminate administratively the enrollment of any student who misses two consecutive class meetings during the first two weeks of the semester. Should an emergency situation cause the student to miss two consecutive class meetings, the student should contact the instructor(s) or the English Department, 864-4520, immediately. Students are expected to submit promptly requests to drop should they decide to disenroll from English classes.

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.

Grade Roster

If there is more than one section of the class for the term specified, the results will be a list of the different sections.

Search Results

View All — First 1-3 of 3 Last

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Description	Course ID	Class Nbr
UKANS	4039	2003Fall	ACCT	320	KULC	Regular	1	1000	Financial Acctg II	344364	10240
UKANS	4039	2003Fall	ACCT	320	KULC	Regular	1	1001	Financial Acctg II	344364	10241
UKANS	4039	2003Fall	ACCT	320	KULC	Regular	1	1002	Financial Acctg II	344364	10242

- Select the desired class section by clicking on any field in the row for that section.

The Grade Roster page will open.

Grade Roster Type | Grade Roster

Course ID: 344364 Financial Acctg II — Offer Nbr: 1 — University of Kansas
Catalog: ACCT 320 — Class Section: 1000 — 2003Fall
Use Blind Grading — Class Nbr: 10240 — Regular Academic Session

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Study Abrd STDY	Roger Chope	9/12/2003 - 12/11/2003

	Grade Roster Type	Description	Approval Status	Approval Date	Final Roster Grading Status	Posting Date
1	Final Grade	Final Grade	Approved	12/23/2003	Posted	12/24/2003

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Grade Roster Type | Grade Roster

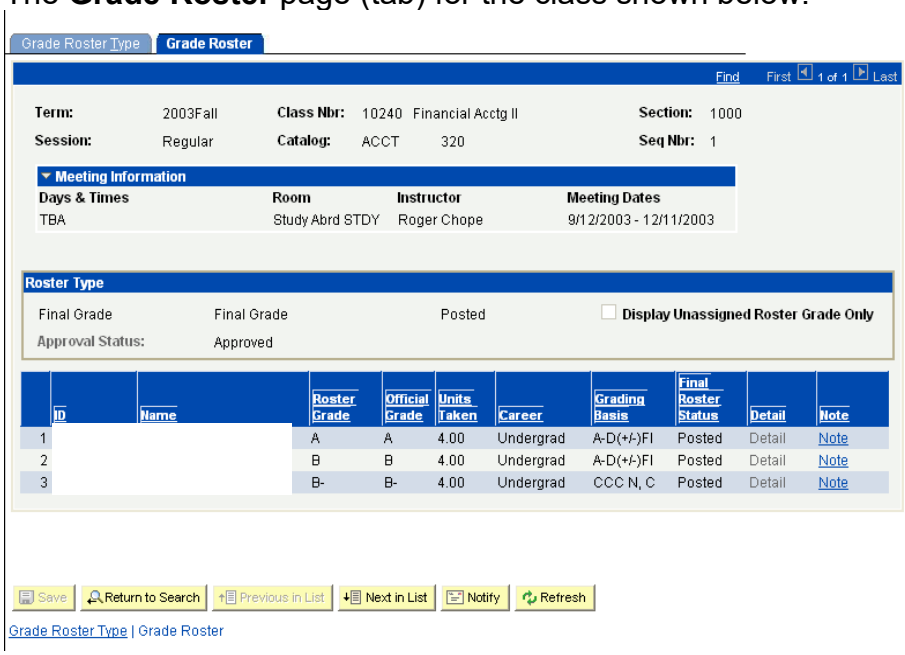
The ***Grade Roster Type*** page (tab) is the first page.
The top left side of the page is a display of basic class information: Course ID, the title, subject and catalog number, Offer Nbr., Class Section number and the Class Nbr. At the top right is the Institution, the term and the session. (Use Blind Grading allows the viewing of a Roster with no student names. Instead a Blind Grading code is present. (This feature is not currently used.) Meeting Information displays: Days & Times, Room, Instructor and Meeting Dates.

The default for the Grade Roster Type is Final Grade.

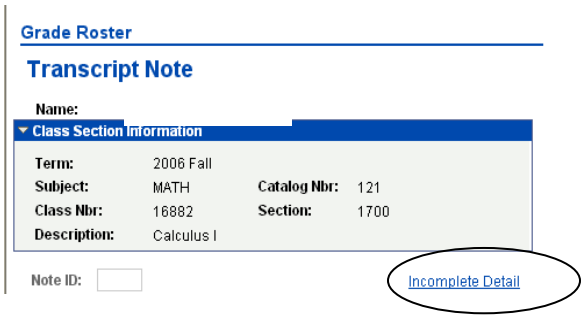
The Approval Status may show:
Not Reviewed – Grading may be occurring or has not begun so Roster is still available for use.
Ready to Review – Grades are entered and the Roster is being reviewed.
Approved – Grades are entered and are ready to post to the student's records.
No further grading may be done.

