Campus Solutions Glossary

The Campus Solutions Glossary defines many of the terms that are used in Campus Solutions – the student information system at Illinois State University.

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Glossary Terms

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supportcenter@ilstu.edu
help.illinoisstate.edu

# #

1098-T – an IRS tax form that reports the payments a student made to Illinois State University for qualified education expenses (or, alternatively, the amounts billed for such expenses). (Student Financials)

3Cs (Communications, Checklists, Comments) – a flexible way to send and track correspondence, lists of requirements, and notes to students, staff, and organizations.

- **Checklist** – a list of planned or completed action items that can be assigned to a user
- **Comments** – a notation field for additional comments on a user record
- **Communications** – a method to send and track communications to a user

3C Engine – an application that enables automation of 3Cs processes. The 3C engine automatically adds, deletes, and updates communications, checklists, and comments according to Illinois State University policies.

3C Group – a method of grouping users to control or restrict access to 3Cs, determined by security-based roles.

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A

AAWS (Admissions Application Web Services) – a set of web services that an applicant uses to apply to Illinois State University. AAWS automatically adds application data (such as name, addresses, phone numbers, etc.) to a student's record. (Admissions)

Academic Advisement – the module of Campus Solutions that is used to track a student's progress toward a degree.

Academic Career – all the course work undertaken by a student that is maintained in a single record. Illinois State University offers three academic careers: undergraduate, graduate, and continuing education.

Academic Group - the highest level division of an institution, used mostly for reporting, catalog defaults, and meeting patterns. Illinois State University has seven academic groups: the College of Applied Science and Technology, College of Arts and Sciences, College of Business, College of Education, College of Fine Arts, College of Nursing, and the Office of the Provost.

Academic Institution – the highest organization in the academic hierarchy. Illinois State University is the only institution in Campus Solutions. It is assigned the code, "ILSTU."

Academic Load – an indication of full-time or part-time enrollment based on the number of units enrolled and the academic load rules for the term. Academic load impacts eligibility for residential housing and financial aid.

Academic Organization – the department which has financial and work responsibility for an academic program. At Illinois State, academic organizations correspond to academic departments (such as the Department of Family and Consumer Sciences) and to colleges (such as Mennonite College of Nursing).

Academic Plan – the course of study a student follows to fulfill the requirements of a degree, such as a BA in English or an MS in Chemistry. An academic plan is equivalent to a major, minor, or certificate.

Academic Program – the entity to which a student applies, is admitted, and ultimately graduates from. Programs define many different rules for academic processes, such as grading, financial aid, and class repeat rules. At Illinois State University, programs are a combination of colleges and academic careers, such as the College of Business undergraduate program and the College of Arts and Sciences graduate program.

Academic Session – a period of time during which the University holds classes. Sessions can span the full length of a term or any amount of time within it, such as the first half of the Fall term or the last quarter of the Summer term.

Academic Standing Rules - the policies that determine a student's academic standing. For example, at Illinois State University a student must maintain a cumulative GPA of 2.0 to maintain academic good standing. (Student Records)

Academic Structure – the Campus Solutions term for the relationships between Illinois State University, its colleges and departments, the courses they offer, and the terms and sessions within the academic year.

Academic Subjects – the specific areas of instruction that are offered by academic organizations. For example, MAT 120 belongs to the math subject.

Academic Sub-plan – an area of specialization within an academic plan. For example, Creative Writing is a sub-plan within the English BA plan. Note that sub-plans are not used for minors (because a minor is an academic plan in its own right).

Academic Term – a period of time containing one or more academic sessions. At Illinois State University, there are three academic terms: Fall term, Spring term, and Summer term.

Account Type – a group of similar item types. For example, all of the charge item types associated with housing are grouped under a single account type of "Housing." (Student Financials)

Accounting Entries – the credit or debit records on the general ledger, also known as "accounting lines." All transaction activity at Illinois State University, such as tuition payments, fees, and refunds, is recorded by accounting entries. (Student Financials)

Adjustment Calendar – the calendar that determines the amount of the refund that students receive when they drop their courses. Refunds are based on the amount of time that has passed since the first day of the term or session. In the spring 2014 term, for example, a student who dropped a class before January 27 received a 100% refund. (Student Financials)

Admissions – the Campus Solutions module that handles the University's admission process, including student applications and associated documents, fees, and evaluation. This module is also used to admit a student to an academic program and an academic plan. (Admissions)

Admissions Checklist – a checklist of actions which must be completed by a student to finalize admission to the University, such as providing test scores, transcripts, and paying application and enrollment fees. (Admissions)

Admit – the program action used to admit a student to an academic program. This changes the person's status to Admitted and enables enrollment deposit calculations. (Admissions)

Admit Level Associations – the financial aid labels that group students together based on program status. Admit level associations are used to determine when a student's ISIR data will be loaded into Campus Solutions. For example, a student with an Admit Level Association of "Has Not Applied" will not have ISIR data loaded. (Financial Aid)

Admit Types – groups of students with the same admission requirements, such as first-year undergraduate (FYR), transfer undergraduate (TRN), graduate (GRD), doctoral (PHD), visitors (VIS), and readmitted students (RAD). (Admissions)

Aggregate Aid – a summary of a student's available financial aid in relation to how much financial aid has been used by the student. Aggregate aid is important for students who have grants and financial aid disbursements that are in limited amounts or are only applicable for a set number of terms, such as the Title IV grant. (Financial Aid)

