Campus Solutions Glossary – Academic Advisement

The Campus Solutions Glossary – Academic Advisement defines many of the terms that are used in the Academic Advisement module of the new student information system. It also includes general terms that may be relevant to Academic Advisement. The glossary will continue to be updated throughout Illinois State University's transition to Campus Solutions.

Glossary Navigation

All terms are listed in alphabetical order. You can click a letter to go to all the terms that begin with that letter, or you can search the page for a particular term.

To search the page in Adobe Reader:

1. Enter Crtl+F. A small text box will appear in your reader window.
2. Type the term you wish to find in the box. Adobe Reader will automatically attempt to locate a match.
3. Use the *Previous* and *Next* buttons to cycle through all possible matches.

Glossary Terms

[#](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | I | J | K | L | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | V | [W](#) | X | Y | Z

By Lisa Lindenfelser & Jordan Jeffers
Administrative Technologies | Client Services
ATtraining@IllinoisState.edu

# #

3Cs (Communications, Checklists, Comments) – a flexible way to send and track correspondence, lists of requirements, and notes to students, staff, and organizations.

- **Checklist** – a "to-do list" of action items that are assigned to a student to complete
- **Comments** – a notation field for additional comments on a user record
- **Communications** – a method to send and track communications to a user

3C Engine – an application that enables automation of 3Cs processes. The 3C engine automatically adds, deletes, and updates communications, checklists, and comments according to Illinois State University policies.

3C Group – a method of grouping users to control or restrict access to 3Cs, as determined by security-based roles.

Back to top

A

Academic Advisement – the module of Campus Solutions that is used to track a student's progress toward a degree.

Academic Career – all the course work undertaken by a student that is maintained in a single record. Illinois State University offers three academic careers: undergraduate, graduate, and continuing education.

Academic Group - the highest level division of an institution, used mostly for reporting, catalog defaults, and meeting patterns. Illinois State University has seven academic groups: the College of Applied Science and Technology, College of Arts and Sciences, College of Business, College of Education, College of Fine Arts, Mennonite College of Nursing, and the Office of the Provost.

Academic Institution – the highest organization in the academic hierarchy. Illinois State University is the only institution in Campus Solutions. It is assigned the code, "ILSTU."

Academic Load – an indication of full-time or part-time enrollment based on the number of units enrolled and the academic load rules for the term. Academic load impacts eligibility for residential housing and financial aid.

Academic Organization – the department which has financial and work responsibility for an academic plan. At Illinois State, academic organizations correspond to academic departments (such as the Department of Family and Consumer Sciences) and to colleges (such as Mennonite College of Nursing).

Academic Plan – the course of study a student follows to fulfill the requirements of a degree, such as a BA in English or an MS in Chemistry. An academic plan is equivalent to a major, minor, or certificate.

Academic Program – the entity to which a student applies, is admitted, and ultimately graduates from. Programs define many different rules for academic processes, such as grading, financial aid, and class repeat rules. At Illinois State University, programs are a combination of colleges and academic careers, such as the College of Business undergraduate program and the College of Arts and Sciences graduate program.

Academic Requirements – the individual rules that a student must meet in order to graduate from their academic program and receive their degree. At Illinois State, for example, undergraduate students must complete general education requirements, major requirements, maintain a minimum GPA, and other requirements. (Academic Advisement)

Academic Requirement Group – a set of academic requirements that applies to a specific group of students. For example, the General Education academic requirement group applies to all undergraduate students, while the Physics BS academic requirement group only applies to students in the Physics BS academic plan. (Academic Advisement)

Academic Session – a period of time during which the University holds classes. Sessions can span the full length of a term or any amount of time within it, such as the first half of the Fall term or the last quarter of the Summer term.

Academic Standing Rules - the policies that determine a student's academic standing. For example, at Illinois State University a student must maintain a cumulative GPA of 2.0 to maintain academic good standing. (Academic Advisement, Student Records)

Academic Structure – the Campus Solutions term for the relationships among Illinois State University, its colleges and departments, the courses they offer, and the terms and sessions within the academic year.

Academic Subjects – the specific areas of instruction that are offered by academic organizations. For example, MAT 120 belongs to the math subject.

Academic Sub-plan – an area of specialization within an academic plan. For example, Animal Science is a sub-plan within the Agriculture BS plan. Note that sub-plans are not used for minors (because a minor is an academic plan in its own right).

Academic Term – a period of time containing one or more academic sessions. At Illinois State University, there are three academic terms, equivalent to semesters: Fall term, Spring term, and Summer term.

