

ACCESSING STUDENT INFORMATION

SIS Plus

Setting up a User Account

University employees are entitled to access SIS Plus for purposes of carrying out their job responsibilities. To set up a new account, contact Jerry Clarke in the Registrar's Office at jerry.clarke@usu.edu or at 797-7095. You will need an operator number and a password to get started. You will also need to have the QWS3270 program loaded onto your computer.

Advisors who need access to additional screens should contact Jerry Clarke (jerry.clarke@usu.edu) in the Registrar's Office and request a SIS Plus Access Request Form.

Starting SIS Plus

Once you have your operator number and password, you may get started in SIS Plus by following these steps.

1. Double-click on the QWS3270 icon.
2. With the cursor just after Application: Key in **CICS8** and press the **Enter** key.
3. Clear the screen by clicking on the **Clear** button in the lower-left corner of the screen.
4. Key in **ZCTL** and press the **Enter** key.
5. Key in **001** as the system number. Also key in your own user-specific operator number and password. The password does not show up on the screen as you key it in. Three consecutive unsuccessful attempts at your password will block you from further access to SIS Plus. To have your access reinstated, contact Jerry Clarke at 797-7095.

This will bring you to the opening menu in SIS Plus. Some of the screens most frequently used by advisors are listed later in this section.

Navigating Within SIS Plus

There are four fields listed at the top of most of the screens in SIS Plus. Occasionally, alternative fields may be listed at the top of a screen.

Changing screens. To change to another screen, just enter the code for the screen.

Looking up a specific student. Enter the SID (Student Identification Number). If you do not know the student's ID number, you may key in part of the student's name under the SID field (e.g., Adams). All names are stored as **Lastname, Firstname**. A list of names will appear on the screen. You may keep pressing the **Enter** key until you find the name you want. Enter the line number of the student you wish to look up, and you will be returned to the previous screen.

Course information. The course field is 11 characters long (including spaces). Characters 1 through 4 represent the department prefix, characters 5 through 8 represent the course number, and characters 9 through 11 represent the section number. For example, to look up BIS 1400 section 3, you would enter **BIS 1400003** as your entry. On some screens, you may also enter the 5-digit course call number.

Term codes. The term code is a three-digit code. The first two digits represent the year, and the third digit represents the semester (2=spring, 3=summer, 4=fall). The term codes for the 2004-2005 academic year are: **043** for Summer 2004, **044** for Fall 2004, and **052** for Spring 2005.

Student Privacy

All University employees who access SIS Plus must abide by the FERPA laws (see pages 27-28). Information given to a third party may only include the Directory/Releasable Information. If you look up a student with a privacy hold, screen 011 will automatically be displayed with a **Y** next to the text, "ENTIRE Student Record is restricted - do not release." In this situation, you may NOT reveal any information about the student, not even the fact that a student record is present in SIS Plus. If an individual contacts you and requests information on a student that has invoked the privacy act, it is recommended that you use a statement such as the following:

I'm sorry, but the public information access screen shows no information for this individual. This could be for one of two reasons. Either that person has never attended USU, or they have requested that a Privacy Hold be placed on their records.

Help

If you need help understanding what a specific code or field means, you may get help by placing the cursor on the field and pressing the **F2** key. A Help screen will appear. You may press the **Enter** key to scroll through the Help

screens until you return back to the original screen, or you may press the **F4** key to exit the Help screen.

Changing Your Password

Every 90 days you will be required to change your password. You may not reuse a previously used password for at least one year. You may change your password at any time by using screen **PWC**. This screen requires you to enter your old password once, and then your new password twice. The new password will not appear on the screen as you key it in. The password must be 6 to 8 characters in length.

Exiting SIS Plus

Please do NOT exit SIS Plus simply by closing the SIS Plus window. You should exit SIS Plus by following these steps.

1. Key in **SO** as the screen, and press the **Enter** key.
2. Click on the **Clear** button in the lower-left corner of the screen, or press **Ctrl+C**.
3. Key in **CSSF LOGOFF**, and press the **Enter** key.