Aging Set – a group of aging categories that define a bill as future, current, or past due based on the number of days from a specified date (usually the billing date). For example, normal billing processes contain categories for 30 days overdue, 60 days overdue, and 90 days overdue. (Student Financials)

Aid Year Activation – the process of activating a prospect for financial aid after financial aid data has been loaded into Campus Solutions. At Illinois State, a student will be aid year activated after ISIR information is received. (Financial Aid)

Anticipated Aid – the amount of financial aid Illinois State has awarded a student, but has not yet disbursed. (Financial Aid)

Applicant – a prospective student that has submitted an application to Illinois State. (Admissions)

Application Center – a secure storage place for applicant data in Campus Solutions. (Admissions)

ATB (Ability to Benefit) – a test required of students seeking federal financial aid who did not graduate from high school in the United States. The test requires students to demonstrate that they possess sufficient "ability to benefit" from post-secondary education. (Financial Aid)

Attendance Tracking - an application that records student attendance, compiles statistics, and generates attendance rosters (a list of who attended) for classes and non-class events, such as field trips. (Student Records)

Authorization– the process of approving a student's financial aid amount. Authorization occurs after a student is awarded and accepts the financial aid. The authorizing process can be automated or can be completed manually. (Financial Aid)

Award Messages – the messages or information that can be attached to financial aid item types and then included on Financial Aid notification letters to students. (Financial Aid)

B

Billing and Due Date Calendar – the calendar that determines the due dates for fee and tuition payments. The calendar calculates the due date based on the distance from a pivot date – for example, the number of days from the start of the term. (Student Financials)

Billing Career – the career that is used to calculate a student's tuition and fees. The billing career is almost always the same as the student's academic career (students in the accounting BS/MPA program are the one exception). Illinois State has three careers: undergraduate, graduate, and continuing education. (Student Financials)

Billing Message – text that appears on a bill. Billing messages are defined once and then linked to one of five types. (Student Financials)

- **Aging Set Message** is the text that will be displayed on bills that fall within a particular aging category, such as *60-90* days past due.
- **Business Unit Message** is the text that will be displayed on all bills sent by Illinois State University.
- **Corporation Message** is the text that will be displayed on bills sent to a particular external organization, such as State Farm.
- **Customer Message** is the text that will be displayed on bills that are sent to a particular student or other customer.
- **Item Type Message** is the text that will be displayed on bills that contain a particular item type, such as tuition charges.

Billing Standard Request – the parameters that Campus Solutions uses to identify and bill groups of students or organizations, such as all undergraduate students or all organizations with a balance above $1,000. Billing standard requests are created once and then used repeatedly when needed. (Student Financials)

Bio/Demo Data – the biographic and demographic data about a person, such as name, addresses, phone numbers, citizenship, email address, and ethnicity.

Block Enrollment - a process that enrolls a student block into a course or group of courses. (Student Records)

Budget – a detailed list of expenses that identify the cost of attendance. A budget helps establish a student's need for financial aid. (Financial Aid)

Buildings – the physical places on campus that house rooms and facilities. For example, Turner Hall and Schroeder Hall are buildings at Illinois State University.

Business Unit – the organization in Student Financials that is responsible for billing. At Illinois State, there is one business unit that is assigned the code "ILSTU." (Student Financials)

C

Campus Community – the module of Campus Solutions used to create and update the records of people and organizations. Campus Community acts as a central hub by sharing data with all other modules, including Admissions, Advising, Financial Aid, Student Financials, and Student Records.

Campus Solutions – the student information system (SIS) at Illinois State University. Campus Solutions is comprised of six modules: Admissions, Advising, Campus Community, Financial Aid, Student Financials, and Student Records.

Cancel - a program action that cancels all of a student's course enrollments and refunds 100% of his or her fees. (Student Records)

Career Pointer Exception Rules - the rules that enable students to take courses outside of their academic careers. For example, undergraduate students at Illinois State can take 400-level graduate courses with permission of the instructor, the department chair, and the Graduate School. (Student Records)

Cashiering Office – a group of cashiers and cash registers that accepts in-person payments from students and other customers. The cashiering office at Illinois State University is Student Accounts. (Student Financials)

Census Date – the date used to finalize a student's enrollment for the term. The census date is used for budgeting and aid calculation purposes. The financial aid term is based on the census date. (Financial Aid)

Charge Priority List – the set of rules that determine which charges a payment is allowed to pay. For example, cash payments are allowed to pay all charges in all terms, while certain scholarships are only allowed to pay housing charges in the current term. (Student Financials)

Class Fee – an extra fee that is assessed to all students who enroll in a particular class (a specific instance of a course). For example, ART 333 Topics in Advanced Photography could have a $5 material fee for section one of the Fall 2015 class and a $6 material fee for section two, depending on the subject that each section is studying. (Student Financials)

- **Class Fee Modal** is the component that allows Student Records staff to charge class fees.

Class Section - an individual offering of a course within a term, such as the second section of COM 110. (Student Records)

Cloud – another word for the Internet. A company that provides cloud-based services remotely hosts data, software, and the physical infrastructure, such as servers and network devices. Campus Solutions is a cloud-based product.

