



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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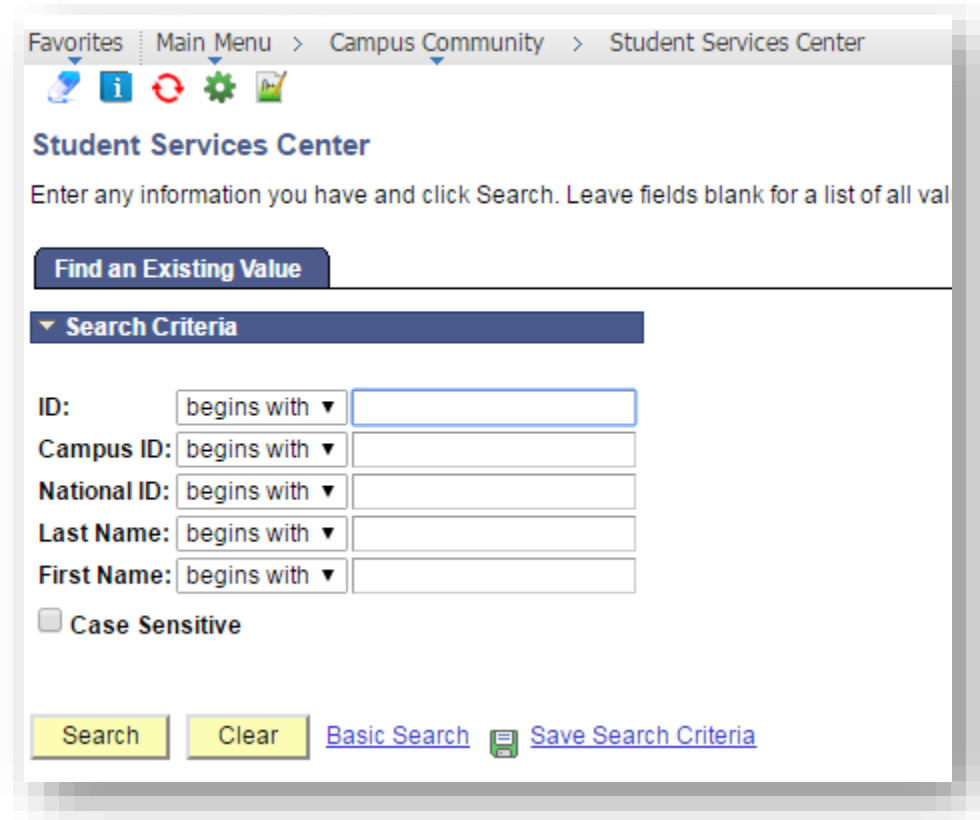
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Basic Student Search

Student Records 101
Bio/Demo Information



The screenshot shows a web browser window with the address bar displaying "Favorites Main Menu > Campus Community > Student Services Center". The page title is "Student Services Center". Below the title, there is a navigation bar with icons for home, information, refresh, settings, and a document. The main content area contains the text "Enter any information you have and click Search. Leave fields blank for a list of all val". Below this text is a button labeled "Find an Existing Value". Underneath is a section titled "Search Criteria" with a dropdown arrow. This section contains five search criteria, each with a dropdown menu set to "begins with" and an adjacent text input field: "ID:", "Campus ID:", "National ID:", "Last Name:", and "First Name:". Below these fields is a checkbox labeled "Case Sensitive". At the bottom of the form, there are two buttons: "Search" and "Clear", followed by two links: "Basic Search" and "Save Search Criteria".

