STUDENT INFORMATION SYSTEMS: 2008-2009 MANUAL

Student Academic Affairs Office
College of Education
University of Illinois

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Technical Information Specialist

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About Student Information Systems (SIS)

BACKGROUND

Student Information Systems, commonly referred to as SIS, was released initially in 2005 in a collaborated effort between Student Academic Affairs Office (SAAO) and the Office of Educational Technology (OET). The objective was to take Banner Student information and create a more user friendly interface for tracking student information, reporting on the information, and further assisting with College of Education needs which could not be met by Banner.

In the spring of 2006, SAAO created the Technical Information Specialist position to improve response time to SIS developmental needs as well as to assist users and create new modules and reports.

As of May 2007, SIS is being used by the entire SAAO staff, Graduate Department Support Staff, and a group of 18 faculty members.

SIS continues to develop and improve to meet changing needs within the Departments and the College. The Prospective and Program Committee modules were added during the 2007-2008 academic year. Additional improvements are slated for the 2008-2009 year. For specific improvements, please refer to Appendix B.

In response to Faculty needs and confidentiality concerns, another version of SIS was introduced the winter of 2006, referred to as SIS Lite. This version is specifically designed for faculty users. It is a trimmed down version of SIS that allows faculty to see only their advisee's data. Though the interface is similar to the full SIS, it is more compact and offers fewer filters for Faculty but has the same reporting ability as the full version of SIS.

In June 2007, education.illinois.edu/saao/sis was established to assist users with related documentation, updates, and system requirements.

CONTACT INFORMATION

SIS requests, recommendations, problems, or other assistance is best directed to ed-sissupport@ad.uiuc.edu. This email address is monitored by the Heather Johnson Baseler and Kathy Stalter, both of whom are responsible for various aspects of SIS and SIS Lite.

By emailing ed-sissupport@ad.uiuc.edu you are ensured that the appropriate person will respond to you.

PERMISSIONS

Faculty and Staff needing access to SIS must complete the SIS Request Form. The Request Form also requires the completion of:

- Family Educational Right To Provide Act (FERPA) Training (web-tutorial)
- Information Security Compliance Form
- If the requester does not have Banner Access to Student data, them the Banner Access Request Form also needs to be completed and submitted.

All forms mentioned can be found on the SAAO website at www.education.illinois.edu/saao/SecurityForms.html

Completed forms should be submitted, with the appropriate signatures, to Kathy Stalter in SAAO.

SECTION 1: The Switchboard

This Section discusses the elements of the Switchboard.

The Switchboard is a floating pallet that is divided into 3 parts:

1. Students
2. Applicants
3. Prospective
4. Unnamed Others
   a. Letter Jobs
   b. Exit Program

As SIS opens, a "Security Warning" will appear. This is normal and nothing to be concerned about. Access is alerting you to the fact that the database is customized using special programming. Click "Open."

The Switchboard automatically opens when SIS is opened. The Switchboard can be moved to whatever location on your screen is most convenient for the user by clicking and dragging it. If the Switchboard get's buried behind windows, you can also access these options through the menu options across the top of the SIS screen

STUDENTS

The student section pertains to admitted students. There are four options for Students.

Student. This button will allow you to open the Student Index which is discussed in detail in the next section.

Degree Committees. Opens the Degree Committee index.

Affiliations. Opens the Affiliation Index. Affiliations can be assigned and modified for students in this index as well as through the Student Index and accessing the student record.

Petitions. This opens the Petitions Index which allows the creation and modification of petitions for a student.

APPLICANTS

This section pertains to applying students. There are three options for Applicant data:

Freshman. This opens the index for Freshman applicant. This Index is primarily used by SAAO during the admissions process. Few other departments in the College have access to this index.

UG & Transfer. This opens the index for Undergrad Transfer applicants. This Index is primarily used by SAAO during the admissions process. Few other departments in the College have access to this index.

Grad. This opens the Grad Applicant Index. This index is used by all departments in the College to track applicant process as well as generate applicant report data.

Prospective

This opens the index used to track prospective undergraduates using affiliations. Currently this index is used by SAAO.

Unnamed Others

Letter Jobs. This unofficial section pertains to options that pertain to both Students and Applicants. This button opens the Letter Job screen which SAAO uses exclusively to generate mass mailings and printings. A mail merge option has been created for Departments. For information on this please refer the section titled "Mail Merge: Connecting Letter with SIS Data".

Exit Program. This quits SIS.

SECTION 2: Student Index

This Section discusses the various fields, filtering tabs, and data options available through the Student Index.

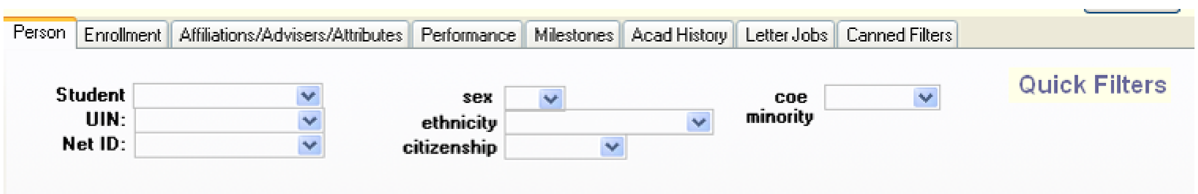
The Student Index allows for viewing and reporting on current, past, and newly admitted students as well as any student with an Affiliation. A majority of this information is generated by Banner while other information, such as Affiliations and notes, are generated by Departments within the College.

NOTE: Permissions on the index allow users to view all student records. Users should be cautious when printer reports because of this. Permissions have been moved onto the buttons on the Student Main Record screen to improve system response times for users.

FILTERS GLOSSARY

Person Tab

This tab focuses on biographic data on students or students with an active Affiliation as well as information specific to individual students such as UIN, Net Id and Student Name.



Student. A drop down menu that lists all the students (last name first), who have a record in SIS. The drop down activates when at least 3 letters of the last name are entered into the field.

UIN. University Identification Number for the student. This number is located on the ICard in purple numerals.

Net ID. Network identification. Also sometimes referred to as username. It is typically a representation of a persons name used in emailing.

Sex. Gender of student. Information based on information provided by student into Banner.

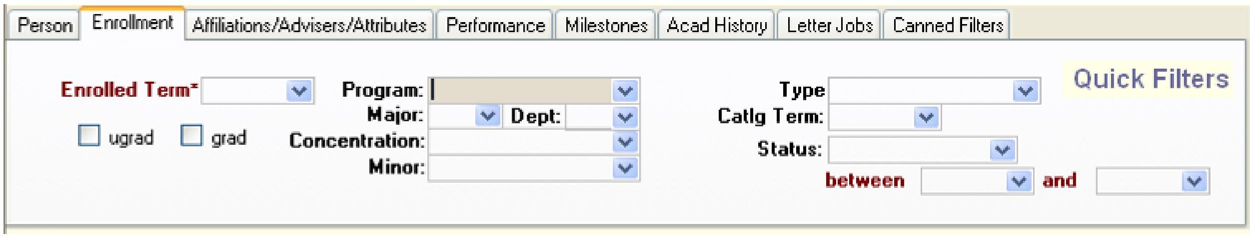
Ethnicity. Race/ethnicity information of student based on information provided by student into Banner.

Citizenship. Citizenship classification of student based on Banner data.

COE Minority. Allows a search of students based on whether or not they belong to a minority group. Prevents the need for multiple searches using the ethnicity filter when looking for minority statistics. Minority in this instance is anyone reporting themselves to be: American Indian or Alaskan Native, Native Hawaiian, Black/African-Am/Non-Hispanic, Hispanic or Latino, Cuban, Mexican American, Puerto Rican, Other Hispanic or Latino. Values are: Minority, Other, Unknown.

Enrollment Tab

This tab focuses on enrollment data on students such as enrolled term and program.



Enrolled Term. Term code (i.e., 120071 for spring 2007 at UIUC) for which student was enrolled. This field is red, which indicates that it is a required field for this tab.

Ugrad. Undergrad. Allows for a return for only undergraduate students in term indicated.

Grad. Graduate. Allows for a return for only graduate students in term indicated.

Program. Program code (i.e., 10KN0095BS or 10KS0222PHD) and Program name for which student was enrolled during term indicated. Part of program code can be entered such as KN or KS, EDM or M.

Major. Major code (i.e., 0095, 0215, 0220) and Major Name for which student was enrolled during term indicated.

Dept. Department code (i.e., 1335, 1613, and 1674) and Department name for which student was enrolled during term indicated.

Concentration. Area of Concentration for which student was enrolled during the term indicated.

Minor. Minor code and Minor name for which student was enrolled during the term indicated.

Type. Allows for return of students based on “New First Time Freshman”, “Continuing”, “Readmit”, etc. for the term indicated.

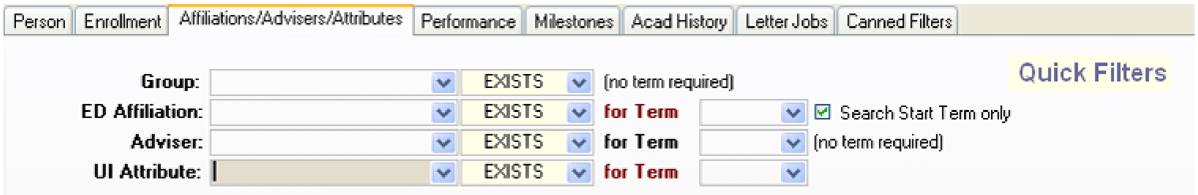
Catlg Term. Catalog term for which the student program is reflecting. Catalog term may be the same as the admit term, but is typically different from the admit term.

Status. This allows for filtering on Enrolled and Graduated students, which is based on Banner data. However, users have the ability of assigning other values such as Interning or ABD in the Student Record Screen. Status is auto-populated when enrollment or graduation information exists matching the previous enrolled program code.

Between … And … Allows users to filter for Status for a range of terms. This is required when selecting values in Status.

Affiliations/Advisers/Attributes Tab

This tab focuses on both Banner and College student groups. For example, all students with a specific Adviser, Affiliation, or Banner Attribute (i.e. ROTC, scholarships, Band, Golden Apple).



Group. Programmed groups of students based on enrollment and class which are commonly used by Student Academic Affairs Office (SAAO) Advisers.

Ed Affiliation. Affiliations assigned to students by Department or College of Education to assist in College level tracking and reporting. This information is not Banner related. It requires a term code which can be the start term or merely a term in which the Affiliation is active. Common Affiliations for departments are cohort and division specifications.

Adviser. Student's primary Adviser, as indicated by Banner. Term is not required but can be used to narrow searches as Advisers can change. Adviser information is currently dependent on student enrollment.

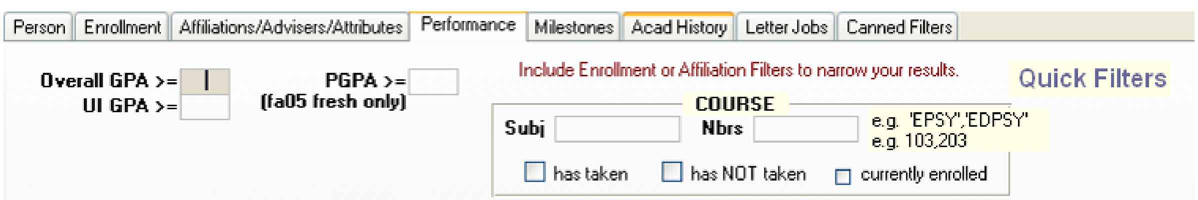
UI Attribute. Banner Attributes such as James Scholar, Veteran, or Marching Band for which a term code is required.

Exists/Not Exists. Allows looking for students for which the criteria does or doesn't apply.

Term. Term code for which the criteria should apply. If term is red, it is a required value.

Performance Tab

This tab focuses on academic performance.



Overall GPA. Accumulative or Level GPA, includes transfer GPA. Greater than or equal to GPA indicated.

UI GPA. Accumulative or Level GPA for UI courses. Greater than or equal to GPA indicated.

PGPA. Predicted GPA for incoming Fall 2005 freshman only.

Course

Subject. The three or four alpha code that describes a course subject. The example given is EPSY for Educational Psychology. NOTE: Course Subject needs to be in single quotes (i.e., 'EPSY').

Nbrs. Course number indicating level and offering of the course. The examples given are 103 and 203.

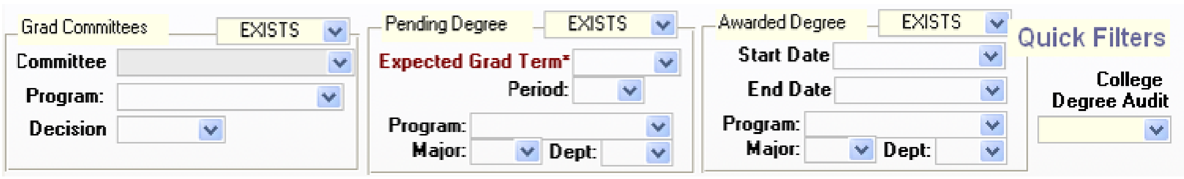
Has Taken. Allows search for students who have taken the course indicated.

Has Not Taken. Allows search for students who have not taken course indicated.

Currently Enrolled. Allows search for students who are currently enrolled in the course indicated.

Milestones Tab

This tab focuses on graduate student level milestones such as Quals and Prelim. It also is a source for searches on pending and awarded degrees for both undergraduate and graduate students.



Grad Committees

Committee. Allows for searching on committee type.

Program. Allows for searching for committees for students in a particular program. Part of program code can be entered such as KN or KS, EDM or M.

Decision. Allows for searching for *pending, pass, fail, defer*, or *pass excellent* decisions for committees.

Exists/Not Exists. Allows for searching for whether a committee type exists or not.

Pending Degree

This applies to both Undergraduate and Graduate students.

Expected Grad Term. Term student is expected to graduate as generated by Banner. This is a required field when searching for pending degree, as indicated by the red text.

Period. Narrows the term to a specific month (i.e., Oct, Dec, May, Aug) for which a student may be eligible to graduate.

Program. Allows the search to narrow to a specific list of pending graduates for a specific degree. As on the Enrollment Tab, part of program code can be entered such as KN or KS, EDM or M.

Major. Allows the search to narrow to a specific list of pending graduates for a specific major.

Dept. Allows searches for students pending graduation from a specific department.

Exists/Not Exists. Allows for searching for whether students exist or not on the pending degree list based on the pending degree criteria indicated.

Awarded Degree

This applies to both Undergraduate and Graduate students.

Start Date. The earliest date the search should return for awarded degrees.

End Date. The latest date the search should return for awarded degrees.

Program. Allows the search to narrow to a specific list of for a specific degree. As on the Enrollment Tab, part of program code can be entered such as KN or KS, EDM or M.

Major. Allows the search to narrow to a specific list of graduates for a specific major.

Dept. Allows searches for students who graduated from a specific department.

Exists/Not Exists. Allows for searching for whether students exist or not on the degree list based on the pending degree criteria indicated.

College Degree Audit

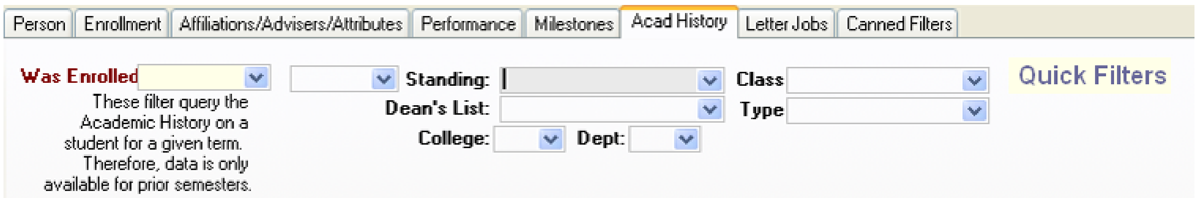
Audits currently pertain to Doctorate level degrees only.

(blank)/ Exists/Not Exists. Allows for searching for whether a degree audit exists or not. Blank value is the default, which doesn't engage this filter.

Acad History Tab

This tab focuses on previous semester academic performance such as Dean's List or Probation.

As indicated on the SIS Academic History Tab: "These filters query the Academic History on a student for a given term. Therefore, data is only available for prior semesters."



Was Enrolled. This is a two part criteria. The first field (yellow) allows you to indicate "anytime after" or "in" the second field (white) allows for a term for which you wish to search against. This is a required field as indicated by the red text. NOTE: This must be a term prior to the current term as this is searching academic history.

Standing. Allows searching for various probations, readmit, and other standing classifications as determined by Banner calculations.

Dean's List. Allows searching for Dean's List or Harno Scholar.

College. Allows searching for enrollment in specific colleges during the term(s) being searched. This is helpful if looking for students in your department who transferred in from a specific college.

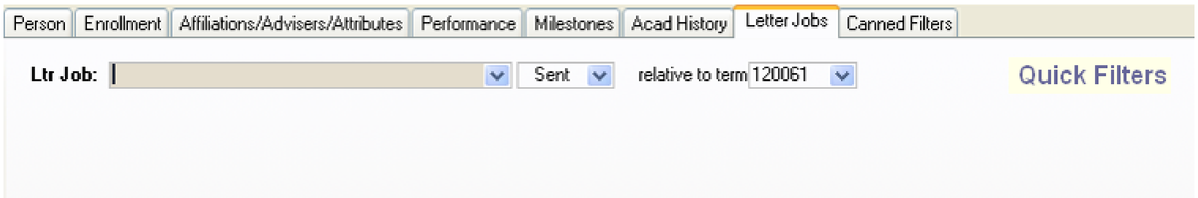
Dept. Allows searching for enrollment in specific departments during the term(s) being searched. This is helpful if looking for students in your department who transferred in from a specific department.

Class. Allows searching based on class standing (i.e., junior, graduate, etc) specific to the term(s) being searched.

Type. Allows for return of students based on "New First Time Freshman", "Continuing", and "Readmit", etc. status for the term indicated.

Letter Jobs Tab

This tab allows a person to find what students received a specified letter job for an indicated term. Letter jobs are typically performed by the Student Academic Affairs Office and function like mail merges. The difference is that in Letter Jobs, recipients can be tracked where as in a Microsoft Word Mail Merge, SIS cannot track those mailings.



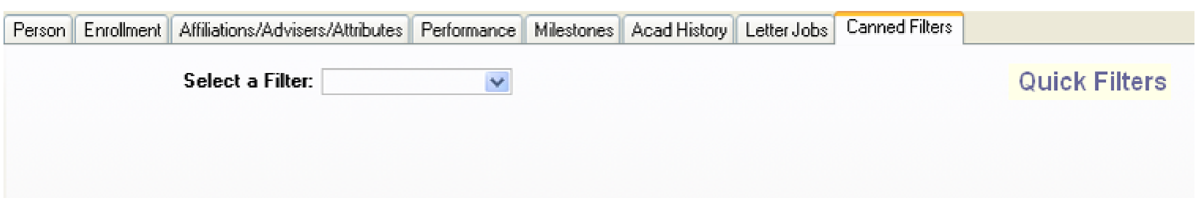
Letter Job. Letter Job is a collection of students grouped into a Microsoft Word mail merge because they share a commonality (all new admits, all on probation, etc). Letter Job functionality is solely used by SAAO. Ltr Job searching allows for a return of students who were sent or not sent the letter job relative to the term indicated.

Sent/Not Sent. Allows searching for student who did or did not receive the letter job.

Relative to Term. Allows searching for letter jobs sent or not sent relative to term indicated. Typically the relative term is the term in which the letter is being mailed during.

Canned Filters Tab

Canned filters are programmed, common filters that are repeatedly performed by users or are filters so complicated that they've been programmed for ease. This is an area in development. If you have suggestions, please email ed-sissupport.



