

# Peralta Community College District

## HANDBOOK OF MATRICULATION DATA SOURCES

The three main goals of the state-mandated matriculation process are to ensure that all students (1) have access to a community college; (2) are provided with equitable opportunities for quality education; and (3) successfully achieve their educational objectives. In order to measure the effectiveness of the matriculation process, community colleges are required to accurately track and report the number of students who receive services in the five main components of matriculation:

- Admissions
- Orientation
- Assessment
- Counseling/Advising
- Follow-up

This handbook describes the matriculation data screens that have been developed to accurately report and track services related to the five components listed above. It should serve as a handy reference point for instructional and counseling faculty as well as managers and staff who wish to retrieve and/or update on-line student data. The information is used by the Office of Institutional Development for research reports and state reporting and by instructional and student services offices to evaluate programs and services.

The colleges and District Matriculation Committee are continually reviewing the matriculation process and the number of students served to improve the scope and type of programs and services offered to increase student success. The research studies can help identify areas in which improvement may be needed and/or where a greater allocation of resources should be considered. In order to have accurate information on which to base decisions, it is of utmost importance that all data are fully reported. Additionally, the matriculation funding formula is based on the number of students served in various categories, so the amount of money the colleges receive to support matriculation relies on the accuracy and completeness of the data.

In recent years, the emphasis for state reporting has shifted from access to accountability, that is, how many students are actually graduating, transferring, getting jobs, or otherwise meeting their academic and career goals. Enrollment and student success data is now reported electronically to the state, rather than through paper reports. This manual identifies the data elements and input/output screens to facilitate accurate collection, reporting, and analysis of data to strengthen accountability.

## TRANSACTION: /MSS

SCREEN: MATRICULATION SERVICES STATUS

LAST UPDATE: D. PFAFF 7/12/94

/MSS		*** ENTER KEY DATA ***			
Matriculation Services Status Screen					
SSN:	987 65 4321	Name:	PERALTA BUBBA		
Matric Status	M				
Higher Degree	N				
Services Needed (Y/D/O)	Services Received (Y/R/N)	Service Date	Service Campus		
Orientation	Y	Orientation	Y	07 28 1993	L
Assessment	Y	Placement	Y	07 28 1993	L
		Aptitude	R	04 07 1995	L
		Study Skills	N	--- -- ----	--
		Career Plan	N	--- -- ----	--
Counselling	Y	Advisement	A	01 09 1992	L
		Follow-up	Y	12 22 1995	L
PF11=UPDATE PF13=HELP		Date 08/02/96 Time 17:11:17			

Used to review a student's status as regards matriculation services. This screen summarizes data detailed on other matriculation screens in the format required for State MIS reporting. Also used by counselors to record special exemptions and students' refusals to participate in matriculation components. (See "Petition for Waiver of Matriculation Components" in the appendix..")

SECURITY LEVELS: Update.

### INSTRUCTIONS FOR USE:

- **To access:** Key /MSS in home position of blank screen. Press ENTER. This displays the /MSS screen with no data.
- **Using the screen:** Key in the SSN of the student. The matriculation status field is displayed along with whether or not the student has a higher degree (Y/N). The user may make changes to the services needed fields, as well as entering refusal data for all services received.

Press PF11 when you are ready to update the student's records.  
If there are no errors, the changes made are recorded in the student's records.

- **To exit /MSS:** Press CLEAR key.
- **To display the HELP file:** Press PF13 key.
- **To Transfer to other screens:** Key in the desired transaction code in the top left corner and press ENTER.

/MSS is divided vertically into two columns: Services Needed and Services Provided, and horizontally into three main sections, with subdivisions, corresponding to the three main matriculation components.

The Services Needed column is automatically filled in by the system as soon as the student's matriculation status computed in /SBD: if the student is matriculating, he/she is assumed to need all matriculation services. If he/she is exempt, he/she is assumed to need none of them. Automation of the exemption status was put into production in April, 1992.

If after reviewing a student's application data, you determine that the student should be exempted from any of the matriculation components (e.g. the student is providing valid test results and may be exempted from assessment), you can change any field in this column.

The Services Provided column is automatically updated by the system when certain actions take place on other screens:

- Entry of the student's Social Security No. on the orientation screen /OSS puts a 'Y' (Yes) in the Orientation Received field.
- Entry of a test score on the assessment screen /ATS puts a 'Y' in the Placement, Aptitude, Study Skills or Career Assessment Received fields depending on the nature of the test.
- Entry of a Program Planning, Transfer Counseling or Career Planning activity on the counseling detail screen /CSC puts an 'A' in the Counseling Placement Received field. Entry of a Student Education plan activity on /CSC puts a 'P' in this same field. When both 'A' and 'P' activities have occurred, the field will contain 'B'.
- Entry of a SEP update or Progress check activity on /CSC puts a 'Y' in the Counseling Follow-up Received field. The presence of any early alert contact or probation hold for the student will also set this field to 'Y'.

The only data you can enter in the Services Received fields is a student's refusal ('R') to participate in any of the component, and the refusal date and campus. You can also change a refusal back to a 'service not provided' status by typing 'n' over the 'r'. You cannot record here that the student received any of the matriculation services. This data must be entered on specialized screens. (See above).

DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
<b>KEY DATA:</b>		
SSN:	Y	Enter the SSN of the student. This SSN must be in the student master file.
Name:	N	Name of student
Matric Status	Y	Matriculation Exempt Status 'M' = Matriculating student 'E' = Exempt student 'X' = Undetermined student
Higher Degree	N	Displays whether or not the student has claimed a higher degree on the application 'Y' = has AA-DEGREE or HIGHER-DEGREE; 'N' = all other values.

## NON KEY DATA:

## Services Needed:

Orientation Y Displays the status Orientation services Needed.  
 'Y' = Needs Orientation  
 'D' = Exempt because student has higher degree  
 'O' = Exempt because of other district criteria

Assessment Y Displays the status Assessment services Needed.  
 'Y' = Needs Assessment  
 'D' = Exempt because student has higher degree  
 'O' = Exempt because of other district criteria

Counselling Y Displays the status Counselling services Needed.  
 'Y' = Needs Counselling  
 'D' = Exempt because student has higher degree  
 'O' = Exempt because of other district criteria

## Services Received:

Orientation Y Displays the status of Orientation services received by the Student.  
 'Y' = Student has received Orientation  
 'N' = Student has not received Orientation  
 'R' = Student has refused Orientation

Assessment Placement Y Displays the status of Placement Assessment services received by the student.  
 'Y' = Student has received these services  
 'N' = Student has not received these services  
 'R' = Student has refused these services

Aptitude Y Displays the status of Aptitude Assessment services received by the student.  
 'Y' = Student has received these services  
 'N' = Student has not received these services  
 'R' = Student has refused these services

Study Skills Y Displays the status of Study Skills Assessment services received by the student.  
 'Y' = Student has received these services  
 'N' = Student has not received these services  
 'R' = Student has refused these services

Career Plan Y Displays the status of Career Planning Assessment services received by the student.  
 'Y' = Student has received these services  
 'N' = Student has not received these services  
 'R' = Student has refused these services

Counselling Placement Y Displays the status of Placement Counselling services received by the Student.  
 'A' = Received Initial Placement Counselling services  
 'P' = Received assistance developing an SEP  
 'B' = Received both Initial Placement Counselling services and assistance developing an SEP  
 'N' = Not received Placement Counselling services  
 'R' = Refused Placement Counselling services

Follow-up Y Displays the status of Follow-up Counselling services received by the student.

- 'Y' = Student has received these services
- 'N' = Student has not received these services
- 'R' = Student has refused these services

Date/Campus data for each service received/refused.

Service Date: Y            mm/dd/yyyy of date of service provided.

Service Campus: Y            Campus code where service was provided.  
See front for codes.

**TRANSACTION: /SMD**

SCREEN: STUDENT MATRICULATION DATA

LAST UPDATE: 07/01/94 D. Pfaff

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/SMD                                STUDENT MATRICULATION DATA ** ENTER TERM, STUDENT SSN **

Term S94      Student SSN 999 99 9999  PERALTA BUBBA
Matric Goal                12      TRANSFER WITHOUT AA DEGREE
Matric Major               079      UNDECIDED
Transfer College
Expected Terms to Reach Goal      Weekly Employment Hours           00
Concurrent 4 Yr Coll Enroll N      Non-PCCD Units Completed (semester) XXX
                                     N C
Services Needed/Confirmed:  A. N      Financial Aid
                                     B. N      Low Income
Needed: Student Declaration  C. N N    Employment Assistance
Confirmed: Staff entry      D. N N    Single Parent
                                     E.        Displaced Homemaker
                                     F.        DSPS
                                     G.        Limited English Proficiency
                                     H.        Basic Skills
                                     I.        Tutoring (not Basic Skills)
                                     J.        Transfer Questions
                                     K. N N    Child Care
                                     L. N N    Gender Equity
                                     M.        Student Activities
                                     N.        Veterans Educational Benefits

