MyView Student Administration Glossary of Terms

3C Groups – Communications, Checklists and Comments. A method of assigning or restricting access privileges. A 3C group enables us to group specific communication categories, checklist codes, and comment categories. We can then assign inquiry or update access as appropriate, to that group. For example, the undergraduate admissions office may not want everyone to be able to see that a certain decision letter was sent to a student. After creating a communication category for decision letters, that category would be linked only to those 3C Groups that have inquiry access to that information.

Academic Career – A grouping of all academic work undertaken by a student at a school that the school groups into a single student record. For the University of Missouri, these correspond to GPA levels, i.e., coursework that is used in calculating a different type of GPA. Each campus of the University will have an undergraduate career, a graduate career, a separate career for each professional school (law, medical, dental, etc.), and a continuing education career (to track CEUs).

Academic Group – For the University of Missouri these will correspond to academic units, i.e., colleges and schools. Units such as extended education may be defined as academic groups if classes are offered and "owned" separately from the standard colleges or schools.

Academic Institution – Each campus of the University of Missouri will be an academic institution. Separate Institutions allow us to maintain separate code and rule tables for each campus while keeping all four campuses in the same database.

Academic Organization – An academic organization is an organizational department. An academic organization, however, does not necessarily have to be an academic department – it may be any department or organizational entity within the institution. Every University of Missouri campus, college, school, division, and department will be an academic organization.

Academic Plan – An area of study, e.g., majors and minors, within an academic program. For the University these will correspond to all the valid combinations of degree codes and degree program emphasis areas.

Academic Program – An academic program is a broad category for the student's area of academic interest. An academic program "owns" students and is that organizational entity to which a student applies, is admitted, and ultimately graduates from. For the University of Missouri these will correspond to schools and colleges for undergraduate students (e.g., Undergraduate Engineering or Undergraduate Arts & Sciences) and to academic departments for graduate students (e.g., Graduate Chemical Engineering or Graduate Chemistry).

Academic Requirement – A requirement that must be satisfied by the student in order to graduate. An academic requirement consists of course lists that must be established before the requirement is developed.

Academic Requirement Group – An academic requirement group consists of multiple academic requirements, which are satisfied by course lists. Requirement groups can be established before requirements or course lists are developed. A requirement group points to courses and conditions.

Academic Session – A class scheduling/enrollment control time period within an academic term. All classes are offered within a session and a session belongs to a term for billing and other administrative purposes. The most common usage at the University will be the various sessions that are offered during the summer term.

Academic Subject Area – A specific area of instruction within an academic group. These correspond to the University's curricular designations and appear in the course catalog, schedule of classes, and student schedules and transcripts. Courses are described by a combination of a subject area and a catalog number, for example, for the course French 103, "French" is the subject area and "103" is the catalog number.

ACADEMIC SUB-PLAN – An area of further specialization within an academic plan. These will be used for emphasis areas for those majors that have emphasis areas.

ACADEMIC TERM – An administrative time period within which sessions are defined, students are billed, and statistics are accumulated for individual students as well as for the entire school. Different careers may have totally different academic term structures. The University will use 3 terms per year.

ACADEMIC YEAR – Each term is associated with an academic year for purposes of reporting and financial aid accumulation. (However, a student may have any summer term work changed to point at either the preceding or subsequent academic year.) Accounting is done at a term level and then summarized into a fiscal year which usually parallels an academic year.

ACCOUNT TYPE – Categorization of student account detail (item types). Institutions may group detail into related accounts (e.g., educational fees, housing, miscellaneous fees) for purposes of aging, late fees, payment allocations, or may use simply one student account under which fall all transactions. UM will use three account types.

ADJUSTMENT CALENDAR – The adjustment calendar controls how a particular charge is adjusted on a student's account. The charge is adjusted based on a date, a number of days beyond the date, and a percentage of the refund. Adjustment Calendars are more commonly known as refund schedules and are tied to enrollment activities.

ADMINISTRATIVE FUNCTION – Functional area that processes checklists, communication, and comments. The administrative function identifies what key data should be added to a person's checklist or communication record when a specific checklist code, communication category or comment is assigned to the student. This key data allows us to trace that checklist, communication or comment back to a specific processing event in a functional area. For example, when assigning a checklist related to a person's application for admission, it is important to know which specific application the checklist is related to - for processing, reporting, and analysis purposes. The admissions administrative function gives us the ability to link a checklist to a specific academic career, student career number, and application number.

ADMIT TYPE – Admit type identifies the type of admission candidate. Examples of admit types are first-year freshman, internal transfer, external transfer, graduate, etc.

AGGREGATE LEVEL – This links our NSLDS (National Student Loan Data Service) Loan Year to specified values.

ANTICIPATED AID – Financial aid that has been approved and for which the student has passed all eligibility requirements and conditions. Anticipated aid meets all the requirements to be disbursed except that the eligible disbursement date has not arrived.

AP – Accounts Payable module within the People Soft Finance System. Will be used for issuing student refund and third party sponsor refund checks.