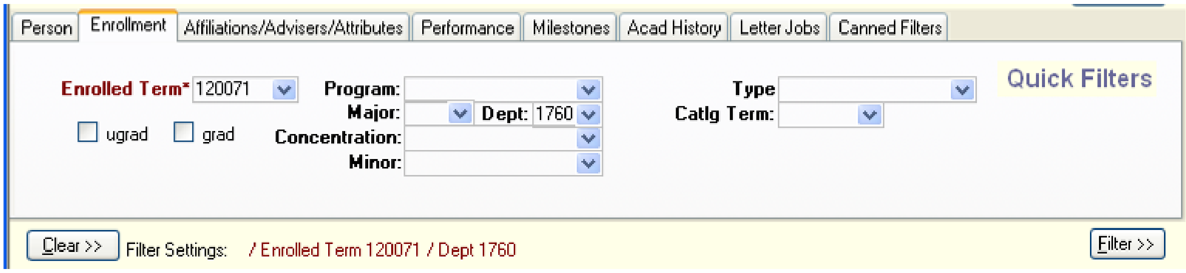
Select a Filter. Choose the "canned filter" you wish to perform.

Sample Filters

How to Determine Students Enrolled in My Department for a Specific Term

1. Select Enrollment tab
2. Select the Enrolled Term you wish to report or examine
3. Select your Dept code
4. Click Filter

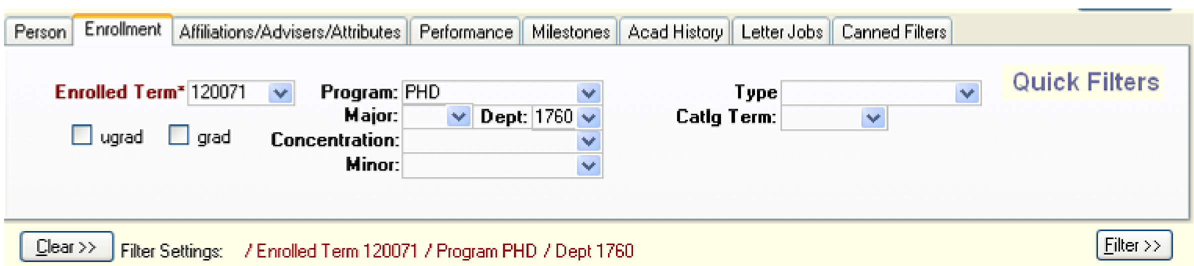
The example below shows someone in HRE looking for enrolled students for spring 2007. Note that the Filter Settings shows you what you're filtering on as well. This is helpful if you haven't cleared a filter on another tab.



How to Determine PhD Student Enrolled in My Department for a Specific Term

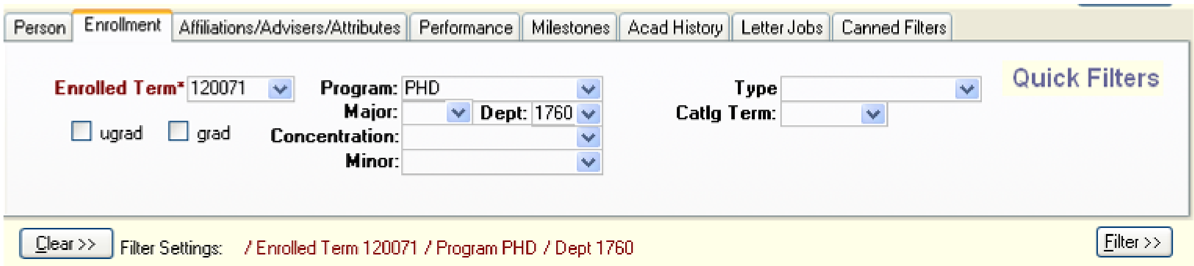
1. Select Enrollment tab
2. Select the Enrolled Term you wish to report or examine
3. In the Program field enter PhD
4. Select your Dept code
5. Click Filter

The example below shows someone in HRE looking for enrolled PhD students for spring 2007. Note that the Filter Settings shows you want you are filtering on as well.

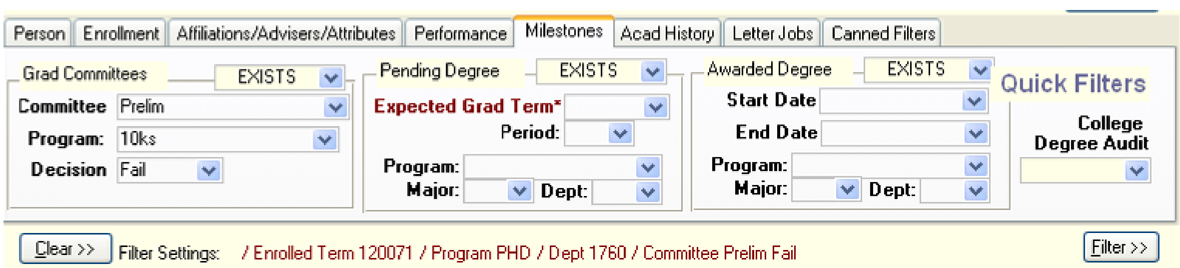


How to Determine PhD Students Enrolled in My Department Who have Failed Their Prelim

1. Select Enrollment tab
2. Select the Enrolled Term you wish to report or examine
3. In the Program field enter PhD
4. Select your Dept code



5. Select the Milestone tab
6. Under Grad Committees, Select the Prelim Committee
7. At least part of the Program Code is required, so enter at least 10KS
8. For Decision, Select Fail
9. Click Filter



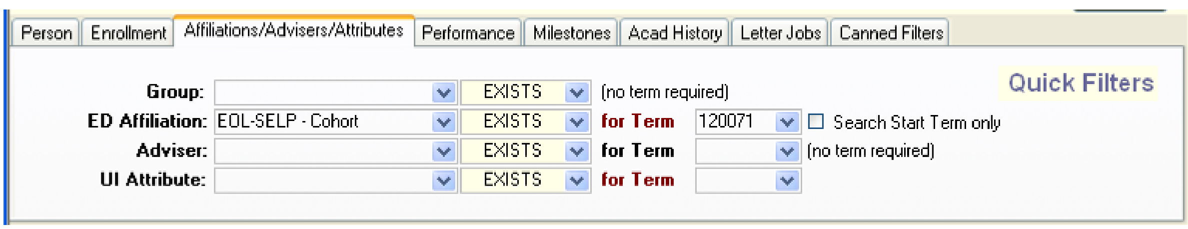
NOTE: The Filter Settings above indicate filters for both the Enrollment Tab and the Milestone Tab discussed in the above sample.

How to Determine Students in a Cohort

All Students in the Cohort with an Active Affiliation

1. Select the Affiliations/Advisers/Attributes tab
2. Select the Ed Affiliation that is the Cohort you wish to report or examine
3. Term is required, so enter the term code for the semester you want the Affiliation to be active for.
4. "Search Start Term only" is the default setting. For this search, you do not want to be limited to when the affiliation started. Deselect the "Search Start Term only" as this selection would only give you students for whom the Affiliation began in the indicated term. By selecting, it picks up students who have an Affiliation in that term with no preference as to when they were assigned the Affiliations.
5. Click Filter

The example below shows someone in EOL looking for SELP Cohort students for spring 2007.



Reports

There are two common types of reports in SIS: Lists and Labels. Those discussed in this section are:

List

- GPA List
- Grad Doc Audit List
- Grad Profile - Individual
- Grad Profile List
- Student Contact Information
- Term Info List
- UG DL Congrat List
- UG Profile - Individual

Labels

- 5366 1/3 Tab File Labels
- 8366 File Labels
- Labels Avery 5160 Mailing
- Labels Avery 5160 Perm

All SIS reports include:

- A modifiable header, using the Print button provided in SIS.
- Data Source information
- Page numbering
- Date which report was generated

List

GPA List

Report is useful for looking at GPA information for students. The report can be used for Graduate and Undergraduate students. It is sorted by students. GPA List also provides average Overall and Institutional GPA for the group of students represented in the report. To generate this report, filter using most recent completed term. Be aware that grades must have been posted for that term to provide accurate GPA data.

Report includes:

- UIN
- Student name (last name first)
- NetID
- Last term enrolled
- Major code
- Concentration code
- Concentration name
- Academic program code
- Catalog year
- Expected graduation term
- Overall GPA
- Overall earned hours
- Institutional GPA
- Institutional earned hours

Grad Doc Audit List

Report is useful for looking at degree progress for doctoral students. It is sorted by student. NOTE: RS Plan Completed is an abbreviation of Research Specialization Plan.

Report includes:

- Student name
- UIN
- Email
- RS Plan completed
- Cognate plan completed
- Date Early Research was passed
- Date Quals Special was passed
- Date Quals Research was passed
- Date Quals General was passed
- Date Prelim was passed
- Date Final was passed
- Course Grades exist for student that are DFR or other to be aware of
- Last enrolled term and program code
- Program name
- Catalog term
- Graduation term
- Degree status
- Any previously completed UI degrees

Grad Profile Complete – Individual

This report provides an overall, comprehensive picture of student profile. Grad Profile – Individual is ideal for reporting on individual students however, when reporting on multiple students the reports are sorted alphabetically by student. NOTE: Degree Status involves requirements and committees pertaining to the Doctoral Degree. At time of publication, SIS does not track this information for Master or Bachelor degrees.

Report includes:

- Student name
- Primary Adviser
- UIN
- FERPA (confidentiality) indicator (Y/N)
- Student email
- Student Net ID
- Student gender
- Student date of birth (DOB)
- Student citizen type
- Student ethnicity
- Student address
- Admit term
- Last enrolled term, program and student type
- Catalog term
- Graduation term
- Degree status
- Requirements and date met
- Committee status and exam date
- College Affiliations with start/stop terms
- Completed hours and overall GPA
- Term GPA
- Current course data
- Term
- Subject
- Number
- Section
- CRN
- Title
- Credit
- Grade
- Course change
- Past course data, courses with grades NR, I, F, ABS, DFR are highlighted for easy identification
- Term
- Subject
- Number
- Section
- CRN
- Title
- Credit
- Grade
- Course change

Grad Profile List

Abridged from Grad Profile Complete – Individual

This report provides comparable information to the Graduate Profile – Individual in an abridge format. The primary difference between the Grad Profile List and the Grad Profile – Individual is Course Information is not present in the Grad Profile List and the information is in List form. This report is ideal when needing to review a group of student profiles (for example, reviewing a particular cohort or Affiliation profiles). Grad Profile List is sorted alphabetically by student.

Report includes:

- Student name
- UIN
- Email
- Primary Adviser
- College Affiliations with start/stop terms
- Current position information, if exists
- Last enrolled term, program and student type
- Catalog term
- Graduation term
- Degree status
- Committee, status, exam date
- Graduate hours and overall GPA
- Any previous UI degrees

Student Contact Information

This report provides address and telephone information for students. The data is maintained by the Students through Banner. Information is sorted alphabetically by student.

Report includes:

- Student name
- Primary Adviser
- Student Email
- Student Net ID
- Student UIN
- Confidentiality (FERPA) indicator
- Student gender
- Student date of birth (DOB)
- Student citizenship type
- Student ethnicity
- Banner maintained contact information
- Address type (permanent, mailing, campus)
- Address
- Address effective date
- Telephone
- Telephone effective date
- Telephone unlisted indicator

Term Info List

This report provides basic enrollment information for undergraduate and graduate students. The report is sorted alphabetically by student.

Report includes:

- Numbered rows
- UIN
- Student name
- Student Net ID
- Last term enrolled
- Student type
- Major code
- Concentration code and name
- Academic Program Code
- Catalog Year
- Expected graduation term
- Primary Adviser

UG DL Congrat List

This report provides basic information on students who qualify for Dean's List for a specified term. Information is sorted alphabetically by student name.

Report includes:

- Numbered Rows
- UIN
- Student name
- Student's Permanent Address
- Class
- Catalog term
- Academic Program Code
- Department Code
- Major code
- Institutional Term GPA
- Institutional Overall GPA
- Dean's List Indicator

UG Profile – Individual

This report provides an overall, comprehensive picture of student profile. The report can be used for Graduate and Undergraduate students. UG Profile – Individual is ideal for reporting on individual students however, when reporting on multiple students the report is sorted alphabetically by student.

Report includes:

- Student name
- Primary Adviser
- UIN
- FERPA (confidentiality) indicator (Y/N)
- Student email
- Student Net ID
- Student gender
- Student date of birth (DOB)
- Student citizen type
- Student ethnicity
- Student address
- Last enrolled term, program and student type
- Catalog term
- Graduation term
- Degree status
- College Affiliations with start/stop terms
- Completed hours and overall GPA
- Course data
- Term
- Subject
- Number
- Section
- CRN
- Title
- Credit
- Grade
- Course change

Labels

5366 1/3 Tab File Labels

Labels are useful when archiving student files after graduation or creating new folders for admits and transfers. The report can be used for Graduate and Undergraduate students.

Report includes:

- Student name (last name first)
- NetID
- UIN
- Academic Program name
- Catalog term
- Graduation date, where appropriate

8366 File Labels

Labels are useful for filing active or enrolled student files. The report can be used for Graduate and Undergraduate students.

Report includes:

- Student name (last name first)
- NetID
- UIN
- Academic Program name
- Last term enrolled

Labels Avery 5160 Mailing

This report allows users to print mailing labels for Avery 5160 size labels. The report can be used for Graduate and Undergraduate students, individually or in large groups. Information is sorted alphabetically by student.

- Report includes:
- Student name
- Student mailing address, which is typically the local address

Labels Avery 5160 Perm

This report allows users to print mailing labels for Avery 5160 size labels. The report can be used for Graduate and Undergraduate students, individually or in large groups. Information is sorted alphabetically by student.

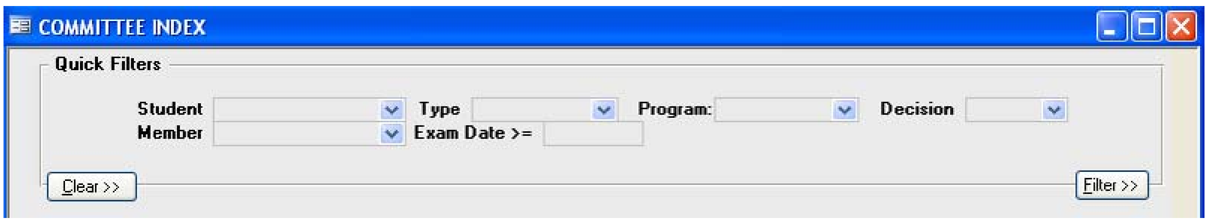
Report includes:

- Student name
- Student mailing address, which is may or may not be a local address depending on the student. Graduate Students will most likely have a local permanent address while Undergraduates permanent address will be where ever their parents reside.

SECTION 3:
Degree Committee Index

The Degree Committee Index allows for viewing and reporting on Graduate Student Committees. This information is maintained by departmental support staff and is used to produce both College and University forms after a successful completion of the student's milestone. Various reports are also generated from this data at the Department and College levels.

FILTER GLOSSARY



Student. A drop down menu that lists all the students (last name first), who have a committee record in SIS.

Member. A drop down menu that lists Faculty (last name first), allowing for filtering on faculty who are participating on a Committee.

Type. A drop down menu that lists the various Doctoral Committee types.

Exam Date >=. The earliest date the search should return for an exam date (i.e., 1/23/2007).

Program. Program code (i.e., 10KS0222PHD) and Program name for which student was enrolled during term indicated. **Part of program code can be entered such as KS, EDM or M.**

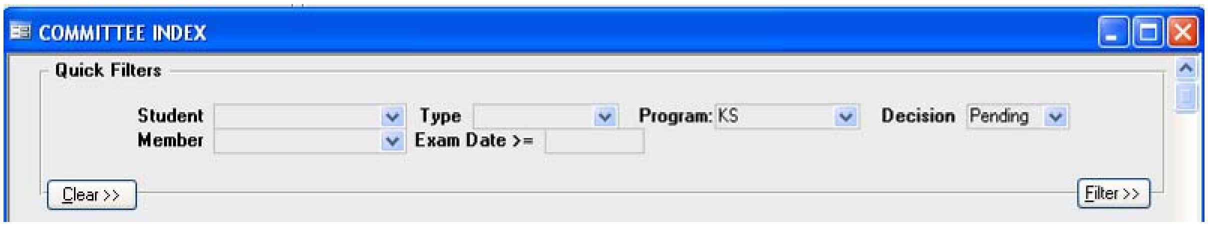
Decision. Decision on the Milestone (i.e., Defer, Fail, Pass, Pass Excellent, Pending)

Filter Samples

How to Determine Students Who have Pending Committees

1. Select Pending for Decision
2. If you are interested in a specific program, you can enter any portion of the program code (i.e., KS, 0210, EDM)
3. Click Filter

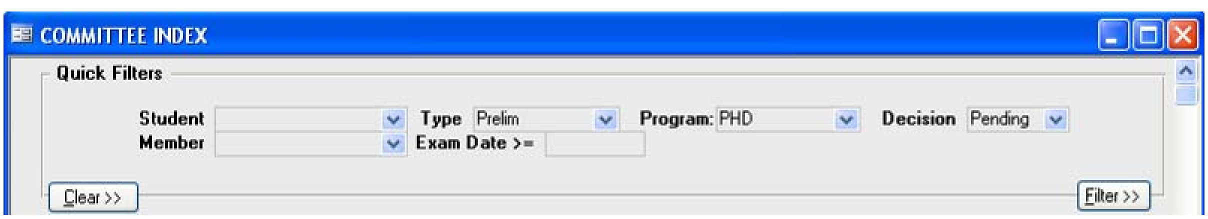
The example below shows someone looking for students for all graduate students with Pending Committee decisions. User permissions should automatically limit the students to the appropriate department.



How to Determine PHD Student in My Department Who Has Scheduled but not Completed Their Prelim

1. Select Prelim for Type
2. Enter PHD into the Program field
3. Select Pending as the Decision
4. Click Filter

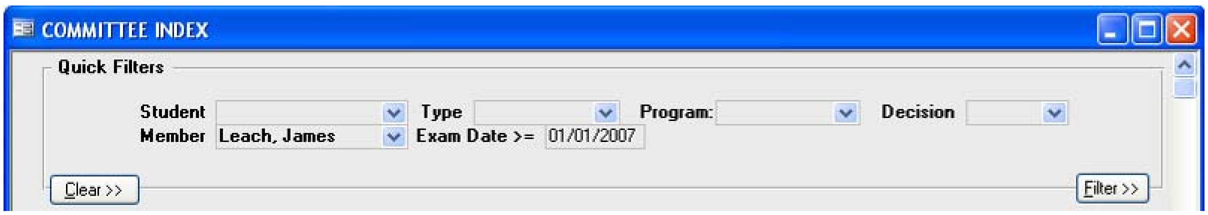
The example below shows someone looking for PHD students who have yet to complete their Prelim



How to Determine Students who have a Specific Faculty Member on their Committee

1. Select the Faculty name from the Member list
2. Click Filter

The example below shows someone looking for students with Dr. Leach on their committee, with a committee date greater than or equal to January 1, 2007. The Exam Date is not necessary but can further limit the records returned, if appropriate for your needs.



REPORTS

List

- Faculty Committee Participating

All SIS reports include:

- A modifiable header, using the Print button provided in SIS.
- Data Source information
- Page numbering
- Date which report was generated

List

Faculty Committee Participation

This report features key information pertaining to the Student Degree Committee. Users can filter on Student to review the degree progression or filter on a Faculty member (Committee member) to see how many committees the faculty have sat on.

Report includes:

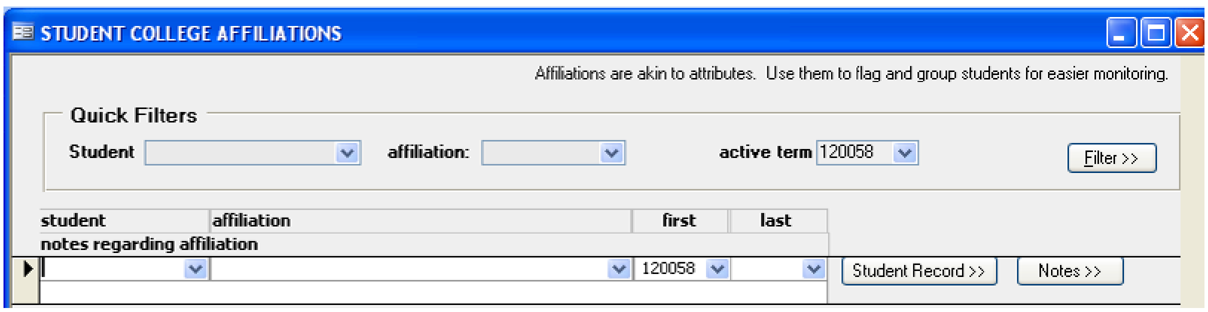
- Row number
- Student name (last name first)
- Student UIN
- Program code
- Committee type
- Status (ie, Pending, Pass, Defer, Fail)
- Exam Date
- Academic Adviser
- Committee Members and Role

SECTION 4: Affiliation Index

An Affiliation is a College or Department assigned value which is not supported by Banner. An Affiliation can indicate a student as a prospective student or a current student as being a member of a division within the student's department.

