Introduction to the Student Information System (SIS)

Graduate Student Sub-System

November 2002
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Graduate Application (SGA)

To use the screen:

1) Press F2 to clear any existing data on the screen, if present.

2) Enter an SID (Student ID) or NAME (Format = Last, First Middle).

3) Enter the TERM you want (Format = YYMM).
   If left blank, the first term will appear. If a term is requested which is not present, the next, or if there are none later, the closest previous available term will be shown.

4) Press ENTER to search for the data.
   If a name search is used and more than one person has a name that starts with the characters in the NAME field, the Name Search Screen will appear. Enter the corresponding number or move the cursor down to the desired name and press ENTER.

5) Use the Function Keys (F1-F11) to display application data not shown, view other terms, print the screen, etc.

FIELD NAMES AND DESCRIPTIONS:

SID: Student ID (the primary key)
NAME: Name of Student (an alternate key)
<table>
<thead>
<tr>
<th>ALT:</th>
<th>Alternate Student ID (an alternate key)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM:</td>
<td>The requested term (a key extension)</td>
</tr>
<tr>
<td>PROGRAM:</td>
<td>The program (major) the student has selected</td>
</tr>
<tr>
<td>CONF:</td>
<td>Confidential warning, includes level of security</td>
</tr>
<tr>
<td>ED OBJ:</td>
<td>Educational Objective - code followed by translation</td>
</tr>
<tr>
<td>ADMIT STATUS:</td>
<td>Applicant’s status</td>
</tr>
<tr>
<td>Code translations:</td>
<td>01 SR0570 (SCAT)</td>
</tr>
<tr>
<td>FULL-PART TIME:</td>
<td>F = full-time study, P = part-time study</td>
</tr>
<tr>
<td>SPECIAL ADM:</td>
<td>Code for special admission students (G=Golden ID, T=Term Only, etc.)</td>
</tr>
<tr>
<td>Code translations:</td>
<td>01 SR0580 (SCAT)</td>
</tr>
<tr>
<td>SEMESTER CHANGE:</td>
<td>Number of semester changes</td>
</tr>
<tr>
<td>APPLICATION:</td>
<td>Date application received</td>
</tr>
<tr>
<td>INSERT DATE:</td>
<td>Date application entered</td>
</tr>
<tr>
<td>SENT TO DEPT:</td>
<td>Date application sent to the department</td>
</tr>
<tr>
<td>APPL FEE:</td>
<td>Application fee amount</td>
</tr>
<tr>
<td>LETTER SENT:</td>
<td>Date decision letter sent to the applicant</td>
</tr>
<tr>
<td>SENT TO IES:</td>
<td>Date application sent to IES. Note: Currently, this date is inserted when int'l applications are entered and is not the actual date the file is sent to IES.</td>
</tr>
<tr>
<td>APPL STAT:</td>
<td>Application fee status (10=paid, NP=not paid, 13=charged to dept, etc.)</td>
</tr>
<tr>
<td>Code translations:</td>
<td>01 SR0550 (SCAT)</td>
</tr>
<tr>
<td>DECISION:</td>
<td>Date decision entered</td>
</tr>
<tr>
<td>DEC CODE:</td>
<td>Decision code/Translation of decision code</td>
</tr>
<tr>
<td>Code translations:</td>
<td>01 SR0510 (SCAT)</td>
</tr>
<tr>
<td>MODE:</td>
<td>’W’ indicates the application was received via Web</td>
</tr>
<tr>
<td>TERMINATION:</td>
<td>Date student’s time limit expires</td>
</tr>
<tr>
<td>TERMIN CODE:</td>
<td>Termination code/Translation of termination code</td>
</tr>
<tr>
<td>Code translations:</td>
<td>01 SR0530 (SCAT)</td>
</tr>
<tr>
<td>EXTENSION:</td>
<td>Number of time extensions granted</td>
</tr>
<tr>
<td>ADV TO CAND:</td>
<td>Date student advanced to candidacy</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Yes/No if notes entered (‘go GRDL’ to view notes)</td>
</tr>
<tr>
<td>FIRST REG:</td>
<td>Date of first registration action</td>
</tr>
<tr>
<td>PROV CODES/MET:</td>
<td>Provision code(s) if applicable, and provision-met code</td>
</tr>
<tr>
<td>Note: Provision codes are translated on panel 2 (use F5).</td>
<td></td>
</tr>
<tr>
<td>Code translations:</td>
<td>01 SR0520 (SCAT)</td>
</tr>
<tr>
<td>RESD:</td>
<td>Maryland residency status code (10=resident, 20=non-res, 16=military, etc.)</td>
</tr>
<tr>
<td>Code translations:</td>
<td>01 SR0034 (SCAT)</td>
</tr>
</tbody>
</table>