APPLICATION CENTER – A place where admission applications are processed. Typically, the application center codes mirror the academic career codes. An application center provides the capability for academic careers with decentralized application processing to track which office is handling a specific application.

BILLING CYCLE – Unique grouping of customers who are billed together and share a common bill and due date. Customers should not be in multiple billing cycles unless accounts are billed separately. A billing cycle is associated with a formula to calculate the customer groups, but can be overridden at the customer level.

BUSINESS UNIT – Independent processing unit such as a university or a subset of a university that is independent with regard to one or more accounting functions. In Student Financials, it is a cashier's office that accumulates charges, bills customers, applies payments, and collects overdue balances. The University of Missouri will use Business Units in generally the same way as

Academic Institution, except that the System Office and Hospitals will also each be a Business Unit.

CAMPUS – This has a different meaning within MyView where it represents geographical locations within the same institution. For the University, "campus" will be used to distinguish between on-campus courses and various types of off-campus work.

CAREER – See Academic Career.

CHARGE PRIORITY – Charge priority is associated with a payment and indicates the order of charges to be satisfied. The priority also includes the allowable charges that can be satisfied by a payment.

CHARTFIELD – The Chart of Accounts functions similarly to the University's current FRS account codes. The Chartfields are components of the Chart of Accounts and include Account, Fund Code, Department, Program Code, Class Field, Project/Grant, Statistics Code, GL Unit, and Budget Period.

CHECKLIST CODE – A grouping of related checklist items. Once all items in a checklist are complete, the checklist itself becomes complete. Checklist codes are owned by administrative functions. These codes are also linked to 3C access groups enabling us to assign data entry or viewing only privileges across functions.

CHECKLIST ITEM – A unit of work that needs to be completed by a person. A unit of work can be an action, a required document, or a phone call. In the admissions process, a checklist item could be supporting documentation for a student's application that needs to be submitted.

CHECKLIST TYPE – A type of checklist. Checklists are used for a variety of processes. For example, we can create requirement lists, communication lists, admission condition lists, and staff assessment lists.

CLASS – A specific offering of a course component within an academic term and session (a class section). Classes (not courses) have dates, times, instructors, and rooms associated with them.

CLASS NUMBER – A unique identifier for each class. The Class Number is a 5-digit system generated number that is re-sequenced each term. The Class Number is equivalent to today's UM Reference Number.

COMMUNICATION CATEGORY – A broad grouping of communication contexts that generally indicates why a communication was sent or received. Communication categories are owned by administrative functions. These codes are also linked to 3C access groups to enabling us to assign data entry or viewing only privileges across functions.

COMMUNICATION CONTEXT – A specific instance of communication indicating what communication was sent or received. A communication context belongs to a broader communication category.

COMMUNICATION KEY – A single key for entering communication category, communication context, communication method, communication direction, and standard letter code. Communication keys are created for background processes as well as for specific operators.

COMMUNICATION METHOD – A method to track whether a specific communication was by E-mail, phone, fax, letter, or in person.

COMPONENT – Course components are those different events or teaching methods which together comprise a course. Typical components include lectures, labs, discussion sections, etc.

COURSE – A course offered by a school, usually described in the course catalog. A course has a standard syllabus and credit level, although these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. Courses are not term or even academic year specific, but they do have an effective, or starting date. Courses may be entered in pending status.

COURSE LIST – A listing of courses that is used to satisfy an academic or enrollment requirement. Course lists must be established before academic requirements are developed.

EFFECTIVE DATE – A method of dating information in your system. Effective Dates allow you to view multiple rows of data in a table, including historical, current, and future data. The Effective Date usually defaults to your system's current date.

EMPLID **–** The EMPLID is a unique ID number to identify a person throughout the entire MyView/PeopleSoft database, whether that person is a prospect, a student, an employee, etc. and regardless of which campus they attend or which administrative area (e.g., Human Resources, Student Administration, etc.).

FINANCIAL AID ITEM TYPES **–** Different types of Financial Aid funds.

FEE CODE **–** Individual fee that maps to an item on a customer's account.

FEE WAIVER – A fee waiver is almost identical to a fee in that it contains a rate table, an amount, a formula and a trigger. It is the trigger that determines whether the waiver applies.

FIELD – A box on a panel in MyView where information can be entered or viewed.

GL -- General Ledger in Financials.

GL ACCOUNT – Series of chart fields that receives summarized or totaled transactions. It is the GL system account number.

GRADING BASIS **–** Code describing the basis on which the student will be graded. Typical grading bases include letter grades, pass/fail, audit, etc.

GRADING SCHEME – MyView table defining all valid grading bases. When grading students, grades are attached to the grading basis and the grading basis is attached to the grading scheme, so any grade entered must be validated against the scheme in order to be valid and accepted by the system.

HR DEPARTMENT – A node on the human resources department tree structure; typically corresponds to academic organizations in the Student Administration system.

INSTITUTION – See Academic Institution.