F2=/CSC  F11=Update                                Date 08/25/94  Time 13:41:08

```

Used by counselors and other student services staff to update student matriculation data.

SECURITY LEVELS: Inquiry, update

## INSTRUCTIONS FOR USE:

- **To access:** Type /SMD in home position on any screen, including blank. Press ENTER key.
- **To add or update a student's record:** Enter term, student SSN. Press ENTER key. If a record for this student exists, it is displayed. If no record exists, all the data entry fields are blanked out. You can now enter or modify data.
- **To complete an add or update:** Press PF11 key.
- **To transfer to /CSC (Counselor/Student Contact):** Press PF2 key.
- **To view HELP information:** Press PF13 key.
- **To exit /SMD:** Press CLEAR key.

DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Key data:		
SSN	Y	9 digit Student SSN.
Non-key data:		
Matric Goal	Y	11 = Transfer with AA 12 = Transfer without AA 13 = AA/AS general Education 14 = AA/AS vocational 15 = Certificate 16 = Discover career interest 17 = Acquire job skills 18 = Update job skills 19 = Maintain certificate 20 = Cultural Enrichment 21 = improve basic skills 22 = complete high school credits 23 = undecided xx = unknown
Matric Major	Y	Validated against intended major table (see application form) or 'XXX'
Transfer College	Y	Validated against college table (see application form) or blank or 'XXXXXX'
Expected Terms	Y	2 digits or blank
Weekly Employment Hrs	Y	2 digits or blank
Concurrent 4 Yr Enr	Y	Concurrent 4 year college enrollment Y = Yes N = No or 'x'
Non-PCCD Uts completed	Y	3 digit field
No. units completed at non-PCCD colleges		Converted to semester units. 'XXX' = unknown
Services needed	Y	Y = yes N = no X = undeclared/unknown/refused to answer

There are 2 columns for each service: the left hand column represents the student's declaration, the right hand column represents student services staff confirmation

- A = Financial Aid
- B = Low Income
- C = Employment Assist
- D = Single Parent
- E = Displaced homemaker
- F = Physical limitation
- G = ESL
- H = Basic Skills tutoring
- I = Other tutoring
- J = Goals transfer
- K = Child care
- L = Gender equity
- M = Student activities
- N = Veterans' benefits

**TRANSACTION: /ATD**

SCREEN: ASSESSMENT TEST DEFINITION

January 1991

/ATD		ASSESSMENT TEST DEFINITION					*** ENTER KEY DATA ***	
		Evaluation Level Maintenance						
Test ID	SubTest ##	Description	Max Score	CatCode				
MTP	01	ALGEBRA READINESS	0050	P				
Del (Y)	Evaluation Level	Score Range From - To	Equivalent C Dept Crse	Cnsl Note	Course Description			
	01	0000 0039	M MATH 250		ARITHMETIC			
	02	0000 0019	A MATH 250		ARITHMETIC			
	03	0000 0023	L MATH 251		ARITHMETIC			
	04	0000 0023	V MATH 250		ARITHMETIC			
	08	0020 0029	A MATH 248		S/T - MATHEMATICS			
	10	0026 0050	L BUS 202		BUSINESS MATH			
Press PF1 to display SubTest List								
PF7=Prev PF8=Next PF11=Update PF12=/LOG				DATE 07/23/92 TIME 12:15:03				

Used to Add and Update Assessment Test Control SubTest records used in processing Student Assessment Scores. **Used to Add/Update/Delete Assessment Test Control Evaluation Level records used in processing Student Assessment Scores.**

There are 2 types of records defined, SubTests and Evaluation Levels. SubTest records contain the name and maximum score of the subtest, and Evaluation Level records contain a score range and equivalent course (identified by campus, department and course number as in the Course Repository file).

Screen 1 (Evaluation Level Maintenance) is used to define the subtest and corresponding evaluation levels for the test id. Pressing PF1 will effect a transfer to Screen 2.

Screen 2 (SubTest List) is used to display at a glance all of the sub-test names defined to date for that test id. Positioning the cursor on a line and pressing PF1 will cause a return to Screen 1 with that subtest number.

**Record type information:** SubTests are used to define the list of tests available for entry on the /ATS screen. This data includes a description and maximum score for data validation of student scores.

Evaluation Levels are used to determine the list of courses for which a student has "qualified" based on the score of the subtest. These evaluation levels are used in summarizing the score-to-course information on the /ATR screen. Score ranges are entered and identified with a course (campus, dept and course number). There may be multiple definitions of the same score range as needed by the course list.

For better readability, enter the scores in a manner that will be more readable on the /ATR screen. If a particular score range has multiple campus/course definitions, enter them sequentially.

SECURITY LEVELS: Update (limited to Assessment Coordinator)

## INSTRUCTIONS FOR USE:

- **To access:** Key /ATD in home position of blank screen and press ENTER.
- **To ADD a new test or subtest record:** Enter the test id and subtest number (1-12). Press ENTER. The screen will allow the user to enter the subtest descriptions, maximum score, category code and any number of evaluation level records. Press PF11 to add the records to the file.

- **To update data:** Make the desired changes. Press PF11. The system will validate the evaluation ranges against the maximum score field.

If there are no errors, the changes made by the user are recorded in the file. The 'update completed' message appears on the top line, the cursor returns to the test ID field so that the next test information can be added. If some errors were found, the cursor is positioned on the first invalid field, a message explaining the error appears on the top line.

- **To DELETE an evaluation level:** Enter a "Y" in the delete field beside the line that you want to delete and press PF11 to complete the update.
- **On Transfer in from other screens:** Since there is no common data, the /ATD screen is displayed with no data.
- **To exit /ATD:** Press CLEAR key.
- **To Transfer to other screens:** Key in the desired transaction code in the top left corner and press ENTER.

DATA FIELDS:

**Screen 1 - Evaluation Level Maintenance**

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
<b>KEY DATA:</b>		
Test ID:	Y	5 Character test id of assessment instrument.
SubTest:	Y	Number of subtest. (01-12 only.)
<b>NON KEY DATA:</b>		
(description)	Y	Test name/description for use in /ATS and /ATR, etc.
Max Score	Y	Maximum Score of subtest.
Cat Code	Y	Category Code of test "P" = Placement test "A" = Aptitude test "S" = Study Skills test "C" = Career Plan
<b>Each Evaluation record:</b>		
Del (Y)	Y	Enter "Y" to indicate a delete of the line from the file.
Evaluation Level	N	Sequential number of the evaluation level This will indicate position in the file and order of processing.
<b>Score Range</b>		
From	Y	Lowest score of equivalent course id.
To	Y	Highest score of equivalent course id.
<b>Equivalent</b>		
C	Y	Campus Code of course
Dept	Y	Department Code of course
Crse	Y	Course number/letter of course.
Cnslr Note	Y	Notation code for course equivalents "*" = See Counselor
Course Description	N	Displayed from the Course Repository file for the course id.

**Screen 2 - SubTest List**

<b>KEY DATA:</b>		
Test ID:	Y	5 Character test id of assessment instrument.
<b>NON KEY DATA: (12 lines)</b>		
##	N	Number of subtest
Description of Subtest		Test name/description for use in /ATS
Max		Maximum score of subtest
Cat Code		Category Code of test

**TRANSACTION: /ATR**

SCREEN: ASSESSMENT TEST SCORE SUMMARY REPORT LAST UPDATE: 01/16/96 D. PFAFF

Summary of Assessment Scores		10/23/95		Page 01	
Student Name: AGCDEF GHIQQQ		SSN 999 99 9999			
ON 08/17/1994 AT LANEY	Score	Accom	Camps	Dept	Courses
MTP INTERMEDIATE ALGEBRA	20			M MATH	*050
ON 08/17/1994 AT LANEY	Score	Accom	Camps	Dept	Courses
APS READING	5				
APS WRITING	22				
ON 08/02/1994 AT LANEY	Score	Accom	Camps	Dept	Courses
MTP INTERMEDIATE ALGEBRA	15				
ON 08/02/1994 AT LANEY	Score	Accom	Camps	Dept	Courses
CELSA ESL TEST	39			A L V ESL	250B 252B 253B
				A L ESL	251B
				A ESL	250C 251C 256A
*** = See Counselor					
Report Continued on Next Page			Press PF8 to display the next page		

Displays a summary of a student's assessment test with the corresponding course equivalents identified in the test control file.

Assessment tests are listed with the latest one first. For each test taken and subtest scored, the test name is displayed with the score received by the student. Beside the score is an area that identifies the equivalent campus, department and course numbers that the student has qualified to take.\* Some courses have different course numbers at different campuses. The counselor may provide more detailed information about each course and determine the "recommended" course list for the student based on the assessment score and other factors such as GPA, hours worked, etc.

\*NOTE: Course recommendations will not appear for the APS assessment test. (see Assessment Handbook).

SECURITY LEVELS: Inquiry security required.

## INSTRUCTIONS FOR USE:

- **To access:** Key /ATR in home position of blank screen. Press ENTER. This displays the /ATR Menu screen with no data.
- **On Transfer in:** Any data passed from transferring program is displayed in the appropriate fields. Any errors must be corrected. If transfer was performed with a valid SSN, the first page of Student Assessment Summary Report is displayed.
- **To exit /ATR:** Press CLEAR key.
- **To Transfer out from Menu screen:** Enter the transaction code in the top left corner of the screen and press ENTER.
- **To Transfer out from a report screen:** In the top left corner, key the transaction name and press ENTER.

**Report Paging commands:** These are commands used to control scrolling on the report screens. These commands are keyed in the top left corner of the screen. If anything other than a valid paging command is keyed, the Menu screen will be displayed. Paging commands begin with 'P/'. Case is not important.

Command	PF Key	Result
P/N	PF8	Display Next Page
P/P	PF7	Display Previous Page
P/F		Display First Page
P/L		Display Last Page
P/#		Display that particular page number
P/+#		Advance # of pages.
P/-#		Go back # of pages.

DATA FIELDS:

Menu Screen:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Student SSN	Y	Social Security Number. 9 digit format.

Report Screens:

LINE TYPE	DESCRIPTION/POSSIBLE VALUES
Report Header	Student Name Student SSN
Test Header	Test Date-mm/dd/yyyy format Campus where the test was taken.
Subtest Data Line test info	Test ID Subtest Description Subtest score

Subtest Accommodation (up to 4):

- A = student assisted by aide such as translator, note taker, reader, etc.
- D = student assisted by device such as calculator, dictionary
- M = Instrument modified for student, i.e. score modified, test translated etc..
- T = student allowed extra time

Course equivalents

Campuses of course  
Department code of course  
Course numbers (note fields may be attached to a course number. Look to the bottom of the screen for explanation of codes.)

**TRANSACTION: /ATS**

SCREEN: ASSESSMENT TEST SCORE UPDATE

LAST UPDATE: 10/24/94 D. PFAFF

/ATS		*** TEST DATE IS INVALID ***		
ASSESSMENT TEST SCORES				
Data Collection				
				Delete?
Campus: L	Date: 07 28 93__			
Test Name: MTP				
Student SSN: 987 65 4321	Name: PERALTA BUBBA			
		Score	Max	Accom
01.	ALGEBRA READINESS		0050	
02.	ELEMENTARY ALGEBRA		0050	
03.	INTERMEDIATE ALGEBRA		0050	
04.	PRE CALCULUS		0040	
05.	PHYSICS		0035	
PF11=Update		DATE 08/02/96 TIME 17:05:59		

Used to display and update Assessment Test Scores for student assessment processing. This is an improvement over /AST because the specific test ID and the campus where the test was taken are entered and displayed.

SECURITY LEVELS: Update

## INSTRUCTIONS FOR USE:

- **To access:** Key /ATS in home position of blank screen. Press ENTER. This displays the blank /ATS screen.
- **To ADD a new test score record:** Enter the campus code, test date, test ID code, and student SSN. Press ENTER. The screen will allow the user to enter scores for the subtests that are defined for this test ID in /ATD. The scores are checked against the maximum score allowed for the test.

If the student did not take the subtest, do not enter any score. Just leave it blank. If the student took the subtest and received a zero, key in 0000 for the score and update the record.

The student's name is displayed by the system, provided the student is registered in the computer system under the SSN you have used. If you know the student to be in the system, but get a 'student not enrolled' message in the name field, transfer to /STX and check the student's SSN.

- **To update scores:** Overtyping desired scores. Press PF11. The system validates the score fields against the maximum score allowed.

If there are no errors, the changes made by the user are recorded in the file. The 'update completed' message appears on the top line, the cursor returns to the test ID field so that the next test information can be added. If some errors were found, the cursor is positioned on the first invalid field and a message explaining that field error appears in the message area on the top line.

After updating the record, the student's Matriculation status field is checked. If it is currently set at 'A' for needing assessment, it is updated to 'M' to indicate that the student has been assessed.

The student's Assessment Matriculation Status is updated based on the category of the test identified in the /ATD screen. If the test is marked as a Placement test, the Placement status is updated to "Y". If the test is marked as an Aptitude Test, the Aptitude status is updated to "Y". If the test is marked as a Study Skills test, the Study Skills test is updated to "Y".

- **To delete a test record:** Enter 'Y' in the delete field. Press PF11.
- **If you have made an error entering the campus, test date, test name or student SSN, and have already pressed the PF11 key (the record has been added):** Type old campus, date, test name and SSN combination. Press ENTER. This displays the erroneous record. Enter 'Y' in delete field. Press PF11. This deletes the erroneous record. Type new campus, date, test name and SSN combination. Press ENTER. This displays the data entry screen. Enter scores. Press PF11. This adds the corrected record.
- **On Transfer in from other screens:** If you transferred to this screen from another screen with the student's SSN, the SSN field will be filled in automatically. The user must still enter the campus, date and test ID fields.
- **To exit /ATS:** Press CLEAR key.
- **To Transfer to other screens:** Key in the desired transaction code in the top left corner and press ENTER.

## DATA FIELDS:

FIELD NAME BY USER?	ENTERED	DESCRIPTION/POSSIBLE VALUES
<b>KEY DATA:</b>		
Campus:	Y	Campus code where test taken. (See front for codes)
Date:	Y	mm/dd/yyyy of test date. This is the date that the test was taken, not entered.
Test Name:	Y	Enter a valid test ID. (It must be in the Assessment Test Control File. Use /ATD to view subtests and evaluation level records defined for a test ID)
Student SSN:	Y	Enter the SSN of the student. This SSN may not be in the student master file yet.
Name:	N	Name of student or NOT ENROLLED if the SSN is not in the student master file.
<b>NON KEY DATA:</b>		
Delete?	Y	'Y' = delete the record currently displayed. Any other value will cause no action
Up to 12 lines of scores, where subtest no. is displayed:		
Score	Y	Enter score received by student for subtest indicated. Leave the field blank for subtests not taken.
Accom	Y	Enter any special accommodation given student in the administration of the test. Up to 4: A = student assisted by aide such as translator, note taker, reader, etc.. D = student assisted by device such as calculator, dictionary M = Instrument modified for student, i.e. score modified, test translated etc.. T = student allowed extra time

**TRANSACTION: /CSC**

SCREEN: COUNSELOR STUDENT CONTACT DETAIL

Last Update D. Pfaff 8/6/96

/CSC		*** INVALID COUNSELOR ID ***	
COUNSELOR STUDENT CONTACT DETAIL			
Counselor ID	Contact Date	08 06 96	Time 02 41 PM
Student SSN	Name		Enr Matric
	Address		
	City		State
	Zip		Phone
Contact Type (A/D/T)	Showed Up? (Y/N)		
Placement/Advising Activities	Initial Contact/Placement		
	Student Education Plan Creation		
	Transfer Counseling		
	Career Planning		
Follow-up Activities	Student Education Plan Update		
	Progress Check		
Miscellaneous Activities	Personal Counseling		
	Prospective Student		
	Other		
Comments: %			%
%			%
F1=/CSS	F2=/SMD	F8=Next Page	F11=Update
		Date 08/06/96	Time 15:06:07

Used by counselors to record the result of their contacts with students. This function requires update security level.

**INSTRUCTIONS FOR USE:**

- **To access:** In home position on blank screen, after logon, type /CSC, press ENTER key **OR** Select option B on COUNSELOR STUDENT CONTACT MENU, press ENTER key **OR** Select contact on COUNSELOR STUDENT CONTACT SCHEDULING screen, press ENTER key. Any of these actions displays the contact detail screen.
- **To view contact detail:** If transferring from /CSS, this will happen automatically. Otherwise type counselor id, contact date and time, press ENTER key. If contact record already exists, it will be displayed. Otherwise blank data entry screen is displayed to allow adding record.
- **To view next page of comments for this contact, if any:** Press PF8
- **To update contact data:** Change value of desired fields. Press PF11 key.
- **To add another page of comment for contact:** Fill all lines of comment on current page. Press PF11. Press PF8 until you get a blank comment area. Enter new comments. Press PF11 again.
- **To return to counselor schedule:** Press PF1 key.
- **To return to menu:** Press PA2 key.
- **To exit /CSC:** Press CLEAR key.
- **To transfer to any other Peralta screen:** type transaction name in top left hand corner, press ENTER.
- Entry of a Program Planning, Transfer Counseling or Career Planning activity on this screen puts an 'A' in the Counseling Placement Received field on /MSS. Entry of a Student Education plan activity on /CSC puts a 'P' in this same field. When both 'A' and 'P' activities have occurred, the field will contain 'B'.
- Entry of a SEP update or Progress check activity on /CSC puts a 'Y' in the Counseling Follow-up Received field on /MSS. The presence of any early alert contact or probation hold for the student will also set this field to 'Y'.

## DATA FIELDS:

SCREEN NAME	DESCRIPTION/POSSIBLE VALUES	USER ENTRY	REQUIRED
Counselor ID	2 digit counselor id used in /RDC To view complete list go to /CSL	Y	Y
Counselor Name	Displayed by system from counselor	N	
Schedule For Time AM/PM	Date in MM DD YY format Contact time in HH MM AM (PM) format	Y Y	Y Y
Student SSN	9 digit SSN as appears in /SBD (you may record appointments with non-registered students)	Y	Y
Student Name	Displayed by system if student is on file. Data must be entered if student is not on file.	Y	Y
ENR	'Y' = student is enrolled (/SBD), 'N' = student not enrolled	N	
Matric	If student is enrolled, contains matriculation status: M = matriculating E = exempt X = unknown	N	
Address City State ZIP Phone	Displayed by system if student is on file. Data can be entered in these fields for prospective students	Y Y Y N Y Y	N N N N N
Contact Type	'A' = appointment; 'D' = drop in; 'T' = telephone	Y	Y
Showed Up	'Y' = attended session; 'N' = no show (If contact is drop-in, this field is automatically set to "Y".)	Y	N
Activities	any non space character will be converted to X, meaning the activity took place.	Y	
Placement/Advising Activities (reported to State MIS)			
Initial Contact/Placement, i.e.	Program planning, document preparation, registration/enrollment, excess units, waivers		
Student Education Plan Creation i.e.	Creation of a formal SEP, with goal and course recommendations, and expected length to reach goal		
Transfer Counseling Career Planning			
Follow-up Activities (reported to State MIS)			
Student Education Plan Update: i.e.	SEP revision, AA/Certificate petition evaluation, GE/IGETC certification		
Progress Check: i.e.	referral from instructor, withdrawal from class/college, probation/dismissal counseling, early alert referral, problem with instructor/class progress, service referral		
Miscellaneous Activities (Not reported to State MIS)			
Personal Counseling; Prospective Student; Other			
Comments	99 comment lines available. Any character is accepted	Y	

**TRANSACTION: /CSH**

SCREEN: COUNSELOR STUDENT CONTACT HISTORY

Last Update D. Pfaff 7/12/94

/CSH		*** PF8 FOR NEXT PAGE OF HISTORY ***												
COUNSELOR STUDENT CONTACT HISTORY														
Student	SSN	999 99 9999 JONES J										Enr?	Y	
		Cnsl	App	----- Activities -----										
Date	Time	Code	Typ	Shw	Pln	SEP	Trn	Car	SUP	Prg	Per	Pro	Oth	
08 04 93	01 07 PM	006	D	Y	X		X						X	
INITIAL ED PLAN. INTERESTED IN MEDICAL FIELD BUT STILL UNDECIDED, POSSIBLY RADIOLOGIC TECH.														
09 02 93	01 15 PM	007	D	Y	X								X	
10 06 93	03 00 PM	006	A	N										
10 19 93	10 00 AM	006	A	Y	X									
ED PLAN FOR CERTIFICATE IN MEDICAL TERMINOLOGY														
PF8=Next Page PF7=Prev Page														
PF13=Help CLEAR=Exit														
Date 08/25/94 Time 14:45:44														

Used by counselors to review one student's counseling history. Requires inquiry security level.

**INSTRUCTIONS FOR USE:**

- **To access:** In home position on blank screen, after logon, type /CSH, press ENTER key **or** Select option C on COUNSELOR STUDENT CONTACT MENU, press ENTER key. Either of these actions displays the contact history screen.
- **To view contact history for one student:** Type student's ssn, press ENTER key. This will display up to 4 records of that student's contact history.
- **To view next page of student's history:** Press PF8 key.
- **To view previous page of student's history:** Press PF7 key.
- **To return to menu:** Press PA2 key.
- **To exit /CSH:** Press CLEAR key.
- **To transfer to any other Peralta screen:** type transaction name in top left hand corner of screen. Press ENTER key.

## DATA FIELDS:

SCREEN NAME	DESCRIPTION/POSSIBLE VALUES	USER ENTRY	REQUIRED
STUDENT SSN	9 digit ssn as appears in /RDC	Y	Y
All fields below are displayed by system:			
STUDENT NAME	displayed by system if student is on file	N	
ENR	Y if student is enrolled (in /RDC) N if student is not enrolled	N	
DATE	contact date in MM DD YY format	N	
TIME	contact time in HH MN AM (PM) format	N	
CNSL	counselor id. See list on /CSL	N	
APP TYP	appointment type. A for appointment, D for drop in.	N	
SHW	Y if student attended, N otherwise	N	
ACTIVITIES (X in any column means the activity took place)			
Pln	Initial Contact/Placement	N	
SEP	Student Education Plan Creation	N	
Trn	Transfer Counseling	N	
Car	Career Planning	N	
SUP	Student Education Plan Update	N	
Prg	Progress Check	N	
Per	Personal Counseling	N	
Pro	Prospective Student	N	
Oth	Other	N	
COMMENTS	counselor's comments. up to 3 lines any character any character	N	

**TRANSACTION: /CSL**

SCREEN: COUNSELOR ID LIST

LAST UPDATE: 05/05/93

/CSL		*** TYPE COUNSELOR NAME PRESS ENTER ***	
COUNSELOR ID LIST			
Search Counselor Name			
Counselor ID	Name	Campus	
XXX	ALCALA MANUEL	LANEY	
XXX	AOKI RICHARD M	ALAMEDA	
XXX	APPLEBY JR LEROY	LANEY	
XXX	BAKER JOHN T	ALAMEDA	
XXX	BAXTER CAROL	VISTA	
XXX	BEVERLY JOHN S	ALAMEDA	
XXX	BIELANSKI, JR. JOSEP	VISTA	
XXX	BREWER IMGENE	LANEY	
XXX	BROOKS BARBARA A	VISTA	
XXX	BROOKS IRIS E	LANEY	
XXX	BUCHANAN ISHAM	VISTA	
XXX	CARPENTER TOM W	MERRITT	
XXX	CHAVEZ GILBERT	VISTA	
XXX	CLARK BARBARA	MERRITT	
XXX	COMPTON KERRY	ALAMEDA	
XXX	COOPER JOSEPHINE H	LANEY	
PF8=Next Page PF7=Prev Page			
PA2=Menu CLEAR=Exit PF13=Help		Date 08/29/94	Time 15:44:34

Provides a current list of counselor names and ids as used in the counseling system.

**INSTRUCTIONS FOR USE:**

- **To access:** In home position on blank screen, after logon, type /CSL, press ENTER key  
or  
Select option D on COUNSELOR STUDENT CONTACT MENU, press ENTER key. Either of these actions displays the first page of the counselor list.
- **To find particular counselor:** Type counselor last name, press ENTER key. This will display a page of the counselor list, starting with desired counselor. Partial names may be entered.
- **To view next page of counselor list:** Press PF8 key.
- **To view previous page of counselor list:** Press PF7 key.
- **To return to menu:** Press PA2 key.
- **To exit /CSL:** Press CLEAR key.
- **To transfer to any other Peralta screen:** type transaction name in top left hand corner of screen. Press ENTER key.

**DATA FIELDS:**

SCREEN NAME	DESCRIPTION/POSSIBLE VALUES	USER ENTRY	REQUIRED
SEARCH CNSLR NAME	any character. up to 20 characters master file if student is registered	N	
COUNSELOR ID	3 digit id used in counseling system and /RDC	N	
COUNSELOR NAME	counselor name as known to personnel	N	

## TRANSACTION: /CSM

SCREEN: COUNSELOR STUDENT CONTACT MENU

