

Campus Solutions Glossary

The Campus Solutions Glossary defines many of the terms that are used in the new student information system. 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 Ctrl+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](#)

#

1098-T – an IRS tax form that reports the payments a student made to Illinois State University for qualified education expenses (or, alternatively, the amounts billed for such expenses). (Student Financials)

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

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 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.

Account Type – a group of similar item types. For example, all of the item types associated with housing charges are grouped under a single account type of “Housing.” (Student Financials)

Accounting Entries – the credit or debit records on the general ledger, also known as “accounting lines.” All transaction activity at Illinois State University, such as tuition payments, fees, and refunds, is recorded by accounting entries. (Student Financials)

Adjustment Calendar – the calendar that determines the amount of a refund that students receive when they drop their courses. Refunds are based on the amount of time that has passed since the first day of the term or session. In the spring 2015 term, for example, a student who dropped a class before January 27 received a 100% refund. (Student Financials)

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 Level Associations – the financial aid labels that group students together based on program status. Admit level associations are used to determine when a student’s ISIR data will be loaded into Campus Solutions. For example, a student with an Admit Level Association of “Has Not Applied” will not have ISIR data loaded. (Financial Aid)

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)

Advisement Report – a degree audit report that displays a student’s progress toward graduation. The 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.

Aggregate Aid – a summary of a student’s available financial aid in relation to how much financial aid has been used by the student. Aggregate aid is important for students who have grants and financial aid disbursements that are in limited amounts or are only applicable for a set number of terms, such as the Title IV grant. (Financial Aid)

Aging Set – a group of aging categories that define a bill as future, current, or past due based on the number of days from a specified date (usually the billing date). For example, normal billing processes contain categories for 30 days overdue, 60 days overdue, and 90 days overdue. (Student Financials)

Aid Year Activation – the process of activating a student for financial aid after financial aid data has been loaded into Campus Solutions. At Illinois State, a student will be aid year activated after ISIR information is received. (Financial Aid)

Anticipated Aid – the amount of financial aid Illinois State has awarded a student, but has not yet disbursed. (Financial Aid)

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)

ATB (Ability to Benefit) – a test required of students seeking federal financial aid who did not graduate from high school in the United States. The test requires students to demonstrate that they possess sufficient “ability to benefit” from post-secondary education. (Financial Aid)

Attendance Tracking - an application that records student attendance, compiles statistics, and generates attendance rosters (a list of who attended) for classes and non-class events, such as field trips. (Student Records)

Authorization– the process of approving a student’s financial aid amount. Authorization occurs after a student is awarded and accepts the financial aid. The authorizing process can be automated or can be completed manually. (Financial Aid)

Award Messages – the messages or information that can be attached to financial aid item types and then included on Financial Aid notification letters to students. (Financial Aid)

[Back to top](#)

B

Billing and Due Date Calendar – the calendar that determines the due dates for tuition and fee payments. The calendar calculates the due date based on the distance from a pivot date – for example, the number of days from the start of the term. (Student Financials)

Billing Career – the career that is used to calculate a student’s tuition and fees. The billing career is almost always the same as the student’s academic career (students in the accounting BS/MPA program are the one exception). Illinois State has three careers: undergraduate, graduate, and continuing education. (Student Financials)

Billing Message – text that appears on a bill. Billing messages are defined once and then linked to one of five types. (Student Financials)

- **Aging Set Message** is the text that will be displayed on bills that fall within a particular aging category, such as *60-90* days past due.
- **Business Unit Message** is the text that will be displayed on all bills sent by Illinois State University.
- **Corporation Message** is the text that will be displayed on bills sent to a particular external organization, such as College Illinois.
- **Customer Message** is the text that will be displayed on bills that are sent to a particular student or other customer.
- **Item Type Message** is the text that will be displayed on bills that contain a particular item type, such as tuition charges.

Billing Standard Request – the parameters that Campus Solutions uses to identify and bill groups of students or organizations, such as all undergraduate students or all organizations with a balance above \$1,000. Billing standard requests are created once and then used repeatedly when needed. (Student Financials)

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

Block Enrollment - a process that enrolls a student block into a course or group of courses. (Student Records)

Budget – a detailed list of expenses that identify the cost of attendance. A budget helps establish a student’s need for financial aid. (Financial Aid)

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

Business Unit – the organization in Student Financials that is responsible for billing. At Illinois State, there is one business unit that is assigned the code “ILSTU.” (Student Financials)

[Back to top](#)

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.

