

SIS to CSS Quick Guide

SIS Code	Task	Corresponding CSS Location	CSS Path (*You may or may not have security to view all of these screens.)
ADD1	View Physical Address	Campus Community	Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses
ADD1	View Phone Number	Campus Community	Campus Community > Personal Information > Biographical > Addresses/Phones > Phones
ADD1	View Email Address	Campus Community	Campus Community > Personal Information > Biographical > Addresses/Phones > Electronic Addresses
ADVR	Academic Advisor	Records & Enrollment	Records & Enrollment > Student Background Information > Student Advisor > Enter Last & First or ID#
AKAN	View Other Name Types	Campus Community	Campus Community > Personal Information > Biographical > Names
ALUM	BGSU Degrees	Records & Enrollment	Records & Enrollment > Career & Program Information > Student Program/Plan > Enter Last & First or ID# > Student Degrees Tab
APPL/APP2	View Status of Application	Student Admissions	Student Admissions > Applicant Summaries > Application Progression > Enter Last & First or ID#
APPL/APP2	Summary/Career/Program	Student Admissions	Student Admissions > Applicant Summaries > Application Summary > Enter Last & First or ID#
CCLG	Course Catalog	Curriculum Management	Curriculum Management > Schedule of Classes > Class Search > Browse Catalog > Radio Button
CLAS	Basic Info on Enrollment Status, Room Capacity, Wait List, # Enrolled	Curriculum Management	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enter Class Data > Enrollment Control Tab
CLAS	Basic Info on a Course, Term, Class Section, Session (Schedule of Classes)	Curriculum Management	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enter Class Data > Basic Data Tab

CRSE	Course Activation/Deactivation Terms	Curriculum Management	Curriculum Management > Course Catalog > Course Catalog > Enter Class Data > Catalog Data Tab
CRUL	Course Rules	Curriculum Management	Curriculum Management > Course Catalog > Course Catalog > Enter Class Data > Offerings Tab > Page down
CTIM	Class Mtg. Time, Location, Instructor, Room Characteristics	Curriculum Management	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enter Class Data > Meetings Tab
DEMO	View Ethnicity	Campus Community	Campus Community > Personal Information > Biographical > Personal Attributes > Ethnicity
GTIM	Check Date for Reg	Student Center	Self Service > Student Center
HOL9	View/Remove All Holds	Campus Community	Campus Community > Service Indicators (Student) > Active Service Indicators > Enter Last & First or ID#
HOL9	View/Remove Only MADV Hold	Advisor Application for MADV	All other holds can be released through Records & Enrollment. See ZDEP path for directions.
PTOP	Pool to Prog	Not Available (See STU1)	
PSTX	All Students in a Code	Query	Create a query as needed; contact BG@100 for training.
PPGM	Program History	Records & Enrollment	Records & Enrollment > Career & Program Information > Student Program/Plan > Enter Last & First or ID# > Student Plan Tab
PRSN	Update Deceased Data	Campus Community	Campus Community > Personal Information > Biographical > Personal Attributes > Decedent Data
PVDG	Previous Degrees at BGSU	Records & Enrollment	Records & Enrollment > Graduation > Student Degrees (see ALUM)
PVED	Previous Schools	Student Admissions	Student Admissions > Applicant Information > Education > External Academic Summary
QCHG	Summary of all Sections of a Course	Curriculum Management	Curriculum Management > Schedule of Classes > Update Sections of a Class > Class Status Tab
QCHG	Summary Enrollment Info of all Sections of a Course	Curriculum Management	Curriculum Management > Schedule of Classes > Update Sections of a Class > Class Enrollment Limits Tab
RTIM	View Class in a Room	Set up SACR	Set up SACR > Foundation Tables > Facilities > Facility Table > enter BGSUN in SetID field, enter bldg and room in

