CHAPTER 1

Setting Up Student Records Self-Service

This chapter provides an overview of enrollment error messaging and in self service and discusses how to:

- Set up self-service features for Student Records.
- Set up a self-service Student Center.

Understanding Self-Service Enrollment Error Messaging Setup

The system generates enrollment request error messages during the process of adding and dropping classes. This feature is available not only for administrative but also for student self-service enrollment pages. However, for self-service users you must first:

- Select the Enrollment Information check box in the Enrollment Preferences group box on the Enrollment setup page.
- Select the Enroll Info: Enrollment Req check box in the Class Detail Optional Self-Service Fields group box on the Class Search setup page.

These two check boxes control whether requisite descriptions appear on the Enrollment Preferences page when students add a class or click a class link in which they're enrolled. They also determine:

- Whether requirement group descriptions appear on the View Results page in self-service enrollment.
- Whether the descriptions appear when a student validates a shopping cart entry.

See Also

lssr, Processing Class Enrollment Transactions, Processing Enrollment Transactions Through the Quick Enrollment Component

Setting Up Self-Service Features for Student Records

To set up self-service Student Records, you use the Student Records component (SSR_SS_ENRL_OPT) and the Weekly Schedule Time Period component (SETUP_TIME_PERIODS).

This section discusses how to:

- Define Student Records setup.
- Define class search setup.

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- Defining other Student Record self-service options.
- Set up weekly schedule time periods.
- Set up self-service graduation application and tracking.
- Defining a name type display.
- Configure name display rules.
- Set up self-service graduation options.
- Set up other graduation options.

Pages Used to Set Up Self-Service Features for Student Records

Page Name	Definition Name	Navigation	Usage
Enrollment	SSR_SS_ENRL_OPT	Set Up SACR, Common Definitions, Self Service, Student Records, Enrollment	Enable self-service features and define parameters and rules for self-service Student Records functionality.
Class Search	SSR_SS_CLSRCH_OPT	Set Up SACR, Common Definitions, Self Service, Student Records, Class Search	Select the fields that appear on the self-service Class Search and Class Detail pages.
Other	SSR_SS_OTHR_OPT	Set Up SACR, Common Definitions, Self Service, Student Records, Other	Controls the display of phone details for advisors and committee members on the My Advisors page, controls whether advisors have access to non-advisee data from the View My Advisees page, and provides options for how to search for a Faculty member.
Weekly Schedule Time Periods	SETUP_TIME_PERIODS	Set Up SACR, Product Related, Student Records, Enrollment, Weekly Schedule Time Periods	Define the times that define the ranges of time that the system displays on the Weekly Schedule page for both instructors and students. The PeopleSoft system delivers a set of time periods for every hour in a 24-hour period. You can modify or add to these values to meet your business requirements; for example, you can add half-hour intervals.
Academic Institution 8	SSR_INST_TBL_GRAD	Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table, Academic Institution 8	Set up self-service graduation at the institution level; however, these settings can be overridden at the career or program level.

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Page Name	Definition Name	Navigation	Usage
Name Display Type	SCC_NMD_TYP_TBL	Click the Add Name Display Type link on the Academic Institution 8 page.	Define how names will appear for graduation.
Name Display Type Parameters	SCC_NMD_TYP_PRM	Click the Edit Parameters button on the Name Display Type page.	Further define how names will appear.
Self Service Options	SSR_ACDCAR_SELFSRV	Set Up SACR, Foundation Tables, Academic Structure, Academic Career Table, Self Service Options	Set up for career-specific usage of the graduation tracking process.
Graduation	SSR_PROG_TBL_GRAD	Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Graduation	Set up for program-specific usage of the graduation tracking process.

Defining Student Records Setup

Access the Enrollment page (Set Up SACR, Common Definitions, Self Service, Student Records, Enrollment).

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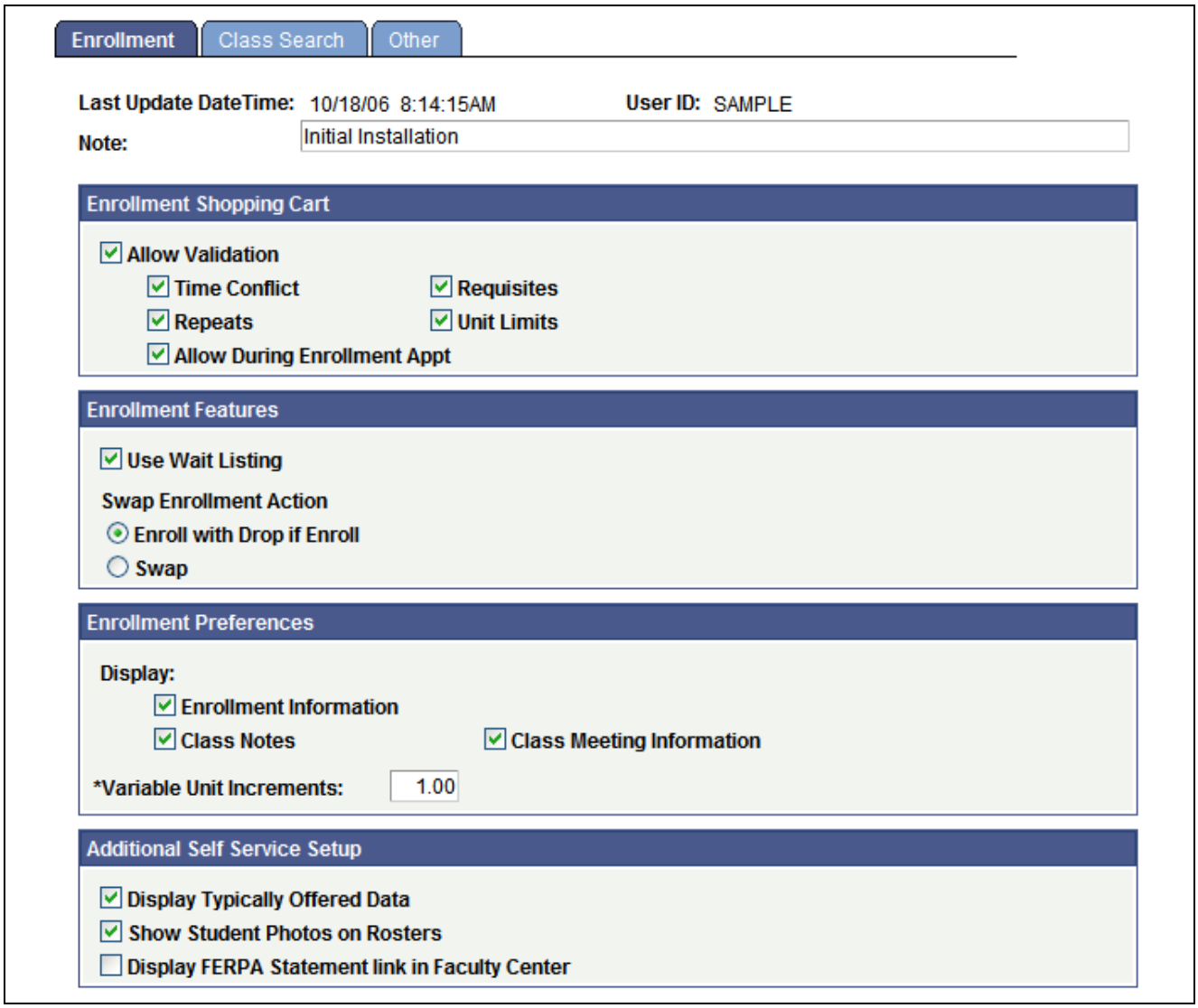

Enrollment page

Note Enter descriptive information about the setup. This field is for informational purposes only.

