

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CAMPUS SOLUTIONS MANUAL

COUNSELORS



Table of Contents

Introduction to Campus Solutions	2
What is Campus Solutions?.....	2
Modules in Campus Solutions.....	3
Terms in Translation	6
Organization.....	7
Features	10
Online Class Schedule	11
Header Bar Basics.....	12
Navigator.....	12
Search Page (Student Success Page).....	13
Job Aids	15
Opening A New Window.....	15
Carry ID Function	16
Clearing Prerequisites by Student Groups.....	18
Generating a What-If Report	24
How To Run an Advisement Report.....	29
Update Program Plan Stack	32
Releasing Negative Service Indicators	40
Update Student Educational Planner.....	45
Update Student Success Page.....	63
Update Enrollment Limits	69
Viewing and Creating Comments.....	75
View Graduation Application Status.....	80
Tips and Tricks.....	83
Wildcard Features.....	83
Pages and Components	84
Icons and Buttons	85
Keyboard Shortcuts.....	86

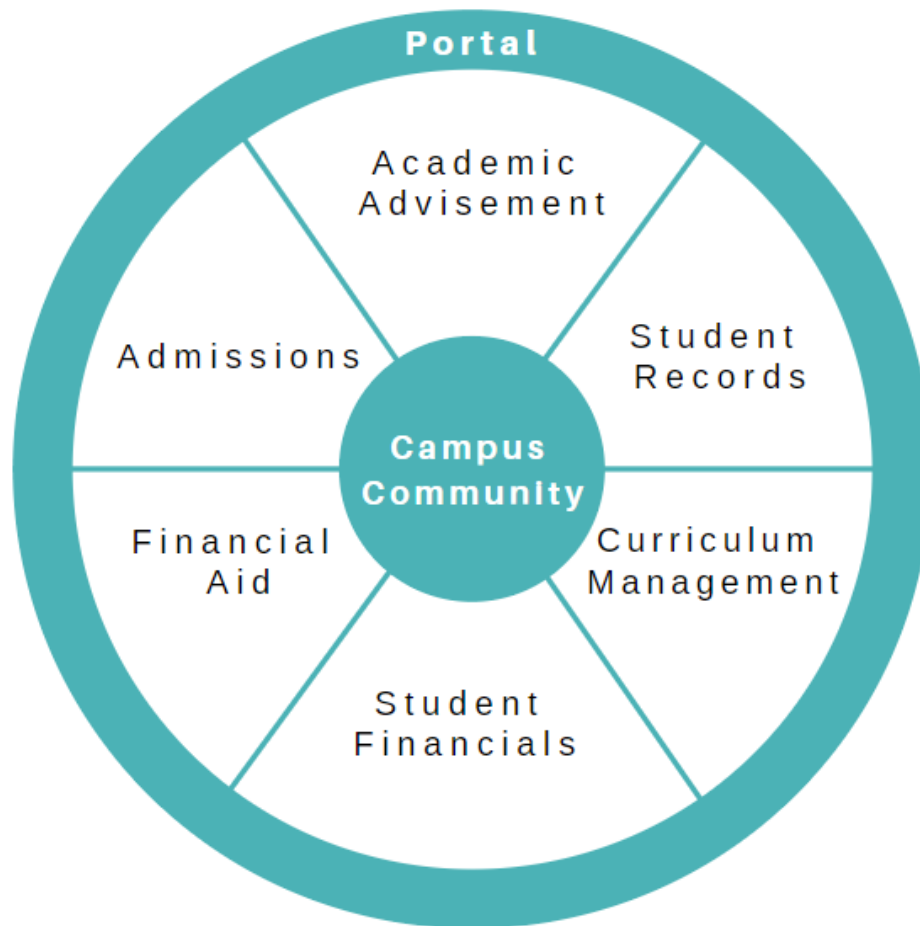
Introduction to Campus Solutions

What is Campus Solutions?

Developed by Peoplesoft, Campus Solutions is the official student information system for the San Diego Community College District. Students, faculty, and staff can now access all their key information through a single point of entry portal called: **mySDCCD**.

Information in Campus Solutions is arranged by modules. Each module contains specific business processes and functionality. The modules include academic advisement, admissions, campus community, curriculum management, financial aid, student records, student financials, and portal.

Modules in Campus Solutions



Academic Advisement

The Academic Advisement module includes the following business processes:

- Student Success
- Student Education Plan
- Degree Audit
- Graduation Processing

Primary users of the academic advisement module include: Counselors, Counseling Staff, and Evaluators.

Admissions

The Admissions application module allows the colleges to track, manage and plan for admissions activities. The colleges will be using the statewide application called CCCApply for admissions applications.

Primary users of admissions module include: Admissions

Campus Community

Individuals and organizations are the foundation of PeopleSoft Campus Solutions. The Campus Community module is used to create the records for individuals and organizations that comprise the institution's *community*. After records are created, Campus Community is used to continue to update, maintain, and track information about the individuals and organizations associated with the institution including name, address, email, etc.

Most employees will interact with the campus community module in some capacity.

Financial Aid

The Financial Aid module automates federal, state, and institutional financial aid processing for a more efficient operation. It provides flexibility and helps you manage financial aid activity for applicants.

Primary users of the financial aid module include: financial aid staff and other employees needing access to specific financial aid information, e.g., Student Accounting and Finance.

Student Financials

The Student Financials module is used to manage student receivables, billing, collections, and cashiering. In this module, both staff and students can quickly find and use the financial information needed to make critical decisions. Student Financials receives information from all modules of Campus Solutions.

Primary users of the student financials module include: Student Cashiers/Accounting. Secondary users include: Financial Aid and Finance.

Student Records

The Student Records module enables staff and students to enter, track, and process all academic information such as transfer credit, enrollment, grades, academic standing, etc. The Records module includes the course catalog and schedule of classes as well as setup of student programs (majors), plans (education plan) and careers (College or Non-Credit). After applicants are admitted and matriculated, Student Records staff moves forward to activate, enroll, grade, evaluate, and graduate students.

Primary users of the student records module include: Admissions and Records Offices, Counseling, Veteran Services, and Evaluations.

Curriculum Management

The curriculum management module is a sub-module within Records and Enrollment that houses the class schedule, course catalog, faculty table, room scheduling and other instructional systems within Campus Solutions. Schedule preparers, Instructional Deans, Department Chairs, and other curriculum services staff will use Curriculum Management to build and schedule classes.

Portal

The Portal provides users with access to all their important information (e.g., class schedule, financial aid, important links, etc.) in one simple user interface. The Portal also enables users to transition easily between their active roles (e.g., faculty, staff, and students) to complete their work without having to log in multiple times to multiple systems.

Most employees will interact with the Portal module in some capacity.

Terms in Translation

ISIS	CAMPUS SOLUTIONS			
	Academic Career - UGRD – College; CE/CEHS – CE	1/2/3 (City/Mesa/Miramar)		
	Academic Prog - ASSOC (Associate-Certificate) BACH - (Bachelors)	Description of the Program		
CSID# 7 Digits	Student ID 10 Digits	GE Pattern		
Spring = 1 (181)	Spring = 3 (2183)	<ul style="list-style-type: none"> ▪ IGETC ▪ CSU GE ▪ IGETC (STEM) ▪ Option 4 for LAS degrees ▪ District GE Pattern ▪ Bachelor's GE 		
Summer = 2 (182)	Summer = 5 (2185)	<div style="text-align: center;"> <p>Major Description</p> <p>1PHILOSGEA</p> <p>College General Education Pattern</p> </div>		
Fall = 4 (184)	Fall = 7 (2187)			
Add Codes	Permission Numbers	GE PATTERN	SCIENCE	ARTS
Hold	Service Indicator - Positive or Negative	DISTRQ	GES	GEA
Remove Holds	Release Holds	CSUGE	C2S	C2A
Skill levels (SQAB)	Student Milestones		C2T	C2D
Education Plan	Academic Advisement Plan	IGETC (CSU)	C3S	C3A
Major	Student Plan		C3T	C3D
Prerequisites	Student Groups	IGETC (UC)	U3S	U3A
CRN	CLASS NBR	DISTGE	G4S	G4A
Course number	Catalog Nbr (Ex: ENGL 101)	NEW TERMINOLOGY		
	Section Number - Determines location of the class Ex. 1XXX is City; 2XXX Mesa; 3XXX Miramar	What-if Report		Unofficial Ed Plan
Catalog Year	Requirement Term	Academic Advisement Report		Official Ed Plan
Academic History	Unofficial Transcript	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>3 C's</p> </div> <div style="width: 65%;"> <p>Communications - Emails from District</p> <p>Checklists - To-do list</p> <p>Comments - SQAC</p> </div> </div>		
Transcripts	<p>External Education: Desired</p> <p>- Transcript not received; Received - Transcript Received; Evaluated - Transcript Evaluated</p>			

Organization

Campus Solutions is also organized in a hierarchical structure that is different than the way ISIS was organized. Key hierarchies include Academic Structure, Academic Organization, and Security.

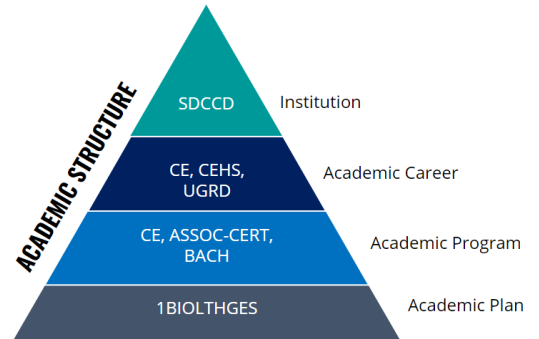
Academic Structure

Institution- SDCCD

Academic Career- CE, CEHS, UGRD

Academic Program- CE, ASSOC- CERT, BACH

Academic Plan- 1BIOLTHGES



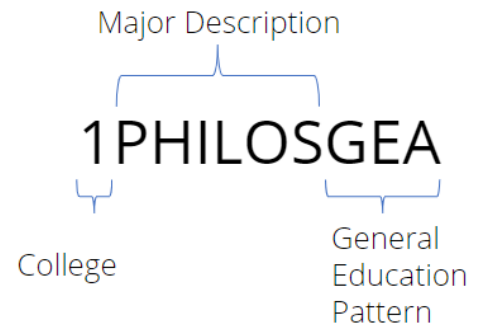
Makeup of the College Program:

-1/2/3 (City/Mesa/Miramar)

-Major Description

-General Education Pattern

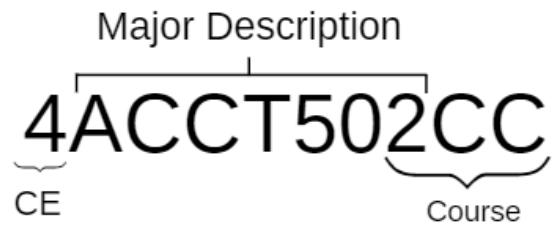
- Dist GE & Dist Re
- CSU GE
- IGETC
- District GE Pattern
- Bachelor's GE



GE PATTERN	SCIENCE	ARTS
DISTRQ	GES	GEA
CSUGE	C2S	C2A
	C2T	C2D
IGETC (CSU)	C3S	C3A
	C3T	C3D
IGETC (UC)	U3S	U3A
DISTGE	G4S	G4A

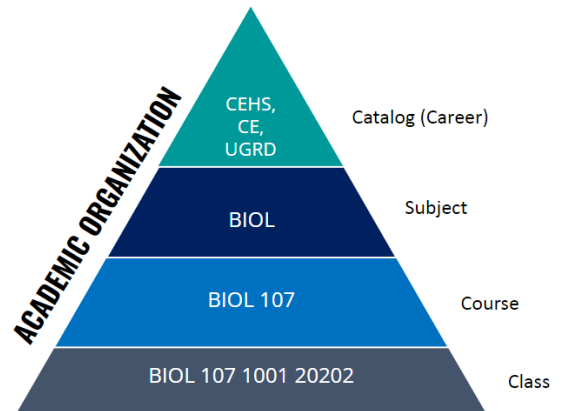
Makeup of Continuing Education Program:

- Leading character is always 4 = CE
- Description of the certificate
- Last 3 characters determines if program is a Course or Program Certificate



Academic Organization

- Catalog: (Career) - CEHS, CE, UGRD
- Subject: BIOL
- Course: BIOL 107
- Class: BIOL 107, 1001, 20202

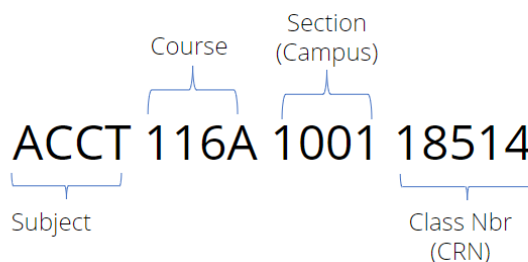


Courses and Classes:

Courses exist at the Catalog Level

Classes exist at the “class schedule” level

Section number determines the location of the class (e.g. 1XXX is City, 2XXX is Mesa, 3XXX is Miramar and 4XXX is Continuing Education)



Security

Permissions Lists:

Controls access to a particular or combination of page(s)

Roles:

Collection of Permission Lists for a particular job function i.e., General Counseling Role or Financial Aid Officer Role

Row Level Security:

Controls who has access to specific data elements by department



Features

Campus Solutions offers features including Student Groups, Service Indicators, 3 C's (Checklists, Comments, and Communications), and the Student Services Center.

