

Campus Community & Student Records Version 9.0 Administrative User Quick Reference Guide

What is different?

- Build Community > Bio/Demographic Data (Student) is now **Campus Community > Personal Information (Student) > Biographical (Student)**
- Manage Student Records is now the **Records and Enrollment** menu group
- Track Student Careers is now the **Career and Program Information** menu group, under Records and Enrollment
- Course/class information is contained in the **Curriculum Management** menu group
- **UC** preceding a menu option denotes a UConn customization

Information	Navigation
UC Search Match	Campus Community -> Personal Information (Student) -> UC Search Match Curriculum and Management -> Instructor/Advisor Information -> UC Search Match Records and Enrollment -> Career and Program Information -> UC Search Match Records and Enrollment-> Enroll Students-> UC Search Match Student Admissions -> Application Maintenance -> UC Search Match Student Financials -> UC Search Match Student Recruiting -> Maintain Prospects ->UC Search Match
A	
Academic Load (Actual)	Records and Enrollment -> Student Term Information -> Term Activate a Student -> Term Activation page
Academic Standing	Records and Enrollment -> Student Term Information -> Term History -> Academic Standing page
Adding Classes	Records and Enrollment -> Enroll Students -> Enrollment Request -> Add a New Value
Add/Update a Person	Campus Community -> Personal Information (Student) -> Add/Update a Person

Information	Navigation
Addresses (also UC Search Match)	Campus Community -> Personal Information (Student) -> Biographical (Student) -> Addresses/Phones -> Addresses Campus Community -> Personal Information -> Address Search
Admit Term (also UC Search Match)	Records and Enrollment -> Career and Program Information -> Student Program/Plan
Advisees by Advisor Report	UC Student Records -> UC Manage Academic Reports -> Advisees by Advisor
Advisement Report	Academic Advisement -> Student Advisement -> Request Advisement Report
Advisement Report 'What-If'	Academic Advisement -> Student Advisement -> Create What-If Scenario
Advisor	Records and Enrollment -> Student Background Information -> Student Advisor
Appointment, Enrollment	Records and Enrollment -> Term Processing -> Appointments -> Student Enrollment Appointment
Athletic Participation	Campus Community -> Personal Information (Student) -> Participation Data (Student) -> Athletic Participation
B-C	
Biographical Data	Campus Community -> Personal Information (Student) -> Add/Update a Person
Birth Date (also UC Search Match)	Campus Community -> Personal Information (Student) -> Add/Update a Person -> Biographical Details page
Campus (also UC Search Match)	Records and Enrollment -> Career and Program Information -> Student Program/Plan
Career, Student (also UC Search Match)	Records and Enrollment -> Career and Program Information -> Student Career
Catalog Search	Curriculum Management -> Course Catalog -> Catalog Search Records and Enrollment -> Enroll Students -> Search in Catalog
Catalog Summary	Curriculum Management -> Course Catalog -> Catalog Summary
Citizenship	Campus Community -> Personal Information (Student) -> Identification (Student) -> Citizenship and Passport Data

Information	Navigation
Class Requisites (also Catalog Search)	Curriculum Management -> Schedule of Classes -> Adjust Class Associations -> Class Requisites
Class Roster	Curriculum Management -> Class Roster -> Class Roster
Class Search	Curriculum Management -> Schedule of Classes -> Class Search Records and Enrollment -> Enroll Students -> Search for Classes
Class Sections (also Class Search)	Curriculum Management -> Schedule of Classes -> Update Sections of a Class
Class Times (also Class Search)	Curriculum Management -> Schedule of Classes -> Schedule Class Meetings -> Meetings
Consent Requirements (also Class Search)	Curriculum Management -> Schedule of Classes -> Schedule Class Meetings -> Enrollment Cntrl

D-E

Degree, Student (Confer Date)	Records and Enrollment -> Graduation -> Student Degrees Records and Enrollment -> Career and Program Information -> Student Program/Plan -> Student Degrees page
Drop Date	Records and Enrollment -> Enroll Students -> Enrollment -> Student Enrollment 2
Dropping Classes	Records and Enrollment -> Enroll Students -> Enrollment Request -> Add a New Value
Eligible to Enroll	Records and Enrollment -> Student Term Information -> Term Activate a Student -> Term Activation
Email (also UC Search Match)	Campus Community -> Personal Information (Student) -> Biographical (Student) -> Addresses/Phones -> Electronic Addresses
Enrollment Request Search	Records and Enrollment -> Enroll Students -> Enrollment Request Search
Enrollment Summary (Student Study List)	Records and Enrollment -> Enrollment Summaries -> Enrollment Summary
Ethnicity	Campus Community -> Personal Information (Student) -> Biographical (Student) -> Personal Attributes -> Ethnicity

