
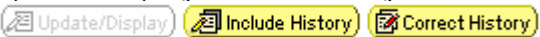






## SIS Terminology

| SIS Terminology         | Definition  |
|-------------------------|---|
| academic career         | <p>All course work that a student undertakes at an academic institution and that is grouped in a single student record.</p> <p>For example: Credit, Non-Credit, and Clock Hour are academic careers.</p>  |
| academic institution    | <p>An entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.</p> <p>An institution code and number, PCC01, GCC02, GWC03, MCC04, SCC05, RSC06, SMC07, CGC08, PVC09, EMC10.</p> <p>Note: Throughout the system you will use Academic Institution as a key value to group data into tables and search against those tables to extract data.</p>                |
| academic organization   | <p>An entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.</p>   |
| academic plan           | <p>An area of study that exists within an academic career/academic program.</p>   |
| academic program        | <p>The entity to which a student applies and is admitted and from which the student graduates.</p>  |
| access Key              | <p>An access key is an ALT + key + Enter combination that just moves the focus to a specific field on the current page.</p> <p>The action will not be performed until the user presses Enter. These key combinations apply only to the buttons found within the page being used and may not be relevant to all pages.</p>   |
| activity                | <p>An instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and wait listing capacities.</p>  |
| add                     | <p> Data entry mode used to create a new record within the system.</p>   |
| address usage           | <p>A grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.</p>  |
| adjustment calendar     | <p>The adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.</p>  |
| administrative function | <p>A particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.</p> |
| admit Term              | <p>Admit term represents the first term of enrollment.</p>  |
| admit type              | <p>A designation used to distinguish first-year applications from transfer applications.</p>  |

| SIS Terminology             | Definition   |
|-----------------------------|--|
| analysis database           | Database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in Academic Advisement. |
| as of date                  | The last date for which a report or process includes data. This field could also be the date for which the current data is displayed.  |
| audience                    | A segment of the database that relates to an initiative or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.  |
| authentication server       | A server that is set up to verify users of the system.   |
| billing career              | The one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.   |
| biographical details        | Demographics that might include data such as Name, Address, Phone Number, etc.   |
| business activity           | The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.   |
| business task               | The name of the specific function depicted in one of the business processes.   |
| business unit               | Each college is a separate business unit.  |
| cache (pronounced "cash")   | The location where your computer stores copies of frequently accessed pages. This way, the computer doesn't have to retrieve the page from the network each time you view it.  |
| campus                      | An entity that is usually associated with a distinct physical administrative unit, which belongs to a single academic institution that uses a unique course catalog and that, produces a common transcript for students within the same academic career.   |
| campus community            | Campus Community data is shared student information.   |
| career                      | See Academic Career  |
| Cashiers office             | Each college uses one or more cashiers offices for processing payments   |
| catalog item                | A specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.   |
| category                    | A broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.  |
| chartField                  | A field that stores a chart of accounts, resources, and so on, depending on the application. ChartField values represent individual account numbers, department codes, and so forth.   |
| chartField combination edit | The process of editing journal lines for valid ChartField combinations based on user-defined rules.  |

| SIS Terminology   | Definition   |
|-------------------|--|
| chartKey          | One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.  |
| checkbox          | <input checked="" type="checkbox"/> Small square box that operates as a toggle switch for a data field that can have one of two values.  |
| checklist code    | A code that represents a list of planned or completed action items that can be assigned to a student. Checklists enable you to view all action assignments on one page.  |
| class             | A specific offering of a course component within an academic term.<br><br>See also course.   |
| class section     | A unique identifier for identical course offerings scheduled within a session. MCCCDC will use a four-digit numbering scheme for each subject area beginning with 0001.<br><br>The class section helps track the number of sections offered and is used for setting up the Auto Enroll feature.  |
| class status      | A class status can be: Active, Stop Further Enrollment, Cancelled Section, or Tentative Section.<br><br>SIS populates this field from the <i>Schedule New Course – Enrollment Cntrl</i> page.  |
| Clone             | In PeopleCode, to make a unique copy. In contrast, to copy may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.  |
| cohort            | The highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.<br><br>See also population and division.  |
| comm key          | See communication key.   |
| comments          | A free form field that enables a user to add comments (anecdotal notes).   |
| communication key | A single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called comm keys or speed keys) can be created for background processes as well as for specific users.  |
| communications    | Communications (letters, email, phone call, personal contact, facsimiles, etc.) enable an institution to track and analyze all contact, both outgoing and incoming, with students, staff, constituents, and organizations inside and outside the institution.  |
| component         | Consists of one or several pages to perform a specific function, or functions.   |
| content reference | Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.  |
| context           | In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.<br><br>A specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. |