The Affiliation Index allows for viewing students with specified Affiliations. Unlike other indexes, the Affiliation Index can also be used to create Affiliations for students. This is a nice time saving feature if you have a list of specific students who need Affiliations assigned or modified. This index allows you to access the Student Record and Notes.

FILTER GLOSSARY



Student. A drop down menu that lists all the students (last name first), who have an Affiliation record in SIS.

Affiliation. Affiliations assigned to students by Department or College of Education to assist in College level tracking. This information is not Banner related. It requires a term code which can be the start term or merely a term in which the Affiliation is active. Common Affiliations for departments are for cohorts and divisions.

Term. Term code for which the criteria should apply.

Filter Samples

Filtering in this index is simple with no filter values required. Like other indexes, your permissions will automatically limit your data to students enrolled in your department.

There are seven ways to filter in this index:

- By student
- By Affiliation
- By active Term
- By Student & Affiliation
- By Student and Active Term
- By Affiliation and Term
- By Student, Affiliation & Active Term

Reports

There are no reports in this index at this time. This is an area SAAO will develop as need arises. Currently filtering on this information in the Student Index allows for report generation.

SECTION 5:
Petition Index

The Petition Index was developed to aid Departments and Student Academic Affairs Office in tracking the status of various student petitions. Petition records are initiated by the Departments but routing information can be updated by SAAO as well as the department. Records can be viewed as well as printed.

FILTER GLOSSARY

Student. Students (last name first) who have a petition record in SIS

UIN. University Identification Number for the student. This number is located on the ICard in purple numerals.

Level. Student level, such as Undergraduate or Graduate student.

Dept. Department code (i.e., 1335, 1613, and 1674) and Department name for which student was enrolled during term indicated.

Term. Term code (i.e., 120071 for spring 2007 at UIUC) for which student petition affects.

Rte Level. A drop down menu allows for filtering on routing level. Values are: Student, Adviser, Department, Collage (SAAO), University (GPASU), and Final Decision.These values are best used in tangent with Status. An example is provided in the next section.

Status. A drop down menu that for the status of a petition. Values are: Pending, Approved, Denied, Returned, and Cancelled. This filter can be used with Level. However, it can be used without Level. When using Status values without a Level value, the records returned may have the selected Status for any of the Levels.

Type. Allows for filtering on specific Petition types.

Petition Date >=. Allows a return of records with a Petition Date older or same as the date entered into field by the user.

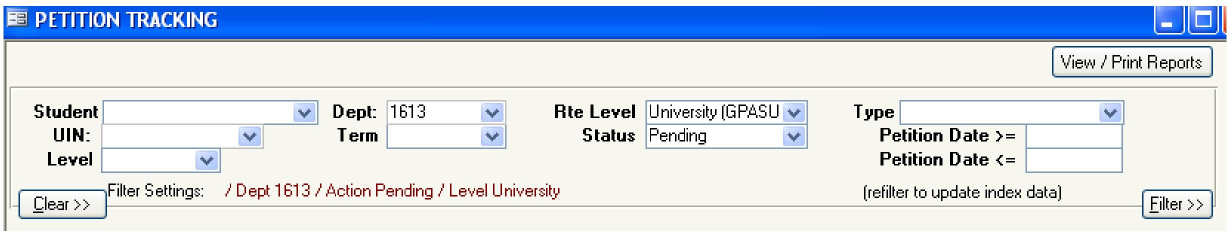
Petition Date <=. Allows a return of records with a Petition Date more recent or same as the date entered into field by the user.

Filter Samples

What Petitions are Pending Approval at the University Level for My Department

1. Select your Department Code
2. Select University (GPASU) as the Level
3. Select Pending as Status
4. Click Filter

The example below shows someone in CI looking for petitions pending approval at the Graduate College. Note that the Filter Settings shows you what you're filtering on as well.



What Petitions have been Approved since the First of the Year

1. Select Status as Approved
2. Enter the earliest day in which you want the Petition Date to reflect as Greater Than or Equal To
3. If interested in a Final Decision, select that value from Level. However, this is unnecessary if you're interested in reviewing all petitions with an Approval at any point in the process.
4. Click Filter

The example below shows someone looking for petitions with a Final Decision of Approved since January 23, 2008. Note that the Filter Settings shows you want you're filtering on as well.

How many Students have Petitions for Re-Entry for the Current Term

1. Select the current Term from the value list
2. Select Re-Entry from the Type value list
3. Click Filter

The example below shows someone looking for Re-Entry petitions affecting term 120081 (Spring 2008). Note that the Filter Settings shows you what you're filtering on as well.

REPORTS

List:

- Petition List

All SIS reports include:

- A modifiable header, using the Print button provided in SIS.
- Data Source information
- Page numbering
- Date which report was generated

List

Petition List

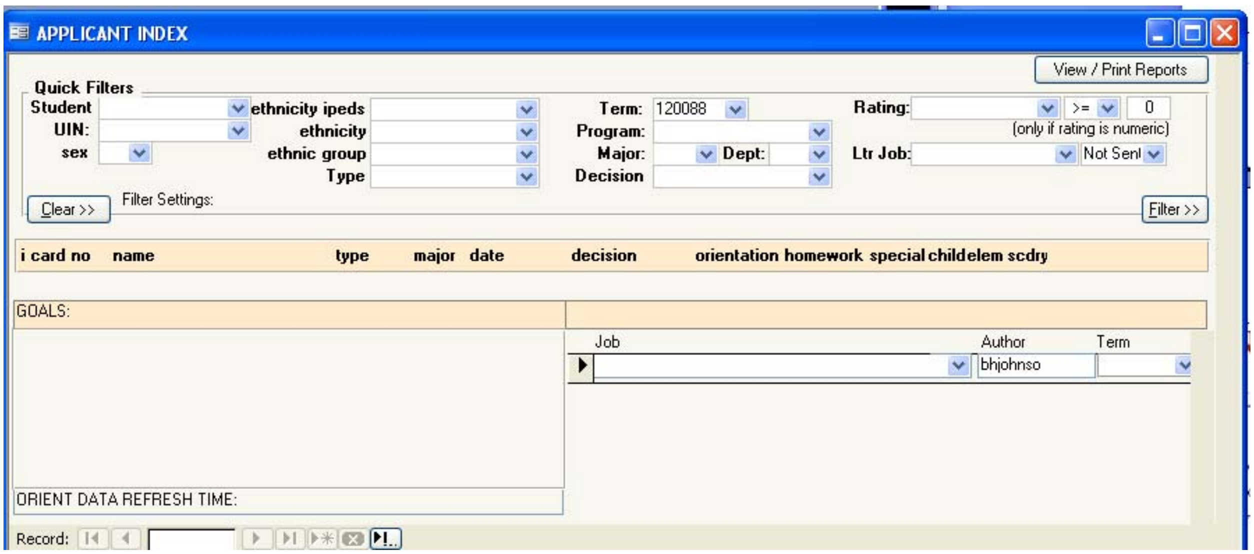
This report allows users to print petition information for tracking or various departmental reporting purposes. Information is sorted alphabetically by student.

Report includes:

- Row numbering
- UIN
- Student name (last name first)
- Net ID
- Department code
- Term petition affects
- Primary petition type
- Status
- Department
- College
- University
- Final
- Adviser name (last name first)

SECTION 6:
Freshman Applicant Index

The Freshman Applicant Index allows for viewing and reporting on freshman application information. This data is generated from Banner. Access to this information is restricted to persons involved with freshman admissions and advising.



Applicant — Freshman Filters: Glossary

Student. A drop down menu that lists all freshman applicants (last name first), who have a record in SIS.

UIN. University Identification Number for the student. This number is located on the ICard in purple numerals.

Sex. Gender of student. Information based on information provided by student into Banner.

Ethnicity ipeds. General race/ethnicity information of student based on information provided by student into Banner. Values are: Am. Indian or Alaskan, Asian or Pacific Islander, Black Non-Hispanic, Hispanic, Unknown, White Non-Hispanic. Also known as IPEDS Race Ethnicity Category in Banner/EDW.

Ethnicity. Detailed race/ethnicity information of student based on information provided by student into Banner. Values are: Am. Indian or Alaskan Native, Asian or Pacific Islander, Chinese, Filipino, Indian or Pakistani, Japanese, Korean, Native Hawaiian, Southeast Asia (Not Vietnam), Vietnamese, Other Asian, Other Pacific Islander, Black/African-Am/Non-Hispanic, Hispanic or Latino, Cuban, Mexican American, Puerto Rican (Mainland), Puerto Rico (Commonwealth), Puerto Rican (Other), Other Hispanic or Latino, White/Non-Hispanic, Race/Ethnicity Unknown.

Ethnic Group. Allows a search of students based on whether or not they belong to a minority group. Prevents the need for multiple searches using the ethnicity filter when looking for minority statistics. Minority in this instance is anyone reporting themselves to be: American Indian or Alaskan Native, Black/African-Am/Non-Hispanic, Hispanic or Latino, Cuban, Mexican American, Puerto Rican, Other Hispanic or Latino. Values are: Minority, Other, Unknown.

Type. Applicant type description from Banner. Values are: New First Time Freshman, Summer First Time Transfer, Transfer (Undergraduate), Undeclared.

Term. Term code (i.e., 120078 for fall 2008 at UIUC) for which student is applying.

Program. Program code (i.e., 10KN0095BS) and Program name for which student was enrolled during term indicated. Part of program code can be entered such as KN.

Major. Major code (i.e., 4089) and Major Name for which student is applying during term indicated.

Dept. Department code (i.e., 1335, 1613, and 1674) and Department name for which student is applying during term indicated.

Decision. Admission decision.

Rating. Allows filtering for various ratings from Banner. When using the rating filter, you have the ability to change the >= (greater than equal to) to <= (less than or equal to) and enter a value such as 3.2. Rating values are: Application Rater, College PGPA – ALS, College PGPA – Aviation, College PGPA – EDU, College PGPA – ENG, College PGPA – FAA, College PGPA – LAS, Director Reviewed, Lmtd Stat – English Prof Test, Lmtd Stat – GPA, LS Clear – English Prof Test, PGPA – UIUC – Campus, Prgm Recmd Admit – Lmtd Status, Program Recommends Admit.

Ltr Job. Letter Job searching allows for a return of students who were sent or not sent the letter job relative to the term indicated.

Other Freshman Applicant Index Features

Goals

Educational goals of applicant. This information is displayed when user clicks on an applicant entry in the index list. The educational goals are submitted by the applicant to the online application interface and pulled into SIS prior to the admission season. The goals appear on the Applicant Profile report as well as on the index.

Job

The Job refers to the Letter Jobs used by Student Academic Affairs Office. Letter jobs can be assigned to applicants using the index as well as view existing/completed letter jobs for the applicant. To assign a letter job to a student, users can select the applicant by clicking on the list entry in the index and then by using the drop down menu in the Job area to select the letter job appropriate.

Letter jobs can be assigned in other ways. See the Letter Job section for additional information.

Applicant — Freshman Reports: Glossary

There are two common types of reports in SIS: Lists and Labels. Those discussed in this section are:

List

- Undergrad Applicant Profile
- Labels
- Labels Avery 5160 Mailing
- Labels Avery 5160 Perm
- 8366 File Labels - New Student

All SIS reports include:

- A modifiable header, using the Print button provided in SIS.
- Data Source information
- Page numbering
- Date which report was generated

List

Undergrad Applicant Profile

This report provides an overall, comprehensive picture of an applicant profile. The report can be used for Undergraduate applicants. It is ideal for reporting on individual applicants however, when reporting on multiple students the report is sorted alphabetically by student.

Report includes:

- Student name
- College code
- UIN
- FERPA (confidentiality) indicator (Y/N)
- Student home address, home phone, and county
- Student email
- Student Net ID
- Student gender
- Student date of birth (DOB)
- Student citizen type
- Student ethnicity
- Admit term
- Student type
- Residency
- College PGPA – EDU
- PGPA – UIUC – Campus
- SAT combined
- ACT composite for PGPA
- Program code
- Department
- Major code and name
- Degree sought
- Level (i.e., 1U)
- Decision
- High school information
- High school name
- Subjects
- Graduate date
- Diploma type
- Class size
- Class rank
- GPA
- PCT
- College prep indicator
- Orientation Homework

Labels

Labels Avery 5160 Mailing

These labels reflect the applicants mailing address which may be the local address or the permanent address. Information is sorted alphabetically by student.

Report includes:

- Student name
- Street address
- City, state and zip code

Labels Avery 5160 Permanent

These labels reflect the applicants' permanent address. Information is sorted alphabetically by student.

Report includes:

- Student name
- Street address
- City, state and zip code

UG 8366 File Labels - New Student

Labels are useful for filing active or enrolled student files. The report can be used for Graduate and Undergraduate students.

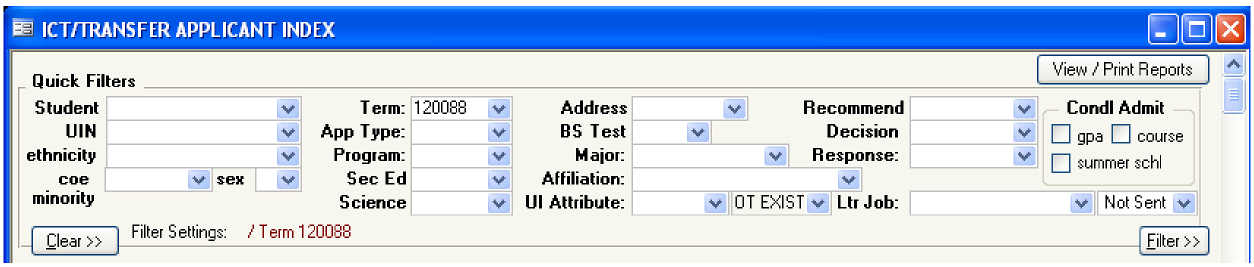
Report includes:

- Student name (last name first)
- Degree and program name
- UIN
- Catalog term
- Expected Graduation Term

SECTION 7: Undergrad and Transfer Applicant Index

The Undergrad and Transfer Applicant Index allows for viewing and reporting applicant information for undergrad transfers who apply to the College. These students are on campus as well as off-campus transfers who are applying to a College Program their junior year. Access to this information is restricted to persons involved with admissions and advising.

FILTER GLOSSARY



Student. Students (last name first) who have an application record in SIS.

UIN. University Identification Number for the student. This number is located on the ICard in purple numerals.

Ethnicity. General race/ethnicity information of student based on information provided by student into Banner. Values are: Am. Indian or Alaskan, Asian or Pacific Islander, Black Non-Hispanic, Hispanic, Unknown, White Non-Hispanic.

COE Minority. Allows a search of students based on whether or not they belong to a minority group. Prevents the need for multiple searches using the ethnicity filter when looking for minority statistics. Minority in this instance is anyone reporting themselves to be: American Indian or Alaskan Native, Native Hawaiian, Black/African-Am/Non-Hispanic, Hispanic or Latino, Cuban, Mexican American, Puerto Rican, Other Hispanic or Latino. Values are: Minority, Other, Unknown.

Sex. Gender of student. Information based on information provided by student into Banner.

Term. Term code (i.e., 120078 for fall 2008 at UIUC) for which student is applying.

App Type. Allows for searching for Transfers or ICT.

Program. Program code (i.e., 10KN0095BS) and Program name for which student is applying during term indicated. Part of program code can be entered such as KN or KS.

Sec Ed. Allows for the inclusion or exclusion of Secondary Education applicants.

Science. Allows for the inclusion or exclusion of Science applicants.

Address. Allows filtering for an address existing or not existing in Banner.

Address. Allows filtering for an address existing or not existing in Banner.

BS Test. Basic Skills Test filters for passed and unknown test results.

Major. Major code (i.e., 0095, 0094, and 0093) and Major Name for which student is applying during term indicated.

UI Attribute. Allows for filtering of applicants based on Banner Attributes, such as James Scholar (1055) or Pre-Teacher education (1PTE).

Recommended. Admit and deny recommendations from College of Education review committee.

Decision. Admission decision.

Response. Applicants accept or decline response.

Ltr Job. Letter Job searching allows for a return of students who were sent or not sent the letter job relative to the term indicated.

Conditional Admit. Allows filtering for students with conditional admittance with regards to GPA, course, and/or summer school.

Reports

There are two common types of reports in SIS: Lists and Labels. Those discussed in this section are:

List

- Transfer Applicant Profile
- Transfer Applicant Committee List
- Transfer Applicant Basic Skills Internal List
- UG ICT/Transfer Applicants Basic Admit Report

Labels

- Labels Avery 5160 Mailing
- Labels Avery 5160 Perm
- 8366 File Labels

All SIS reports include:

- A modifiable header, using the Print button provided in SIS.
- Data Source information
- Page numbering
- Date which report was generated

List

Transfer Applicant Profile

This report provides an overall picture of a transfer applicant profile. It is ideal for reporting on individual applicants; however, when reporting on multiple students the report is sorted alphabetically by student.

Report includes:

- Student name
- UIN
- FERPA (confidentiality) indicator (Y/N)
- Student gender
- Student date of birth (DOB)
- Student citizen type
- Student ethnicity
- Current program
- Catalog term
- GPA
- Institutional
- Level
- Term
- Transfer
- Overall
- Applied program name and program code
- Graph of institutional GPA by term

Transfer Applicant Committee List

This list report provides an overall picture of a transfer applicant. Its intent is to be used during the review process by the committee. The report is sorted alphabetically by student.

Report includes:

- Numbered rows
- Personal and demographic information
- Applicant name (last name first)
- Gender
- Ethnicity
- FERPA indicator
- Current program

- Program code
- Program name
- Catalog term
- Applied program
- Program code
- Program name
- Secondary Education indicator
- Academic profile
- GPA
  - Major
  - Transfer
  - Institutional (UI)
  - Overall
- Hours
  - Transfer
  - Earned institutional (UI)
  - Overall earned
  - Overall applied
- Decision recommendation
  - Notes
  - Recommended decision check box
  - Admit
  - Admit conditional
  - Deny
  - Waitlist
  - Final decision

Transfer Applicant Internal Basic Skills Internal List

This list report provides an overall picture of a transfer applicant's Basic Skills test results. Basic Skills results are provided in the report in a generic format of pass, fail, unknown. This information is highly confidential. Permissions for this information are restricted to the Student Academic Affairs Transfer Admissions Officer. Its intent is to be used during the review process by the Transfer Admissions Officer to ensure applicants have taken and passed the Basic Skills test, per State requirements. The report is sorted alphabetically by student.

Report includes:

- Numbered rows
- Personal and demographic information
- UIN
- Applicant name (last name first)
- Gender
- Ethnicity
- FERPA indicator
- Current Program
- Program code
- Program name
- Applied program
- Program code
- Program name
- Secondary Education indicator
- Other
- Response
- Basic Skills (pass, fail, unknown)
- Notes

Transfer Applicant Applicants Basic Admit Report

This list report provides a basic overview of applicants, admitted or otherwise. It is heavily used by the Admissions Officer in Student Academic Affairs throughout the admission process and to enroll admits into the appropriate EDUC PRAC course.

Report includes:

- Numbered rows
- UIN
- Student name (last name first)
- Program code
- Major code
- Major name
- Admit decision
- Applicant response
- Blank field for hand written information

Labels

Labels Avery 5160 Mailing

These labels reflect the applicants mailing address which may be the local address or the permanent address. Information is sorted alphabetically by student.

Report includes:

- Student name
- Street address
- City, state and zip code

Labels Avery 5160 Permanent

These labels reflect the applicants' permanent address. Information is sorted alphabetically by student.

Report includes:

- Student name
- Street address
- City, state and zip code

UG 8366 File Labels

Labels are useful for filing active or enrolled student files. The report can be used for Graduate and Undergraduate students.