Enrollment Shopping Cart

Allow Validation Select to enable the Validation feature. This feature enables self-service users to validate their Shopping Cart entries against a subset of edits from the Enrollment Engine. You can select which edits the Enrollment Engine runs. The options are time conflicts, repeats, requisites, and unit limits. If you select this check box, you must select at least one of these options. If you clear this check box, all references to validation in the system are hidden.

Time Conflict Select this check box if you want the Enrollment Engine to check time conflicts while validating Shopping Cart entries.

Repeats Select this check box if you want the Enrollment Engine to check repeats while validating Shopping Cart entries.

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Allow During Enrollment Appt (allow during enrollment appointment)

Select to enable users to validate their Shopping Cart entries during their enrollment appointment. If you select this check box, the Validate button appears in the Shopping Cart during the student's enrollment appointment. If you clear this check box, the Validate button is not available in the Shopping Cart during the student's enrollment appointment. This option prevents you from having to set up validation appointments that parallel your enrollment appointments.

Requisites

Select this check box if you want the Enrollment Engine to check requisites while it validates Shopping Cart entries.

Unit Limits

Select this check box if you want the Enrollment Engine to check unit limits while it validates Shopping Cart entries.

Enrollment Features

Use Wait Listing

Select to enable wait listing. If you clear this check box, the system hides all references to wait listings in self-service. If you clear this check box, the system selects the Swap option by default and makes the Enroll with Drop if Enroll and Swap fields unavailable for edit.

Swap Enrollment Action

This field controls the processing of enrollment requests submitted from the Swap component in student self-service.

Select one of these options:

Enroll with Drop if Enroll: Select this check box to enable Drop if Enroll processing for self-service swaps. If you select this check box, when a student swaps from one class to another or to a different enrollment component of the same class, the enrollment engine drops the student from the class that the student wants to swap only after the student is enrolled in the preferred class. The enrollment engine does not drop a student who is on the wait list for the preferred class. The enrollment engine processes the preferred class with an enrollment action of *Enroll*.

Swap: If you select this check box, when a student swaps from one class to another (or a different enrollment section of the same class), the enrollment engine drops the student from the unwanted class if they are successfully enrolled or when they are placed on the wait list in the preferred class.

Note. If the swap is for non-enroll components only, the request is processed with a Swap action regardless of the option that is selected on this setup page.

When a student tries to swap only the non-enroll component(s) on the Swap component (no change to the enrollment component), the transaction is submitted to the enrollment engine with an enrollment action of Swap (instead of Enroll with Drop if Enroll). This ensures that the student is enrolled (or wait listed) in the right combination of enrollment and non-enroll components. For example, if a student is enrolled in CHEM 102 lecture section 1 plus related lab 1A and tries to swap to a closed lab, 1B, electing to wait list, the transaction is submitted as non-enroll swap (for example, swap section 1 to section 1 with related section 1B) where the student's status will be changed from enrolled to wait listed for the lecture section, wait listed in the non-enroll lab section (1B), and dropped from their original lab section (1A).

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Enrollment Preferences

Select the information that you want to appear in student self service.

Enrollment Information	Select to display enrollment requisite information about the self-service Enrollment Preferences page during the enrollment process.
Class Notes	Select to display class notes information on the self-service Enrollment Preferences page during the enrollment process.
Class Meeting Information	Select to display class meeting information on the self-service Enrollment Preferences page during the enrollment process.
Variable Unit Increments	Enter a value to control how unit increments appear to students when students select a unit value for a variable unit course. For example, if students are allowed to enroll in half units, enter *0.50* in this field. A student who enrolls in a class with a variable unit range of 1 to 3 units is then presented with the following options: 1.00, 1.50, 2.00, 2.50, 3.00.

Additional Self Service Setup

Display Typically Offered Data	Select to display when a course is usually offered at the institution. If this check box is selected, the data appears on a variety of self-service pages, including Browse Course Catalog, Course Detail, My Planner, and My Academic Requirements. If you clear the check box, the system does not display typically offered data within self-service, but it continues to display it on administrative pages. Typically offered values are institutionally defined within a typically offered setup page. They are then assigned to courses on the Course Catalog - Offerings page.
Show Student Photos on Rosters	Select this check box if you want student photos to appear on the class and advisee rosters in the Faculty Center.

Defining Class Search Setup

Access the Class Search page (Set Up SACR, Common Definitions, Self Service, Student Records, Class Search).

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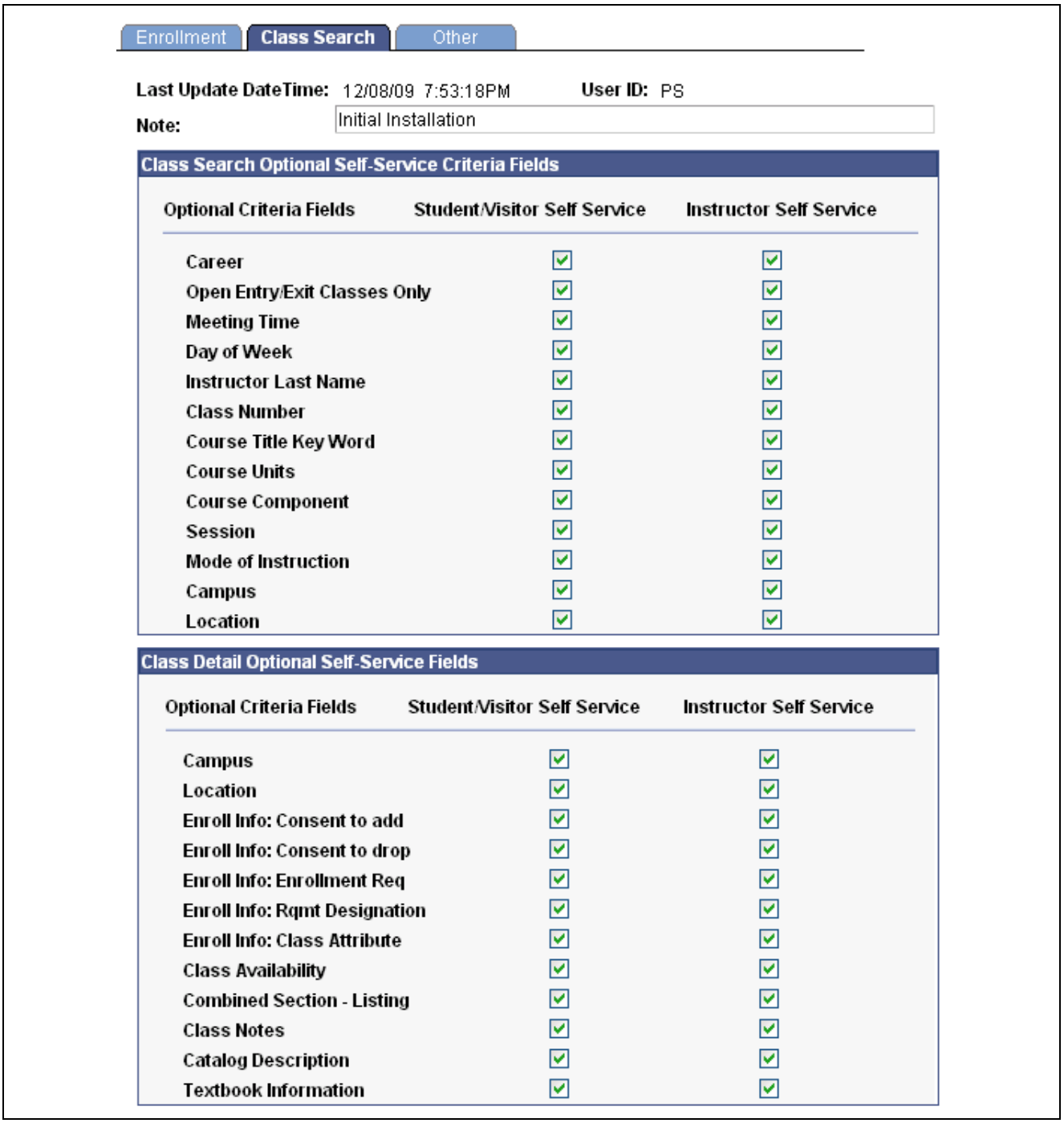