Student Groups are used for clearing prerequisites. District Student Services will use student groups for priority registration appointments, reporting, etc.

Service Indicators, either restrict or provide services to students. Positive service indicators provide a special service. For example, "Drop for Non-Payment" prevents California Promise Grant (CCPG) students from being dropped if they still owe the health fee. Negative Service Indicators restrict a service. For example, No Course Registration, No Transcript Privileges, Policy 3100, Academic Standing/Progress.

3 C's: Checklists, Communications, and Comments.

Communications are emails generated by Campus Solutions to students that can be audited and contain student specific information. Emails will be sent to the student message center in mySDCCD as well as the email address on file for each student.

Once a student applies, they will receive a personalized welcome email that will be sent to their email address on file and to the new message center. Once they register for a class, they will be assigned an SDCCD student email address.

New students will be directed to student success services through the "to-do" functionality in mySDCCD.

Checklists include "To-Do" lists that are assigned automatically, or by staff with appropriate security roles. The checklists communicate specific items for students to complete.

Comments allow faculty and staff to keep notes on students. (Notes are not viewable by students.)

Student Self Service, also known as **mySDCCD**, shows students various information in one screen.

The Student Services Center is used by faculty and staff to assist students. Certain tabs/pages will be locked down by security as per federal/state privacy laws.

The Counselor Center is used by Counselors to help advise students on their advisement report, enrollment, transfer credit, and other academic information.

Online Class Schedule

Students have two class schedule options.

- mySDCCD Class Search: students can search for their classes using the online class search.
- Online Class Schedule: Web version of the online class schedule that is accessible without having to login to mySDCCD.

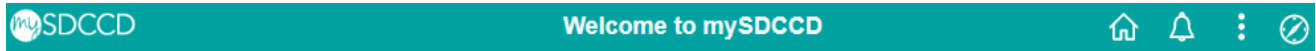
Student can also use the newer class search tool found outside MySDCCD:

<https://www.sdccd.edu/students/class-search/search.html>


Enhancements include:


- The ability to email instructors from the class schedule
- Advanced search options
- Work Based Learning
- More accurate class statuses

Header Bar Basics



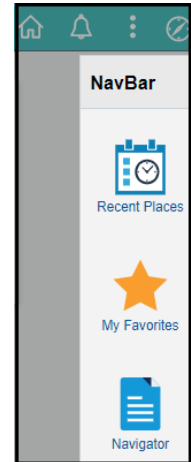
Home Button  Takes you to the homepage

Action Items  Set user preferences including favorites

NavBar  Primary mode of navigating Campus Solutions.

You should see three options:

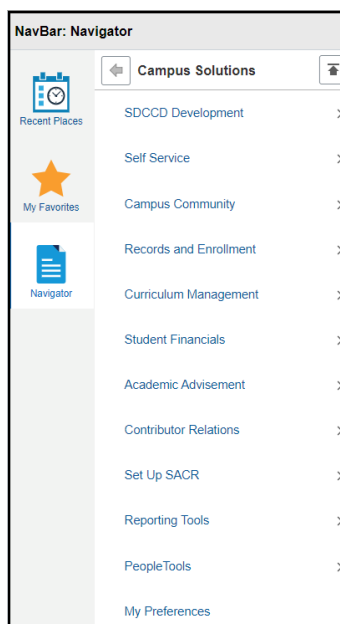
- My Favorites
- Recent Places
- Navigator



Navigator

The Navigator provides users with a “windows-like” option to access certain pages within Campus Solutions. You will only be able to see pages, or screens that you have access to.

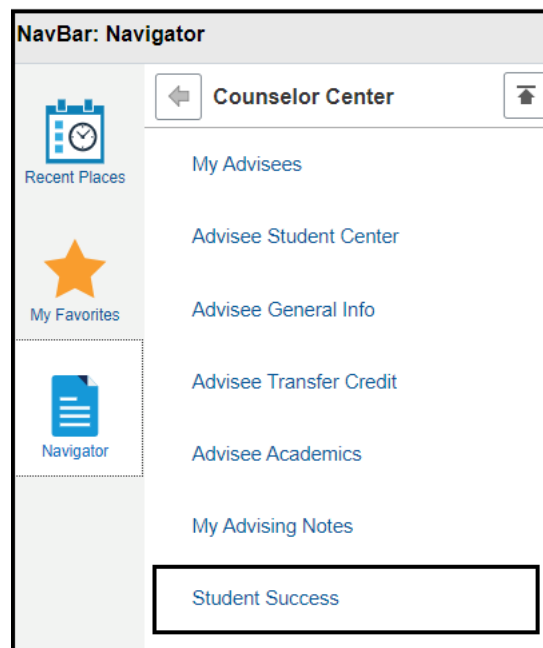
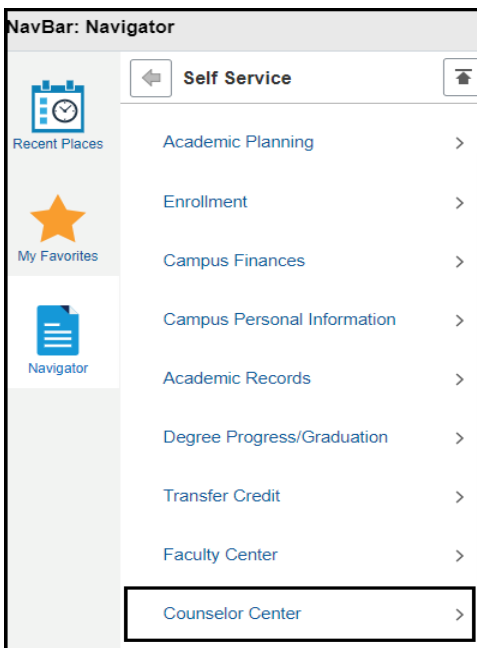
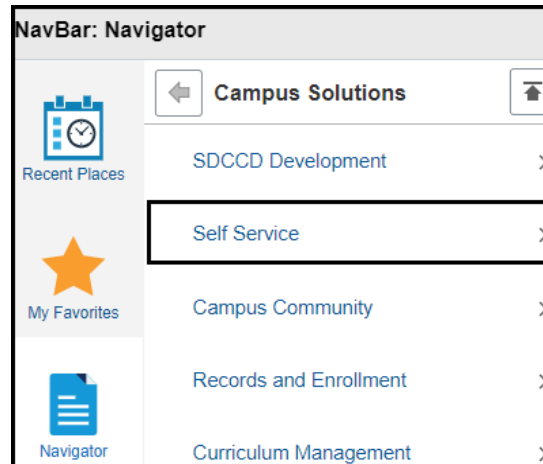
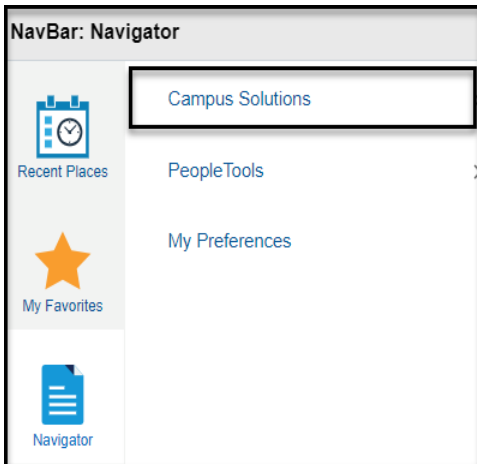
One recommendation is to become familiar with the folder organization, and to do that you should become familiar with the modules and how they are organized.



Search Page (Student Success Page)

To access the Student Success page outside of using the Counselor Center tab through the Portal, follow the navigation below.

Navigator → Campus Solutions → Self Service → Counselor Center → Student Success






Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID	begins with ▼	<input type="text"/>	
Academic Institution	begins with ▼	<input type="text"/>	
Academic Career	begins with ▼	<input type="text"/>	
Last Name	begins with ▼	<input type="text"/>	
First Name	begins with ▼	<input type="text"/>	
<input checked="" type="checkbox"/>	Include History	<input type="checkbox"/>	Correct History

Search

Clear

Basic Search



Save Search Criteria

Job Aids

Opening A New Window

Business Process: Opening a New Window

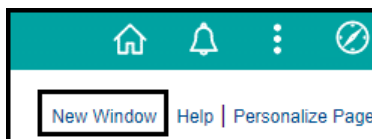
Module: Academic Advising

To work across multiple components/pages, it is helpful to be able to use several windows within Campus Solutions. Before opening a new window, save any changes made in the current window. If the session times out while you are working in a new window, you may lose any unsaved changes.

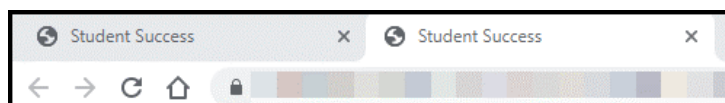
Step	Instructions
1)	To open a new window, do not use the “new tab” feature built into your browser.




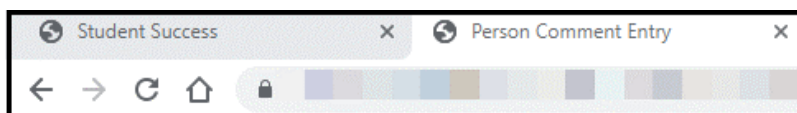
Step	Instructions
2)	To open a new window, use the “New Window” link located near the top header bar.



Step	Instructions
3)	Once the link is clicked, a new window will appear with the same page open.



Step	Instructions
4)	Click on the navigator icon  in your new window to navigate to a separate page.