Report includes:

- Student name (last name first)
- Degree and program name
- UIN
- Catalog term

SECTION 8:
Graduate Applicant Index

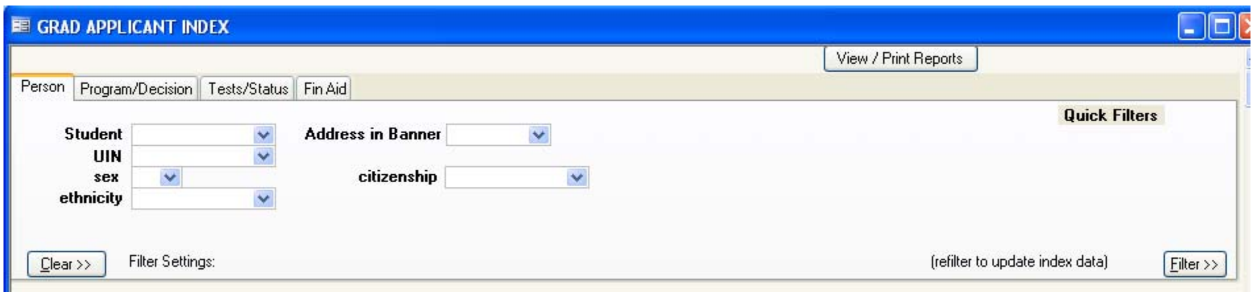
The Graduate Applicant Index allows for viewing and reporting graduate student applicant information. Access to this information is restricted to persons involved with admissions and advising.

NOTE: The program code value list in SIS is based on existing program codes in Banner. Until a student has submitted an application, that program code will not populate in SIS.

This data is also used to prepare the US News & World Report submission each October.

FILTER GLOSSARY

Person Tab



Student. Students (last name first) who have an applicant record in SIS.

UIN. University Identification Number for the student. This number is located on the ICard in purple numerals.

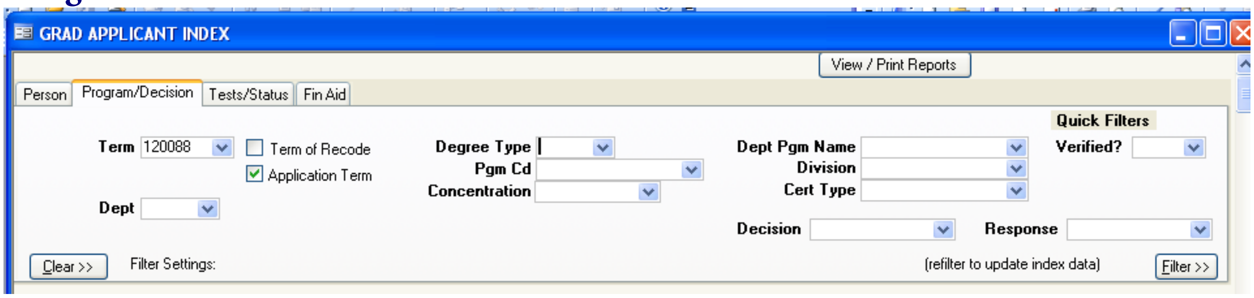
Sex. Gender of student. Information based on information provided by student into Banner.

Ethnicity. General race/ethnicity information of student based on information provided by student into Banner. Values are: Am. Indian or Alaskan, Asian or Pacific Islander, Black Non-Hispanic, Hispanic, Unknown, White Non-Hispanic.

Address. Filter for whether an address exists in Banner for applicant.

Citizenship. Citizenship classification of student based on Banner data.

Program Tab



Term. Term code (i.e., 120078 for fall 2008 at UIUC) for which student is applying.

Dept. Department code (i.e., 1335, 1613, and 1674) and Department name for which student was enrolled during term indicated.

Degree Type. Degree type search such as EDD, CAS, EDM, MA, PHD, etc.

Program Code. Program code (i.e., 10KS4096EDMU) and Program name for which student was enrolled during term indicated. Part of program code can be entered such as KS, EDM or M.

Concentration. Area of Concentration for which student was enrolled during the term indicated.

Dept Pgm Name. Program Name Department commonly uses for applicant program when not the same as the Banner Program Name. Examples are CTER or TIES.

Division. Sub-group search for applicant data based on division within a program, such as MST (CI) or Type 75 (EOL).

Cert Type. Type of teaching certification applicant is seeking. This is CTE certification types such as "Secondary: Physics" or "Type 75".

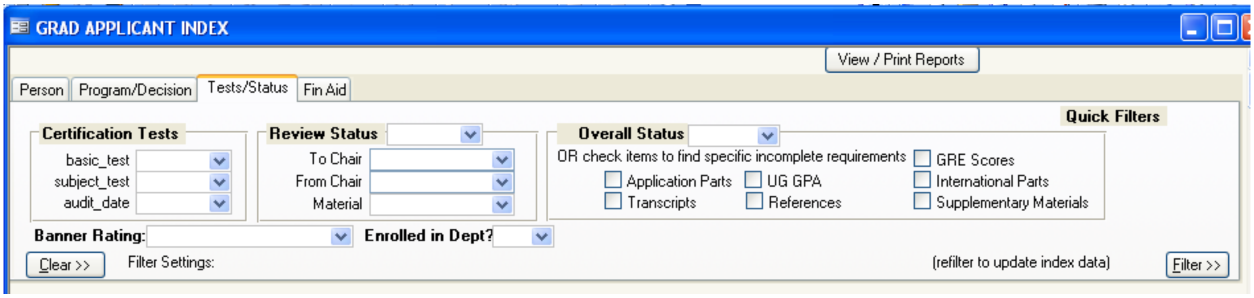
Decision. Admission decision.

Response. Applicants accept or decline response.

Verified. Application information has been reviewed and verified by department. Values available are Yes and No. This is typically used during preparation of the US News World Report in the fall of each year to help determine how much data needs to be reviewed by Departments.

Status Tab

The Status Tab allows for filtering on various applicant status features including certification, review, missing application components.



Certification Tests

Basic Test. Looks for applicant test results for Basic Skills Test. Data provided by CTE and requires applicant SSN to be included in Applicant Record screen. Values are: pending, petition, pass, fail, NA.

Subject Test. Looks for applicant test results for Subject Test. Values are: pending, petition, pass, fail, NA.

Audit Date. Values are: yes, no.

Review Status

Review Status. Overall review status of application materials. Values are: complete, incomplete.

To Chair. Review status of application materials by committee chair. Has the application been sent to chair for review? Values are: complete, incomplete. Values are based on existence of a date field in the Applicant Record.

From Chair. Review status of application materials by committee chair. Has the chair returned the application, having reviewed it? Values are: complete, incomplete. Values are based on existence of a date field in the Applicant Record.

Material. What materials have been reviewed. Values are: applicant file, writing samples, and interview.

Overall Status

Overall Status. Values are: complete, incomplete. Complete is based on the Applicant Record indicating the department has received: application, goals, cv, writing samples, transcript(s), references, undergrad GPA, supplementary material(s), international documents (when appropriate), and certification status (when appropriate).

Applicant Parts. Checking this box allows filter to look for: an Applicant Record indicating the department has received: application, goals, cv, and writing samples.

Transcripts. Checking this box allows filter to look for: an Applicant Record indicating the department has received at least one transcript.

UG GPA. Checking this box allows filter to look for: an Applicant Record with an undergrad GPA entered into the record.

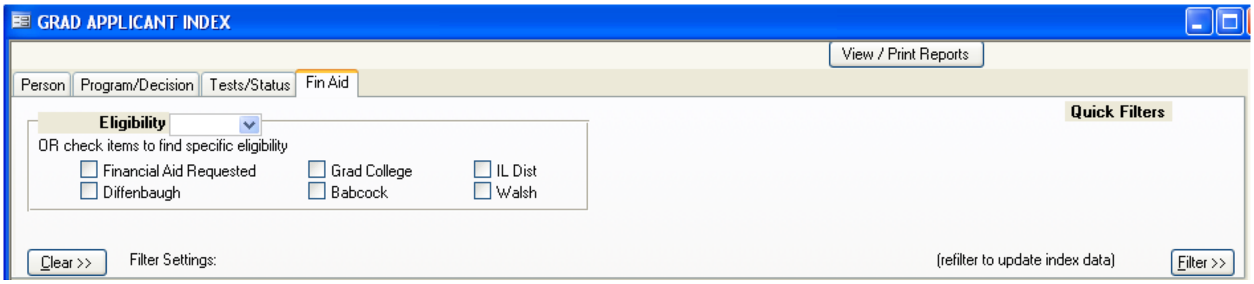
References. Checking this box allows filter to look for: an Applicant Record indicating the department has received at least one reference.

GRE Scores. Checking this box allows filter to look for: an Applicant Record indicating the department has received at least one GRE score.

International Parts. Checking this box allows filter to look for: an Applicant Record indicating the department has received at least one international student required document.

Supplementary Materials. Checking this box allows filter to look for: an Applicant Record indicating the department has received at least one supplementary document.

Financial Aid Tab



Eligibility. Values are: exists, not exists. Allows for filtering for any applicant record with an indication for any of the following: Financial Aid Requested, Diffenbaugh, Grad College, Babcock, Illinois Distinguished Scholar, Walsh. This data is entered and maintained by the Departments to assist in the Advancement Office's annual awards.

Financial Aid Required. Applicant indicates need for Financial Aid.

Diffenbaugh. Applicant is eligible for the Diffenbaugh Award.

Grad College. Applicant is eligible for Graduate College moneys.

Babcock. Applicant is eligible for the Babcock Award.

IL Dist. Applicant is eligible for the Illinois Distinguished Scholar Award.

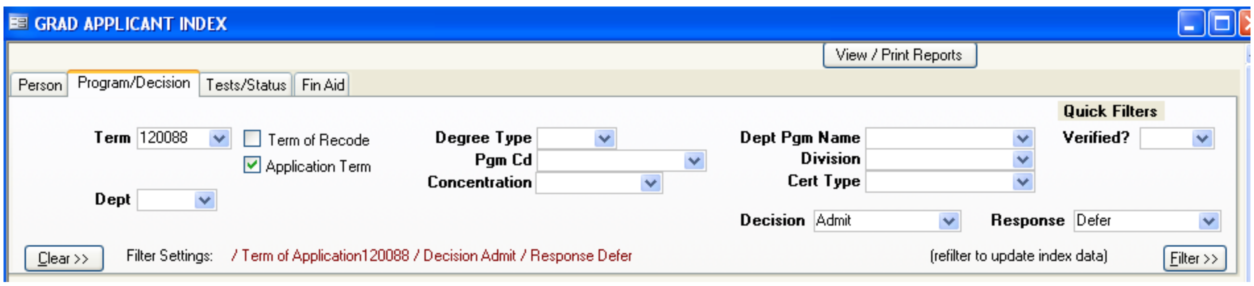
Walsh. Applicant is eligible for the Walsh Award.

Filter Samples

What applicants were admitted in Fall 2008 but deferred admission?

1. Select the term if the correct one isn't defaulted.
2. Select "Admit" as the Decision
3. Select "Defer" as the Response
4. Click Filter

Note that the Filter Settings shows you what you're filtering on as well. Additional filtering parameters can be added as necessary.



Reports

There are two common types of reports in SIS: Lists and Labels. Those discussed in this section are:

List

- Graduate Application: Applicant List
- Graduate Application: Checklist
- Missing Application Information
- Grad Applicant Concise List

All SIS reports include:

- A modifiable header, using the Print button provided in SIS.
- Data Source information
- Page numbering
- Date which report was generated

List

Graduate Application: Application List

Information is ideal for an overview of applicants for committees. Reports can be printed for all applicants in a department or by program code or division.

Report includes:

- Applicant Personal Information
  - Applicant name (last name first)
  - UIN
  - Race/Ethnicity
  - Email
  - International or domestic student indicator
- Program Information
  - Program code
  - Area
  - Division
  - Concentration
- Previous Education
  - Year attended, name of institution, degree (subject)
- GPA
  - Undergrad
  - Grad
  - Combined
- GRE Scores
  - Verbal
  - Quantitative
  - Analytical
  - Writing
- Other
  - MAT
  - TOEFL
  - Financial aid required indicator
- Decision/Response

Graduate Application: Check List

Check list intended to assist departments in organizing paper files for application materials.

Report includes:

- Applicant name (last name first) and UIN
- Department code
- Applicant address
- Applicant email
- Degree applying for
- Area
- Program code
- Concentration
- Application term
- Online application information from Banner
- Application documentation required by department
  - Application
  - Statement
  - CV/Vita
  - Writing sample
- GPA
  - Transcript sent date
  - Transcript sent to
  - Transcript returned
  - GPA and scale
    - Undergrad
    - Graduate
    - Combined
- GRE
  - Received
  - Verbal score
  - Quantitative score
  - Analytical score
  - Writing score
  - MAT
- International Student
  - TOEFL test date
  - TOEFL Score
  - Fin cert indicator
- Transcripts received
  - Institution
  - Date
- References
- Supplemental materials
- Decision/Review
  - Decision
  - Deny reason
  - Response
  - Decline reason
  - Adviser
  - Limited status and reason
  - Review dates
    - Preliminary review
    - To chair
    - From chair
- Writing sample readers
- Interviewers
- Notes

Missing Application Information list

List intended to assist departments in determining missing application information for each applicant.

Report includes:

- Numbered row
- UIN
- Student name (last name first)
- Certification type
- Net ID
- Application materials
  - Application
  - Statement
  - CV
  - Writing Sample
- Transcripts
  - UG GPA
  - Grad GPA
- Financial Information (yes, no, NA)
  - CERT
  - Bank Statement
  - Cert Ltr
- References (yes/no by name)
- TOEFL
  - Date
  - Score
- GRE
  - Date
  - Verbal
  - Quantitative
  - Writing
  - Analytical

Graduate Applicant Concise List

List intended to provide basic applicant interest such as program, division, adviser, admit decision.

Report includes:

- Numbered row
- UIN
- Student name (last name first)
- Net ID
- Term code
- Application type
  - New
  - Petition
- Academic program code
- Concentration code
- Area of interest
- Division
- Certification type
- Adviser Net ID
- Decision
- Response

SECTION 9: Prospective Index

This Section discusses the various fields, filtering tabs, and data options available through the Prospective Student Index.

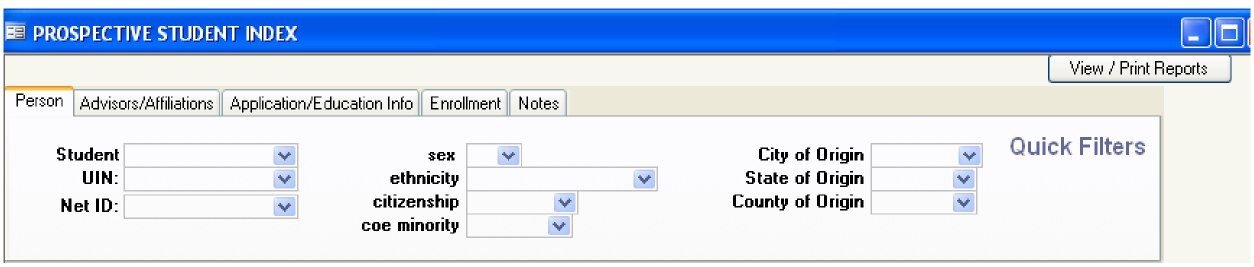
The Prospective Student Index allows for viewing and reporting on undergrad prospective students. A Prospective Student can be anyone who has completed an SAAO recruitment/prospective form at an Orange and Blue day to someone who has met with an Adviser prior to submitting an application. Students considering applying to the Teaching program but currently are not Education students can also be designated as Prospective. This information is currently generated by SAAO using Affiliations to designate a prospective record. This information will be used for recruitment purposes.

NOTE: As of release date, permissions for this index are restricted to SAAO staff. Ability to release this to other units is possible with enough interest from units.

Filters Glossary

Person Tab

This tab focuses on biographic data on Prospective Students.



Student. A drop down menu that lists all the Prospective Students (last name first), who have a record in SIS. The drop down activates when at least 3 letters of the last name are entered into the field.

UIN. University Identification Number for the Prospective Student. This number is located on the ICard in purple numerals.

Net ID. Network identification. Also sometimes referred to as username. It is typically a representation of a persons name used in emailing.

Sex. Gender of Prospective Student. Information based on information provided by student.

Ethnicity. Race/ethnicity information of Prospective Student based on information provided by student.

Citizenship. Citizenship classification of Prospective Student based on Banner data.

COE Minority. Allows a search of Prospective Students based on whether or not they belong to a minority group. Prevents the need for multiple searches using the ethnicity filter when looking for minority statistics. Minority in this instance is anyone reporting themselves to be: American Indian or Alaskan Native, Native Hawaiian, Black/African-Am/Non-Hispanic, Hispanic or Latino, Cuban, Mexican American, Puerto Rican, Other Hispanic or Latino. Values are: Minority, Other, Unknown.

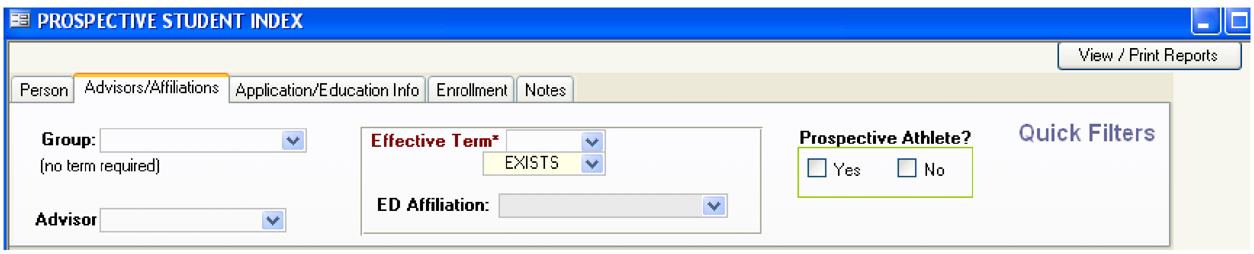
City of Origin. Filters for Prospective Students from specific hometown. Origin information is provided by Prospective Student.

State of Origin. Filters for Prospective Students from specific state. Origin information is provided by Prospective Student.

County of Origin. Filters for Prospective Students from specific County. Origin information is provided by Prospective Student.

Affiliations/Advisers/Attributes Tab

This tab focuses on both Banner and College student groups. For example, all students with a specific Adviser, Affiliation, or Banner Attribute (i.e. ROTC, scholarships, Band, Golden Apple).



Group. Programmed groups of Prospective Students based on Prospective affiliations which are commonly used by Student Academic Affairs Office (SAAO) Advisers.

Adviser. Prospective Student's primary Adviser, as indicated by Banner. Term is not required but can be used to narrow searches as Advisers can change. This applies to UI students who currently are not Education students but are considering transferring or applying to Education or Secondary Education Minor. Adviser information is currently dependent on student enrollment.

Effecitve Term. Term code for which the Affiliation should apply. If term is red, it is a required value.

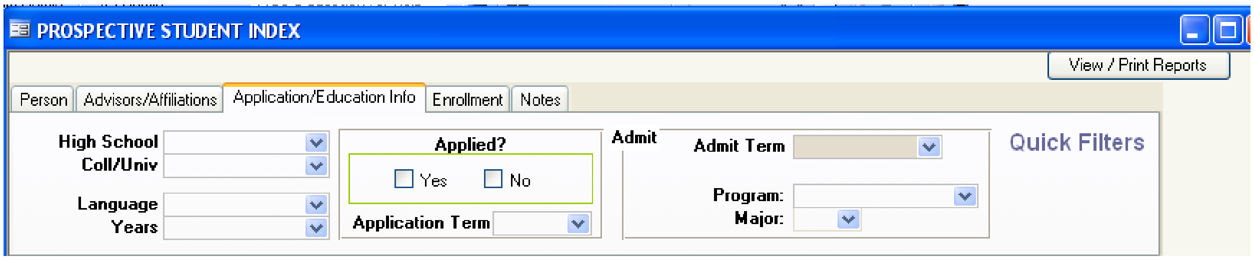
Exists/Not Exists. Allows looking for Prospective Students for which the criteria does or doesn't apply.

Ed Affiliation. Affiliations assigned to Prospective Students by Department or College of Education to assist in College level tracking and reporting. This information is not Banner related. It requires a term code which can be the start term or merely a term in which the Affiliation is active. Common Affiliations for departments are cohort and division specifications.

