

# SLcM Student File

SAP Screen Shots  
The University of Mississippi  
End User Documentation – 4.6C  
**11/2011**

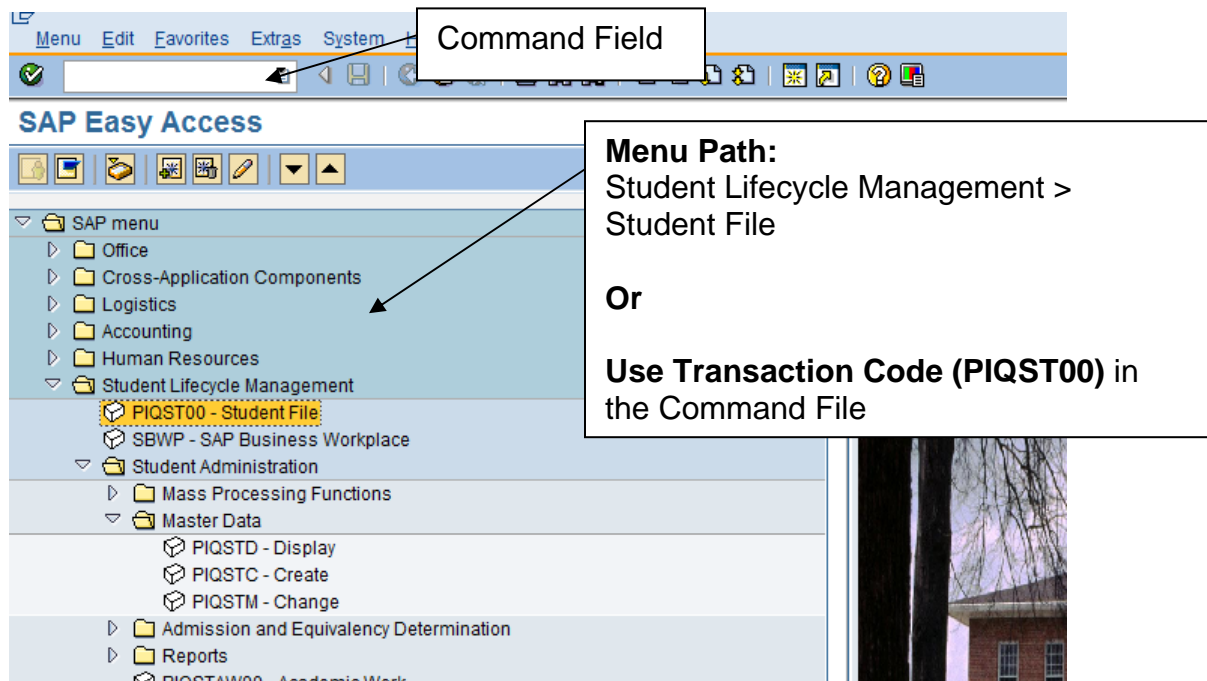
SAP Support: 662.915.5222

Email: sap@olemiss.edu

Access to Student File will be determined by what access you need to perform your job duties. You will probably **not** have access to all information and/or processing shown in this handout.

## SAP Menu Path and Transaction Codes:

Student Lifecycle Management > Student File (PIQST00)



The screenshot shows the SAP Easy Access menu structure. A callout box labeled "Command Field" points to the input field at the top of the SAP interface. Another callout box points to the "PIQST00 - Student File" menu item, which is highlighted with a yellow dashed border. The menu structure is as follows:

- SAP menu
  - Office
  - Cross-Application Components
  - Logistics
  - Accounting
  - Human Resources
  - Student Lifecycle Management
    - PIQST00 - Student File**
    - SBWP - SAP Business Workplace
    - Student Administration
      - Mass Processing Functions
      - Master Data
        - PIQSTD - Display
        - PIQSTC - Create
        - PIQSTM - Change
      - Admission and Equivalency Determination
      - Reports
      - PIQSTAW00 - Academic Work

Annotations in the image include:

- A callout box labeled "Command Field" pointing to the input field at the top of the SAP interface.
- A callout box pointing to the "PIQST00 - Student File" menu item, containing the text:  
**Menu Path:**  
Student Lifecycle Management > Student File  
**Or**  
**Use Transaction Code (PIQST00) in the Command File**

**Student File:** To view all of the Tabs associated with the Student File, left-click on the page to the right of the arrows.

Student Edit Goto Utilities Settings System Help

**Student File**

Student Number: 10062017

Name: College, Joe; \*11/18/1983; Male

Principal Org. Unit: GRADUATE SCHOOL; Oxford Campus

Status: Student; Attending

Admission Other Admission Data Registration Requirement Catalogs Gene...

Program	Admission Appl. Status (Desc.)	Sts Supplement(Desc)	Acad. Year (Desc.)	Acad. Session (D)
BS Ge...	Approved		2002-2003	Fall Semester
MS En...	Approved		2006-2007	Spring Semester

- Admission
- Other Admission Data
- Registration
- Requirement Catalogs
- General Data
- Major/Minor/Emphasis
- Holds
- Status
- Progression
- Qualifications
- Applications
- Activity Documents
- Correspondence
- Advisor(s)

To view all Tab names: Left-click on the page to the right of the arrows

**Header Information:** This information is pulled from the Student Master and Student File data.

**Note:** Notice that this data is gray; therefore you will not be able to change any of this data from the Header.

**Student Number:** Enter student number or use the search icon to find the appropriate student. Remember the Student number is no longer the SSN. By using the Personal Data search, student may be looked up by using last name, first name, middle or by SSN (ID number).

**Name:** Student name should appear, so you can verify you have entered the correct student number.

**Principle Organization Unit:** Program of Study; Campus

**Status Line:** Information displayed will depend on the statuses assigned to the individual. Example of SAP Statuses:

- **Prospect:** Individual has shown an interest in the University, but has not become an applicant.
- **Applicant:** Individual has officially applied for admission, an application has been received.
- **Admitted:** Individual has been admitted to the University.
- **Student:** Individual has booked (registered for) classes.
- **Attending:** Will appear when the semester begins.

The screenshot shows a software interface with a menu bar (Student, Edit, Goto, Utilities, Settings, System, Help) and a toolbar. The main area displays student information for 'Student number 10031031'. A callout box points to three icons (a document, a pencil, and glasses) next to the student number field. The callout box text reads: 'These icons will take you to the Student Master Data. • Create (Paper) PIQSTC • Change (Pencil) PIQSTM • Display (Glasses) PIQSTD'. Below the student number, the following information is displayed in a table-like format:

Name	Jacket, Straight
Prncpl org.unit	SCHOOL OF ACCOUNTANCY; Oxford Campus
Status	Admitted; Student; Attending

## Admissions Tab

**Admission Tab:** Will be maintained by Admissions (UG, Grad, Law). Program; Status; Acad. Year; Session name; Prog. Class and Reg. type will be loaded from the Web Application.

**Note:** Use scroll bar to view data to the right.

The screenshot displays a software interface for student admissions. At the top, there are fields for Student number (10031031), Name (Jacket, Straight), Prncpl org.unit (SCHOOL OF ACCOUNTANCY; Oxford Campus), and Status (Applicant; Admitted; Student; Attending). Below these are tabs for Admission, Other Admission Data, Registration, General Data, and Major/Minor/E... The main area contains a 'New program' dropdown, 'Execute Admission' and 'Create Admission Application' buttons, and a toolbar. A table at the bottom lists admission records:

Program	Status	Acad. year	Session name	Start date	End date	Choice	Stage	Prog.class	Pa
B Accy	Approved	2002-2003	Spring Semester	01/08/2003	05/09/2003			Freshman	
MBA	Created	2002-2003	Spring Semester	01/08/2003	05/09/2003			Unclassified	
JD Law	Created	2002-2003	Spring Semester	01/08/2003	05/09/2003			Law I	

**Admission** – The Admission Data Tab in the Student File should reflect the original admission to the University. Program Class should be their original admission status. This data should not manually be changed nor will the system automatically update this information as a student moves through their student life-cycle. (When a student changes from Freshman to Sophomore, etc).