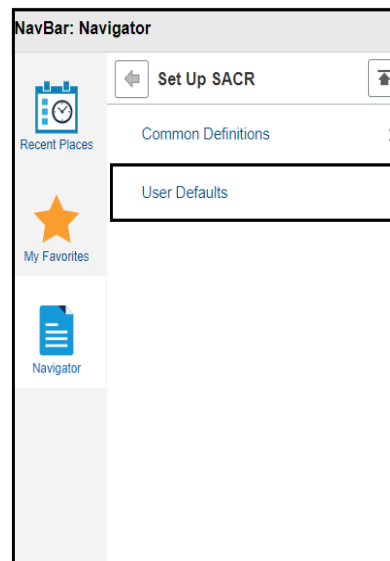
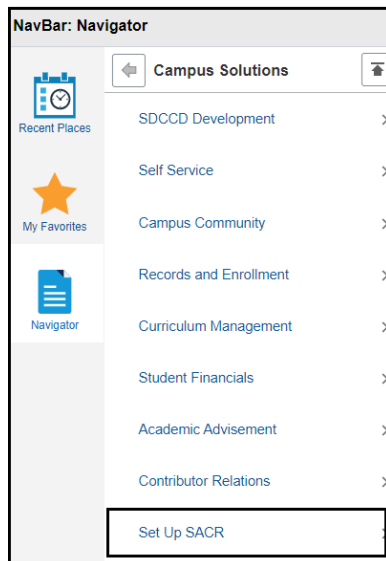
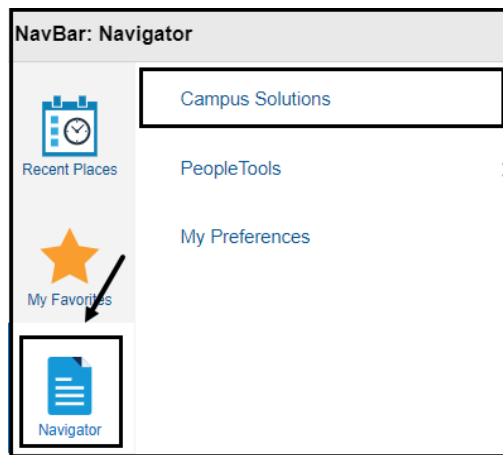
Carry ID Function

Business Process: Setting the carry ID function (recommended to set function during initial log-in to campus Solutions)

Module: Academic Advising

This will review the process necessary to activate the Carry ID function.

Step	Instructions
1)	Click on the Navigator icon and navigate to: Campus Solutions > Set up SACR > User Defaults



Step	Instructions
2)	Click the User Defaults 4 tab.

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Communication Speed Keys | User 3C Groups Summary

User ID Name

Academic Institution San Diego Community Coll Dist

Career Group SetID San Diego Community Coll Distr

Facility Group SetID San Diego Community Coll Distr

Academic Career

Academic Group

Subject Area

Term

Academic Program

Academic Plan

Academic Sub-Plan

Step	Instructions
3)	Check the Carry ID box.
	Click Save .

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Communication Speed Keys | User 3C Groups Summary

User ID

Carry ID

Output Destination

Transcript Type

Flexible Transcript Type

Advisement Report Type

SEVIS Default

School Code

Program Number

Printer Name [Explain](#)

Step	Instructions
4)	End of Procedure.

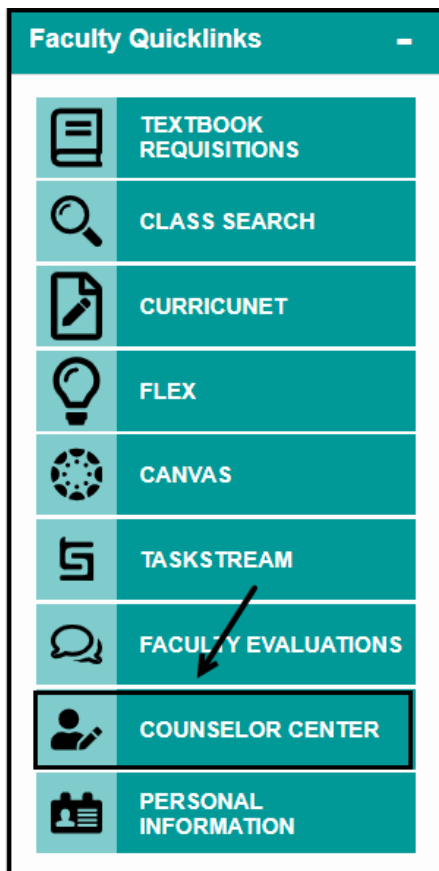
Clearing Prerequisites by Student Groups

Business Process: Clearing Prerequisites by Student Groups

Module: Academic Advising

This Job Aid will outline the process necessary to clear prerequisites using Student Groups.

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	On the Student Success search page, enter the Student ID number . Click Search . NOTE: If you do not know the Student's ID, you can search using the first and last name fields. Include History box should default as checked. If it is not, make sure to check the box.

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with

Academic Institution begins with

Academic Career begins with

Last Name begins with

First Name begins with

Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Instructions
3)	Click the General Info tab.

Faculty Center | Counselor Center | Search

My Advisees | Student Center | **General Info** | Transfer Credit | Academics | Student Success

College

Unofficial Transcript
Advising Notes
Enrollment Limits

Find | View All | First 1 of 13 Last

Reporting Term: 2227 Fall 2022 Effective Date: 08/20/2022 Effective Sequence: 1
Last Updated: Date/Time Stamp: 08/20/2022 12:01:29AM

Student Information

Plan: 3EARTHSC2S Earth Science Studies Requirement Term: 2203

Step	Instructions
4)	Click on the Edit Student Groups button.

Faculty Center | **Counselor Center** | Search

My Advisees | **Student Center** | **General Info** | Transfer Credit | Academics | Student Success

Advisee General Info

Service Indicators

Student Groups

National ID

Addresses

Email Addresses

Initiated Checklists

Personal Data

Names

Phones

[Collapse All](#)

[Expand All](#)

Service Indicators

No service indicators found.

[Go to top](#)

[Edit Service Indicators](#)

Initiated Checklists

No initiated checklists found.

[Go to top](#)

[Go to top](#)

Student Groups

Student Group	Description	Institution	Status
AREG	Regular Admit Status	San Diego Community Coll Dist	Active as of 2022-08-01

[Go to top](#)

[Edit Student Groups](#)

Step	Instructions
5)	Since a student group already exists, click on the plus sign to add a new row.

Student Groups

Academic Institution Details

*Academic Institution San Diego Community Coll Dist

*Student Group Regular Admit Status

Find | View All First 1 of 1 Last

Click on the plus sign to add additional Student Groups

[+](#)

Details

*Effective Date *Status

Comments

Last Update Date/Time 08/14/2022 8:14:23PM by Type Manual

OK Cancel Apply

Step	Instructions
6)	<p>Click the magnifying glass to select the new student group. Search for the student group by populating the Description field (ex: ENGL, MATH) and clicking Look Up.</p> <p>Select the student group from the drop-down menu. This will add the student group and populate the description.</p>

Step	Instructions
7)	<p>The Effective Date will populate as the current date. The status is defaulted as Active.</p> <p>Use the following Best Practice date to populate the Effective Date:</p> <p style="text-align: center;"> Fall = August 1st Spring = January 1st Summer = June 1st Example: 08/01/2022 01/01/2022 06/01/2022 </p> <p>NOTE: For a student group to active for a term, the effective date MUST be dated on or before the first day of that term.</p> <p>Add a Comment describing the reason the student group was added.</p>

Student Groups

Academic Institution Details Find | View All First 2 of 2 Last

*Academic Institution SDCCD San Diego Community Coll Dist

*Student Group P332 ENGL 101 PREREQ

Details Find | View All First 1 of 1 Last

*Effective Date 08/01/2022 *Status Active

Comments
English 120 from Grossmont College, Fall 2017

Last Update Date/Time by Type

OK Cancel Apply

Step	Instructions
8)	<p>Click OK: this will add the student group and the page will return to the General Info page.</p> <p>Click Apply: this will save the current student group, but the Student Group page will remain so additional student groups can be added in one session.</p> <ul style="list-style-type: none"> To add more student groups, click the plus sign When all group have been added, click OK <p>To delete an incorrect student group, click the minus sign.</p>

Student Groups

Academic Institution Details Find | View All First 2 of 2 Last

*Academic Institution SDCCD San Diego Community Coll Dist

*Student Group P332 ENGL 101 PREREQ

Details Find | View All First 1 of 1 Last

*Effective Date 08/01/2022 *Status Active

Comments

Last Update Date/Time 09/15/2022 5:01:17PM by Type Manual

OK Cancel Apply

Click the plus sign to add additional Student Groups

Click the minus sign to delete a Student Group

Step	Instructions
9)	When OK is clicked, the page will return to the General Info page and the Student Group will be saved on the student's record.

Faculty Center | Counselor Center | Search

My Advisees | Student Center | **General Info** | Transfer Credit | Academics | Student Success

Advisee General Info

Service Indicators

Student Groups

National ID

Addresses

Email Addresses

Initiated Checklists

Personal Data

Names

Phones

[Collapse All](#)

[Expand All](#)

Service Indicators [Edit Service Indicators](#)

No service indicators found.

[Go to top](#)

Initiated Checklists

No initiated checklists found.

[Go to top](#)

Student Groups [Edit Student Groups](#)

Student Group	Description	Institution	Status
AREG	Regular Admit Status	San Diego Community Coll Dist	Active as of 2022-08-01
P332	ENGL 101 PREREQ	San Diego Community Coll Dist	Active as of 2022-08-01

Step	Instructions
10)	End of Procedure

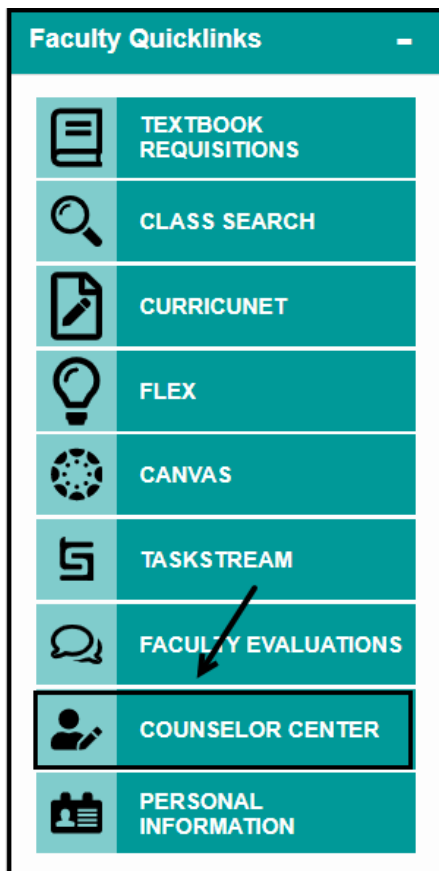
Generating a What-If Report

Business Process: Generating What If Report

Module: Academic Advisement

This Job Aid will go over the process necessary to generate a What-If report.

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	On the Student Success search page, enter the Student ID number . Click Search . NOTE: If you do not know the Student's ID, you can search using the first and last name fields. Include History box should default as checked. If it is not, make sure to check the box.

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with

Academic Institution begins with

Academic Career begins with

Last Name begins with

First Name begins with

Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Instructions
3)	Click on the Student Center tab.