Prospective Athelete? These checkboxes (yes/no) assist Advisers in knowing which Prospective Students will need advisement specific to Athletes. This information is based on Prospective Student information and is assigned using Affiliations.

Application/Education Info Tab

This tab focuses on information of specific interest in reporting. It includes high school information as well as admission information.



High School. Filters for Prospective Students from a specific school within the State of Illinois. Information based on Prospective Student information.

Coll/Univ. Filters for Prospective Students from a specific College or University in the State. Information based on Prospective Student information.

Language. Looks at what previous Language other than English Prospective Student has studied. Information based on Prospective Student information. This is important in the admissions process at the Undergraduate level.

Years. How long Prospective Student has studied Language, as mentioned above. Information based on Prospective Student information.

Applied. Has the Prospective Student applied to the College of Education or to the Secondary Education Minor? Information based on existence of an application in SIS or Banner.

Appliation Term. Has the Prospective Student applied to the College of Education or to the Secondary Education Minor for a specific term? Information based on existence of an application in SIS or Banner. Critical to recruitment process as well as data maintenance.

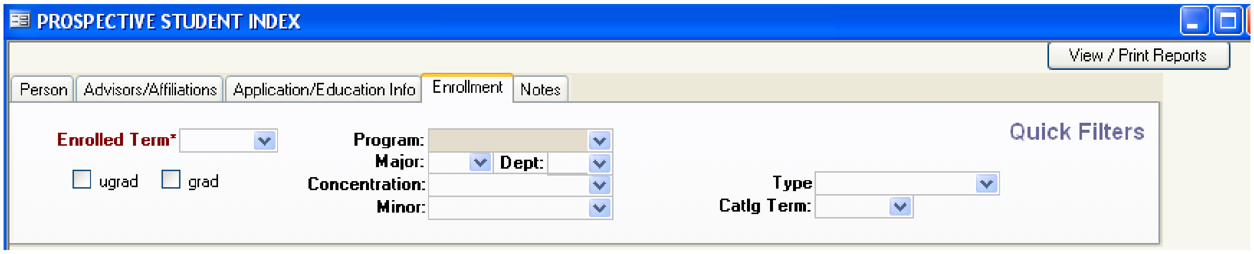
Admit Term. Term Prospective Student was Admitted. Information based on existence of an application in SIS or Banner. Critical to data maintenance and reporting.

Program. Program Code Prospective Student was Admitted into. Information based on existence of an application in SIS or Banner. Critical to data maintenance and reporting.

Major. Major Code Prospective Student was Admitted into. Information based on existence of an application in SIS or Banner. Critical to data maintenance and reporting.

Enrollment Tab

Prospective Students can be currently enrolled in another program at UI. This tab focuses on enrollment data for those students. Functionality and contents are nearly identical to the Enrollment Tab in the Student Index.



Enrolled Term. Term code (i.e., 120071 for spring 2007 at UIUC) for which student was enrolled. This field is red, which indicates that it is a required field for this tab.

Ugrad. Undergrad. Allows for a return for only undergraduate students in term indicated.

Grad. Graduate. Allows for a return for only graduate students in term indicated.

Program. Program code (i.e., 10KN0095BS or 10KS0222PHD) and Program name for which student was enrolled during term indicated. Part of program code can be entered such as KN or KS, EDM or M.

Major. Major code (i.e., 0095, 0215, 0220) and Major Name for which student was enrolled during term indicated.

Dept. Department code (i.e., 1335, 1613, and 1674) and Department name for which student was enrolled during term indicated.

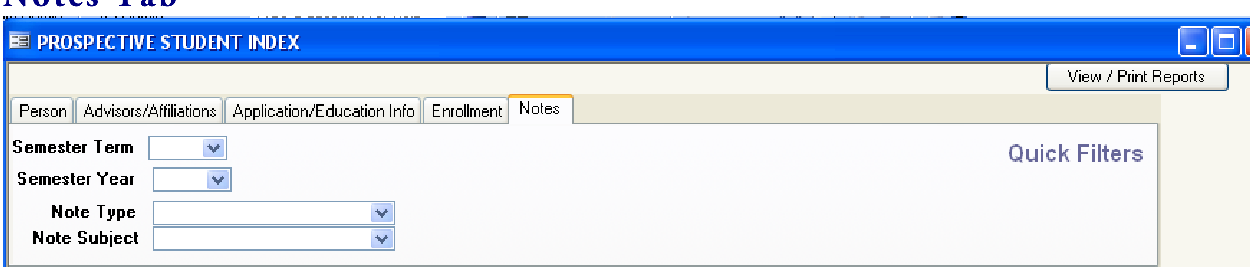
Concentration. Area of Concentration for which student was enrolled during the term indicated.

Minor. Minor code and Minor name for which student was enrolled during the term indicated.

Type. Allows for return of students based on "New First Time Freshman", "Continuing", "Readmit", etc. for the term indicated.

Catlg Term. Catalog term for which the student program is reflecting. Catalog term may be the same as the admit term, but is typically different from the admit term.

Notes Tab



Semester Term. This filter allows for notes specific to a part of a year such as Fall, Spring, Summer.

Semester Year. This filter allows for notes specific to a year, such as 2008 or 2006.

Note Type. What does the note pertain to? Is it Admissions? Advising? Probation Correspondence?

Note Subject. Note Subject allows users to filter for a specific note using the subject line information from the Note record. The subject can be anything.

SECTION 10: Tips & Tricks

Top Tips

1. Work from a copy of SIS from your desktop. You can drag a copy of the original to your desktop from \\files.ed.uiuc.edu\saa\Databases.
2. Banner updates are completed daily and are 24 hours old.
3. If the Term information is blank for a student, that indicates that the student hasn't registered since before Spring 2004 (Term 120041). This is when Banner Student went "live."
4. Need to find Students enrolled since a point in time besides current term? Try filtering on Academic History instead of Enrollment!
5. The "Print" Button on the Student Index is a haven for reports. But there are a Excel reports at \\files.ed.uiuc.edu\saa\Databases\Report_Templates which can be even more helpful in the right situations.
6. Filtering for Adviser will return results for that Advisor regardless of being Primary Advisor or not.
7. In the Indexes, you can right click on a value, and select "Filter by Selected Value".
8. White fields are SIS data while grey/brown fields are data from Banner. To change the Banner data, you must go into Banner.
9. UIN is now considered confidential information, as well as SSN. So avoid emailing UIN as email isn't considered secure.
10. You can filter on partial program data, for example EDMU if you want a list of all Master's Online students. Other examples, in the Enrollment Tab, you can enter M in the Program field instead of 10KS0219. By entering just "M" you will get your MA, MS, and EDM. Be careful with this when looking for your Doctorate students, however. Because if you enter D you will get PhD, EDD, and EDM if all three exist in your department. Other Partial Data you can use in Program are: KS or KN, Major codes such as 4089 (instead of 10KN4089NONE) or 0210 (instead of 10KS0210MA), Degree codes such as: BA, MA, PhD, etc.
11. If you have questions or are having trouble, email ed-sissupport.

More Tips and Tricks…

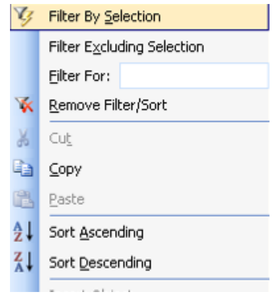
Type Ahead

Filter fields allow for type-ahead feature. This means that you can click into the field and start typing a value and the field will "jump" to the point in the list equal to your typing.

For example, you are looking for a student who's name is Michelle Smith. In the Person tab, click into the Student field and begin typing "Smith" and the List of names automatically scroll to Smith. Or you can type "Smith, M" and you would be that closer to the student name.

This is an excellent time saving feature.

Right Click in the Index



You can also filter in the index list, on a selected group, by right clicking on the value you do or don't want and Selecting "Filter by Selection" or "Filter Excluding Selection". This is helpful when wanting to filter on values not available in the Quick Filter.

The ability to change the sorting in the index is also available by "Right Click".

NOTE: That some fields in the indexes are calculated. Those fields this option will not work for. An example is: "Last Enrolled" in the Student Index.

Clear Button

Have many filter values and do not want to manually remove each one? Click on the "Clear" button on the left of the index, below the Quick Filter. It will remove all filter values present.

Datasheet View

By right clicking on a screen you can select "Datasheet View" which looks and acts much like Excel. This is great when working in indexes! Need to email a group of students with common criteria? Filter for that criteria in the index and switch to Datasheet View. You can copy the email addresses into Outlook and email!

For the Datasheet view:

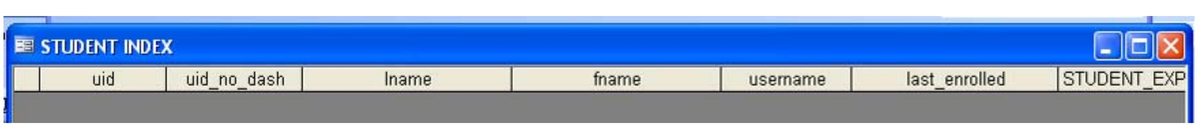
1. Do filter.
2. In header bar (blue bar), right click for Datasheet view.
3. Filter/sort as necessary.
4. Return to the previous screen (Right click and choose Form view).

To access the Datasheet View

Right click on the header bar (blue bar) across the top of the Student Index (the same area where it reads "STUDENT INDEX").

A pop-up menu will appear, Select "Datasheet View"

The Datasheet View will look similar to Excel Worksheets and functions like them. The image below doesn't reflect the amount of new information available in this view, but does familiarize the user with the process and change in appearance.



To change back to the Form View from the Datasheet View, right click in the blue bar again.

This time, select "Form View" instead and you will return to the standard Student Index. Another option is to close the Datasheet and re-open the Index.

To copy to Excel:

1. Filter for the data set you need
2. Right click on blue bar in SIS window (seen above as blue with white text STUDENT INDEX) and select Datasheet view.
3. Open Excel.
4. Go back to SIS.
5. Click top left box to highlight information.
6. Right click and copy.
7. Go back to Excel.
8. Right click and paste.
9. Filter/sort as necessary.
10. A quick filtering device is "AutoFilter".
11. Go to Data/Filter/AutoFilter.

SIS Data Linked Excel Reports

An ODBC connection is required to utilize the Excel template. Contact SAAO or TLC to set this up. To use the Excel template:

Copy this file to your desktop: \\ed-nts\SAA\Databases\Report_Templates\ SIS_GradApplicants.xls

Open and follow the instructions on the first worksheet to refresh the data.

Alter the existing reports as desired, refreshing data as needed

Do NOT edit the data. Rather, edit the data in SIS and then refresh the Excel template.

Email Group One Time

Filter in the Student Index for the group of students you need to email

Switch into Datasheet View

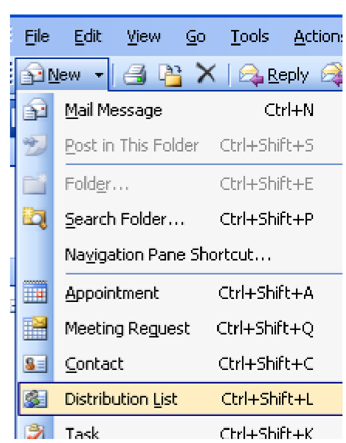
Find the Email column

Select the entire column by clicking on the column header

Copy the column (either right click on the selection and choose copy or you can use the keyboard short cut of CTRL C)

Open your Outlook and create a new email

Paste into the To or Bcc field (whichever you prefer). (paste by right clicking in the field and choosing paste or you can use the keyboard short cut of CTRL V)



Delete the first "name" in the list as it's actually the header "email".

You can use the email as you normally would

Email Distribution Group in Outlook

Filter in the Student Index for the group of students you need to create a distribution list for

Switch into Datasheet View

Find the Email column

Select the entire column by clicking on the column header

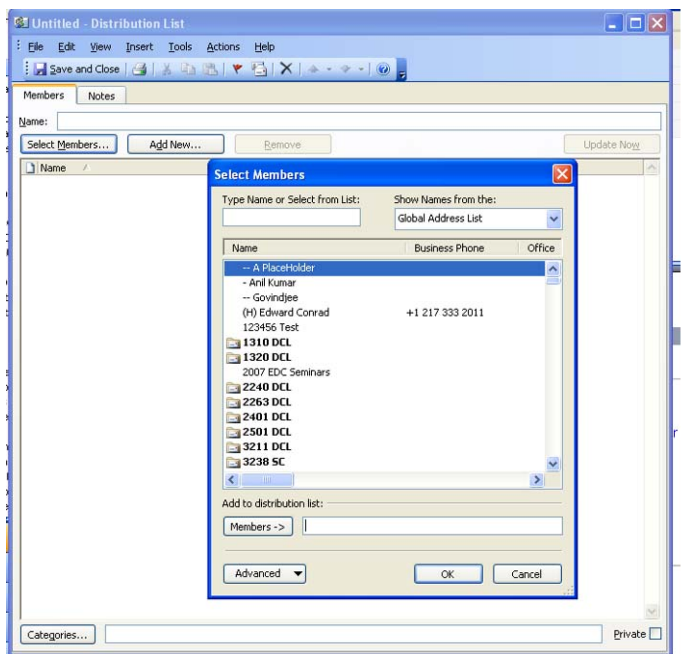
Copy the column (either right click on the selection and choose copy or you can use the keyboard short cut of CTRL C)

In Outlook, click on the black arrow down just to the right of "New" and Select "Distribution List" as shown in the image to the right.

A window will appear that will allow you to

1. Name your new Distribution List.
2. Select Members
3. When you Select members another window will appear that will allow you to paste (CTRL V or right click and choose paste) your entire list of student email into the Members field. After you paste the emails, be sure to delete the first entry as it's actually the column header "email".
4. Click OK

If you have named your Distribution List, you can click Save and Close

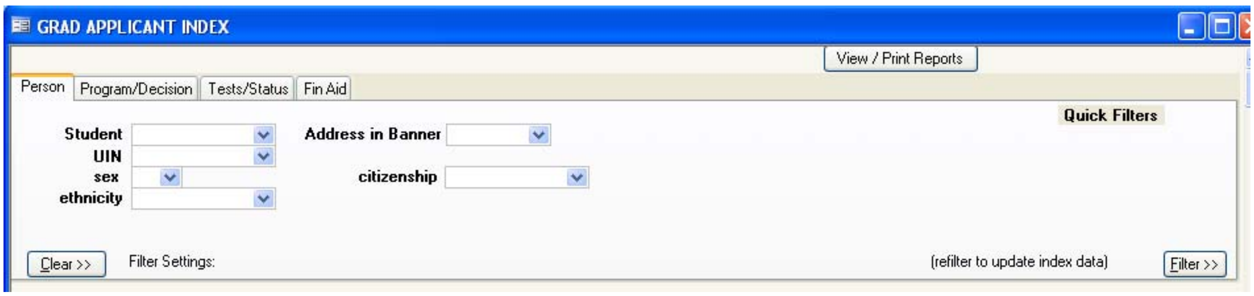


SECTION 11:
SIS Graduate Application Tracking

PETITIONS IN GRAD APPLICANT MODULE

It is recommended that departments set up a new grad applicant record in addition to entering data in the Petitions Module when a student is using a petition to be admitted (whether from MS to Doc or from a different department). However, it is not required since SAAO does not track petition admissions.

TO ADD A NEW APPLICANT:

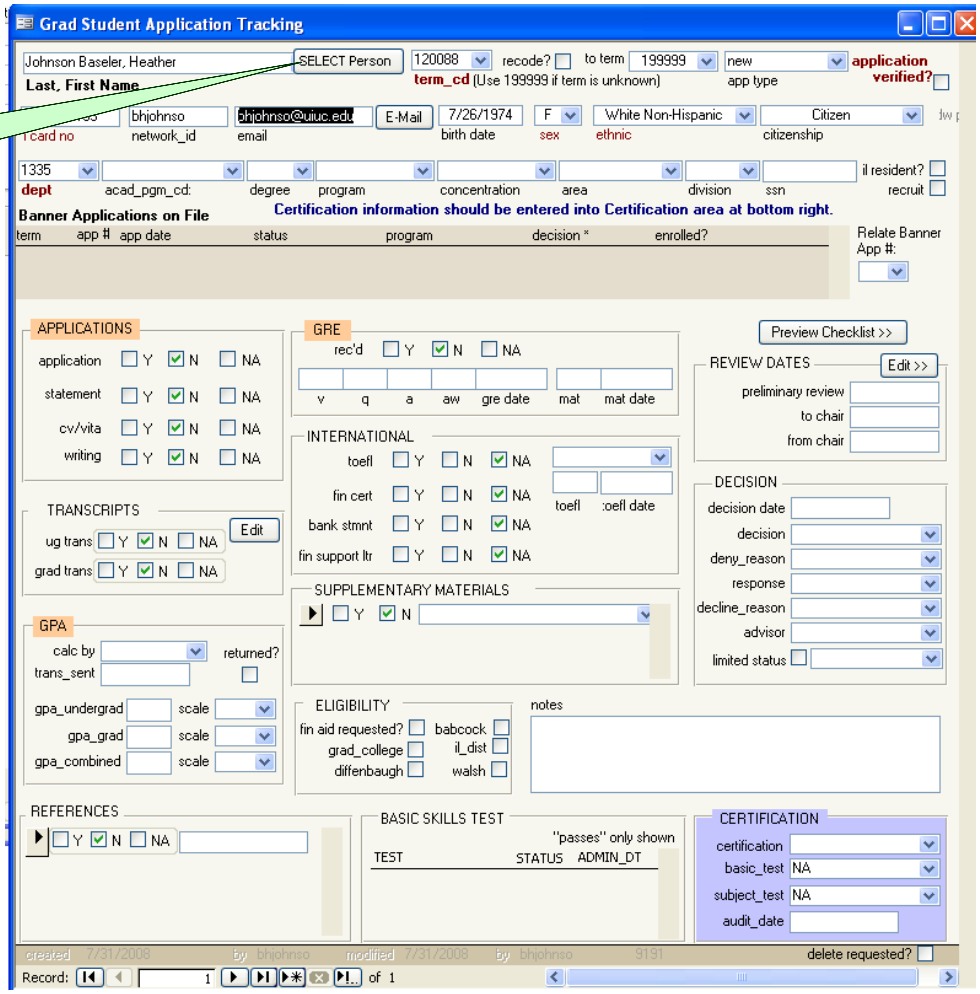


1. Search for the applicant to confirm there isn't a previous application record.
    a. Use the Student Quick Filter.
    b. Type Lastname, Firstname. A partial name can be used.
    c. When the type-ahead stops, it indicates the student is not listed.

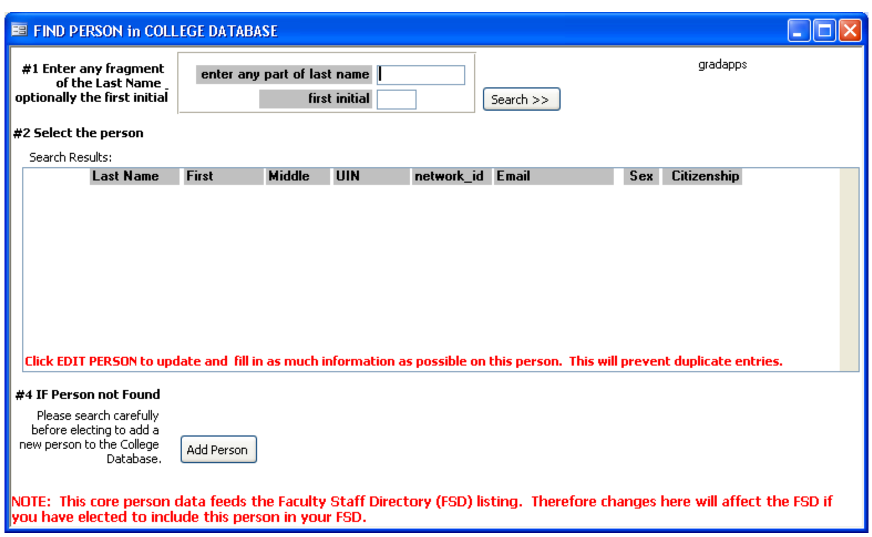
Note: When filtering on Student Name or UIN, the Term field is auto-populated and defaults to the current term.

