



SIS Modernization Project Glossary of Relevant Terms

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Campus Solutions Term	MSU Term
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Relevant Term	Current Term	Category	Description
A			
Academic Structure		PeopleSoft Campus Solutions Module	The module in Campus Solutions that contains the definition of the institution and its structure and is required for all processing. Presented as a hierarchy of elements organized into a flow chart.
Address Type	Address Type	Campus Community	A field that allows you to have multiple addresses by assigning each to a different type.
Address Usage	Address Priority	Campus Community	A grouping of address types defining the order in which the addresses are to be used.
B			
Bio-Demographic (bio/demo) Data		Campus Community	Basic information about an individual including name, address, telephone number(s), email address, gender, ethnicity and other demographic data.
Buildings		Academic Structure	Physical facilities on a campus.
C			
Campus		Academic Structure	A field used in Campus Solutions to differentiate multi-campus university systems within an academic institution. There will be only one campus: MAIN.
Campus Community	SIS General Person, SIS Organization, and SIS Communication modules	PeopleSoft Campus Solutions Module	The module in Campus Solutions that provides information on the individuals associated to the university.
Career (Academic Career)	Student Level	Academic Structure	General level of study to which a student has been admitted. Coursework is grouped together on the transcript and GPA is calculated by Career. Examples: Undergraduate, Graduate, Ag Tech, Human Medicine, Non-Degree, etc.
CIP (Classification of Instructional Program) Codes		Academic Structure	Federal system of codes used in reporting.



Relevant Term	Current Term	Category	Description
Common Unit Code (CUC)	CUC	Academic Structure/OOI	<p>Legacy system that was developed in order to assign a five character code to each unit or entity of the institution. The CUC is comprised of a 2 character Major Administrative Unit (MAU) code and a 3 character Unit or Department code.</p> <p>The codes were originally designed to include all institutional entities existing in the various business and academic systems within MSU. This included instructional units, budgetary accounts, and still other units for which a distribution (or mail) function was indicated.</p> <p>The CUC still exists within the Organization of Interest system (OOI) in order to define organizations as a unit within an MAU. However, the CUC website should now be used only as a look up tool in which to discern if an organization exists currently or existed at some point in the past and should not be used for any other purposes.</p>
D			
Department (DP)	Department (DP)	Academic Structure/OOI	<p>For administrative purposes within OOI only, a department (DP) is composed of one or more units each of which may also be a part of another MAU (i.e., Biochemistry and Molecular Biology). DPs usually have one administrator overseeing the operations of all orgs comprising the DP.</p>
E			
EmplID	APID	Campus Community	<p>When a person record is created, an EmplID is assigned to the person. MSU is using a 9-digit code. For the implementation, the mainframe SIS APID will be converted by replacing the "A" with a "1." After implementation, new person record EmplIDs will be generated from the Campus Solutions EmplID counter.</p>
F			
Facility Table		Academic Structure	Building and room combinations on campus.
Fields of Study		Academic Structure	Umbrella categories of Plans (Academic Plans). This is of particular importance to Institutional Research.
G			



Relevant Term	Current Term	Category	Description
Grading		Academic Structure	Adhere to Michigan State University policy which indicates that MSU employs three systems of grading: a numerical system, a supplemental credit/no credit system, and a limited pass-no grade system. All grades are final and may not be changed by re-examination or by the submission of additional work.
Group (Academic Group)		Academic Structure	This provides a breakdown within schools for tuition calculation or catalog offerings. For example, this allows the university to group the Engineering courses/students and Arts & Letters courses/students separately even though they are in the same school and is the highest academic level within institution. Academic Plans are housed beneath Academic Groups.
I			
Institution (Academic Institution)		Academic Structure	A university or college that is independent of other similar entities and with its own set of rules and business processes. This field is used in Campus Solutions to differentiate within multi-institution university systems. There will only be one institution at MSU: MSU55
L			
Level (Academic Level)	Student Class	Academic Structure	Level of student as defined by number of credits completed. Examples: freshman, sophomore, etc.
Load (Academic Load)	Time Status	Academic Structure	Load of student as defined by the number of credits currently enrolled. Examples: full-time, half-time, etc
Locations		Academic Structure	Places where students receive instruction within a campus. Values include: East Lansing, Kellogg Biological Station, Grad Studies Overseas, Education Abroad, Off Campus.
M			
Major Administrative Unit	Major Administrative Unit	Academic Structure/OOI	This level represents a grouping of organizational units for administrative purposes and may be academic or nonacademic. An organizational unit can belong to more than one MAU and is then referred to as a jointly-administered unit. MAUs usually have one administrator who oversees the operations of all organizational units comprising the MAU.
N			



Relevant Term	Current Term	Category	Description
National ID	SSN, ITIN	Campus Community	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number, for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
0			
Org Levels	Org Levels	Academic Structure/OOI	The primary organizational levels are: University, Campus, Vice President (VP), Major Administrative Unit (MAU), Department (DP), Unit Level 1 (U1), and Unit Level 2 (U2). The system was designed to allow subunits to the U7 level, but any level below a U2 has not been tested at this time.
Organization (Academic Organization)	Common Unit Code (CUC)	Academic Structure	Defines how the institution is organized from an administrative perspective hierarchically. Values are mapped from Organization of Interest (OOI) and maintained in an interface. OOI codes do not change when a unit moves as Common Unit Codes (CUCs) do.
Organization Code (Org Code)	Organization Code (Org Code)	Academic Structure/OOI	A unique eight character code, beginning with either 100* or 4* representing an organizational unit. Orgs created in OOI do not have sight logic in the org code and should not be used to determine where an org reports to. An org maintains its org code for its entire life and the org code will not change if an org moves from one MAU to another. Therefore, use of sight logic for org reporting identification is not possible. Org codes are not repeated; they are unique to each specific org.
Organization of Interest (OOI)	Organization of Interest (OOI)	Academic Structure/OOI	The system that replaces the D03/CUC system and maintains university organizations (orgs) and organizational relationships. OOI provides a method for creating various relationships between organizational entities. OOI allows for the creation of sub-orgs below the U1 level to be used for the purposes of workflow or for accounting needs.



