Glossary of CUNYfirst Terms

Academic Career All course work that a student undertakes at an academic institution and that is grouped in a single student record. At Kingsborough, that career is defined as "undergraduate (UKCC)."

Academic Group Used to group academic programs and courses.

Academic Institution An entity that is independent of other similar entities and that has its own set of rules and business processes. Kingsborough's code is KCC01.

Academic Level Is calculated based on the rules defined for an academic program and number of units of course weight a student has successfully completed within an academic career. For example, freshman and sophomore are academic levels.

Academic Load Is calculated based on rules for the academic program or it can be manually set based on other factors. For example, full-time or part-time represent academic loads.

Academic Plan An area of study, such as a major, that exists within an academic program or academic career. Some examples would be "Liberal Arts" or "Certificate in Alcoholism and Substance Abuse Counseling." If Academic Program is Non-Degree Undergrad then the academic plan will be Non-Degree.

Academic Program The degree track at the college in which a student is participating, such as "Undergrad." If a student is not seeking a degree, the Academic Program will be "Non Degree Undergrad."

Academic Structure It is the foundation for all components of CUNYfirst and represents the University's and College's physical and logical academic structure and students' academic objectives. Defines how programs (including degrees, majors, specializations, and concentrations) are organized.

Academic Sub-Plan A specialization or concentration of study within an academic plan, an example would be "Women's Studies." Sub-plans are always linked or attached to a Plan.

Adjustment Calendar This represents the refund schedule that is applied to and adjusts a student's account when they drop classes or withdraw from a term. The

charge adjustment is based on how much time has lapsed from a predetermined date and it is applied according to the percentage of the original charge.

Admission Comments Are related to a student's admission application which are used in communications with the applicant and can be displayed in self-service.

Admit Type A designation used to distinguish first-year applications from transfer applications.

ADW (Academic Data Warehouse) A University resource where all SIMS records are electronically stored.

Auto Enroll A feature set up in the class schedule which automatically enrolls the student in a related class (i.e., when a student registers for a class that has a required lab, the system enrolls them into the lab).

BARFIT Representing the Bursar, Admission, Registrar, Financial Aid and IT areas, representatives from these offices have comprised the core team for the Campus Solutions implementation.

Bio/Demo Data Information that identifies an individual, such as name, date of birth, gender, address, telephone number, citizenship, and ethnicity.

Campus Community The central repository of the PeopleSoft system for data that is shared across the three main business areas of the University – Human Resources, Financial Resources and Student Administration. It is used to manage biographic and demographic information on people and organizations (known as Bio/Demo data). All the processes and activities you perform in CUNYfirst are performed in relation to records for individuals in Campus Community.

Cancel Deadline The day before the first day of classes.

Cancelled Generally indicates the student never attended in the specified term.

Career A grouping of all academic work undertaken by a student at the University which the University groups into a single academic record: Undergraduate, Graduate, Law, and Advance Certification.

Catalog Number A four digit alphanumeric number that the College assigns to a course that appears in the College Catalog. A unique number that is tied to a specific subject (course). For example, *3100; 91A5.*

CITRIX Server that provides access to and ability to generate crystal reports based on the information stored in the Data Warehouse before it is converted into CUNYfirst.

Class A specific offering of a course component within an academic term.

Class Number (generally 4 digits but may increase by an undetermined amount) A unique number that is electronically assigned by CUNYfirst when the class is created in the schedule of classes. This is a CUNY wide process and is not limited by campus. This number is also used in CUNYfirst to enroll in the class. It is the registration code for a specific course section.

Communications Record, Comments, Checklists (3C's) A flexible way to track and analyze correspondence, lists of requirements, and notes about the students, staff, constituents, and organizations in a database. Buttons appear on many pages in the system and they transfer directly from the page to another within the same administrative function to generate or review a communication, a checklist, or a comment for the individual or organization whose information is being currently viewed.

Conference Room Pilots (CRPs) University sponsored sessions that are used to determine fit/gaps in PeopleSoft relevant to the individual campus' business process and practices.