2. Click [Esc] or [Backspace] to clear the name from the field.
3. Click the Add Applicant button which takes you to Grad Student Application Tracking.

Click to add a name to the database.

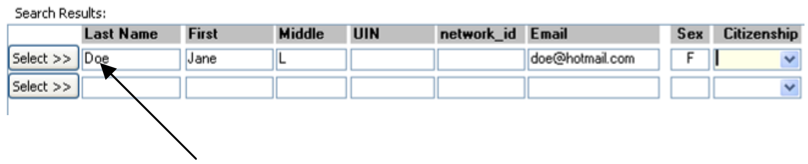


4. Click the Select Person button which takes you to Find Person in College Database.
   d. Type Lastname and initial of the First name.
   e. Click the Search button.
   f. If nothing comes up:



5. Click Add Person button.

6. Type in as much information as you have. Matches to Banner data are made on the UIN or the personal email. Populate these as soon as possible.



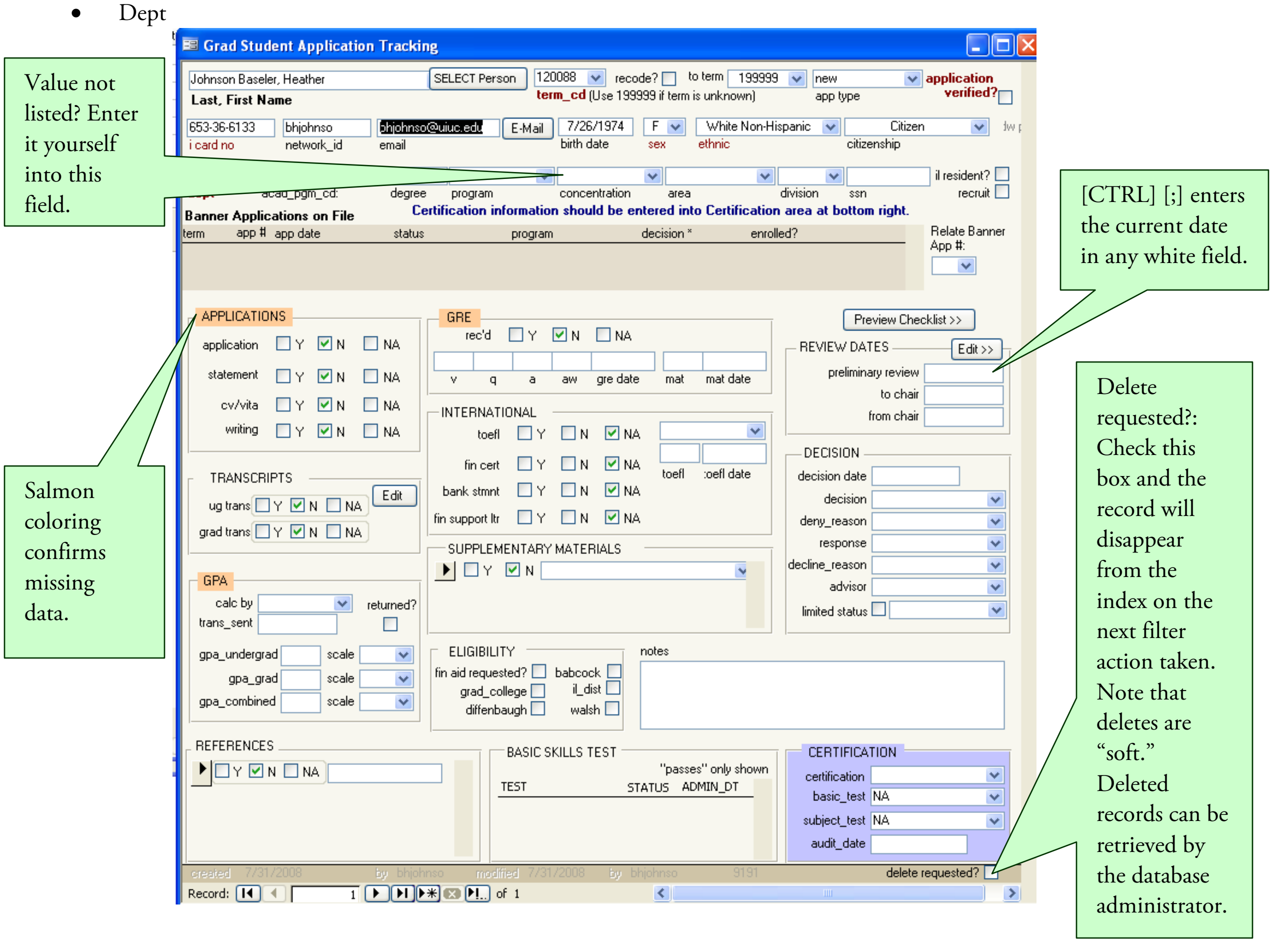
   g. If the person's name comes up or after you have added the new information:

7. Click Select button which takes you back to Grad Student Application Tracking.

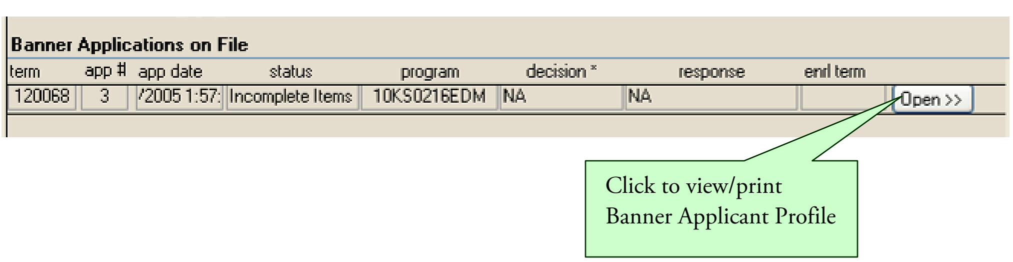
Grad Student Application Tracking Screen

The minimum fields required to establish a new record, note the fields are bold red:

- Person
- Term (use 19999 if the term is not known)
- Dept



Banner Applications on File: If the student has a UIN, Banner information on all College of Education applications submitted by this person will be listed. For new students entered into the College people table (Find Person in College Database), Banner data will not appear for 24 hours and only if a match on the UIN or personal email is made.



SECTION 12:
Letter Jobs

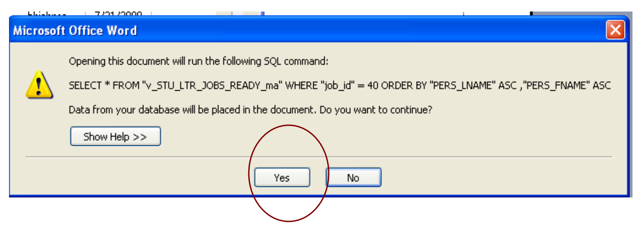
Departmental Users have the ability to generate letters, labels, or envelopes in Microsoft Word utilizing mail merge feature in SIS. This feature is ideal, for example, during admission season or distributing departmental newsletters. However, mailings for specific cohort or divisions can also be done in this manner.

Student Academic Affairs can generate a variety of correspondence and labels using this module in SIS. Using this feature allows for tracking of letter jobs for each student and minimizes the need for paper copies in each student file.

Students can be added to a letter job individually by adding the student into the appropriate letter job or many students can be added into a letter job at one time (i.e., applicants who have been admitted can all be put into the appropriate admit letter at once). Group letter jobs can be established by contacting the SAAO Technical Information Specialist.

Directions on how to use the Letter Job module follow.

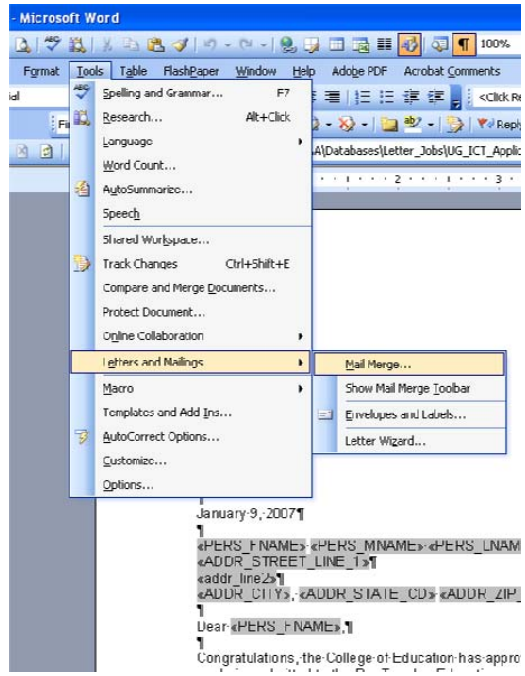
Opening the Word File from SIS

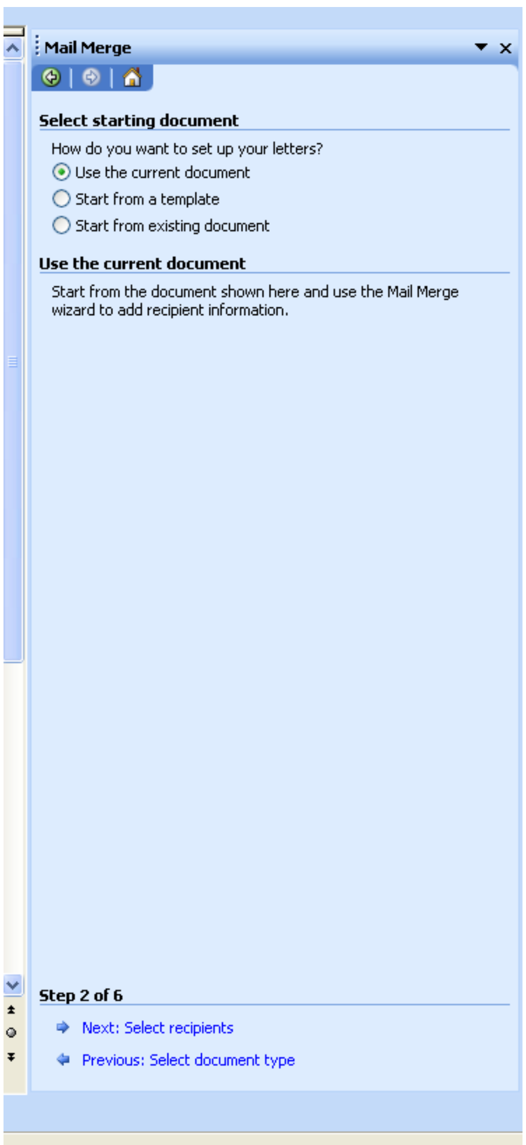


1. Locate the Letter Job you need to print in SIS.
2. Click the "Open" button. Microsoft Office will open, displaying a pop-up window as seen in the image to the right.
3. Select 'Yes"
4. The Word file will continue to open, already merged with SIS data.

Display Mail Merge Task Pane in Word

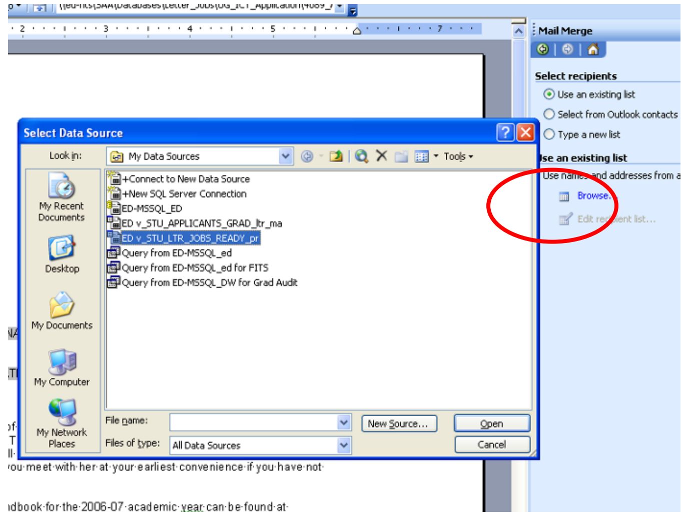
1. To open the Mail Merge Task Pain, in the Word Menu bar select "Tool" (as seen in the figure to the right)
2. Within Tools, Select "Letters and Mailings"
3. A sub-menu will display, select "Mail Merge"
4. The Task Pain will appear to the right of the Mail Merge letter. (as seen in the figure below)





CONNECTING TO THE APPROPRIATE SIS DATA SOURCE

1. Step 3 of the Mail Merge process allows you to "Browse" for a data source. Click "Browse" (highlighted in figure to the right)



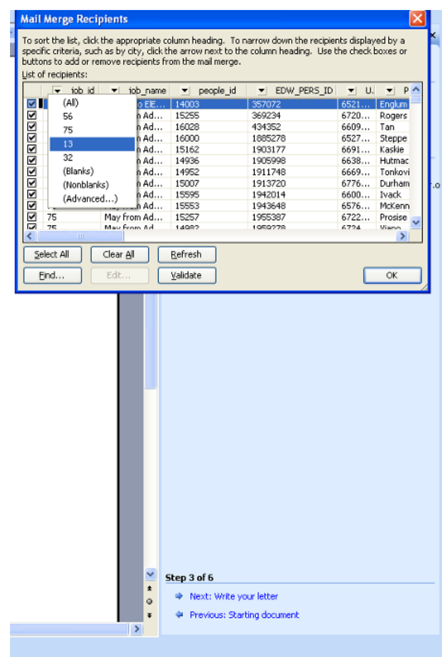
2. A window will appear that may not look exactly like the one to the right. Select "ED v_STU_LTR_JOBS_READY_pr" or "ED v_STU_LTR_JOBS_READY_ma" depending on where you need to mail the letters.

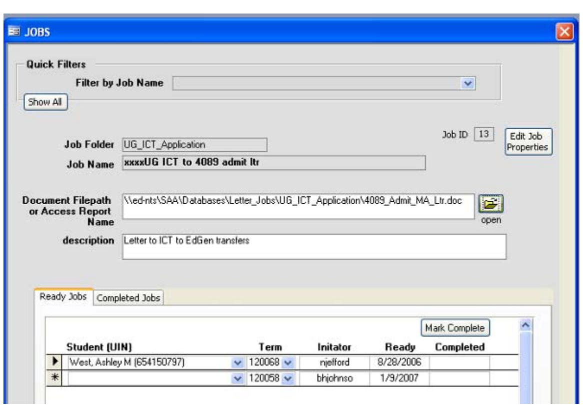
    a. PR indicates "Permanent" addresses which are typically the Home addresses for students. MA indicates "Mailing" addresses which are typically local addresses which may or may not be residence halls. This information is based on Banner data, entered by the Student.

3. Click "OK" to progress to the next step. A different window will appear, similar to the "Mail Merge Recipients" image (second image) shown to the right.

4. Under "job_id" you will need to display the drop down menu

5. Select the "job_id" that corresponds with the Letter Job you're trying to print. "job_id" in SIS is indicated in the position indicated by the image below.



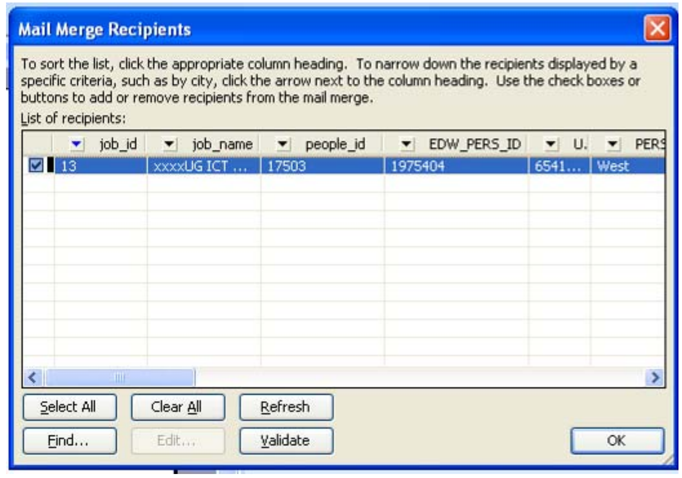


After selecting the “job_id” the window will change to only show the data assigned to the Letter Job, as indicated by the image to the right.

6. Click “OK”

You’re now connected to your data source. You can progress through the Mail Merge process as you typically would in Word.

See the directions on Mail Merge for continued instruction on the Word mail merge directions.



SECTION 13: Mail Merge: Connecting Letter with SIS Data

Departmental Users have the ability to generate letters, labels, or envelopes in Microsoft Word utilizing mail merge feature in SIS. This feature is ideal, for example, during admission season or distributing departmental newsletters. However, mailings for specific cohort or divisions can also be done in this manner.

The following information provides directions for the modifying and creating mail merge documents from Student Information System (SIS) information.

See Appendix: Mail Merge Data Source for detailed information on SIS data available for Mail Merges.

Required Software:

- Microsoft Word

Step 1 of 6 - Create mail merge document

The mail merge documents in Letter Jobs in the SAA share are based on a query against SIS. Because of this, the best way to create a new document based on this merge relationship is to Open an existing merge document and Save As a different file name then modify the new file as necessary. This can be tricky when dealing with labels, so please do not hesitate to contact ed-sissupport if you need to.

How to get to the SAA share

If a short cut has not been established on your machine, the most convenient way to access the SAA share is by following the instructions below.

1. Click on "Start"
2. Select "Run". A small, pop-up window will appear.
3. Enter into the new window:
    a. For Departmental Users \\Files.ed.uiuc.edu\saa\Departmental Folders
    b. For SAAO Users \\Files.ed.uiuc.edu\saa\Databases\Letter_Jobs
4. Click OK. The destination folder will open automatically.
5. Select the appropriate sub-folders and files.

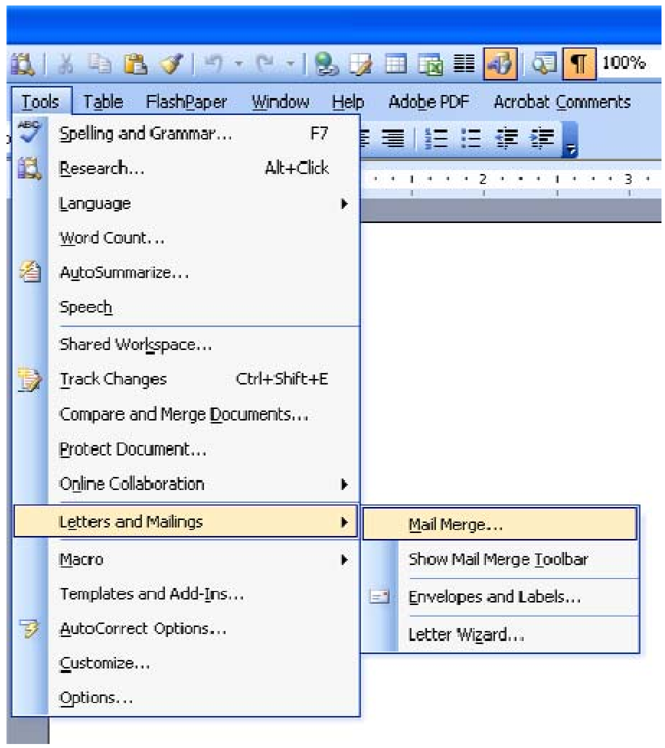
Step 2 of 6 - Editing Letter Contents

When you open the Merge file, you are able to edit the contents in any way necessary as you would any other Word file. If you save, you'll write over the original version of the file.