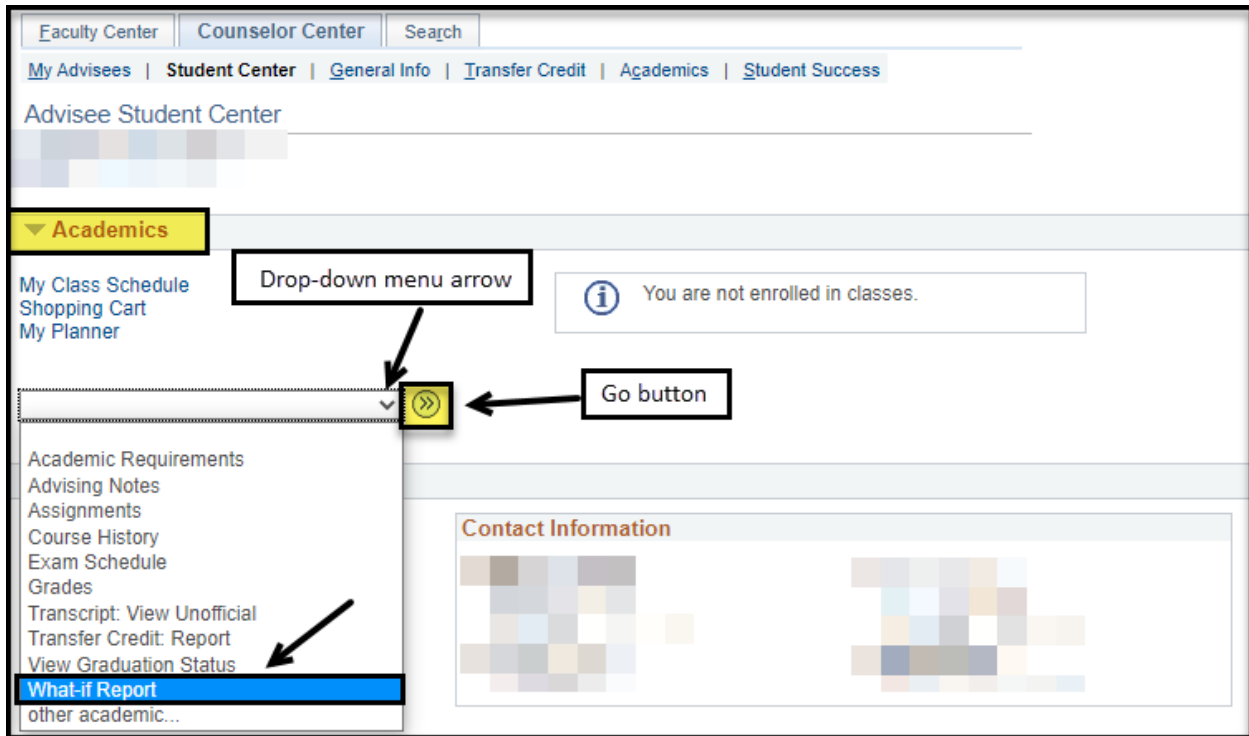
Faculty Center | **Counselor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#) | [Student Success](#)

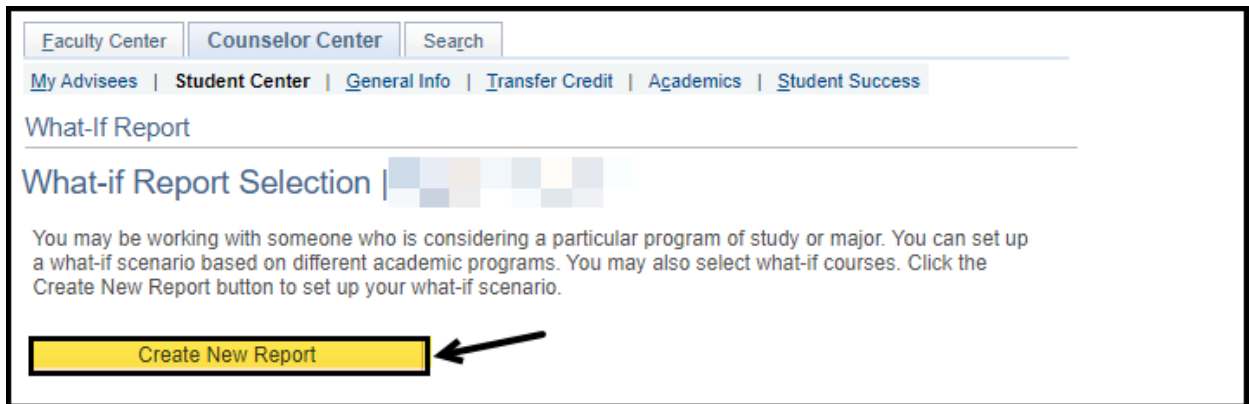
College

[Unofficial Transcript](#)
[Advising Notes](#)
[Enrollment Limits](#)

Step	Instructions
4)	Under the Academics section, click on the drop-down menu arrow and select What-If Report .
	Click the Go button.



Step	Instructions
5)	Click on the Create New Report button.



Step	Instructions
6)	Leave the Career Scenario defaults as is.

[Return to Report Selection](#)

Career Scenario

Select a career for which you want the change to take place.

Institution	Career	Catalog Year
San Diego Community Coll Dist	Undergraduate	Fall 2021

Step	Instructions
7)	<p>Select the appropriate defaults for each highlighted column shown below, using the drop-down menu to populate the field.</p> <p>Line one is information populated from the student's Program/Plan Stack. Use this line to make changes for the What If report. Up to three What If reports can be added at one time.</p> <p>Click Submit Request to run the What If report.</p>

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Please select one of the following GE options to attach to your major requirements. If you need assistance in selecting the right GE pattern contact the Counseling Office to speak with a Counselor.

Option 1: San Diego Community College District General Education AND District Requirements.

Option 2: California State University General Education Breath (CSU GE Pattern).

Option 3: Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Option 4: San Diego Community College District General Education Requirements.

Option 5: Students who have submitted an official transcript showing they have earned a baccalaureate degree from a regionally accredited institution.

Academic Program	Degree Type	Campus	GE Pattern	Major	Catalog Year
Associate - Certificate	Associate in Arts for Transfer	Miramar	(Option 2) CSU GE	Political Science for Transfer	Fall 2021
None	None	None	None	None	None
None	None	None	None	None	None

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[Browse Course Catalog](#)

What-If Course List Personalize | View All | [\[2\]](#) First 1 of 1 Last

Course

Submit Request

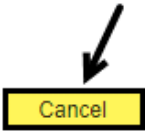
Step	Instructions
8)	<p>To return to the Student Center, click Cancel at the bottom of the What If report.</p> <p>To generate a new What If report, return to Step 5.</p> <p>NOTE: What If reports are not saved.</p>

CISC 201	Advanced C++ Programming	4.00				
	*** view multiple offerings					
CISC 205	OOPC++	4.00				

▶ Electives

▶ Courses Not Applied to Program

[Go to top](#)



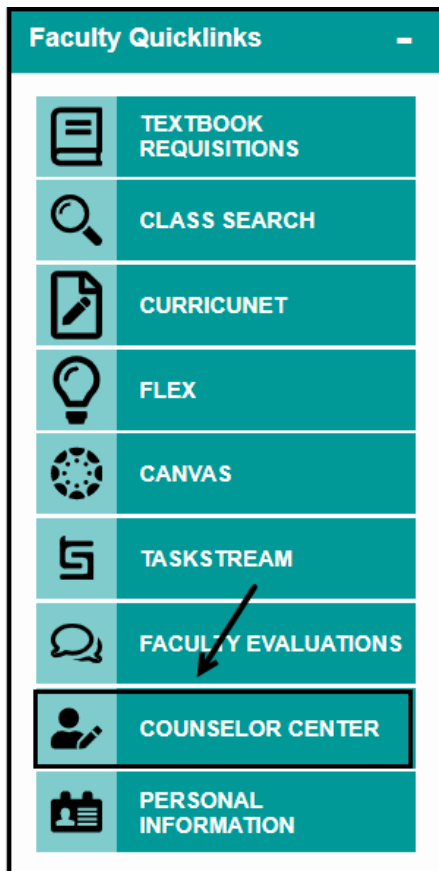
Step	Instructions
10)	End of Procedure

How To Run an Advisement Report

Business Process: How to Run an Advisement Report
Module: Academic Advising

This Job Aid will go over the process necessary run an advisement report from the Student Center tab.

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	On the Student Success search page, enter the Student ID number . Click Search . NOTE: If you do not know the Student's ID, you can search using the first and last name fields. Include History box should default as checked. If it is not, make sure to check the box.

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with

Academic Institution begins with

Academic Career begins with

Last Name begins with

First Name begins with

Include History

Search Clear Basic Search Save Search Criteria

Step	Instructions
3)	Click on the Student Center tab.

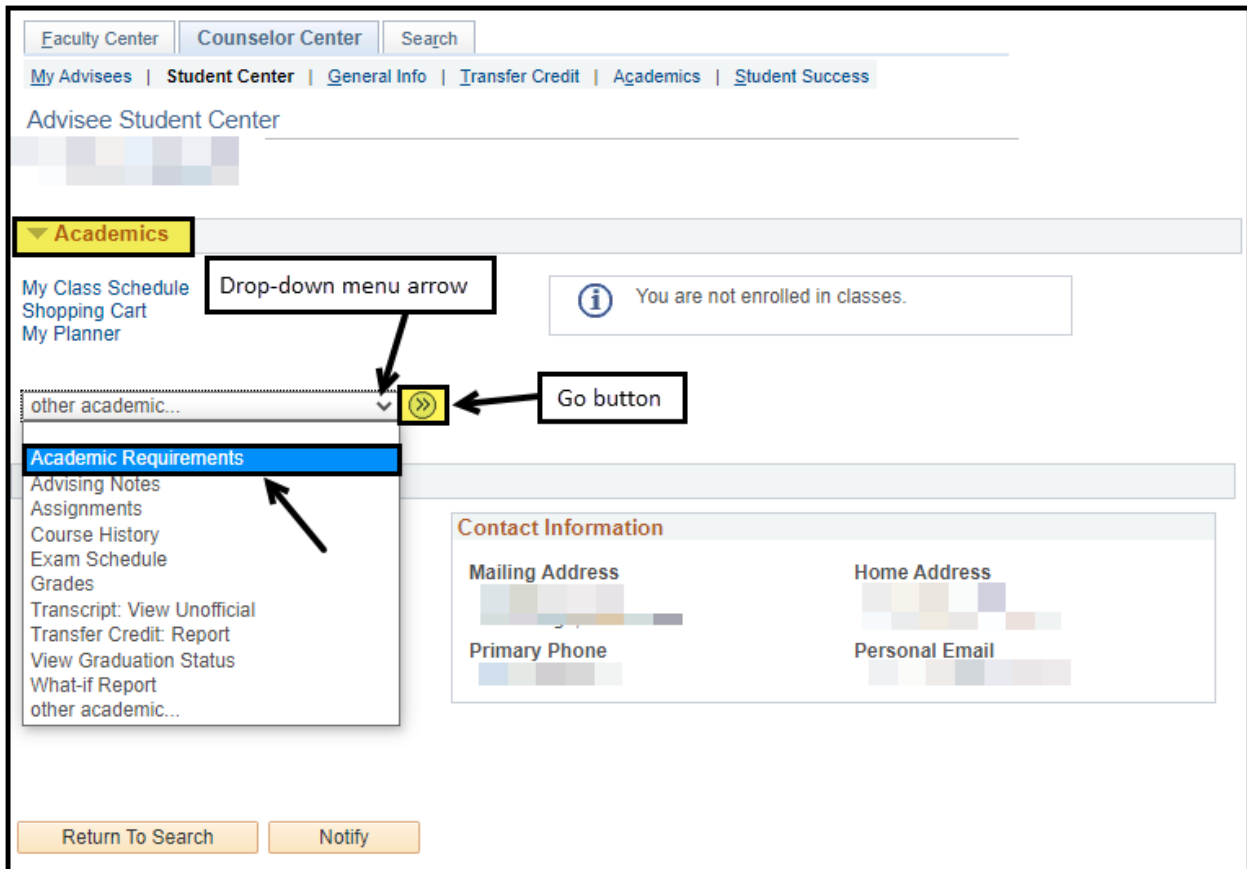
Faculty Center Counselor Center Search

My Advisees **Student Center** General Info | Transfer Credit | Academics | Student Success

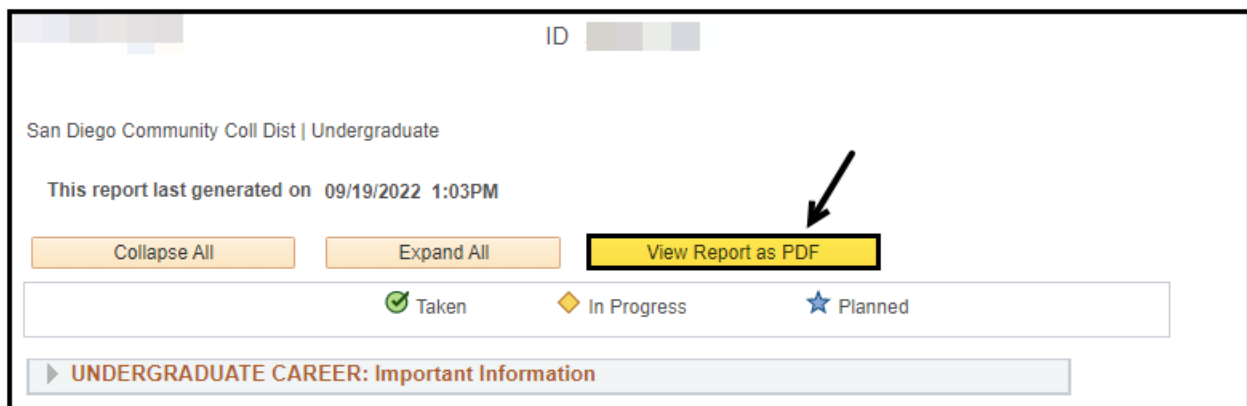
College

Unofficial Transcript
Advising Notes
Enrollment Limits

Step	Instructions
4)	Under the Academics section, click on the drop-down menu arrow and select What-If Report .
	Click the Go button.