```

/CSM
                                P E R A L T A   C O L L E G E S

                                COUNSELOR STUDENT CONTACT MENU

                                Select One

                                A  Counselor Schedule      (/CSS)
                                B  Student Contact Detail   (/CSC)
                                C  Student Contact History   (/CSH)
                                D  Counselor List            (/CSL)

                                Selection--}

CLEAR = Exit   PF12 = Logoff   PF13 = Help           Date 07/24/92   Time 10:29:26
    
```

Used by counseling personnel to access the counselor screens. Requires inquiry security level.

### INSTRUCTIONS FOR USE:

- **To access:** In home position on blank screen, after logon, type /CSM and press ENTER key. This displays the menu screen.
- **To select screen:** Type letter corresponding to your selection, press ENTER key.
- **To exit /CSM:** Press CLEAR key.
- **To exit /CSM and logoff:** Press PF12 key.
- **To transfer to any other Peralta screen:** type transaction name in top left hand corner of screen. Press ENTER key.

### DATA FIELDS:

SCREEN NAME	DESCRIPTION/POSSIBLE VALUES	USER ENTRY	REQUIRED
SELECTION	A or B or C or D	Y	Y

**TRANSACTION: /CSS**

SCREEN: COUNSELOR STUDENT CONTACT SCHEDULING

LAST UPDATE: 5/5/93

/CSS		COUNSELOR STUDENT CONTACT SCHEDULING							*** PF11 TO UPDATE SCHEDULE ***	
Counselor ID 99 SMTH JOHN		Student		Student		Schedule For 02 18 92		Contact	Shown	
(A/C/D/S)	Time	AM/PM	SSN	Name	Enr?	Type	Up?			
A					N					
	10 30 AM		999 46 4923	NXXXXX MASAHARU	N	A	Y			
	10 50 AM		999 46 4923	NXXXXX MASAHARU	N	A	Y			
	11 00 AM		999 40 7952	SXXXXX Y	Y	A	Y			
	11 30 AM		999 16 8969	QXXX JOHNNY CUONG D	Y	D	Y			
	12 00 PM		999 71 2591	SXXXXX MICHAEL J	Y	A	Y			
	12 15 PM		999 40 7952	SXXXXX Y	Y	A	Y			
	12 30 PM		999 01 0074	TXXXXX KEIKO	Y	A	Y			
	02 15 PM		999 40 2026	RXXXXX JAMEEL	Y	A	Y			
	03 30 PM		999 01 0316	FXXXXXXXX, SHARON	N	A	Y			
	04 00 PM		999 01 0316	FXXXXXXXX, SHARON	N	A	Y			

PF1=/CSC PF7=Prev Page PF8=Next Page PF11=Update PA2=Menu CLEAR=Exit

Used by counseling office personnel to schedule counselors' appointments and record drop ins. This function requires update security level. Also used by counselors and deans to review counselors' schedules. This function requires inquiry security level.

## INSTRUCTIONS FOR USE:

- **To access:** In home position on blank screen, after logon, type /CSS, press ENTER key or Select option A on COUNSELOR STUDENT CONTACT MENU, press ENTER key. This displays the scheduling screen.
- **To view counselor's schedule for particular date:** Type counselor id, date, press ENTER key. This displays counselor's appointments in time order.
- **To view counselor's schedule for next day:** press PF8 key.
- **To view counselor's schedule for previous day:** Press PF7 key.
- **To add appointment:** Position cursor on add line (first data entry line, function A is indicated on the left). Enter appointment time, student ssn, contact type and whether student came. Press PF11 key.
- **To modify appointment:** Position cursor on desired line. Enter C in function field. Change student ssn or contact type or status. Pres PF11 key.
- **To delete appointment:** Position cursor on desired line. Enter D in function field. Press PF11 key. After updating the counseling record, the student's Matriculation Status for Counseling services are updated depending on the Activities marked on /CSC.
- **To select one appointment for detail review:** Position cursor on desired line. Enter S in function field. Press ENTER key. This transfers to the COUNSELOR STUDENT CONTACT DETAIL screen.
- **To return to menu:** Press PA2 key.
- **To exit /CSS:** Press CLEAR key.
- **To transfer to any other Peralta screen:** type transaction name in top left hand corner of screen. Press ENTER key.

## DATA FIELDS:

SCREEN NAME	DESCRIPTION/POSSIBLE VALUES	USER ENTRY	REQUIRED
COUNSELOR ID	3 digit counselor id used in /RDC To view complete list go to /CSL	Y	Y
COUNSELOR NAME	displayed by system from counselor id file	N	
SCHEDULE FOR	date in MM DD YY format	Y	Y
TIME AM/PM	contact time in HH MN AM (PM) format	Y	Y
FUNCTION	A = Add appt (first line only) C (or blank) = Change appt D = Delete Appt S (or just cursor position) = select record to transfer to /CSC	Y	N
STUDENT SSN9 digit	ssn as appears in /RDC you may record appointments with non registered students	Y	Y
STUDENT NAME	displayed by system if student is on file data must be entered in this field if student is not on file	Y	Y
ENR	Y if student is enrolled (in /RDC) N if student is not enrolled	N	
CONTACT TYPE	'A' for appointment or 'D' for drop in	Y	Y
SHOWED UP	'Y' if student did attend. 'N' otherwise. If contact is drop in, this field is automatically set to 'Y'.	Y	N

**TRANSACTION: /SEP**

SCREEN: STUDENT EDUCATIONAL PLAN

LAST UPDATE: 5/28/99

```

/SEP                STUDENT EDUCATIONAL PLAN    ** ENTER STUDENT SSN, TERM **
Student SSN 987 65 4321 Name PERALTA BUBA          Delete? _
                Completion
    Goal          Term    Major
    Voc. Certif.
    A.A./A.S. Degree
    Y Transfer          S02    HUMAN HUMANITIES
    Transfer Colleges          UCSC
    Other Goal
    G.E. Plan Used          AASGE    CSUGE    Y IGETC          UCBL5
    Last Update 07 19 2000    By PFAFF DOMINIQUE L          Campus D
Term S02          Col Update? Y          Col Update? _
Dept Crse Title          Units O Dept Crse Title          Units O

