

CUNYfirst Glossary

3C's – Communications, Checklists and Comments. The checklist and communications features of PeopleSoft are tracking and notification mechanisms. Administrators can record documents that are received and send emails and letters requesting missing documents. Administrators can also add comments to student records.

Academic Career Level – All coursework a student undertakes at an academic institution and that is grouped into a single student record. (*Undergraduate, Graduate, Law*)

Academic Group – Used to group academic programs and courses in SIMS. For example: Schools of Arts and Humanities.

Academic Institution (LEH01) – This is equivalent in SIMS as College.

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. (*Freshman, Sophomore, Junior, Senior*)

Academic Load – Calculated based on rules for the academic program or it can be manually set based on other factors. (*Full Time, Part Time*)

Academic Organization – This is equivalent in SIMS as Academic Department.

Academic Plan(s) – Major or Minor. An area of study within an academic program or academic career. (*Accounting, Biology*)

Academic Program – Degree (BS, MA). The entity that a student applies to, is admitted to, and graduates from.

Academic Structure – High level set up tables that will be coded according to the academic policies. It defines how programs (including degrees, majors, and specializations) 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.

Add/ Drop Consent – This is equivalent in SIMS as Restrictions (i.e. Department or Instructor Permission).

BARFIT – Bursar, Admissions, Registrar, Financial Aid, Information, and Technology.

Campus Solutions – At CUNY this translates into Student Records, Financial Aid, Student Financials, and Bursars. Campus Solutions is the PeopleSoft Application being implemented to help improve the student educational experience from recruitment to graduation.

Catalog Number – This is equivalent in SIMS as Course Number.

CEMLI – Customization, Extensions, Modifications, Localizations, **and Interfaces**: There are certain CUNY business processes that cannot be met by the delivered version of PeopleSoft. In such cases, Oracle must customize the system or create interfaces to meet our requirements. Creating and maintaining CEMLI's are expensive and time consuming for IT professionals. For these reasons, CEMLI's are reserved for extreme situations that affect business requirements only.

Class Number – A unique four to five digit section code used in class enrollment for students. This is equivalent to SIMS as Course Code Number.

Class Sections – This is equivalent in SIMS as Course Sections.

Component – Identifies the different structure of a course (*Lecture, lab, seminar, or tutorial*).

Course Attributes – This is equivalent in SIMS as Derived from the CPROG table (i.e. College Now, Experimental Course).

Course Catalog – Provides historical information regarding all courses offered on campus in the past, current, and future. This is equivalent in SIMS as the Course Master.

Course Contact Hours – This is equivalent in SIMS as Hours.

Course ID (Six Numbers) Defaulted by CUNYfirst

CRM – Customer Relations Management. This is CUNYfirst ticketing system used to manage and control workflow and escalate CUNYfirst issues.

CRP – Conference Room Piloting sessions. The vanguards and wave 2 schools will be invited to assist us in setting up the system according to our business requirements.

CUNYfirst – The City University of New York’s Fully Integrated Resources & Systems Tool. This project will play a major role in the transformation of an integrated university that will streamline business practices and programs.

Description/Long Course Title/Long Description – This is equivalent in SIMS as Course Description.

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.

ELM – Enterprise Learning Management (ELM) is “multi-modal” learning- multiple delivery methods for a single learning activity such as an instructor led session, web cast, lab online and testing.

EMPLID – PeopleSoft equivalent term for student or employee ID.

Enrollment Appointment – Date and time when a student or group of students can begin registering in the course for a term.

Enrollment Requirement Group/Requisites – This is equivalent in SIMS as Pre/Co Requisites. 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. (*Pre-requisites, Co-requisites*)

ERP – Enterprise Resource Planning: the information system that will integrate software applications for CUNY. ERP is a core set of reengineered business processes, integrated within a single computing architecture.

Financial Aid Progress Units – This is equivalent in SIMS as Equated Credits.

Grading Basis – This is equivalent in SIMS as Grade Method.

HCM (Human Capital Management) – This is Human Resources or HR module in CUNYfirst. HCM is the PeopleSoft application that will help CUNY recruit, retain, develop and support its people.

Matriculation – The process that creates a student record for applicants that have been accepted and processed by the Admissions Office. This can be taught as the over the fence process. Once the Admission Office completes processing a student, they throw that student’s record over the fence to the Registrar’s Office.

Parking Lot – A place holder for business processes which do not fit in PeopleSoft software and are considered an essential element for conducting business.

Pillar – The foundation of the key area for CUNY that match PeopleSoft processes. For this project, our Pillars are Finance, Human Resources and Student Administration.

PeopleSoft (PS) – This is the company that produces the administrative applications that CUNY is implementing. The software itself is referred to by name.

Plan – Majors and Minors.

Program – A method of grouping plans. Programs are the tracks within a major or minor. For example, Masters in Art History, Masters in Computer Science, Masters in Chemistry, etc.

Repeat for Credit Rules – This is equivalent in SIMS as Repeat Allowed.

Requirement Designation – This is equivalent in SIMS as Academic Level (Regular, Remedial, and Message) and Liberal Arts (Y or N).

Row – Technical term used by PeopleSoft to define an addendum to a record.

Sandbox – Nickname for CUNYfirst test system. A sample version of database which will be available for administrators to become familiar with the system.

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 Indicators – Service Indicators are similar to stops with added functionality. A positive service indicator will trigger something to happen when placed on a student's account (an email may be sent to the student). A negative service indicator will prevent an action from occurring (a Student Financials stop may prevent a student from registering). Informational service indicators provide information only (i.e. Remember to file your FAFSA by March 11).

SIT – System Integration Testing. Oracle will test the system to ensure that the system works properly with the interfaces.

SME – The Subject Matter Expert lends expertise in the design planning of the ERP project.

Student Financials (SF) – Business Office

Student Administration – The component in CUNYfirst that is comprised of Admissions, Registrar, and Financial Aid.

Student Groups – A grouping of students that share a common characteristic for various business processes. For example: Honors students, athletes, ESL, veterans, students with disabilities.

Student Records (SR) – Registrar's Office

Student Self-Service – Students will be able to view their financial aid packages, bills, and registration information on-line. Students will also be able to accept or deny financial aid awards as well as provide address changes online.

Sub-plan(s) – Sub-plans are always linked to a plan. These are specialization/concentration/ options/ tracks within an academic plan.

Subject Area – This is equivalent in SIMS as Course Discipline.

Term Codes – Use the following convention:

[1st digit = century] + [2nd and 3rd digit = calendar year (last two numbers)] + [4th digit consists of: 2 = Spring, 6 = Summer, 9 = Fall]. For example: (Fall 2008: 1089, Spring 2015: 1152)

Term Activation – Creation of a term record for a student which then enables them to register in the activated term(s) when registration opens.

UAT – Users Acceptance Testing. Users will have the opportunity to test the system to ensure that business rules have been incorporated and that the system works properly.

Units – This is equivalent in SIMS to Credits

UPK – The User Productivity Kit (UPK) is a highly interactive training tool that is tightly integrated with PeopleSoft processes. It gives a step-by-step walk-through of a specific process or procedure while in the PeopleSoft application.