Cancel - a program action that cancels all of a student's course enrollments and refunds 100% of his or her fees. (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. (Student Records)

Cashiering Office – a group of cashiers and cash registers that accepts in-person payments from students and other customers. The cashiering office at Illinois State University is the Student Accounts main office. (Student Financials)

Census Date – the date used to finalize a student's enrollment for the term. The census date is used for budgeting and aid calculation purposes. The financial aid term is based on the census date. (Financial Aid)

Charge Priority List – the set of rules that determine which charges a payment is allowed to pay. For example, cash payments are allowed to pay all charges in all terms, while certain scholarships are only allowed to pay housing charges in the current term. (Student Financials)

Class Fee – an extra fee that is assessed to all students who enroll in a particular class section. For example, ART 333 Topics in Advanced Photography could have a \$5 material fee for section one of the Fall 2015 class and a \$6 material fee for section two, depending on the subject that each section is studying. (Student Financials)

- **Class Fee Modal** is the component that allows Student Records staff to charge class fees.

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.

COA (Cost of Attendance) – an estimate of a student’s educational expenses for the period of enrollment. COA is calculated based on tuition, housing, books, parking, and fees. (Financial Aid)

COD (Common Origination and Disbursement System) – a federal system that processes financial aid award origination and disbursement data using information from the Common Record. (Financial Aid)

Collection Agreement – a contract that specifies how a debt will be paid off for a person who is no longer enrolled at Illinois State University. (Student Financials)

Collection Criteria – the filters that determine who will be assigned a new debt that has been placed in collections. For example, one collection agent could be assigned to all collections over \$1,000, while another could be assigned to all students who were in the College of Business. (Student Financials)

Common Record – a federal record that houses origination and disbursement data for the Pell Grant, Direct Loan, and other grants. (Financial Aid)

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.

Consolidate Statistics - a process that compiles all of the information about a student's academic level, load, career, and program into a single record. (Student Records)

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.

Contract Group - a set of third party contracts. For example, an external organization paying for multiple courses at Illinois State University could group their contracts together to limit the total amount they spent on those courses. (Student Financials)

Contract Number - the name for a third party contract. The contract number does not actually have to be a number, and often it is not. For example, a contract number might be "COLLEGE ILL 15-16," designating a contract with College Illinois for the 2015-2016 academic year. (Student Financials)

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. (Student Records)

Course Component - a type of course offering, such as a lecture, lab, or seminar. One course can have multiple components. (Student Records)

Course Fee - an extra fee that is assessed to all students who enroll in a particular course. For example, ART 103 has a \$5 material charge. (Student Financials, Student Records)

- **Course Fee Modal** is the component that allows Student Records staff to charge course fees.

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 List Fee - an extra fee that is assessed to all students who enroll in any of the courses in a course list. For example, ART 103, 104, and 105 could all be placed on a course list and then assessed a single fee. (Student Financials)

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. (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.” (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)

Credit History – the process that Campus Solutions uses to assign outstanding charges to an aging category, such as 30, 60, or 90 days past due. (Student Financials)

Criteria – the conditions that Campus Solutions uses to determine which tuition and fee rates to assess a student. If a student meets the criteria, the system will assess the charge. There are two kinds of criteria. (Student Financials)

- **Trigger Criteria** are used to determine whether a student is eligible for term fees, course fees, class fees, and waivers. For example, Illinois State University students who only take courses online are charged an outreach fee instead of the general fees.
- **Tuition Group Criteria** are only used to determine which tuition group a student should be placed in, such as graduate or undergraduate.

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.

[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)

Direct to GL Entries - the general ledger accounting entries that are not associated with an Empl ID. Direct to GL entries are only created when processing application fees. (Student Financials)

Disbursement - the transfer of funds from the Financial Aid system to the student's account in Student Financials. Financial aid disbursement cannot occur until the student's financial aid has been authorized. After disbursement, the financial aid award must be posted by Student Financials before it will be credited to the student's account. (Financial Aid)

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)

[Back to top](#)

E

EFC (Expected Family Contribution) – the amount of money that an applicant’s family is expected to pay toward the cost of the student’s degree. EFC is calculated based on a student’s responses in the FAFSA and helps determine eligibility for federal student aid. (Financial Aid)

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 Cancellation – the process which marks students who should be dropped from their classes because of past due charges. The Student Financials process does not actually drop students from classes; rather, it flags students who are past due for the Student Records module to process. (Student Financials)

Enrollment Component – a component that enrolls a student in a course directly, outside of the normal enrollment request process. The enrollment component overrides all requisite, deadline, and other rules. (Student Records)

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

Enrollment Request - a component that generates a request to enroll a student in a course, similar to the Quick Enroll component. (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)

Enrollment Requirement Roster – a group of students, such as all students in a particular course, that is created to process post-enrollment requirement checking. (Student Records)

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.