### Sessions:

- Fall
- Spring
- Intersession
- Full-Summer (They may book classes for 1<sup>st</sup> or 2<sup>nd</sup> but the admission should be Full-Summer)

Additional admission records should only appear on the Admission Data Tab if there has been a break in enrollment or the following conditions exist:

- 1) Graduating and wish to enroll for the next semester.
- 2) Graduate/Law/UG applying to a different "level" UG/Graduate/Law (Example: UG to Grad).
- 3) UG to Pharm 5 (A new application is required).

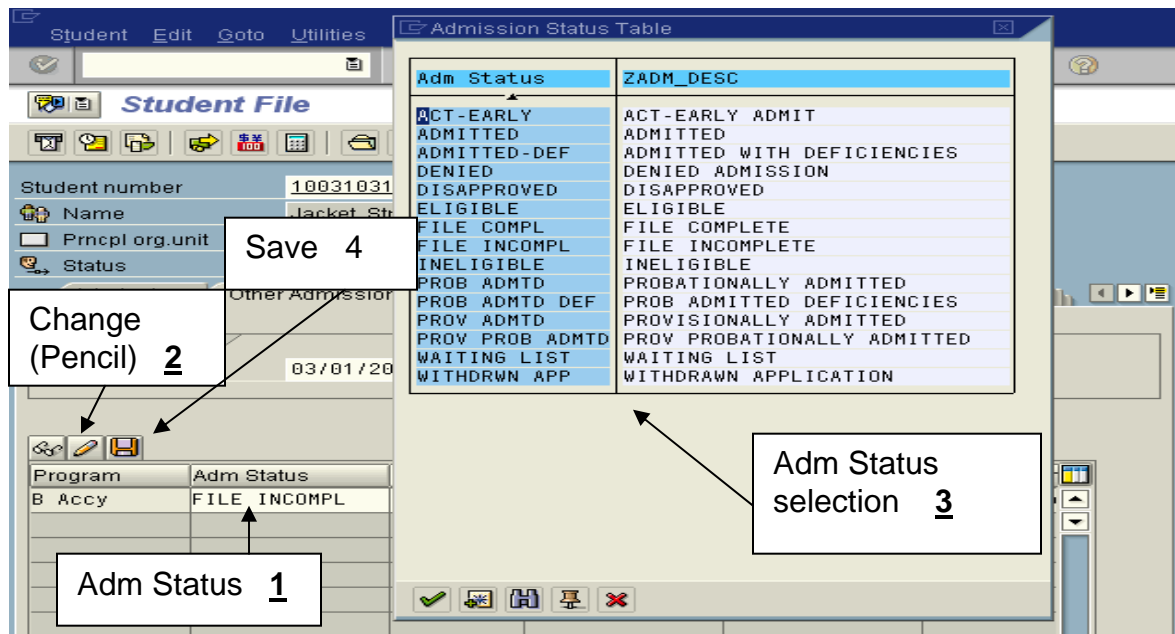
**Note:** Summer does not count as a break in enrollment.

## Other Admission Data

**Other Admission Data:** Maintained by Admissions (UG, Grad, and Law). To change status: **1)** Left-click in Adm Status box **2)** Left-click on Change Icon (Pencil) **3)** Make selection using drop-down box **4)** Save – Left-click on the Save Icon.

**Admission Status:** Admissions statuses must be compatible with SAP Status.

- If SAP Status = 'created' – The admission status can only be 'eligible', 'file compl', 'file incompl' or 'waiting list'.
- If SAP Status = 'rejected' – The admission status can only be 'denied', 'disapproved', 'ineligible', or 'withdwn appl'.
- If SAP Status = 'approved' – The admission status can only be 'admitted', 'admitted-def', 'prob admtd', 'prob admtd def', 'prov admtd' or 'prov prob admtd', ACT-EARLY.



**Other Admission Data:** The Other Admission Data Tab in the Student File should reflect the original admission to the University. This data should not be changed as a student progresses at the University.

Additional admission records should only appear if there has been a break in enrollment or the following conditions exist:

- 1) Graduating and wish to enroll for the next semester.
- 2) Graduate/Law/UG applying to a different "level" UG/Graduate/Law (Example: UG to Grad).
- 3) UG to Pharm 5 (A new application is required).

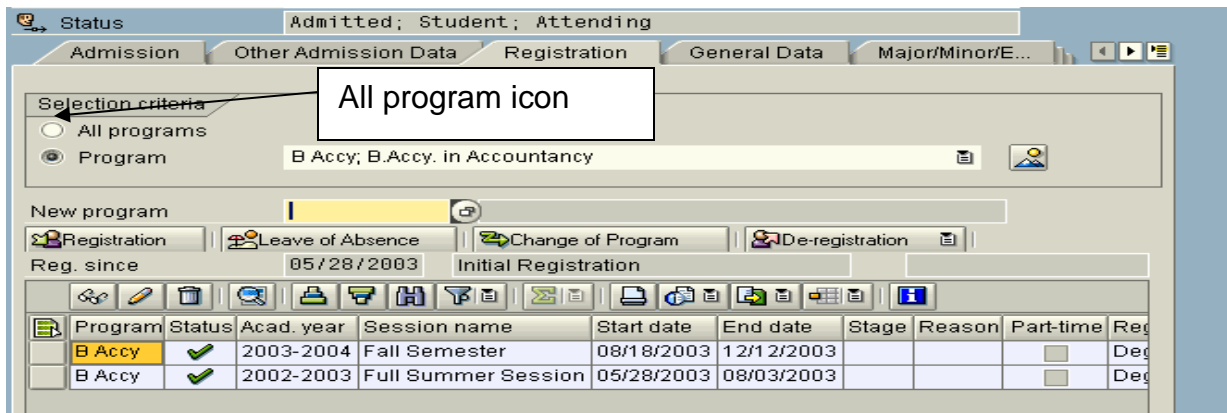
**Note:** Summer does not count as a break in enrollment.

## Registration Tab

**Registration Tab:** The registration tab creates the Study Segment and the Sessional Registration.

- **Study Segment** is the beginning of the Program of Study, when the student actually begins to work on this Program of Study – begins taking classes.
- **Sessional Registration** is the registration that is created when the student books classes.

**All Programs:** To ensure you are seeing all data, select All Programs.

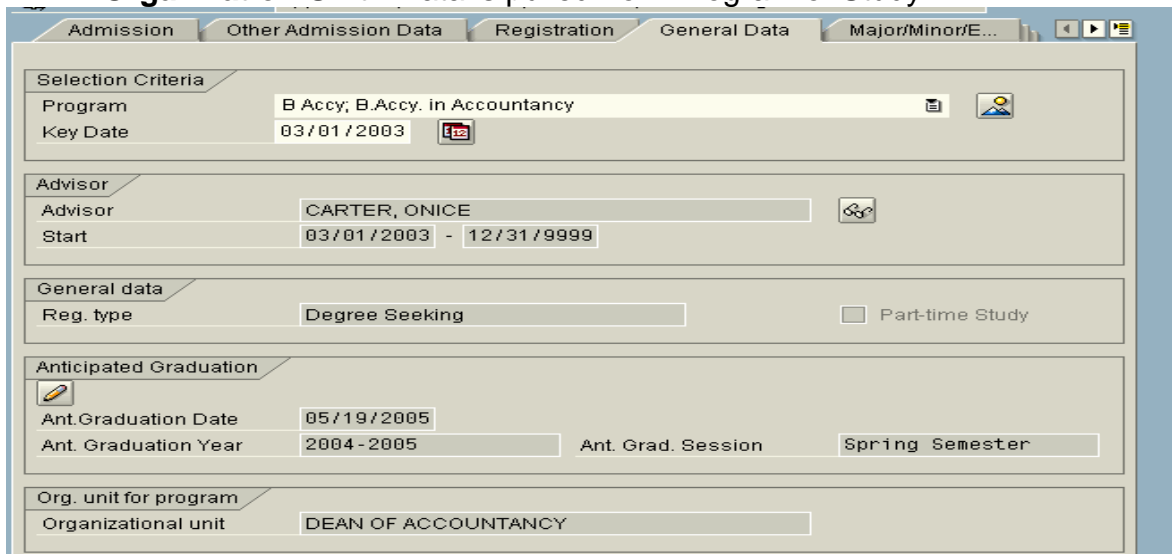


- **Registration Icon:** Do not use.
- **Leave of Absence:** Do not use.
- **Change of Program:** Will be maintained by the Deans' Offices. This icon can only be used after the student has been booked (registered) into modules (courses). This icon will not work for 'Applicants' or 'Admitted' individuals. Change of Program includes change of primary major. (Separate handout for Change of Program and Specialization)
- **De-registration:** Will be maintained by Registrar. Study Segments & Sessional Registration will be affected. Student will have to reapply for admission to return to the University.