Course A course that is offered by a college and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

Course Attributes Associated to a course and are generally used for reporting purposes.

Course ID A permanent, unique number assigned automatically to each course as it is created in the CUNYfirst Course Catalog. You do not type this in.

CRM (Customer Relationship Management) The CUNYfirst application used by the Help Desk to log and track CUNYfirst incidents. When you report an issue, a CRM "ticket" is created.

CUNYfirst The University title for the Oracle PeopleSoft software system.

Effective Date The date CUNYfirst uses to determine when a row of information becomes active. It will automatically default to the system date (today's date). You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you do not delete values; you enter a new value with a current effective date.

EMPLID An abbreviation for Employee ID, it is an assigned numerical identifier for students, faculty, and staff and is used instead of the social security number. This unique eight digit personal identification number is system generated and dependent on the individual's current role in CUNY.

Enroll The equivalent of "register."

Enrollment Appointment Date and time when a student or student group can begin to enroll (register) in courses for a term.

Enrollment Letter A certification letter confirming a student's registration.

Enrollment Request An attempt to enroll or register student(s) in a particular class.

Enrollment Requirement Group A set of rules that is associated to one or more courses and/or classes and specifies the requirements (co/prerequisites) that a student must meet in order to register. The rule can specify things such as a student's career, program and plan, academic level, etc.

Faculty Center Self-service component where faculty will be able to manage a class, student, and advisee related activities.

Fit/Gap The process of analyzing where a new system "fits" with an organization's business processes and where there are "gaps" between the system's functionality and the organization's business needs. Functionality lost in "gaps" is typically addressed by end user training, interfaces between systems, and system medications.

Grade Component Every course has to have a graded component. Classes which are assigned the grade component will have grade rosters generated for them at the end of the term in preparation for grade entry.

Grade Roster The online screen that is used to enter grades into the system, generated close to the end of the term.

Legacy Systems Commonly used to refer to the existing and previously used student data management (SIMS and CIS) systems that PeopleSoft is replacing. The legacy systems will only be available in read-only versions.

Matriculate/Matriculation Formally admits the student (either degree-seeking or non-degree) and moves the record from the admission module to the student records module. Matriculation enables term activation after which the student is able to enroll.

Milestones Designed to record and track important requirements that must be completed by a student during their program of study. Milestones are non-course requirements and may appear on the transcript. Milestones are used when credit is not given, but when it is necessary to record the completion of the requirement, such as writing intensive and possibly beginning in Fall 2013, a Civic Engagement requirement.

Oracle PeopleSoft A provider of Enterprise Resource Planning (ERP) software for large organizations, including colleges and universities. PeopleSoft merged with Oracle Corporation in December 2004.

PeopleSoft See Oracle PeopleSoft.

Person of Interest A person about whom the organization maintains information but who is not part of the workforce.

Person Record Data in CUNYfirst that uniquely identifies a person. Includes information that identifies an individual, such as name, date of birth, gender, address, telephone number, citizenship, and ethnicity. Each person has only one person record in CUNYfirst.

Plan See Academic Plan

Production The environment in which CUNYfirst will be "live."

Program See Academic Program.

Prospect An individual who has expressed interest in attending the College.

Repeat Checking Process for enforcing the institution's course repeat policy at the time of course enrollment and for processing information about a repeated course at the time that grades are posted; also occurs at the time transfer credit is recorded.

Requisites Course restrictions, pre-requisites, co-requisites, and anti-requisites.

Role A class of users who perform the same type of work. Profiles were created based on how people performed their work in offices at the Vanguard colleges.

Run Control ID The name a user gives to a set of parameters defined to run a batch process (i.e., when printing a subject or section of the schedule of classes, printing class rosters [not roll books], verification enrollment for multiple students, printing multiple transcripts, etc.).

Sandbox A test environment of PeopleSoft functionality provided by the University.

