SMS Screens - Master List

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General SMS Screens

The following screens are not specific to any one SMS module.

Process ID	Screen Title	Description
SM4003	College Options	Use to add and maintain your college choices for optional roster elements and the contact hour divisor used in the calculation of credit equivalent and FTES.
SM5014	College Codes	Use to display the system-defined codes that identify colleges in and around the state of Washington.
SM5019	College Information	Use to display college information such as official mailing address.
SM5020	College Quarter Information	Use to add and maintain dates associated with a specific year/quarter.
SM5025	College Parameter Table	Use to maintain college-selected parameters that control functions on SMS screens and processes.

Course - Class Management Screens

Course Management Code Table Screens

Process ID	Screen Title	Description
CM3003	Department Division Codes	Use to add and maintain codes that identify the division or department with which a course is affiliated.
IS1007	Administrative Unit Codes	Use to add and maintain codes that identify the administrative category to which a course or class is assigned.
IS1008	Footnote Codes	Use to add and maintain codes and text for class footnotes.
IS1009	Employment Status Codes	Use to display system-defined codes that describe the type of contract under which an instructor is employed.
IS1010	Institutional Intent Codes	Use to display system-defined codes that identify a class as vocational, academic, or community service.
IS1011	Funding Source Codes	Use to display system-defined codes that identify the source of funds for a class.
IS1012	Time/Location Codes	Use to display system-defined codes that identify the time of day and location for a class.
IS1013	Section Status Codes	Use to display system-defined codes that control various class processing options.
IS1014	Days of the Week	Use to display system-defined codes that identify combinations of days on which a class meets.
IS1019	Schedule Construction Options	Use to select your college's options for creating a quarterly class schedule.
IS2002	Advisor/Instructor	Use to add and maintain codes that identify advisors.
SM5030	Instructional Calendar	Use to identify the instructional days, non-instructional days, holidays, and instructional hours per day for an academic year.

Course Management Transaction Screens

Process ID	Screen Title	Description
CM3001	Course Catalog	Use to add and maintain course information.
CM3002	Course Description	Use to add and maintain course descriptions.
CM3004	Course Description 2	Use to add and maintain a second course description.
CM3005	Course Description Upload	Use to upload course descriptions from a PC file to the HP3000.

Process ID	Screen Title	Description
CM3006	Course Features	Use to add and maintain features associated with a course for use with Schedule 25.
CM3007	Course Partitions	Use to add and maintain partitions associated with a course for use with Schedule 25.
CM3008	Update Virtual Campus Catalog	Use to add a WAOL-hosted or college-hosted course to the Virtual Campus searchable course catalog.
CM3010	Course Requirements	Use to add and maintain course requirements for a specific program section.
CM4001	Course Requisites	Use to add and maintain the requisites of a specific course.
CM4002	Requisite Sets	Use to add and maintain the requisite sets for a course.
CM4003	Requisite Groups	Use to add and maintain the requisite groups for a requisite set.
CM4004	Requisites	Use to add and maintain the requisites assigned to a requisite group.
CM4005	Course Requisites	Use to identify the course or courses required for enrollment in another course.
CM4006	Course Profile Requisites	Use to identify one or more requisites using profile, or search, characters.
CM4007	Test Requisites	Use to define the minimum and maximum test scores a student must meet to register for a course.
CM4008	Course Set Requisites	Use to define a set of courses from which a student must complete part or all of the set to register for a course.
CM4009	GPA Requisites	Use to identify the minimum grade point average a student must meet to register for a course.
CM4010	Credit Level Requisite	Use to identify the minimum or maximum number of credits that a student must complete to register for a course.
CM4011	Requisite Copy Options	Use to define the options for copying a requisite set from one course to another.
CM4012	Course Sets	Use to define course set titles.
CM4013	Course Set (Detail)	Use to group courses into sets that can be used as course set requisites for one or more courses.
CM5014	Submitted Courses	Use to add and maintain course-coding information required for state reporting.