COA (Cost of Attendance) – an estimate of a student's educational expenses for the period of enrollment. COA is calculated based on tuition, housing, books, parking, and fees. (Financial Aid)

COD (Common Origination and Disbursement System) – a federal system that processes financial aid award origination and disbursement data using information from the Common Record. (Financial Aid)

Collection Agreement – a contract that specifies how a debt will be paid off for a person who is no longer enrolled at Illinois State University. (Student Financials)

Collection Criteria – the filters that determine who will be assigned a new debt that has been placed in collections. For example, one collection agent could be assigned to all collections over $1,000, while another could be assigned to all students who were in the College of Business. (Student Financials)

Common Record – a federal record that houses origination and disbursement data for the Pell Grant, Direct Loan, and other grants. (Financial Aid)

Conditional Admit – a type of program action that admits a student into an academic program on a conditional basis. At Illinois State, conditional admit is not used. Instead, all persons are admitted to the University using the admit program action. (Admissions)

Connector Type - a logical operator that is used to determine if some or all conditions in a statement are true. The two connector types are:

- AND - the process will succeed if all conditions are met
- OR - the process will succeed if one or all of the conditions are met

For example, a requisite condition could be set up to make students eligible to enroll in a course if they are: in their first-year AND have an ACT Math score over 25; OR if they are in their second-year AND have a GPA of 3.0.

Consolidate Statistics - a process that compiles all of the information about a student's academic level, load, career, and program into a single record. (Student Records)

Constituents – the friends, alumni, organizations, foundations, or other entities affiliated with Illinois State, and about which the University maintains information.

Correct History – a Campus Solutions mode which allows the user to make changes to current or past records. Correct history mode is only meant to be used to fix mistakes, not to make changes. Changes to a record should be made by adding a new row with a new effective date.

Contract Group – a set of third party contracts. For example, an external organization paying for multiple courses at Illinois State University could group their contracts together to limit the total amount they spent on those courses. (Student Financials)

Contract Number – the name for a third party contract. The contract number does not actually have to be a number, and often it is not. For example, a contract number might be "STATEFARM 15-16," designating a contract with State Farm for the 2015-2016 academic year. (Student Financials)

Course Catalog - the list of all courses offered by Illinois State University. It contains information such as course titles, numbers, hours, subjects, room characteristics, and additional fees. Unlike the official University catalog, the Campus Solutions course catalog does not contain degree requirements, academic policies, or other university information. (Student Records)

Course Component - a type of course offering, such as a lecture, lab, or seminar. One course can have multiple components. (Student Records)

Course Fee – an extra fee that is assessed to all students who enroll in a particular course. For example, ART 103 has a $5 material charge. (Student Financials)

- **Course Fee Modal** is the component that allows Student Records staff to charge course fees.

Course List Fee - an extra fee that is assessed to all students who enroll in any of the courses in a course list. For example, ART 103, 104, and 105 could all be placed on a course list and then assessed a single fee. (Student Financials)

Course Offering - all of the information about a particular course, such as its number, title, description, and subject area. Courses can include multiple components, such as lecture, discussion, and lab. (Student Records)

Course Requisites - the conditions that a student must meet in order to enroll in a class. For example, a student who wants to take ENG 233 must first pass ENG 100 with a grade of C or better. (Student Records)

Credit History – the process that Campus Solutions uses to assign outstanding charges to an aging category, such as 30, 60, or 90 days past due. (Student Financials)

Criteria – the conditions that Campus Solutions uses to determine what tuition and fees to assess a student. If a student meets the criteria, the system will assess the charge. There are two kinds of criteria. (Student Financials)

- **Trigger Criteria** are used to determine whether a student is eligible for term fees, course fees, class fees, and waivers. For example, Illinois State University students who only take courses online are charged an outreach fee instead of the general fees.
- **Tuition Group Criteria** are only used to determine which tuition group a student should be placed in, such as graduate or undergraduate.

CRM (Customer Relationship Management) – a tool that manages the entire lifecycle of a person's relationship with Illinois State University, from the moment the person is a prospect, through application, admission, enrollment, graduation, and as an alumnus or alumna.

Cross Functional Committee – an advisory committee that reviews decisions and recommendations about Campus Solutions at Illinois State. This committee is comprised of key University staff members in multiple departments.

D

Degree Change Audit - a process that tracks and displays all the changes made to a student's degree record, who made the change, and the date and time of the change. (Student Records)

Direct to GL Entries – the general ledger accounting entries that are not associated with an Empl ID. Direct to GL entries are only created when processing application fees. (Student Financials)

Disbursement – the transfer of funds from the Financial Aid system to the student's account in Student Financials. Financial aid disbursement cannot occur until the student's financial aid has been authorized. After disbursement, the financial aid award will be immediately credited to the student's account. (Financial Aid)

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E

EFC (Expected Family Contribution) – the amount of money that an applicant's family is expected to pay toward the cost of the student's degree. EFC is calculated based on a student's responses in FAFSA and helps determine eligibility for federal student aid. (Financial Aid)

Effective Date – the date at which a piece of data is considered official or effective. Campus Solutions uses effective dates to maintain a historical record of past data. Instead of deleting or overriding data, a new set of data is entered with a new effective date, which tells the system to use the new information from that date forward.

Empl ID (Employee ID) – a Campus Solutions person identifier. All students, faculty, staff, and constituents will have unique Empl IDs.