Step	Instructions
5)	The Advisement Report will appear. To view the report in a PDF format, click on the View Report as PDF link.



Step	Instructions
6)	End of Procedure

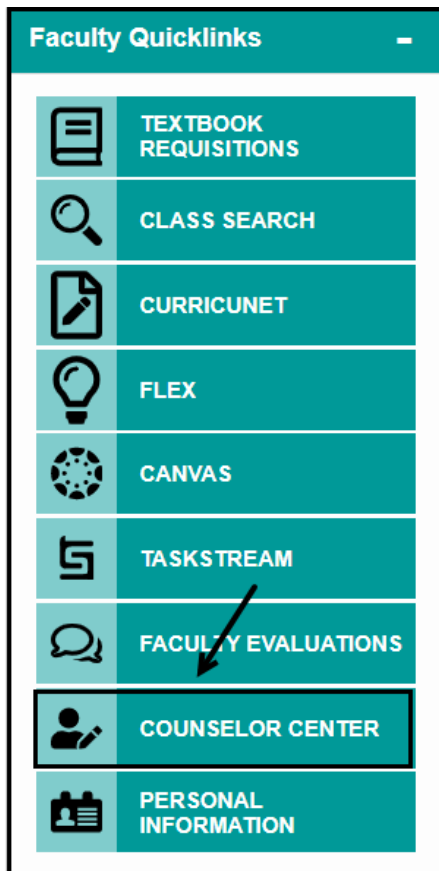
Update Program Plan Stack

Business Process: Update Program Plan Stack

Module: Academic Advising

This Job Aid will outline the process necessary to update a student’s Career Program Plan (CPP) stack.

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	<p>On the Student Success search page, enter the Student ID number.</p> <p>Click Search.</p> <p>NOTE: If you do not know the Student’s ID, you can search using the first and last name fields.</p> <p>Include History box should default as checked. If it is not, make sure to check the box.</p>

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

ID begins with 🔍

Academic Institution begins with 🔍

Academic Career begins with 🔍

Last Name begins with

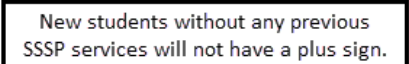
First Name begins with

Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Instructions
3)	<p>A. If the student is new and without SSSP services, there will be no plus sign to add a new row. Review student's information and update as appropriate.</p> <p>B. If the student is returning, click the plus sign to add a new row. Review student's information and update as appropriate.</p> <p>NOTE: Be sure to click Save at the bottom of the page to update the SSSP page before navigating to another tab. Failure to do so will result in changes not being saved.</p>

A.


[Unofficial Transcript](#)
[Advising Notes](#)
[Enrollment Limits](#)

Find | View All | First 1 of 1 Last

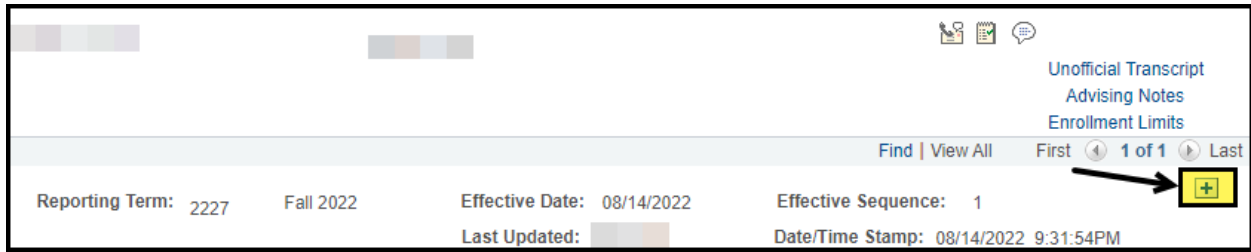
Reporting Term: 2227 Fall 2022 Effective Date: 09/20/2022 Effective Sequence: 1

Last Updated: Date/Time Stamp:

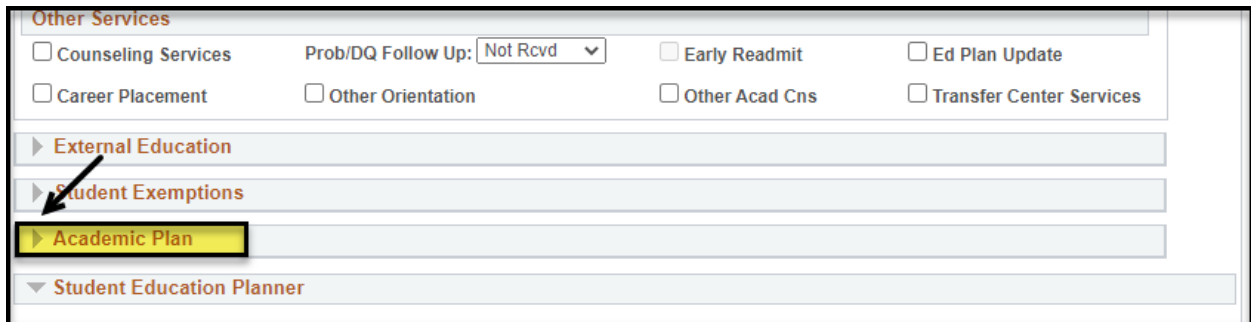
Student Information

Plan: 1CYBERSC2S Cybersecurity Requirement Term: 2217

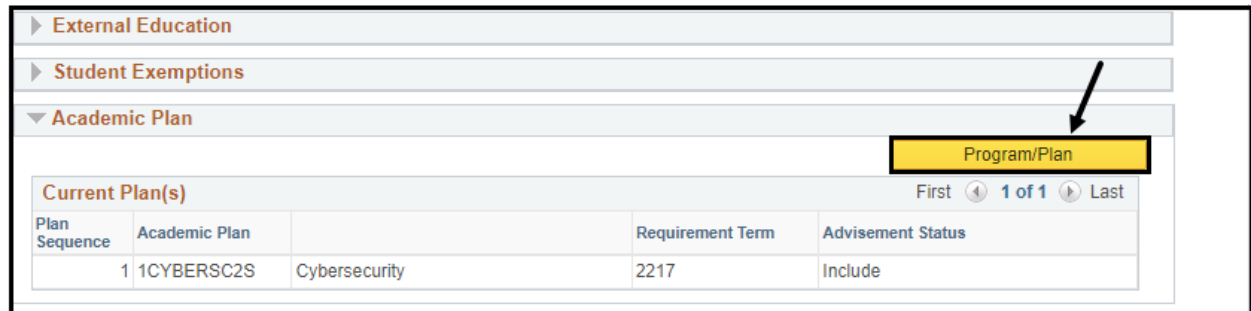
B.



Step	Instructions
4)	Click on the Academic Plan arrow to open the section.



Step	Instructions
5)	Click on the Program/Plan button to go to the Program/Plan stack. The page will open onto the Student Program tab.



Step	Instructions
6)	On the Student Program tab , check to be sure the student is in Active status. If the status is Discontinued, STOP . Do not add a PLNC row to their record. This will cause the student's admission application to fail.

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Student Details Find | View 1 First 1-3 of 3 Last

Status **Discontinued**

*Effective Date 06/08/2022

*Program Action DISC Discontinuation

Action Reason DISC Discontinuation

*Academic Institution SDCCD San Diego Community Coll Dist

*Academic Program ASSOC Associate - Certificate

*Admit Term 2203 2020 Spr

Requirement Term 2197 2019 Fall

Expected Graduation Term 2233 2023 Spr

Last Updated On 04/12/2022 2:38:47AM

By

Effective Sequence 1

Action Date 04/12/2022

Joint Program Approval

Admissions

From Application

Application Nbr 00051268

Application Program Nbr 0

*Campus MIRA Miramar

! Stop! Do not add a PLNC row on this student's record

Step	Instructions
7)	<p>If the student is in Active status on the Student Program tab, click on the plus sign to add a new row. Complete the following steps:</p> <ul style="list-style-type: none"> • Effective Date: The effective date will automatically populate to the current date and does not need to be changed. • Program Action: Select the action by clicking on the magnifying glass or type in PLNC (Plan Change) • Requirement Term: Do not change on this tab. <p>NOTE: Do not click OK. This will revert the page back to the SSSP page, and a new effective dated row will be required on the SSSP page to return to the Program/Plan stack.</p>

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Student Details Find | View All First 1 of 3 Last

Status **Active in Program**

*Effective Date 09/29/2022

*Program Action **PLNC** Plan Change

Action Reason

*Academic Institution SDCCD San Diego Community Coll Dist

*Academic Program ASSOC Associate - Certificate

Effective Sequence 1

Action Date 09/29/2022

Joint Program Approval

Click the magnifying glass and select PLNC

Step	Instructions
8)	<p>Click on the Student Plan tab. The existing plan can be changed, or additional plan can be added.</p> <p>To Change a Plan:</p> <ul style="list-style-type: none"> • Select an Academic Plan by clicking on the magnifying glass next to the current plan and select the appropriate educational plan. This will overwrite the new plan over the old plan. • The Plan Sequence will remain the same as the previous plan. • The Declare Date will default to the current date. • The Requirement Term will default to the Admit term on the Program tab. Evaluate if the term needs to change. To change, click on the magnifying glass, and select the new requirement term. • Advisement Status should be set to Include. • Click OK when complete. The page will return to the Student Success page. <p>NOTE: Do not add plans to the student’s program/plan stack for What-If purposes.</p>

The screenshot displays the 'Student Plan' tab in a web application. The interface includes a navigation bar with tabs for 'Student Program', 'Student Plan' (selected), 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. Below the navigation bar, there are sections for 'Academic Career' (Undergraduate), 'Student Career Nbr' (0), and 'Car Req Term' (Fall 2021). The main content area is titled 'Student Details' and contains several fields and sections:

- Student Details:** Status (Active in Program), Effective Date (09/29/2022), Program Action (Plan), Action Reason (Change), Admit Term (2022 Fall), Effective Sequence (1), Action Date (09/29/2022), Requirement Term (2021 Fall).
- Academic Program:** ASSOC
- Academic Plan:** I1CYBERSXXC (with a magnifying glass icon and an arrow pointing to it), Cybersecurity
- Plan Sequence:** 1
- Declare Date:** 09/29/2022
- Requirement Term:** 2227 (with a magnifying glass icon and an arrow pointing to it), 2022 Fall
- Advisement Status:** Include (with a dropdown arrow)
- Other fields:** Major, Degree (CERT30<60), Degree Checkout Stat, Student Degree Nbr, Completion Term.

At the bottom of the form, there are three buttons: 'OK' (highlighted with a yellow background and an arrow), 'Cancel', and 'Apply'.