Admissions – the Campus Solutions module that handles the University's admission process, including student applications and associated documents, fees, and evaluation. This module is also used to admit a student to an academic program and an academic plan.

Advisement Report – a degree audit report that displays a student's progress toward graduation. The standard advisement report is accessible to students at any time via the Student Service Center. (Academic Advisement)

Advisement Report Type – a kind of advisement report, such as a "what-if" report. The report type determines who can view the report, what classes are included in the report, and how many reports can be stored at any one time. (Academic Advisement)

Advising Student Groups – the student groups that can be used in advisement processes and academic requirements.

B

Bio/Demo Data – the biographic and demographic data about a person, such as name, addresses, phone numbers, citizenship, email address, and ethnicity.

Buildings – the physical places on campus that house rooms and facilities. For example, Turner Hall and Schroeder Hall are buildings at Illinois State University.

C

Campus Community – the module of Campus Solutions used to create and update the records of people and organizations. Campus Community acts as a central hub by sharing data with all other modules, including Admissions, Advising, Financial Aid, Student Financials, and Student Records.

Campus Solutions – the student information system (SIS) at Illinois State University. Campus Solutions is comprised of six modules: Admissions, Advising, Campus Community, Financial Aid, Student Financials, and Student Records.

Career Pointer Exception Rules - the rules that enable students to take courses outside of their academic careers. For example, undergraduate students at Illinois State can take 400-level graduate courses with permission of the instructor, the department chair, and the Graduate School. (Academic Advisement, Student Records)

Class Permissions – authorizations granted to students that enable them to enroll class sections that they would otherwise not be able to enroll in. Class permissions are often granted to allow students to enroll in closed classes or classes for which they do not meet enrollment requirements. There are two types of class permissions.

- **General** permissions are six-digit numbers that can be used by any student who knows the number. The student enters the general permission number when they enroll in the class through the Student Service Center.
- **Student Specific** permissions can only be used by particular students. The enrollment authorization is automatically granted to the student when they enroll.

Only one type of class permission can be used for an individual class section, as determined by the schedule of classes. (Academic Advisement, Student Records)

Class Section - an individual offering of a course within a term, such as the second section of COM 110. (Academic Advisement, Student Records)

Cloud – another word for the Internet. A company that provides cloud-based services remotely hosts data, software, and the physical infrastructure, such as servers and network devices. Campus Solutions is a cloud-based product.

Connector Type - a logical operator that is used to determine if some or all conditions in a statement are true. The two connector types are:

- AND - the process will succeed if all conditions are met
- OR - the process will succeed if one or all of the conditions are met

For example, a requisite condition could be set up to make students eligible to enroll in a course if they are: in their first-year AND have an ACT Math score over 25; OR if they are in their second-year AND have a GPA of 3.0.

Constituents – the friends, alumni, organizations, foundations, or other entities affiliated with Illinois State, and about which the University maintains information.

Correct History – a Campus Solutions edit mode which allows the user to make changes to current or past records. Correct history mode is only meant to be used to fix mistakes, not to make changes. Changes to a record should be made by adding a new row with a new effective date.

Course Catalog - the list of all courses offered by Illinois State University. It contains information such as course titles, numbers, hours, subjects, room characteristics, and additional fees. Unlike the official University catalog, the Campus Solutions course catalog does not contain degree requirements, academic policies, or other university information. (Academic Advisement, Student Records)

Course List – a set of courses that need to be taken to fulfill an academic requirement. For example, the Criminal Justice Sciences BS plan requires students to pass CJS 100, 200, 207, 208, 241, 300, 398A01, 398A02, ENG 145, PSY 110 or 111, and SOC 106. (Academic Advisement)

Course Offering - all of the information about a particular course, such as its number, title, description, and subject area. Courses can include multiple offerings if they are cross-listed under two subjects, such as PSY / SOC 223, Social Psychology. (Academic Advisement, Student Records)

Course Requisites – general term for the conditions that a student must meet in order to enroll in a class. For example, a student who wants to take ENG 233 must first pass ENG 100 with a grade of C or better. See also, "enrollment requirements" and "enrollment requirement groups." (Academic Advisement, Student Records)

Course Share Set – a group of courses that can be used by more than one academic requirement. For example, Illinois State uses course share sets to share courses between general education requirement and major requirements. (Academic Advisement)

Course Substitution – the replacement of a course that a student has taken with another course that will fulfill an academic requirement. (Academic Advisement)

CRM (Customer Relationship Management) – a tool that manages the entire lifecycle of a person's relationship with Illinois State University, from the moment the person is a

prospect, through application, admission, enrollment, graduation, and as an alumnus or alumna. Illinois State's CRM application is called RightNow.