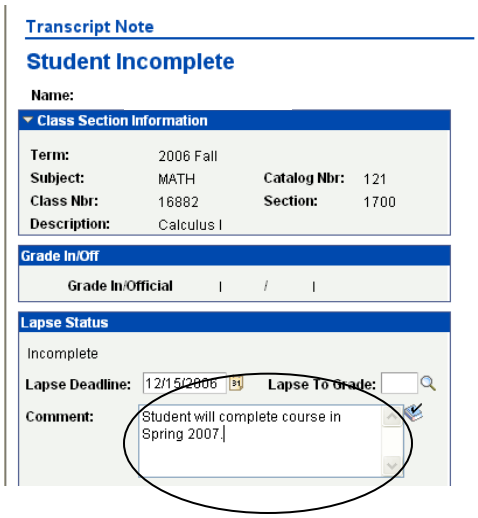
The Final Roster Grading Status will display Grade Input Allowed until the Approval Status is changed to Approved at which time it becomes Ready to Post.

The **Grade Roster** page (tab) for the class shown below:



The Grade Roster page (tab) shows the ID and Name of the students enrolled.
The Official Grade, if one exists, is shown.
The Units Taken is displayed.
The Career is displayed.
The Grading Basis used for this student for this class is displayed.
The Final Roster Status shows whether the individual grade is Pending or Posted.
The Detail link is non-functional in this view. The Notes link is functional in this view. If an instructor assigns a grade of 'I' (Incomplete), click on the Note link and then click on the Incomplete Detail link. They will use the Incomplete Detail link to make a comment/note for **informational** purposes only.





Instructor Schedule

The Instructor Schedule page group displays details about any classes that are assigned to an instructor in the term specified.

- Enter or use the lookup button to select the Term.
- Enter the ID for the instructor or use the lookup button to locate the instructor ID.
- Press the Search Button.

Warning: The Basic Search does not work for this page group.

The **Class Instructor** Page group will open.

Class Number	Subject	Catalog	Section	Component	Class Title	Start Time	End Time	Meeting Days	Building	Room
17763	HIST	320	1000	LEC	Goddesses-Witches	10:30AM	11:20AM	MW	Malott	2001
17812	HIST	492	1032	IND	Readings in Histry				Bailey	303A
18459	HWC	204	1065	LEC	Westrn Civilzatn I	2:30PM	3:20PM	MW	Strong	330
18464	HWC	204	1070	DIS	Westrn Civilzatn I	11:30AM	12:20PM	Th	Bailey	203
18466	HWC	204	1072	DIS	Westrn Civilzatn I	12:30PM	1:20PM	Th	Blake	106
27477	WS	320	1000	LEC	Goddesses-Witches	10:30AM	11:20AM	MW	Malott	2001

The first page (tab) is the **Instructor Schedule**, which displays a list of classes for the specific instructor for the term specified. This panel displays the basic class information, the Class Number, Subject, Catalog number and Section. It also displays the Component type, Class Title, meeting pattern and location.

To maneuver between pages, simply click on the tab for the desired page.

The second page (tab) is the **Instructor Schedule 2**.

Instructor Schedule

ID: 1234567 Kimberly Jayhawk

Term: 4039 2003 Fall

Instructor Schedule | **Instructor Schedule 2**

Class Number	Subject	Catalog	Section	Component	Class Title	Start Date	End Date	Session	Institution	Acad Group	Contact Minutes
17763	HIST	320	1000	LEC	Goddesses-Witches	08/21/2003	12/19/2003	Regular	UKANS	CLAS	
17812	HIST	492	1032	IND	Readings in Histry	08/21/2003	12/19/2003	Regular	UKANS	CLAS	
18459	HWC	204	1065	LEC	Westrn Civilzatn I	08/21/2003	12/19/2003	Regular	UKANS	CLAS	
18464	HWC	204	1070	DIS	Westrn Civilzatn I	08/21/2003	12/19/2003	Regular	UKANS	CLAS	
18466	HWC	204	1072	DIS	Westrn Civilzatn I	08/21/2003	12/19/2003	Regular	UKANS	CLAS	
27477	WS	320	1000	LEC	Goddesses-Witches	08/21/2003	12/19/2003	Regular	UKANS	CLAS	

Return to Search | Notify

This page also displays the class identification columns and shows the Start and End dates of the class, the Session, the Institution and the Academic Group to which the class belongs. The Contact Minutes are not currently used.

- To exit this page group, click on the Return to 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.

