



Student Administrative System Glossary

MyNIU Term	MyNIU Description
Academic Career	All course work that a student undertakes at an academic institution and that is grouped in a single student record. Northern Illinois University has three Academic Careers: Undergraduate, Graduate, and Law.
Academic Institution	Northern Illinois University is an Academic Institution. NIUDK is the institution code. While working in MyNIU, you will always select NIUDK or Northern Illinois University.
Academic Organization	At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
Academic Plan	In MyNIU, the Plan = Major or Minor. An area of study—such as a major or specialization, that exists within an academic program or academic career.
Academic Program	In MyNIU, Program = College. The entity to which a student applies and is admitted and from which the student graduates.
Action Reason	The reason associated with a particular Program Action. For example a student may have a program action of Admit. An Action Reason of ESP-Chance Program indicating that the student was admitted by Chance. .
Address Usage	May be used for defining address usage codes to process addresses in the following order: billing address, residence hall address, home address, and then work address.
Administrative Function	A particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
Admit Type	A designation used to distinguish students. Codes are: Freshmen, Freshmen Plus, Transfer, Visiting, Visiting HS, Post Baccalaureate, and Reenter.
Admit Term	The term for which a student is applying. The coding scheme for the example 2108 (Fall 2010)— the first digit stands for the century, the second & third digits stand for the year, and fourth digit stands for the semester-Fall (8) Spring (2) Summer (6).
Application Center	NIU has the following Application Centers: Undergraduate, Undergraduate International, Graduate, and Law.
Application Method	Indicate how the application was received to the university.
Application Number	The application number is generated once the data is saved. A student will have a unique application number for each application they submit over the life of their experience with the institution.
Birth Information	Indicates the applicant or student's birth information including, Birth Location (CITY), State (or Province), and country.

MyNIU Term	MyNIU Description
Campus	NIU has two types of Campus locations: Main Campus and Off-Campus. The campus locations are used to indicate where classes are taken.
Career Number	MyNIU uses the student career number to differentiate between academic programs within the same academic career. For students with multiple academic programs within the same academic career, you must select the student career number for which you want to activate the student into the term you have specified. If the student has only one student career number in a specific academic career, the field is unavailable for edit.
Category	A broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so you can assign data-entry or view-only privileges across functions.
Checklist	Part of the MyNIU 3C's. It is a list of items. Checklists may be used by any of the modules in PeopleSoft. Checklist items need to be completed by the student, but do not block enrollment.
Checklist Code	A code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
Checklist Item(s)	The actual items that are needed by the student to move the application to the next level in the process. It may consist of fees, letter of recommendations, transcripts, etc. Students see this information on their Self-Service Page.
Checklist Item Update	If this checkbox is selected when it appears, it allows the system to automatically update associated checklist items when the checklist update process runs in the background.
Citizenship Detail	This link located on the Biographical Details page launches a new page which is used to record the applicant's citizenship status in the US and to record the home country, if applicable.
Class Number	Class Number = Reference Number. A unique number that identifies the course and section.
Cohort	You can define a cohort level, link it to other levels, and set enrollment target numbers for it.
Communication	Part of the MyNIU 3C's. This can record any communication that is incoming or outgoing. Although most commonly used for letters, communications do not necessarily refer strictly to letters. They can also record phone calls, e-mails, and other communications.
Comment	Part the MyNIU 3C's. These can be standard comments that can be applied to a student. They can also be free form text.
Communication Key	A single code for entering a combination of communication category, a communication context, a communication method, a communication direction, and standard letter code.
Component	Components include lectures, discussions, recitations, and labs.
Context	A specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.
Course	A course has a standard syllabus and credit level. Courses contain components such as lecture, lab, and recitation.

MyNIU Term	MyNIU Description
Effective Date	A method of dating information in MyNIU. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
Effective Sequence	The default of the sequence is 1. The sequence appears in the field to the right of the Effective Date field. When you enter more than one row for the same effective date, the system automatically increments the sequence.
Empl ID	A system generated unique ID number assigned to each person in MyNIU.
Enrollment Appointment	The date/time a student is eligible to register.
Evaluation Status	The current status of an application. The choices are No Status (incomplete), On Hold (complete file ready for data entry), In Progress (complete file data entry complete ready for auto-decision), Final (decision of Admit, Deny, or Waitlist made), and Committee (referred to Chance, Director Review, or other committee for review).
Inquiry Access	A type of security access that permits the user only to view data.
Institution	NIUDK is the institution code.
Location	Locations are used to indicate a particular address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
Maintain Applications	After an application has been entered and saved the application <u>must</u> be updated or changed via the Maintain Applications component.
Matriculation	The last program action applied to a student who meets all criteria to enroll. Entering a status of matriculation implies that the student has completed all institution defined steps to enroll.
Milestones	Used when credit is not given, but when it is necessary to record the completion such as foreign language exemption, math placement or teacher certification.
Notification Plan	NIU will use 'Regular' . Regular is institution defined and is reflected in the decision making policy that has been set. The system delivers three choices, Early Admission, Regular, and Rolling.
Person of Interest	A person about whom the organization maintains information but who is not part of the workforce and does not have a student record. This type of person may exist in Campus Community only.
Population	The middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.
Primary Name Type	The name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