## General Data Tab

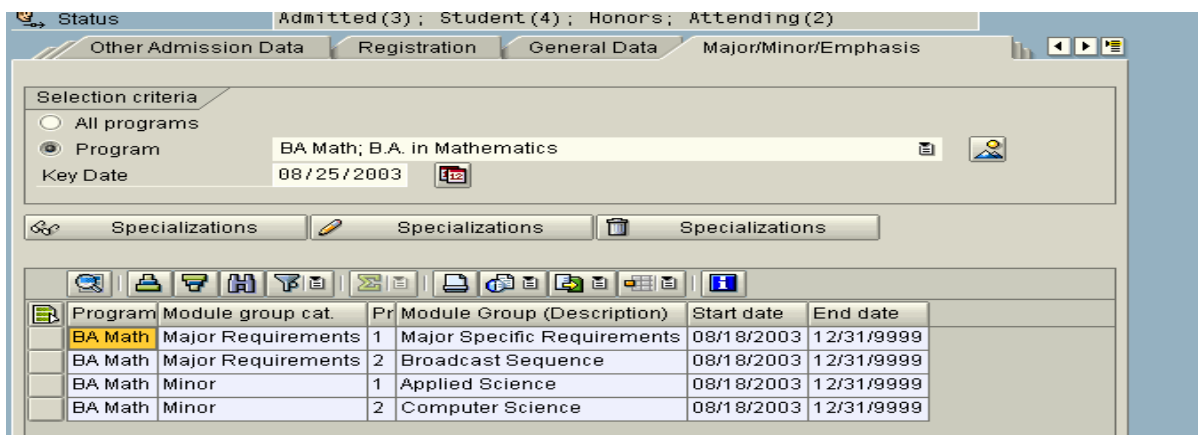
### General Data Tab:

- **Program:** Program of Study and admitted to date program.
- **Advisor:** Data is pulled from Advising Tab in Student Master Data.
- **Anticipated Graduation Date:** This information is needed for Financial Aid. During Booking (Registration) student will be prompted to update this information. Registrar's Office and Financial Aid will be able to update. To update, left-click on pencil, make changes and left-click on save icon.
- **Organization Unit:** Data is pulled from Program of Study.



## Major/Minor/Emphasis

**Major/Minor/Emphasis Tab:** To view the current Major/Minor/Emphasis for a student. It is also used to assign additional Majors/Minors/Emphases. (Maintained by the Dean's Offices – separate handout). Key Date is important, this will determine what you see of the student.



Program	Module group cat.	Pr	Module Group (Description)	Start date	End date
BA Math	Major Requirements	1	Major Specific Requirements	08/18/2003	12/31/9999
BA Math	Major Requirements	2	Broadcast Sequence	08/18/2003	12/31/9999
BA Math	Minor	1	Applied Science	08/18/2003	12/31/9999
BA Math	Minor	2	Computer Science	08/18/2003	12/31/9999

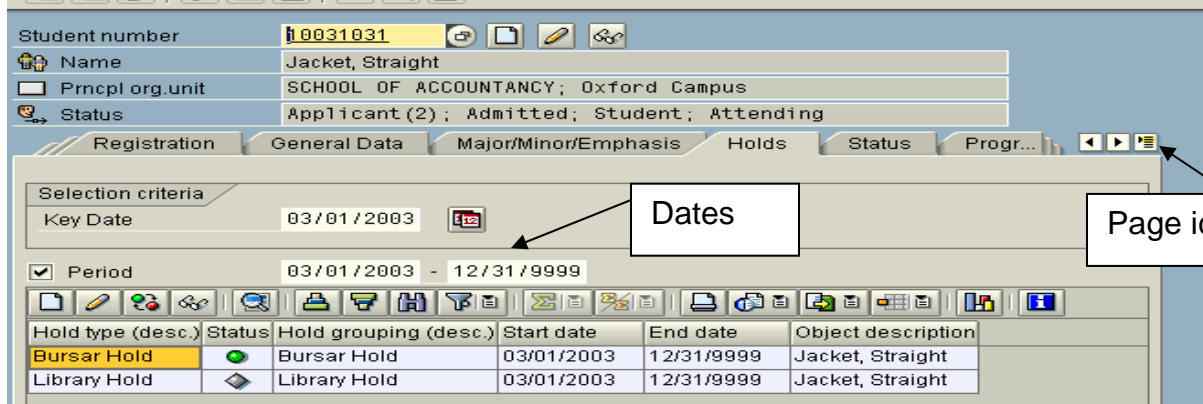
## Holds

**Select Holds Tab:** Left-click on Holds Tab. Use the page icon to find holds tab.



**Note:** Make sure you are using the icons on the Holds Tab.

**Create**  **Change**  **Activate <> Inactive**  **Display** 

**Status:** Green circle light = active. Gray diamond light = inactive. Remember dates are important; always look at Start date and End date.



The screenshot shows the 'Holds' tab in a software interface. At the top, there are fields for 'Student number' (10031031), 'Name' (Jacket, Straight), 'Prncpl org.unit' (SCHOOL OF ACCOUNTANCY; Oxford Campus), and 'Status' (Applicant (2); Admitted; Student; Attending). Below these are tabs for 'Registration', 'General Data', 'Major/Minor/Emphasis', 'Holds', 'Status', and 'Progr...'. The 'Holds' tab is active, showing 'Selection criteria' with 'Key Date' (03/01/2003) and 'Period' (03/01/2003 - 12/31/9999). A toolbar contains various icons, including a 'Page icon' (magnifying glass) and a 'Dates' icon (calendar). Below the toolbar is a table of holds:

Hold type (desc.)	Status	Hold grouping (desc.)	Start date	End date	Object description
Bursar Hold		Bursar Hold	03/01/2003	12/31/9999	Jacket, Straight
Library Hold		Library Hold	03/01/2003	12/31/9999	Jacket, Straight

### Create:

- 1) Left-click on create icon (paper)
- 2) Select appropriate Hold (use drop-down/search box)
- 3) OPTION: Make any notes (Remember that individuals with holds access can see your notes).
- 4) Save

### Change

- 1) Highlight appropriate line item
- 2) Left-click on change icon (pencil).
- 3) Change to Inactive
- 4) OPTION: Make any notes
- 5) Save

**Holds Tab:** If an individual is given access to holds; the individual will have access to display all holds, however, Create/Maintain is restricted to the profile given to the user. Example: If the individual is given CM\_BURSAR\_HOLD – they will only be able to create and maintain Bursar holds but will be allowed to display all holds.