F1=/SRW F2=/SCD F3=/THI F4=/ATR F5=PRINT F6=Majors          Total Units
F7=Prev Term F8=Next Term F9=/CSC F13=Help          08/27/01 14:58:52

```

Used by counselors to record a student's educational plan.

**INSTRUCTIONS FOR USE:**

- S **To access:** Type /SEP in home position on any screen, including blank. Press ENTER key.
- S **To create or update a student educational plan:** Type student SSN and term you wish to display first. The term is optional, the default being the next term. If an educational plan exists for this student, it will be displayed. Otherwise a blank screen form will allow you to create a new plan.
- S **To complete your add or update:** Press the F11 key.
- S **To view the next term of planned classes:** Press F8.
- S **To view the previous term of planned classes:** Press F7.
- S **To delete a plan:** Enter 'Y' in the 'Delete?' field. Press F11.
- S **To print the plan:** Press F5. The SEP will print starting at the current term with actual classes, then with planned classes for subsequent terms.
- S **To transfer to /SRW:** Press F1.
- S **To transfer to /SCD:** Press F2.
- S **To transfer to /THI:** Press F3.
- S **To transfer to /ATR:** Press F4.
- S **To transfer to /CSC:** Press F9.
- S **To select a major from the /IMB screen:** With cursor in major field, enter as much of the major code as you know and press F6. On /IMB, use arrow keys to move cursor to selected major, then press F6 again to return to /SEP.
- S **To transfer to other screens:** Type screen name in upper left-hand corner of the screen, over /SEP. Press the ENTER key.
- S **To view HELP information:** Press F13 key.
- S **To exit /SEP:** Press CLEAR key.

## DATA FIELDS:

FIELD NAME -----	BY USER? -----	DESCRIPTION/POSSIBLE VALUES -----
Key data:		
Student SSN	Y	9 digit ssn. Student's registration application (/SBD) must be on file.
Name	N	Displayed by system from /SBD data on file
Term	Y	TTY where T is term and YY is year 'S' or '2' = Spring 'M' or '3' = Summer 'F' or '4' = Fall
General plan data:		
Goal/Completion Term/ Major	Y	Optional. Check one or more of the three major goals (Voc Certif, AA degree, Transfer) with a 'Y' or 'X' in corresponding box. For each checked goal, enter expected completion goal for term (TTY format) and major (see above instructions for selecting a major).
Transfer Colleges	Y	Enter only if transfer goal has been checked. Enter up to 3 colleges. Use numeric code from registration application form, or use alpha codes listed in table below.
Other Goal	Y	2 digit code (see below). Optional. 16 Discover/formulate career goals      17 Prepare for a new career 18 Advance in current job/career        19 Maintain certif. or license 20 Educational enrichment                21 Improve basic skills 22 Credits for high school diploma
G.E. Plan Used	Y	Optional. Check one or more with a 'Y' or 'X' in corresponding box.
Last Update	N	Date, counselor and campus of last update are displayed automatically.
Term Specific Data:		
NOTE: Only future terms may be updated.		
Col Update?	Y	A 'Y' in the left-hand field allows you to update the left-hand column. A 'Y' in the right-hand field allows you to update the right hand column. If the left hand column is full, the system will automatically open the right hand column for update.
Dept/Crse	Y	5 character department abbreviation as it appears in catalog. 5 character course #. Numeric part of the course # may be entered without the leading zeros (ex: MATH 001 or MATH 1). System will do the padding. A '*' in this field indicates that any course in this department are acceptable.  Instead of a Dept/Crse pair, you can enter a G.E. requirement Type/Area from the list below. ex: ENGL 1B MATH * AASGE SOCSC are all acceptable entries
Title	N	Displayed by system from the repository file
Units	Y	Displayed by system for fixed unit courses Must be entered by user in all other cases
Prereq Override Flage	Y	Enter 'O' here to override prereq check.

**TRANSACTION: /OSS**

SCREEN: ORIENTATION SERVICES DATA COLLECTION

March 1991

```

/OSS                                     *** PRESS PF11 TO UPDATE ***
                                ORIENTATION SERVICES DATA COLLECTION

                                Campus: _   Date:  _ _ _ _

                                SSN      (Y/R)   Student Name
                                888 88 8888      Y     PERALTA BUBA
                                222 22 2222      Y     STUDENT X
                                999 99 9999      R     SHIRLEY U JEST

PF11=Update  PF12=Logoff  PF13=Help          DATE 07/23/92   TIME 10:14:29

```

Used to mass enter Orientation Services Received for matriculation reporting. The user will use this screen to key in up to 16 ssn's and update their student records with the campus and date of Orientation. Each student can have either received or not received the Orientation services. The student must have been previously entered into the system by the Admissions and Records department before recording Orientation services.

SECURITY LEVELS: Update only. Inquiry will be done using the matriculation status screen.

## INSTRUCTIONS FOR USE:

- **To access:** Key /OSS in home position of blank screen. Press ENTER. This displays the /OSS screen with no data.
- **Using the screen:** Enter the campus code, date of Orientation. Press ENTER. The user then may enter up to 16 SSNs of students who were received Orientation for that date on that campus.

If you are entering multiple days of Orientation services, Be sure to change the Orientation date before entering in the next batch of students.

The default for the Orientation switch is "Y" - YES the student received Orientation services. If you need to correct a data entry error and indicate that a student did not in fact receive orientation, put "N" in that field.

If you press ENTER after entering a list of ssn's, the name of each student will be displayed beside the ssn. This will assist the user in verifying data entry of ssns. Students must be in the student master file to be a valid ssn. Error messages are displayed on each line.

Press PF11 when you are ready to update the student's records. If there are no errors, the changes made are recorded in the file and the line is blanked out. If some errors were found, the cursor is positioned on the first invalid field and a message explaining that field error appears in the name field on the line.

- **On Transfer in from other screens:** There is no transfer in for this screen.
- **To exit /OSS:** Press CLEAR key.
- **To exit /OSS and logoff:** Press PF12 key.
- **To Transfer to other screens:** Key in the transaction code in the top left corner. Press ENTER.

## DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
<b>KEY DATA:</b>		
Campus:	Y	Campus where Orientation was offered. See front for codes.
Date:	Y	mm/dd/yyyy of date of Orientation services were offered.
<b>NON KEY DATA:</b>		
each line (up to 16)		
SSN:	Y	Enter the SSN of the student. This SSN must be in the student master file.
(Y/N):	Y	This is the switch that the user uses to identify services received or not received. The default is "Y", if the user does not enter it explicitly. "Y" - Service received "N" - Service not received
Name:	N	Name of student is displayed for user verification of data.

**TRANSACTION: /DSP**

SCREEN: DSPS STUDENTS

LAST UPDATE: 5/5/93

/DSP		TYPE CAMPUS, TERM, PRESS ENTER											
DSPS STUDENTS													
Campus	L	Term	F93	Student Name		Pri	Pri	Sec	Sec	Rehab	VATEA	Lant	DSP
Student	SSN	Name				Dis	Cnt	Dis	Cnt	Clnt	Elig	Elig	Cns
999	88	5671	AAAAA	ANTHONY JR	M	003	N	000	N	N	N	Y	035
999	88	5454	AAAAA	ROSE	M	004	N	000	N	N	N	Y	092
999	88	7624	AAAA	DIANA	L	004	N	000	N	N	N	Y	092
999	88	4804	AAAA	AEBRA D	B	004	N	000	N	N	Y	Y	092
999	88	1136	AAAAA	TORUN M	L	004	N	000	N	N	Y	Y	092
999	88	2223	AAAAA	CORINNE E	M	004	N	000	N	N	Y	Y	092
999	88	8227	AAAAA	LISETTE	H	004	N	000	N	N	N	Y	092
999	88	5580	BBBBB	CHERYL J	M	004	P	001	N	N	N	Y	092
999	88	4094	BBBBB	MICHAEL H	M	004	B	001	Y	Y	Y	Y	035
999	88	0637	BBBBB	ADAIR L	L	004	N	000	N	N	N	Y	092
999	88	5977	BBBBB	GLORIA ANN	L	022	P	001	N	N	N	Y	035

PF7=Prev Page PF8=Next Page PF13=Help Date 02/25/94 Time 14:05:59

Used to browse and update list of students served by Disabled Students Programs & Service during a specific term.

SECURITY LEVELS: Inquiry and Update

INSTRUCTIONS FOR USE:

- **To access:** Type /DSP in home position on any screen, including blank. Press ENTER key.
- **To browse term list of DSPS students:** Type Campus, term. Press ENTER key.
- **To view next page of list:** Press PF8 key.
- **To view previous page of list:** Press PF7 key.
- **To search for specific student:** Enter Campus, Term, student name (or part of name). Press Enter. If student is on the list, he/she will appear at the top of the page.
- **To add a student:** Move cursor to blank line, enter SSN.
- **To correct a line:** Overtyping any of the unprotected fields.
- **To delete a line:** Space over the entire SSN.
- **To display a blank page for adding students:** Press PF6.
- **To complete your update:** Press PF11 key.
- **To transfer to any student screen:** Enter name of transaction in home position. Position cursor on desired student. Press ENTER key.
- **To view HELP information:** Press PF13 key.
- **To exit /DSP:** Press CLEAR key.

## DATA FIELDS:

SCREEN NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Student SSN	Y	9 digit SSN. Required field
Name	N	displayed by system from student
Primary Disability	Y	Enter code for Disability type. 'M' = Mobility impaired 'V' = Visually impaired 'O' = Other health impaired 'H' = Hearing impaired 'S' = Speech and/or Language impaired 'D' = Development delayed learner 'B' = Acquired brain injury 'L' = Learning disabled 'C' = Chemical Dependency 'P' = Psychological Disability 'W' = Multiple disabilities
Student Primary Disability Service Contacts	Y	Enter 3 digit number (i.e. 000,001,etc.) This element indicates the number of service contacts the student received during the reporting disability term pertaining to the students primary disability
Secondary Disability	Y	Enter code for secondary disability type 'N' = No secondary disability 'Y' = Incomplete service for Primary 'M' = Mobility impaired 'V' = Visually impaired 'O' = Other health impaired 'H' = Hearing impaired 'S' = Speech and/or Language impaired 'D' = Development delayed learner 'B' = Acquired brain injury 'L' = Learning disabled 'C' = Chemical Dependency 'P' = Psychological Disability If primary disability = 'W', system will automatically put 'N' in secondary disability field
Student Secondary Disability Service Contacts	Y	Enter 3 digit number (i.e. 000,001,etc.) This element indicates the number of service contacts the student received during the reporting disability term pertaining to the students secondary disability
Rehab Dept Client	Y	Enter Y or N.
VATEA Eligible	Y	Enter Y or N or space.
Lanterman Eligible	Y	Enter Y or N or space.
DSP Counselor	Y	Enter counselor code or space.

**TRANSACTION: /EAC**

SCREEN: EARLY ALERT CALLS

WRITTEN: AUGUST 1990

```

/EAC                               ENTER CAMPUS, TERM, STUDENT SSN, PRESS ENTER
                                EARLY ALERT CALLS

Campus A   Term S94   Student SSN 999 99 9999   PERALTA BUBBA
                                                51211 7TH ST
                                Response  _           PIEDMONT           CA 94606
                                Resources  _ _ _ _ _   Tel 444 4444      Matric M
                                Class Dept   Course  Instructor      Alert Codes (1-10)

