



# Student Records 101

## Presentation Overview

- Bio/Demo Information
- Service Indicators
- Student Groups
- Checklists
- Program / Plan
- Term Records
- Transfer Credit and Waivers

## Contact Information:

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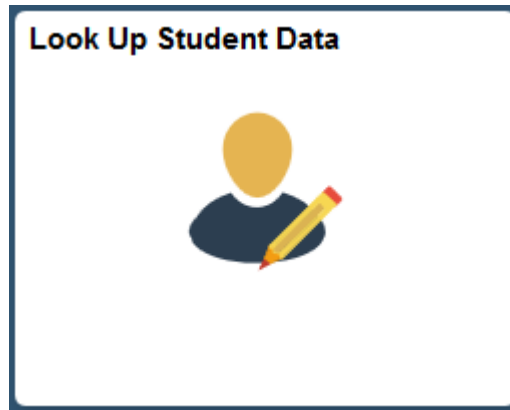
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# Basic Student Search

Student Records 101  
Bio/Demo Information



## ▼ Student Services Center

### Student Services Center

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

Find an Existing Value

#### ▼ Search Criteria

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

Case Sensitive

Search

Clear

Basic Search

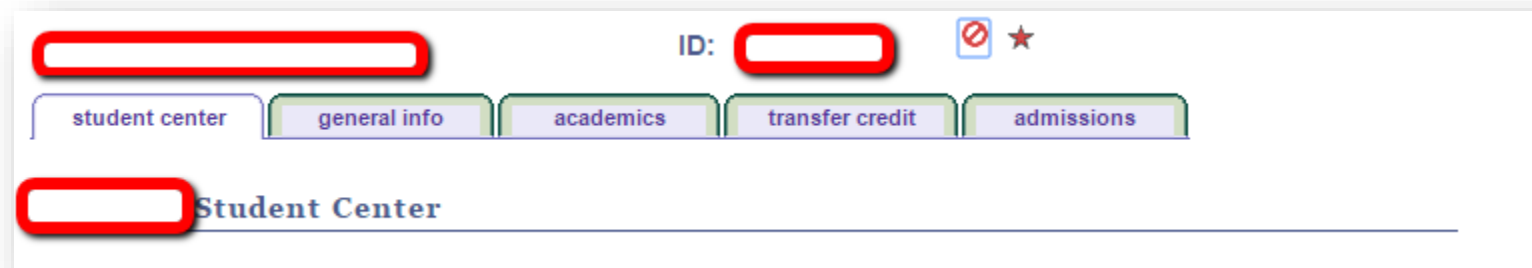


Save Search Criteria

# Campus Community

Student Records 101  
Bio/Demo Information

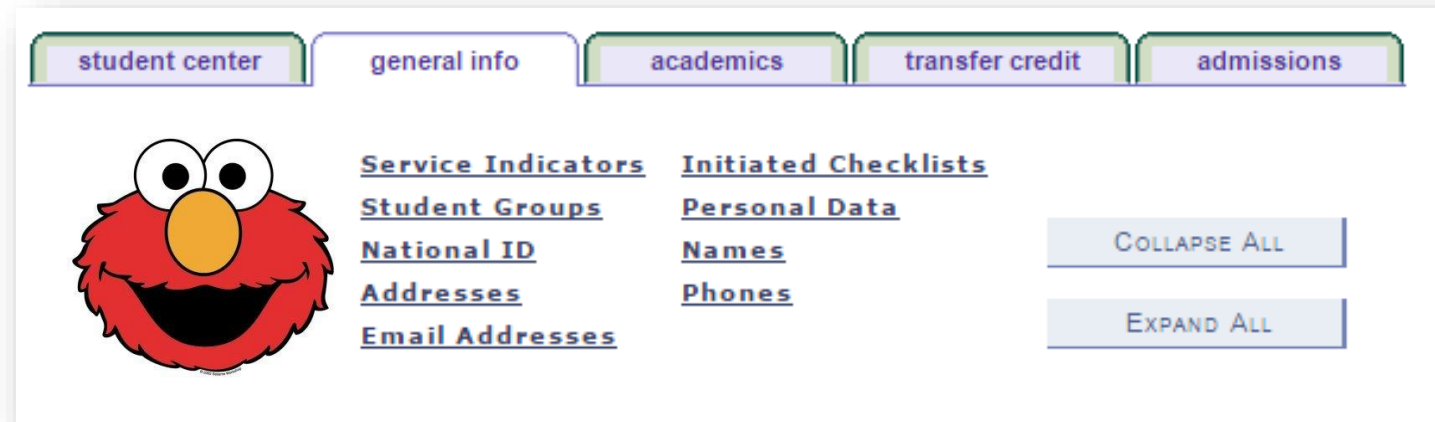
- Student Services Center
  - Serves as the hub of student records in PeopleSoft
  - Provides one-stop access to student academic, demographic, and financial records