Enrollment Appointment - the time during which a student can register for classes. (Student Records)

Enrollment Cancellation – the process which marks students who should be dropped from their classes because of past due charges. The Student Financials process does not actually drop students from classes; rather, it flags students who are past due for the Student Records module to process. (Student Financials)

Enrollment Component - an application that generates a request to enroll a student in a course. The enrollment component overrides all requisite, deadline, and other rules. (Student Records)

Enrollment Management – a Campus Solutions tool that allows Illinois State to create and manage target and actual enrollment numbers. (Admissions)

Enrollment Request - an application that generates a request to enroll a student in a course, similar to Quick Enroll. (Student Records)

Enrollment Requirement - a complex set of course requisites that are defined once and then applied to a requirement group as a single item. For example, in order to enroll in HSC 298.03, a student must pass HSC 200, 202, 212, and 230 with a grade of C or better. (Student Records)

Enrollment Requirement Group – a set of course requisites that are defined once and then attached to multiple courses as needed. For example, ENG 213, 214, and 215 share a single set of requisites and are thus attached to one enrollment requirement group. (Student Records)

Enrollment Requirement Roster – a group of students, such as all students in a particular course, that is created to process post-enrollment requirement checking. (Student Records)

Enrollment Targets – the ability to identify targets for enrollment based on cohort, population, and division; created/housed in Enrollment Management. (Admissions)

- **Cohort, Population, Division** – flexible groups of individuals used to create and document enrollment targets. The specific groups are completely up to the user to define.

Equation Engine – a programming tool that uses logical rules or statements to read and change Campus Solutions data tables.

Equity Funds – an amount of financial aid that is not repaid by students, such as grants and scholarships. Equity funds can also include parent and student contributions. (Financial Aid)

Equity Item Type Groups – a collection of financial aid item types. Equity item type groups allow for finer control of the way that financial aid item types are evaluated and awarded. (Financial Aid)

Equity Item Types – FA item types that are defined as equity funds, such as grants and scholarships. (Financial Aid)

Equity Limits – the maximum amount of funds set by Illinois State to be awarded with discretionary or gift funds. The equity limit can be reduced by factors like a higher EFC or parent contribution. Equity limits ensure that similar student populations are offered similar aid amounts. (Financial Aid)

Evaluation Management – a Campus Solutions process that automatically processes student applications and preliminarily marks the application as "admissible" or "review." This process does not automatically admit or deny students to Illinois State; rather, it serves as a preliminary review to speed up the admissions process. (Admissions)

Event – a trigger-based, predefined point that automatically creates, updates, or deletes information. For example, if a student at Illinois State enrolls in a course (event), the student will be given automatic access to the course in self-service.

External Award – a financial aid award that is funded by an external organization. Financial Aid maintains external award data in Campus Solutions for record-keeping purposes. (Financial Aid)

External Course – a course offered by another academic institution. External courses are defined in order to award transfer credit. (Student Records)

External Education – the records, transcripts, and other data that come from institutions outside of Illinois State, such as high schools or other colleges. (Admissions, Student Records)

External Organizations – the schools, businesses, or non-profit organizations that conduct business with Illinois State. For example, the Thomas Metcalf Laboratory School is an external organization.

External Subject – an area of study at another institution, used to process transfer credit and track external courses. For example, high school courses such as History, Geography, and Politics could all be listed under an external subject of "Social Studies." (Student Records)

F

FA Item Type Groups (Financial Aid Item Type Groups) – a grouping system that is used to award a group of similar funds in a specific order until the group maximum is met. For example, Illinois State could group all endowed funds into one item type group, allowing for the endowed funds to be assigned until the limit is met. (Financial Aid)

FA Item Types (Financial Aid Item Types) – a designation in Financial Aid that indicates the type of aid award, including how much an award is worth and other basic information about the award. (Financial Aid)

FA Term (Financial Aid Term) – an amount of time that represents the Financial Aid processing period; at Illinois State, the FA Term is based on the academic term. Defining an FA Term allows the University to determine how funding is allocated to students. (Financial Aid)

Facility – a room or grouping of rooms, such as Stevenson Hall 420B or Fairchild 211. For the purpose of scheduling, it can be treated as a single entity or as multiple rooms/components.

Facility Characteristics – a description of the facility capacity, availability, and room characteristics.

FAFSA (Free Application for Federal Student Aid) – an application that students must file to receive most aid or loans based on financial need. (Financial Aid)

FAN (Financial Aid Notification) – a process used to notify students of their financial aid awards. The FAN includes the name of each award, the amount awarded to the student, and any award messages that are designated for a particular financial aid item type. (Financial Aid)

FDD (Functional Design Document) – a document created by Illinois State that discusses the technical and functional needs of interfaces, conversions, reports, workflows, and customizations required for Campus Solutions.

Fee Class – a category of charges, such as "Tuition and Fees" or "Miscellaneous Fees." Although it is a required value, fee class has no system impact and is only used for reporting purposes. (Student Financials)

FERPA (Family Educational Rights and Privacy Act) – a federal law that protects the privacy of student educational records. Students may choose to release information to others, such as their parents or legal guardians.

FERPA Control – a tool to identify and prohibit the release of a student's restricted information. This control is automated in Campus Solutions.