<u>Cross Functional Committee</u> – an advisory committee that reviews decisions and recommendations about Campus Solutions at Illinois State. This committee is comprised of key University staff members in multiple departments.

[Back to top](#)

D

Degree Change Audit - a process that tracks and displays all the changes made to a student's degree record, who made the change, and the date and time of the change. (Academic Advisement, Student Records)

Dynamic Condition – a flexible academic requirement that can be combined with other dynamic conditions using AND/OR connectors. At Illinois State, dynamic conditions are used to track the completion of milestone requirements. (Academic Advisement)

E

Effective Date – the date at which a piece of data is considered official or effective. Campus Solutions uses effective dates to maintain a historical record of past data. Instead of deleting or overriding data, a new set of data is entered with a new effective date, which tells the system to use the new information from that date forward.

Empl ID (Employee ID) – a Campus Solutions person identifying number. All students, faculty, staff, and constituents will have unique Empl IDs.

Enrollment Appointment - the time during which a student can register for classes. (Academic Advisement, Student Records)

Enrollment Requirement - a course requisite that is defined once and then applied to a requirement group. For example, in order to enroll in HSC 298.03, a student must pass HSC 200, 202, 212, and 230. Each of those course requisites would be a separate enrollment requirement. (Academic Advisement, Student Records)

Enrollment Requirement Group – a set of enrollment requirements that are defined once and then attached to multiple courses as needed. For example, ENG 213, 214, and 215 share a single set of requisites and are thus attached to one enrollment requirement group. (Academic Advisement, Student Records)

Equation Engine – a programming tool that uses logical rules or statements to read and change Campus Solutions data tables, used most frequently by financial aid.

Event – a trigger-based, predefined point that automatically creates, updates, or deletes information. For example, if a student at Illinois State enrolls in a course (event), the student will be given automatic access to the course in self-service.

External Organizations – the schools, businesses, or non-profit organizations that conduct business with Illinois State. For example, the Thomas Metcalf Laboratory School is an external organization.

Back to top

F

Facility – a room or grouping of rooms, such as Stevenson Hall 420B or Fairchild 211. For the purpose of scheduling, it can be treated as a single entity or as multiple rooms/components.

Facility Characteristics – a description of the facility capacity, availability, and room characteristics.

FDD (Functional Design Document) – a document created by Illinois State that discusses the technical and functional needs of interfaces, conversions, reports, workflows, and customizations required for Campus Solutions.

FERPA (Family Educational Rights and Privacy Act) – a federal law that protects the privacy of student educational records. Students may choose to release information to others, such as their parents or legal guardians.

FERPA Control – a tool to identify and prohibit the release of a student's restricted information. This control is automated in Campus Solutions based on security role.

Financial Aid – the Campus Solutions module that manages the University's financial aid process. This module controls the disbursement of awards, scholarships, loans, and federal aid. It is also used to assess a student's eligibility for aid and maintains all data necessary for federal and state compliance. (Financial Aid)

Flat File – a file that contains plain text data, such as an Excel spreadsheet. Flat files can be uploaded into Campus Solutions, which will automatically structure the file contents into the Campus Solutions database.

Back to top

G

Grade Basis – a group of grade inputs that determine the possible grades for a course. For example, in the "Graded" grading basis, possible grade inputs include A, B, C, D, and F. In the "Credit/No-Credit" grading basis, possible grade inputs include credit (Cr) or no credit (NC). (Academic Advisement, Student Records)

Grade Basis Exception Rule - a rule which tells Campus Solutions how to process the grades of students who take courses outside of their primary academic career. (Academic Advisement, Student Records)

Grade Input – a specific grade that is defined for a grade basis, such as A, B, C, D, or F. (Academic Advisement, Student Records)

Grade Lapse - the process that converts "in progress" or "incomplete" grades to another specified grade after a deadline passes. For example, an instructor can decide that an incomplete grade will be converted to an F after three months. (Academic Advisement, Student Records)

Grade Roster - the application that is used to assign grades to students in a class. (Academic Advisement, Student Records)

Grading Scheme – a set of grading bases that is linked to a career. Illinois State has separate grading schemes for the undergraduate, graduate, and continuing education careers. (Academic Advisement, Student Records)

H

Holiday Schedules – the schedule of academic holidays for Illinois State University. Holiday schedules are assigned to academic careers and are used for class scheduling purposes.