Favorites Main Menu > Campus Community > Student Services Center

Student Services Center

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

Find an Existing Value

▼ Search Criteria

ID: begins with ▾


Campus ID: begins with ▾

National ID: begins with ▾

Last Name: begins with ▾

First Name: begins with ▾

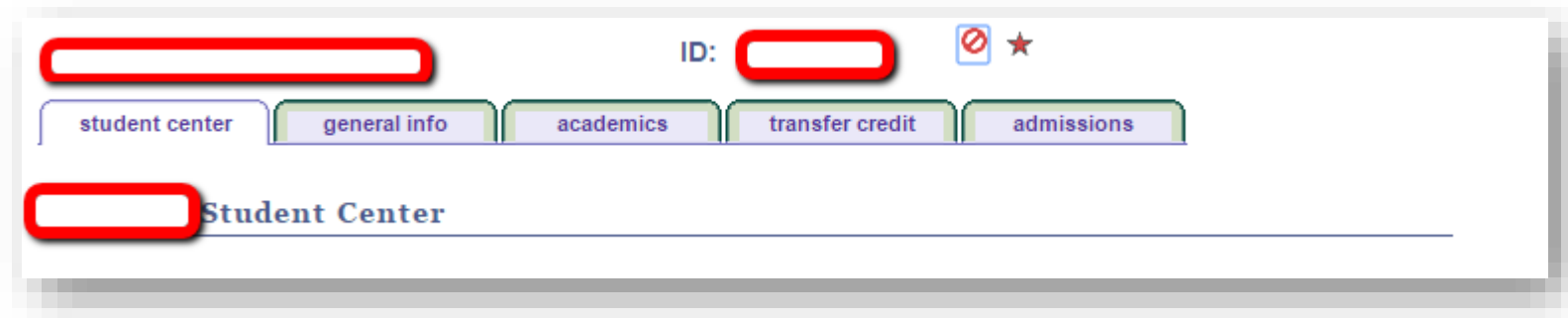
Case Sensitive

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

Campus Community

Student Records 101
Bio/Demo Information

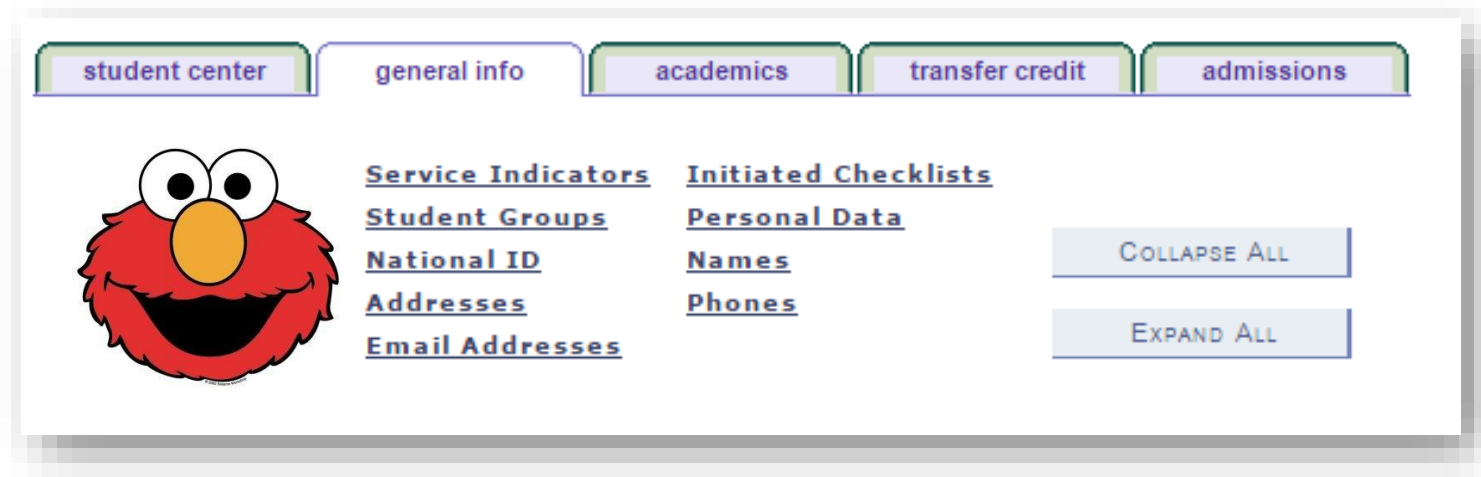
- Student Services Center
 - Serves as the hub of student records in PeopleSoft
 - Provides one-stop access to student academic, demographic, and financial records



Bio / Demo Information

Student Records 101
Bio/Demo Information

- Student Services Center – General Info



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

- Navigation Tabs:** student center, general info, academics, transfer credit, admissions.
- Profile Picture:** A cartoon illustration of Elmo's face.
- Information Categories:**
 - Service Indicators
 - Student Groups
 - National ID
 - Addresses
 - Email Addresses
 - Initiated Checklists
 - Personal Data
 - Names
 - Phones
- Control 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