| SIS Terminology           | Definition   |
|---------------------------|--|
| corporate account         | Third party organizations may have SIS contracts for paying charges. The financial transactions will show in the organization's SIS corporate account.   |
| correction                | Data entry mode that allows the user to make changes to all data in the panel group.   |
| course                    | A course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.<br><br>See also class. |
| course catalog            | The terminology used in legacy is Course bank.   |
| course offering number    | This number is created in the course catalog and represents your college number.   |
| course share set          | A tag that defines a set of requirement groups that can share courses. Course share sets are used in Academic Advisement.  |
| current Data              | Data that has an effective date closest to the current date, without going past it, is considered to be the current data for that record.  |
| data elements             | Data elements, at their simplest level, define a subset of data and the rules by which to group them.  |
| data entry mode           | Determines what you can see and do on a particular page (e.g., Update/Display, Include History, Correct History).<br>  |
| dataset                   | A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.           |
| degree or certificate     | The terminology used in the old legacy system equivalent to Academic Plan in the new SIS.  |
| description               | A description—up to 30 characters—for the value you are defining. This description may be used in searches, display text, and reports throughout the system.<br><br>See also <b>Short Description</b> and <b>Long Description</b> .  |
| detailed business process | A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.   |
| division                  | The lowest level of the three-level classification structure that you define in Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.<br><br>See also population and cohort.                      |
| document sequencing       | A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.   |
| drop-down list            | Vertical bar that appears to the right of the field that will display valid values from a translate table.   |
| dynamic detail tree       | A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.  |



| SIS Terminology            | Definition  |
|----------------------------|---|
| edit box                   | Rectangular box in which data is entered. The length of the database field determines the size of the edit box.   |
| edit table                 | A table in the database that has its own record definition, such as the Department table. As fields are entered into an application, they can be validated against an edit table to ensure data integrity throughout the system.  |
| effective date             | <p>A method of dating information. Information can be predated to add historical data to the system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, values are not deleted; a new value with a current effective date is entered.</p> <p>The Effective Date also defines when the <b>Status</b> that you select is valid.</p> <p>An Effective Date is a column in a table that is a key but it is not a search key.</p>  |
| effective sequence         | Only one action can happen at a time, so on some panels, there is an effective sequence giving order to events happening on the same effective date.  |
| enrollment actions reasons | Equivalent to the old legacy term for Drop codes.   |
| enrollment cancellations   | Equivalent to the old legacy term for Purge.  |
| enrollment status          | A classes is designated to be in Open or Closed status based on when enrollment capacity is met.  |
| equity item limit          | The amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.  |
| error message              | Text may appear when the user attempts to save data. It is a message alerting the user that the system has identified incorrect data or is missing data.  |
| event                      | A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.  |
| external organizations     | Other colleges, businesses, high schools, third party contract organizations, etc.  |
| fact                       | In applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.   |
| favorites                  | Also known as Bookmarks, works as a shortcut for accessing components and pages that a user will need to access often.  |
| field types                |  Edit Box – a free form edit box.<br> Edit box with a dropdown is a formatted edit box.<br> Drop-Down List Box with prompt presents user with a search page to view valid values on system tables.<br> Drop-down list will display the valid values of a translate table. |

| SIS Terminology      | Definition   |
|----------------------|--|
| financial aid term   | a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.   |
| forecast item        | A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.   |
| free format text     | New functionality allowing you to enter a freehand note or edit a preexisting note.  |
| gap                  | An artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.  |
| generic process type | In Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.  |
| gl business unit     | Abbreviation for general ledger business unit. A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.<br><br>See also business unit.   |
| gl entry template    | Abbreviation for general ledger entry template. A template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.  |
| gl Interface process | Abbreviation for General Ledger Interface process. a process that is used to send transactions from Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.  |
| group                | In Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).   |
| hot key              | A hot key performs an immediate action without the user pressing Enter. These keys apply only to the buttons found within the page being used and may not be relevant to all pages.  |
| hypertext link       | Connects one piece of information to a related piece of information. Clicking on a hypertext link takes the user directly to the linked destination.   |
| id                   | Unique system generated identification code for an individual in the system.   |
| initiative           | The basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives. |
| inquiry access       | A type of security access that permits the user only to view data.<br><br>See also update access.  |