Information	Navigation
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G

GPA Cumulative (or run Transcript)	Records and Enrollment -> Student Term Information -> Term History -> Cumulative Statistics
GPA Current/Term (or run Transcript)	Records and Enrollment -> Student Term Information -> Term History -> Term Statistics UC Student Records -> UC Manage Academic Records -> Term GPA
Grades	Records and Enrollment -> Student Term Information -> Student Grades
Graduate Assistantship Info	UC Student Records -> UC Manage Academic Use -> UC Graduate Assistant
GA Percent Employed	UC Student Records -> UC Manage Academic Inquire -> Grad Asst HR Txn History
GA Salary Level	Records and Enrollment -> Enroll Students -> Student Milestones
Groups, Student	Records and Enrollment -> Career and Program Information -> Student Groups

H-M

High School Subjects and Language Requirements	Records and Enrollment -> Transfer Credit Evaluation -> External Education
High School Summary	UC Student Records -> UC Track Student Careers -> UC Track Stdnt Career Reports -> High School Summary Page
Honors and Awards	Campus Community -> Graduation -> Honors and Awards
ID, External Systems	Campus Community -> Personal Information (Student) -> Identification (Student) -> External System ID
Instruction Mode	Curriculum Management -> Schedule of Classes -> Maintain Schedule of Classes -> Basic Data
Instructor Schedule	Curriculum Management -> Instructor/Advisor Information > Instructor Schedule
Milestones, Student	Records and Enrollment -> Enroll Students -> Student Milestones

P-Q

Password Change	Change My Password
Password Help Setup	My System Profile -> Click Change or set up forgotten password help link

Information	Navigation
Permissions, Class	Records and Enrollment -> Term Processing -> Class Permissions -> Class Permissions
Phone (also UC Search Match)	Campus Community -> Personal Information (Student) -> Biographical (Student) -> Addresses/Phones -> Phones
Plan (Major, Minor) (also UC Search Match)	Records and Enrollment -> Career and Program Information -> Student Program/Plan -> Student Plan
Program (School or College) (also UC Search Match)	Records and Enrollment -> Career and Program Information -> Student Program/Plan -> Student Program
Program/Plan Report for Current Students	UC Student Records -> UC Track Student Careers -> UC Track Stdnt Career Reports -> Students by Plan
Quick Admit	Records and Enrollment -> Enroll Students -> Quick Admit a Student
Quick Enroll	Records and Enrollment -> Enroll Students -> Quick Enroll a Student
R	
Report Manager	Reporting Tools -> Report Manager
Reserved Seats	Curriculum Management -> Schedule of Classes -> Maintain Schedule of Classes -> Reserve Cap
Residency Status	Campus Community -> Personal Information (Student) -> Identification (Student) -> Residency Data -> Residency Official 1
S	
Searching for a Student	<p>Campus Community -> Personal Information (Student) -> UC Search Match</p> <p>Curriculum and Management -> Instructor/Advisor Information -> UC Search Match</p> <p>Records and Enrollment -> Career and Program Information -> UC Search Match</p> <p>Records and Enrollment-> Enroll Students-> UC Search Match</p> <p>Student Admissions -> Application Maintenance -> UC Search Match</p> <p>Student Financials -> UC Search Match</p> <p>Student Recruiting -> Maintain Prospects ->UC Search Match</p>

Information	Navigation
Service Indicators (Holds) ⊘	Campus Community -> Service Indicators (Student) -> Service Indicator Data Campus Community -> Service Indicators (Student) -> Active Service Indicators
Service Indicator Audits	Campus Community -> Service Indicators (Student) -> Service Indicator Audits
Student Schedule	Records and Enrollment -> Enrollment Summaries -> Enrollment Summary
Student Services Center (coming attraction)	Campus Community -> Student Services Center -> Student Services Ctr (Student)
Student Status (also UC Search Match)	Records and Enrollment -> Career and Program Information -> Student Program/Plan -> Student Program
Swapping Classes	Records and Enrollment -> Enroll Students -> Enrollment Request -> Add a New Value
T	
Term Activate	Records and Enrollment -> Student Term Information -> Term Activate a Student
Term Search, Student	Records and Enrollment -> Career and Program Information -> Student Term Search
Test Results	Records and Enrollment -> Transfer Credit Evaluation -> Test Results
Transcript, Unofficial	Records and Enrollment -> Transcripts -> Transcript Request -> Add a New Value
Transfer Credits	Records and Enrollment -> Transfer Credit Evaluation -> External Education
Transfer Credit Report	Records and Enrollment -> Transfer Credit Evaluation -> Transfer Credit Summary UC Student Records -> UC Manage Academic Records -> Transfer Credit Summary
U-W	
User Defaults	Set Up SACR -> User Defaults
Visa Permit Data	Campus Community -> Personal Information (Student) -> Identification (Student) -> Citizenship -> Visa Permit Data
Work Experience (graduate)	Campus Community -> Personal Information (Student) -> Biographical (Student) -> Work Experience