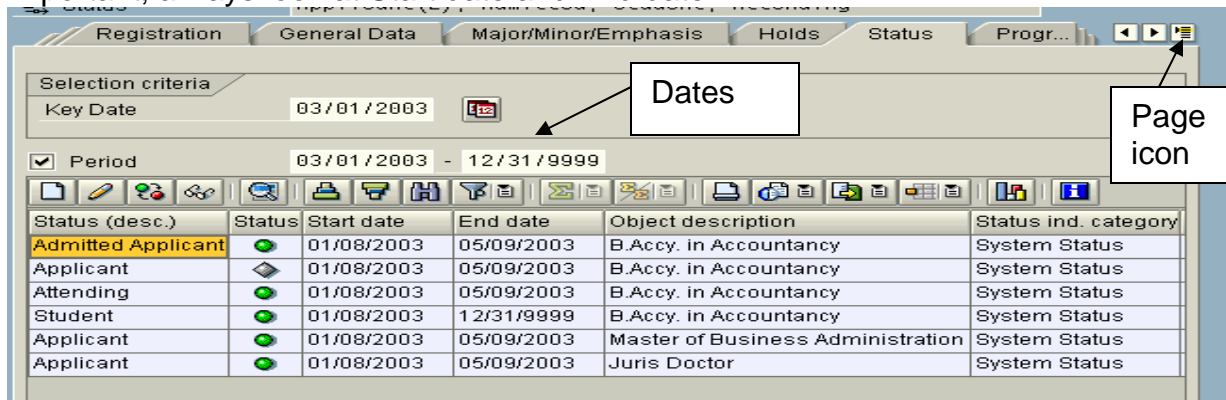
## Status







**Select Status Tab:** Left-click on Status Tab. Use the page icon to find Status tab.

**Note:** Make sure you are using the icons on the Status Tab.

**Create**  **Change**  **Activate <> Inactive**  **Display** 

**Status:** Green circle light = active. Gray diamond light = inactive. Remember dates are important; always look at Start date and End date.



Status (desc.)	Status	Start date	End date	Object description	Status ind. category
Admitted Applicant		01/08/2003	05/09/2003	B.Accy. in Accountancy	System Status
Applicant		01/08/2003	05/09/2003	B.Accy. in Accountancy	System Status
Attending		01/08/2003	05/09/2003	B.Accy. in Accountancy	System Status
Student		01/08/2003	12/31/9999	B.Accy. in Accountancy	System Status
Applicant		01/08/2003	05/09/2003	Master of Business Administration	System Status
Applicant		01/08/2003	05/09/2003	Juris Doctor	System Status

### Create:

- 1) Left-click on create icon (paper)
- 2) Select appropriate Status (use drop-down/search box).
- 3) Save

### Change

- 4) Highlight appropriate line item
- 5) Left-click on change icon (pencil).
- 6) Change to Inactive
- 7) Save

**Status:** Statuses may be SAP System Statuses, such as Applicant, Admitted, Student, etc. or statuses may be UM statuses such as Athlete, English Developmental, etc. (See next page for complete description of UM Statuses)

**Note:** When creating a prospect (PIQSTC); Prospect Status will need to be set manually.

## UM Statuses

Status Description	Infotype	Description of Process
<b>Academic Support Lab</b>	1728 - 9001	This will be set by a batch program, and will be released by grade processing. Only Academic Support Services, Developmental Studies and UG Admissions should be able to manually add or release this one. This means that the student is developmental in two areas (ie. Math and English < 17 on ACT or SAT Eq.) which in turn means they must enroll in a special lab that goes for two semesters. This will control which classes the student can/must take.
<b>Air Force Science</b>	1728 - 9002	IT will write a program to set these. Allows students to enroll in certain classes that are not open to all students. Maintained by Air Force.
<b>Athlete</b>	1728 - 9003	Controls priority booking, this allows students to enroll in classes that are not open to all students. The type of Athlete (ie. Scholarship, Football, etc..) will be indicated on the special student attributes tab in Student Master Data.
<b>English Developmental</b>	1728 - 9004	Student made less than 17 on ACT or SAT Eq. on English Subtest. Individual is required to enroll in certain courses, and restricted from others. This program will be set and released by a batch program. Only Academic Support Services, Developmental Studies, and UG Admissions should be able to manually add or release.
<b>Hearin-Hess Scholarship</b>	1728 - 9005	Controls booking processes by allowing them to enroll in certain classes not open to all students. Maintained by Business School.
<b>Honors</b>	1728 - 9006	Controls booking processes by allowing enrollment in certain classes not open to all students. Maintained by Honors.
<b>High School Summer Pgms</b>	1728 - 9007	Students (usually between 11 <sup>th</sup> and 12 <sup>th</sup> grade) that enroll in special courses on campus during the summer months. This code prevents these students from being included in certain processes as normal students would be. Maintained by UG Admissions and Outreach.
<b>Joint Enrollee</b>	1728 - 9008	These are students who are jointly enrolled at Ole Miss and in High School. Identifier as in High School Summer Programs. Maintained by UG Admissions.
<b>Math Developmental</b>	1728 - 9009	Student made less than 17 on ACT or SAT Eq. on Math Subtest Individual is required to enroll in certain courses, and restricted from others. This program will be set and released by a batch program. Only Academic Support Services, Developmental Studies and UG Admissions should be able to manually add or release.
<b>Scholarship</b>	1728 - 9010	Student is awarded a scholarship, and this controls certain booking requirements, and book priorities. Maintained by Dean's Offices, UG Admissions and Financial Aid. This code is used with Special Student Attributes in the Student Master Data where the type of scholarship (ie. Croft) is indicated.
<b>Military Science</b>	1728 - 9011	IT will write a program to set these. Allows students to enroll in certain classes that are not open to all students. Maintained by Military Science.
<b>Naval Science</b>	1728 - 9012	IT will write a program to set these. Allows students to enroll in certain classes that are not open to all students. Maintained by Naval Science.
<b>PACE</b>	1728 - 9013	These are students (usually between 11 <sup>th</sup> and 12 <sup>th</sup> grade) that enroll in special courses on campus during the summer months. This code prevents these students from being included in certain processes as normal students would be. Maintained by UG Admission, Honors and Outreach.
<b>Reading Developmental</b>	1728 - 9014	Student made less than 17 on ACT or SAT Eq. Individual is required to enroll in certain courses, and restricted from others. This program will be set and released by a batch program. Only Academic Support Services, Developmental Studies and UG Admissions should be able to manually add or release.

<b>Prospect</b>	<b>1728 - 9015</b>	Added via batch processes, such as ACT and SAT. For the interim, it will need to be added manually by anyone storing a prospect record. Should be maintained by UG Admission and Outreach at this time.
<b>Teacher Education</b>	<b>1728 - 9016</b>	This will be manually entered. This is required for all students in Teacher Education Program for certification processes. Maintained by Education.
<b>Foreign Developmental</b>	<b>1728 - 9017</b>	Maintained by UG Admissions, Graduate Admissions and International Programs.
<b>US 101</b>	<b>1728 - 9018</b>	US101 – Automatically set via workflow for all new freshmen. Released via grade process. Registrar's Office may update – only.
<b>Summer Developmental</b>	<b>1728 - 9019</b>	Students that do not meet admissions requirements. Maintained by UG Admission.
<b>ESL Program</b>	<b>1728-9020</b>	English as a Second Language. Maintained by International Programs.
<b>Jackson Engineering</b>	<b>1728-9021</b>	Maintained by Registrar's Office.
<b>Tupelo Center</b>	<b>1728-9022</b>	Maintained by Outreach.
<b>Desoto Center</b>	<b>1728-9023</b>	Maintained by Outreach.
<b>Booneville Center</b>	<b>1728-9024</b>	Maintained by Outreach.
<b>Other Off-campus</b>	<b>1728-9025</b>	Maintained by Outreach.
<b>To Be Purged</b>	<b>1728-9999</b>	Duplicate students in the system, this indicates that this record should be deleted.