Class Search page

Class Search Optional Self-Service Criteria Fields

Select the search criteria fields that you want available in self-service class search for students and visitors and for instructors. For example, if you select Session for Instructor Self Service, then instructors who use class search in self-service can use *session* as a search criterion.

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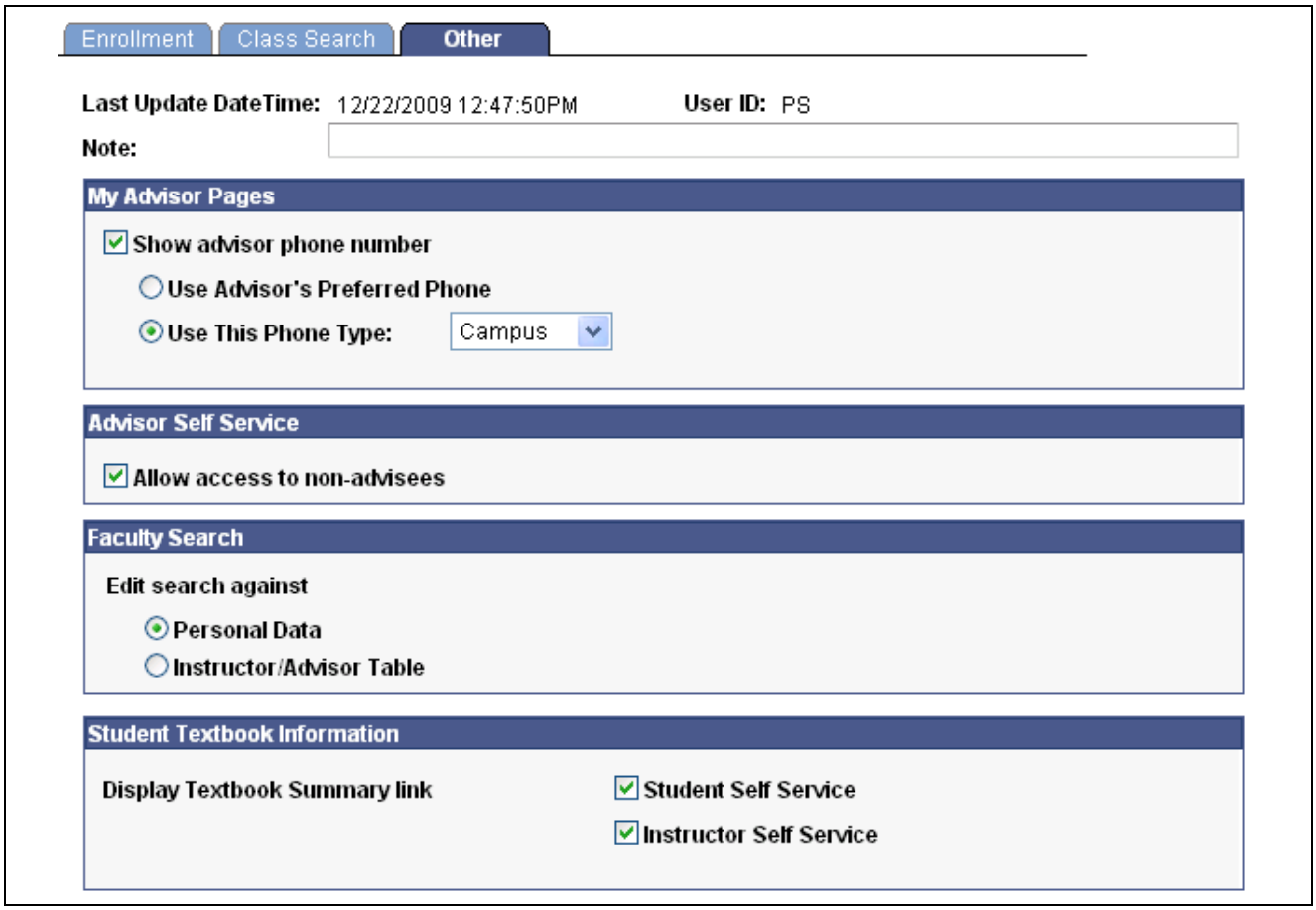
Class Detail Optional Self-Service Fields

Select the fields that you want to appear on the self-service Class Detail page for students and visitors and for instructors. For example, if you select Enroll Info: Enrollment Req (enrollment information: enrollment requisite) for Student/Visitor Self Service, then a student or visitor who clicks a class to view the Class Detail page will see the enrollment requirement requisite information for that class. Clear these check boxes if you do not want to provide this information on the self-service Class Detail page.

Note. All check boxes are selected by default except for Textbook Information.

Defining Other Student Record Self-Service Options

Access the Other page (Set Up SACR, Common Definitions, Self Service, Student Records, Other).



Other page

My Advisor Pages

Use the My Advisor Pages group box to control the display of phone details of advisors, committee members, or both on the My Advisors page.

Note. You should select the same advisor phone number value on this page and on the Student Center Options page in the Student Center component (SSS_STUDENT_CENTER).

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Advisor Self Service

Allow access to non-advisees

If this check box is selected, the VIEW DATA FOR OTHER STUDENTS button becomes available on the View My Advisees – Advisee Roster page in Faculty Center. The check box is selected by default.

Advisors can access student data for non-advisees by clicking the VIEW DATA FOR OTHER STUDENTS button, which takes them to a search page.

If the Allow access to non-advisees check box is cleared, advisors cannot access student data for non-advisees. The VIEW DATA FOR OTHER STUDENTS button is hidden. If, when viewing an advisee's data, an advisor clicks the Return to Search button, the advisor is taken to a search page on which only their advisees are available.

Faculty Search

Use this group box to control the data that you want to search against when you use the Locate a Faculty Member page in Faculty Center.

You can search against the entire population in the database or against data in the Instructor/Advisor Table component (INSTR_ADVSR_PERS).

Personal Data

Select this option to search against the entire population in the database when you use the Locate a Faculty Member page in Faculty Center.

Instructor/Advisor Table

Select this option to search against data in the Instructor/Advisor Table component when you use the Locate a Faculty Member page in Faculty Center.

Warning! You must be careful when setting up Self Service Faculty Search. You do not have to use the Instructor/Advisor Table component to assign instructors to classes. You should therefore select the option to edit the search for faculty members against data in the Instructor/Advisor Table component only if the Instructor/Advisor option is selected in the Edit Instructor Against group box on the Academic Organization Table page.