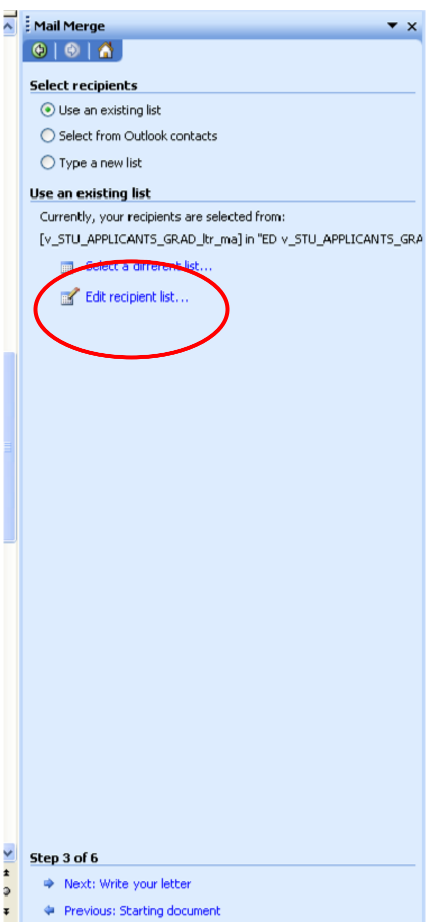
STEP 3 OF 6 - SELECTING STUDENTS TO MERGE INTO DOCUMENT

To select the students appropriate for the merge, you need to view the Merge Task Bar. To display the Merge Task Bar as seen in the image to the right:

1. Tools
2. Letters and Mailings
3. Mail Merge



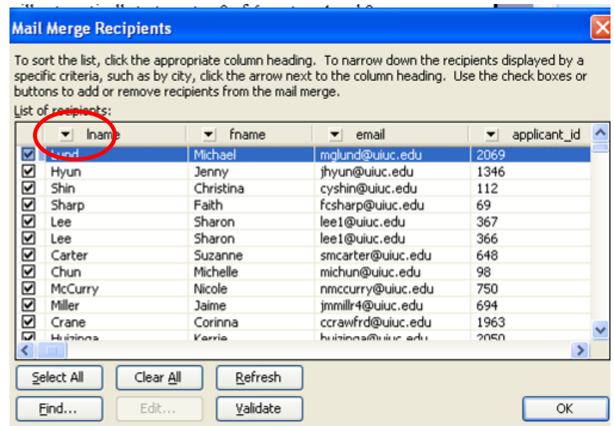
A large tool bar will appear on the right of your window and will automatically start on step 3 of 6 as steps 1 and 2 have already been completed for you. See the figure below. (NOTE: the "Currently, your recipients are selected from" referenced information may be different from the figure, based on what you're trying to print).

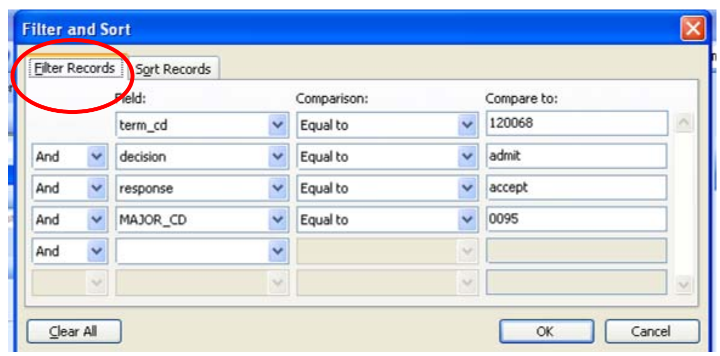


The “Edit recipient list” is the jumping off point for this procedure (highlighted on previous page, figure on left). When you click on it, a pop-up window appears that should display a list of all your department’s students in this mail merge. In the case of this example, all applicants for the department. Whatever displays in the list is what will appear in your merge. The list can be modified by following the steps below.

By clicking on the arrows at the top of each column you can filter in a number of ways:

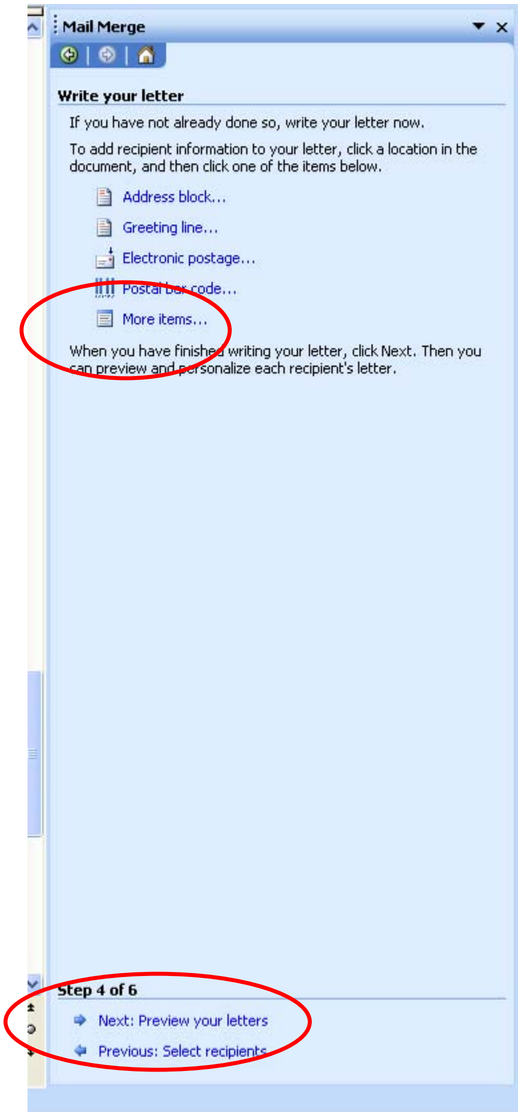
1. Sorting
2. By specific, listed values
3. By blanks
4. By Advanced. The advanced filter is very handy. It allows you to establish a number of criteria in one place. It also offers an option to sort your records. For example
    a. Admitted Students, who have accepted, for next fall.
    b. Denied Students, for next fall, in a specific Division





Step 4 of 6 - Inserting Additional Merge Fields

This is done through the Mail Merge Task Bar, on Step 4 of 6. After you've completed editing your recipient list as mentioned in section above you can select the "Next: Write your Letter" link at the bottom of the Merge Task Bar as highlighted in Figure 2. The Task Bar will now offer options as seen in the figure below.



"More items" is probably the only options you'll need. This link opens a pop-up that lists all the fields offered from SIS. The information ranges from Student Name to Admit information. Select the field you want added to your document and select "Insert". *Please note:*

- When in the "More items" you cannot change cursor location in your document
- Merge fields can be copied/pasted, selected and moved just like ordinary text.

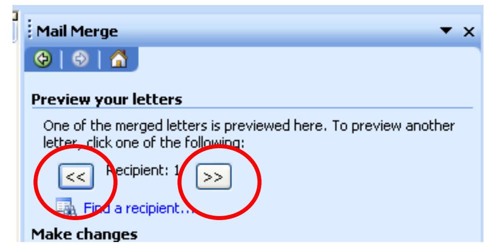
Deleting Existing Merge Fields

Merge fields can be deleted by selecting the field and hitting delete, just like ordinary text.

Step 5 of 6 - Finalizing Merge

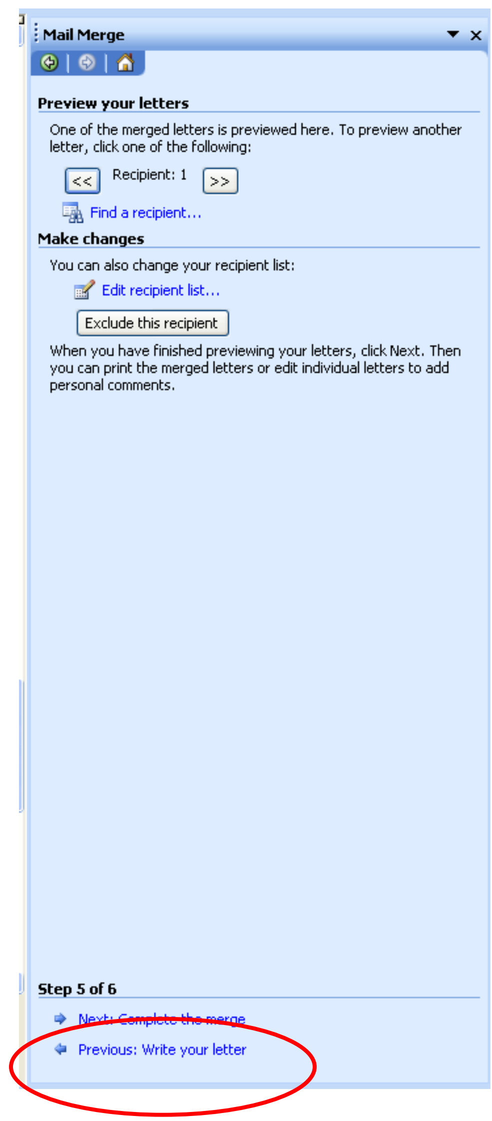
You've added and deleted all the text and fields necessary and you're ready to preview the letters. Click "Next: Preview your letters" below Step 4 of 6 in the Merge Task Bar, as highlighted in on the bottom of the previous page.

The Merge Task Bar will change as will your letters. Your letters will now display "real" information in place of the merged text. The merge fields will remain the grey/brown color to help you identify the merged text from the ordinary Word text. *The document will print with the brown/grey highlighting. It is best to print from Step 6. You can edit the letter at this point as well as in the previously mentioned Step 3*



You'll notice that the actual document hasn't increased in length. To examine additional merge entries use the buttons on the Merge Task Bar for previewing additional "recipients" as indicated in top figure to the right.

When the document is finalized and you're ready to print, click on "Complete your merge" below Step 5 of 6 as indicated in the bottom figure to the right.

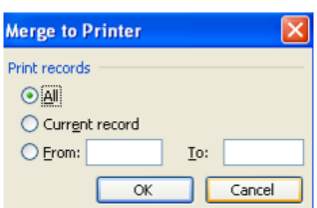


Step 6 of 6 - Printing

The Mail Merge Task Bar offers you a link to print in the 6th and final step.

When you select the print link on the task bar, you get a pop-up window (as seen in figure below). Select the option appropriate for your situation which will typically be "All".

After you click "OK" the system Print Window will open and you'll be able to make your normal printing selections.



Saving the Document

To save the file electronically, print to PDF or FlashPaper in addition to printing a paper copy of the finished file. In the file name created by PDF or FlashPaper, include the date and type of letter. For example, HRE_Admit_01_15_07.

- FlashPaper is a standard application and should already be installed on your machine.
- Acrobat Professional is required for creating PDF files and requires purchase from CITES Webstore (http://webstore.uiuc.edu/).

SECTION 14: Mail Merge: How to Create New Documents

Departmental Users have the ability to generate letters, labels, or envelopes in Microsoft Word utilizing mail merge feature in SIS. This feature is idea, for example, during admission season. However, mailings for specific cohort or divisions can also be done in this manner.

The following information provides directions for creating new mail merge documents from Student Information System (SIS) information.

Required Software:

- Microsoft Word

Open a Like Document and Rename

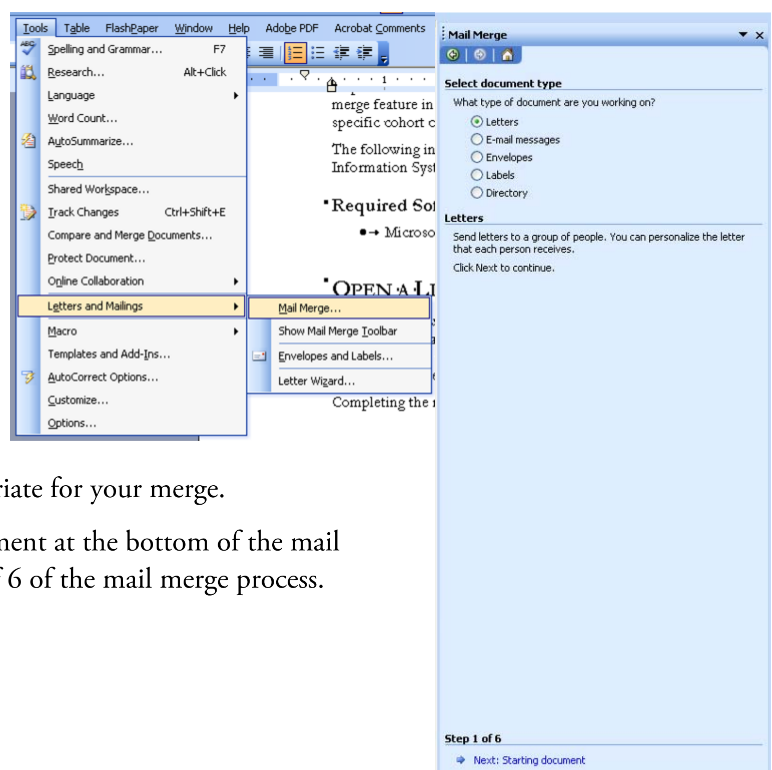
The most ideal way to create a new merge document is to base it off an existing document. For example, if you want to create a new letter mail merge and you already have another letter mail merge created, open the existing file and Save it under a different name. In this way mail merge fields are maintained, leaving you the ability to edit the letter anyway necessary without loosing the original letter.

Completing the merge can then be conducted as in the directions in the previous section.

New Document Completely

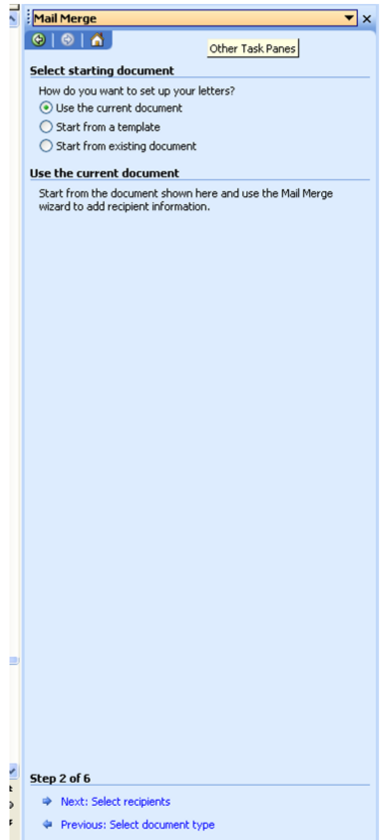
Create a new document in Word. Once the document is established as you can then link it to a mail merge. To do this:

1. In the Word menu bar, select Tools -> Letters & Mailings -> Mail Merge as demonstrated in the figure to the left
2. The mail merge task bar will then appear on the screen, like the image to the right.

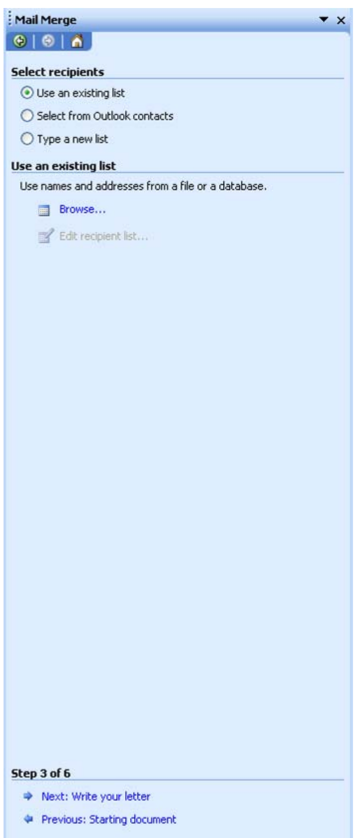


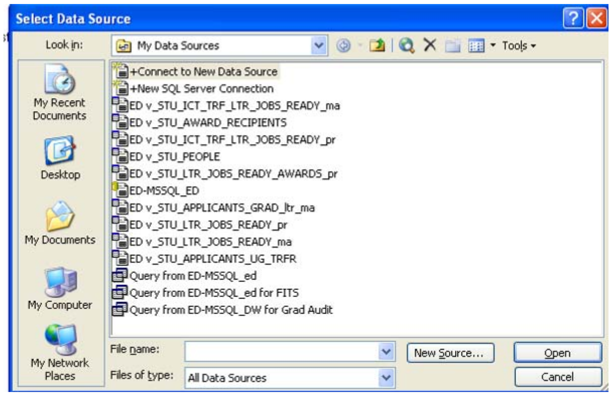
3. Select the document type appropriate for your merge.
4. Then select Next: Starting Document at the bottom of the mail merge task bar, which is Step 1 of 6 of the mail merge process.

5. In Step 2, select the starting document. Where should the document begin from? You're choices are:
    a. Use current document *(which is the choice most likely used, and is the one in which these directions are based on)*
    b. Start from a template
    c. Start from existing document.



6. Select Next: Select recipients, below Step 2 of 6 at bottom of mail merge task bar.
7. Step 3 of 6 establishes the mail merge connection to your document (refer to image below).
    a. Select the default, "Use an existing list".
    b. Click on Browse under "Use an existing list"





8. A new window will appear, which should look similar to the image to the right. The list that appears in your screen will likely be different from that of the image provided. Depending on previous merges you have completed, the Data Source you need for your particular job may be listed. However, if you're working on a mail merge unlike anything you have completed before, it is unlikely the Data Source you need will be listed. You're options are:
    a. Refer to the appendix for descriptions of Mail Merge Data Sources to assist you in locating and selecting the one appropriate for your needs
    b. Contact ed-sissupport@ad.uiuc.edu for assistance
9. Once the Data Source is connected you have the ability to modify the recipient list by clicking on the hyperlink below "Browse". Directions for this step as well as those following can be found by referring to "Step 3 of 6 - Selecting Students to Merge into Document" in Section "Mail Merge: Connecting Letter with SIS Data"

SECTION 15: Student Photos

The Student Information System (SIS) has the ability to load and display photos to assist in the identification of students. The following information provides directions for the loading of pictures from digital cameras to ed-nts, and how to re-name and re-size those picture files.

Required Software:

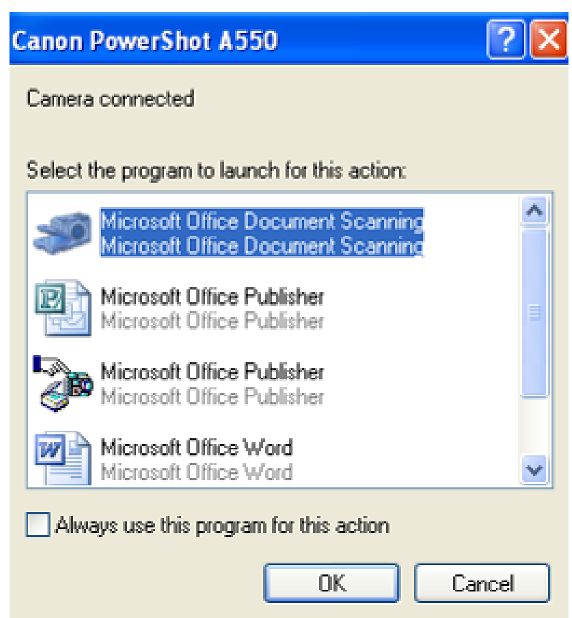
IrfanView is required and is a free download at: http://www.irfanview.com/. Follow the links to a download file. Saving target to your desktop and installing from your local machine will be faster than installing from the website.

Downloading from a Camera

1. Connect Camera to your computer

2. The computer should automatically identify the camera by indicating in your Task Bar the message demonstrated below, which you can close (click on the ☒).

3. A pop-up wizard for the camera will appear. Close this window. The image demonstrated here is for a Canon PowerShot A550 (as used by SAAO).



4. Create a new folder on your desktop to temporary house the images you will be copying from the camera. Suggested naming for the folder is "pictures day month" (example: Pictures 22 June). This will help you locate the images you need to put into SIS versus images you've already converted.

5. Locate drive

   a. Open "My computer"

   b. Under "Scanners and Cameras" select the camera

6. Locate the photo folder on the camera

   a. On the SAAO camera, the pictures will be in the Camera level folder and you will not need to open any subfolders.

b. Other cameras you may need to look for folders named “images”.

c. Copy the images into the folder you created on the desktop.

