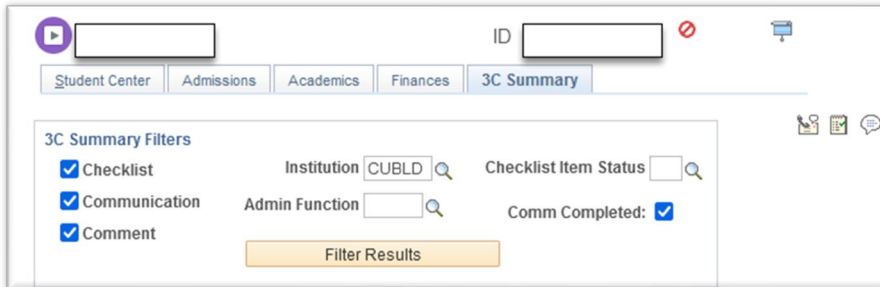


Campus Solutions 3Cs

Campus Solutions 3Cs are checklists, communications and comments coded onto a student's record by their SID and various other data, like term, career or class number.

In addition to the Office of the Registrar, offices across campus use 3Cs as well. This document will detail use cases within the Office of the Registrar that student support staff external to the Office of the Registrar have access to view.



Campus Solutions Page & Navigation

Student Services Center (Admin View) > 3C Summary Tab

Tile Navigation: View Student Information > Student Advisement

NavBar Navigation: Campus Community > Student Services Ctr (Admin Vw)

3Cs

Comments are notes on a record. These do not display to students. Depending on the set up of the comment category, staff can add a specific comment or populate a preset comment.

Checklists are actions required or already taken on the record. These can display to students as to-do items in Buff Portal, though none in this document display to students. Checklists can have different status to indicate where an action is in process.

Communications are emails sent to students through Campus Solutions.

The 3Cs that are currently visible to external staff are related to waitlists, IUT intent and application, and grade replacement eligibility.

Admin Function & Variable Data

In addition to any 3C being attached to the student's record by the SID, different 3Cs are also matched to a student by additional variable data. What variable data is available for a particular 3C is driven by the Admin Function. The Office of the Registrar most often uses these admin functions

STRM – Student Term Variable Data: Career, Term

In the image below, this student received a communication (email) that grade replacement was automatically applied to their record based on processing that occurred on the undergraduate career for term 2221.

3C Summary ?

Details

| Type | DateTime | Institution | Admin Func | Item Code | Item Detail | Description | Career | Term |
|---------------|--------------------|-------------|------------|-----------|-------------|--------------------------------|--------|------|
| Communication | 07/05/22 1:52:12PM | CUBLD | STRM | TET | Item Detail | Grade Replacement Auto-Applied | UGRD | 2221 |

SENR – Student Enrollment Variable Data: Career, Term, Class Number

In the image below, this student has a comment that they were left on the waitlist when it was purged for class number 17482 on their undergraduate career for term 2221.

3C Summary ?

Details

| Type | DateTime | Institution | Admin Func | Item Code | Item Detail | Description | Career | Term | Class Nbr |
|---------|--------------------|-------------|------------|-----------|-------------|--------------------------|--------|------|-----------|
| Comment | 03/09/22 4:46:20PM | CUBLD | SENR | TWTLST | Item Detail | Student Left on Waitlist | UGRD | 2221 | 17482 |

SPRG – Student Enrollment Variable Data: Career, Student Career Number

In the image below, this student has a checklist indicating they expressed intent to IUT on their undergraduate career, student career number 1, which corresponds to a specific program/plan stack.

3C Summary ? Personalize | F

Details

| Type | DateTime | Institution | Admin Func | Item Code | Item Detail | Description | Career | Action Date | Item Status | Career Nbr |
|-----------|--------------------|-------------|------------|-----------|-------------|-------------------------|--------|-------------|-------------|------------|
| Checklist | 11/19/21 1:51:50PM | CUBLD | SPRG | SINTNT | Item Detail | Expressed Intent to IUT | UGRD | 11/19/2021 | Completed | 1 |

Customizing Your View

The default view of the 3C Summary tab has variable data on the second tab. Depending on the 3C you are looking for, you may want to personalize your view so that variable data is on the first tab. You may also choose to hide certain fields.

3C Summary ? Personalize | Find | View All | First | 1-10 of 10 | Last

Details Variable Data

| Type | DateTime | Institution | Admin Func | Item Code | Item Detail | Description | Action Date | Responsible Staff | Comment |
|------|----------|-------------|------------|-----------|-------------|-------------|-------------|-------------------|---------|
| | | | | | | | | | |

Unless you have access to view things at other campuses (very rare) “Institution. Responsible Staff” can also be hidden, since we would prefer questions on 3Cs routed to our office email accounts rather than specific staff.

Select a field and check the Hidden checkbox to hide it.

Grid Customization

3C Summary

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Tab Details (frozen)
- Type (frozen)
- DateTime (frozen)
- Institution (hidden)
- Admin Func (frozen)
- Item Code (frozen)
- Item Detail (frozen)
- Description (frozen)
- Action Date
- Responsible Staff
- Comment
- Tab Variable Data
- Career
- Term
- Class Nbr

Sort Order

Descending

You can also move the order and sorting of fields using the arrows identified in the screen shot below. This is where you can choose variable data options (career, term, class number) above the "Tab Variable Data" row so that they display on the first tab.

Grid Customization

3C Summary

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

The screenshot shows a dialog box titled "Grid Customization" with two main sections: "Column Order" and "Sort Order".

Column Order: A list of columns is shown, including "Tab Details (frozen)", "Type (frozen)", "DateTime (frozen)", "Institution (hidden)", "Admin Func (frozen)", "Item Code (frozen)", "Item Detail (frozen)", "Description (frozen)", "Action Date", "Responsible Staff", "Comment", "Tab Variable Data", "Career", "Term", and "Class Nbr". The "Institution (hidden)" row is highlighted. To the right of this list are four arrows: up, down, left, and right. A red box highlights these arrows.

Sort Order: A list of fields is shown, including "Hidden" and "Frozen", both with checked checkboxes. To the right of this list are three arrows: up, down, and a close button (X). Below the arrows is a checkbox labeled "Descending".

At the bottom of the dialog are four buttons: "OK", "Cancel", "Preview", and "Copy Settings".