Student Textbook Information

Display Textbook Summary link

If you select the Student Self Service and Instructor Self Service check boxes, the View Textbook Summary link appears on the Student Self Service, My Class Schedule page and the Faculty Center, My Schedule page. Students and faculty staff can use the link to access a summary of the textbook assignments for each of their classes for the term.

Clear the check boxes if you do not use the textbook feature or if you want to disable access to the Textbook Summary page.

See Also

lsss, Using Faculty Center

lssr, Preparing for the Course Catalog and Schedule of Classes, Designating Approved Instructors and Advisors

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Setting Up Weekly Schedule Time Periods

Access the Weekly Schedule Time Periods page (Set Up SACR, Product Related, Student Records, Enrollment, Weekly Schedule Time Periods).

Time

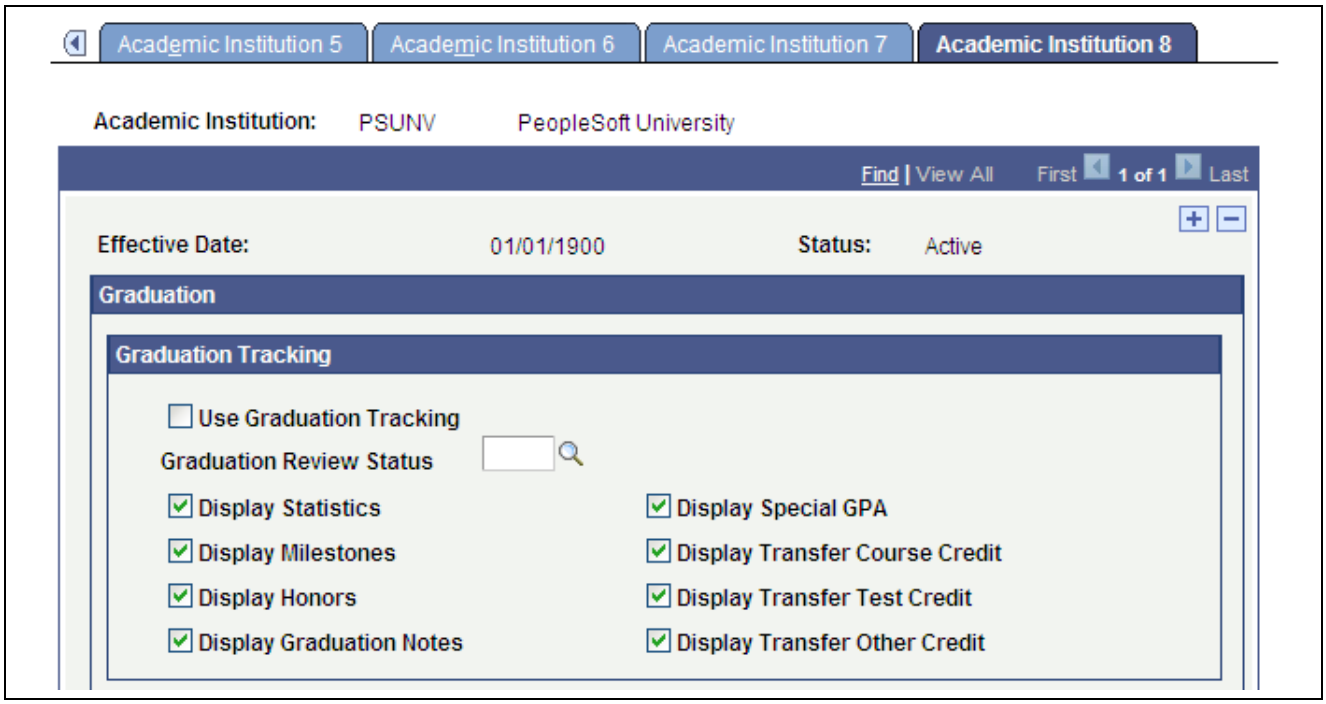
Enter a range of values to define the periods of time that you want to appear on the self-service weekly schedule. The PeopleSoft application delivers a set of time periods for every hour in a 24-hour period. You can modify these values.

This field also controls the self-service exam schedule weekly view, in both the Student Center and Faculty Center. Hours can be subdivided into 30- and 15-minute intervals.

Note. To print the weekly schedule in full color, Internet Explorer users must change their settings as follows: Tools, Internet Options, Advanced, Printing, select "Print background colors and images." Without this setting, the schedule will print, but without background color.

Setting Up Self-Service Graduation Application and Tracking

Access the Academic Institution 8 page (Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table, Academic Institution 8).



Academic Institution 8 page (1 of 2)

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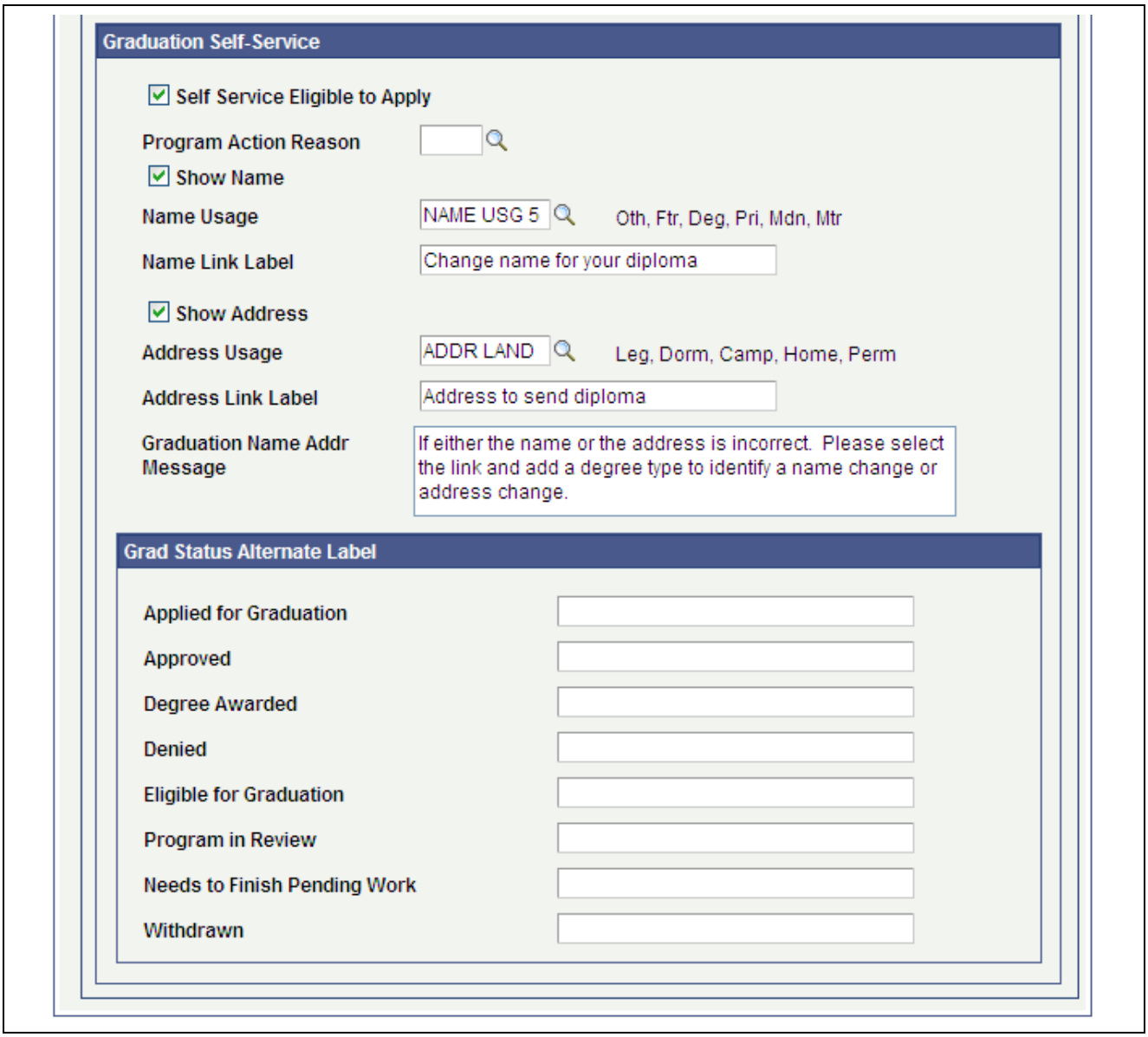

