




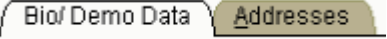





PeopleSoft TERM	DEFINITION
Academic Career	A grouping of academic work undertaken by a student. UGRD=Undergraduate; PBAC=Post Baccalaureate; EXED=Extended Education. See Academic Structure Overview.
Academic Institution	Cal Poly's Institution is SLCMP (CSU mandated). See Academic Structure Overview.
Academic Plan	<p>An area of study within a Program.</p> <p>Example of a Plan/major: 20ARCHBARU = Bachelor of Architecture. The first two characters designate the college (20 for Architecture); next four characters designate the Plan name (ARCH for Architecture); next characters designate the degree type (BAR); and the last character is the Plan level (U for Undergraduate).</p> <p>A Plan/minor in Fruit Science looks like this: 10FRSMNDU. The 10 designates the College of Agriculture; the FRSM designates the Fruit Science Minor; the ND designates No Degree; and the U designates Undergraduate.</p> <p>See Academic Structure Overview.</p>
Academic Program	<p>What a student is admitted TO and graduates FROM.</p> <p>Examples: UGRAD=Undergraduate; PB2ND=2nd Bachelor Degree; PBGRD=Post Baccalaureate Graduate; PBCRD=Post Baccalaureate Credential. See Academic Structure Overview.</p>

PeopleSoft TERM	DEFINITION
Academic Sub-Plan	An area of further specified study tied directly to a Plan. See Academic Structure Overview.
Address Type	<p>HOME=current physical location;</p> <p>MAILING=where documents are mailed;</p> <p>BILLING=where statements are mailed;</p> <p>DORM=student's address living on campus in a dormitory;</p> <p>PERM=used for residency determination by Admissions Office;</p> <p>SevisD=International student's domestic address (in the US);</p> <p>SevisF=International student's foreign address (in student's home country);</p> <p>ON CAMPUS=employee's location on campus.</p>
Admit Term	<p>Term for which applicant is applying to.</p> <p>Example: Fall 2008 is 2088.</p>
Asterisk *	Data is usually required in a field preceded by an asterisk.
Catalog Number	<p>A specific number assigned to a subject in the course catalog.</p> <p>Example: the catalog number for Math 101 is "101."</p>
Checklist	A list of "to do" items.

PeopleSoft TERM	DEFINITION
Class	A class meeting for a specific term, at a specific time and place. Each section under the Course, is a Class
Class Number	The unique number assigned to each Class.
Component	<p>Components consist of a single page or multiple pages.</p> <p>Example: Bio Demo Data is a component consisting of two pages.</p>
Course	In PeopleSoft terminology, each Class is a section of a Course.
Course Component	Format/location type of the course, such as lab, lecture, etc.
Course ID	<p>PeopleSoft auto-assigns a unique number for each course. Cross-listed courses share the same Course ID.</p> <p>Example: HNRS 149 and ENGL 149 share the same Course ID.</p>
Effective Dates	<p>The effective date is the date the information first became (or will become) applicable.</p> <p>The <u>Current</u> Effective Dated Row is the information that is true today. There is only one Current Effective Dated Row. Rows with effective dates prior to the Current Effective Dated Row are <u>Historical</u> Rows. There can be multiple Historical Rows. Rows with effective dates greater than the Current Effective Dated Row are <u>Future</u> Rows. There can be multiple Future Rows.</p> <p>Example: when the student applied to Cal Poly, their mailing address was in Ohio (Historical Row), however, they currently reside in San Luis Obispo (Current Row), and want their mail to be sent to Hawaii during the upcoming summer months (Future Row).</p>

PeopleSoft TERM	DEFINITION
Email Type	The "on-campus" email type is the @calpoly.edu. The other email type is the "home" email type. Either email type can be selected, via self-service, as the preferred or primary email type.
Empl ID	PeopleSoft auto-assigns an identification number for each person added to the database.
External Orgs	Each external organization, such as a college, high school, vendor, etc., has a unique external org ID number.
FERPA	The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student education records. A FERPA flag on a student's record indicates that the student has requested limited disclosure of their personally identifiable information.  This icon appears in the upper right-hand corner of pages. Click on the icon to obtain student-specific FERPA information.
Hyperlink	Word or group of words in blue underlined text that, when clicked, takes you directly to a different page. Example: New Window is a hyperlink that will open a new window.
Magnifying Glass	Clicking on the magnifying glass provides you with a list of options for that field. 
Page	Components consist of a single page or multiple pages. Example: Bio Demo Data is a component consisting of two pages.
Phone Type	HOME=Local MAIN=Permanent

PeopleSoft TERM	DEFINITION
Save	Click the Save  button to save information to the database. Upon saving, the system displays the <i>Saved</i> message in the upper right hand corner of the page.
Search/Match	The process of searching to determine if a record already exists for a specific person. This process should always be performed before entering a new record into PeopleSoft in order to avoid duplicate records.
Service Indicators	<p>Service Indicators appear in the upper right-hand portion of student-specific pages. Click on the icon to obtain details regarding the Service Indicator.</p> <p> Negative Service Indicator A <u>Negative</u> Service Indicator is a hold placed on an individual that indicates the individual needs to meet a requirement of some kind.</p> <p> Positive Service Indicator A <u>Positive</u> Service Indicator can indicate the individual is qualified for some special service from Cal Poly.</p> <p>DECEASED Special Service Indicator</p>
Stack	Rows of data showing a progression of transactions.
Subject Area	<p>The topic of a course.</p> <p>Example, ANT is the subject area of Anthropology.</p>
Tab	<p>Click on tabs to access pages within a component. </p> <p>Each of these is a “tab”.</p>

PeopleSoft TERM	DEFINITION
Three C's: Checklist Comments Communications	<p data-bbox="638 289 1520 337">  This is the Checklist Icon. Checklist is a list of “to do” items. </p> <p data-bbox="638 375 1619 423">  This is the Comments Icon. Comments are student-specific notes </p> <p data-bbox="638 461 1682 509">  This is the Communications Icon. This feature tracks correspondence. </p>