Process ID	Screen Title	Description
IS1001	Course Schedule	Use to add and maintain static course information for a specific class.
IS1002	Class Schedule	Use to add and maintain schedule information for a specific class.
IS1003	Class Clusters	Use to create class clusters for classes that meet in the same room at the same time.
IS1004	Class Construction	Use to add and maintain class information in the schedule construction file.
IS1005	Construction Room/Instructor	Use to add and maintain information about additional instructors or locations for a specific class in the schedule construction file.
IS1006	Construction Clusters	Use to create class clusters in the schedule construction file.
IS1015	Alternative Room/Instructor	Use to add and maintain information about additional instructors or locations for a specific class.
IS1016	Schedule Information	Use to display information about a class.
IS1017	MIS2 Verification	Use to view state reporting information about a class.
IS1018	Course Construction	Use to add and maintain static course information in the schedule construction file.
IS1020	Instructor Matrix	Use to display information about the classes an instructor is scheduled to teach.
IS1022	Course Entry Code	Use to add or display course entry codes for a specific course. Course entry codes allow students to enroll in permission only classes or an override for classes for which students have not met a prerequisite.
IS1023	Class Features	Use to add and maintain features associated with a class for use with Schedule 25.
IS1024	Class Partitions	Use to add and maintain partitions associated with a class for use with Schedule 25.
IS1025	Alternate Room/Instructor Features	Use to add and maintain information about the features of an alternate room for a class.
IS1026	Alternate Room/Instructor Partitions	Use to add and maintain information about the partitions of an alternate room for a class.
IS1027	Class Construction Features	Use to add and maintain features associated with a class in the schedule construction file.

Process ID	Screen Title	Description
IS1028	Class Construction Partitions	Use to add and maintain partitions associated with a class in the schedule construction file.
IS1030	Desktop Download	Use to download class schedule information in a desktop publishing format.
IS1031	Construction Room/Instructor Features	Use to add and maintain information about the features of an alternate room for a class in the schedule construction file.
IS1032	Construction Room/Instructor Partitions	Use to add and maintain information about the partitions of an alternate room for a class in the schedule construction file.
IS1038	Schedule WAOL and College Classes	Use to add WAOL-hosted or college-hosted class information to the Virtual Campus searchable class schedule.
SM4009	Class Cancellation Request	Use to identify classes that have been cancelled. A job group then runs and drops students from the classes.

Admissions - Student Biographic Screens

Admissions-Stu Bio Code Table Screens

Process ID	Screen Title	Description
SD5001	Amount of Education Planned Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5002	Degree Plan Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5003	Employment Hours Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5004	High School GPA Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5005	High School Status Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5006	Post High School Status Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5007	Reason for Attending Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5008	Transfer Plan Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.

Process ID	Screen Title	Description
SD5009	Primary Language Table	Use to add and maintain codes to describe student profile data that is uploaded with student test scores.
SD5020	Admissions Progress Codes	Use to add and maintain codes that describe a student's level of progress in the Admissions Module.
SD5021	Student Activity Codes	Use to add and maintain codes that describe activities or documents that a student is required to complete in the Admissions Module.
SD5022	College Document Codes	Use to add and maintain codes that describe correspondence that is generated through the Admissions Module.
SD5023	Contact Origin Codes	Use to add and maintain codes that describe where original contact with students was made.
SD5024	Student Interest Codes	Use to add and maintain codes that describe the special interests or concerns of students.
SD5025	Optional Admissions Code 1	Use to add and maintain codes to describe additional data that can be tracked in the Admissions Module.
SD5026	Optional Admissions Code 2	Use to add and maintain codes to describe additional data that can be tracked in the Admissions Module.
SD5027	Optional Admissions Code 3	Use to add and maintain codes to describe additional data that can be tracked in the Admissions Module.
SD5028	Progress/Activity Relationship Table	Use to establish relationships between admissions progress codes and various student activity codes.
SD5029	Progress/Document Relationship Table	Use to establish relationships between admissions progress codes and various college document codes.
SD5039	Admissions Group Codes	Use to link select admissions progress codes to college-defined selection elements. Through these codes, additional activities or college documents are assigned to the records of students who meet the selection criteria.
SD5050	Optional Profile 1	Use to add and maintain codes to describe additional student profile data that is uploaded with student test scores.
SD5051	Optional Profile 2	Use to add and maintain codes to describe additional student profile data that is uploaded with student test scores.
SD5052	Optional Profile 3	Use to add and maintain codes to describe additional student profile data that is uploaded with student test scores.
SM2003	Time Preference Codes	Use to display system-defined codes that identify when a student plans to attend classes.