| SIS Terminology          | Definition  |
|--------------------------|---|
| institution              | An entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.   |
| integration              | A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable applications to work seamlessly with other applications or with third-party systems or software.   |
| integration point        | An interface that a system uses to communicate with another application or an external application.   |
| integration set          | A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.   |
| item shuffle             | A process that enables you to change a payment allocation without having to reverse the payment.  |
| key                      | A way to uniquely identify a record. For example, ID is a key in identifying a person's record.   |
| keyword                  | A term that you link to particular elements within Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.   |
| lms                      | Abbreviation for learning management system. LMS is a Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.  |
| location                 | Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a 1—is the address you use most often and may be different from the main address. |
| long description         | A long description—up to 250 characters—for the value you are defining. This description may be used in searches, display text, and reports throughout the system. See also <b>Description</b> , <b>Formal Description</b> and <b>Short Description</b> .   |
| mass change              | Mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.<br><br>See also 3C engine.  |
| national ID              | Identification code used by countries to track information on their residents for identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number  |
| need                     | The difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called need analysis.  |
| node-oriented tree       | A tree that is based on a detail structure, but the detail values are not used.   |
| org id (organization ID) | Unique identification code for an organization associated with your institution. Field name is generally EXT_ORG_ID   |
| page                     | Pages give the user the ability to enter new data, view, modify, or delete existing   |

| SIS Terminology                       | Definition   |
|---------------------------------------|--|
|                                       | data (Legacy Screens).   |
| page Tab                              | These tabs are located at the top of the page and will coincide with links located at the bottom of the page. Clicking on either the tab or the link will allow a user to navigate through various pages within a component.   |
| pagelet                               | Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant and non- content.   |
| partner                               | A company that supplies products or services that are resold or purchased by the enterprise.   |
| payment shuffle                       | A process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.  |
| PeopleSoft Pure Internet Architecture | The fundamental architecture on which 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.   |
| personal portfolio                    | The user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.   |
| population                            | The middle level of the three-level classification structure that you define in Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.<br><br>See also division and cohort.   |
| portal registry                       | In applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.  |
| primacy number                        | A number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence. |
| primary name type                     | The name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.   |
| process category                      | In the Process Scheduler, processes that are grouped for server load balancing and prioritization.   |
| process definition                    | Process definitions define each run request.   |
| process instance                      | A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.   |
| process job                           | You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.   |
| process monitor                       | This hyperlink takes the user to the Process List page where the status of submitted process requests can be viewed.   |
| process request                       | A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through the Process   |

| SIS Terminology         | Definition  |
|-------------------------|---|
|                         | Scheduler.  |
| process run control     | A PeopleTools variable used to retain the Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.   |
| programs                | A high-level grouping that guides the learner along a specific learning path through sections of catalog items.   |
| prompt                  |  Prompting is used to select from a list of valid values. Prompting displays another Search page from which the user can select a value from the retrieved a list of values.   |
| prospects               | Students who are interested in applying to the institution.   |
| quick admit             | Admitting an individual for a specific term.  |
| quick enroll            | Registering a student.  |
| radio button            |  A small, round button that appears next to an option. A small black dot appears when you click on the button.   |
| rating components       | Variables used with the Equation Editor to retrieve specified populations.  |
| record group            | A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.  |
| recname                 | The name of a record that is used to determine the associated field to match a value or set of values.  |
| remote data source data | Data that is extracted from a separate database and migrated into the local database.   |
| report manager          | This hyperlink takes the user to the Report List page where they can view report content or check the status of a report.   |
| required field          | A field in which data must be entered or the operator will receive an error message when attempting to save the record.   |
| requirement term        | The terminology used in legacy is Catalog Year.   |
| reversal indicator      | An indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.   |
| roll up                 | In a tree, to roll up is to total sums based on the information hierarchy.  |
| row buttons             | Within various pages throughout the system, you have the ability to insert rows of data to include all applicable values and details. To include this information on a page, you are provided with the Insert Row  and Delete Row  buttons. These buttons are commonly associated with scroll areas. |
| run                     | This button takes the user to the Process Scheduler request page where they can specify the location where a process or job runs.   |
| run control             | A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.   |
| run control ID          | A unique ID to associate each user with his or her own run control table entries.   |
| search query            | You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.  |