Equity Funds – an amount of financial aid that will not be repaid by students, such as grants and scholarships. Equity funds can also include parent and student contributions. (Financial Aid)

Equity Item Type Groups – a collection of financial aid item types. Equity item type groups allow for finer control of the way that financial aid item types are evaluated and awarded. (Financial Aid)

Equity Item Types – FA item types that are defined as equity funds, such as grants and scholarships. (Financial Aid)

Equity Limits – the maximum amount of funds set by Illinois State to be awarded with discretionary or gift funds. The equity limit can be reduced by factors like a higher EFC or parent contribution. Equity limits ensure that similar student populations are offered similar aid amounts. (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 Award – a financial aid award that is funded by an external organization. Financial Aid maintains external award data in Campus Solutions for record-keeping purposes. (Financial Aid)

External Course – a course offered by another academic institution. External courses are defined in order to award transfer credit. (Student Records)

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.

External Subject – an area of study at another institution, used to process transfer credit and track external courses. For example, Heartland Community College offers courses in the subject areas of English (ENGL) and Astronomy (ASTR) (Student Records)

[Back to top](#)

F

FA Item Type Groups (Financial Aid Item Type Groups) – a set of item types that is used to award a group of similar funds to students in a specific order, until the group maximum is met. For example, Illinois State could group all endowed funds into one item type group, allowing for the endowed funds to be assigned first, until the limit is met. (Financial Aid)

FA Item Types (Financial Aid Item Types) – a kind of item type specific to financial aid that indicates the type of aid award, including how much an award is worth and other basic information about the award. (Financial Aid)

FA Term (Financial Aid Term) – an amount of time that represents the Financial Aid processing period; at Illinois State, the FA Term is based on the academic term. Defining an FA Term allows the University to determine how and when awards are allocated to students. (Financial Aid)

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.

FAFSA (Free Application for Federal Student Aid) – an application that students must file to receive most aid or loans based on financial need. (Financial Aid)

FAN (Financial Aid Notification) – a process used to notify students of their financial aid awards. The FAN includes the name of each award, the amount awarded to the student, and any award messages that are designated for a particular financial aid item type. (Financial Aid)

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.

Fee Class – a category of charges, such as “Tuition” or “Miscellaneous Fees.” Although it is a required value in some components, fee class has no system impact and is only used for reporting purposes. (Student Financials)

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)

Financial Aid Load – a factor that contributes to a student’s financial aid eligibility. Financial Aid Load determines how much financial aid a student can receive based on the number of units enrolled and the financial aid load rules for a term. Financial Aid load is impacted by academic load and the FA item type rules. (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.

FSEOG (Federal Supplemental Educational Opportunity Grant) – a federal grant that is administered directly by the financial aid office. The FSEOG does not need to be repaid and is awarded based on a student’s financial need. (Financial Aid)

[Back to top](#)

G

General Ledger - the master account list that Illinois State University uses to track course fees, payments, financial aid disbursements, refunds, and other financial transactions. Illinois State uses Datatel for its general ledger. (Student Financials)

GL Interface (General Ledger Interface) - the application that posts Student Financials transactions to the general ledger. (Student Financials, Student Records)

Global Exclusion Rule - a restriction that prevents a specific group of students (such as all students on academic probation) from being activated in a term. (Student Records)

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. (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)

Graduation Reporting - a process that defines a group of students, updates their degree status, and requests their transcripts, degree audits, and graduation reports. (Student Records)

Graduation Tracking - a process that determines if a student has completed all of his/her degree requirements. (Student Records)

Group Post – an application that posts multiple transactions into students' accounts at once. The transactions can be for the same student or for multiple students. (Student Financials)

Group Types – the labels that Campus Solutions uses to classify different types of transactions for group posting, such as *Financial Aid*, *State of Illinois E-Pay*, or *Housing* transactions. (Student Financials)

[Back to top](#)

H

HERA (Higher Education Reconciliation Act) – a federal law that affects the stipulations placed on federal student aid, specifically in regards to the FAFSA. HERA creates more specific rules in regards to Title IV Grant calculation based on a student's academic load. (Financial Aid)

HERA Academic Level Rule – a financial aid calculation that is based on the total number of units a student has completed towards a degree. The level calculated is used to determine whether a student has met specific thresholds. (Financial Aid)

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](#)

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)