MyNIU Term	MyNIU Description
Process Run Control	A set of commands used to run a report in the PeopleSoft system. Each report uses a run control to execute the report. If there is no run control for a report, the report executes with no variables.
Program Action	The actions taken on an application. Possible program actions are Admit, Admission Revocation, Application, Defer Decision, Intention to Matriculate, Deny, Matriculation, Plan Change, Program Change, Readmit Application, Reconsideration, Administrative Withdrawal, Waitlist, and Applicant Withdrawal.
Prospects	Students who are interested in applying to the institution and have either initiated the interest or responded to a university recruitment effort.
Rating Components	Variables used with the Equation Editor to retrieve specified populations.
Recruiting Category	Recruiting categories enable you to track prospect and applicant interests. By assigning prospects and applicants to recruiting categories, you can give them the proper attention during the recruiting and admissions processes. Recruiters are linked to recruiting categories during set up of recruiters. Recruitment Categories are assigned to a Recruitment Group.
Recruiting Centers	The recruiting center helps to identify the prospects and recruiters who belong to a particular recruiting office. If you process applications in the same office as you process prospects, your application and recruiting centers would be identical. Security is assigned based on recruitment center.
Recruitment Groups	Recruitment Categories fall under one of the delivered Recruitment Groups. Choices are <i>Academic, Alumni, Athletics, Music, Region, and Special</i> . Recruitment groups are delivered with the system as translate values and should not be altered.
Regulatory Region	Regulatory Region denotes the code for the country whose regulations apply around reportable data such as Ethnicity. The regulatory region equals 'USA'
Run Control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run or printing a schedule of classes list. Run control pages generally start a program that manipulates data.
Run Control ID	A unique ID to associate each user with his or her own run control table entries.
Search/Match	A feature that enables you to search for and identify duplicate records in the database. <i>Important:</i> Search/Match should be performed any time the user would like to enter a new person into the system or reference or update a current record to verify identity.
Service Impact	The resulting action triggered by a <u>service indicator</u> . For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

MyNIU Term	MyNIU Description
Service Indicator	Indicates services that may be withheld or provided to an individual. Negative Service Indicator= Encumbrance
Student Agreement	Agreement between a student's major college and student with regard to transfer credit.
Student Response	Captures the reason why an applicant chose to attend another institution and what institution he/or she will be attending. This can be manually entered or if a student declines the admissions offer via self self-service, the student is automatically prompted to tell us why he/she is going to attend another institution and which school will be attending. Capturing this information is especially helpful for statistical analysis.
Term Short Description	The coding scheme for the example 2108 (Fall 2010)– the first digit stands for the century, the second & third digits stand for the year, and fourth digit stands for the semester-Fall (8) Spring (2) Summer (6).
Transcript Received Date	This date will populate the current date when the received checkbox is selected.
Transcript Data Source	The source of the transcript. This will always be set to school until we begin to accept electronic transcripts.
Transcript Data Medium	This is the method that we received the transcript. EDI and Hardcopy are the choices. Hardcopy will be the default until we begin to receive electronic transcripts.
Transcript Date	The date the transcript was produced by the school. Will often appear on a transcript as the transcript printed date, run date, or issued date.
Transcript Status	The status of the transcript received. Final or In Progress.
Transcript Type	NIU only accepts Official transcripts. The option should always be Official.
Transfer To	A functionality that the system provides to act as a quick jump key from functional pages and is provided as a drop down menu. It allows the user to bypass long navigation and quickly access the designated panels normally called for from the respective functional page.
3C Group	Abbreviation for <i>Communications, Checklists, and Comments Group</i> . In MyNIU, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
Update Access	A type of security access that permits the user to edit and update data.
Units	Units=Credit Hours
Visa/Permit Data	This link from Biographical Details is where you may enter or review an individual's visa and permit data, including country type, date of issue, duration, issuing authority, and other visa/permit information.
Wish List	A registration preparation option. The student can add classes to their Wish List and add them to their schedule once their enrollment appointment opens.