# Campus Solutions Reference Information

## Term Codes:

1st digit = millenium

2nd and 3rd digits = year (excluding century)

4th digit = term

- 1 = spring
- 4 = summer
- 7 = fall

Examples:

2157 = fall 2015

2161 = spring 2016

## Career Codes:

GRAD = Graduate

LAW = Law

NDGR = Grad. Non-Degree

NOCR = Non-Credit

UGRD = Undergraduate

## Institution Codes:

CUBLD = CU Boulder

CUDEN = 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)

## Campus Codes:

BLDR = Boulder Main

CEPS = Boulder Cont. Ed.

## 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.

- 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 forAcademic 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.