Invoice ID Number – the unique number assigned to every bill that Illinois State University issues. The number is a combination of two text strings defined by Student Accounts and a ten-digit number generated by Campus Solutions. (Student Financials)

Invoice Layout – the set of rules that determines how a bill will look when it is printed, including the order of the transactions on the bill, the level of detail of the transactions, and the XML template that governs the actual appearance of the text, images, margins, etc. (Student Financials)

ISAC (Illinois Student Assistance Commission) – the organization responsible for awarding the MAP Grant. The ISAC is a centralized source of information and support for individuals pursuing higher education in Illinois. (Financial Aid)

ISIR (Institutional Student Information Record) – the combined record that contains processed student information from the FAFSA and the financial aid history information from the NSLDS. (Financial Aid)

Item Type – a kind of transaction in Campus Solutions, such as a charge, payment, refund, waiver, etc. Every transaction is recorded using item types. (Student Financials)

Item Type Group – a set of item types that are grouped together for more flexible processing. For example, housing and dining charge item types can be put into one item type group and used in processes together. (Student Financials)

Item Type Tree – a graphical hierarchy that displays the relationships among all of the item types that Illinois State University uses. (Student Financials)

IVG (Illinois Veteran's Grant) – a State of Illinois grant that provides some veterans with the full amount of tuition/fees to attend any approved public college or university in Illinois. Illinois State is one of the approved public universities. (Financial Aid)

[Back to top](#)

M

MAP Grant (Monetary Award Program Grant) – a grant that is awarded by the ISAC to students based on financial need. (Financial Aid)

Mass Packaging Process – the three-step process that awards financial aid to groups of students. First, students are selected to be included for evaluation; second, students are assigned to packaging plans; and third, students are reviewed for eligibility and awarded financial aid. (Financial Aid)

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)

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)

Message Category – a group of billing messages, such as all *Student* or *Organization* messages. All billing messages must have a message category. (Student Financials)

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)

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.

[Back to top](#)

N

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

Need – the difference between the cost of attendance and the expected family contribution. Financial aid packages are offered based on the amount of financial need. (Financial Aid)

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)

NSLDS (National Student Loan Data System) – the United States Department of Education’s central database for student aid; the NSLDS communicates with Illinois State about what types of loans are offered, such as the Direct Loan program and Pell Grants. (Financial Aid)

[Back to top](#)

0

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

Origin – a source of charges or payments, such as a bank, the Office of Parking and Transportation, or the Financial Aid Office. Campus Solutions uses origins to determine where transactions are coming from when a group of accounting entries is posted to the general ledger. (Student Financials)

[Back to top](#)

P

Packaging – the process that awards financial aid to a student based on expected family contribution. (Financial Aid)

Packaging Plan – a set of rules that controls which student populations are eligible for a specific FA item type. For example, Illinois State could create a packaging plan that only applies to undergraduate students. (Financial Aid)

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.

Payment Applier - the process that applies unallocated payments to a student's account without posting a new transaction. For example, if a credit card payment did not apply to the correct charges during the initial post, the payment applier can correct the error without reversing and then reposting the transaction. (Student Financials)

Payment Plan - a contract that allows a student to pay his/her charges over a period of time, rather than paying the full amount on the due date. Payment plans are identical to Illinois State University's installment plans. There are three types of payment plans in Campus Solutions. (Student Financials)

- **Calculated** payment plans adjust based on changes in the student's charges. For example, if a student enters the payment plan with 17 hours of coursework and then drops 5 hours, the payment plan will adjust to reflect the lower total charges. Calculated plans can also be restricted to only pay for certain item type groups, such as tuition and fees. These are the only types of plans Illinois State uses.
- **Existing** payment plans allow an administrator to select specific charges to include in the student's plan. These charges do not adjust automatically.
- **Lump Sum** payment plans simply specify a dollar amount that will be split up evenly over all installments. The lump sum can be all or part of a student's total charges. It does not adjust automatically.

Payment Overall Priority – the rules that determine what charges will be paid first when a payment does not cover the full amount of a bill. For example, tuition charges are paid before housing charges. Used in conjunction with the charge priority list. (Student Financials)

Pell Grant – a federal grant awarded to students based on financial need. (Financial Aid)

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.

Pivot Date – the starting date that Campus Solutions uses to determine when a bill is due. Due dates are calculated by the number of days from the pivot date, such as 30 days after the *Term Start Date* or 15 days before the *Session Start Date* (which would be specified by a negative number, such as -15). The actual, numerical date of the pivot is set by Student Records. (Student Financials)

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).