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Organization Structure Code (Org Struct Code)	Organization Structure Code (Org Struct Code)	Academic Structure/OOI	Fifteen character code composed of reference codes for the org. It is specific to a unit within a particular org structure. The same department could have different Org Structure Codes in different structures. The Org Struct Code will change when a unit moves from one MAU to another to reflect the updated position within the university. The 15 character code is represented thusly: SYSTEM/CAMPUS/VICE PRESIDENT/MAU/DP/U1/U2/U3/U4/US/U6/U7
Organization Structures (Org Structures)	Organization Structures (Org Structures)	Academic Structure/OOI	OOI provides views of the university's organizations in various 'structures'. These structures only represent how various organizations report to one another in specific business systems or reports (i.e., workflow). The key structures are: -HR: The HR structure reflects how various units are reflected in the university's HR system, SAP. -FS: The Finance structure reflects how various units are reflected in the university's Finance system, KFS. -Lead: The Lead structure groups jointly administered U1 level orgs by department and MAU that has primary oversight of the department. -History: The History structure helps facilitate longitudinal reporting by allowing inactive units to "report" to an active unit, particularly if the majority of an inactive unit was consumed by a currently active unit. -D03: This structure feeds various legacy systems, such as the Common Unit Code (CUC) system and lookup and the Student Information System (SIS).
P			
Person Record	SIS General Person module	Campus Community	A record is created with bio/demo data. Campus Solutions only requires a first and last name for a person record to be created.
Plan (Academic Plan)	Major / Minor	Academic Structure	A course of study in a specific academic field. It defines academic objectives such as majors, minors, certificates, etc., and when appropriate, indicates degree. Defined by Program (Academic Program).
Postal Code (also Postal)	ZIP Code	Campus Community	ZIP code.
Program (Academic Program)	College/Student Level	Academic Structure	Broad course of study to which the student applies and is admitted and from which the student graduates. Defined by Career (Academic Career).
R			



Relevant Term	Current Term	Category	Description
Room Characteristics		Academic Structure	Room attributes such as screens, wireless access, furniture, AV equipment, etc., will be maintained in 25Live and not in Campus Solutions.
S			
Student Groups	Several mainframe SIS constructs will be converted to student groups: tracking majors, some entity types and codes, some special qualifications, etc.	Campus Community	Any identified group to be tracked can also be used to manage enrollment, immunization requirements, mandatory health insurance requirements, etc. Examples include a specific distance learning cohort, student veterans, preview session and time (for seat management purposes), and students participating in a study abroad program for a term.
Subjects	Subject	Academic Structure	Specific areas of instruction. Subjects are related to one or more Academic Organization(s). Rules for tuition and fees processing can be assigned by Subject. Examples: STT (Statistics and Probability), BUS (Business), EGR (Engineering).
Sub-Plan (Academic Sub-Plan)	Concentration, specialization, etc.	Academic Structure	A concentration or area of interest within a plan, providing the student the ability to further specialize within an Academic Plan. Defined by Academic Plan.
T			
Term	Term Sequence Code	Academic Structure	Term coding convention: CYYT Term (T) values: 2, spring; 5, summer; 8, fall (i.e., 2192 = Spring 2018-19; 2195 = Summer 2018-19; 2198 = Fall 2019-20; 2202 = Spring 2019-20)
Term Description	Term Code	Academic Structure	Short description for the term (i.e., FS20, SS21, US21).
Term Sessions	Subterms	Academic Structure	Parts of a term used for scheduling classes. Classes are offered for specific term and session. Classes may start/end outside of term and/or session dates.
Term Values		Academic Structure	Period in which students are enrolled, billed and academic statistics accumulated. May have one or many sessions. Four-digit term codes must be sequential.
U			
Unit Level 1	Unit Level 1	Academic Structure/OOI	U1 level orgs report up to an MAU in the business systems and are the lowest officially university recognized unit. In the D03\Common Unit Code system, these units were represented by CUCs.



Relevant Term	Current Term	Category	Description
Unit Level 2	Unit Level 2	Academic Structure/OOI	Represents an organization that is created underneath a U1 for the purposes of workflow, accounting, or internal reporting. An org at the U2 level or below cannot be jointly administered. Please note: all positions, accounts, roles, etc. must reside at the lowest level possible. Therefore, if U2s are created under a U1 level org, all activity, including assets, accounts, positions, postings, and security roles must be moved to the U2 level and the U1 left vacant. Legacy systems (SIS and D03) do not allow the concept of U2s or lower level orgs in their applications. The D03/Common Unit Code system only accepts CUCs at the U1 level. In SIS, courses and majors remain at the U1 level. Therefore, various other systems on campus may continue to report data at the U1 level depending on their reporting needs.