

## PeopleSoft Glossary of Terms

PeopleSoft Term	Description
Academic Career	All coursework a student undertakes at an academic institution and that is grouped into a single student record.
Academic Group	Used to group academic programs and courses.
Academic Institution	The University of Nebraska: Lincoln, Kearney, Omaha, Medical Center The State College System: Chadron, Peru, and Wayne
Academic Level	Calculated based on the rules defined for an academic program and number of units of course weight a student has successfully completed within an academic career.
Academic Load	Calculated based on rules for the academic program, or it can be manually set based on other factors.
Academic Organization	Units responsible for programs, plans, and/or courses.
Academic Plan	Major, minor. An area of study within an academic program or academic career.
Academic Program	Degree (BS, PhD). The entity that a student applies to, is admitted to, and graduates from.
Academic Structure	Defines how programs (including degrees, majors, specializations, and concentrations) are organized.
Academic Sub-plan	Specialty, concentration. An area of further specialization within an academic plan. Sub-plans are always linked or attached to a Plan.
Action Date	The date the information was updated to the system.
Action Reason	Indicates why a particular program action was taken, or offers further description of the program action.
Adjustment Calendar	How student fees get refunded after that students withdrawal. Controls how a particular charge is adjusted on a student's account when they drop classes or withdraw from a term. The charge adjustment is based on how much time has lapsed from a predetermined date and applies by percent of the original charge
Admission Comments	Comments related to a student's application for admission which are used in communications with the applicant and can be displayed in self service.
Admit Term	The term for which an applicant has applied for admission.
Areas of Study (AOS)	A plan type to denote the program relationship for graduate students with their degree program area (i.e., department, division, or research group).
Auto Enroll	A feature set up in the class schedule which automatically enrolls the student in a related class (i.e, when a student registers for a class that has a required lab, the system enrolls them into the lab).
Auto Populate	Once a specific field is filled in, tabbing out of that field will cause other specific fields in that section to automatically fill in as well.

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Billing Careers	If a student is actively simultaneously in multiple careers, some of these careers may be grouped for billing purposes under the name of one of the careers. This one career is called the billing career.
Block/Allow Enrollment	Block prevents enrollment in a course. Allow gives permission to enroll in a course. Blocks and allows are recorded by course, not by student.
<u>3 C's</u> Communications Record Comments Checklists	A flexible way to track and analyze correspondence, lists of requirements, and notes about the students, staff, constituents, and organizations in a database. Buttons appear on many pages in the system and they transfer directly from the page to another within the same administrative function to generate or review a communication, a checklist, or a comment for the individual or organization whose information is being currently viewed.
Campus	A campus is used to indicate where the courses are scheduled.
Career	Undergraduate, graduate, profession, military
Catalog Number	A unique number that is tied to a specific subject (course).
Checklist	Review or create checklists for an individual or organization. Checklists may be lists of steps that must be performed, or documents that must be provided, or communications that are planned to occur. Used to track applications, organize recruitment mailings, and generate communication items for students.
Checklist Item	An object or task that represents one of the entries on a list of documents to compile or jobs to be done.
Class	A specific offering of a course in a semester. A class may have several components: lecture, lab, or tutorial.
Class Associations	How groups of classes are set up to ensure the appropriate related classes of the same course are presented to students during the enrollment process.
Class Number	A unique number assigned to each class (or section) in a term; used for enrollment purposes.
Class Roster	A list of students enrolled in a class.
Class Schedule	Provides class scheduling information by week or term.
Comment	Review or enter comments about an individual or organization.

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Comment Category	The link between a specific comments and an administrative function. It determines who has access to certain comments.
Communications Record	Review or create communications for an individual or organization. Provides a record of letters, phone calls, meetings, emails, and faxes.
Component	Identifies the different structure of a course (i.e., lecture, lab, seminar, or tutorial).