PF11=UPDATE   CLEAR=EXIT   PF13=HELP                               Date 08/25/94 Time 15:22:21
    
```

Used to record the result of Early Alert calls to students.

SECURITY LEVELS: Update OR Inquiry

INSTRUCTIONS FOR USE:

- **To access:** Type /EAC in home position of blank screen. Press ENTER. This displays the /EAC screen with no data.
- **To display a student early alert call data:** Type the campus, term, student SSN. Press ENTER. This displays the early alert section of the student term record and allows update of response and resources.
- **To update data:** Make the desired changes. Press PF11. The system validates your changes. If there are no errors, the changes you made are recorded into the file. The 'update completed' message appears on the top line and the cursor returns to the student SSN field. If some errors were found, the cursor is positioned on the first invalid field, and a message explaining the error appears on the top line.
- **To exit /EAC:** Press CLEAR key.
- **To exit /EAC and logoff:** Press PF12 key.
- **To Transfer out.** Type name of transaction desired in home position, overwriting /EAC. Press ENTER.

DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
<b>KEY DATA:</b>		
Campus	Y	See front for codes
Term	Y	TYT where T is term and YY is year. See front for codes.
Student SSN	Y	9 digit social security no.

## NON KEY DATA:

Student name	N	from student demographic record
address	N	from student demographic record
tel	N	from student demographic record
Matric status	N	from student demographic record
		'M' = matriculating student
		'E' = exempt student
		'X' = unknown - not enough information to determine
Response	Y	'A' = student made appointment with appropriate resource
		'B' = student made appointment with other resource
		'C' = student dropping class
		'D' = student dropping school
		'E' = no appointment, but stays in class
		'F' = ambivalent response
		'G' = other
		'H' = no answer to phone call
		'I' = phone disconnected, wrong number
		'J' = letter sent
Resources	Y	up to 5 1 character codes
		'C' = counseling
		'D' = DSPS
		'E' = EOPS
		'F' = Financial Aid
		'T' = Tutoring
		At least one resource must be entered if response is A or B. If response is other than A or B, resources are automatically blanked out.
Class	N	4 digit class code as shown on schedule
Dept	N	5 character department code as shown on class schedule
Course	N	5 character course number as shown on schedule
Instructor	N	20 character: name of instructor of record as shown on schedule
Alert codes	N	up to 10 one character codes
		'A' = Absence
		'D' = DSPS
		'E' = ESL
		'F' = Financial Aid / EOPS
		'I' = Instructor Action
		'O' = Other problems
		'R' = Academic Readiness
		'S' = Tardiness
		'T' = Tutoring Services
		'U' = Unable to notify

**TRANSACTION: /EOP**

SCREEN: EOPS STUDENTS

LAST UPDATE: 09/14/95

/EOP		EOPS STUDENTS										TYPE CAMPUS, TERM, PRESS ENTER		
Campus	V Term	F95	Student	Name	Elg	Trm	Ed	Unts	Cre	Cre	Cre	Sta	EOP	
Student	SSN	Name				Acp	St	Plnd	Sta	Trm	M D A	W Cns		
999	99	9999	ABCDEF	GHIJK M	A	S93	E	15.00	N	YYY	Y Y Y Y			
888	88	8888	WWWWW	FFFFF T	A	S94	E	12.50	N	YYY	Y Y Y Y			
777	77	7777	GHGHC	QWQWQ C	A	S95	E	12.50	C	YYY	Y Y Y Y			
666	66	6666	YYYYY	NNNNNNN L	A	S94	E	13.00	N	YYY	Y Y Y Y			
555	55	5555	ZXZXZ	XZK MMM	A	F93	E	18.00	C	F94	Y Y Y Y			
444	44	4444	RGRGR	BNBNBNJ	A	F95	E	12.00	N	YYY	Y Y Y Y			
333	33	3333	SSXSXS	SXSX KLKLR	A	F93	E	16.50	C	F94	Y Y Y Y			
222	22	2222	VVVVVVV	TTTTT	A	F95	E	12.00	N	YYY	Y Y Y Y			
111	11	1111	MMMMM	RRRRR L	A	F94	E	13.00	C	F94	Y Y Y Y			
000	00	0000	ZZZZZ	YYYY X	A	F95	E	12.00	N	YYY	Y Y Y Y			
PF7=Prev Page PF8=Next Page PF13=Help								Date 10/23/95 Time 13:09:33						

Used to browse and update list of students served by Extended Opportunity Programs and Services during a specific term.

SECURITY LEVELS: Inquiry and Update

INSTRUCTIONS FOR USE:

- **To access:** Type /EOP in home position on any screen, including blank. Press ENTER key.
- **To browse term list of EOPS students:** Type Campus, term. Press ENTER key.
- **To view next page of list:** Press PF8 key.
- **To view previous page of list:** Press PF7 key.
- **To search for specific student:** Enter Campus, Term, student name (or part of name). Press Enter. If student is on the list, he/she will appear at the top of the page.
- **To add a student:** Move cursor to blank line, enter SSN.
- **To correct a line:** Overtyping SSN and/or status.
- **To delete a line:** Space over the entire SSN.
- **To display a blank page for adding students:** Press PF6.
- **To complete your update:** Press PF11 key.
- **To transfer to any student screen:** Enter name of transaction in home position. Position cursor on desired student. Press ENTER key.
- **To view HELP information:** Press PF13 key.
- **To exit /EOP:** Press CLEAR key.

DATA FIELDS: **Note:** The headers for the detail lines have been abbreviated due to large volume of data required for MIS reporting. The abbreviation for each field will appear on the line just below the field name in parentheses.

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
<b>Key data:</b>		
Campus	Y	See front for codes
Term	Y	See front for codes
Student Name	Y	Optional. Anything allowed
<b>Line data:</b>		
Student SSN	Y	Nine digit social security number
Name	N	Student name as it appears on /SBD
Eligibility	Y	A = Low math & English levels B = Not a high school graduate C = GPA less than 2.5 D = Student previously enrolled in remedial courses E = Student eligible for other reasons
EOPS Term of Acceptance	Y	TTY where T is term and YY is year See front for codes
End of Term EOPS Status	Y	C = Student chose not to be an EOPS student E = Is eligible to participate during following term G = Educational goal successfully completed P = EOPS contract & ed plan stipulations not followed S = Completed 6 semesters on EOPS U = Completed 70 units and not eligible for a waiver X = Unknown/Unreported
EOPS Units Planned	Y	The total number of units the student plans to enroll in for the reporting term. Decimal field 99.99
EOPS CARE Status (Cre Sta)	Y	C = Student was served by the Care Program L = New CARE student waiver because student had less than 1 year on AFDC at time of acceptance into the CARE pgm P = New CARE student waiver because student was less than full-time at time of acceptance into the CARE pgm S = New CARE student waiver because youngest child of student is 6 years or older at acceptance into the CARE B = CARE student waiver because continuing student had a temporary break in AFD N = Student was not serviced by the Care program
Care Term of Acceptance (Cre Trm)	Y	TTY where T is term and YY is year - See front for codes 'YYY' = student in not participant of the CARE program.
Care (M)arital status (Cre Sta - M)	Y	M=Married U=Single (never married) D=Divorced S=Separated W=Widowed X=Unknown Y=Not Applicable
Care number (D)ependents (Cre Sta - D)	Y	1 = 1 dependent child                      4 = 4 dependent children 2 = 2 dependent children                  5 = 5 dependent children 3 = 3 dependent children                  6 = 6 dependent children Y = Not Applicable
Care (A)FDC duration (Cre Sta - A)	Y	1 = Received AFDC less than 1 yr 2 = Received AFDC for one year but not as long as 2 years 3 = Received AFDC for 2 years but not as long as 3 years 4 = Received AFDC for 3 or more years Y = Not Applicable
EOPS Care (W)ithdrawal (Cre Sta - W)	Y	A = Withdrawal - marriage and/or AFDC termination (CARE) B = Withdrawal - lack of resources(e.g.financial, child care). C = Withdrawal - student or family related problems (e.g.irregular attend., illness, pregnancy, relocate out of area). D = Discontinued the program(s) due to lack of progress, academic difficulties or disqualification. E = Withdrawal - other or unknown reasons (including incarceration, death, etc.). Y = Not Applicable

**TRANSACTION: /PLM**

SCREEN: STUDENT JOB PLACEMENT

LAST UPDATE: 07/31/98 D. Pfaff

```

/PLM                STUDENT JOB PLACEMENT      * TYPE CAMPUS, TERM, SSN *
                                           Delete?
Campus A Term F95 SSN 987 65 4321 Name PERALTA BUBBA
Address XXXXX                XXXXX                CA XXXXX
Phone 510 444 4444
Gender X Ethnicity XX UNKNOWN

Placement Date 08 16 1995 Placement Type (New/Upgrade) N Self-Employed N
Company Name MCDONALD                Phone 510 999 9999
Address 1234 GOLDEN ARCH AVE City OAKLAND St CA Zip 95000
Job Title BURGER FLIPPER Perm/Temp T Full/Part time P Hrs/Wk 18
Salary: (Hourly) 5.20 (Monthly) Supervisor

For Upgrades only: Increased Hrs N Promotion N Raise N
Continuing Educ N Maint Skills N Upgrade Skills N

Related to College Courses Y
Major 079 UNDECIDED
Referral From O

Spec Pop: Disabled N Single Parent N Financial Aid N Low Income N
Basic Skills N Limited English N Displaced Hmkr N Gender Equ N

F1=/SBD F11=Update F13=Help                Date 10/19/95 Time 12:28:50
    
```

Used by vocational services staff to record student job placements.

SECURITY LEVELS: Inquiry, Update

INSTRUCTIONS FOR USE:

- **To access:** Type /PLM in home position on any screen, including blank. Press ENTER key.
- **To add or update a student's record:** Enter campus, term, student SSN. Press ENTER key. If a record for this student exists, it is displayed. If no record exists, all the data entry fields are blanked out. You can now enter or modify data.
- **To complete an add or update:** Press F11 key.
- **To transfer to /SBD (Counselor/Student Contact):** Press F1 key.
- **To view HELP information:** Press F12 or F13 key.
- **To exit /PLM:** Press CLEAR key.

DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Key data:		
Campus	Y	'A' or '1' = Alameda 'L' or '3' = Laney 'M' or '4' = Merritt 'V' or '5' = Vista

Term	Y	TYY where T is term and YY is year 'W' or '1' = Winter 'S' or '2' = Spring 'M' or '3' = Summer 'F' or '4' = Fall
SSN	Y	9 digit Student SSN.
Non-key data:		
Name	N	Student name displayed from /SBD data
Address	N	Displayed from /SBD data
Phone	N	Displayed from /SBD data
Gender	N	Displayed from /SBD data
Ethnicity	N	Displayed from /SBD data
Placement date	Y	Format MM DD YYYY. required
Placement Type	Y	N = New job required U = Upgrade
Self-employed	Y	Y or N required
Company Name	Y	free form
Phone	Y	Includes area code
Address	Y	Free form
City	Y	Free form
State	Y	2 character abbr
Zip	Y	9 digit zip. First 5 digits
Job title	Y	Free form. Required.
Perm/Temp	Y	P = permanent job T = temporary job
Full/Part time	Y	F = Full time job P = Part time job
Hrs/Wk		2 digit hours worked per week. Defaults to zero.
Salary Hourly	Y	Format ZZZ.99 or blank
Monthly	Y	Format ZZ,ZZ9 or blank
Supervisor		Free form. Not required.
For Upgrades only:		Enter Y or N. Defaults to N
Increased Hours	Y	
Promotion	Y	
Raise	Y	
Continuing Education	Y	
Maintain Skills	Y	
Upgrade skills	Y	
Related to college course	Y	Y or N.
Major	Y	Displayed from /SMD screen. Can be updated here.
Referral From	Y	O = student found job on her own P = Placement center T = Teacher
Special Populations:	Y	Displayed from /SMD. Can be updated here from student declaration. Enter Y or N or X.
Disabled	Y	
Single Parent	Y	
Financial Aid	Y	
Low Income	Y	
Basic Skills	Y	
Limited English	Y	
Displaced Homemaker	Y	
Gender Equity	Y	

**TRANSACTION: /SP\_\_**CalWORKs Students (previously GAIN Students) - **/SPC**High School Outreach Students - **/SPH**International Students - **/SPI**JTPA Students - **/SPJ**Students with VATEA Services - **/SPO**Tech Prep Students - **/SPP**Transfer Center Students - **/SPT**Students w/ Veterans Benefits - **/SPV****SPECIAL POPULATIONS SAMPLE SCREEN**

LAST UPDATES: 02/07/92

```

/SPx                                ** TYPE TERM, PRESS ENTER **
                                SPECIAL POPULATIONS: XXXX STUDENTS

      Term ___ Student Name _____
Student SSN   Name                   Status           Message