## Progression

**Progression:** At the end of each semester progression will run to update:

- Class Standing (Freshman > Sophomore, etc.)
- Academic Standing (Academic Dismissal, Good Standing, Honors, etc)
- Academic Standing for Financial Aid
- Academic Honors (Chancellor's honor roll, Dean's honor roll)

**Note:** The key date will determine what you see on the student. The key date will probably default to today's date, which means the system will show you what is current for the student. If you need to see if the student was ever on academic dismissal, honor roll, etc. (see below)

Key Date

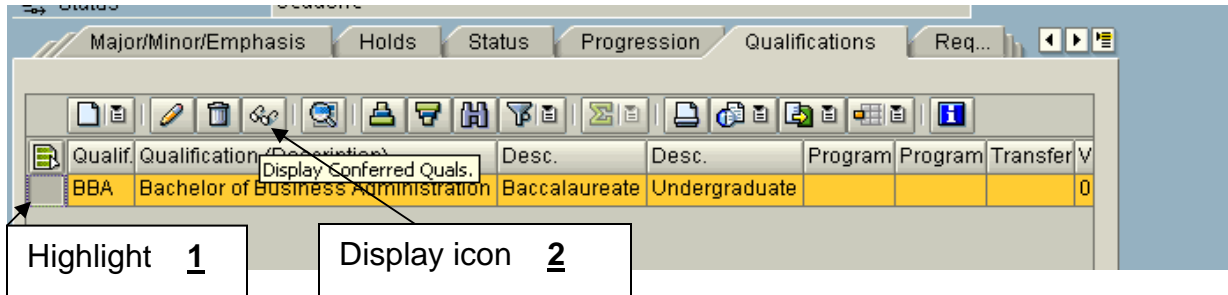
Prog. type	Prog. category description	Prog. rslt	To date	Valid frm	To date	Acad
Undergraduate	Academic honors	None	05/01/2003	05/01/2003	12/31/9999	
Undergraduate	Academic standing	Good Standing	05/01/2003	05/01/2003	12/31/9999	
Undergraduate	Academic standing for financial aid	Good standing	05/01/2003	05/01/2003	12/31/9999	2002
Undergraduate	Progress classification	Sophomore	05/01/2003	05/01/2003	12/31/9999	

**To view all standings:** Double-click on the area of interest, 'Academic standing' and this will take you to the history so you may view by semester.

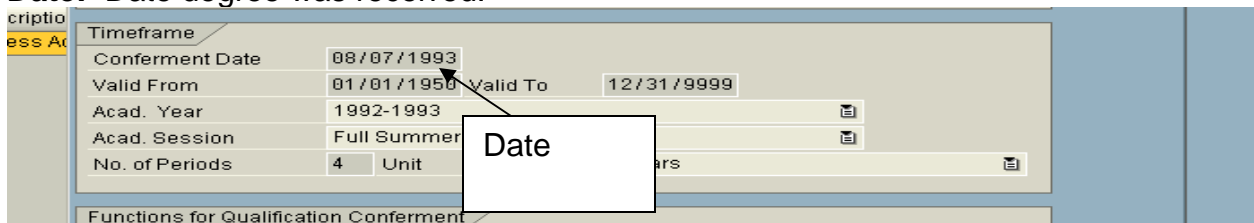
Prog.result (desc)	Rslt sts	From date	Check-to date	Valid frm	Valid-to date	Valid From	Year
Good Standing	Final	01/01/1900	12/21/1983	12/21/1983	05/17/1984	12/21/1983	1984
Good Standing	Final	12/22/1983	05/18/1984	05/18/1984	12/19/1984	05/18/1984	1984
Good Standing	Final	05/19/1984	12/20/1984	12/20/1984	05/17/1985	12/20/1984	1985
Good Standing	Final	12/21/1984	05/18/1985	05/18/1985	12/19/1985	05/18/1985	1985
Good Standing	Final	05/19/1985	12/20/1985	12/20/1985	05/09/1986	12/20/1985	1986
Good Standing	Final	12/21/1985	05/10/1986	05/10/1986	12/18/1986	05/10/1986	1986

## Qualifications

**Qualifications:** Confer Degrees (Maintained by Registrar's Office). This will display any degrees received from the University of Mississippi. Also, displays past history of degrees received from UM. To view the date the degree was received, highlight and left-click on display icon (glasses).

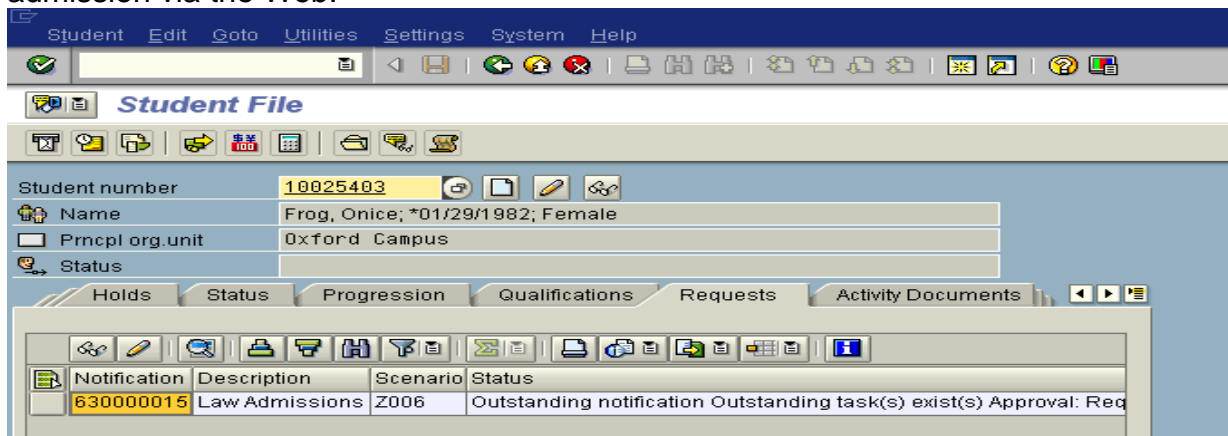


**Date:** Date degree was received.



## Requests

**Requests:** The admission notification that was created when the student applied for admission via the Web.



## Activity Documents

**Activity Documents:** History of activity on a student. (Below is a sample of values, there will be more). In essence, this is an audit trail.

- 1) Creating of Application – Applied for Admission to B Accy
- 2) Execute Admission – Admitted to B Accy
- 3) Initial Registration – Book the first class for their first term in this program.
- 4) Sessional Registration – Created for every term in this program.
- 5) Create Application – Applied for Admission to MBA
- 6) Create Application – Applied for JD Law

Actvty (desc.)	Reason	Program	Program name	Created on	Created by	Val
Create Application		JD Law	Juris Doctor	03/01/2003	OCARTER1	01/
Create Application		MBA	Master of Business Administration	03/01/2003	OCARTER1	01/
Sessional Registration		B Accy	B.Accy. in Accountancy	03/01/2003	OCARTER1	01/
Initial Registration		B Accy	B.Accy. in Accountancy	03/01/2003	OCARTER1	01/
Execute Admission		B Accy	B.Accy. in Accountancy	03/01/2003	OCARTER1	01/
Create Application		B Accy	B.Accy. in Accountancy	03/01/2003	OCARTER1	01/

**Note:** For their second and subsequent terms, there will be a re-registration value.

## Correspondence

**Correspondence:** Outgoing correspondence history can be tracked in system. Processes in CM which generate correspondence will update this table.

Form desc.	Print	Name	Prtid
02/16/2003 - 21:51:40 Application for Admission		JSTRIBL1	
02/16/2003 - 21:51:40 Deficiency Notice		JSTRIBL1	

# Advisors

Advisor data is now maintained in Student File. It continues to display in Student Master Data.

