

The Graduate School

**Introduction to the
Student Information System (SIS)**



Graduate Student Sub-System

November 2002

Table of Contents

Graduate Application (SGA)	1
Graduate Information Lookup Screen (GRDL)	3
Graduate Master Control Screen (GRMCS)	4
Graduate Candidacy (SGC)	7
Graduate Petitions Lookup (GRPET)	10

Graduate Application (SGA)

To use the screen:

1)

```

SIS304P1          UMCP Student Information System          11/18/02
LAH-0678          Graduate Application          (SGA)          GA
===== >>>>
SID: 123456789  NAME: Student, Graduate          III
ALT: _____ TERM: 0208  PROGRAM: ENBE

Ed Obj: 31  M.S.          Admit Status: Admitted          Full-Part Time : F
                               Special Adm :          Semester Change: 0
Application: 01/30/02
Insert Date: 01/30/02          Sent to Dept:          Appl Fee : $50
Letter Sent: 02/25/02          Sent to IES :          Appl Stat: 10

Decision   : 02/22/02  Code: 21 Prov Degree Admission  Mode   :
Termination: 08/01/07  Code: 00 Not Terminated          Extension:
Adv to Cand:          Note: Yes          First Reg: 05/02/02
Provision codes / met : 14/N 71/N          Resd   : 10

==>
F1=Help      F2=Clear      F3=Menu      F4 =Index      F5 =>>>>      F6=Print
F7=Prev Appl F8=Next Appl F9=Cmd Ln  F10=First Appl F11=Last Appl
ENTER a Student ID or name or use an F-key.

```

- 2) Enter an **SID** (Student ID) or **NAME** (Format = Last, First Middle).
- 3) Enter the **TERM** you want (Format = YYYYMM).
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)

Introduction to SIS ~ Graduate Student Sub-System

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

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)

```

GRD140P1          UMCP Student Information System          11/18/02
G13-0630          Graduate Information Lookup              GRDL
=====
SID: 123456789  NAME: Student, Graduate
ALT: _____

Birth Date : 08/27/69          ---- Undergraduate Information ----
Adv to Cand:      Resident   : 20      Term :      Status:
Last Term  : 0208      Registered? Yes      Major:

Prog St Trm Degree      Applied      IES      Dec Termin-Date      Provisions      Note
-----
EMUS C 0208 M.A.        01/22/02 01/22/02      25 02/26/02              N
EMUS C 0205 M.A.        01/22/02 02/26/02      25 03/05/02              N
EMUS A 0201 M.A.        01/22/02 03/05/02 20 00 01/01/07 90/Y              Y

==> _____
F1=Help  F2=Clear  F3=Menu  F4=Index  F5=See Note  F6=Print  F9=Cmd Line
    
```

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).

```

GRD311P1          UMCP/GRD Graduate Admissions System          05/19/00
EJS-0290          Graduate Master Control Screen              GRMCS
===== >>>>
SID: 000000000 Name: Ho, Chiehi
ALT:          Term: 9908 Program: ENEE                      VIEW

Student name: Ho, Chiehi          Student ID: 000-00-0000
Address Permanent: 5269 Coney Road, Los Angeles, CA 90032
Phone Permanent : (213)221-0090
Race: Unknown          Age: 27          Sex : Male

APPLICATION DATA:
-----
Term      : 9908          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 Comprehen 547 Total

PREVIOUS INSTITUTIONS
-----
National Taiwan Institute of Technology          UG (JC0023)
  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)

```

SIS305P1          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: 06/10/02 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: Dt: _____ Oral Exam Date : 03/21/02 ACUC rcvd: Y Dt: _____
----- ADVISOR ----- Exam Num: 1 Result: P ACUC Protocol #: R0024
Dept: FID: Hazardous Mtrls: 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 **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 UserId 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: UserId 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.

```

GRD070P1          UMCP/GRD Graduate Admissions System          11/19/02
LAH-0168          Graduate Petitions Update/Lookup             GRPET
=====
SID:              NAME:
ALT:              Withhold addr & phone
Date Received: 10/29/02 Petition Type: EX Extension

Appl Trm : 0101      Program   : CHED          Educ Obj  : M.P.H.
Dec/Date  : _        Ltr/Dt    : _            Admit Stat: C Cancelled
New Termin 09/16/02 Note       : _ 30535864    Termin/Dt : 5 09/16/02
                                           Extensions: 2
                                           Adv Cand  :
Inserted   : 11/07/02 Modified  : 11/07/02 By: DAJ DELETE RECORD (D) _
Existing Petitions:
Pet/Recv Dt Dec/Date Ltr/Date Term Prog Sta Obj Termin/Dt Adv Cnd Ext N
EX 07/26/01 Y 07/27/01 0101 CHED C 57 50 09/16/02 N
EX 03/10/00 Y 03/13/00 9508 HLIH C 30 25 04/09/01 N

==>
F1=Help      F2=Clear      F3=Menu      F4 =Dis Note  F5 =Select    F6 =Print
F7=Scr1 Fwd  F8=Scr1 Back  F9=Cmd Ln    F10=First Pet F11=Last Pet  F12=Cancel
    
```

- SID:** Student ID (the primary key)
- NAME:** Name of Student (an alternate key)
- ALT:** Alternate Student ID (an alternate key)
- CONF:** Confidential warning, includes level of security
- Date Received:** Date petition received
- Petition Type:** Type of petition submitted (EX=time extension, AD=Add course, etc.)
Code Translation: 01 SR0535 (SCAT)
- Appl Trm:** Application/Admit Term
- Program:** The student's program (major)
- Educ Obj:** Educational (degree) Objective
- Dec/Date:** Decision code (Y=petition granted, N=petition denied, O=other resolution)
- Ltr/Dt:** Date decision letter generated
- Admit Stat:** Admit status code and translation (A=Admitted, C=Cancelled, etc.)
Code translations: 01 SR0570 (SCAT)
- New Termin:** New termination date granted for approved time extension requests
- Note:** Yes/No if notes entered (press **F5** to view notes)
- Termin/Dt:** Termination code and date student's time limit expires
- Extensions:** Number of time extensions granted
- Adv Cand:** Date student advanced to candidacy
- Inserted:** Date petition inserted
- Modified:** Date petition record modified
- By:** SIS User ID of staff member inserting/modifying the petition record