Academic Institution 8 page (2 of 2)

Graduation Tracking

Graduation Tracking Select this check box to set up graduation values at the institution level. If you select this check box, then all careers and programs will use graduation tracking. If you do not, then a selection made at either the career or the program level will determine whether graduation tracking is used. In addition, if you select this check box, the system creates a graduation tracking row during the self-service graduation application.

Graduation Review Status Select a value to be used during the self-service graduation application process.

Note. The remaining check boxes determine whether these grids appear on the Graduation Tracking page. This is determined at the institution level.

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Graduation Self-Service

The Name Display framework provides a configurable solution that allows institutions to define how a display name will appear for graduation. Note that this functionality only appears on the View Graduation Status page in self service. The function called GetDegreeName is located in the FUNCLIB_SR.NAME_DISPLAY_TYPE.FieldFormula. This function returns the degree name that is derived using the Name Display Type settings on the Academic Institution Table component. The function requires an institution value and an EmplID value as parameters, and returns a string value of the degree name. Use this function to retrieve the derived Degree Name when needed for reporting or other processing.

Self Service Eligible to Apply	When this check box is selected, the self-service Apply for Graduation process looks for a degree checkout status of *Eligible to Graduate* on the student's academic program. The institution can set the degree checkout status using the Graduation Processing process to limit the students who can apply to graduate.
Program Action Reason	Enter the program action reason used in the self-service Apply for Graduation process.
Show Name	Select this check box to allow the student's name to appear on the View Graduation Status page.
Name Link Label	Enter text that will appear as a link when the Show Name check box is selected. It will direct students to the Self Service Campus Community page where they can enter the name they want to use for graduation. The name type identified in the setup will be the name type edited or created.
Name Display Type	Click the Add Name Display Type link or manually enter a Name Display Type, then click the Edit Name Display link.
Name Type	This is the name type that will be added or edited through the Graduation self-service page. The system formats this name type based on the name display type entered above.
Show Address	Select this check box to allow the student's address to appear on the View Graduation Status page.
Address Usage	Identify value to use for the display of the address on the View Graduation Status page.
Address Link Label	Enter text that will appear as a link when the Show Address check box is selected. It will direct the student to the Self Service Campus Community page where addresses can be changed in self service.
Graduation Name Addr Message	Enter text to direct the student how to make name and address changes. These directions appear on the View Graduation Status page.

Grad Status Alternate Label

The fields in this group box allow the institution to display a different message for the various degree checkout values.

Defining a Name Type Display

Access the Name Display Type page.

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Name Display Type page

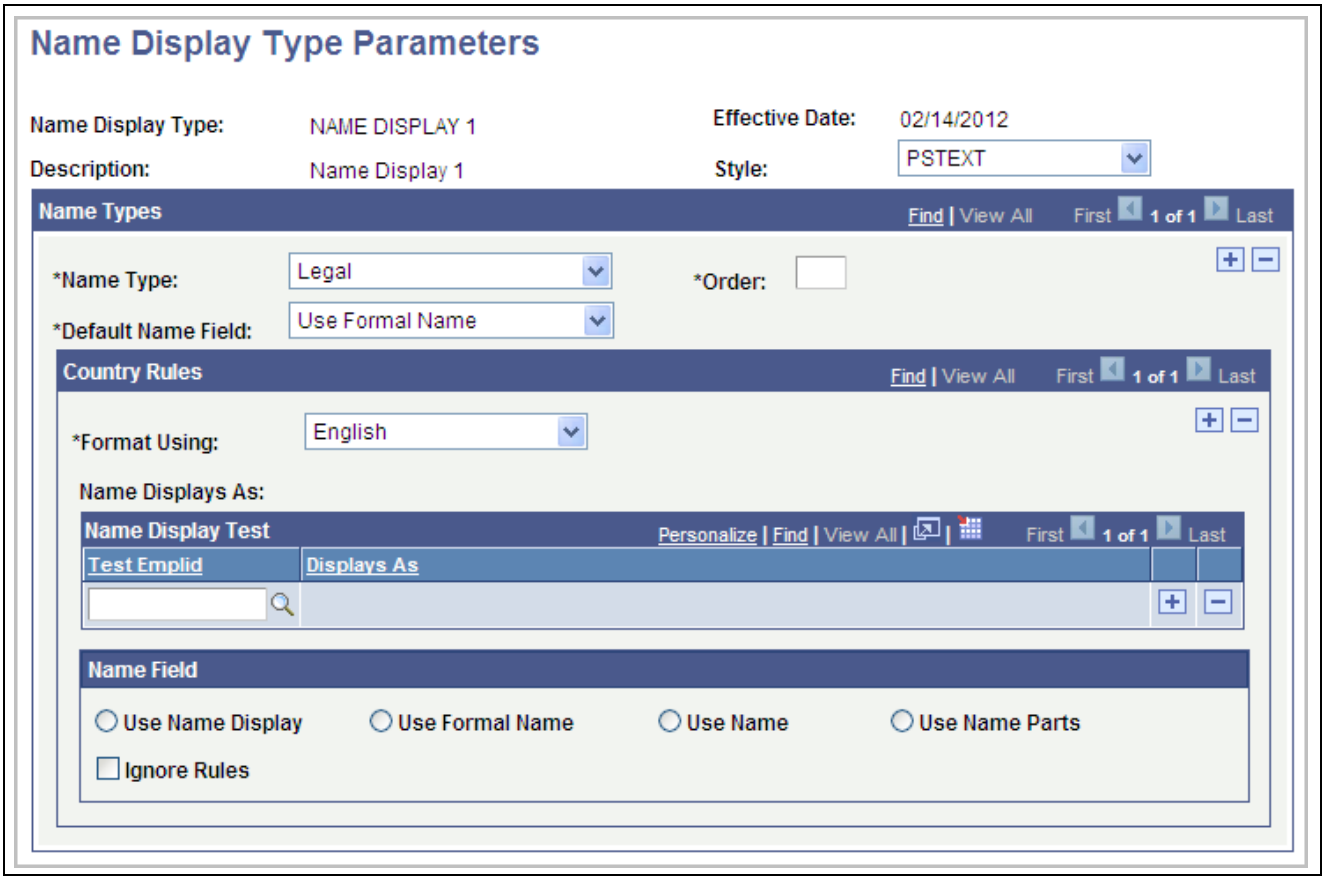
The Name Display framework provides a configurable solution that allows institutions to define how a display name will appear for graduation. Note that this functionality only appears on the View Graduation Status page in self service.