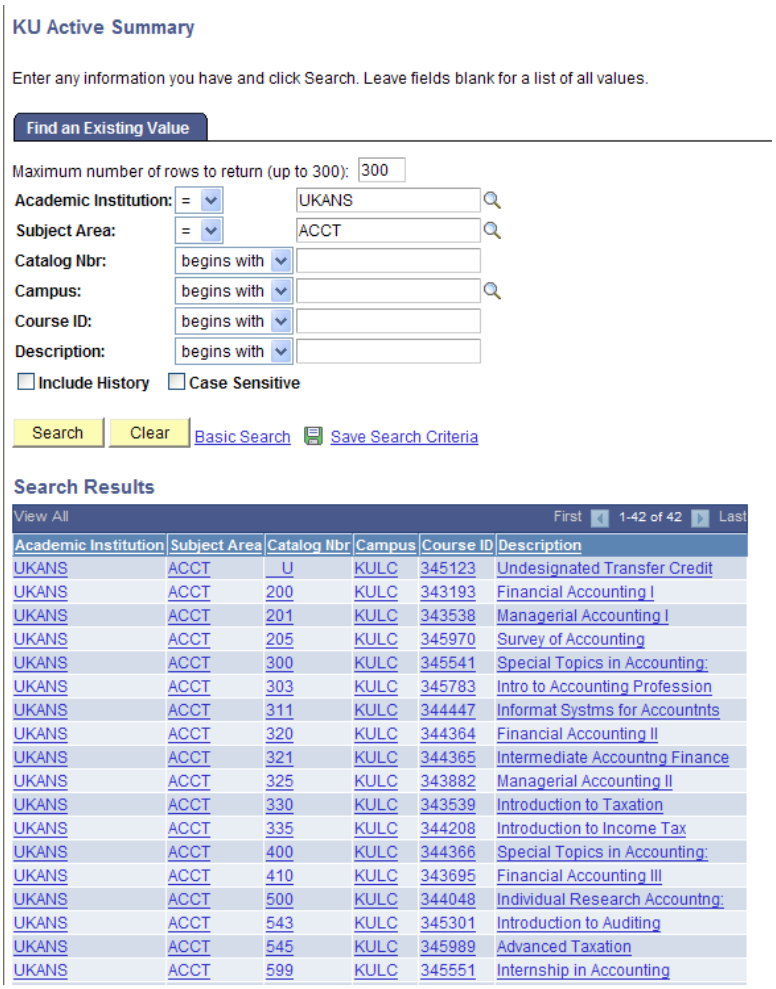
Optional Fields:

- 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.

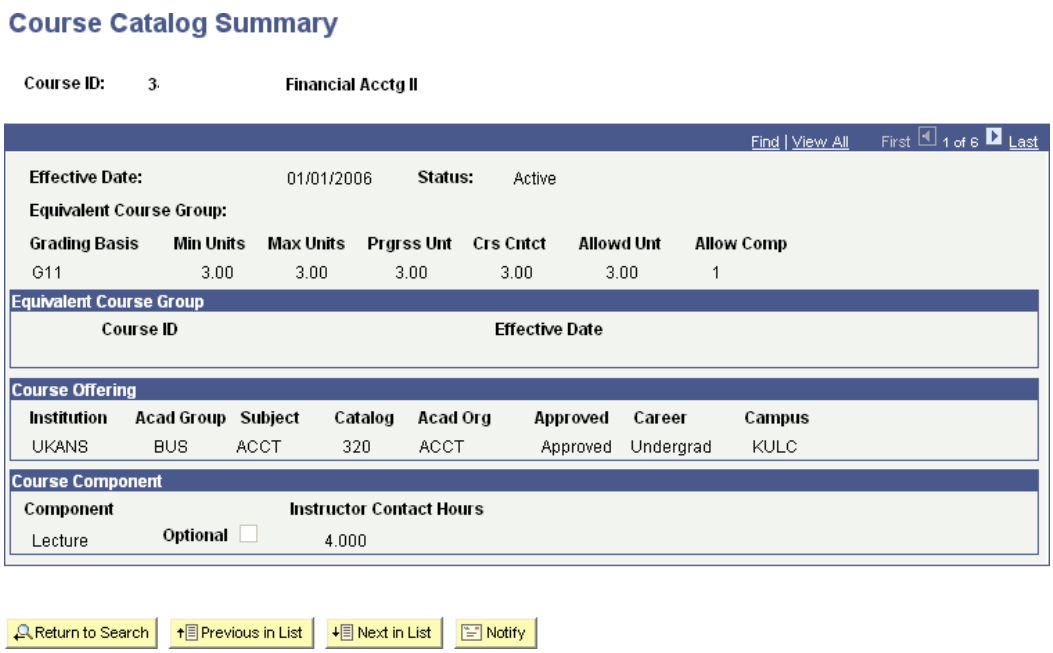
If the specific catalog number was not used in the search, the result will be a list of courses within the subject area. Below is a sample of the Results l

From the list, select the course you wish to view by clicking on any field on the line for that course.