| SIS Terminology    | Definition  |
|--------------------|---|
| scroll area        |  <p>The header area of the scroll area may display a navigation bar to access hyperlinks for viewing a previous, next, top, or bottom row. Scroll areas enable you to scroll through multiple rows of data or view all rows at one time. The number of rows is displayed in this area, e.g. 1 of 4, 2 of 4, etc.</p> <p>Scroll areas are a way of grouping multiple fields of data. Scroll Areas provide push buttons and hyperlinks in navigation bars, enabling the user to scroll through multiple rows of a data.</p> <ul style="list-style-type: none"> <li>▪ <b>First</b> means the most recent row and <b>Last</b> is the oldest. (In essence each time you add a newer row it is put at the top of the table).</li> <li>▪ The default scroll area contains a <b>data navigation bar</b> with navigation buttons to move between rows <b>Scroll Action Buttons</b> such as a View All hyperlink.</li> <li>▪ Inside the scroll area are <b>Row Action Buttons</b>  on each row of data that enable the user to insert or delete rows.</li> <li>▪ Row Counter, Find, and View All options may be available</li> </ul> <p>Pages/Scroll Areas may also display <b>Borders</b> around your scroll area or <b>Row Separators</b> displaying a horizontal rule as a visual division between rows of data</p> |
| search/match       | A feature that enables you to search for and identify duplicate records in the database.  |
| seasonal address   | An address that recurs for the same length of time at the same time of year each year until adjusted or deleted.  |
| service impact     | The resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.   |
| service indicator  | Indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.   |
| session            | Time elements that subdivide a term into multiple time periods during which classes are offered.  |
| single signon      | With single signon, users can, after being authenticated by an application server, access a second application server without entering a user ID or password.   |
| source key process | A process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.  |
| speed key          | See communication key.  |
| speedType          | A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.  |
| staging            | A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.   |
| standard letter    | A standard letter code used to identify each letter template available for use in   |

| SIS Terminology      | Definition   |
|----------------------|--|
| code                 | mail merge functions. Every letter generated in the system must have a standard letter code identification.  |
| status               | The Status field usually is associated with the <b>Effective Date</b> field. You can select a Status of <b>Active</b> or <b>Inactive</b> . Select <b>Active</b> when adding a new value. Select <b>Inactive</b> when your institution will no longer be using the value. When you change the Status you should insert a new Effective Dated row.   |
| student record       | An individual's system ID becomes a Student Record, once the individual has been activated in a career (Credit, Clock, Non-Credit).  |
| student self service | On-line Registration   |
| tab                  | The tab key may be used to move from field to field for data entry. The system will recognize and format data in specific fields, upon completion of this keystroke.   |
| tableset             | A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.   |
| tableset sharing     | Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.  |
| target keys          | Target keys indicate which charges receive credit for a given transaction. A cashier must specify a target key for all transactions except departmental receipts and cash replenishments.  |
| template             | A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In , you use templates to build a page by combining HTML from a number of sources. For a portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.  |
| Tender keys          | Tender keys represent the types of tender the cashier's office can accept. Examples of tender keys include cash, checks, and credit cards.   |
| term                 | <p>A grouping for classes and tuition; a period of time a campus has determined as an instructional accounting period.</p> <p>The term code consists of 4 digits (ie: 4046).</p> <ul style="list-style-type: none"> <li>• The first number represents an arbitrary number chosen to correspond to the 21<sup>st</sup> century.</li> <li>• The second and third numbers represent the year.</li> <li>• The fourth number represents the term of spring (2), summer I (4), summer II (5) or fall (6).</li> </ul> |
| term activation      | Activates an individual for a specific term giving them the ability to register.   |
| 3C engine            | Abbreviation for Communications, Checklists, and Comments engine. The 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.   |
| 3C group             | Abbreviation for Communications, Checklists, and Comments group. a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.   |

| SIS Terminology             | Definition  |
|-----------------------------|---|
| translate table             | A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.  |
| tree                        | The graphical hierarchy in systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.  |
| tuition lock                | A feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or locked) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.  |
| unapplied payment           | A payment that SIS hasn't yet applied to a charge.  |
| universal navigation header | Every portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.                   |
| update access               | A type of security access that permits the user to edit and update data.<br><br>See also inquiry access.  |
| user defaults               | Once a user has set his/her User Defaults, the system then automatically loads default values into data pages for that particular user ID. The user default settings that are established in the User Defaults component can be overridden on any page in the system.<br><br>User defaults (which are optional) can save time and minimize data entry errors. |
| user id                     | The system identifier for the individual who generates a transaction.   |