**Standard Codes Access Table (SCAT) Lookup:** To view the code translations listed above, go to the command line in SIS and type 'go scatl' and press ENTER. Enter 01 for the campus code. Type the Table ID (Ex., SR0034) for the codes you wish to view and press ENTER. Move your cursor to the desired table and press F5 to view the codes and short and long translations. Press F5 to return to the list of tables.
Graduate Information Lookup Screen (GRDL)

**To use the screen:**

1. Press **F2** to clear any existing data on the screen, if present.
2. Enter an **SID** (Student ID) or **NAME** (Format = Last, First Middle).
3. Enter the **TERM** you want (Format = YYMM).
   - If left blank, the first term will appear. If a term is requested which is not present, the next, or if there are none later, the closest previous available term will be shown.
4. Press **ENTER** to search for the data.
   - If a name search is used and more than one person has a name that starts with the characters in the **NAME** field, the **Name Search Screen** will appear. Enter the corresponding number or move the cursor down to the desired name and press **ENTER**.
5. Use the **Function Keys (F1-F9)** to view notes, view other terms, print the screen, etc.
Graduate Master Control Screen (GRMCS)

To use the screen, enter the SID or NAME and the TERM and PROGRAM the student applied for (or was admitted to).

```
GRM31P1  UHCP/GRD Graduate Admissions System  05/19/00
EJS-0290  Graduate Master Control Screen  GRMCS

SID: 00000008 Name: No, Chiehi
ALT: ______ Term: 9900 Program: ENEE

Student name: No, Chiehi  Student ID: 000-00-0000
Address Permanent: 5209 Coney Road, Los Angeles, CA 90032
Phone Permanent: (213)221-8090
Race: Unknown  Age: 27  Sex: Male

APPLICATION DATA:
-------------------------------
Term: 9900  Program: ENEE Electrical Engineering
Objective: M.S.  College: ENGINEERING
Status: Pending  Application Date: 06/29/98
Intent: Full time
GPAs: Undergrad - 2.800  Major - 3.800 Last 60 cr - 3.800 Graduate - N/A

TEST INFORMATION:
---------------------
GRE General  Taken: 10/96
       Verbal: 300  5%  Quantitative: 780  95%  Analytical: 620  67%
TOEFL  Taken: 11/96
        48 Listening Comprehension  61 Structure and Written Expression
        55 Vocabulary and Reading Comprehension  547 Total

PREVIOUS INSTITUTIONS
--------------------
National Taiwan Institute of Technology  UG (JC0029)
       Degree Date: 07/94
       Major (or concentration): ME
Taipei Institute of Technology  UG (JC0120)
       Degree Date: 01/94
       Major (or concentration): MECHANICAL ENG.
California State Univ-Los Angeles  UG (93430J)

IES INFORMATION:
----------------
Bachelor Evaluation: B  74.6/100
Clearance Academic: Graduate Eligible, No Department Decision
Clearance English: TOEFL Received, Semi Intensive English
Clearance Financial: Finances OK, Private Sponsor
Clearance Visa: Foreign Student
IES Information - Notes
--------------------
This is an IES note. They are usually used to explain the evaluations.
```
The sections of the screen are:

1. **KEY FIELDS:**
   
   Includes SID, Name, Term, Program, and Confidentiality.

2. **PERSONAL DATA:**
   
   Includes the student’s name, student id, address (both permanent and local), email address, phone numbers, race, age, sex, matriculation term, last term completed, and cumulative GPA.

3. **APPLICATION DATA:**
   
   Includes application term (format YYMM), program, educational objective, advising college, application status, date application received, full/part-time intent, self-reported GPAs, department recommendation and date, and provisions, if any.

4. **TEST INFORMATION:**
   
   Includes standardized tests received with test date, scores, and percentiles (GRE, GMAT, TOEFL).

5. **PREVIOUS INSTITUTION INFORMATION:**
   
   Displays all previous institution data, including institution name, major, degree, degree award date (if available), transcript type (official, unofficial) and date received, and level of work completed at the institution.