Step	Instructions
9)	<p>To Add an Additional Plan:</p> <ul style="list-style-type: none"> • Click on the plus sign to add a new row. • Select an Academic Plan by clicking on the magnifying glass and select the appropriate educational plan. • Click View All and evaluate the plan sequencing: <ul style="list-style-type: none"> ○ The student’s primary plan should be the lowest sequence numbered plan. ○ Financial Aid and Veterans will only pay on the lowest numbered plan, no matter the advising status. This means if the student has both a 10 and 20, but the 10 is in to Do Not Include advising status and the 20 in Include, FA will still award based on the plan code with the 10 sequence number. ○ Sequence numbers should not be duplicated. ○ Sequence numbers will either begin with a 1 or 10 <ul style="list-style-type: none"> 10: current or past conversion student. 1: new or conversion student with admit via CCCapply. ○ Both 1 and 10 sequence numbers will sequence up by 10 automatically, when a new plan row is added. 1 will sequence to 11, 21, etc. 10 will sequence to 20, 30, etc. ○ Plans are listed in alphabetical order, not sequencing order. • The Declare Date will default to the current date • The Requirement Term will default to the Admit term on the Program tab. Evaluate if the term needs to change. To change, click on the magnifying glass, and select the new requirement term. • Advisement Status should be set to Include. • If any additional plans remain that the student is no longer pursuing or has completed, delete by clicking on the minus sign. <p>NOTE: Do not add plans to the student’s program/plan stack for What-If purposes.</p>

Student Program **Student Plan** Student Sub-Plan Student Attributes Student Degrees

Academic Career Undergraduate Student Career Nbr 0 Car Req Term Fall 2021

Student Details Find | View All First 1 of 3 Last

Status Active in Program Admit Term 2022 Fall
 Effective Date 09/29/2022 Effective Sequence 1
 Program Action Plan Action Date 09/29/2022
 Action Reason Change Requirement Term 2021 Fall

Academic Program ASSOC Find | View All First 2 of 2 Last

*Academic Plan 1CYBERSXXC Cybersecurity
 *Plan Sequence 11 Major
 *Declare Date 09/29/2022 Degree CERT30<60
 *Requirement Term 2227 2022 Fall Degree Checkout Stat
 *Advisement Status Include Student Degree Nbr
 Completion Term

Click on the plus sign to add a new row for an additional plan code

OK Cancel Apply

Step	Instructions
10)	On the Student Success page, the Comprehensive check box has been populated now that the student has a formal Ed Plan.

Faculty Center Counselor Center Search

My Advisees | Student Center | General Info | Transfer Credit | Academics | **Student Success**

College

Unofficial Transcript
 Advising Notes
 Enrollment Limits

Find | View All First 1 of 3 Last

Reporting Term: 2227 Fall 2022 Effective Date: 09/26/2022 Effective Sequence: 2
 Last Updated: Date/Time Stamp: 09/26/2022 5:30:09PM

Student Information

Plan: 1CYBERSXXC Cybersecurity Requirement Term: 2227

Student Success

Matric: Not Matric Adm Status: AREG Current Acad Stgd:
 Informed Goal: Earn a career technical certificate without transfer
 Application Goal: Obtain a 2-year associate degree without transfer
 Orientation Assessment Abbreviated **Comprehensive**

Step	Instructions
11)	Click Save on the Student Success page to complete the transaction.

▼ **Comments**

750 characters remaining

[Printer Friendly Version](#)

[Go to top](#)

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#)

Step	Instructions
12)	End of Procedure

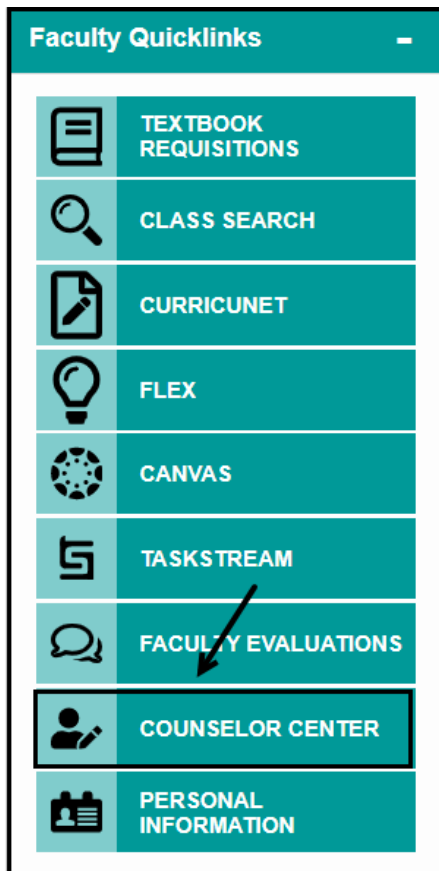
Releasing Negative Service Indicators

Business Process: Releasing Negative Service Indicators

Module: Academic Advising

This Job Aid will outline the process necessary to Release Negative Service Indicators on the General Info tab.

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	<p>On the Student Success search page, enter the Student ID number.</p> <p>Click Search.</p> <p>NOTE: If you do not know the Student’s ID, you can search using the first and last name fields.</p> <p>Include History box should default as checked. If it is not, make sure to check the box.</p>

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

ID begins with

Academic Institution begins with

Academic Career begins with

Last Name begins with

First Name begins with

Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Instructions
3)	Click the General Info tab.

Faculty Center | Counselor Center | Search

[My Advisees](#) | [Student Center](#) | **[General Info](#)** | [Transfer Credit](#) | [Academics](#) | [Student Success](#)

College

Unofficial Transcript
Advising Notes
Enrollment Limits

Find | View All | First 1 of 13 Last

Reporting Term: 2227 Fall 2022 Effective Date: 08/20/2022 Effective Sequence: 1

Last Updated: Date/Time Stamp: 08/20/2022 12:01:29AM

Student Information

Plan: 3EARTHSC2S Earth Science Studies Requirement Term: 2203

Step	Instructions
4)	Click on the Service Indicator under the Details column.

Faculty Center | Counselor Center | Search

My Advisees | Student Center | **General Info** | Transfer Credit | Academics | Student Success

Advisee General Info

Service Indicators
 Student Groups
 National ID
 Addresses
 Email Addresses

Initiated Checklists
 Personal Data
 Names
 Phones

Collapse All

Expand All

Service Indicators Edit Service Indicators

★ Positive ⓧ Negative

Service Indicators Personalize | View All | [?] First 1-2 of 2 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
ⓧ	City Admissions	Begin Term - Srvc Indicatr Use		09/20/2022		City Admissions
ⓧ	Disqualification Hold	Begin Term - Srvc Indicatr Use		09/20/2022		City Counseling

Step	Instructions
5)	Click the Release button to remove the hold.

Edit Service Indicator

Release

*Institution San Diego Community Coll Dist

*Service Indicator Code Disqualification Hold

*Reason City Disqualification

Description

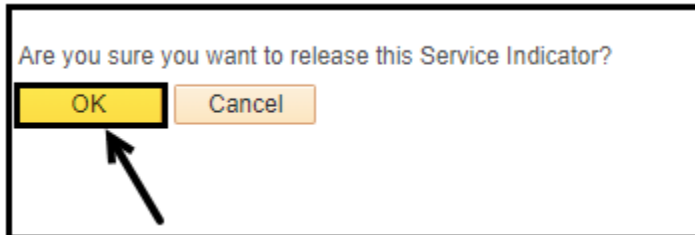
Effect Negative Service Indicator

Effective Period

Start Term Begin Term End Term

Start Date End Date

Step	Instructions
6)	Click OK to remove the Service Indicator. The page will then return to the General Info page. The Service Indicator should no longer appear.



Faculty Center | Counselor Center | Search

My Advisees | Student Center | **General Info** | Transfer Credit | Academics | Student Success

Advisee General Info

Service Indicators Initiated Checklists
 Student Groups Personal Data Collapse All
 National ID Names
 Addresses Phones Expand All
 Email Addresses

Service Indicators Edit Service Indicators

★ Positive ⊘ Negative

Service Indicators Personalize | View All | 1 of 1 | First | Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
⊘	City Admissions	Begin Term - Srvc Indicatr Use		09/20/2022		City Admissions

1st Disqualification service indicator has been removed from the list.

Step	Instructions
7)	If a Service Indicator is selected and the Release button is missing, this means you do not have access to remove the service indicator. Click OK to return to the General Info tab.

View Service Indicator

San Diego Community Coll Dist

*Institution

City Admissions

*Service Indicator Code

City Admissions

*Reason

Description

Effect Negative Service Indicator

Effective Period

Start Term Begin Term End Term

Start Date End Date

Release button is missing

Step	Instructions
8)	End of Procedure

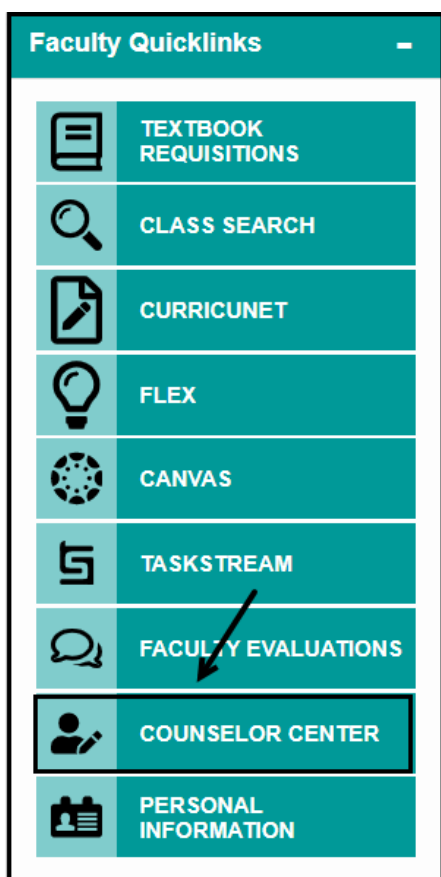
Update Student Educational Planner

Business Process: Update Student Educational Planner

Module: Academic Advising

This Job Aid will outline the process necessary to update the Student Educational Planner by Browse Catalog, Plan by Requirements and/or Manual Entry as well as how to move unassigned courses to a specific term.

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	On the Student Success search page, enter the Student ID number . Click Search . NOTE: If you do not know the Student's ID, you can search using the first and last name fields. Include History box should default as checked. If it is not, make sure to check the box.

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with 🔍

Academic Institution begins with 🔍

Academic Career begins with 🔍

Last Name begins with 🔍

First Name begins with 🔍

Include History

Search Clear Basic Search Save Search Criteria

Step	Instructions
3)	<p>A. If the student is new and without SSSP services, there will be no plus sign to add a new row. Review student's information and update as appropriate.</p> <p>B. If the student is returning, click the plus sign to add a new row. Review student's information and update as appropriate.</p> <p>NOTE: Be sure to click Save at the bottom of the page to update the SSSP page before navigating to another tab. Failure to do so will result in changes not being saved.</p>

A.

New students without any previous SSSP services will not have a plus sign.

Unofficial Transcript
Advising Notes
Enrollment Limits

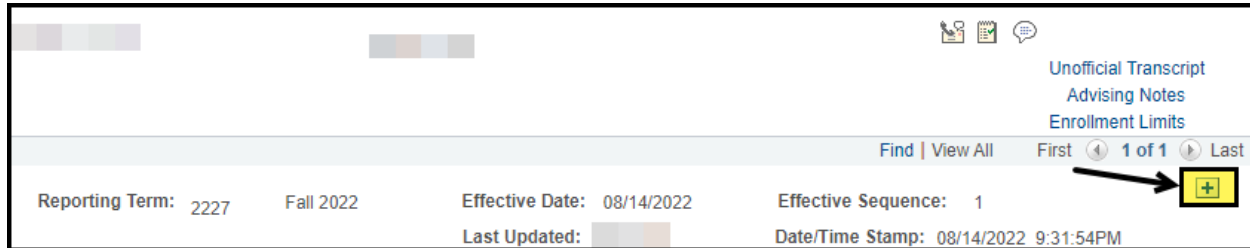
Find | View All | First 1 of 1 Last

Reporting Term: 2227 Fall 2022 Effective Date: 09/20/2022 Effective Sequence: 1
Last Updated: Date/Time Stamp:

Student Information

Plan: 1CYBERSC2S Cybersecurity Requirement Term: 2217

B.