Financial Aid – the Campus Solutions module that manages the University's financial aid process. This module controls the disbursement of awards, scholarships, loans, and federal aid. It is also used to assess a student's eligibility for aid and maintains all data necessary for federal and state compliance. (Financial Aid)

Financial Aid Load – a factor that contributes to a student's financial aid eligibility. Financial Aid Load determines how much financial aid a student can receive based on the number of units enrolled and the financial aid load rules for a term. Financial Aid load is impacted by academic load and the FA item type rules. (Financial Aid)

Flat File – a file that contains plain text data, such as an Excel spreadsheet. Flat files can be uploaded into Campus Solutions, which will automatically structure the file contents into the Campus Solutions database.

FSEOG (Federal Supplemental Educational Opportunity Grant) – a federal grant that is administered directly by the financial aid office. The FSEOG does not need to be repaid and is awarded based on a student's financial need. (Financial Aid)

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G

General Ledger - the master account list that Illinois State University uses to track course fees, payments, financial aid disbursements, refunds, and other financial information. Illinois State uses Datatel for its general ledger.

GL Interface (General Ledger Interface) - the application that posts Student Financials transactions to the general ledger. (Student Financials, Student Records)

Global Exclusion Rule - a restriction that prevents a specific group of students (such as all students on academic probation) from being activated in a term. (Student Records)

Grade Basis – a group of grade inputs that determine the possible grades for a course. For example, in the "Graded" grading basis, possible grade inputs include A, B, C, D, and F. In the "Credit/No-Credit" grading basis, possible grade inputs include credit or no credit. (Student Records, Advising)

Grade Basis Exception Rule - a rule which tells Campus Solutions how to process the grades of students who take courses outside of their primary academic career. (Student Records)

Grade Input – a specific grade that is defined for a grade basis, such as A, B, C, D, or F. (Student Records, Advising)

Grade Lapse - the process that converts "in progress" or "incomplete" grades to another specified grade after a deadline passes. For example, an instructor can decide that an incomplete grade will be converted to a C after three months. (Student Records)

Grade Roster - the application that is used to assign grades to a class roster. (Student Records)

Grading Scheme – a set of grading bases that is linked to a career. Illinois State has separate grading schemes for the undergraduate, graduate, and continuing education careers. (Student Records, Advising)

Graduation Reporting - a process that defines a group of students, updates their degree status, and requests their transcripts, degree audits, and graduation reports. (Student Records)

Graduation Tracking - a process that determines if a student has completed all of his/her degree requirements. (Student Records)

Group Post – an application that posts multiple transactions into students' accounts at once. The transactions can be for the same student or for multiple students. (Student Financials)

Group Types – the labels that Campus Solutions uses to classify different types of transactions, such as *Tuition*, *Parking*, or *Housing* transactions. (Student Financials)

H

HERA (Higher Education Reconciliation Act) – a federal law that affects the stipulations placed on federal student aid, specifically in regards to FAFSA. HERA creates more specific rules in regards to Title IV Grant calculation based on a student's academic load. (Financial Aid)

HERA Academic Level Rule – a financial aid calculation that is based on the total number of units a student has completed towards a degree. The level calculated is used to determine whether a student has met specific thresholds. (Financial Aid)

Holiday Schedules – the schedule of academic holidays for Illinois State University. Holiday schedules are assigned to academic careers and are used for class scheduling purposes.

Honor/Award Codes - the names of the internal and external student awards that Illinois State recognizes, such as Honors (HON) or Presidential Scholar (PRES). (Student Records)

Honor/Award Rules - the rules that determine whether a student will receive an Illinois State University honor. For example, a graduating student who has a cumulative GPA of 3.9 or higher is awarded the summa cum laude degree honor. (Student Records)

HRMS (Human Resources Management System) – the Campus Solutions system that manages human resource activities, such as payroll.

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I

IELTS (International English Language Testing System) – an international standardized test of English language proficiency for non-native English language speakers. Illinois State requires proof of English language proficiency for international students. (Admissions)

Invoice ID Number – the unique number assigned to every bill that Illinois State University issues. The number is a combination of two text strings defined by Student Accounts and a ten-digit number generated by Campus Solutions. (Student Financials)

Invoice Layout – the set of rules that determines how a bill will look when it is printed, including the order of the transactions on the bill, the level of detail of the transactions, and the XML template that governs the actual appearance of the text, images, margins, etc. (Student Financials)

ISAC (Illinois Student Assistance Commission) – the organization responsible for awarding the MAP Grant. The ISAC is a centralized source of information and support for individuals pursuing higher education in Illinois. (Financial Aid)

ISIR (Institutional Student Information Record) – the combined record that contains processed student information from FAFSA and the financial aid history information from the NSLDS. (Financial Aid)

Item Type – a kind of transaction in Campus Solutions, such as a charge, payment, refund, waiver, etc. Every transaction is recorded using item types. (Student Financials)

Item Type Group – a set of item types that are grouped together for more flexible processing. For example, housing and dining charge item types can be put into one item type group and used in processes together. (Student Financials)

Item Type Tree – a graphical hierarchy that displays the relationships among all of the item types that Illinois State University uses. (Student Financials)

IVG (Illinois Veteran's Grant) – a State of Illinois grant that provides some veterans with the full amount of tuition/fees to attend any approved public college or university in Illinois. Illinois State is one of the approved public universities. (Financial Aid)

M

MAP Grant (Monetary Award Program Grant) – a grant that is awarded by the ISAC to students based on financial need. (Financial Aid)

Mass Packaging Process – the process that awards financial aid to groups of students and which includes three steps. First, students are selected to be included for evaluation; second, students are assigned to packaging plans; and third, students are reviewed for eligibility and awarded financial aid. (Financial Aid)