Post-Enrollment Requirement Checking - a process that determines whether students are still fulfilling their course requisites after the term starts. (Student Records)

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 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)

[Back to top](#)

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)

Quick Enroll - an accelerated enrollment engine that makes a system request to enroll a student in a class. The request will be automatically denied if the student has not satisfied all of the course requisites. (Student Records)

[Back to top](#)

R

Reason In – a code that specifies why a past-due item is being moved into the collections process, such as *Past Due Account*. (Student Financials)

Reason Out – a code that specifies why a past-due item is being moved out of the collections process, such as *Account Paid in Full*. (Student Financials)

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)

Repackaging – the Financial Aid process of reassessing financial aid awards; repackaging only occurs if the student has been packaged in the past. Repackaging must happen if anything about the student's status has changed, such as expected family contribution or academic standing. (Financial Aid)

Repeat Check - the process that Campus Solutions runs in order to determine whether a student has previously taken a course. (Student Records)

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 Rules - the rules that determine which repeat codes are assigned to courses that a student repeats, according to Illinois State University's repeat policy. (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.

SAP (Satisfactory Academic Progress) – a series of tests used in Campus Solutions to measure a student's progress towards a degree. At Illinois State, SAP is calculated based on the term and is determined by information like academic standing, GPA, current earned units, etc. If a student does not meeting SAP requirements, this will negatively affect the student's financial aid. (Financial Aid)

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 Attribute - a designation assigned to individual students in order to group them together for tracking purposes. (Student Records)

Student Award Packaging – the self-service application that students use to accept, decline, or reduce financial aid awards. (Financial Aid)

Student Block - a group of students with common academic characteristics. Student blocks are defined in order to easily enroll large numbers of students in a course or group of courses. (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

Target Keys – the codes that cashiers use in order to apply a payment to a student's account. (Student Financials)

Template ID – the XML file that determines the actual appearance of the text, images, margins, etc. on a bill. The template ID is one part of the invoice layout. (Student Financials)

Tender Keys – the types of payment that a cashier will accept, such as cash, checks, or debit cards. (Student Financials)

Term Activation - the process which enables a student to enroll in classes, post transfer credit, and calculate tuition for an academic term. (Student Records)

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.

Term Fees – the fees that are charged based on the number of hours a student is enrolled in, such as tuition and general fees. (Student Financials)

Term Snapshot - a process that captures demographic and statistical information about students up to a certain point in a term. The process can be run on demand or according to a schedule (known as a "recurring term snapshot"). (Student Records)

Third-Party Contract – an agreement between an external organization and Illinois State University in which the organization is expected to pay for a student's expenses. For example, Illinois State bills *College Illinois!* for the expenses of students who are enrolled in *College Illinois!* plans. (Student Financials)

Title IV – a federal aid funding program that includes Federal Family Education Loan Programs, Federal Campus-Based grants, and the Federal Pell Grant program. (Financial Aid)

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.

Tuition Group – a set of students who are all charged according to the same term fee rules and rates. Students are assigned to a tuition group based on their academic career and the term in which they are admitted. (Student Financials)

[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.

[Back to top](#)

V

Validation - a pre-enrollment process that students use to plan and store their courses for the upcoming term. Campus Solutions makes the same checks during validation as it does during enrollment, allowing students to see if they have the necessary requisites for next term's courses. There are no current plans to use validation appointments at Illinois State. (Student Records)

Valid Cashier - a person who is authorized to accept payments and process other transactions at a cashier's office. Valid cashiers must be linked to the valid registers at which they accept payments. (Student Financials)

Valid Register - a cash drawer that is authorized to process transactions at a cashier's office. Valid registers must be linked to valid cashiers in order for them to be used. (Student Financials)

Verification - the process that compares financial aid data, such as comparing EFC to financial aid applications or comparing ISIR to Illinois State data. (Financial Aid)

[Back to top](#)

W

Waiver – an offset of term fee charges, in whole or in part. For example, many graduate assistants at Illinois State University receive tuition waivers. (Student Financials)

Wash Period - a certain number of days after the start of a term or session. During the wash period, a student may drop and add classes without penalty, as long as the actions cause no change in the total amount the student owes. Classes that are dropped outside of the wash period are refunded at a prorated amount. (Student Financials)

- **Transaction Wash Period** is the number of days that a student has within the wash period in order to complete the drop and add process. If the transaction wash period is 5 days, for example, the student can drop a class Monday and add another on Friday without penalty.

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)

Withdrawal - the program action that withdraws a student from all courses for the term and refunds his or her fees based on the rules established in the withdrawal calendar. (Student Records)

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](#)