PF7=Prev Page  PF8=Next Page  PF13=Help           Date 07/23/92 Time 12:11:32

```

Used to browse and update list of special population students for a specific term.

SECURITY LEVELS: Inquiry and Update

**INSTRUCTIONS FOR USE:**

- **To access:** Type /SPx in home position on any screen, including blank. Replace the "x" with the letter designating the special population. Press ENTER key.
- **To browse term list of students:** Type term. Press ENTER key. This displays the list.
- **To view next page of list:** Press PF8 key.
- **To view previous page of list:** Press PF7 key.
- **To search for specific student:** Enter Term, student name (or part of name). Press Enter. If student is on the list, he/she will appear at the top of the page.
- **To add a student:** Move cursor to blank line, enter SSN, status.
- **To correct a line:** Overtyping SSN and/or status.
- **To delete a line:** Space over the entire SSN.
- **To display a blank page for adding students:** Press PF6.
- **To complete your update:** Press PF11 key.
- **To transfer to any student screen:** Enter name of transaction in home position. Position cursor on desired student. Press ENTER key.
- **To view HELP information:** Press PF13 key.
- **To exit /SPx:** Press CLEAR key.

## DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Key data: Term	Y	TYY where T is term and YY is year See front for codes
Student Name	Y	Optional. Anything allowed
Line data:		
Student SSN	Y	Nine digit social security number
Name	N	Student name as it appears on /SBD
<i>(Special fields/codes may be listed here. See /CaIWORKs, Veterans, International Students)</i>		
Message	N	Error messages displayed by system

**Special Fields:****CaIWORKs**

Home campus	Y	'A' or '1' = Alameda 'L' or '3' = Laney 'M' or '4' = Merritt 'V' or '5' = Vista College for which I-20 is granted
Intake Date	Y	MM DD YY format
Program Start Date	Y	MM DD YY format Date when student is expected to start county approved program of study at Peralta.
Referral Status	Y	0 = not a CaIWORKs participant 1 = did participate, as a Self-Initiated Program participant (SIP) with a county plan 2 = did participate, as a Self-Initiated Program participant (SIP) without a county plan 3 = did participate, as a county referral on a vocational training plan 4 = did participate, as a county referral in other agreed upon training-related

**Veterans**

Status	Y	V = veteran D = veteran dependent
--------	---	--------------------------------------

**International Students**

Home campus	Y	See college codes. College for which I-20 is granted
Beginning Term	Y	TYY where T is term and YY is year
Tuition Deposit: Pay Type	Y	1 = credit card      2 = debit card 5 = cash              5k = check
Amount	Y	Total amount of deposit. System will automatically split this amount between non-resident, enrollment capital outlay and student use fee(in that order), assuming a 12 unit load in Fall and Spring and a 6 unit load in Summer, for terms starting with beginning term until deposit is exhausted. NOTE: ONCE DEPOSIT IS ENTERED, IT CANNOT BE MODIFIED ON /SPI. TO CORRECT DATA ENTRY ERRORS, /SFD MUST BE USED. First term of attendance under I-20
Last Term of Medical Coverage	Y	TYY where T is term and YY is year Self-explanatory. Not required
Excuse Term	Y	TYY where T is term and YY is year Term for which student is excused from attendance. Present only when applicable.
Termination Date	Y	MM DD YY format. Date of termination of contract. When present, student is considered inactive.

**TRANSACTION: /CVR**

SCREEN: CLASS VERIFICATION ROSTER

LAST UPDATE: 10/21/97 D. Pfaff

/CVR CLASS VERIFICATION ROSTER TYPE CAMPUS, TERM, CLASS											
ENROLLED Roster - Press PF3 to switch to WAIT LIST											
Campus	L	Term	F97	Class Code	0034	Dept	BIOL	Course	001A	Cancelled?	N
Title	GENERAL BIOLOGY			Instructor	WILLSON CLYDE D			Closed?	N		
Units Min	5.0	Max	5.0	Begin	08 21 97	End	12 19 97				
Max Enrl	35	Curr Enrl	31	Wait List	7	Fee Based	N	Apprentice	N		
Last Drop	W/O "W" 09 20 97			Last Drop	With "W" 11 26 97						
Student SSN	Name	Add	Drop	Unit	DE	A	Early Alrt	F	R	Message	
999 99 9999	XXXXXX LUKE	0724	0821	5.0						P	
999 99 9999	XXXXXXXXXJACK	0418	0701	5.0						P	
222 22 2222	XXXX RENEE	0423	1126	5.0							
F5=Print F7=Prev Page F8=Next Page F13=Help Date 08/03/98 Time 14:50:07											

Used to add and drop students from a class, enter apprentice and early alert data, remove students from wait lists.

**SECURITY LEVELS:**

- Inquiry
- A (update): allows update of classes, except fee based. Allows override of high school holds
- F (A & R manager): allows update of fee based classes
- G (deans etc): inquiry to wait lists

**INSTRUCTIONS FOR USE:**

- S **To access:** Type /CVR in home position on any screen, including blank. Press ENTER key.
- S **To update a class roster:** Type campus, term, class code. Press ENTER key. This displays the class roster. You can now add or drop students, change units, enter apprentice or early alert data.
- S **To drop a student:** for future terms, type 'D' in the function field and press PF11. Today's date will appear as the drop date. For current or past terms, enter drop date and press PF11.
- S **To reinstate a student:** for future terms, enter 'A' in the function field and press PF11. The drop date will disappear. For current or past terms, space over the drop date.
- S **To complete your update:** Press PF11 key.
- S **To update the wait list:** Press PF3 key. This displays the wait list. To move a student from the wait list to the regular roster, type 'X' in the function field and press PF11. The student will disappear from the wait list. Press PF3 again to return to the regular roster. You can drop students from the wait list the same way you drop students from the regular roster: by typing 'D' in the function field for future terms, by typing the drop date for current or past terms. Note: students cannot be added to the wait list on /CVR.
- S **To update past term data:** ('F' security required) Type /CVR,P in home position on blank screen. Press ENTER key. Proceed as above.
- S **To print roster:** Press PF5.
- S **To delete a student** (use for data entry errors only): Type '\ ' in function field. Press PF11.
- S **To transfer to /SBD** (Student Basic Data): Move cursor to desired student. Press PF1.
- S **To transfer to /SCD** (Student Class Data): Move cursor to desired student. Press PF2.
- S **To transfer to /HCR** (Hold Screen): Move cursor to desired student. Press PF4.
- S **To view next page** of roster: Press PF8 key. **To view previous page** of roster: Press PF7 key.
- S **To display a blank page** for adding students: Press PF6

- S **To transfer to any student screen:** Enter transaction in home position. Place cursor on desired student. Press ENTER key.
- S **To view HELP information:** Press PF13 key.
- S **To exit /CVR:** Press CLEAR key.

DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
<b>Key data:</b>		
Campus		See front for codes
Term		See front for codes
Class code	Y	4 digit class code
<b>Class data:</b>		
Dept	N	Department code displayed by system
Course	N	Course no displayed by system
Cancelled	N	Cancelled status. Y or N.
Closed	N	'Y' = Closed class 'L' = Locked class 'N' = Open class
Title	N	Short title displayed by system
Instructor	N	Name of instructor of record
Units Min	N	Minimum number of units
Max	N	Maximum number of units. For fixed unit classes, min and max fields are equal
Begin	N	Beginning date of class
End	N	End date of class
Max enroll	N	Maximum enrollment
Current Enroll	N	Number of students in class currently
Wait list	N	Number of students on wait list
Fee based	N	Fee based status of class. Y or N.
Apprentice	N	Apprenticeship status of class. Y or N.
Last Drop W/O "W"	N	Last date to drop wo/ "W". Blank for short term positive attend. classes
Last "W"	N	Last date to drop w/ "W". Blank for short term positive attendance classes
<b>Student data:</b>		
Student SSN	Y	9 digit Student SSN.
Name	N	Student name supplied by system abbreviated to 14 characters
Add	Y	MMDDYY Date the class was added. Must be valid date, not beyond class end date
Drop	Y	MMDDYY Date the class was dropped. Must be valid date, not less than add date, and not beyond class end date. Blank also valid
Unit	Y	Decimal field 99.9 Field entry only for variable unit classes. Required
DE	Y	Fee Degree and Exemption data D (degree): 'Y' or 'N' E (Exemption): 'W'=dislocated worker 'H'=displaced homemaker 'B'=benefit recipient 'F'=Financial aid 'N'=no exemption Fee declaration data is required for each student as of Winter 93.
A (Apprentice)	Y	Y = student is apprentice N = student is not apprentice. Space = student status unknown or N/A Entry for apprentice classes only. Not required
Early Alrt	Y	A = Absence D = DSPS E = ESL F = Financial Aid/EOPS I = Instructor action O = Other R = Academic Readiness S = Tardiness T = Tutorial U = Unable to notify
R (requisite check)	N	P = prerequisite check C = co-requisite check B = prerequisite and co-requisite check
F (Function)	Y	H or 1 = override high school hold \ = delete class

**TRANSACTION: /RFP**

SCREEN: COURSE PREREQUISITES

LAST UPDATE: 5/8/98 D. Pfaff

```

/RFP                COURSE PREREQUISITES          TYPE DEPT, CRSE, PRESS ENTER
Dept CHEM  Crse 012A  Title  ORGANIC CHEMISTRY

                                Status: A ACTIVE          Last Update 02/13/95

Prerequisite/Co-requisite Description for Catalog and Schedule:
      PREREQUISITE:  CHEM 1B
      _____

***** Computer Use Only *****
Prereqs CHEM  001B  or  _____ or  _____ or  _____ or  _____
and  _____ or  _____ or  _____ or  _____ or  _____
and  _____ or  _____ or  _____ or  _____ or  _____
and  _____ or  _____ or  _____ or  _____ or  _____

Coreqs  _____ or  _____ or  _____ or  _____ or  _____
and  _____ or  _____ or  _____ or  _____ or  _____
and  _____ or  _____ or  _____ or  _____ or  _____
and  _____ or  _____ or  _____ or  _____ or  _____

Multiple Measure Assessment?
    
```

Used by District Educational Services staff to maintain course prerequisite definitions.

SECURITY LEVELS: Update. No security required for inquiry.

INSTRUCTIONS FOR USE:

- **To access:** Type /RFP in home position on any screen, including blank. Press ENTER key.
- **To add or update a prerequisite definition for a course:** Type department, course no. Press ENTER key. If the prerequisite definition already exists, it is displayed. Otherwise a blank screen is displayed for data entry.
- **To complete an add or update:** Press F11 key.
- **To delete a prerequisite definition:** Type 'D' in the status field at the top of the screen. Press F11.
- **To transfer to /RFM (Repository file maintenance):** Press F1 key.
- **To transfer to other screens:** Type screen name in upper left-hand corner of the screen, over /RFP. Press the ENTER key.
- **To view HELP information:** Press F13 key.
- **To exit /RFP:** Press CLEAR key.

## DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Key data:		
Dept	Y	5 character department abbreviation as it appears in catalog.
Crse	Y	5 character course #. Numeric part of the course # may be entered without the leading zeros (ex: MATH 001 or MATH 1). System will do the padding.
Title	N	Displayed by system from the repository file.
Non-key data:		
Status	Y	A = Active definition. Will be used in automated prereq checking. I = Inactive. Not currently used by automated prereq checking.
Last Update	N	format MM/YY/YY Date when definition was last updated.
Catalog Prerequisites	Y	Text describing prerequisites and co-requisites to be printed in catalog and class schedule. Two 50 character lines.
Computer Prereqs	Y	5 X 5 matrix, with the 'or's horizontal and the 'and's vertical. Parentheses are assumed around the 'ors'. In other words, each line is a separate group. Each prereq consists of: Dept: must be a valid dept or 'xxxx' or space. Course #: must be a valid course # or a wild card. Blank allowed only if dept is blank or 'xxxx'. In this part of the screen, course is NOT padded by system because of the possible use of wild cards. Examples of wild cards: MATH * = any MATH course MATH 0* = MATH 001 or MATH 013 or MATH 020. Upon successful validation, prereqs are consolidated to eliminate holes in the matrix.
Computer Coreqs	Y	see prereqs for format and validation. Within our system, a coreq is a course that must be taken at the same time or was taken before the target course.
Multiple Measure Assess?	Y	Enter 'Y' if requisites can be satisfied through multiple measure assessment. Otherwise leave blank

**TRANSACTION: /SBD**

SCREEN: STUDENT BASIC DATA

LAST UPDATE: 10/07/94 D. Pfaff