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 Systms for Accountnts
UKANS	ACCT	320	KULC	344364	Financial Accounting II
UKANS	ACCT	321	KULC	344365	Intermediate Accountng Finance
UKANS	ACCT	325	KULC	343882	Managerial Accounting II
UKANS	ACCT	330	KULC	343539	Introduction to Taxation
UKANS	ACCT	335	KULC	344208	Introduction to Income Tax
UKANS	ACCT	400	KULC	344366	Special Topics in Accounting:
UKANS	ACCT	410	KULC	343695	Financial Accounting III
UKANS	ACCT	500	KULC	344048	Individual Research Accountng:
UKANS	ACCT	543	KULC	345301	Introduction to Auditing
UKANS	ACCT	545	KULC	345989	Advanced Taxation
UKANS	ACCT	599	KULC	345551	Internship in Accounting

That will open the Course Catalog Summary page:



Course Catalog Summary

Course ID: 3. 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 Unt	Crs Cntct	Allowd Unt	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	Campus
UKANS	BUS	ACCT	320	ACCT	Approved	Undergrad	KULC

Course Component

Component		Instructor Contact Hours
Lecture	Optional ☐	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.

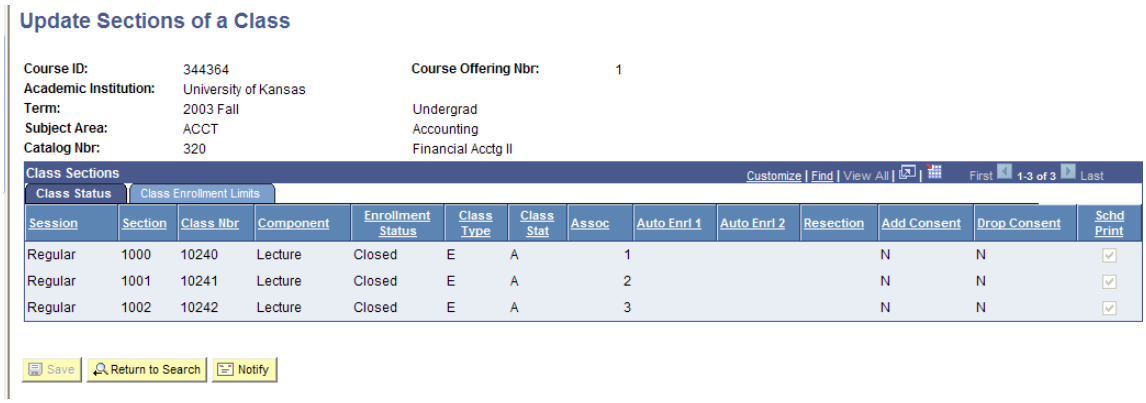
Campus and Course Offering Number may be used to further narrow a search that already has some of the criteria above.

- 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

Class Status | Class Enrollment Limits

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	☑
Regular	1001	10241	Lecture	Closed	E	A	2				N	N	☑
Regular	1002	10242	Lecture	Closed	E	A	3				N	N	☑

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.

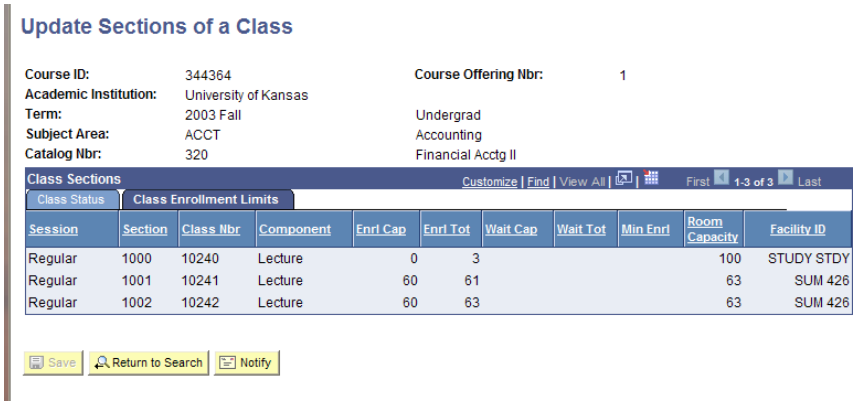
Auto Enrl 1 – Indicates any related class that will automatically be added to the student's schedule when enrolling in the primary section. (For example, a student may select the Lecture section and a Lab section is automatically placed on the student schedule.)
Auto Enrl 2 - Indicates a possible related 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		
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

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

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.