Student File

Student Number: 10062017  
Name: College, Joe; \*11/18/1983; Male  
Principal Org. Unit: GRADUATE SCHOOL; Oxford Campus  
Status: Student; Attending

Qualifications Applications Activity Documents Correspondence **Advisor(s)**

Selection Criteria  
Key Date: 04/23/2009

Advisor ID	Adv. Typ.	Object type	Advisor Name	Start date	End Date
00004176	P	Person	CRAFTON, BRAD P	11/11/2008	12/31/9999

- Admission
- Other Admission Data
- Registration
- Requirement Catalogs
- General Data
- Major/Minor/Emphasis
- Holds
- Status
- Progression
- Qualifications
- Applications
- Activity Documents
- Correspondence
- Advisor(s)**

To add an advisor click on the 'Create Advisor' icon (blank sheet of paper)

Student File

Student Number: 10062017  
Name: College, Joe; \*11/18/1983; Male  
Principal Org. Unit: GRADUATE SCHOOL; Oxford Campus  
Status: Student; Attending

Qualifications Applications Activity Documents Correspondence **Advisor(s)**

Selection Criteria  
Key Date: 04/23/2009

**Create Advisor**

Advisor ID	Adv. Typ.	Object type	Advisor Name	Start date	End Date
00004176	P	Person	CRAFTON, BRAD P	11/11/2008	12/31/9999

Choose 'Person' from the Advisor Type drop down box.

The screenshot shows the 'Student File' application interface. At the top, there is a menu bar with 'Student', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays student information for Student Number 10062017, Name 'College, Joe; \*11/18/1983; Male', Principal Org. Unit 'GRADUATE SCHOOL; Oxford Campus', and Status 'Student; Attending'. A 'Student File' dialog box is open, showing 'Student Information' with the student's name and ID. The 'Advisor Information' section is active, with 'Advisor Type' set to 'P Person' in a dropdown menu. Other fields include 'Advisor ID', 'Advisor Function', 'Advising Context Type', 'Advising Context', 'Start date' (04/23/2009), and 'End Date' (12/31/9999).

Use the search function to find the Advisor ID.

This screenshot shows the same 'Student File' application as above, but with a 'Restrict Value Range' dialog box open. The dialog has three tabs: 'S: Search Term', 'T: Structure Search', and 'N: Last name - First ...'. The 'S: Search Term' tab is selected, and the search term '\*easson\*' is entered in the 'Search Term' field. The background shows the same student and advisor information as the previous screenshot.



Select the desired advisor from the search results; green check.

Student Edit Goto Utilities Settings System Help

Student File

Student Number: 10062017

Name: College, Joe; \*11/18/1983; Male

Principal Org. Unit: GRADUATE SCHOOL; Oxford Campus

Status: Student; Attending

Person

Plan Version 01  
Object Type P

ObjectID	Object abbr.	Object name	Start date	End Date
00001721	EASSON	EASSON, GREGORY L	08/15/1995	12/31/9999
00016832	EASSON	EASSON, COLE GREGORY	05/25/2005	12/31/9999

Save.

Student Edit Goto Utilities Settings System Help

Student File

Student Number: 10062017

Name: College, Joe; \*11/18/1983; Male

Principal Org. Unit: GRADUATE SCHOOL; Oxford Campus

Status: Student; Attending

Person

Student: 10062017 College, Joe

Advisor Information

Advisor Type: P Person

Advisor ID: 00001721 EASSON, GREGORY L

Advisor Function:  Main Func

Advising Context Type:

Advising Context:

Start date: 04/23/2009

End Date: 12/31/9999

The new advisor is added with the current date as the 'Start Date' and 12/31/9999 for the 'End Date'.

Student File

Student Number: 10062017

Name: College, Joe; \*11/18/1983; Male

Principal Org. Unit: GRADUATE SCHOOL; Oxford Campus

Status: Student; Attending

Advisor(s) Selection Criteria: Key Date: 04/23/2009

Advisor ID	Adv. Typ.	Object type	Advisor Name	Start date	End Date
00004176	P	Person	CRAFTON, BRAD P	11/11/2008	12/31/9999
00001721	P	Person	EASSON, GREGORY L	04/23/2009	12/31/9999

The system will store multiple advisors for a student in this screen. The 'Additional Advisor' tab in Student Master Data will not be maintained.

To end an advising assignment, highlight the row to be changed and click the 'Change' icon (pencil).

Student File

Student Number: 10062017

Name: College, Joe; \*11/18/1983; Male

Principal Org. Unit: GRADUATE SCHOOL; Oxford Campus

Status: Student; Attending

Advisor(s) Selection Criteria: Key Date: 04/23/2009

Modify Advisor

Advisor ID	Adv. Typ.	Object type	Advisor Name	Start date	End Date
00004176	P	Person	CRAFTON, BRAD P	11/11/2008	12/31/9999
00001721	P	Person	EASSON, GREGORY L	04/23/2009	12/31/9999

Enter the new End Date. Save.

The screenshot shows a software interface for managing student files. At the top, there is a menu bar with options: Student, Edit, Goto, Utilities, Settings, System, and Help. Below the menu is a toolbar with various icons. The main window is titled "Student File" and contains the following information:

Student Number	10062017
Name	College, Joe; *11/18/1983; Male
Principal Org. Unit	GRADUATE SCHOOL; Oxford Campus
Status	Student; Attending

Below this is a pop-up window titled "Student File" with a tabbed interface. The "Student Information" tab is active, showing:

Student	10062017	College, Joe
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The "Advisor Information" tab is also visible, showing:



Advisor Type	P Person	
Advisor ID	00004176	CRAFTON, BRAD P
Advisor Function		<input type="checkbox"/> Main Func
Advising Context Type		
Advising Context		
Start date	11/11/2008	
End Date	04/23/2009	

At the bottom of the pop-up window are three icons: a checkmark, a save icon, and a close icon.

*Note: Never delete an advisor assignment unless it was made in error! End assignments by entering a new end date.*

## Student Lifecycle Management Icons Student File – Function Bar



Icons	Keyboard Shortcuts	Description
	<b>Ctrl + F2</b>	Left-click on the <b>Send Mail Icon</b> to send E-mail to a student.
	<b>Ctrl + F3</b>	Left-click on the <b>Timetable Icon</b> to view a student's schedule in calendar format. (Must have access to view). A better way to view a student schedule would be to use transaction zcm_schedule because it would include all classes. Timetable view will only include classes which have a day and time associated.
	<b>Ctrl + F4</b>	Left-click on the <b>Message Log</b> to view the user that did an override during booking
	<b>Shift + F11</b>	Left-click on the <b>Account Balance Icon</b> to view a student's balance. (Must have access to view)
	<b>Shift + F7</b>	Left-click on the <b>Payment at Cash Desk Icon</b> to receive a payment (Bursar's Office Only).
	<b>Shift + F6</b>	Left-click on <b>Fee Calculation Icon</b> to calculate Fees (Must have access – Bursar's Office Only)
	<b>F8</b>	Left-click on <b>Program Content Icon</b> to book a student into a class (Register a student into a course).
	<b>Ctrl + F12</b>	Left-click on the <b>Note Overview Icon</b> to view notes (Must have access).
	<b>Ctrl + F11</b>	Left-click on the <b>Academic Work Overview</b> to view a student's academic work history (Must have access).

# Student Lifecycle Management Icons

## Student File – Function Bar

9/2003



**Send Mail**. Left-click on the **Send Mail Icon** to send E-mail to a student. The system will not keep a record of this E-mail.