```

/SBD                                STUDENT BASIC DATA          ** ENTER TERM, STUDENT SSN ***
  Term  S94

1. SSN          999 99 9999          2. Birthdate    11 11 11          3. Gender X
4. Name         PERALTA BUBBA        5. Address      51211 7TH ST
6. City         PIEDMONT              Zip (9 digit) 94606
7. Day Phone 510 444 4444            Evening Phone 510 888 8888
8. Citizenship  02                    PERMANENT RESIDENT
9. English used most often?         X                    UNDECLARED
10. Ethnic Group XX                   UNDECLARED
11. Highest Education Level         4                    HIGH SCHOOL GRADUATE
12. Last High School attended       999999              NOT IDENTIFIED
13. High School Graduation Year      XX                   UNDECLARED
14. Last College Attended            600000              OUT-OF-STATE/U.S. POSSESSIONS
15. College Graduation Year          XX                   UNDECLARED
16. Goal at Entry                    13                   AA DEGREE WITHOUT TRANSFER
17. Intended Major at Entry          008                  AUTO MECHANICS
18. Transfer College at Entry        017846              UC, BERKELEY
19. Expected Terms at Entry          01                   20. Employment Hours          00
21. Previous Peralta Enrollment?     Y                    22. 4 Year Coll Enroll?       N
23. Parent College Grad?             Y                    A B C D E F G H I J K L M N
24. Services Needed                  N N N N             N N N             N N N N N
== Adm Campus M   Date 10 04 91    == CLR Code 61 98 NON-RESID/STUDENT V
PF2=/SCD   PF4=/HCR   PF13=Help   CLEAR=Exit      Date 08/25/94   Time 15:37:55

```

Used to enter students' admission application data.

SECURITY LEVELS: Inquiry, update, manager (for out of county clr codes)

## INSTRUCTIONS FOR USE:

- **To access:** Type /SBD in home position on any screen, including blank. Press ENTER key.
- **To add, update or delete a student's record:** Enter student SSN. Press ENTER key. If a record for this student exists, it is displayed. If no record exists, all the data entry fields are blanked out. You can now enter or modify data, or enter 'Y' in the delete field to delete a record.
- **To complete an add, update or delete:** Press PF11 key.
- **To transfer to /SCD (Student Class Data):** Press PF2 key.
- **To transfer to /HCR (Student Holds):** Press PF4 key.
- **To unprotect goal, major, transfer college and expected terms fields when you need to correct an existing entry for a new student:** Press F9 key.
- **To view HELP information:** Press PF13 key.

**To exit /SBD:** Press CLEAR key.

DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Key data:		
SSN	Y	9 digit Student SSN.
Non-key data:		
Birthdate	Y	MM DD YY year stored as 4 digits.
Sex	Y	1 or M = male 2 or F = female or blank
Name	Y	Required. Alphabetic characters only.
Address	Y	Free form. Required.
City	Y	Free form. Required.
Zip	Y	9 digit Zip. Space or numeric. Required.
Day phone	Y	Includes area code. Space or numeric.
Evening phone	Y	Includes area code. Space or numeric.
Matric status	N	M = Matriculating student E = Exempt X = Unknown - not enough information to determine
Citizenship	Y	01 = US citizen 02 = Immigrant 03 = Temporary visa/Amnesty 04 = Refugee/Asylee 05 = Student Visa 06 = Other 07 = Undocumented A1 = Diplomat A2 = Diplomat dependent B1 = Tourist business B2 = Tourist pleasure C1 = Transit C2 = Transit dependent D1 = Crew D2 = Crew dependent E1 = Treaty trader E2 = Treaty investor or XX (F1 and M1 replace by 05 ) F2 = Foreign student dep G1 = Rep international org. G2 = Rep internat'l org dep H1 = Professional H2 = Temporary worker H3 = Temporary trainee H4 = Will get info I1 = Media representative I2 = Media rep dependent J1 = Exchange visitor J2 = Exchange visitor dep K1 = Fiance L1 = Vocational student M2 = Voc student dep
English spoken most often	Y	1 or Y = yes 2 or N = no or X
Ethnic Group	Y	A = Asian AC = Chinese AI = Indian Sub Cont AJ = Japanese AK = Korean AL = Laotian AM = Cambodian AV = Vietnamese AX = Other Asian B = Black F = Filipino H = Hispanic HM = Mexican HR = Central American HS = South American HX = Other Hispanic N = Native American O = Other non White P = Pacific Islander PG = Guamanian PH = Hawaiian PS = Samoan W = White XD = Decline to State XX = Unknown

Highest Education Level	Y	1 = Not high school graduate 2 = High school enrolled 3 = Adult school student 4 = High school diploma 5 = GED 6 = High school proficiency 7 = Foreign high school diploma 8 = AA degree 9 = Higher degree																														
Last high school attended	Y	Validated against high school table(see application form) or all Xs																														
High school grad year	Y	2 digit year, must be XX or not less than current year if student is high school enrolled																														
Last College attended	Y	Validated against College table (see application form) XXXXXX = Unknown; 000000 = None																														
College graduation year	Y	2 digit year must be XX if no degree																														
Goal at entry	Y	<table border="0"> <tr> <td></td> <td>OLD CODES</td> </tr> <tr> <td>11 = Transfer with AA</td> <td>1</td> </tr> <tr> <td>12 = Transfer without AA</td> <td>2</td> </tr> <tr> <td>13 = AA/AS general Education</td> <td>3</td> </tr> <tr> <td>14 = AA/AS vocational</td> <td>4</td> </tr> <tr> <td>15 = Certificate</td> <td>5</td> </tr> <tr> <td>16 = Discover career interest</td> <td>6</td> </tr> <tr> <td>17 = Acquire job skills</td> <td>7</td> </tr> <tr> <td>18 = Update job skills</td> <td>8</td> </tr> <tr> <td>19 = Maintain certificate</td> <td>9</td> </tr> <tr> <td>20 = Cultural Enrichment</td> <td>A</td> </tr> <tr> <td>21 = improve basic skills</td> <td>B</td> </tr> <tr> <td>22 = complete high school credits</td> <td>C</td> </tr> <tr> <td>23 = undecided</td> <td>D</td> </tr> <tr> <td>xx = unknown</td> <td></td> </tr> </table>		OLD CODES	11 = Transfer with AA	1	12 = Transfer without AA	2	13 = AA/AS general Education	3	14 = AA/AS vocational	4	15 = Certificate	5	16 = Discover career interest	6	17 = Acquire job skills	7	18 = Update job skills	8	19 = Maintain certificate	9	20 = Cultural Enrichment	A	21 = improve basic skills	B	22 = complete high school credits	C	23 = undecided	D	xx = unknown	
	OLD CODES																															
11 = Transfer with AA	1																															
12 = Transfer without AA	2																															
13 = AA/AS general Education	3																															
14 = AA/AS vocational	4																															
15 = Certificate	5																															
16 = Discover career interest	6																															
17 = Acquire job skills	7																															
18 = Update job skills	8																															
19 = Maintain certificate	9																															
20 = Cultural Enrichment	A																															
21 = improve basic skills	B																															
22 = complete high school credits	C																															
23 = undecided	D																															
xx = unknown																																
Intended Major at entry	Y	Validated against intended major table (see application form) or XXX																														
Transfer College at entry	Y	Validated against college table (see application form) or blank or XXXXXX																														
Expected Number of Terms	Y	2 digits or blank																														
Employment hrs	Y	2 digits or blank																														
Previous Peralta enroll	Y	1 or Y = Yes 2 or N = No or X																														
4 Year Coll Enroll	Y	Concurrent 4 year college enrollment 1 or Y = Yes 2 or N = No or X																														
Parent College Grad	Y	1 or Y = Yes 2 or N = No or X																														

Services needed	Y	1 or Y = yes 2 or N = no
Fields from left to right:		
A = Financial Aid		
B = Low Income		
C = Employment Assist		
D = Single Parent		
E = Displaced homemaker		
F = Physical limitation		
G = ESL		
H = Basic Skills tutoring		
I = Other tutoring		
J = Goals transfer		
K = Child care		
L = Gender equity		
M = Student activities		
N = Veterans' benefits		
Adm Date	Y	MM YY DDDD Defaults to todays date
Campus	Y	See front for codes defaults to operator's campus
Clr Code	Y	4 digits, validated against clr table, defaults to 61 42 Updates to and from '6198' '6199' &'6299' requires manager security '6142' requires student's address to be in Berkeley, Oakland, Alameda, Albany, Piedmont or Emeryville Citizen status of '5' (student visa) requires '6198'

All fields from application form allow entry of all 'X'es.

**TRANSACTION: /SCD**

SCREEN: STUDENT CLASS DATA

LAST UPDATE: 03/03/95 D. Pfaff

/SCD										STUDENT CLASS DATA										*** END OF CLASSES ***									
Campus	M	Term	F94	Student	SSN	999	99	9999	Enroll	Status																			
Name	PERALTA BUBBA			Deg	N	Exempt	Matric			M	Age	82																	
Address	51211 7TH ST			City	PIEDMONT			ZIP	94606																				
Day Phone	510	444	4444	Eve phone	510	888	8888	CLR code																					
Exp terms	02	Emp Hrs	24	Transfer Col	577750			A	B	C	D	E	F	G	H	I	J	K	L	M	N								
Goal	11	Major	009	4	Year	Coll	Enr	Y	Services	Needed	Y	N	Y	N	Y	N	Y	N	Y	Y	Y	Y							
Fn Cmp	Code	Add	Drop	Units	Dept	Crse	Open	Wait	Message																				
A	0200	0824	0824	T	5.0	GEOG	001	17	0																				
A	0230	0824	0824	T	2.0	BUS	247A	38	0																				
A	0300	0824		\$	0.5	P E	002	85	0																				
										Enroll	Non-Res	Capital	Student	V/MC	Ttl Fee	Ttl Paid	*Balance												
Fees	4.50	39.00	1.50	1.35	0.08	46.43	4.08	42.35																					
Units Q	0.5	S	0.0	*	PROCESS FEE	MAY APPLY	Payment Type	Amount																					
F1=/SBD	F3=/SRS	F4=/HCR	F5=PRT	08/25/94	16:03:16	V/MC	Balance	43.26																					

Used to enter students' term and class data.

**SECURITY LEVELS:**

- B = inquiry only
- A = hourly update
- D = A & R staff
- E = A & R supervisor
- F = A & R officer/manager
- G = Bursar

**FUNCTIONS REQUIRING SPECIAL SECURITY:**

- Update goal data: A, C, D, E, F
- Update classes: A, D, E, F
- Update address: A, D, E, F
- Update degree declaration: A, D, E, F
- Update special CLR codes: E, F
- Update past terms: E, F (/scd,P)
- High school check: D, E, F
- Update fee based classes: E, F
- Update fee paid: G
- Override closed classes: A, D, E, F
- Override repeats: D, E, F
- Override reg holds: D, E, F
- Override schedule conflict: D, E, F
- Override Excess units: D, E, F
- Override locked classes: D, E, F
- Override 25/12.5 (Summer units): F

**INSTRUCTIONS FOR USE:**

- **To access:** Type /SCD in home position on any screen, including blank. Press ENTER key.
- **To add, update or delete a student's classes:** Type campus, term, student SSN. Press ENTER key. If term is Winter 1993 or after you must fill out the Y/N fields related to the Student Higher Degree Declaration. If a term record for this student exists, it is displayed. If classes exist, they are displayed. Otherwise fields are left blank. You can now enter data in all data entry fields.
- **To complete an add, update or delete:** Press PF11 key.
- **To transfer to /SBD (Student Basic Data):** Press PF1 key.
- **To transfer to /SBT (Student Basic Data Temporary Data Entry):** Press PF2 key.
- **To transfer to /SRS (Student Registration Schedule):** Press PF3 key.
- **To transfer to /HCR (Student Holds):** Press PF4 key.

- **To print the Student Registration Schedule and Receipt:** Press PF5 key. PF5 performs an update before printing.
- **To transfer to /SFD (Student Fee detail):** Press PF6 key.
- **To view next page of classes:** Press PF8 key.
- **To view previous page of classes:** Press PF7 key.
- **To unprotect all function fields:** Press PF9 key.
- **To override holds:** (D or F security access only) move cursor to home position. Tab once to position between hold message and screen title. Type 'R'. Press ENTER key.
- **To view HELP information:** Press PF13 key.
- **To exit /SCD:** Press CLEAR key.

## DATA FIELDS:

FIELD NAME -----	ENTERED BY USER? -----	DESCRIPTION/POSSIBLE VALUES -----
Key data:		
Reg Hold override	Y	'R' = override all registration holds requires 'D' or 'F' security
Campus	Y	See front for codes
Term	Y	TYY where T is term and YY is year See front for codes
SSN	Y	9 digit Student SSN.
Term data:		
Enroll Status	Y	1 = new to any college 2 = new to this college, previous college enrollment 3 = continuing 4 = returning 5 = returning after other college enrollment 6 = concurrent high school enrollment Field normally computed by system. Only high school status (6) may be changed to new (1). This requires D or F security. Upon update, this change will result in the high-school hold being cleared, without having to go to the /HCM screen.
Name	N	Displayed from /SBD data.
Deg	Y	Degree as declared on differential fee declaration Required after Fall 1992.
Exempt	Y	Differential fee exemption Required after Fall 1992 if Deg=Y. W = dislocated worker H = displaced homemaker B = benefits recipient F = financial aid exemption N or space = no exemption
Matric	N	Computed by system M = Matriculating student E = Exempt X = Unknown - not enough information to determine
Age	N	Computed by system. Age on day before start of term.
Appt	N	Enrollment appointment date and time as created by mailer program or entered on /RAP. In Summer, no appointment is necessary for new students, and the date shown will be the first day of enrollment for new students.

Address	Y	Free form
City	Y	Free form
Zip	Y	9 digit Zip. Space or numeric.
Day phone	Y	Area code, prefix, number. or blank
Evening phone	Y	Area code, prefix, number. or blank
CLR Code	Y	4 digits, validated against CLR table Defaults to 61 42. Updates to and from '6198' '6199' & '6299'. Requires F security. CLR code on /SCD is term/campus dependent (student may have different CLRs for different campuses, same term). A change of CLR on /SCD will be applied to the CLR code on /SBD)
Exp terms	Y	number of terms expected to reach goal 2 digits or blank or all 'x' Initialized from latest term data
Employment hrs	Y	2 digits or blank
Transfer College	Y	Validated against college table (see application form) or blank or all 'x' I initialized from latest term data
Goal (current)	Y	(See /SBD Data Fields for Goal at Entry code list)
Major (current)	Y	Validated against intended major table (see application form) or all 'x'
4 Year Coll Enr	Y	Concurrent 4 year college enrollment Y or N or X
Services needed	Y	1 or Y = yes 2 or N = no X = student refused to answer only services b, d, e, g, h, i can be updated on this screen. (See /SBD Data Fields for code list)
Class data		
Cmp	Y	See Campus above
Code	Y	4 digit class code
(Add type)	N	T = touchtone add
Add	Y	MMDD Date the class was added. Must be valid date, not beyond class end date. No entry in this field before term, as system date is used
Drop	Y	MMDD Date the class was dropped. Must be valid date, not less than add date and not beyond class end date. Blank also allowed No entry in this field before term, as system date is used. A 'T' on the right of the drop date indicates that the class was dropped thru touchtone registration.
(Drop type)	N	T = touchtone drop R = Roster drop (done on /CVR) P = Prerequisite drop (automated)
Fn	Y	A or 1 = add class (remove drop date before term) D or 2 = drop class (enter drop date before term) L or 3 = override repeat for lapsed time R or 4 = override repeat limit S or 5 = override schedule conflict W or 6 = put student on wait list X or 7 = override closed or locked class also used to change class from wait list to regular enrollment U or 8 = override 18 unit limit G or 9 = override repeat for bad grade P = override requisite check \ = delete class
Units	Y	Decimal field 99.9. Entry into this field only for variable unit classes. Must be within range indicated on the right. '\$' in front of units means they count

		for fee calculation. Contract Ed classes and classes where student is apprentice are excluded from fee units.
(Requisite check)	N	P = unmet prerequisite C = unmet co-requisite B = unmet prerequisite AND corequisite
Dept	N	displayed by system
Crse	N	Course number displayed by system
Open	N	Number of seats available in class
Message	N	Reserved for system messages
Fee data		
Enroll/Differ	N	If student is non-exempt degree holder, this field shows differential fees. Otherwise, it shows enrollment fees.
Non-Res	N	Non-resident-fees
Capital	N	Capital outlay fees for foreign students
Student	N	Student use fees. Students who are only on wait lists, or enrolled in contract ed fee based or cancelled classes, are exempt.
VM/C	N	Credit card charge
Ttl Fee	N	Sum of all fees above Note that high-school students & students who are only taking classes as apprentices are exempt from all fees.
Ttl Paid	N	Total fees paid
Balance	N	total fees due - total fees paid
Q- Units	N	Total quarter units for term computed by system
S- Units	N	Total semester units for term computed by system
Payment Type	Y	valid values: 1 = Credit card 2 = debit card 5 = Cash 5k = Check
Amount	Y	Payment amount. Defaults to balance due.

**TRANSACTION: /SRS**

SCREEN: STUDENT REGISTRATION SCHEDULE

LAST UPDATE: 11/15/93 D. PFAFF

```

/SRS                                     *** SSN MUST BE NUMERIC ***
                STUDENT REGISTRATION SCHEDULE

                CAMPUS      0

                TERM      ____

                STUDENT SSN  ____ _  ____

PF1=/SBD  /PF2=/SCD  CLEAR=EXIT  PF12=LOGOFF      DATE 07/23/92  TIME 12:31:55
    
```

Screen one.