There are four delivered Style choices; *these are currently not enabled for the View Graduation Status page.*

Click the Edit Parameters button to access the Name Display Type Parameters page, where you can further define how names will appear.

Configuring Name Display Rules

Access the Name Display Type Parameters page.



Name Display Type Parameters page

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Name Types

Name Type Select a name type, which is defined on the Name Type Table page. You can assign multiple name types (such as *Primary, Preferred,* and *Legal*) to each Name Display Type.

Order Rank the Name Type in the Name Type hierarchy for the Name Display Type.

Default Name Field Select from three delivered options: *Use Formal Name, Use Name,* or *Use Name Display.*

Country Rules

You can define multiple sets of country rules for each Name Type. For example, your institution might define English country rules for the primary name type and Belgian country rules for the preferred name type. If you specify country rules, then you must select an option in the Name Field group box.

Format Using The system only displays PeopleSoft-supported countries in this list.

Test EmplID Add person IDs to this grid, which allows you to select test IDs to see how a name will actually appear on a page based on the rules entered. You can only add IDs whose names include parts associated with the country. The test EmplID must have the name type you are formatting to see anything in the displays as area.

Name Field

Use the fields in this group box to override the Default Name Field option in the Name Types group box and customize names for a specific country format. You can define the name's appearance part by part, as you go; the appearance of each ID added to the Name Display Test group box will refresh on any field change you make. There are four options in this group box: *Use Name Display, Use Formal Name, Use Name,* and *Use Name Parts.* If you select the *Use Name Parts* option, the Name Parts grid appears. The grid displays name fields specific to the country selected.

Part Type Available options are: *Name Field, Space,* or *User Defined.*

Name Field: contains values that are dependent on the selected country format such as *First Name, Middle Name, Last Name.*

Space: allows you to add a single space between other part types. Spaces can only be specified from Part 2 onward.

User Defined.: allows you to define other characters (such as commas or periods), or a character string up to 35 characters long.

Name Field The values that appear in this column are country-specific, based on your selection in the Format Using field.

Dependency Enter a number to specify a dependent part, so that parts will only be displayed when their dependent parts contain a value. For example, if a prefix is listed but a person has no prefix associated with their name record, the system ignores the entire prefix (name part, punctuation, and spaces) and moves to the next part in the list.

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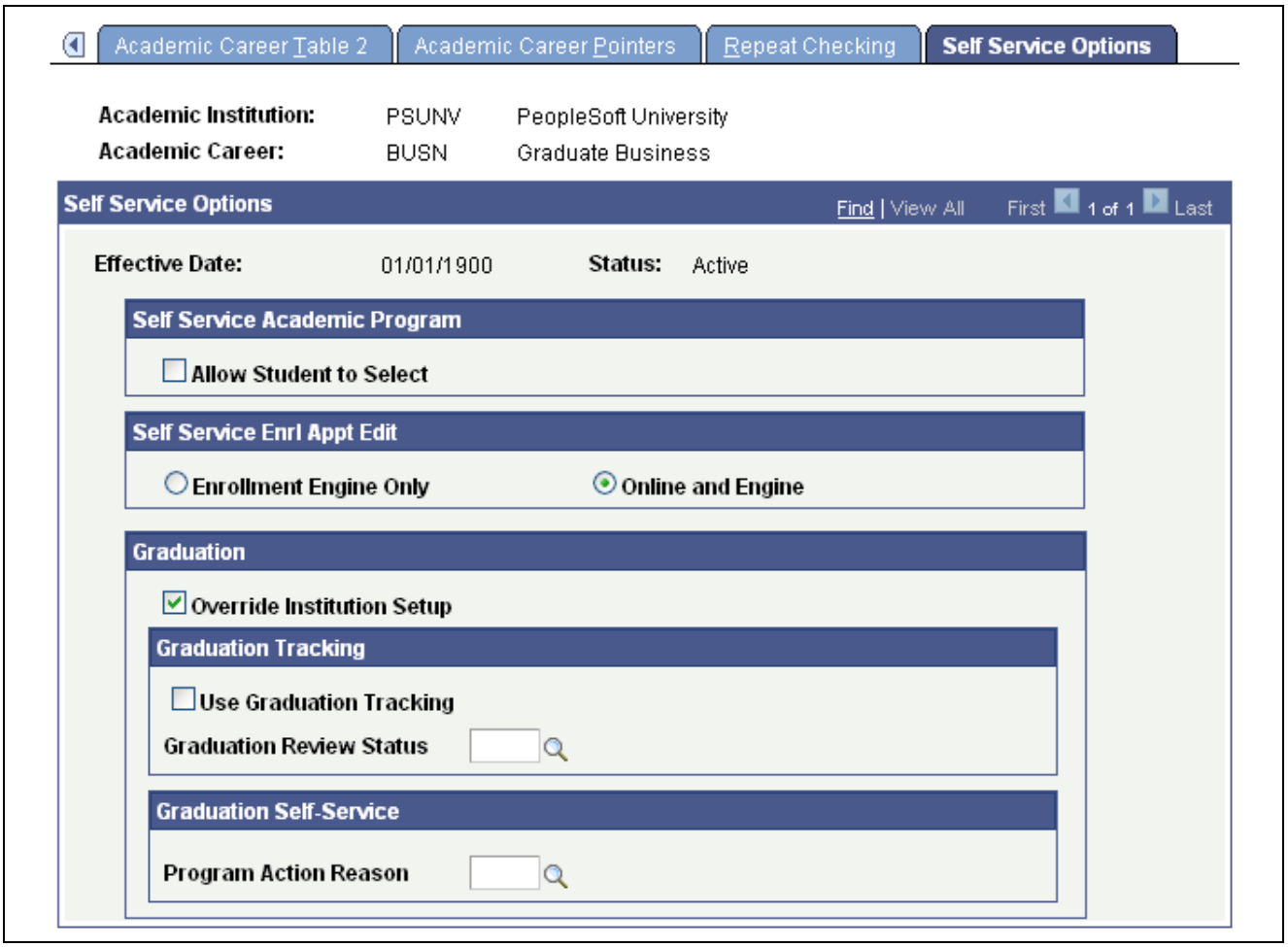
Ignore Criteria

This group box is hidden by default; select the Ignore Rules check box to make it appear. Use the fields here to ignore any Name Field parts of a name. For example, you can make selections here to remove any special characters (such as * or !) used as placeholders for people with single names in your database.

Setting Up Self-Service Graduation Options

Access the Self Service Options page (Set Up SACR, Foundation Tables, Academic Structure, Academic Career Table, Self Service Options).



Self Service Options page

Override Institution Setup If you select this check box, the Graduation Tracking and Graduation Self-Service group boxes appear.

Use Graduation Tracking Select this check box to add a row to the graduation tracking process during self-service apply for graduation. Then select the appropriate Graduation Review Status.

Program Action Reason Select the appropriate program action reason.

