ISIS Miscellaneous Reference Information

Term Codes:	Institution Codes:	Campus Codes:
1st digit = millenium	CUBLD = CU Boulder	BLDR = Boulder Main
2nd and 3rd digits = year (excluding century)	CUDEN = CU Denver	CEPS = Boulder Cont. Ed.
4th digit = term	CUSPG = CU Co Spgs	
1 = spring		Class Component Codes (Typical):
4 = summer	Program Codes (Typical):	DIS = Dissertation/Thesis (sections 900-999)
7 = fall	ARPLU = Environmental Design UGRD	FLD = Fieldwork
Examples:	ARSCU = A&S UGRD	IND = Independent Study (sections 900-999)
2107 = fall 2010	BUSNU = Leeds UGRD	INT = Internship (sections 800-879)
2121 = spring 2012	CONCU = Concurrent UGRD	LAB = Lab (as related course)
	EDUCU = Education UGRD	LEC = Lecture
Career Codes:	ENGRU = Engineering UGRD	MLS = Lab (no lecture)
GRAD = Graduate	JOURU = Journalism UGRD	OTH = Other (800-879)
LAW = Law	MUSCU = Music UGRD	PRC = Practicum (sections 800-879)
NDGR = Grad. Non-Degree	NFAEU = Non-Degree (Financial Aid Eligible) UGRD	REC = Recitation (as related course)
NOCR = Non-Credit	NFAIU = Non-Degree (Financial Aid Ineligible) UGRD	SEM = Seminar
UGRD = Undergraduate	(change "U" to "G" for Grad careers, Ex. ARSCG=A&S GRAD)	STU = Studio

ISIS Registration Reference Information: Frequently Used Screens

Add/Update Advisors:

Detailed Personal Information:

Basic Search:

Campus Community > Student Services Ctr (AdminVw)	Campus Community > Personal Information > Add/Update a Person	Records and Enrollment > Student Background Information > Student Advisor
- Student Center Tab mirrors student's view (shows holds, academics, finances, enrollment time, advisor, and personal information)	- Biographical Details tab shows DOB, main address/phone number, and email addresses	- Always select "Include History".
 Academics Tab is administrative program/plan overview (shows institution, career, and program, plus term summaries including classes, grades, and GPA) 	- Addresses tab shows all active addresses	- 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).
Add/Drop Classes:	Enrollment Audit:	Service Indicators (Holds):
Records and Enrollment > Enroll Students > Quick Enroll a Student	Records and Enrollment > Enroll Students > Enrollment Request Search; Choose CUBLD forAcademic Institution	Campus Community > Service Indicators > Person > Manage Service Indicators
- 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.	(Note: existing holds may be viewed from most any screen by clicking the colored "universal no" or "star" symbols.)
- Units and Grade tab used to change variable credits (units) or grade base (letter grade, pass/fail, or no credit).	- Fields are well-explained except for field 41 which shows the "Enrollment Req Detail Status" or the outcome of the transaction.	Program/Plan Stack:
- Other Class Info tab for "drop if enroll" function.	S = Success M = Messages (waitlisted or late-drop for "W")	Records and Enrollment > Career and Program Information > Student Program/Plan
- General and Class Overrides tabs for applicable class overrides. Only use when necessary!	E = Error (sometimes an "X"; both codes usually due to class ineligibility or attempt add/drop outside enrollment period)	- Always select "Include History".
	P = Pending (incomplete action, lost connection or time-out)	- Always ADD a row for every type of transaction.