ITEM TYPE – Identifier that identifies a transaction on a customer's account. Item types allow schools to uniquely categorize a customer's bill. The determining factor for creating an item type or using an existing item type is the mapping to the GL and how a breakdown occurs on a customer bill. Item Types are equivalent to today's CSAR transaction codes.

JOURNAL – A batch of accounting entries that are generated from within the Student Financials module and fed into our MyView/ PeopleSoft Finance GL Module. Consists of a Journal Header and Journal lines.

LOCATION **–** Location is a physical place or address, usually associated with a building cluster. For the University, locations will be used to specify satellite locations where off-campus classes are offered. In Student Financials, location is the physical register number at a window. In Human Resources, Location will be where a department is located.

MATRICULATION – The process of "rolling" admitted students from the Admission module to the Student Records module. Matriculation also passes ownership of the student from Admissions to Student Records.

NOTIFICATION PLAN **–** A special admission decision plan offered to applicants. This can be used for early action or early decision plans that provide earlier admission decision notification to applicants.

OPERATOR ID– Up to 8-character ID that is assigned to a particular register and transacts business with the system. Functionally, these correspond to current CICS userids.

PANEL **–** A screen in MyView.

PANEL GROUP – A group of related panels.

PAYMENT PRIORITY – Method used to determine priority of the order and type of charges that a payment can satisfy on a student's account. The priority list is used to determine a refund to a particular payment item type if a charge is adjusted downward. This structure is represented by a tree.

PERMISSIONS – UM consent numbers. Permissions are system generated numbers which may be given to students to allow them to register, overriding class size limits, requisites, and consent.

PLAN – See Academic Plan.

PROGRAM – See Academic Program.

RATE TABLE ID – A fee can point to a specific rate table which is intended to contain 90% of the logic for fee assessment.

RATE TYPE – Rate type indicates the finance charging scheme that is utilized to assess late charges. Options are a fixed amount on a past due balance or a percentage of the account.

RECRUITING CENTER – A place where recruiting is administered. Normally, the recruiting center codes mirror the application center codes. A recruiting center provides the capability for academic careers with decentralized and/or regional recruiting to track what office is handling a specific prospective student.

REFUND TYPE – Classification of a refund. For example, the University can designate a refund as a Pell refund or an A/R refund.

RESTRICTED AID – Non-federal funds that are not subject to Federal rules and Regulations. It is awarded per institutional criteria.

ROW – A Row typically refers to a record in a MyView table. Rows are frequently effective dated so as to identify historical, current, and future data.

SCROLL BAR – A Scroll Bar allows you to view different rows of data in a multi-valued field or to view multiple rows of data in an effective dated table or panel.

SECURITY GROUP – The group that controls the entry of a particular item. Security in Student Financials can be at the item type level. The group is a node on a tree, which translates to a group of operator IDs.

SERVICE IMPACT – Grouping of services, processes or actions that can be granted or withdrawn based on the presence of a service indicator.

SERVICE INDICATOR – A Service Indicator may be negative or positive. Negative indicators act as holds on specific services provided by the institution; positive indicators enhance a student's eligibility or participation in a service. Works in conjunction with Service Impacts.

SESSION – See Academic Session.

SETID – Collection of tables used to group general processing type tables. For the University, SetIDs generally will correspond to Academic Institutions.

STANDARD LETTER CODE – A code used to define the MS Word letter templates used for mail merge functions. Every letter that is sent should have a standard letter code as identification.

STUDENT GROUP – List of emplid's grouped for a common reason not otherwise defined. Can be used for purposes of communication, mass change or fee trigger criteria for example.

TARGET KEYS – Used in the MyView Cashiering Module as a shortcut method to identify what type of charges a payment should be applied against.

TENDER KEYS – Used in the MyView Cashiering Module to identify the type of funds received (cash, check, credit cards).

TERM – See Academic Term.

TERM ACTIVATION – The process run prior to registration for each new term, indicating which students are potentially eligible to register.

TERM FEES -- The Term Fee rate table allows us to charge different rates based on the number of units a student is taking in a particular term. We can differentiate the course load by academic structure, campus, location of the course and how the course is taught as well as other student attributes.

THIRD PARTY CONTRACT – Method used to define rules which external organizations use to sponsor (pay for) students' educational and related fees.

TREE NAME – Name of the tree that contains the appropriate structure for priority assessment.

TREE NODE **–** Particular node of a tree that determines the group of leaf values. A branch is a tree node that rolls up to nodes above it in the hierarchy, as defined by the Tree Manager. A child or detail node can be rolled up into the parent node. A node can be a child and a parent at the same time depending on its location within the tree.

TUITION GROUP **–** A Tuition Group is a group of students who are charged the same set of fees under the same general rules. This is equivalent to today's Fee Basis Table in CSAR.

UNAPPLIED AMOUNT – Amount that has not yet been matched to a payment or charge.

WASH PERIOD **–** That period of time (expressed in days) during which credits and charges resulting from registration add/drop activity "wash" against one another.