### Campus Solutions Reference Information

#### Term Codes:
- 1st digit = millennium
- 2nd and 3rd digits = year (excluding century)
- 4th digit = term
  - 1 = spring
  - 4 = summer
  - 7 = fall

#### Institution Codes:
- CUBLD = CU Boulder
- CU DEN = CU Denver
- CUSPG = CU Co Spgs

#### Program Codes (Typical):
- ARPLU = Environmental Design UGRD
- ARSCU = A&S UGRD
- BUSNU = Leeds UGRD
- CONCU = Concurrent UGRD
- EDUCU = Education UGRD
- ENGRU = Engineering UGRD
- JOURU = Journalism UGRD
- MUSCU = Music UGRD
- NFAEU = Non-Degree (Financial Aid Eligible) UGRD
- NFAIU = Non-Degree (Financial Aid Ineligible) UGRD
  - (change "U" to "G" for Grad careers, Ex. ARSCG=A&S GRAD)

#### Career Codes:
- ENGRU = Engineering UGRD
- GRAD = Graduate
- LAW = Law
- NDGR = Grad. Non-Degree
- NOCR = Non-Credit
- UGRD = Undergraduate

#### Class Component Codes (Typical):
- DIS = Dissertation/Thesis (sections 900-999)
- FLD = Fieldwork
- IND = Independent Study (sections 900-999)
- INT = Internship (sections 800-879)
- LAB = Lab (as related course)
- LEC = Lecture
- MLS = Lab (no lecture)
- OTH = Other (800-879)
- PRC = Practicum (sections 800-879)
- REC = Recitation (as related course)
- SEM = Seminar
- STU = Studio

### Frequently Used Registration Screens

#### Basic Search:
- Campus Community > Student Services Ctr (AdminVw)
- Student Center Tab mirrors student's view (shows holds, academics, finances, enrollment time, advisor, and personal information)
- Academics Tab is administrative program/plan overview (shows institution, career, and program, plus term summaries including classes, grades, and GPA)

#### Add/Drop Classes:
- Records and Enrollment > Enroll Students > Quick Enroll a Student
- Class Enrollment tab defaults to "Enroll" (dropdown menu for other actions). Enter 5-digit class number or look up class by using "looking glass" search icon.
- Minimum criteria required: Term and EmplID (Student ID). Entering additional information reduces search results.
- Units and Grade tab used to change variable credits (units) or grade base (letter grade, pass/fail, or no credit).
- Other Class Info tab for "drop if enroll" function.
- General and Class Overrides tabs for applicable class overrides. Only use when necessary!

#### Detailed Personal Information:
- Campus Community > Personal Information > Add/Update a Person
- Biographical Details tab shows DOB, main address/phone number, and email addresses
- Addresses tab shows all active addresses

#### Enrollment Audit:
- Records and Enrollment > Enroll Students > Enrollment Request Search; Choose CUBLD for Academic Institution
- Minimum criteria required: Term and EmplID (Student ID). Entering additional information reduces search results.
- Fields are well-explained except for field 41 which shows the "Enrollment Req Detail Status" or the outcome of the transaction.
  - S = Success
  - M = Messages (waitlisted or late-drop for "W")
  - E = Error (sometimes an "X"; both codes usually due to class ineligibility or attempt add/drop outside enrollment period)
  - P = Pending (incomplete action, lost connection or time-out)

#### Add/Update Advisors:
- Records and Enrollment > Student Background Information > Student Advisor
- Always select "Include History".
- If you’re changing advisors, add row to the top row and give a new effective date (adding to the bottom row is for additional program advisors).

#### Service Indicators (Holds):
- Campus Community > Service Indicators > Person > Manage Service Indicators
- (Note: existing holds may be viewed from most any screen by clicking the colored "universal no" or "star" symbols.)

#### Program/Plan Stack:
- Records and Enrollment > Career and Program Information > Student Program/Plan
- Always select "Include History".
- Always ADD a row for every type of transaction.