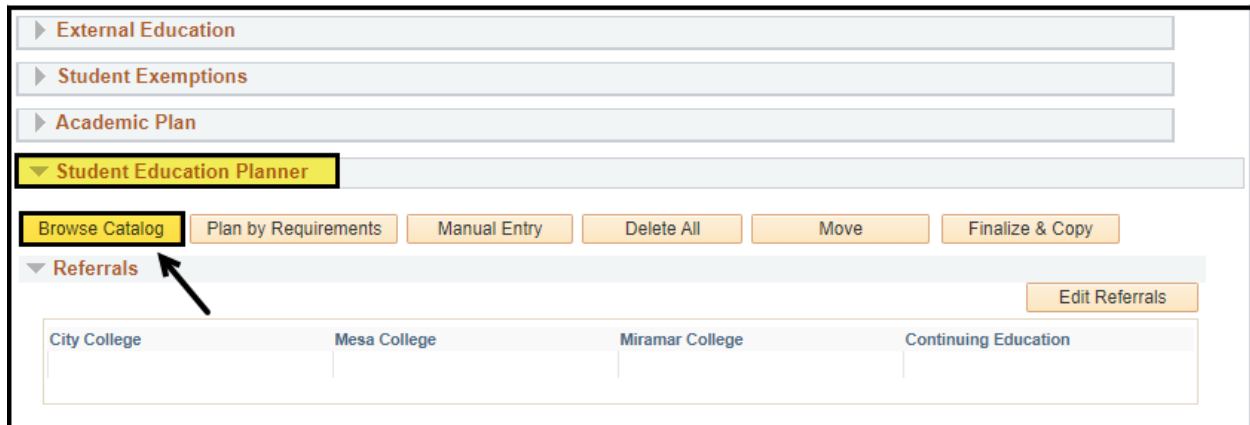


The following sections will outline the three options to update the Student Planner on the SSSP page:

1. Browse Catalog
2. Plan by Requirements
3. Manual Entry

1. Browse Catalog:

Step	Instructions
1)	Click on the Browse Catalog tab under the Student Educational Planner section, to add courses to the Planner.



Step	Instructions
2)	Click on a Subject to select it from the course list.

1 2 3

Course List

San Diego Community Coll Dist | Undergraduate

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Collapse All Expand All Return To Planner

Add to Planner

Select subject code to display or hide course information.

- ▶ ACCT - Accounting
- ▶ ADJU - Administration of Justice
- ▶ AGRI - Agriculture

Step	Instructions
3)	<p>Select a course from the list by clicking on the Course Nbr or the Course Title.</p> <p>NOTE: Under the Select column, courses with a check box indicates the course is taught only at one campus. If there is no check box, this indicates the course is taught at multiple campuses. Click on the course to view where it is being taught.</p>

1 2 3

Course List

San Diego Community Coll Dist | Undergraduate

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Collapse All
Expand All
Return To Planner

Add to Planner

Select subject code to display or hide course information.

▼ ACCT - Accounting

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	44	Supervised Tutoring in Accounting	
	102	Basic Accounting *** view multiple offerings	
→	116A	Financial Accounting *** view multiple offerings	←
	116B	Managerial Accounting *** view multiple offerings	
→	<input type="checkbox"/>	119 Accounting Ethics	
	120	Federal Income Tax *** view multiple offerings	

Step	Instructions
4)	<p>Select the course by checking on the Select box. Then click the Add to Planner link.</p> <p>NOTE: Students must be in Active status on the Student Program/Plan stack to use Browse by Catalog.</p>

Select Course Offering

[Return to Course List](#)

ACCT 116A - Financial Accounting

Select	Career	Campus	Academic Department	Enrollment Requirement
<input type="checkbox"/>	Undergraduate	City College	Dept-Business Studies	AX_ACCT 116A Requisites
<input type="checkbox"/>	Undergraduate	Mesa College	Dept-Business Administration	AX_ACCT 116A Requisites
<input checked="" type="checkbox"/>	Undergraduate	Miramar College	Dept-Business	AX_ACCT 116A Requisites

Add to Planner ←

[Return to Course List](#)

Step	Instructions
5)	Verify the course has been added to the planner. Click Return to Course List .

Select Course Offering

✔ ACCT 116A has been added to your Planner.

[Return to Course List](#)

ACCT 116A - Financial Accounting

Select	Career	Campus	Academic Department	Enrollment Requirement
<input type="checkbox"/>	Undergraduate	City College	Dept-Business Studies	AX_ACCT 116A Requisites
<input type="checkbox"/>	Undergraduate	Mesa College	Dept-Business Administration	AX_ACCT 116A Requisites
<input type="checkbox"/>	Undergraduate	Miramar College	Dept-Business	AX_ACCT 116A Requisites

Add to Planner

Return to Course List ←

Verification courses have been added to the planner.

Step	Instructions
6)	Click Return to Planner .

Course List

San Diego Community Coll Dist | Undergraduate

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Collapse All Expand All **Return To Planner** Add to Planner

Select subject code to display or hide course information.

▼ ACCT - Accounting

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	44	Supervised Tutoring in Accounting	
	102	Basic Accounting *** view multiple offerings	
	116A	Financial Accounting *** view multiple offerings	
	116B	Managerial Accounting *** view multiple offerings	

Step	Instructions
7)	The courses should now appear on the Planner under the Unassigned Courses area. Additional fields, such as Reason Taken , and Notes can be added. The course can be moved from Unassigned to a specific term, or the course can be deleted.

Student Education Planner

Browse Catalog Plan by Requirements Manual Entry Delete All Move Finalize & Copy

▼ **Unassigned Courses**

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00		

Move selected courses to Term

Step	Instructions
8)	End of Browse Catalog course selection procedure.

2. Plan by Requirements

Step	Instructions
1)	Click on the Plan by Requirements tab under the Student Educational Planner section, to add courses to the Planner.

Student Educational Planner

Browse Catalog **Plan by Requirements** Manual Entry Delete All Move Finalize & Copy

Unassigned Courses

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00		

Move selected courses to Term

Step	Instructions
2)	Click on the Course Description to view the offerings and to select the course.

2021-2022 City College Catalog

Not Satisfied: A grade of "C" or higher is required for each course in this major. (RQ 24271)

- Units: 31.00 required, 0.00 taken, 31.00 needed

Complete the following courses (LN 10):

Not Satisfied: 28 units

- Courses: 8 required, 0 taken, 8 needed

The following courses may be used to satisfy this requirement:

Personalize | View All | First 1-8 of 8 Last

Course	Description	Units	When	Grade	Notes	Status
CISC 179	Python Programming *** view multiple offerings	4.00				
INWT 101	Intro. to Information Security	3.00				
INWT 120	Network Fund. (Network+)	4.00				
INWT 125	Cloud+ Certification Training	3.00				
INWT 140	Security Fund. (Security+)	3.00				
INWT 145	Linux Administration (Linux+)	4.00				
INWT 170	Network Defense & CM (CySA+)	3.00				
INWT 200	Ethical Hacking and PenTesting	4.00				

Step	Instructions
3)	Select the course by checking on the Select box. Then click the Add to Planner link. NOTE: Students must be in Active status on the Student Program/Plan stack to use Browse by Catalog.

What-If Report

Select Course Offering

[Return to What-if Scenario Result](#)

CISC 179 - Python Programming

Select	Career	Campus	Academic Department	Enrollment Requirement
<input checked="" type="checkbox"/>	Undergraduate	City College	Dept-Information Technology	AX_CISC 179 Requisites
<input type="checkbox"/>	Undergraduate	Mesa College	Dept-Computer Info Sciences	
<input type="checkbox"/>	Undergraduate	Miramar College	Dept-Business	AX_CISC 179 Requisites

Add to Planner ←

[Return to What-if Scenario Result](#)

Step	Instructions
4)	Verify the course has been added to the planner. Click Return to What-if Scenario Result . The page will return to the What-if Report.

What-If Report

Select Course Offering

Verification courses have been added to the planner.

✔ CISC 179 has been added to your Planner.

[Return to What-if Scenario Result](#)

CISC 179 - Python Programming

Select	Career	Campus	Academic Department	Enrollment Requirement
<input type="checkbox"/>	Undergraduate	City College	Dept-Information Technology	AX_CISC 179 Requisites
<input type="checkbox"/>	Undergraduate	Mesa College	Dept-Computer Info Sciences	
<input type="checkbox"/>	Undergraduate	Miramar College	Dept-Business	AX_CISC 179 Requisites

[Add to Planner](#)

Return to What-if Scenario Result

Step	Instructions
5)	Click on Return to Planner . The page will return to the SSSP page.

✔ Taken
◆ In Progress
★ Planned

▶ **UNDERGRADUATE CAREER: Important Information**

▼ **Overall Requirements for Graduation**

(RG 62)

▶ **GPA (LN 10)**

▼ **Complete a Minimum 60 Degree Applicable Units (LN 20)**

Not Satisfied: Units Earned

- Units: 60.00 required, 0.00 taken, 60.00 needed

Step	Instructions
6)	<p>The courses should now appear on the Planner under the Unassigned Courses area.</p> <p>Additional fields, such as Reason Taken, and Notes can be added. The course can be moved from Unassigned to a specific term, or the course can be deleted.</p>

▼ **Student Education Planner**

▼ **Unassigned Courses**

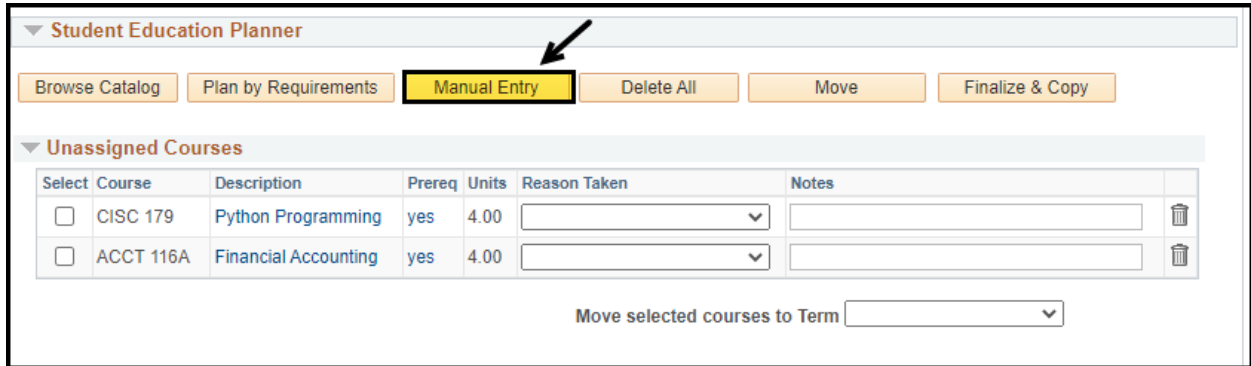
Select	Course	Description	Prereq	Units	Reason Taken	Notes	
<input type="checkbox"/>	CISC 179	Python Programming	yes	4.00	<input type="text"/>	<input type="text"/>	<input type="button" value="🗑"/>
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00	<input type="text"/>	<input type="text"/>	<input type="button" value="🗑"/>

Move selected courses to Term

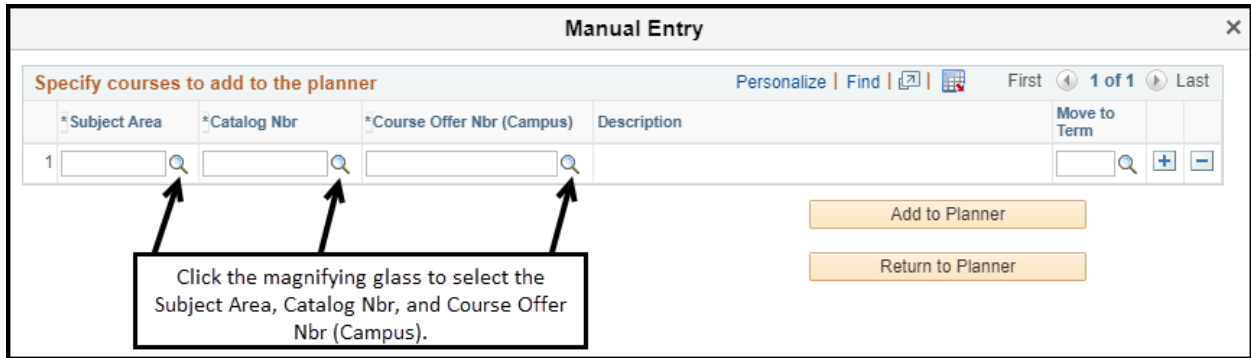
Step	Instructions
7)	End of Plan by Requirements course selection procedure.

