Campus Solutions Glossary - Admissions

The Campus Solutions Glossary – Admissions defines many of the terms that are used in the Admissions module of the new student information system. It also includes general terms that may be relevant to Admissions. 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

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# #

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.

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A

AAWS (Admissions Application Web Services) – a set of web services that an applicant uses to apply to Illinois State University. AAWS automatically adds application data (such as name, addresses, phone numbers, etc.) to a student's record. (Admissions)

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 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 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.

Admissions Checklist – a checklist of actions which must be completed by a student to finalize admission to the University, such as providing test scores, transcripts, and paying application and enrollment fees. (Admissions)

Admit – the program action used to admit a student to an academic program. This changes the person's status to Admitted and enables enrollment deposit calculations. (Admissions)

Admit Types – groups of students with the same admission requirements, such as first-year undergraduate (FYR), transfer undergraduate (TRN), graduate (GRD), doctoral (PHD), visitors (VIS), and readmitted students (RAD). (Admissions)

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

Applicant – a prospective student that has submitted an application to Illinois State. (Admissions)

Application Center – a location that processes applicant data. Illinois State has only one application center, the University Admissions Center. (Admissions)

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.

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.

Conditional Admit – a type of program action that admits a student into an academic program on a conditional basis. At Illinois State, conditional admit is not used. Instead, all persons are admitted to the University using the admit program action. (Admissions)

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.

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.

Cross Functional Committee – 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.

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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 Management – a Campus Solutions tool that allows Illinois State to create and manage target and actual enrollment numbers. (Admissions)

Enrollment Targets – the ability to identify targets for enrollment based on cohort, population, and division; created/housed in Enrollment Management. (Admissions)

- **Cohort, Population, Division** – flexible groups of individuals used to create and document enrollment targets. The specific groups are completely up to the user to define.

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.

Evaluation Management – a Campus Solutions process that automatically processes student applications and preliminarily marks the application as "admissible" or "review." This process does not automatically admit or deny students applications to Illinois State; rather, it serves as a preliminary review to speed up the admissions process. (Admissions)

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 Education – the course records, transcripts, and other data that come from institutions outside of Illinois State, such as high schools or other colleges. (Admissions, Student Records)

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.

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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.

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.

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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.

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

I

IELTS (International English Language Testing System) – an international standardized test of English language proficiency for non-native English language speakers. Illinois State requires proof of English language proficiency for international students. (Admissions)

M

Matriculate – the program action that accepts a student into an academic program and allows them to enroll. The student's record is then released to Student Records and can no longer be modified by Admissions. (Admissions)

Missing Documents Letter – a communication that informs prospects or applicants that there is missing documentation from their applications, such as a high school transcript. This document will also be accompanied by a checklist for each prospect or applicant. (Admissions)

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

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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.

O

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

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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).

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 Action – a change to a student's program status or program information, such as a change from applicant status to admitted status, or a change from one academic plan to another. (Admissions, Student Records)

Program Action Reasons – the notes that give more information about why a particular program action was taken. For example, an applicant may be denied admission (program action) because they failed to complete their application file (program action reason). (Admissions, Student Records)

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

Prospect – a person who is interested in applying to Illinois State. Prospects are primarily tracked and contacted through Illinois State's CRM product, RightNow, which is integrated with Campus Solutions. (Admissions)

Prospect Record – a prospect's personal information, such as addresses, contact information, etc., which is housed in Admissions. (Admissions)

Q

Query – 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.

Quick Admit – a component that bypasses the normal admission's process in order to accelerate admission into an academic program and plan. A student's personal information can also be entered or updated through quick admit. (Admissions)

R

Referral Source – the original source of contact made with a prospective student. For example, a referral source may be a mailed flyer, the Illinois State website, or another student from Illinois State. (Admissions)

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.

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.

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 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.

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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.

TOEFL (Test of English as a Foreign Language) – a standardized test of English language proficiency for non-native English language speakers. Illinois State requires proof of English language proficiency for international students. (Admissions)

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.

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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

<u>Wildcard</u> – 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.

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