Process ID	Screen Title	Description
SM5004	Punitive Action Codes	Use to add and maintain codes that initiate special actions or holds on a student's record.
SM5006	College Educational Programs	Use to display system-defined codes and to add and maintain college-defined program codes and titles.
SM5007	Ethnic Origin Codes	Use to display system-defined codes that identify the ethnicity of students.
SM5008	Veteran Benefit Codes	Use to add and maintain codes that identify the type of veteran benefits received by students.
SM5009	Student Type Codes	Use to add and maintain codes that identify student classifications.
SM5010	Student Intent Codes	Use to display system-defined codes that identify the educational purpose for students.
SM5011	Residency Status Codes	Use to display system-defined codes that identify student residency classifications.
SM5012	Fee Paying Status Codes	Use to display system-defined codes that identify the type of tuition that students pay or special fee-related categories.
SM5013	High school Codes	Use to display system-defined high school codes.
SM5021	Unusual Action Codes	Use to add and maintain codes that identify unique student-related categories. Unusual action codes can be descriptive or punitive.
SM5022	Citizenship Status	Use to display the system-defined citizenship status or specific visa of students.
SM5028	High School District Codes	Use to display the system-defined district code for Washington State high schools.

Admissions-Stu Bio Transaction Screens

Process ID	Screen Title	Description
SD1002	Test Scores	Use to add and maintain a student's test scores.
SD5030	Initial Entry	Use to add and maintain minimal student biographic information in the Admissions Module.
SD5031	Information Entry	Use to add and maintain student biographic information associated with the admissions process in the Admissions Module. The format follows the standard Washington State Community and Technical College Admissions form.

Process ID	Screen Title	Description
SD5035	Activity Tracking Screen	Use to track and update student required activities in the Admissions Module.
SD5036	College Document Tracking Screen	Use to track and update documents sent to students by the college.
SD5037	Activity Tracking Roster Screen	Use to enter one or more activities completed by one or more students in the Admissions Module.
SD5038	Download Configuration Screen	Use to select biographic information to be downloaded from the Admissions module to generate correspondence from a PC.
SD5040	Duplicate Name List	Use to determine if a student record already exists in the Admissions Module or the SM database. The function is only available when using the Initial Entry Screen (SD5030), the Information Entry Screen (SD5031), the Activity Tracking Screen (SD5035), and the College Document Tracking Screen (SD5036).
SM2001	Admissions	Use to add and maintain student biographic information associated with the admissions process. The format follows the standard Washington State Community and Technical College Admissions form.
SM2002	Waiting List	Use to keep track of students waiting to start specific programs.
SM4002	Registration/Admissions	Use to add and maintain student biographic information.
SM4015	Student Quarter Comments	Use to add text notations for a student. Text can be added for a specific quarter or a generic quarter.
SM4016	Student Previous Name	Use to maintain records in the previous name log.
SM5001	Student Records	Use to add and maintain student biographic information.
SM5002	Student Verification	Use to provide information about students that is frequently requested by outside agencies.
SM5003	Student Unusual Action	Use to assign unusual action codes to a student. Unusual action codes can be descriptive or punitive.
SM5005	Degree Information	Use to display the degrees and certificates earned by a student.
SM5015	Student Search	Use to search for a student in the SM database. The search can be narrowed by the entry of additional biographic data.
SM5016	Alternate Address	Use to add second addresses or email addresses for a student.