Honor/Award Codes - the names of the internal and external student awards that Illinois State recognizes, such as Honors (HON) or Presidential Scholar (PRES). (Academic Advisement, Student Records)

Honor/Award Rules - the rules that determine whether a student will receive an Illinois State University honor. For example, a graduating student who has a cumulative GPA of 3.9 or higher is awarded the summa cum laude degree honor. (Academic Advisement, Student Records)

HRMS (Human Resources Management System) – the Campus Solutions system that manages human resource activities, such as payroll.

Back to top

M

Maximum Program Effective Date - the final date by which a student must fulfill all of a course's requisites in order to enroll in the course. (Academic Advisement, Student Records)

Milestones - the graduation requirements that are not related to coursework. For example, all of the University's Elementary Education majors must pass the State of Illinois Basic Skills Test. (Academic Advisement, Student Records)

Modules – the applications which comprise Campus Solutions. The six core modules are Admissions, Advising, Campus Community, Financial Aid, Student Financials, and Student Records.

Back to top

N

National ID – a government-issued identification number. For example, citizens of the United States are issued Social Security numbers.

Node – the structural points that exists on a tree in Campus Solutions Tree Manager. Nodes join together to represent the hierarchal relationships among data, such the academic structure of Illinois State University or the item types defined in Student Financials.

Note Category – a type of note that specifies the kind of contact that an advisor had with a student, such as a consultation about an academic plan. (Academic Advisement)

O

Oracle – the technology corporation that maintains and provides support for the Campus Solutions software.

P

Page – a screen in which data is entered and/or displayed. Pages let users view, change, or add data. For example, a student has several pages in their Student Service Center, such as one page for addresses, one page for bio/demo data, etc.

PeopleBooks – the extensive help documentation created by Oracle that explains Campus Solutions concepts, administration, and use. PeopleBooks is available from any page of Campus Solutions by clicking the *Help* link.

PeopleSoft – the system which serves as the foundation of Campus Solutions. The PeopleSoft system is designed to share data from a single location and provide a common source of information for all staff members and departments.

PeopleTools – a comprehensive development suite for PeopleSoft applications. PeopleTools allows developers to create and customize applications.

Plan Types - the different kinds of academic plans. Illinois State has several different plan types, such as major, minor, plan of study (often used by students pursuing professional certificates), and preparation (often used by those enrolled in the MDI and ELI programs, or dual enrolled in Illinois State and a high school).

Primacy Number - the number that Campus Solutions uses to determine a student's primary academic career and program, if the student is enrolled in more than one. The lowest number has priority. (Academic Advisement, Student Records)

Process – a set of actions that Campus Solutions executes according to specified parameters, such as adding batches of students to the Campus Community database, calculating tuition for multiple students, or updating checklist items.

Program Status – the relationship a student has with an academic program, such as applicant, active, admitted, cancelled, or waitlisted.

[Back to top](#)

Q

<u>Query</u> – a selective search of the Campus Solutions database for one or many records based on defined criteria. University staff members are granted access to run queries based on their role, and only key roles have the permission to create new queries.

R

Repeat Codes – the labels that tell Campus Solutions how to include repeated coursework in a student's grade point average and academic level. A set of repeat codes makes up a repeat scheme. (Academic Advisement, Student Records)

Repeat Scheme – a set of repeat codes that is associated with an academic career, such as undergraduate. (Academic Advisement, Student Records)

Requirement Term - the term that determines which degree requirements the student has to fulfill in order to graduate, often identical to his/her semester of admission. (Academic Advisement, Student Records)

Requisite Conditions – course requisite rules that are applied conditionally. For example, students are eligible to enroll in MAT 120 if they score high enough on their math placement exam **or** if they earn a grade of C or better in MAT 119. (Academic Advisement, Student Records)

Requisite Entity Group – a set of program, plans, sub-plans, or student groups that are grouped together to be used in a requisite condition. For example, the University might place five different academic plans into an entity group, and then write a condition stating that the student must be in one of the plans in that group in order to enroll in a course. (Academic Advisement, Student Records)

Requisite Student Group - the student group that a student must belong to in order to register for a course. (Academic Advisement, Student Records)

RightNow – the CRM tool that is integrated with Campus Solutions to provide a single view of all communication with a student, prospective student, or other interested person. RightNow is used to recruit new students to Illinois State through email communications, events, and analytics.

Role-Based Security – the security for pages, menu items, and actions, controlled by giving access to users based on the roles designated in Campus Solutions. For example, employees in Financial Aid at Illinois State will only have access to the Student Records data they need to do their jobs.

Room Characteristics – a description of the components offered in a room, such as an overhead projector, a white board, or the number of computers in a lab.

