Student Information System (SIS+)

Basic Training
SIS+

- SIS is comprised of four fully integrated functional applications
  - Admissions
  - Student Records
  - Billing/Receivables
  - Financial Aid Management (now primarily in Banner)

- Navigation
  - SIS is screen driven
  - Keyboard (tab, enter, arrow keys)
  - Mouse (to click on area of the screen)
Welcome to the UCR/IBM Network

Please Select Your Application

<table>
<thead>
<tr>
<th>Code</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI</td>
<td>CICS</td>
</tr>
<tr>
<td>K</td>
<td>KEYMAST</td>
</tr>
<tr>
<td>T XXXXXX</td>
<td>TSOUCR</td>
</tr>
</tbody>
</table>

Enter code or system and replace XXXXXX with your USERID

Type “CI” to access On Line Transactions
Logging On

Welcome to CICS at UC Riverside

Date: 09/05/06
Time: 10:23:51

MESSAGES REGARDING CICSP WILL BE DISPLAYED IN THIS AREA.

Enter the following:

Userid: EMSTE
Password: ******
New Password:

Enter your Userid and Password. Hit the “Enter” key.
### CICS Menu

**University of California, Riverside**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC</td>
<td>Credit card transaction search</td>
</tr>
<tr>
<td>CASH</td>
<td>Department Cashier System</td>
</tr>
<tr>
<td>EQ00</td>
<td>Equipment Inventory</td>
</tr>
<tr>
<td>ID00</td>
<td>IBM Valid Account Maintenance</td>
</tr>
<tr>
<td>SDUP</td>
<td>SIS-PLUS Duplicates System</td>
</tr>
<tr>
<td>SIS</td>
<td>Student Information System</td>
</tr>
<tr>
<td>STHS</td>
<td>Storehouse</td>
</tr>
<tr>
<td>UMSG</td>
<td>Online Message Maintenance</td>
</tr>
<tr>
<td>ZPAN</td>
<td>Access to UCR Source Code</td>
</tr>
</tbody>
</table>

Enter Transaction and Press Enter **SIS**

You may access any Transaction that has an *

PF1 - Help       PF3 - Logoff       PF8 - Page       PF12 - Clear Screen

**Transaction  Description**

Type SIS and hit the “Enter” key.
YOU ARE ATTEMPTING TO ACCESS INFORMATION THAT IS PROTECTED BY FEDERAL PRIVACY LAW. DISCLOSURE TO UNAUTHORIZED PARTIES VIOLATES THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA). YOU SHOULD NOT ATTEMPT TO PROCEED UNLESS YOU ARE SPECIFICALLY AUTHORIZED TO DO SO AND ARE INFORMED ABOUT FERPA. WHEN ACCESSING THE SYSTEM, YOU MUST ACCESS ONLY THAT INFORMATION NEEDED TO COMPLETE YOUR ASSIGNED OR AUTHORIZED TASK. YOU MAY COMMUNICATE THE INFORMATION ONLY TO OTHER PARTIES AUTHORIZED TO HAVE ACCESS IN ACCORDANCE WITH THE PROVISIONS OF FERPA. IF YOU HAVE ANY QUESTIONS ABOUT THOSE PROVISIONS, PLEASE CONTACT:

Bracken Dailey (951) 827-3427

Access to the information within this system is recorded in an ELECTRONIC AUDIT TRAIL

UNIVERSITY OF CALIFORNIA, RIVERSIDE
SIS Menu

001 SIS Menu (Production System)

Screen: ___ SID: _________ Course: ___________ Term: ___ Printer Code: __

SHARED COMPONENTS

2  Name Search                         101  Student Records Menu
3  All Addresses                       201  Admissions Menu
4  Permanent Address                   301  Financial Aid Management Menu
5  Local Address                       401  Billing/Receivables Menu
6  Billing Address / 27  Billing Add   501  Housing Menu
7  Biographic & Demographic 1          601  On Course Menu
8  Biographic & Demographic 29  Biographic & Demographic 3
9  Operator Security Profile           48  SIS Holds & Comments
11  Information Release Restrictions    13  Student Immunization Report
15  Next-of-Kin Addresses                20  Special Departments Menu
20  Special Departments Menu            30  School Code Menu
30  School Code Menu                    40  Operator Security Profile
41  Operator Screen Access List         45  Next-of-Kin Addresses