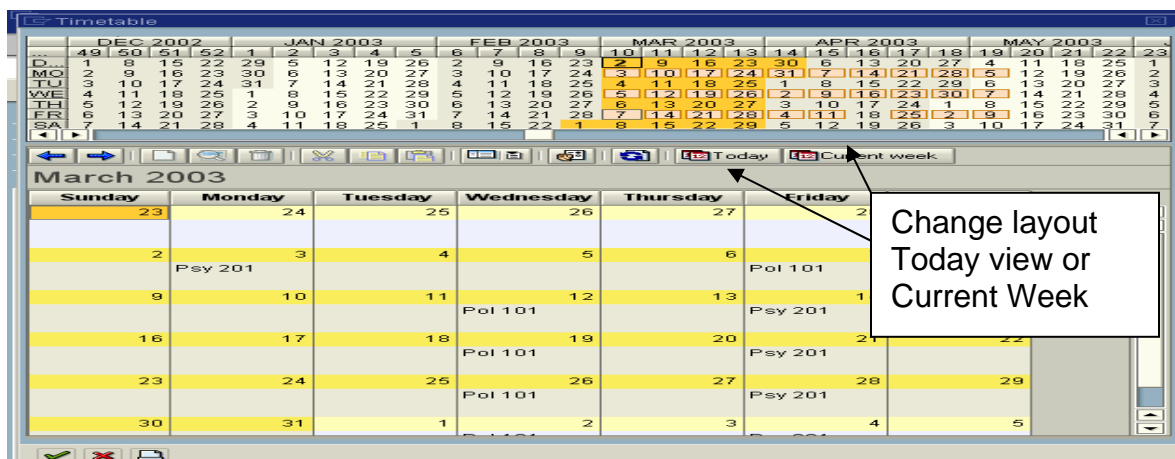



**To:** mejones@olemiss.edu  
**From:** Onice Carter <onice@olemiss.edu>  
**Subject:**  
**Cc:**  
**Bcc:**  
**Attached:**

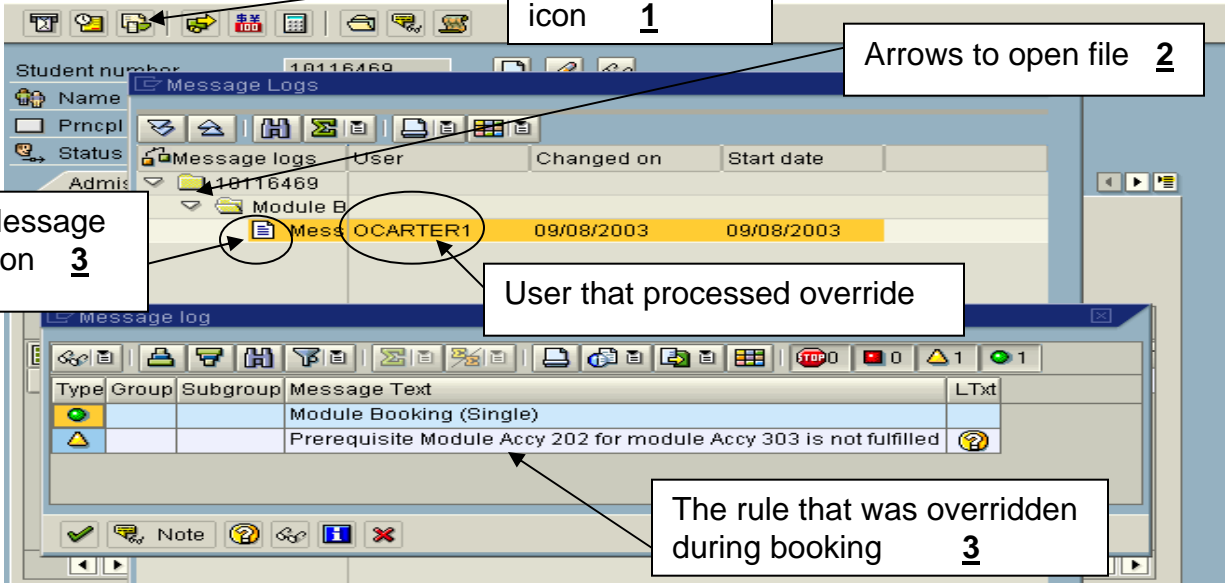


**Timetable**. Left-click on the **Timetable Icon** to view a student's schedule in calendar format. (Must have access to view). A better way to view a student schedule would be to use transaction zcm\_schedule because it would include all classes. Timetable view will only include classes which have a day and time associated.

**Note:** Make sure you have the correct month highlighted.



**Message Log** . It allows an individual to look to see the user who processed an override during the booking process. Left-click on Message log icon. Open up the arrows, left-click on the message (paper).




Message log icon **1**

Arrows to open file **2**

Message icon **3**

User that processed override

The rule that was overridden during booking **3**

**Account Balance** . Left-click on the **Account Balance Icon** to view a student's balance. (Must have approval from Bursar's Office to view this data)



Account balance Edit Goto Settings Environment System Help

**Account Display: Basic list**

Business partner Contract account Contract Payment usage Installment plan

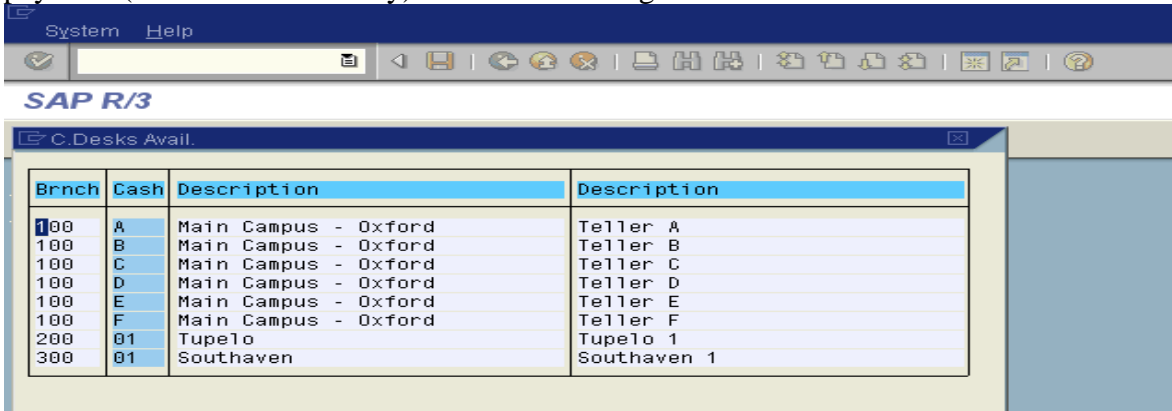
0010025986 / 1  
Chip Scoop  
Oxford

Receivables Down payments Totals Payment list **Chronology**

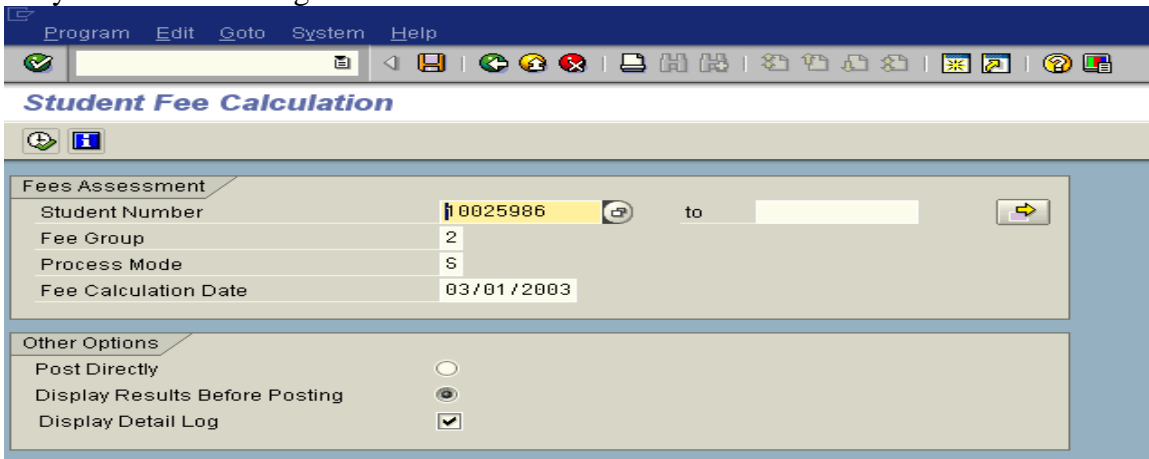
Due date	Text	Cur	Debit	CreditMemo	Curr. bal.	Down payt	CurrDwnPyt
11/28/2002	IS-PS: Student Fees	USD	100.00		100.00		
02/23/2003	IS-PS: Student Fees	USD	5.00		105.00		
	*	USD	105.00	0.00	105.00	0.00	