Matriculate – the program action that accepts a student into an academic program and allows them to enroll. The student's record is then released to Student Records and can no longer be modified by Admissions. (Admissions)

Maximum Program Effective Date - the final date by which a student must fulfill all of a course's requisites in order to enroll in the course. (Student Records)

Message Category – a group of billing messages, such as all *Student* or *Organization* messages. All billing messages must have a message category. (Student Financials)

Milestones - the graduation requirements that are not related to coursework. For example, all of the University's Elementary Education majors must pass the State of Illinois Basic Skills Test. (Student Records)

Missing Documents Letter – a communication that informs prospects or applicants that there is missing documentation from the application, such as a high school transcript. This document will trigger a checklist for each prospect or applicant. (Admissions)

Modules – the applications which comprise Campus Solutions. The six core modules are Admissions, Advising, Campus Community, Financial Aid, Student Financials, and Student Records.

N

National ID – a government-issued identification number. For example, citizens of the United States are issued Social Security numbers.

Need – the difference between the cost of attendance and the EFC. Financial aid packages are offered based on the amount of financial need. (Financial Aid)

Node – the structural points that exists on a tree in Campus Solutions Tree Manager. Nodes join together to represent the relationships among data, such the academic structure of Illinois State University or the item types defined in Student Financials.

NSLDS (National Student Loan Data System) – the United States Department of Education's central database for student aid; the NSLDS communicates with Illinois State about what types of loans are offered, such as the Direct Loan program and Pell Grants. (Financial Aid)

O

Oracle – the technology corporation that maintains and provides support for the Campus Solutions software.

Origin – a source of charges or payments, such as a bank, the Office of Parking and Transportation, or the Financial Aid Office. Campus Solutions uses origins to determine where transactions are coming from when a group of accounting entries is posted to the general ledger. (Student Financials)

P

Packaging – the process that awards financial aid to a student based on EFC. (Financial Aid)

Packaging Plan – a set of rules that controls which student populations are eligible for a specific FA item type. For example, Illinois State could create a packaging plan that only applies to undergraduate students. (Financial Aid)

Page – a screen in which data is entered and/or displayed. Pages let users view, change, or add data. For example, a student has several pages in their Student Record account, such as one page for addresses, one page for bio/demo data, etc.

Payment Applier - the process that applies unallocated payments to a student's account without posting a new transaction. For example, if a credit card payment did not apply to the correct charges during the initial post, the payment applier can correct the error without reversing and then reposting the transaction. (Student Financials)

Payment Plan - a contract that allows a student to pay his/her charges over a period of time, rather than paying the full amount on the due date. Payment plans are identical to Illinois State University's installment plans. There are three types of payment plans in Campus Solutions. (Student Financials)

- **Calculated** payment plans adjust based on changes in the student's charges. For example, if a student enters the payment plan with 17 hours of coursework and then drops 5 hours, the payment plan will adjust to reflect the lower total charges. Calculated plans can also be restricted to only pay for certain item type groups, such as tuition and fees.
- **Existing** payment plans allow an Illinois State administrator to select specific charges to include in the student's plan. These charges do not adjust automatically.
- **Lump Sum** payment plans simply specify a dollar amount that will be split up evenly over all installments. The lump sum can be all or part of a student's total charges. It does not adjust automatically.

Payment Overall Priority – the rules that determine what charges will be paid first when a payment does not cover the full amount of a bill. For example, tuition charges are paid before housing charges. (Student Financials)

Pell Grant – a federal grant awarded to students based on financial need. (Financial Aid)

PeopleBooks – the extensive help documentation created by Oracle that explains Campus Solutions concepts, administration, and use. PeopleBooks is available from any page of Campus Solutions by clicking the *Help* link.

PeopleSoft – the system which serves as the foundation of Campus Solutions. The PeopleSoft system is designed to share data from a single location and provide a common source of information for all staff members and departments.

PeopleTools – a comprehensive development suite for PeopleSoft applications. PeopleTools allows developers to create and customize applications easily.

Pivot Date – the starting date that Campus Solutions uses to determine when a bill is due. Due dates are calculated by the number of days from the pivot date, such as 30 days after the *Term Start Date* or 15 days before the *Session Start Date* (which would be specified by a negative number, such as -15). The actual, numerical date of the pivot is set by Student Records. (Student Financials)

Plan Types - the different kinds of academic plans. Illinois State has four plan types: major, minor, plan of study (often used by students pursuing professional certificates), and preparation (often used by those enrolled in the MDI and ELI programs, or dual enrolled in Illinois State and a high school). (Admissions, Student Records)

Post-Enrollment Requirement Checking - a process that determines whether students are still fulfilling their course requisites after the term starts. (Student Records)

Primacy Number - the number that Campus Solutions uses to determine a student's primary academic career and program, if the student is enrolled in more than one. The lowest number has priority. (Student Records)

Process – a set of actions that Campus Solutions executes according to specified parameters, such as adding batches of students to the Campus Community database, emailing multiple electronic transcripts, or updating checklist items.

Program Action – a change to a student's program status, such as a change from applicant status to admitted status. (Admissions, Student Records)

Program Action Reasons – the notes that give more information about why a particular program action was taken. For example, an applicant may be denied admission (program action) because they failed to send their final high school transcripts (program action reason). (Admissions, Student Records)

Program Status – the relationship a person has with an academic program, such as applicant, active, admitted, cancelled, or waitlisted.