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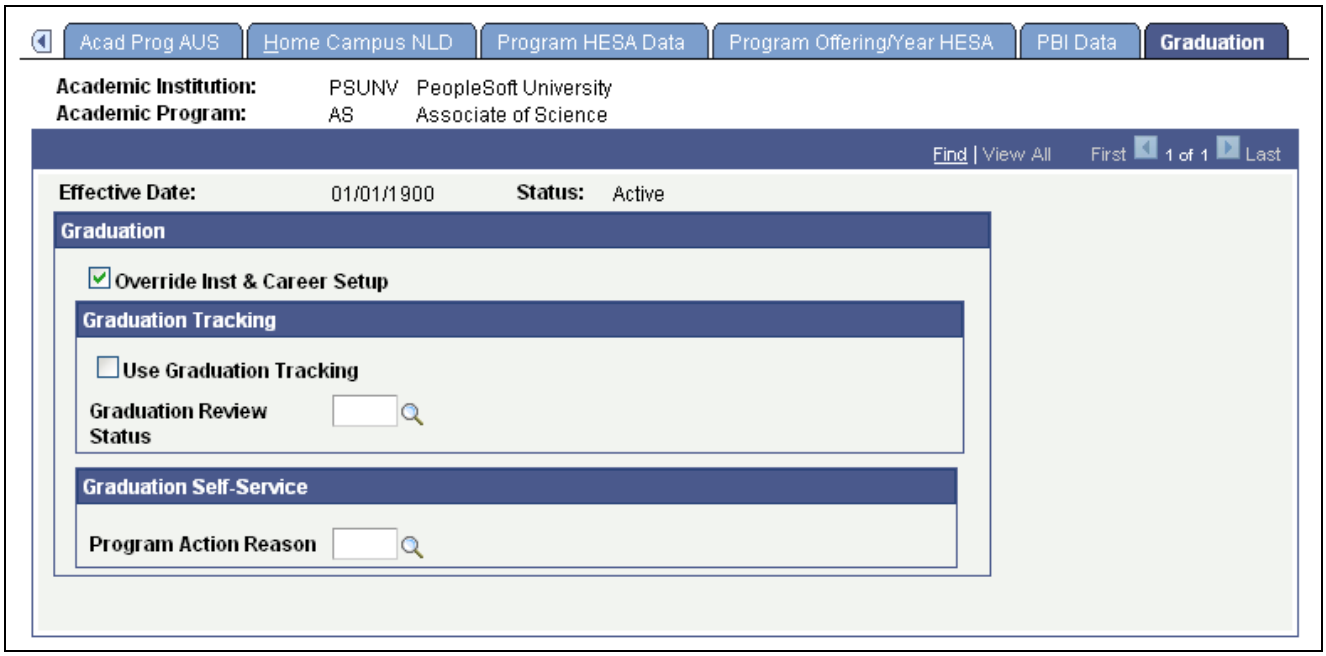
Setting Up Other Graduation Options

Access the Graduation page (Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Graduation).



Graduation page

Override Inst & Career Setup (Override Institution and Career Setup)	If you select this check box, the Graduation Tracking and Graduation Self-Service group boxes appear.
Use Graduation Tracking	Select this check box to add a row to the graduation tracking process during self-service apply for graduation. Then select the appropriate Graduation Review Status.
Program Action Reason	Select the appropriate program action reason.

Setting Up a Self-Service Student Center

To set up a student center, use the Student Center component (SSS_STDNCTR_OPT).

This section provides an overview of defining student center setup options and discusses how to define self-service Student Center setup options.

Understanding Defining Student Center Setup Options

The Student Center page is a self-service page that provides students a single entry point from which to navigate to student-related transactions. It also provides a single location where students can see information that is important to them, such as their class schedule, enrollment dates, and account information.

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Using the Student Center Options page in conjunction with security setup, you can configure the Student Center page to control the user's experience. On the Student Center Options page, you can decide which major sections will appear on the Student Center page. You can also use the Student Center Options page to configure some of the individual items that will appear on the Student Center page. Using security setup, you can limit student access to self-service transactions. You must use the Student Center Options page in conjunction with security setup to create a self-service experience for students. For example, if your institution uses the enrollment functionality in PeopleSoft Student Records but does not use swap functionality, you can show the Academics section by selecting the Show Academic Section option on the Student Center Options page but not grant students access to the Swaps page using security. In this case, the Academic section would appear on the Student Center, but the swap functionality would not. Also, not displaying a feature on the Student Center does not remove it from the navigation. To remove a feature from the navigation, you must use security.

Page Used to Set Up a Self-Service Center

Page Name	Definition Name	Navigation	Usage
Student Center Options	SSS_STDNCTR_OPT	Set Up SACR, Common Definitions, Self Service, Student Center	Define the sections that you want to appear to your students in the self-service Student Center.

Defining Self-Service Student Center Setup Options

Bundle 27
New check box: Show Milestone List Section
New section: Milestone List Section

Access the Student Center Options page (Set Up SACR, Common Definitions, Self Service, Student Center).

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Student Center Options

Last Update DateTime: 16/08/2012 2:38:58AM User ID: PS

Note: Initial Installation

Major sections to be displayed on the Student Center

- [x] Show Academic Section
- [x] Show Finances Section
- [x] Show Personal Info Section
- [x] Show Admissions Section
- [x] Show Holds Section
- [x] Show To Do List Section
- [x] Show Milestone List Section
- [x] Show Enrollment Dates Section
- [x] Show Advisor Section
- [x] Show Links Section

Personal Information Section

Type of addresses to display:

Address Box 1 (left) PERM Permanent

Address Box 1 Link Label: Permanent Address

Address Box 2 (right) BILL Billing

Address Box 2 Link Label: Billing Address

[x] Display Phone Type: Main

Phone Link Label: Primary Phone

[x] Display E-mail Type: Home

Email Link Label: Home E-mail

Privacy settings link:

Admissions Section

[x] Display Action Column

- [x] Display view status link
- [x] Display Accept or Decline link

Links Section

Section name: News and Info

Title CNN
URL http://www.cnn.com
Title BBC
URL http://www.bbc.com
Title NBC
URL http://www.nbc.com

Section name: Search Engines

Title Yahoo
URL http://www.yahoo.com
Title Google
URL http://www.google.com
Title
URL