6. **IES INFORMATION:**
   
   This section displays information/notes entered by International Education Services (IES) during the evaluation of international applicants and those w/ foreign credentials. This
includes academic, English proficiency, financial, and immigration evaluation and clearance codes/translations and dates.
Graduate Candidacy (SGC)

SIS385P1 UMCP Student Information System 11/18/02
LAH-0678 Graduate Candidacy (SGC) GC
====================================================================
SID: 123456789 NAME: Student, Graduate
ALT: DEG TERM: 0207 DEG STAT: 31 Earned Withhold addr & phone
App Term: 0008 Ins Date: 12/20/01 Level: Master’s By: 000 Note: Y
Program: NUTR Mod Date: 06/18/02 Ed Obj: 31 M.S. ApStat Cancelled
----- MASTERS ----- ----- DOCTORAL ----- COMMITTEE- Num: 1 Met?
Thesis Option: N Survey Form: _______ Mem: 3 Subm: Y Dec: A
MAPF Received: 02/14/02 UMI agreement: _______ By: 000 Dt: 12/20/01
Certif Form: _______ UMI/UMCP agrmnt: _______ Committee Form: 12/20/01
Compreh Exam: _______ Comm Form Aprv: 12/20/01
Seminar/Rsrch: _______ DOCTORAL & MAST W/THESIS Human Subjects: N
----- DEPARTMENT ----- Dissert/Thesis: 05/30/02 IRB recvd: Dt: ______
Recommend: Oral Exam Form: 05/30/02 Animal Subjects: Y
By: ______ Oral Exam Date: 03/21/02 ACUC recvd: Y Dt: ______
----- ADVISOR ------ Exam Num: 1 Result: P ACUC Protocol #: R0024
Dept: FID: Hazardous Mtls: N
Name: HZRD aprv: Dt: ______
=>
F1=Help F2=Clear F3=Menu F4=View Note F5=View Title F6=Print
F7=Prev Term F8=Next Term F9=Cmd Ln F10=First Term F11=Last Term
ENTER a Student ID or name or use an F-key.

To use the screen:

1) Press F2 to clear any existing data on the screen, if present.

2) Enter an SID (Student ID) or NAME (Format = Last, First Middle).

3) Enter the TERM you want (Format = YYMM).
   If left blank, the first term will appear. If a term is requested which is not present, the next, or if there are none later, the closest previous available term will be shown.

4) Press ENTER to search for the data.
   If a name search is used and more than one person has a name that starts with the characters in the NAME field, the Name Search Screen will appear. Enter the corresponding number or move the cursor down to the desired name and press ENTER.

5) Use the Use the Function Keys (F1-F11) to display other terms, view notes, view dissertation/thesis title, print the screen, etc.
FIELD NAMES AND DESCRIPTIONS:

**SID:** Student ID (the primary key)
**NAME:** Name of Student (an alternate key)
**ALT:** Alternate Student ID (an alternate key)
**DEG TERM:** The requested term for graduation.
**DEG STAT:** The degree listed on the diploma application and the status (pending, cleared, not cleared, or earned).
**CONF:** Confidential warning, includes level of security
**APP TERM:** The term the student was admitted to the program (major)
**INS DATE:** Date the record was created/inserted
**LEVEL:** Degree level (Masters, Doctoral, Unknown)
**BY:** SIS User ID of the staff member that last modified the record
**NOTE:** Note(s) entered by staff members regarding the receipt of forms, clearance, etc.
**PROGRAM:** The program the student is admitted to and in which the degree will be awarded
**MOD DATE** Date of last modification
**ED OBJ:** Educational (degree) objective
**APSTAT:** Status of the graduate application

------ MASTERS ------

**THESIS OPTION:** Master thesis option (Y/N)
**MAPF RECEIVED:** Date Master Approved Program Form received
**CERTIF FORM:** Date Certification of Master’s Degree Without Thesis Form received
**COMPREH EXAM:** Date comprehensive exam completed – data no longer entered
**SEMINAR/RSRCH:** Date seminar/research completed - data no longer entered

------ DOCTORAL ------

**SURVEY FORM:** Date Survey of Earned Doctorates received
**UMI AGREEMENT:** Date UMI* Agreement Form received
**UMI/UMCP AGRMNT:** Date UMI*/UMCP Agreement Form received
*now ProQuest