Course Attributes	Associated to courses or specific class sections and are generally used for reporting purposes
Course Catalog	A list of all courses that are or have been offered at each campus, with descriptions and all other course details.
Course ID	Master course identification number automatically assigned by the system. Course IDs always remain with the course, even if the course is renumbered.
Course Offering Number	A system generated number to indicate which offering the course data represents.
Credit History	Ages unpaid services not satisfied on a student's account.
Dynamic Class Dates	Classes that begin and end at various times throughout a session will have cancel, withdrawal, drop, and other default dates calculated.
Effective Date	The date on which a value, description, or record becomes current. Depending on the type of information, the current record is based on the current date or the Term Begin Date/Last Term Activate dated defined for a term.
Effective Dating	Allows the tracking of changes over time by recording the date each change becomes effective. This allows for the entry of future-dated changes, and the ability to view changes to a record over time.
Enrollment Appointment	Date and time when a student or group of students can begin registering in the courses for a term.
Enrollment Component	When scheduling a course that requires more than one component, all sections associated to one component type will be defines as the "enrollment" component and any other components will be considered the "non-enrollment" component.
Enrollment Engine	A PeopleSoft delivered process which evaluates registration requests and performs a number of checks before registering a student into one or more classes. This check includes things such as time conflicts, maximum unit load, class requisites, and reserve capacities.

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Enrollment Letter	Letter confirming a student's registration.
Enrollment Request	An attempt to enroll or register in a particular class.
Enrollment Requirement Group	A set of rules that is associated to one or more courses and/or classes and specifies the requirements that a student must meet in order to register. The rule can specify things such as a student's career, program and plan, academic level, etc.
Expected Graduate Term	The term the student expects to graduate.
Faculty Center	Self-service component where faculty manage class, student, and advisee related activities.
Grade Roster	The printed form used for grading collection or online screen that is used to enter grades into the system.

Graded Component	Every course has to have a graded component. Classes which are assigned the graded component will have grade rosters generated for them at the end of the term in preparation for grade entry.
IF Statement	Type of merge filed that displays one of two options, depending on the criteria set in the statement.
Instruction Mode	How a class is taught (i.e., in person, online, distance education, independent study, etc.)
Legacy	Commonly used to refer to the old SIS+ system that PeopleSoft is replacing.
Letter Generation	A PeopleSoft delivered multi-step process that generates a mail merge file based on previously assigned communications. The resulting file can then be used in Word to create merged emails or letters.
Location	Has two meanings depending on where it is being referenced. <i>Timetabling</i> – Locations are used to provide more detail regarding where a class is offered. <i>External Organizations</i> – Locations are used to track one or more addresses for an external organization for mailing or contact information.

Matriculation	The process which automatically creates a student record for applicants who have accepted an offer of admission, have been admitted, and have paid their registration deposit. Matriculation enables the student to be term activated and then proceed with registration.
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Metadata	Data about data. In student reporting, properties and options pertaining to particular database content or other resources. The Metadata report describes the kinds of information available.
Milestones	Designed to record and track important requirements that must be completed by a student during their program of study. Milestones are non-course requirements and may appear on the transcript. Milestones are used when credit is not given, but when it is necessary to record the completion, such as foreign language exemption, math placement, or teacher certification.
NSI	Negative service indicator
Person Record	Data in PeopleSoft that uniquely identifies a person. Includes information that identifies a person, such as: name, birth date, citizenship, gender, ethnicity, address, and telephone number. Each person only has one person record in PeopleSoft.
Planner	A registration preparation option. The student can add classes to their Planner and add them to their schedule once their enrollment appointment opens.
Positive Service Indicator	Indicated that special services are required (i.e., additional manual processing needs to be done on a student file).
Post Value	The status of a record in the Suspense File that has been considered for entry in the database. The possible values are Complete, Error, and Perform. If a record examined during the Search/Match process contained no errors (missing or invalid values) and was not a duplicate, or possible duplicate, of an existing record, it would be added to the database and its Post Value would be Complete. If the Search/Match process found errors or possible duplicates, the Post Value would be Error.
Program Action	The actions taken on an application. The action being done to the student record to record the progression of either an application (admit, admit revocation, conditional admit, defer decision, etc.) or student program (i.e., active, suspended, discontinued, plan change, etc.)