Process ID	Screen Title	Description
SM5017	Student Quarterly Data	Use to display quarterly enrollment information for a student.
SM5018	Enrollment Matrix	Use to display total and college-level cumulative information and quarterly enrollment information for a student.
SM5023	SID Updates	Use to identify the incorrect and correct Student Identification Numbers for a student in order to process all the student's records under the correct number.
SM5026	Student Outcomes Screen	Use to add and maintain the one-time required SBCTC outcomes data elements for a student.
SM5027	Student PIN Assignment	Use to maintain student PIN numbers.
SM5033	Update Student SSN	Use to display or maintain a student social security number.
SM5034	Lookup Student SID	Use to display the SID assigned to a student in multiple datasets.

Registration Screens

Process ID	Screen Title	Description
IS1022	Course Entry Code	Use to display or generate entry codes for permission or course requisite overrides.
SM4005	New Students- Registration Appointments	Use to identify the criteria for a specific batch of registration appointments for new students.
SM4006	Returning Students- Registration Appointments	Use to identify the criteria for a specific batch of registration appointments for returning students.
SM4007	Registration Appointment Time Schedule	Use to identify the time schedule for a specific batch of registration appointments.
SM4008	Student Registration Appointment	Use to add or maintain a student's registration appointment for a specific year/quarter.
SM4009	Class Cancellation Request	Use to identify classes that have been cancelled. A job group then runs and drops students from the classes.
SM4010	Student enrollment Transactions	Use to display all enrollment transactions for a student for a specific year/quarter.

Process ID	Screen Title	Description
SM4011	Course Enrollment Transactions	Use to display all enrollment transactions for a class for a specific year/quarter.
SM4012	Touchtone Registration Configuration	Use to add and maintain the quarterly options for web registration.
SM4013	Touchtone Registration Student Information Screen	Use to add and maintain the options for collecting and editing student biographic data through touch-tone and web registration.
SM4023	Display Student Schedule	Use to display a student's class schedule for a quarter.
SM7001/ SM700A	Registration	Use to enroll a student into classes and to add or maintain biographic information.
SM7002	Student Waitlist	Use to display the classes for which a student is waitlisted. Accessed through the Registration Screen (SM7001/A).
SM7030	College-Specific Waitlist Parameters	Use to add and maintain your college's overall options for the Waitlist process.
SM7031	Year/Quarter Specific Waitlist Parameters	Use to add and maintain waiting list parameters for a specific quarter.
SM7032	Class Specific Waitlist Parameters	Use to add and maintain waiting list parameters for a specific class.
SM7033	Class Range Waitlist Parameters	Use to add and maintain waiting list parameters for one or more ranges of classes.
SM7034	Class Waiting Lists	Use to display current waiting list information for a class. You can also use this screen to change the sequence of students on a list, remove a student from a list, or manually register a student from a list into a class.
SM7035	Waitlists by Student	Use to display waiting list information for a student. You can also use this screen to control the number of lists on which a student can be placed and to control a student's eligibility to be on a waiting list.
SM9942	NSL Clearinghouse Download	Use to download the National Student Clearinghouse verification file.

Program Enrollment Screens

Process ID	Screen Title	Description

Process ID	Screen Title	Description
SM3001	Program Enrollment	Use to enroll, delete, wait-list, withdraw or complete a student in a specific vocational preparatory program.
SM3002	Program Section Waiting List	Use to maintain a waiting list for a vocational preparatory program section..
SM3011	Student Program Enrollment Transactions	Use to display all program enrollment transactions for a student.
SM3012	Program Enrollment Transactions	Use to display all program enrollment transactions for a program section.
SM3020	College Educational Program Sections	Use to add and maintain a vocational preparatory program section.
SM5030	Instructional Calendar	Use to identify the instructional days, non-instructional days, holidays, and instructional hours per day for an academic year.