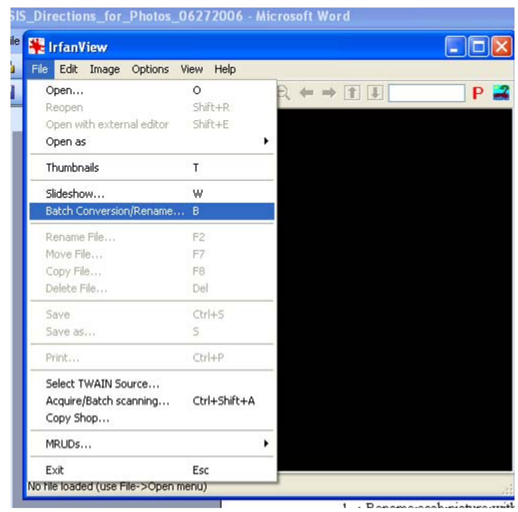
RENAMING:

Rename each picture with "lastname_uin" (example for Jane Doe: Doe_651234567). *NOTE: file names must be represented as it is in SIS. Be careful of typos. These things can keep SIS from recognizing the picture and placing it into the related student SIS information. Another problem to be aware of is when students change names and the information hasn't been updated into Banner. This will also keep the photo from being placed into the related SIS information.*

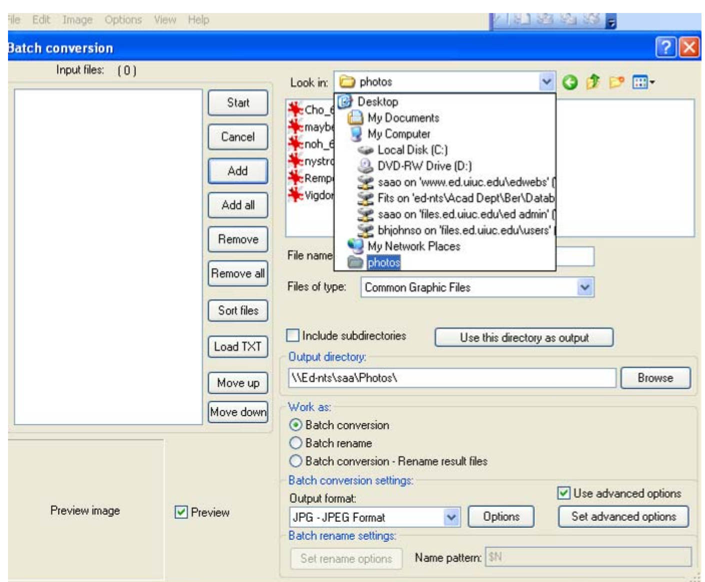
TO PROCESS A FOLDER OF IMAGES WITH IRFANVIEW:

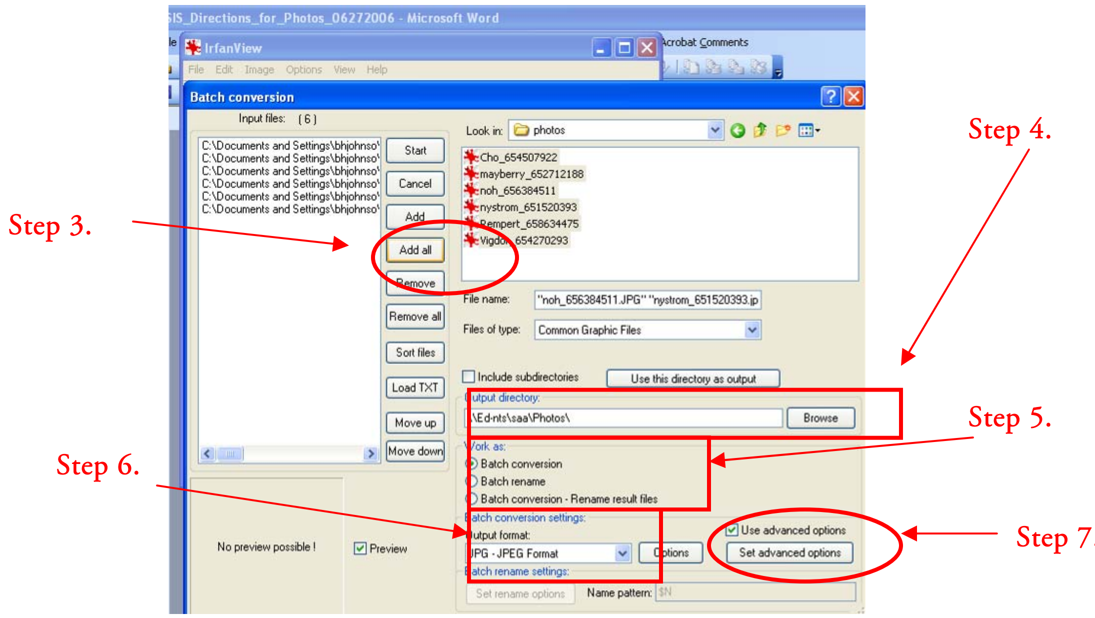
The first time or two you go through this process, you may want assistance. Please feel free to email ed-sissuport and help can easily be had.

1. Select "batch conversion" from IrfanView "File" menu. See image to the right.



2. Navigate the "look in" dialog box to the folder of preference.





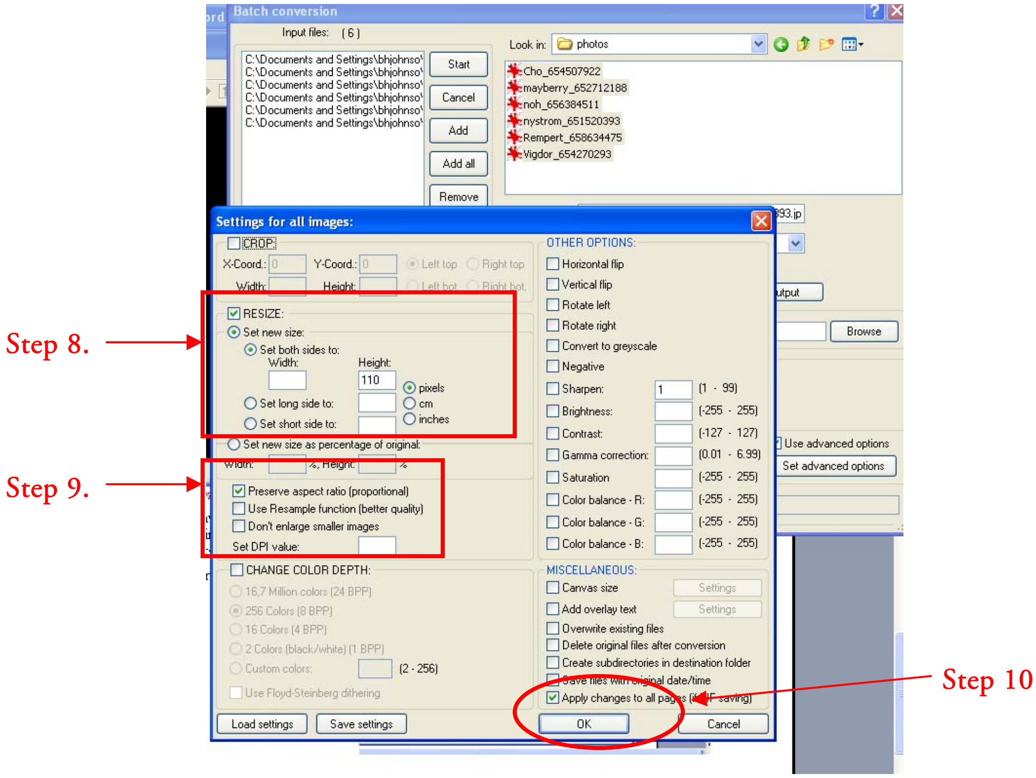
3. Click the "add all" button on the left to have all the photos processed *OR* you can drag those files to the "Input Files" box on the left. *Note that the files are now listed in the formerly blank box on the left. This is a list of all the images about to be converted.*

4. Pick an output directory (\\files.ed.uiuc.edu\SAA\Photos. This address will be your location which is the location SIS will search to look for photos. Once you've chosen this location, you should not need to specify it again. However, it's wise to check it each time as a precaution.)

5. If retaining the same file names, set "work as" to "batch conversion". Note: If renaming the file, set "work as" to "batch conversion, rename result files." Rename example: in the name pattern put $N so the file names do not change. If you followed the renaming directions listed on page 1, there should not be a need to rename files here.

6. Output format should be jpeg

7. Check "use advanced options" and then hit the "set advanced options" button.



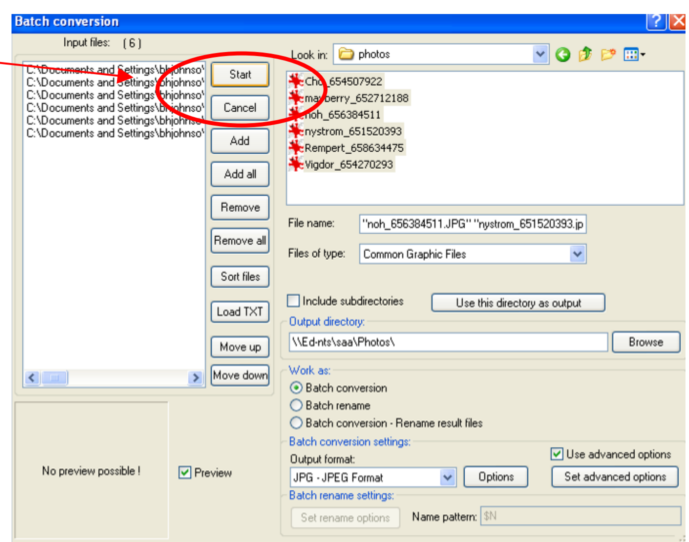
8. Select "resize" and set to a width of 110 pixels. NOTE: Don't set a height AND a width. Setting both will distort the image.

   a. If you're interested in cropping a photo, see the next section. Cropping can be handled I this screen. Directions are short, but detailed and merit it's own section.

9. Select "preserve aspect ratio." This will keep your image proportional during the resize.

10. Select "OK" and return to the Batch Conversion screen.

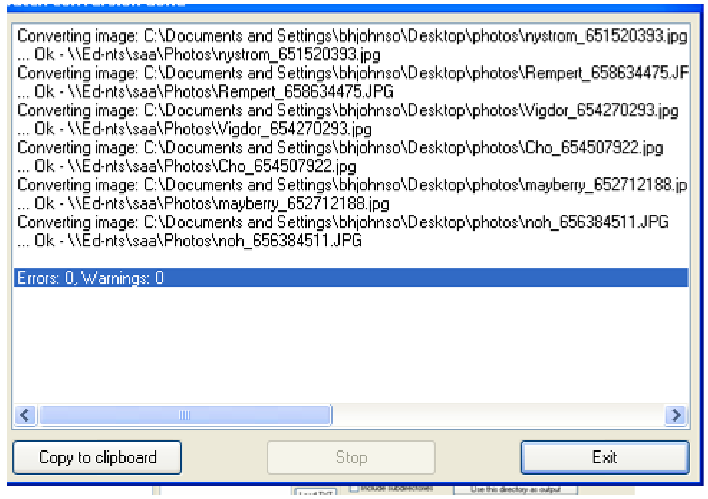
11. Click "start"



A successful conversion will bring up a screen like this one. NOTE there are "Errors: 0, Warnings: 0" If you get a message other than that, most likely there is a naming convention at fault or that an image already exists with that file name.

If no errors or warnings, you can Exit and close the application.

It's recommended that you check SIS before the process is considered complete to ensure the image is relating to the student's SIS record.

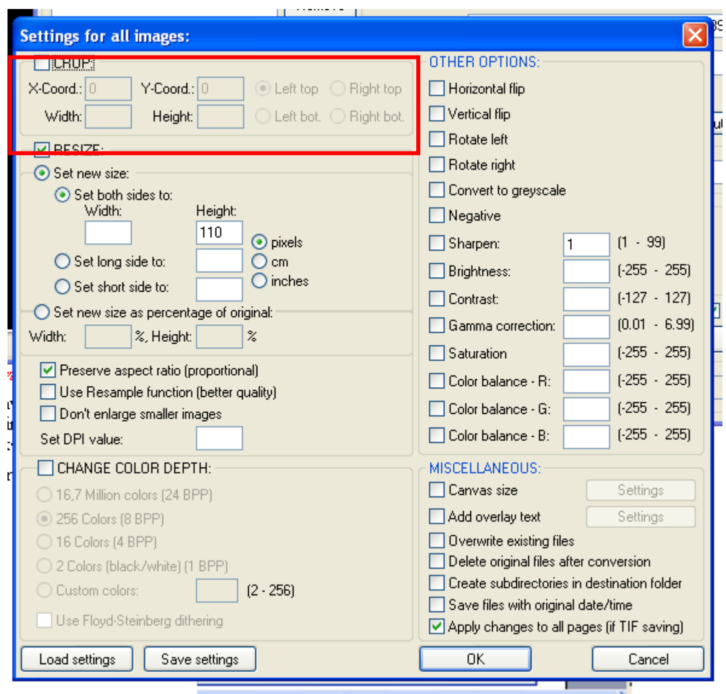


CROPPING IMAGES DURING THE CONVERSION PROCESS

The cropping ability in Ifranview isn't as user friendly as some cropping mechanisms. There is trial and error involved until familiarity with the tool is established.

Cropping in a batch conversion will crop all images, selected, the same way. If only one image needs cropped, convert only that image.

1. To establish a crop setting, select the crop section of the screen.
2. X-Coordinate refers to the starting point of your selection, on the horizontal (left/right). Y-Coordinate refers to the starting point on the vertical (top/down). You can enter whatever numbers necessary to get the starting point in the location you choose. Unfortunately, it's a guessing game until you get used to the process and are able to visually judge where you need the crop to begin.



3. Width and Height values determine the size of the area you select, based on the X,Y coordinated you indicate. NOTE: You are better off not changing the Left Top/Right Top/Left Bot/Right Bot. Those selections change starting points and might confuse the process.
4. You're finished setting your cropping selection. If all other settings are as they need to be, select OK and continue on with the conversion process.

Section 16:
U.S. News

Information is submitted to the U.S. News and World Report each Fall. Typically the information needs to be collected, reviewed and submitted by the first week of November. Departments need to have their data reviewed and verified by the third week of October to enable College Administration to complete the report.

Departments specifically need to be involved in the review and verification of Applicant information. Details are provided in the following sub-sections.

Grad Applicant Data

Fall Semester Data

Admission data for the current Fall Term is submitted to U.S. News. This means any complete application for the Fall of the current report year will be included.

Completed Applications Only

All applications that have a departmental decision are considered complete. (admit, admit-recode, pending ISV, deferred, wait list, admit-limited status) Excluded from this are decision values: "NA", "pending" or "blank". Petitions are also excluded.

Verification Box

This signals to Student Academic Affairs Office that the information for the application has been reviewed and is accurate or will be accurate on November 1. Remember:

- Check verify button in October unless application process is complete for that applicant and all fields are filled in accurately.
- It should be verified that the information is (or will still be) accurate on November 1.
- If there is not a deptartment decision by November 1, confirm lack of decision, verify all other data and check the verified box anyway.

Required Data

In the Graduate Applicant Index, a U.S. News button exists next to each applicant entry. This button opens a screen that will assist in determine what data is required for the report and what is not. Some data reported by U.S. News may not be a requirement for all Departments (such as GRE scores). In those instances, information is not required for that Department.

1. Application Term
2. Application Type
3. Applied Degree Type (EDM, MS, PHD, etc)
4. Decision
5. GPA

6. GRE Scores
    a. Verbal
    b. Quantitative
    c. Analytical Writing

Appendix A: Mail Merge Data Source

There are multiple sources of data for mail merges. Descriptions are available below. You will notice that the data sources end in either 'ma' or 'pr'. This represents the type of mailing information the source uses, based on student reported address information in Banner.

ma = mailing address which may or may not be the local address for the student. When this address is local, it will not be campus office address but the campus or campus residence.

pr = permanent address which may or may not be the local address for the student. For Undergrads, this address is typically their parents address and best used during extended academic breaks.

v_STU_APPLICANTS_GRAD_ltr_ma. This data source provides information on graduate student applicants and uses the applicants mailing address. This source is ideal for sending admit or deny letters, by departments, to applicants. This source can also be used for file labels, name badges, and most other mail merge needs.

v_STU_ICT_TRF_LTR_JOBS_READY_ma. This data source provides information for inter-campus transfer and off-campus transfer applicants, using the applicants' mailing address. This source is ideal for sending admit or deny letters, by SAAO, to applicants. This source can also be used for file labels, name badges, and most other mail merge needs.

v_STU_ICT_TRF_LTR_JOBS_READY_pr. This data source provides information for inter-campus transfer and off-campus transfer applicants, using the applicants' permanent address. This source is ideal for sending admit or deny letters, by SAAO, to applicants. This source can also be used for file labels, name badges, and most other mail merge needs.

v_STU_LTR_JOBS_READY_AWARDS_pr. This data source provides information on Department and College financial award applicants and recipients, using the students' permanent address. This source is ideal for sending letters to recipients as well as non-recipients.

v_STU_LTR_JOBS_READY_ma. This data source provides information for students using the students' mailing address. This source is has many uses and is one of the two most commonly used. However, because of it's flexibility, available merge fields are restricted to contact information and student Adviser.

v_STU_LTR_JOBS_READY_pr. This data source provides information for students using the students' permanent address. This source is has many uses and is one of the two most commonly used. However, because of it's flexibility, available merge fields are restricted to contact information and student Adviser.

Appendix B: Changes to SIS

Below are some of the more prominent modifications and improvements to SIS since July 2007.

Released August 27, 2007

Petition route sorting by sequence when a custom row is added

Adjusted filtering for affiliations so that graduated students will not appear in list

Released October 3, 2007

Grad Applicant module accepts concentration codes. The ability to filter for concentration codes is also been integrated.

Petition module no longer produces College level routing data as College approval no longer is necessary

Race/Ethnicity has been modified slightly to accommodate changes made at the University level.

Released November 11, 2007

Petition Tracking now has Incomplete as a route status option

Grad Application screen has had GPA Sent to changed from GPASU to Grad Prog Admin to reflect the name change at the Graduate College

Released April 14, 2008

Course Tracking enables the College Program Committee to monitor and track new and revised courses status through the various stages of approval. This module was added to the previously existing Program Tracking, created during Summer 2007. The Course/Program Tracking module functions similarly to Petition Tracking.

Released May 2008

Prospective Student was created to help track, report, and recruit students interested in an Education Major or Minor. This data is largely driven my Affiliations. Data such as hometown, race, high school information, and language other than English can be collected. The module was structured around Student Academic Affairs Office prospective forms. Functionality mirrors the existing Student Index.

Released June 12, 2008

Student Index permissions have changed. What this means:

The index will run faster

Users will be able to see ALL COLLEGE Students unless users restrict the filter parameters using department, affiliation, program information, adviser name, etc.

Users will be able to view any Banner information available in SIS for any student in the college. Only the students department will be able to view or modify SIS data (affiliations, committees, petitions, etc).

The Name search in this index has been modified too. Users will find that no names exist in list fashion until at least 3 letters have been entered. For example, if you type in "Joh", the drop down will display students whose last name begins with "Joh". This will also increase performance in this index.

Banner buttons on the Student Record screen will open screens more printer friendly.

Grad Committee screen

Reminders have been created for users to include exam date and program code for students.

A field now exists for Human Subjects approval date confirmation. This field is activated for entry at 3 specific points in the degree process: (1) Masters Oral, (2) Prelim, and (3) Final Defense.

An automatic courtesy email will now be sent to Master's and Doctoral students from SAAO when SAAO confirms the pass or pass excellent of MA/MS Oral or Final exams. This email will remind students to visit with the Thesis Format Office. Emails will be generated only once within 6 months of the exam date.

SAAO will now enter the date the committee info gets forwarded to the Grad College.

Grad Applicant module filters will look a little different to accommodate new filter options.

The Grad Applicant record screen now has a button to allow users to print the Applicant Checklist. The button is near the top right of the screen near the Banner application information and above the review dates section.

Notes section has new features that allow you to restrict who is able to view notes you create for the student.

You can now make a note viewable only to you. Please be aware that making the note private prevents the information from becoming part of the student's official record. This feature should be used carefully. Notes not restricted in this way are viewable to other Graduate Departments as well as Student Academic Affairs.

Notes can also be checked as Undergrad or Graduate. This is important for students who are pursuing a graduate degree after having completed a Bachelors in the COE teaching programs or the Secondary Education Minor. Notes generated as an undergrad will not be viewable to the Graduate Departments. These records can be requested for review as part of the Students Permanent Record, should the need arise. The Undergrad/Graduate check boxes will automatically populate based on the students current degree level. However, it can be over ridden by the user.

The Grad Profile - Individual report now includes the original Graduate College admit term. Historical course information that occurs prior to that admit term will be colored (grey) for user identification.

Released July 3, 2008

Courses sort in descending term order in Degree Requirements instead of by Subject

Student Award screen will now capture you modified the response information

Checklist button fixed on the Student Applicant Screen

Index