Row – a container for the data for a particular table. Because of the way Campus Solutions structures data, row data is rarely overridden or deleted. Instead, when changes to a record

need to be made, a new row is added with a new effective date. This maintains the historical record of data and tells the system to use the new data from that date forward.

Run Control ID – a unique name associated with every process that is run in Campus Solutions. Run Control IDs make it easier to repeat processes without having to reenter all of the relevant parameters.

Back to top

S

SACR (Student Administration and Contributor Relations) – the tool that allows administrators to establish the framework that manages all other modules within Campus Solutions. For example, SACR controls the academic calendar, programs, plans, some security.

Search/Match – the Campus Solutions process that searches for and identifies potential duplicate records in the database.

Service Indicators – the flags that provide or limit services and access to a user. There are two types of service indicators.

- **Negative Service Indicators** create holds that prevent the user from receiving specified services, such as registration for classes or library privileges.
- **Positive Service Indicators** designate special services that are extended to the user, such as front-of-line course registration or special services for disabled students.

Single Signon – the ability to access other Campus Solutions applications without reentering a user ID or password after first-time authentication.

SIS (Student Information System) – a software application that manages student data. Campus Solutions is the new SIS for Illinois State.

Special GPA - a GPA that is calculated from a subset of a student's courses (such as major GPA). (Academic Advisement, Student Records)

SQL (Structured Query Language) – a programming language designed for managing data in a database. SQL can be used to create queries and run processes within Campus Solutions.

Student Appointment Block - a group of students that share the same enrollment appointment. At Illinois State, student appointment blocks are based on academic standing (all seniors enroll together) and other factors (such as membership in the honors program). (Academic Advisement, Student Records)

Student Exception – an override to some part of a student's academic requirements. Student exceptions can be used to waive a requirement, change a requirement, or direct a course to fulfill a particular requirement. (Academic Advisement)

Student Individualized Plan – a type of requirement group that is applied to a single student or a small group of students. To graduate, the student must then meet the modified

student individualized plan rather than the standard requirement group linked to the student's program and plan. (Academic Advisement)

Student Financials – the Campus Solutions module that manages student receivables, billing, and collections. The module is used to calculate fees and tuition, create bills, set up payment plans, issue refunds, process collections, and print tax forms.

Student Group – a set of similar students, such as first-generation college students, that are grouped together either for reporting purposes or for processes such as tuition calculation or class enrollment.

Student Records – the Campus Solutions module that manages all academic information of current and former students. It contains the course catalog and schedule of classes, and it processes class enrollment, overrides, and grading, among other things.

Student Service Center – the self-service web portal that provides students with a single entry point to their academic information, advisement reports, student account balance, holds, to-do list, etc. The Student Service Center can be accessed at go.illinoisstate.edu.

Back to top

T

Term Code – A four-digit code associated with an academic term. Term codes are formatted as 2BBC, where BB refers to the last two digits of the second half of the academic year, and C refers to the specific term code (2 for fall, 5 for spring, 8 for summer). For example:

- 2152 – Fall term of the 2014-2015 academic year
- 2155 – Spring term of the 2014-2015 academic year
- 2158 – Summer term of the 2014-2015 academic year
- 2162 – Fall term of the 2015-2016 academic year, etc.

Tree – a graphical hierarchy that displays relationships among pieces of data within Campus Solutions. For example, there is a tree that defines the relationships among all the Illinois State University units and departments, and another tree that defines item types.

Back to top

U

UAT (User Acceptance Testing) – a testing phase conducted to determine if the requirements of a contract are met by a given software or service. Illinois State will choose various functional department members to conduct UAT on Campus Solutions.

Unit Testing – a testing phase conducted to determine if Campus Solutions modules, processes, and applications are fit for use. Unit testing will be conducted by project team members at Illinois State.

UPK (User Productivity Kit) – an online tutorial program that delivers self-paced, computer-based simulation training and interactive tutorials. Illinois State offers UPKs for Campus Solutions as part of a larger training plan.

User Defaults – a group of default values that Campus Solutions will automatically load on relevant pages, saving time and minimizing data entry errors. For example, the default value for the academic institution is *ILSTU*, for Illinois State University.

W

What-If Advisement Report – a simulated advisement report that shows a student's degree progress based either on classes the student may take or on an alternate program, plan, or sub-plan the student may enroll in. What-If reports help students see how proposed changes will affect their ability to graduate. (Academic Advisement)

Wildcard – a character – usually the percent sign [%] or the underscore sign [_] – that is used to stand in place of unknown values or to indicate a range of values. For example, if you are searching for all students whose last name ends in son, you can enter `%son` in the *Last Name* search field.

[Back to top](#)