# Bio / Demo Information

Student Records 101  
Bio/Demo Information

- Student Services Center – General Info



The screenshot shows a student profile interface with the following elements:

- Navigation Tabs:** student center, general info, academics, transfer credit, admissions.
- Profile Picture:** A cartoon image of Elmo's face.
- Service Indicators:** A link to view service indicators.
- Initiated Checklists:** A link to view initiated checklists.
- Student Groups:** A link to view student groups.
- Personal Data:** A link to view personal data.
- National ID:** A link to view national ID information.
- Names:** A link to view names.
- Addresses:** A link to view addresses.
- Phones:** A link to view phone numbers.
- Email Addresses:** A link to view email addresses.
- Buttons:** COLLAPSE ALL and EXPAND ALL.

# Hold and To-Do List

- Service Indicators (aka “holds”)
- Can be Positive, or Negative
  - Positive Service Indicators are informational
  - Negative Service Indicators appear as a “hold” on the student record, and generally prevent some action from happening within the system.
- Example of a Positive Service Indicator:
  - Information Release on File (FERPA)
- Example of Negative Service Indicators:
  - Owes balance (prevents enrollment and transcript release)
  - Advisor Hold (prevents enrollment)
- To Do List (aka “checklists”)
- Common Checklists for Grad Students
  - Graduation Application
  - Admissions Documents (maybe)
- Clicking the link provides more details regarding the to-do item
- Students can use the “click to complete” link to complete most to-do items online

# Student Groups

Student Records 101  
Bio/Demo Information

- Active or Inactive
- Notable groups:
  - CONV – All students being converted from Campus Vue to PeopleSoft
  - DIST – All students who indicate “Distance learning” on their application
  - UGUC – Union College Undergraduates
  - ACCL – Union College Undergraduates, Accelerated Program
- There are a variety of other student groups related to special programs at CRC!

# Program/Plan Stack

Student Records 101  
Academics

- Provides a high-level curricular summary
- Retains a history
- Is the only official record
- Changes made only by SAS, with departmental approval

# Program/Plan Stack

- **Career** - the highest level value. Determines if a student is an Undergraduate or Graduate. Dictates the calendar (semester/quarter) that the student follows. A student can only be active in 1 career at a time.
- **Program** - Equivalent to the School or Institute to which a student belongs
- **Plan** - At the graduate level, the Plan is equivalent to a student's major, and indicates which degree they are seeking.
- **Subplan** - Indicates a specialization, track, or concentration within the student's major



# Term Summary

Student Records 101  
Academics

- Academic Career is a silo of information
- Term Statistics compile within a career, but do not cross careers
- Term History
  - Make sure you're viewing the correct career!



Undergraduate  
Majors, Courses, GPA



Grad Semester  
Majors, Courses, GPA



Grad Quarter  
Majors, Courses, GPA

# Transfer Credit & Waivers

Student Records 101  
Academics

- **Course Credit:** Transfer credit granted from another accredited institution
- **Other Credit:** Coursework waived can be found here
- **Test Credit:** Undergraduates only. Credit granted from exams (such as AP exams, CLEP, etc)
- From the main tab, use Transfer Credit Report to generate a clean, printable summary