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Program Status	A calculated value based upon the series of program actions that have occurred in either the application for admission or the student program record. The program status is used to determine if a student is still “active” in the application/student program.
Prospect	An individual that has expressed interest in attending the University or College; or an individual the University or College is interested in.
PSI	Positive service indicator
Purge Process	A set of steps the system executes to remove values from tables in the database.
Repeat Checking	Process for enforcing the institution’s course repeat policy at the time of course enrollment and for processing information about a repeated course at the time that grades are posted; also occurs at the time transfer credit is recorded.
Requisites	Course restrictions, pre-requisites, co-requisites, and anti-requisites.
Report	A printable version of results which have been read and returned from a database.
Reserve capacities	Blocks of seats reserved for specific groups of students for specific periods of time.
Run Control ID	The name a user gives to a set of parameters defined to run a process.
Search/Match	A feature that enables you to search for and identify duplicated records in the database. Used to identify records in the database that match the criteria specified when adding a person or organization into the system.
Service Impact	The resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
Service Indicator	<i>Negative</i> – an indicator on the system that restricts student access to one or more services (i.e.; enrolling in classes, requesting transcripts, etc.) and is easily visible to staff. <i>Positive</i> – indicates that special services are required (i.e.; additional manual processing needs to be done on the student’s file).

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Service Impact	An action triggered by a Service Indicator. For example, a Service Indicator that reflects non-payment of account balances by a student may result in a Service Impact that prohibits registration for classes.
Session	A period of time within or outside a term in which classes are offered.
Set Letter Code	An identifier for the group of letter codes to which as particular letter code belongs.
SI	Service Indicator
Standard Letter Code	An identifier for a particular outgoing document or publication.
Student Agreement	Agreement between a student's major college and student with regard to transfer credit.
Student Appointment Block	Groups of students assigned enrollment appointments (e.g; freshman, transfer); determines how each group of students is ranked such as GPA, number of units, and level.
Student Career Number	A unique number that identifies each set of Program/Plan/Subplan information in which a student is admitted into and graduates from.
Student Center	A self-service component where students manage their school-related activities.
Student Record	A historical account of a student's record.

Student Response	Captures the reason why an applicant chose to attend another institution and what institution he/she will be attending. This can be manually entered, or if a student declines the admissions offer via self-service, the student is automatically prompted to tell us why he/she is going to attend another institution and which one.
Subject/Subject Area	Topic area of a course (e.g., BIOL).
Suspense File	A temporary table to which test score records are loaded for review and, if necessary, cleanup before being posted to the database.
Term Short Description	The coding scheme for year and semester.
Tracking Group	A combination of one or more related checklists into a single unit for ease of monitoring their progress toward completion.
Transcript Data Medium	The method of receiving transcripts.
Transcript Data Source	The source of the transcript.
Transcript Date	The date the transcript was produced by the school.

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	Will often appear on a transcript as the transcript printed date, run date, or issued date.
Transcript Received Date	This date will populate the current date when the received checkbox is selected.
Transcript Status	The status of the transcript received. Final or In Progress.
Transfer To	A functionality that the system provides to act as a quick jump key from functional pages and is provided as a drop down menu. It allows the user to bypass long navigation and quickly access the designated panels normally called for from the respective functional page.
Term	Describes a period of time in which classes are scheduled and students register and statistics are calculated.
Term Activation	Creation of a term record for a student which then enables them to register in the activated term(s) when registration opens.
Term Roll	The process of copying a previous year's term forward providing a starting point for the scheduling of a new term.
Term Short Description	The coding scheme for year and semester.
Units	Credit Hours. Identifies the amount of credit that applies to the course.
Update Access	A type of security access that permits the user to edit and update data.
Variable Data	The information that links a specific communication to a person in the database, using key data from the person's record.
Visa/Permit Data	This link from Biographical Details is where you may enter or review an individual's visa and permit data, including country type, date of issue, duration, issuing authority, and other visa/permit information.
Wait List	A process that allows students to remain on a list for possible entry into a course that is full.