*** SO SIGN OFF SIS/PLUS ***

Student ID
Type the SID here to go directly to the student’s record. You can also type in as much of the name (last first) to go to the student’s record or to a list of possible matches.

Course
Course related screens require you to enter the course ID. The course ID uses a 4-4-3 format.

Term
Term related screens require you to enter the correct term code to access information. Enter 06F to see Fall 2006.

This is the main menu and shows the menu screen numbers for the other modules (Admissions, Financial Aid, Billing and Registrar).

From this menu you can move to other submenus. Use the tab key to navigate within the screen.
Help is available on any field by pressing <F2> (exit by pressing <F2> again)
Logging Off

001 SIS Menu (P R O D U C T I O N S Y S T E M)

<table>
<thead>
<tr>
<th>Screen:</th>
<th>SID:</th>
<th>Course:</th>
<th>Term:</th>
<th>Printer Code:</th>
</tr>
</thead>
</table>

**SHARED COMPONENTS**

2  Name Search
3  All Addresses
4  Permanent Address
5  Local Address
6  Billing Address / 27 Billing Add
7  Biographic & Demographic 1
8  Biographic & Demographic 2
9  Biographic & Demographic 3

**SIS MENUS**

10  Student Records Menu
201  Admissions Menu
301  Financial Aid Management Menu
401  Billing/Receivables Menu
501  Housing Menu
601  On Course Menu

**RJE SIS Batch Job Submission**

11  Information Release Restrictions
12  SIS Student Delete/ID Change
13  Student Immunization Report
15  Next-of-Kin Addresses
20  Special Departments Menu
30  School Code Menu

**RJ2 SIS Batch Job Index**

40  Operator Security Profile
41  Operator Screen Access List
48  SIS Holds & Comments

*** SO SIGN OFF SIS/PLUS ***

Type SO and hit enter
1. PRESS THE "PF3" KEY TO EXIT BACK TO MAIN MENU

Press <Enter> key to proceed.
### University of California, Riverside

#### Cics Application Menu

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<td>Online Message Maintenance</td>
</tr>
<tr>
<td>ZPAN</td>
<td>Access to UCR Source Code</td>
</tr>
</tbody>
</table>

**Time:** 10:48:19  
**Date:** 09/05/06

**PF1 - Help**  
**PF3 - Logoff**  
**PF8 - Page**  
**PF12 - Clear Screen**

You are still logged into the system. To exit completely, press <F3> (function key) OR close the program.
SIS Help

▶ Element Help
  ▶ Place cursor on the data that you need help with and press <F2> (function key). By pressing the return key or the page down key you can access additional pages if available. Press <F2> or <F4> (function keys) to return to previous screen. Most fields have a description and accepted values.

▶ Screen Help
  ▶ Place cursor on screen id and press <F1> (function key). This will bring up the Online Reference System Menu. You can search by a Topic ID, Topic Name, Topic Type, Screen ID or Message ID.
  ▶ It will only return results that begin with the search term you enter (it will not search the entire topic name). For example: Search "major" will return any topic that begins with major but won't return a field that is listed as "freshman major".
Using Element Help

Place cursor on the field you want information on and hit the “F2” key.
Screen 011: Release Restrictions