Grades and Transcripts Screens

Process ID	Screen Title	Description
SD3001	Transcript Transfer Request	Use to send student transcripts electronically to other colleges.
SD3002	Grade Translation Table	Use to identify default grade-to-decimal conversions (and vice-versa) for grades on incoming electronic transcripts.
SD3003	Course Translation Table	Use to identify translations of commonly accepted courses from a specific college into specific courses at your college.
SD5018	Honor Roll/Probation Exclude Grades	Use to identify grades to be excluded in the honor roll/probation process at credit-based colleges.
SD5019	Consecutive Quarter Update Screen	Use to display or modify the consecutive quarter of probation indicator for a student.
SM6002	Grade Attributes	Use to identify your college's valid grading symbols and the processing options related to each.
SM6003	Grade Processing Options	Use to select your college's options for processing and printing grades.
SM6004	Grade Posting Screen	Use to post a grade directly to a student's enrollment record.
SM6005	Grade Roster Update	Use to enter grades for students during the grading process.

Process ID	Screen Title	Description
SM6007	On Request Transcript	Use to order copies of a student's official transcript to be printed from a batch process.
SM6008	Transcript Biographic	Use to add and maintain a biographic record for a student in the transcript (TRAN) database.
SM6009	Transcript Degree Information	Use to add and maintain the degrees and certificates in a student's transcript record.
SM6010	Transcript Quarterly Data	Use to maintain the quarterly information in a student's transcript record.
SM6011	Beginning Credit/Hour Information	Use to add and maintain cumulative credit or clock hour information representing previous academic work by a student.
SM6012	Transcript Comments	Use to add and maintain comments in a student's transcript record.
SM6013	Transcript Classes	Use to add and maintain credit and course-based clock hour classes in a student's transcript record.
SM6014	Honor Roll/Probation	Use to identify extract criteria for selecting students for honor roll and probation lists at credit-based colleges.
SM6015	Student Transcript	Use to display a student's unofficial transcript.
SM6017	Transcript Print Screen	Use to immediately print a student's official transcript on a specific printer.
SM6036	Display Transcript Log	Use to display changes made to the classes on a student's transcript.
SM6037	Display Transcript Degree Log	Use to display changes made to the degrees on a student's transcript.
SM6038	Display Transcript Course Requirements Log	Use to display changes made to the course requirements on a student's transcript.
SM6052	Student Course Requirements	Use to add and maintain course requirements in a student's transcript record.
SM6053	Transcript Print-With Course Requirements	Use to immediately print a student's transcript with course requirements on a specific printer.
SM6054	Student Transcript	Use to display a student's transcript with course requirements.

Student Progress Screens

Process ID	Screen Title	Description

Process ID	Screen Title	Description
SD1002	Test Scores	Use to add and maintain a student's test scores.
SD3001	Transcript Transfer Request	Use to send student transcripts electronically to other colleges.
SD3002	Grade Translation Table	Use to identify default grade-to-decimal conversions (and vice-versa) for grades on incoming electronic transcripts.
SD3003	Course Translation Table	Use to identify translations for commonly accepted courses from a specific college into specific courses at your college.
SD3004	Transcript Evaluation Screen	Use to evaluate a student's courses transferred electronically from another college.
SD3005	Transfer-In Transcript Courses	Use to add and maintain a student's transferred-in courses, waived course requirements, and non-traditional courses from other colleges to fill your college's course requirements.
SD3006	Substitute Transcript Courses	Use to designate specific courses for a student that are substituted for the requirements of a program.
SD4006	Degree/Audit Evaluation Request	Use to order individual degree audit reports to be printed from a batch process.
SD5010	Intervention Code Table	Use to add and maintain codes that describe an intervention assigned to students experiencing academic difficulties. (Early Intervention process)
SD5011	Corrective Action Code Table	Use to add and maintain codes that describe an action to be initiated when a student is assigned a specific intervention code. (Early Intervention process)
SD5012	Intervention Roster Update	Use to enter interventions and corrective action codes for students during the Early Intervention process.
SD5013	Intervention Posting Screen	Use to maintain intervention or corrective action codes in a student's enrollment record. (Early Intervention process)
SD5014	Student Profile Update Screen	Use to maintain profile data in a student's biographic record. (Test Score/Profile Data Upload process)
SD5017	Student Intervention Screen	Use to display all classes, intervention and corrective action codes for a student for a specific year/quarter.