Student Information Screens

011	Information Release Restrictions (Privacy Screen)
041	Operator Screen Access List
109	Student Schedule
110	Academic Program Maintenance (Matriculation History)
111	Student Term Attributes
118	Term Statistics
119	Term Report Flags
120	Graphic Student Schedule
121	Academic Program Summary
136	Transcript Display
139	Registration Audit Trail
142	Transfer Credit Articulation (Student Specific)
144	Transfer Credit Summary
148	Holds and Comments
193	Demographic Information
194	Student Advisor Assignments
1C4	Registration/Authorization
1E1	Enrollment History
206	Admission Decision
207	Admission Requirements (Transcripts Received)
209	High School History
211	College History (Schools Attended)

221	Test Score Display
242	Freshman Tracking
409	Scholarships Awarded and Fees Assessed
CIL	Computer Information Literacy Requirement Tracking

Course Information Screens

105	Available Sections
107	Class List
125	Course Inventory Maintenance
128	Course Inventory Scan
129	Course Section Maintenance
130	Course Section Meeting Schedule
131	Section Registration Controls
132	Section Faculty Assignments
140	Transfer Credit Articulation (Course Specific)

On Course (Degree Audit) Screens

601	On Course Menu
606	Degree Index List
611	Degree Requirement Definition
621	Requirement Definition
622	Group Requirement List
623	Course Requirement List
625	Degree Requirement Display
651	Student Degree Plan Definition
652	Course Plan Maintenance
654	Course Exceptions
655	Requirement Exceptions
656	Advisor Notations
672	Student List By Advisor
681	Student Degree Audit Request
682	Academic Requirement Audit Request

Other Screens

1F5	Faculty Teaching Schedule
1G7	Grade Verification Roster
PWC	Password Change
SO	Sign Off

Where do I find...

Student Information

Academic Action - Screen 111 (term specific). Indicates if a student is on academic warning, academic probation, or academic suspension.

ACT Test Scores - Screens 206, 242, and 221. If a student has taken the ACT test more than once, screen 206 will show the highest ACT score, and screen 242 will show the most recent test score. Screen 221 will show all test scores.

Admission Application Term - Screen 206.

Admission Decision - Screen 206. Look at "Admit to" line under the "Stat" column.

Advanced Placement Credit - Screen 142.

Advisor Assignment - Screens 119 and 194.

Athletic Codes - Screen 119.

Class Level - Screen 111 (term specific).

Class Schedule - Screen 109 (term specific).

College - Screen 111 (term specific).

Computer Information Literacy Requirement Tracking - Screen CIL.

Continuing Education Flag - Screen 119.

Course Authorization - Screen 1C4.

Degree in Progress - Screen 111 (term specific).

Degrees Awarded - Screen 136. Must specify "U" for undergraduate, "G" for graduate, or "2B" for second bachelor's.

Demographic Information - Screen 193.

Department - Screen 111 (term specific).

Earned Hours - Screens 118 and 136.

Enrollment Certification Summary - Screen 1E1.

Grade Point Average - Screens 118 and 136.

High School History - Screen 209.

Major - Screen 111 (term specific).

Matriculation History - Screen 110. This screen shows a history of matriculations for an individual student, with the most recent or current matriculation listed first.

Minor - Screen 111 (term specific).

Previous Schools Attended - Screens 136 and 211.

Priority Registration - Screen 119.

Quality Hours - Screens 118 and 136.

Quality Points - Screens 118 and 136.

Record Restrictions - Screen 011. This screen will automatically come up if a student has requested privacy. See section on Family Educational Rights and Privacy Act (FERPA) on pages 27-28.

Registration - Screen 1C4.

Registration Audit Trail - Screen 139 (term specific).

Registration Holds - Screen 148.

Residency Status - Screen 111 (term specific).

SAT Test Scores - Screens 206, 221, and 242.

Student Athletes - Screen 119

Transcript - Screen 136. Must specify "U" for undergraduate, "G" for graduate, or "2B" for second bachelor's.

Transcripts Received From Other Institutions - Screen 141-144, 211.

Transfer Credit Articulation - Screens 140 (course specific) and 142 (student specific).

Transfer Credit Summary - Screen 144.

Course Information

Call Number - Screens 105 and 129.

Class List - Screen 107.

Classroom Location - Screen 130.

Classroom Size - Screen 130.

College Offering Course - Screens 125, 128, and 129.

Corequisites - Screen 131.

Credits - Screens 125, 128, and 129.

Dates of Class (First and Last) - Screens 129, 130, and 131.

Days of Week - Screens 105 and 130.

Department Multiple-Listings - Screen 125.