Prospect – a person who is interested in applying to Illinois State. Prospects are tracked through Illinois State's CRM product, RightNow, which is integrated with Campus Solutions. (Admissions)

Prospect Record – a prospect's personal information, such as addresses, contact information, etc., which is housed in Admissions. (Admissions)

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Q

Query – a selective search of the Campus Solutions database for one or many records based on defined criteria. University staff members are granted access to run queries based on their role, and only key roles have the permission to create new queries.

Quick Admit – an application that bypasses the normal admissions process in order to accelerate admission into an academic career or academic program. A student's personal information can also be entered or updated through quick admit. (Admissions)

Quick Enroll - an accelerated enrollment engine that attempts to enroll a student in courses. The request will be automatically denied if the student has not satisfied all of the course requisites. (Student Records)

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R

Reason In – a code that specifies why a past-due item is being moved into the collections process, such as *Past Due Account*. (Student Financials)

Reason Out – a code that specifies why a past-due item is being moved out of the collections process, such as *Account Paid in Full*. (Student Financials)

Referral Source – the original source of contact made with a prospective student. For example, a referral source may be a mailed flyer, the Illinois State website, or another student from Illinois State. (Admissions)

Repackaging – the Financial Aid process of reassessing financial aid awards; repackaging only occurs if the student has been packaged in the past. Repackaging must happen if anything about the student's status has changed, such as EFC or academic standing. (Financial Aid)

Repeat Check - the process that Campus Solutions runs in order to determine whether a student has previously taken a course. (Student Records)

Repeat Codes – the labels that tell Campus Solutions how to include repeated coursework in a student's grade point average and academic level. A set of repeat codes makes up a repeat scheme. (Student Records, Advising)

Repeat Rules - the rules that determine which repeat codes are assigned to courses that a student repeats, according to Illinois State University's repeat policy. (Student Records)

Repeat Scheme – a set of repeat codes that is associated with an academic career, such as undergraduate. (Student Records, Advising)

Requirement Term - the term that determines which degree requirements the student has to fulfill in order to graduate, often identical to his/her semester of admission. (Advising, Student Records)

Requisite Conditions – course requisite rules that are applied conditionally. For example, students are eligible to enroll in MAT 120 if they score high enough on their math placement exam **or** if they earn a grade of C or better in MAT 119. (Student Records)

Requisite Entity Group – a set of program, plans, subplans, or student groups that are grouped together to be used in a requisite condition. For example, the University might place five different academic plans into an entity group, and then write a condition stating

that the student must be in one of the plans in that group in order to enroll in a course. (Student Records)

Requisite Student Group - the student group that a student must belong to in order to register for a course. (Student Records)

RightNow – the CRM tool that is integrated with Campus Solutions to provide a single view of all communication with a student, prospective student, or other interested person. RightNow is used to recruit new students to Illinois State through email communications, events, and analytics.

Role-Based Security – the security for pages, menu items, and actions that is controlled by only giving access to users based on the roles designated in Campus Solutions. For example, employees in Financial Aid at Illinois State will only have access to the Student Records data they need to do their jobs.

Room Characteristics – a description of the components offered in a room, such as an overhead projector, a white board, or the number of computers in a lab.

Row – a container for the data for a particular table. Because of the way Campus Solutions structures data, row data is very rarely changed or deleted. Instead, when changes to a record need to be made, a new row is added with a new effective date. This maintains the historical record of data and tells the system to use the new data from that point forward.

Run Control ID – a unique number associated with every process that is run in Campus Solutions. Run Control IDs make it easier to repeat processes without having to reenter all of the relevant parameters.

S

SACR (Student Administration and Contributor Relations) – the tool that allows administrators to establish the framework that manages all other modules within Campus Solutions. For example, SACR controls the academic calendar, programs, plans, and security.

SAP (Satisfactory Academic Progress) – a series of tests used in Campus Solutions to measure a student's progress towards a degree. At Illinois State, SAP is calculated based on the term and is determined by information like academic standing, GPA, current earned units, etc. If a student does not meeting SAP requirements, this will negatively affect the student's financial aid. (Financial Aid)

Search/Match – the Campus Solutions process that searches for and identifies duplicate records in the database.

Service Indicators – the flags that provide or limit services and access to a user. There are two types of service indicators – positive and negative.

- **Negative Service Indicators** create holds that prevent the user from receiving specified services, such as registration for classes or library privileges.
- **Positive Service Indicators** designate special services that are extended to the user, such as front-of-line course registration or special services for disabled students.

Single Signon – the ability to access other Campus Solutions applications without reentering a user ID or password after first-time authentication.

SIS (Student Information System) – a software application that manages student data. Campus Solutions is the new SIS for Illinois State.

Special GPA - a GPA that is calculated from a subset of a student's courses (such as major GPA). (Student Records)

SQL (Structured Query Language) – a programming language designed for managing data in a database. SQL can be used to create queries and run processes within Campus Solutions.