011 Information Release Restrictions   LastName, FirstName MiddleName

Screen: ___ SID: 860xxzzzz Course: ___________ Term: ___

Y  ALL INFORMATION is Restricted/FERPA Hold
Y  Directory Restriction

Y Name                        THE INFORMATION CATEGORIES MARKED WITH A 'Y'
Y Local Address               ARE RESTRICTED. SUCH INFORMATION MAY NOT BE
Y Permanent Address           RELEASED OUTSIDE THE UNIVERSITY.
Y Telephone Number           ________________________________________________
Y Date of Birth              |No other information can be released on any
Y Place of Birth             |student without the express written consent of
Y E-Mail Address             |the student. Please direct any questions you
Y Dates of Attendance        |have on the PRIVACY of the student data to the
Y Previous schools attended  |campus FERPA Officer, Teri Eckman (951)-
Y Degrees Awarded            |827-5791 or E-Mail teri.eckman at ucr.edu
Y Major                      |______________________________________________
Y Honors
Y Sports Participation
Y Height/Weight of Athlete
Y Ethnicity (Internal Mailings)

A "Y" in this field means that ALL information is withheld.

A "Y" next to any field means that that Information should be withheld.
Screens 002 and 102: Search

102 Name Search

Screen: __ SID: Applicant J Course: __________ Term: ___  A  B  S  F

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Col</th>
<th>Deg</th>
<th>Maj</th>
<th>Sex</th>
<th>Birthdate</th>
<th>M</th>
<th>R</th>
<th>R</th>
<th>R</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant, Jane</td>
<td>HS BA</td>
<td>IDST</td>
<td>F</td>
<td>01-01-1987</td>
<td>Y</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant, John</td>
<td>555-55-5555</td>
<td>ZZ</td>
<td>ND</td>
<td>SSPM</td>
<td>M</td>
<td>01-01-1960</td>
<td>Y</td>
<td>S</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To pull up the student type the line number here and hit the “Enter” key.

Screen 002 – includes SSN, City, State, Zip, Gender
Screen 102 – includes SSN, College, Degree, Major, Gender, Birth date

You can access these screens directly by typing the number on any action line or the SID field you can type as much of the name (last name first name) to pull the student up directly or to go through a list of possible matches.
Hold and Comment Screens

048  Holds & Comments (holds cannot be entered here)
148  Registration Holds & Comments
248  Admissions Holds & Comments
348  Financial Aid Holds & Comments
448  Billings/Receivables Holds & Comments

To remove a hold the student will have to contact the department initiating the hold.

To determine which department placed the hold note the name and number in the Dept/Oper field. A list of some departments that use the hold function regularly are listed below.

<table>
<thead>
<tr>
<th>UGAP</th>
<th>Undergraduate Admissions</th>
<th>FAID</th>
<th>Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBSV</td>
<td>Student Business Services</td>
<td>UNVR</td>
<td>Registrar</td>
</tr>
<tr>
<td>GDIV</td>
<td>Graduate Division</td>
<td>HLTH</td>
<td>Health Center</td>
</tr>
<tr>
<td>ISC</td>
<td>International Services Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Interpreting Holds & Comments

Hold **Type** is what the restriction DOES and is not necessarily named for the department placing the hold.

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Admissions</td>
</tr>
<tr>
<td>G</td>
<td>General comment</td>
</tr>
<tr>
<td>R</td>
<td>Registration</td>
</tr>
<tr>
<td>Z</td>
<td>System use only</td>
</tr>
<tr>
<td>F</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>M</td>
<td>Registration, Transcript &amp; Financial Aid</td>
</tr>
<tr>
<td>T</td>
<td>Transcript</td>
</tr>
</tbody>
</table>

The **Reason** code indicates why a processing hold has been placed on the student record. A list of reason codes is available by pressing <F2> (function key) from the **Reason** field on any screen.

**Advising holds** are found on screen 615 and **Advisor notes** are found on screen 616.

To see a list of all **ACTIVE** holds go to screen **HLD**.

To manage what displays on GROWL to the student regarding the hold type and reason go to screen **HLS** and use screens **H01, H02, and H03** to review the instructions. Submit any requests for changes to these screens to Enrollment Management Systems (james.fox@ucr.edu).
Common Screens

- LINK TO EXCEL DOCUMENT