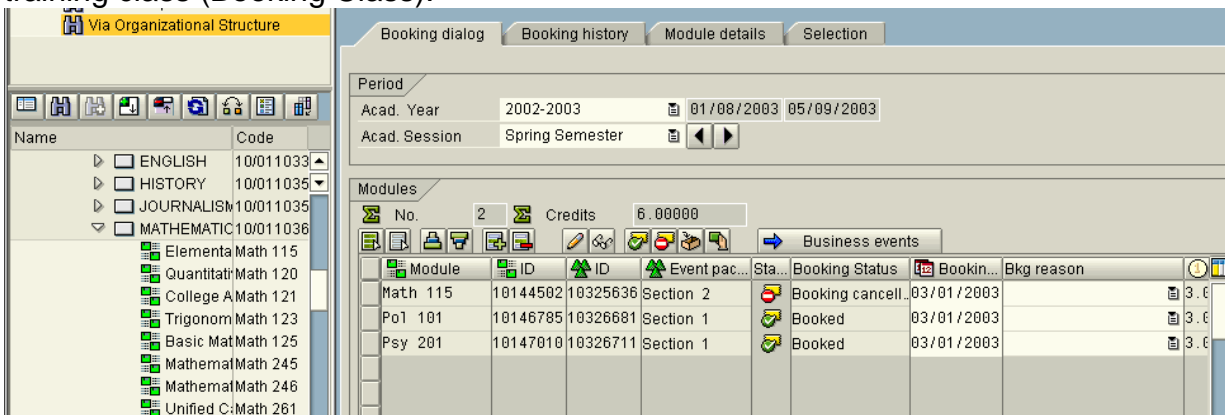
**Payment at Cash Desk**. Left-click on the **Payment at Cash Desk Icon** to receive a payment (Bursar's Office Only). Internal Training Bursar.



**Fee Calculation**. Left-click on **Fee Calculation Icon** to calculate Fees (Bursar's Office Only). Internal Training Bursar.



**Program Content**. Booking (registering) students into classes. Additional training class (Booking Class).







 Note Overview Icon.
  Create
  Change
  Display

**Note Overview**

Student number: 10025294  
 Name: Little, Stuart; +02/07/2003; Male

Note Overview

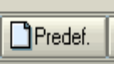


Display all notes
  Only program notes

Note type (description)	Program	Title	Prog.type	Stage	Acad. year	Session	Transcript	Created By	Creat
Registrar Note					2025-2026	Fall Semester	<input checked="" type="checkbox"/>	CMGENNOTE	01/25
Progression Note					2025-2026	Fall Semester	<input type="checkbox"/>	CMROGNOTE	01/25
					2025-2026	Fall Semester	<input type="checkbox"/>	CMGRADNOTE	01/25
					2025-2026	Fall Semester	<input type="checkbox"/>	CMCPRGNOTE	01/25
					2025-2026	Fall Semester	<input type="checkbox"/>	CMACTNOTE	01/25
					2025-2026	Fall Semester	<input type="checkbox"/>	CMDISNOTE	01/25
					2025-2026	Fall Semester	<input type="checkbox"/>	CMADVNOTE	01/25

Change (points to Change icon)  
 Create note (points to Create note icon)  
 Display – highlight & left-click on glasses (points to Registrar Note)

**Predefined Notes:** Will only be used by Registrar's Office.





 Create
  Change
  Display

Note Overview

Student number: 10025391  
 Name: Thins, Wheat

Note Overview

Display all notes
  No progr

Create Predef notes (points to Predef. icon)

Drop-down box (points to Note type field)

Selection (points to Transcript column)

Note	Subtype text	Transcript
9101	Withdrew Before Deadline	<input checked="" type="checkbox"/>
9102	Withdrew After Deadline	<input checked="" type="checkbox"/>
9103	Phi Kappa Phi	<input checked="" type="checkbox"/>
9104	Re-admitted on 1.8 Prob	<input checked="" type="checkbox"/>
9105	Re-admitted on 2.0 Prob	<input checked="" type="checkbox"/>
9106	Re-admitted on 1.6 Prob	<input checked="" type="checkbox"/>
9107	Admitted to Graduate Sch	<input checked="" type="checkbox"/>
9108	Prov. Adm. to Grad Sch	<input checked="" type="checkbox"/>
9109	Completed Master's Thesis	<input checked="" type="checkbox"/>
9111	Academic Suspension	<input checked="" type="checkbox"/>
9112	Academic Dismissal	<input checked="" type="checkbox"/>
9113	Permanent Expulsion	<input checked="" type="checkbox"/>
9114	Admitted on 1.6 Probation	<input checked="" type="checkbox"/>
9115	Admitted on 1.8 Probation	<input checked="" type="checkbox"/>
9116	Admitted on 2.0 Probation	<input checked="" type="checkbox"/>
9117	Re-admitted on 1.5 Prob	<input checked="" type="checkbox"/>
9118	Graduate of the McDonnell	<input checked="" type="checkbox"/>
9119	Non-Baccalaureate, Certif	<input checked="" type="checkbox"/>
9120	Restart Applied - Underg	<input checked="" type="checkbox"/>
9121	Restart Applied - Law	<input checked="" type="checkbox"/>
9122	Semester in Belize	<input checked="" type="checkbox"/>
9123	Graduate of the Universit	<input checked="" type="checkbox"/>





**Academic Work Overview** . Left click on the Academic Work Overview Icon to view a student's academic work history (Approval must be granted by Registrar).

**Study Reference:**

- **All Acad Work:** Probably will default
- **Program Type:** Always select Program Type (UG, Grad, Law, Pharm D)
- **Program:** Do not use Program

**Category:**

- **All Academic Work:** includes any transfer work summary (Trans work may be at the bottom)
- **Trans. Academic Work:** Only transfer work summary
- **Completed Acad Work:** UM work

**Period Reference:**

- **All Acad Sessions:** To view all sessions of UM work
- **Acad Year/Sess.** To select the academic year and session

The screenshot shows the 'Academic Work Overview' application window. Callouts point to various settings:

- Always select program type:** Points to the 'Program Type' dropdown menu, which is currently set to 'Undergraduate'.
- All, Trans, Completed:** Points to the 'Category' section, where 'All Academic Work' is selected.
- Grades:** Points to the 'Acad. Performance Indices' icon in the toolbar.
- Acad. Performance Indices icon (GPA):** Points to the 'Acad. Performance Indices' icon in the toolbar.
- All or by Acad Year/Sess:** Points to the 'Period Reference' section, where 'All Acad. Sessions' is selected.

Object Type	Acad Work	Academic Work (Description)	Acad year	Session name	Grade	Attm.creds	Earned	Grade
	Ared 361	Teaching Art in Elementary School			B	3.00	3.00	3
	Edci 351	Foundations for Prof. Growth			B	3.00	3.00	3
	Edsp 308	Introduction to Special Education			B	3.00	3.00	3
		Leading Instructional			A	3.00	3.00	3
		ary Teachers			B	3.00	3.00	3
	Geol 101	Physical Geology	2001-2002	Spring Semester	B	4.00	4.00	4

**Acad Perfance Indices: GPA's**

The screenshot shows the 'Academic Work Overview' application window with the 'Acad. Performance Indices' icon selected. A callout points to the scroll bar on the right side of the table.

Index	Academic performance index	Grade/Val.	Scale
TAH	Transfer Attempted Hours	67.00	Semester
TEH	Transfer Earned Hours	67.00	Semester
TGH	Transfer Graded Hours	67.00	Semester
TGP	Transfer Grade Points	236.51	VO mat.
TGPA	Transfer Grade Point Average	3.53	Four
OAH	Overall Attempted Hours	134.00	Semester
OEH	Overall Earned Hours	134.00	Semester
OGH	Overall Graded Hours	134.00	Semester
OGP	Overall Grade Points	467.51	VO mat.
OGPA	Overall Grade Point Average	3.48	Four Point Scale