Department Offering Course - Screens 125, 128, and 129.

Enrollment - Screens 105, 129, 130, and 131.

Faculty Teaching Schedule - Screen 1F5.

Grade Verification Roster - Screen 1G7.

Instructor - Screens 105, 129, 130, and 131.

Memo Notes for Published Schedule of Classes - Screen 131.

Permit Registration Controls - Screen 131.

Prerequisites - Screen 131.

Seating Availability - Screens 105, 129, and 131.

Section Number - Screen 105.

Time of Class - Screens 105 and 130.

Title - Screens 125 and 128.

Transfer Articulation - Screen 140-144 (course specific).

Registration Messages and What Needs To Be Done

Various messages will appear while attempting to register students for classes using the 1C4 screen. The word **"Enrolled"** will appear when a student is successfully enrolled in a course. An unsuccessful attempt to register may result in one of the messages listed below. The following information explains what steps need to be taken when these various messages appear on the screen.

Section Closed - The student must obtain the instructor's signature on an Add/Drop Card.

Prerequisite Required - The student must obtain a signature from a department representative on a Course Authorization Form.

Corequisite Required - The student must obtain a signature from a department representative on a Course Authorization Form.

Closed By Restriction - The student must provide a signed memo from his or her academic advisor or the course instructor, OR the student is coded as a continuing education student (MXT) on screen 111. The MXT needs to be removed if the student was part of continuing education during a previous term, but plans on taking on-campus courses during the following term.

Advisor Memo - The student must provide a signed memo from his or her academic advisor.

Program Chair Memo - The student must provide a signed memo from his or her program chair. Students without a program chair will need to get a signature from the department head.

Instructor Permit Required - The student must obtain the instructor's signature on an Add/Drop Card.

Department Permit Required - The student must provide a signed memo from his or her department representative.

Data Warehouse

The Data Warehouse is a view-only system, updated daily, with source data coming directly from SIS Plus. Some of the advantages of using the Data Warehouse include:

- * ability to access student data when SIS Plus is down.
- * user-friendly web interface.
- * easy to access from a remote location.
- * ability to view a student's photograph.
- * ability to download student e-mail addresses.
- * ability to download unofficial student transcripts.

Setting up a User Account

University employees are entitled to access the Data Warehouse for purposes of carrying out their job responsibilities. To set up a new account, contact Rory Weaver in the Office of the Vice President for Information Technology (797-1962 or rory.weaver@usu.edu). You will receive a Data Warehouse Access Authorization Request form. Complete the form, obtain the necessary signatures, and return the form to Office of the Vice President for Information Technology.

Accessing the Data Warehouse

Data within the USU Data Warehouse is protected by FERPA. Upon receiving authorization, you will be given a user name and password and a URL to the USU Data Warehouse. You may want to bookmark the URL for future reference. You will be prompted to enter your Data Warehouse user name and password. Click on Send This Request.

Features

People. Be sure to follow the directions on the screen to ensure that the data is entered in the correct format. This option allows you to look up information on an individual student, all students within a particular major, or a listing of students by advisor.

Look up Individual. This option allows you to see a student's photograph, address, telephone number, major, rank, GPA, birthdate, residency status, and the status of any registration holds.

Major. This option provides a listing of all students within a particular major, including their student identification number, the number of credits they are enrolled for, their overall GPA, their rank, and their e-mail addresses. There is an option to download this listing, which is an easy way to obtain the e-mail information for each student within a given major.

Advisor. This option provides a listing of all students who have a specified individual as their advisor. As indicated earlier, this information is a snapshot of the data in SIS Plus. Correcting an advising assignment must be done using SIS Plus.

Course Information. This option provides information about course enrollment numbers, class lists, and comparative enrollment data.

Actual Enrollment. This option allows you to see the actual enrollment for all courses offered by a specified department.

Class List. This option shows a listing of all students who were at one time registered for a specified class. The listing includes each student's name, student identification number, major, enrollment status, and e-mail address.

Comparative Enrollment. This option shows comparative course enrollment data across several years. Advisors may look up how many students are currently enrolled in a specified course and how many students have taken the course during the same term in recent years. Departments may use this information to project future course offerings and enrollment needs.

Make Comments. The Data Warehouse is a work in progress. Users are encouraged to make comments and suggestions as to how the program might be improved.