Search/Match Examines all records in the University database to identify possible duplicates, but does not post unduplicated records. Used to identify records in the database that match the criteria specified when adding a person or organization into the system.

Search/Match/Post Process Examines all records in the University database (including human resources records) to identify possible duplicates, and posts unduplicated records if you have selected the Post option.

Self-service Self-service applications provide a broad range of users, such as students and faculty, with an easy to use interface to the CUNYfirst database systems. Self-service is intuitive to use and provides access to data through a commonly used interface, such as a web browser. It does not require the user to install additional software. Self-service contains the Student Center, the Faculty Center and the Advisor Center.

Service Impact An action triggered by a service indicator. For example, a service indicator that reflects a tuition liability will result in a service impact that prohibits registration for classes. Most positive service Indicators are used for administrative tracking purposes (such as Veterans, International Students, etc.). Only negative service indicators are visible to students.

Service Indicators Buttons that display on pages to indicate services that should be withheld (negative service indicators), or provided (positive service indicators), to an

individual. Participation in the Honors Program is a positive indicator and may allow a student to have a priority registration appointment. Another positive service indicator would be to indicate that special services are required when a student is coded as a veteran or degree candidate. Owing tuition to the college is a negative indicator that prevents an individual from receiving certain services, such as access to registration or requesting transcripts.

Session A time frame within a term in which a college holds classes. For example, the winter module is considered a session within the fall term. Every term must have at least one session. Kingsborough will be using only the Fall and Spring terms in CUNYfirst.

Shadow System   Existing stand alone systems that augmented SIMS or that used SIMS data, such as eTools and the Final Exam Scheduler.

Shopping Cart Used in student self-service registration module, the shopping cart allows the student to temporarily collect any number of classes in which they are interested until it is time to enroll in them. However, in order to be enrolled (registered), the classes must be selected and validated successfully.

Student Groups Students can be organized into groups based on shared criteria, such as Athletes. Students may be assigned to groups at multiple colleges. Student groups can be used for running key processes, such as setting enrollment dates.

Student Appointment Block Groups of students assigned enrollment appointments (i.e., freshman, transfer); determines how each group of students is ranked, such as GPA, number of units, and level.

Student Career Number A unique number that identifies each set of Program/Plan/Sub-Plan information in which a student is admitted into and graduates from.

Student Center A self-service component where students manage some information within their record (i.e., enrollment, change of address, update email addresses, or telephone numbers).

Subject   The areas of study in which courses are offered by Academic Organizations. Sometimes it is the same as the Academic Organization; sometimes it is different. For example, the Department of Art (Organization) offers Art (Subject) courses, while the Department of Foreign Languages (Organization) offers Spanish (Subject) courses.

Subject Matter Experts (SMEs) End users who have been identified as well versed in the operation of their particular area of work, primarily from the BARFIT areas.

Sub-Plan See Academic Sub-Plan

Term An administrative time period. The two major semesters, fall and spring, are defined as terms. Within the terms, at Kingsborough, LaGuardia and The New Community College, there are multiple sessions. These sessions include the winter and summer, and any smaller sessions (i.e., 1 week sessions and 3 week sessions, etc.)

Term Activation Creation of a term record for a student which then enables them to register in the activated term(s) when enrollment opens.

Term Code The code contains three elements – the century (the 21st Century is represented by the number 1), the last two digits of the calendar year, and the term (fall is represented by 9 and spring by 2). Hence, Fall 2012 would be coded as 1129.

Term Roll The process of copying a previous year's term forward providing a starting point for the scheduling of a new term.

Term Withdrawal Indicates that the student has left the college for the term. Upon readmission, a student's term record must be term activated to allow new enrollment.

Units Identifies the amount of credit that applies to the course and will be earned upon successful completion.

Update Access A type of security access that permits the user to edit and update data in CUNYfirst.

User Acceptance Testing (UAT) Assigned UAT users are provided with a specific testing environment to test scripted conditions. This process is necessary to validate that the system works per CUNY requirements and is campus ready for production.

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