Student Appointment Block - a group of students that share the same validation and enrollment appointment. At Illinois State, student appointment blocks are based on academic standing (all seniors enroll together) and other factors (such as membership in the honors program). (Student Records)

Student Attribute - a designation assigned to individual students in order to group them together for tracking purposes, such as "Fall 2016 Transfer Students." (Student Records)

Student Award Packaging – the self-service application that students use to accept, decline, or reduce financial aid awards. (Financial Aid)

Student Block - a group of students with common academic characteristics. Student blocks are defined in order to easily enroll large numbers of students in a course or group of courses. (Student Records)

Student Financials – the Campus Solutions module that manages student receivables, billing, and collections. The module is used to calculate fees and tuition, create bills, set up payment plans, issue refunds, process collections, and print tax forms. (Student Financials)

Student Group – a set of similar students, such as first-generation college students, that are grouped together for processing purposes such as billing, academic advising, or financial aid awarding. (Student Records)

Student Records – the Campus Solutions module that manages all academic information. It contains the course catalog and schedule of classes, and it processes class enrollment, instructor workload, and grading. (Student Records)

T

Target Keys – the labels that cashiers use in order to apply a payment to a particular charge, such as tuition, housing, or library fines. (Student Financials)

Template ID – the XML file that determines the actual appearance of the text, images, margins, etc. on a bill. The template ID is one part of the invoice layout. (Student Financials)

Tender Keys – the types of payment that a cashier will accept, such as cash, checks, or credit cards. (Student Financials)

Term Activation - the process which enables a student to enroll in classes, post transfer credit, and calculate tuition for a term. (Student Records)

Term Code – A four-digit code associated with an academic term. Term codes are formatted as 2BBC, where BB refers to the last two digits of the second half of the academic year, and C refers to the specific term (2 for fall, 5 for spring, 8 for summer). For example:

- 2152 – Fall term of the 2014-2015 academic year
- 2155 – Spring term of the 2014-2015 academic year
- 2158 – Summer term of the 2014-2015 academic year
- 2162 – Fall term of the 2015-2016 academic year, etc.

Term Fees – the fees that are charged based on the number of hours a student is enrolled in, such as tuition and general fees. (Student Financials)

Term Snapshot - the process that captures demographic and statistical information about students up to a certain point in a term. The process can be run on demand or according to a schedule (known as a "recurring term snapshot"). (Student Records)

Third-Party Contract – an agreement between an external organization and Illinois State University in which the organization is expected to pay for a student's expenses. For example, Illinois State bills *College Illinois!* for the expenses of students who are enrolled in *College Illinois!* plans. (Student Financials)

Title IV – a federal aid funding program that includes Federal Family Education Loan Programs, Federal Campus-Based grants, and the Federal Pell Grant program. (Financial Aid)

TOEFL (Test of English as a Foreign Language) – a standardized test of English language proficiency for non-native English language speakers. Illinois State requires proof of English language proficiency for international students. (Admissions)

Tree – a graphical hierarchy that displays relationships among pieces of data within Campus Solutions. For example, there is a tree that defines the relationships among all the Illinois State University units and departments, and another tree that defines item types.

Tuition Group – a set of students who are all charged according to the same term fee rules and rates. Illinois State University has tuition groups for graduate and undergraduate students. (Student Financials)

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U

UAT (User Acceptance Testing) – a test conducted to determine if the requirements of a contract are met by the given software or service. Illinois State will choose various functional department members to conduct UAT on Campus Solutions.

Unit Testing – a test conducted to determine if Campus Solutions modules, processes, and applications are fit for use. Unit testing will be conducted by Quality Assurance at Illinois State.

UPK (User Productivity Kit) – an online tutorial program that delivers self-paced, computer-based simulation training and interactive tutorials. Illinois State will offer UPKs for Campus Solutions as part of a larger training plan.

User Defaults – a group of default values that Campus Solutions will automatically load on relevant pages, saving time and minimizing data entry errors. For example, the default value for the academic institution is *ILSTU*, for Illinois State University.

V

Validation - a pre-enrollment process that students use to plan and store their courses for the upcoming term. Campus Solutions makes the same checks during validation as it does during enrollment, allowing students to see if they have the necessary requisites for next term's courses. (Student Records)

Valid Cashier – a person who is authorized to accept payments and process other transactions at a cashier's office. Valid cashiers must be linked to the valid registers at which they accept payments. (Student Financials)

Valid Register – a cash drawer that is authorized to process transactions at a cashier's office. Valid registers must be linked to valid cashiers in order for them to be used. (Student Financials)

Verification – the process that compares financial aid data, such as comparing EFC to financial aid applications or comparing ISIR to Illinois State data. (Financial Aid)

W

Waiver – an offset of term fee charges, in whole or in part. For example, many graduate assistants at Illinois State University receive tuition waivers. (Student Financials)

Wash Period - a certain number of days after the start of a term or session. During the wash period, a student may drop and add classes without penalty, as long as the actions cause no change in the total amount the student owes. Classes that are dropped outside of the wash period are refunded at a prorated amount. (Student Financials)

- **Transaction Wash Period** is the number of days that a student has in order to complete the drop and add process. If the transaction wash period is 5 days, for example, the student can drop a class Monday and add another on Friday without penalty.

Withdrawal - the program action that withdraws a student from all courses for the term and refunds his or her fees based on the rules established in the withdrawal calendar. (Student Records)

Wildcard – a character – usually the percent sign (%) or the pound sign (#) – that is used to stand in place of unknown values or to indicate a range of values. For example, if you are searching for all 300-level English courses, you can enter *ENG 3%*, which will return ENG 300, 345, 382, etc.