```

F98                STUDENT REGISTRATION SCHEDULE                PAGE 1 OF 2
                PERALTA BUBA                SSN: 987-65-4321
                333 E8TH ST.                PHONE: (510) XXX-XXXX
                OAKLAND                CA 94606

CODE  DEPT  COURSE UNITS LOC  BLDG-RM  BEGINS-ENDS  DAYS  HOURS
=====
A0165 GEOG  001L   1.0  ALA  DROPPED  07/09
                PHYSICAL GEOG LAB

L0319 REFRI 200   2.0  LAN  B152    08/20-12/18 .M.W... 6:00- 9:00P
                SPECIAL PROJECTS LAB KIRYAKOPEDI
                (OPEN ENTRY/OPEN EXIT - 1 UNIT OF CREDIT FOR EACH
                54 TERM HRS COMPLETED)

M0031 ENGL  001B   4.0  MER  D137    08/20-12/18 ..T.R.. 8:00-10:00A
                COMP. AND READING    PRICE

                TOTAL UNITS ENROLLED  6.0

PF8=NEXT PAGE                *CONTINUED NEXT PAGE*                ENTER=EXIT
    
```

Screen two displays on the terminal a schedule of a student's classes for a term. Each active class is shown. Includes dropped classes only if they contribute to the Enrollment Fee due to being dropped after the fee cutoff date.

SECURITY LEVELS: None required - Inquiry only transaction.

INSTRUCTIONS FOR USE:

- **To access:** Key /SRS in home position of blank screen. Press ENTER. This displays the /SRS prompter screen with no data.
- **On Transfer in:** Any data passed from transferring program is displayed in the appropriate fields. Any errors must be corrected. If transfer was performed with a valid Campus, Term and SSN, the first page of the Student Registration Schedule is displayed.

- **To exit /SRS:** Press CLEAR key.
- **To exit /SRS and logoff (from a report screen):** Type /LOG in the top left corner.
- **To Transfer out from prompter screen:** PF1 - transfer to /SBD; PF2 - transfer to /SCD
- **To Transfer out from a report screen:** Key the transaction name in the top left corner. Press ENTER. Transfer will retain the Campus, Term and student SSN.
- **Report Paging commands:** These are commands used to control scrolling on the report screens. These commands are keyed in the top left corner of the screen. If anything other than a valid paging command is keyed, the prompter screen will be displayed. Paging commands begin with 'P/'. Case is not important.

Command	PF Key	Result
P/N	PF8	Display Next Page
P/P	PF7	Display Previous Page
P/F		Display First Page
P/L		Display Last Page
P/#		Display that particular page number
P/+ #		Advance # of pages.
P/- #		Go back # of pages.

DATA FIELDS: FIELD NAME -----	ENTERED BY USER? -----	DESCRIPTION/POSSIBLE VALUES -----
CAMPUS	Y	Single letter or digit for campus. See front for codes
TERM	Y	T is term; YY is year. See front for codes
STUDENT SSN	Y	Social Security Number.

**TRANSACTION: /SRW**

SCREEN: STUDENT REQUISITE WAIVERS

LAST UPDATE: 05/08/98 D. Pfaff

```

/SRW                STUDENT REQUISITE WAIVERS                *** END OF FILE ***

Student SSN 987 65 4321 Name PERALTA BUBBA

COURSES AUTHORIZED:
  Dept  Crse  Title                      Reason  Type  Entered By          Date      Denied
  ENGL  001A  COMP. AND READING                M       P    PFAFF DOMINIQUE L   05/01/96
  ENGL  001B  COMP. AND READING                M       P    PFAFF DOMINIQUE L   05/17/96
  MATH  201    ELEMENTARY ALGEBRA              M       P    PFAFF DOMINIQUE L   05/17/96
  -----
  -----
  -----
  -----
  -----
  F7=Prev Page  F8=Next Page  F11=Update  F13=Help    Date 08/02/96 Time 17:00:15
    
```

Used by A & R staff, counselors or dean's office staff to record student requisite waivers.

SECURITY LEVELS: Update and inquiry.

INSTRUCTIONS FOR USE:

- **To access:** Type /SRW in home position on any screen, including blank. Press ENTER key.
- **To add a requisite waiver:** Type student SSN. Press ENTER key. System displays all requisite waivers entered for this student. Position cursor on blank line or press F6 to display a data entry page. Enter department, course number and waiver type. Press F11. NOTE: enter the course that requires a pre-requisite, NOT the course that meets the pre-requisite.
- **To delete a waiver:** Space over the dept and course no. Press F11.
- **To update a waiver:** Type over the dept, course no or waiver type as appropriate. Press F11.
- **To transfer to other screens:** Type screen name in upper left-hand corner of the screen, over /SRW. Press the ENTER key.
- **To view HELP information:** Press F13 key.
- **To exit /SRW:** Press CLEAR key.

## DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Key data:		
Student SSN	Y	9 digit ssn. Student's registration application (/SBD) must be on file.
Name	N	Displayed by system from /SBD data on file
Waiver data:		
Dept	Y	5 character department abbreviation as it appears in catalog.
Crse	Y	5 character course #. Numeric part of the course # may be entered without the leading zeros (ex: MATH 001 or MATH 1). System will do the padding.
Title	N	Displayed by system from the repository file.
Reason	Y	A = course equivalency B = course substitution M= multiple measure assessment 1 = life experience waiver 2 = enrollment limitation waiver 3 = health requirement waiver 4 = needless requisite 5 = discriminatory requisite 6 = completion delay waiver
Type	Y	P = prereq waiver C = Coreq waiver B = Both prereq and coreq waiver
Entered By	N	Name of person under whose logon the last update was made for this waiver
Date	N	Date of last update.
Denied	Y	D = petition was denied. Otherwise blank.

**TRANSACTION: /THD**

SCREEN: TRANSCRIPT DEGREE AUDIT

LAST UPDATE: 04/30/98 D. PFAFF

/THD		TRANSCRIPT DEGREE AUDIT										*** PF8 FOR NEXT PAGE ***	
Student SSN	999 99 9999	Name	XXXXXXXX FRANK							Birthdate	07/22/1971		
Degree Campus	L	Campus Deg Appl	UC	79.00		Complete Transcript?	Y						
District Deg Appl Totals:		UA	81.00	UC	81.00	GP	320.00	GPA	3.95				
Prior F70 Totals at													
CSU Transfer Units		54.00	UC Transfer Units		23.00	Transfer							
Dept	Crse	Title	Term	Camp	Code	Grd	Unit	Lvl	Int	CSU	UC		
A/ET	002	INTRO TO DESIGN PROF	F82	L	0003	A	2.00			Y	N		
A/ET	051	FUND DRAFTING TECH	S81	L	0008	A	3.00			Y	N		
A/ET	071	ARCH HISTORY THEORY	S82	L	0035	A	3.00			Y	N		
A/ET	080D	ARCH DRAFT/DESIGN	S83	L	0039	A	3.00			Y	N		
ART	036	CERAMICS	F81	L	0099	A	2.00	A		Y	Y		
ART	048A	LIFE DRAWING	M81	M	4007	A	2.00						
PF1=/THI PF2=/THN PF3=/THG PF5=Print PF7=Prev PF8=Next 08/12/98 11:56:41													

Used by A &amp; R staff to perform degree evaluations.

SECURITY LEVELS: Inquiry only.

## INSTRUCTIONS FOR USE:

- S **To access:** Type /THD in home position on any screen, including blank. Press ENTER key.
- S **To view a student's degree applicable transcript data:** Enter student SSN, campus of degree petition. Press ENTER. If a record for this student exists, it is displayed. If no record exists, the data fields will be blank and an error message will be displayed.
- S **To see degree applicable units completed at another campus:** overtypcampus and press ENTER.
- S **To view the next page of data:** Press F8 key.
- S **To view the previous page of data:** Press F7 key.
- S **To transfer to /THI:** Press F1.
- S **To Transfer to /THN:** Press F2.
- S **To Transfer to /THG:** Press F3.
- S **To print degree audit:** Press F5.
- S **To get help information:** Press F13 key.
- S **To exit /THD:** Press CLEAR key.

## DATA FIELDS:

FIELD NAME	ENTERED BY USER?	DESCRIPTION/POSSIBLE VALUES
Key data:		
Student SSN	Y	9 digit SSN
Degree Campus	Y	See codes in front
Non-key data:		
Name	N	Student name displayed from /THI data
Birthdate	N	Displayed from /SBD data
Campus Deg Appl UC	N	Total degree applicable units completed at campus of degree petition. Semester Format. Computed by program from /THI data.
Complete Transcript	N	From /THI
Transcript Hold Message	N	Displayed on second line if applicable
District Deg Appl totals		
UA	N	Total degree applicable units attempted district-wide, semester format. Computed by program from /THI data.
UC	N	Total degree applicable units completed district-wide, in semester format. Computed by program from /THI data.
GP	N	Total degree applicable grade points district-wide, in semester format. Computed by program from /THI data.
GPA	N	Total degree applicable grade point average district-wide, in semester format. Computed by program from /THI data.
Prior Fall 70 Totals at	N	Campuses where student has paper data from before Fall 70.
CSU Transfer Units	N	Semester units applicable to transfer to CSU. Includes units in progress.
UC Transfer Units	N	Semester units applicable to transfer to UC. Includes units in progress.
Line data	N	Degrees are displayed at the top, followed by all past and current degree applicable classes with positive units or an RD or I grade.

For each class, the data displayed is department, course no, title, term, campus class code, units, grade, level, intent, CSU and UC transfer statuses. For past classes except RD and I grades, units displayed are units completed. For other classes, units displayed are units enrolled.

All units are converted to semester format. Because of rounding imprecisions, sum of converted units will be less than total displayed on top.

Current classes are indicated by '\*' in the grade field.

**TRANSACTION: /THI**

SCREEN: PERALTA COLLEGES STUDENT TRANSCRIPT

LAST UPDATE: 05/03/95 D. PFAFF

```

/THI                STUDENT TRANSCRIPT DATA      ** UNOFFICIAL TRANSCRIPT **
SSN 987 65 4321  Name PERALTA BUBBA           Birthdate 11/11/1911  Page 1 of 7
                   Colleges attended A-F91      L-M95 M-P70 V-S81
-----
DISTRICT SEMESTER TOTALS                ATT    COMP    G.PTS  GPA
                                         22.67  41.67   58.00  2.56
MEMBER OF PHI THETA KAPPA, ALPHA CHI THETA                ALAMEDA  FALL  1991
-----
CODE DEPT  CRSE  TITLE                ATT  COMP GRD  G.PTS  INSTRUCTOR
                   PRIOR FALL 1970
MERRITT          CUMULATIVE QUARTER TOTALS  16.50  16.50      66.00  GPA 4.00
                   FALL 1971
ALAMEDA
 @-7265 AUTOC 026B BRAKE AND FRONT END    3.00  0.00 B    0.00  PAGANINI
 @-ALLEV SUBSTD ACADEMIC PERF/UCB CONCURRENT ENRL
 H-7271 AUTOC 029A AUTO TRANSMISSION      3.00  0.00 B    0.00  MACY
CODE DEPT  CRSE  TITLE                ATT  COMP GRD  G.PTS  INSTRUCTOR
                   H-COURSE TAKEN FOR HIGH SCHOOL CREDIT ONLY
                   CURRENT QUARTER TOTALS  0.00  0.00      0.00  GPA 0.00
                   CUMULATIVE QUARTER TOTALS  0.00  0.00      0.00  GPA 0.00
F2=/THX  F4=/PRT  F5=PRINT  F7=Prev  F8=Next                Date 10/19/95 Time 12:08:01
    
```

Used to display and print unofficial transcripts

SECURITY LEVELS: Inquiry only.

INSTRUCTIONS FOR USE:

- **To access:** Type /THI followed by an ssn or a name, or just enter /THI, and you will be prompted for the ssn or a name. Press ENTER. Entering an ssn will cause the transcript to be displayed, while entering a name will cause a transfer to /THX to select a specific ssn. PF keys are displayed at the bottom of the screen.
- PF2 - Transfer to /THX (transcript cross-reference by name)
- PF3 - Return to where /THI was invoked.
- PF4 - To transfer to /PRT (to change the selected printer).
- PF5 - To print the transcript on the /PRT printer. If a printer is not selected, /PRT will be brought up- after the printer is selected, transcript printing will commence.
- PF7 - To display the previous page of the transcript.
- PF8 - To display the next page of the transcript.
- **To display a specific page,** overwrite the PAGE field and press ENTER.
- **To exit /THI and clear the screen,** press CLEAR.

DATA FIELDS:

As of 10/09/95 the transcript displayed is district-wide. It consists of four sections separated by dotted lines:

DEMOGRAPHIC DATA

- ssn
- name
- birthdate
- Colleges attended, with last term attended at each college

CUME DATA

- Cume Units attempted, completed, grade points and G.P.A. All campus units are included and converted to semester format.
- Latest probation data (if any). Computed on a district-wide basis. Latest probation data does not show in printed version of transcript.
- Degrees, certificates and membership to honor societies, with term obtained and major where appropriate.

DETAIL DATA

- Units obtained before Fall 70. Appear as one line of totals for each campus. All are in quarter format except Laney units.
- Classes are in term/campus order.
- Class units are not converted.
- Terms subtotals and term probation status are displayed for each campus through Summer 95. Starting Fall 95, term subtotals and term probation status are district-wide.

WORK IN PROGRESS (if any)

- Current term classes, not dropped, appear with their units.
- Current total units are district-wide.