			Facility ID field, click Search
ROOM	Room Capacity	Curriculum Management	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enter Class Data > Meetings Tab Note: If a room has been assigned, it will show the maximum capacity.
ROOM#2	Actual Room Capacity	Curriculum Management	Curriculum Management > Facility and Event Information > Class Facility Usage > enter bldg and room in facility ID field, click Search. Enter term, session, Day of the Week, then click yellow button "Fetch Class Meetings".
ROSA	Grades Before Post	Not Available	
ROSE	Last Date of Class Attendance	Not Available	
ROST	View Class Roster	Curriculum Management	Curriculum Management > Class Roster > Class Roster > Enter Class Data
SAST	Academic Standing	Records & Enrollment	Records & Enrollment > Student Term Information > Term History > Enter Last & First or ID# > Academic Standing Tab
SGPA	View Cum SGPA	Records & Enrollment	Records & Enrollment > Student Term Information > Term History > Enter Last & First or ID# Note: Term Statistics Tab for term totals <u>OR</u> Cum Stats for cumulative totals. (Must add course credit to total passed hours)
SRCH#2	Find a Person	Campus Community	Campus Community > Personal Information > Biographical > Names > Enter Last & First or ID#
STIM	Schedule Time and Places	Campus Community	Campus Community > Student Services Center > Enter Last & First or ID#
STU1	Readmit Term, Status, Major/Minor, Guest Student Status	Records & Enrollment	Records & Enrollment > Career & Program Information > Student Program/Plan > Enter Last & First or ID# > Student Program Tab and Student Plan Tab
STUD	Find a Person	Records &	Records & Enrollment > Career & Program Information >

		Enrollment	Student Program/Plan > Enter Last & First or ID#
TEST	H.S. Language & Placement Tests	Records & Enrollment	Records & Enrollment > Enroll Students > Student Milestones > Enter Last & First or ID# > Student Milestones Tab
TEST	ACT, SAT Scores	Student Admissions	Student Admissions > External Test Score Processing > Academic Test Summary > Enter Last & First or ID#
THRS	Term History	Term History (See SGPA)	
TOOK	View term courses & grades, transfer credit and grade option	Records & Enrollment	Records & Enrollment > Student Term Information > Student Grades > Enter Last & First or ID# > Select a term > Choose Student Grades Inquiry or Term Statistics
TRCL	Registration History	Not Available	
TREQ	Transcript Information	Records & Enrollment	Records & Enrollment > Transcripts > Transcript Request
TSTP	H.S. Foreign Language	Records & Enrollment	Records & Enrollment > Enroll Students > Student Milestones > Enter Last & First or ID# > Student Milestones Tab
WAIX	Waitlists	Wait Lists on Individual Courses	Curriculum Management > Class Roster > Class Roster > Enter Class Data Note: Change "Enrollment Status" to "waiting"
ZART	Art Portfolio	Not Currently Available	Call Admissions if you require access
ZATD	Athletic Participation	Campus Community	Campus Community > Personal Information > Participation Data > Athletic Participation
ZDEP	Bursar Dependent Form	Career & Program	Records & Enrollment > Career & Program Information > Student Program/Plan > Indicators Are at Top of Page (If Positive Red Star – OK to Share) Can see Service Indicators on many different screens.
ZGRD	Graduation and Diploma	To see hours	Records & Enrollment > Transfer Credit Eval > Course Credits (or see SGPA)
ZNOT	Student Withdraw or cancelled	Term History (See	Send paper form to Registration & Records from college to

	("not coming" is now referred to as cancelled)	THRS)	cancel or withdraw student. After April "Go Live", this will be available online.
	Final Exam Date, Time, and Location	Curriculum Management	Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enter Class Data > Exam Tab
	Graduation Application	Records & Enrollment	Records & Enrollment > Career & Program Information > Student Program/Plan > Enter Last & First or ID# > Student Program > Choose most recent program > Student Degree > Shown in Degree Checkout Stat (see Student Self Service – to see if applied)
	Quick Enroll Student	Records & Enrollment	Records & Enrollment > Enroll Students > Quick Enroll
	Student Services Center	Campus Community	Campus Community > Student Services Center > Enter Student ID
	Date of Birth	Campus Community	Campus Community > Personal Information > Add/Update A Person > Enter Last & First or ID#

- *Include History Whenever Possible
- *Registration & Records helpline 419-372-4444
- *Need to contact Registration & Records for Offline Records
- *FERPA Service Indicator is a Window Shade (FERPA Dependent)

RV 03/04/2009