------ DOCTORAL & MAST W/ THESIS ------

**DISSERT/THESIS:** Date dissertation/thesis received
**ORAL EXAM FORM:** Date Report of Examining Committee Form (oral form) returned
**ORAL EXAM DATE:** Expected oral examination date
**EXAM NUM:** Oral exam number
**RESULT:** Results of exam (P=passed; F=Fail)
------ COMMITTEE ------

NUM: Number of revisions to committee members
MET: Whether or not the committee has met (Y/N)
MEM: Number of committee members
SUBM: Committee form submitted (Y/N)
DEC: Decision (pending, approved, denied)
BY: SIS User Id of individual submitting the committee form
DT: Date Nomination of Thesis or Dissertation Committee Form submitted
COMMITTEE FORM: Date committee form received
COMM FORM APRV: Date committee form approved
HUMAN SUBJECTS: Research involved human subjects (Y/N)
IRB RECVD: DT: Institutional Review Board (IRB) approval received (Y/N) and date
ANIMAL SUBJECTS: Research involved animal subjects (Y/N)
ACUC RCVD: DT: Animal Care & Use Committee (ACUC) approval and protocol number received (Y/N) and date
ACUC PROTOCOL#: ACUC protocol number
HAZARDOUS MTRLS: Research involved hazardous materials (Y/N)
HZRD APRV: DT: Hazardous Materials approval received (Y/N) and date

------ DEPARTMENT ------

RECOMMEND: Department’s recommendation for the Masters Approved Program Form (A=Approved, D=Denied, P=Pending)
BY: User Id of individual submitting/entering the MAPF recommendation
DT: Date recommended entered

------ ADVISOR ------

DEPT: Advisor’s department affiliation
FID: Advisor’s Faculty Id No.
NAME: Advisor’s Name
Graduate Petitions Lookup (GRPET)

To use the screen, enter an **SID** and/or **NAME**. Move the cursor down to the desired petition and press **F5** to retrieve the data or press **F10** or **F11** to retrieve the first or last application, respectively.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SID:</strong></td>
<td>Student ID (the primary key)</td>
</tr>
<tr>
<td><strong>NAME:</strong></td>
<td>Name of Student (an alternate key)</td>
</tr>
<tr>
<td><strong>ALT:</strong></td>
<td>Alternate Student ID (an alternate key)</td>
</tr>
<tr>
<td><strong>CONF:</strong></td>
<td>Confidential warning, includes level of security</td>
</tr>
<tr>
<td><strong>Date Received:</strong></td>
<td>Date petition received</td>
</tr>
<tr>
<td><strong>Petition Type:</strong></td>
<td>Type of petition submitted (EX=time extension, AD=Add course, etc.)</td>
</tr>
<tr>
<td><strong>Appr Trm:</strong></td>
<td>Application/Admit Term</td>
</tr>
<tr>
<td><strong>Program:</strong></td>
<td>The student’s program (major)</td>
</tr>
<tr>
<td><strong>Educ Obj:</strong></td>
<td>Educational (degree) Objective</td>
</tr>
<tr>
<td><strong>Dec/Date:</strong></td>
<td>Decision code (Y=petition granted, N=petition denied, O=other resolution)</td>
</tr>
<tr>
<td><strong>Ltr/Dt:</strong></td>
<td>Date decision letter generated</td>
</tr>
<tr>
<td><strong>Admit Stat:</strong></td>
<td>Admit status code and translation (A=Admitted, C=Cancelled, etc.)</td>
</tr>
<tr>
<td><strong>New Termin:</strong></td>
<td>New termination date granted for approved time extension requests</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Yes/No if notes entered (press <strong>F5</strong> to view notes)</td>
</tr>
<tr>
<td><strong>Termin/Dt:</strong></td>
<td>Termination code and date student’s time limit expires</td>
</tr>
<tr>
<td><strong>Extensions:</strong></td>
<td>Number of time extensions granted</td>
</tr>
<tr>
<td><strong>Adv Cand:</strong></td>
<td>Date student advanced to candidacy</td>
</tr>
<tr>
<td><strong>Insert:</strong></td>
<td>Date petition inserted</td>
</tr>
<tr>
<td><strong>Modified:</strong></td>
<td>Date petition record modified</td>
</tr>
<tr>
<td><strong>By:</strong></td>
<td>SIS User ID of staff member inserting/modifying the petition record</td>
</tr>
</tbody>
</table>

**Code Translation:**
- 01 SR0535 (SCAT)
- 01 SR0570 (SCAT)