Section name: Other Links

Title Amazon
URL http://www.amazon.com
Title
URL
Title

Student Center Options page 1 of 2

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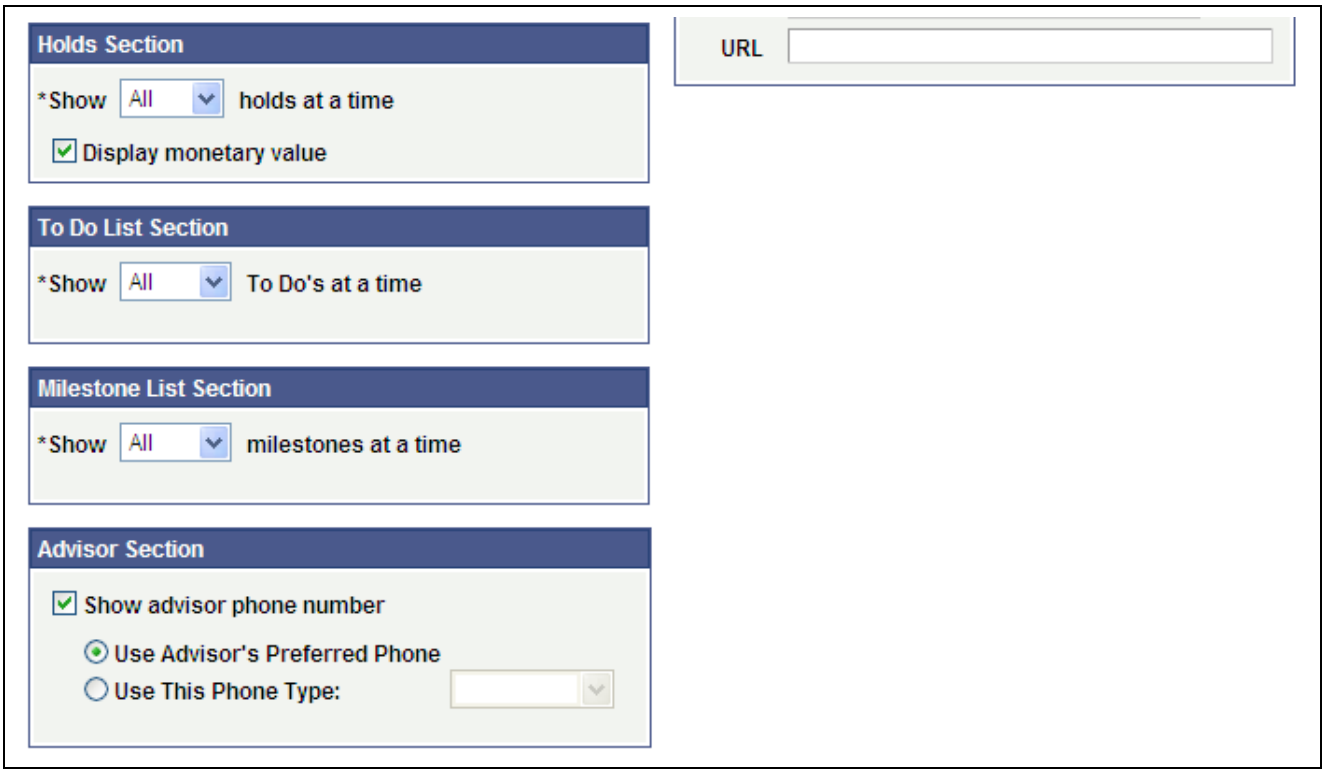

Student Center Options page 2 of 2

Note Enter a note. This field is for informational purposes only.

Major Sections to Be Displayed on the Student Center

Show Academic Section Select to show the Academic Section on the self-service Student Center page. This section contains links to My Class Schedule, Wish List, enrollment, and other Student Records functionality.

Show Finances Section Select to show the Finances Section on the self-service Student Center page. This section contains links to PeopleSoft Student Financials and PeopleSoft Financial Aid functionality, such as Account Summary and View My Financial Aid.

Show Personal Info Section (show personal information section) Select to show the Personal Info Section on the self-service Student Center page. This section contains links to biographical information features, such as addresses, phone numbers, email address, emergency contacts, and user preferences. If you select this check box, the fields in the Personal Information Section group box become available for edit.

Show Admissions Section Select to show the Admissions Section on the self-service Student Center page. This section contains links to PeopleSoft Recruiting and Admissions functionality, such as applying to another academic program, requesting admissions information from your institution, or checking on the status of an application. If you select this check box, the fields in the Admissions Section group box become available for edit.

Show Holds Section Select to show the Holds Section on the self-service Student Center page. If you select this check box, the fields in the Holds Section group box become available for edit.

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Show To Do List Section Select to show the To Do List Section on the self-service Student Center page. If you select this check box, the field in the To Do List Section group box becomes available for edit.

Show Milestone List Section **Bundle 27**

Select to show the Milestones section on the self-service Student Center page. In the Milestones section, students click the details link to access the Student Milestones self-service page. Advisors can also access milestone information from the Advisor Center.

The Milestone Table setup controls which milestones are available in the list on the Student Center page.

See PeopleSoft Student Records 9.0 PeopleBook, Preparing to Track Student Data, Setting Up Milestones

Show Enrollment Dates Section Select to show the Enrollment Dates Section on the self-service Student Center page. This section contains enrollment appointments, validation appointments, and open enrollment dates.

Show Advisor Section Select to show the Advisor Section on the self-service Student Center page. This section displays academic advisors and committees assigned to the student. Within the Advisor Section, students click the Details link to go to the View My Advisors page.

Show Links Section Select to show the Links Section on the self-service Student Center page. If you select this check box, the fields in the Links Section group box become available for edit.

Personal Information Section

Address Box 1 (left) and **Address Box 2 (right)** Enter the address types to display in the Personal Information Section of the Student Center page. Only address types that are set up on the Type Control page as Display Only, Edit - No Delete, or Full Edit are available.

Address Box 1 Link Label and **Address Box 2 Link Label** Enter the label to be displayed for the address links on the Student Center page.

Display Phone Select to display the student's phone number on the Student Center page.

Type Enter a phone type to display. Only phone types that are set up on the Type Control page as Display Only, Edit - No Delete, or Full Edit are available.

Phone Link Label Enter the label to be displayed for the phone link on the Student Center page.

Display E-mail Select to display the student's email address on the Student Center page.

Type Enter email types to display. Only email types that are set up on the Type Control page as Display Only, Edit - No Delete, or Full Edit are available.

Email Link Label Enter the label to be displayed for the email link on the Student Center page.

Privacy settings link If you do not use Family Educational Rights and Privacy Act (FERPA), enter a URL to your institution's privacy site. When you enter a URL in this field (starting with http://) a Privacy Settings link appears on the self-service Student Center page. It will direct users to the website you defined.

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If your institution uses FERPA, leave this field blank and give your self-service users access to the FERPA self-service page. In this case, users will access FERPA from the Personal Information prompt by selecting the Privacy Settings option.

Admissions Section

Display Action Column

Select to display the Action column in the Admissions section on the Student Center page. The Action column—which displays the View Status and Accept/Decline links—appears only when there is an allowable action for the applicant to take. If Display view status link is selected here on the setup page and a checklist is associated with the application and the checklist is incomplete, the View Status link appears on the Student Center page. If Display Accept or Decline link is selected here on the setup page and the applicant is admitted, the Accept or Decline link appears on the Student Center page.

Display view status link

Select to display the View Status link, which accesses the to-do list(s) associated with the application.

Display Accept or Decline link

Select to display the Accept or Decline link, which accesses the Accept Admissions page.

Holds Section

Show <> holds at a time

Select the number of holds that you want to display at one time. You can display all holds or from 1 to 10 holds. The system sorts holds by date—most current to oldest—on the Student Center page.

Display monetary value

Select to display the monetary value of the holds on the Student Center page.

To Do List Section

Show <> To Do's at a time

Select the number of to-do items that you want to display at one time. You can display all to-do items or from 1 to 10 to-do items. The system sorts to-do items by earliest due date on the Student Center page.

Advisor Section

Show advisor phone number

Select to indicate whether to use an advisor's preferred phone number or a particular phone type when displaying the advisor's phone number in the Advisor section of the Student Center. This setup controls the phone number on the Student Center page only.

Note. You should select the same Advisor phone number value on this page and on the Other page in the Student Records component.

Milestone List Section

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Select the number of milestones that you want to display at one time.

The system sorts milestone items based on the order in which the milestones were added to the student's record.

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Links Section

Use this group box to define link sections that will be available on the Student Center page. By defining sections and URLs, you can provide links to institution websites such as University Library, Campus Directory, University Home Page, Free Application for Federal Student Aid (FAFSA), and others. You can define three sections with a maximum of three URLs per section.

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