3. Manual Entry:

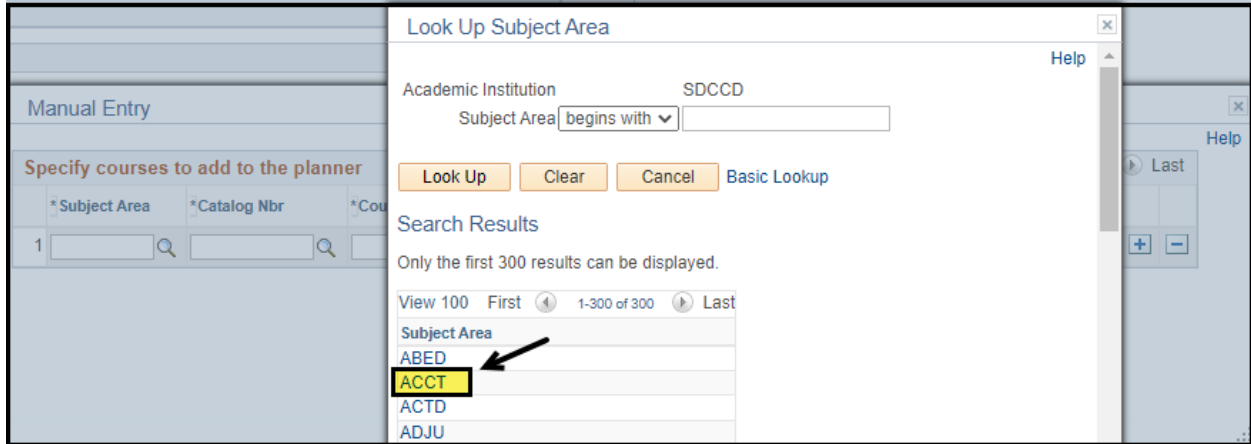
Step	Instructions
1)	Click on the Manual Entry tab under the Student Educational Planner section, to add courses to the Planner.



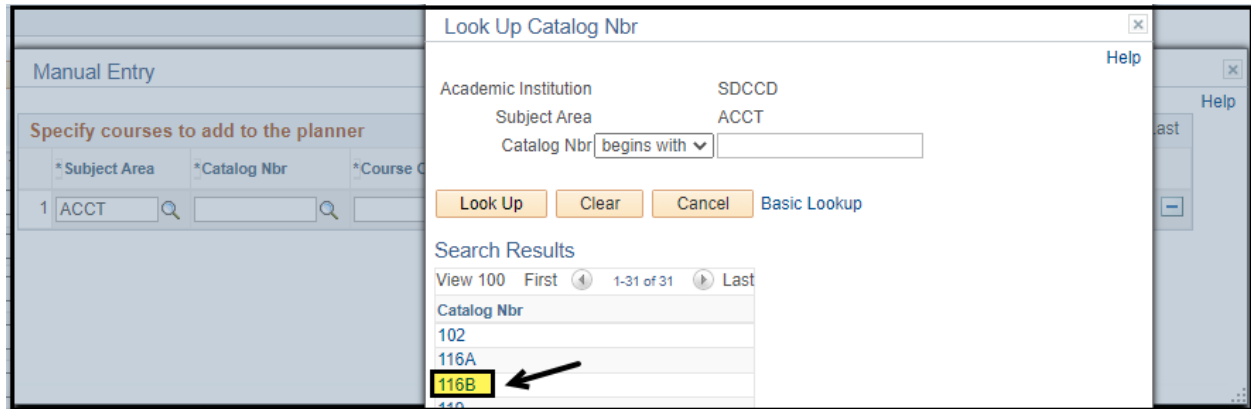
Step	Instructions
2)	Enter the Subject Area , the Catalog Nbr and the Course Offer Nbr (Campus) by clicking on the magnifying glass icon. NOTE: All three fields are required.



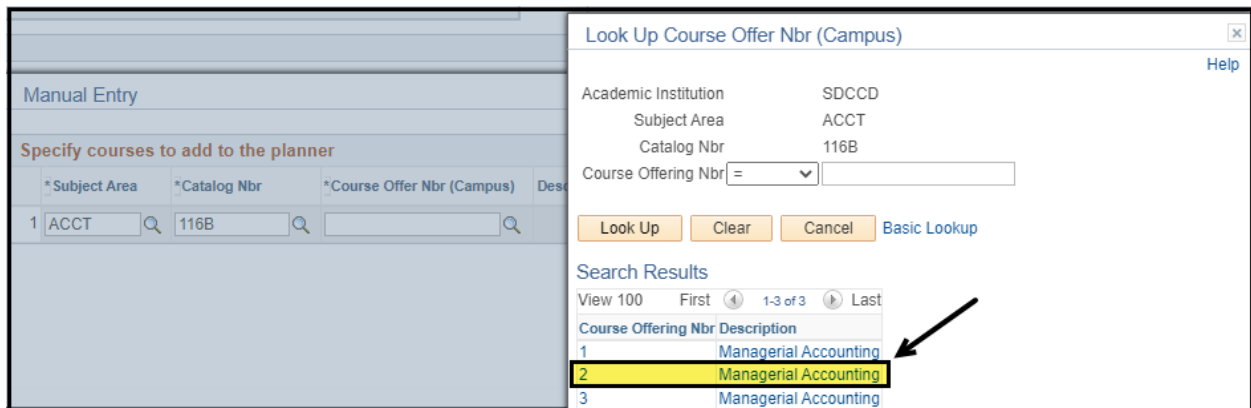
Step	Instructions
3)	Select the Subject from the menu. For this example, ACCT 116B will be used.



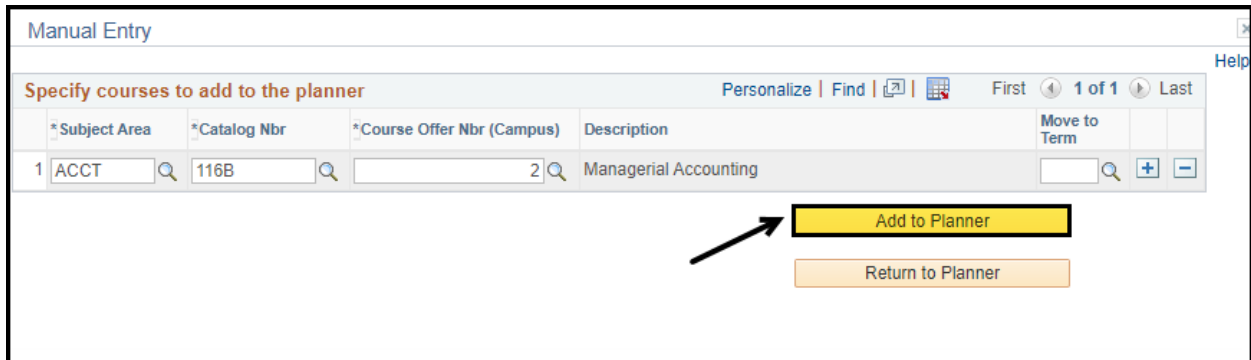
Step	Instructions
4)	Select the Catalog Nbr from the menu.



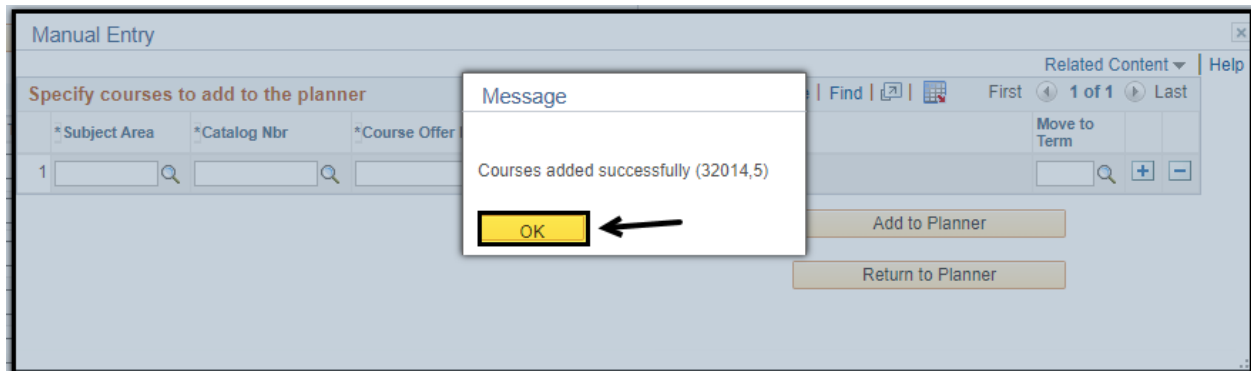
Step	Instructions
5)	Select the Course Offer Nbr (Campus)
	1 = City College 2 = Mesa College 3 = Miramar College



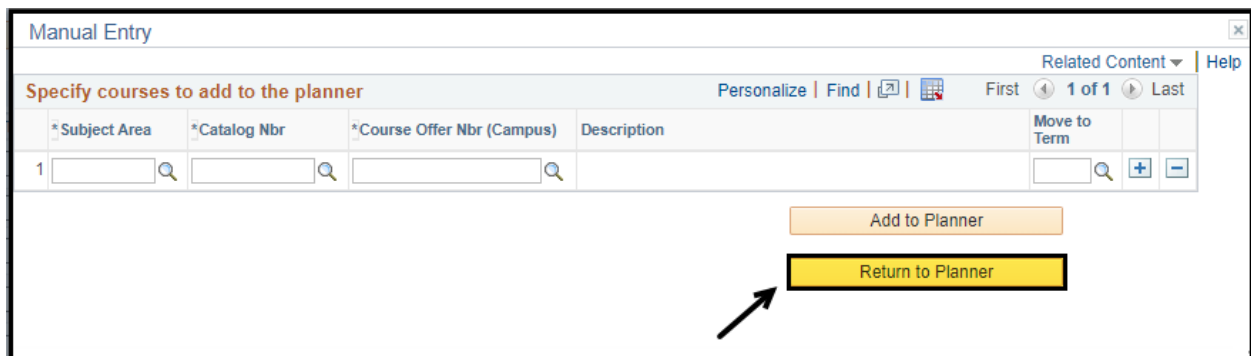
Step	Instructions
6)	Click Add to Planner .



Step	Instructions
7)	Click Add to Planner . Then click OK .



Step	Instructions
8)	Click Return to Planner .
	NOTE: The course information disappears from the fields, however the course is added to the planner in the Unassigned courses list.



Step	Instructions
9)	The courses should now appear on the Planner under the Unassigned Courses area. Additional fields, such as Reason Taken , and Notes can be added. The course can be moved from Unassigned to a specific term, or the course can be deleted.

Student Education Planner

Browse Catalog Plan by Requirements Manual Entry Delete All Move Finalize & Copy

Unassigned Courses

Select	Course	Description	Prereq	Units	Reason Taken	Notes	
<input type="checkbox"/>	ACCT 116B	Managerial Accounting	yes	4.00	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	CISC 179	Python Programming	yes	4.00	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00	<input type="text"/>	<input type="text"/>	

Move selected courses to Term

Step	Instructions
10)	End of Manual Entry course selection procedure.

Unassigned Courses:

This section will outline the process to move courses to a specific term and complete additional actions on a course.

Step	Instructions
1)	Additional actions can be taken with Unassigned courses. To complete any additional actions, first select the course by checking the box next to the course.

Student Education Planner

Browse Catalog Plan by Requirements Manual Entry Delete All Move Finalize & Copy

Unassigned Courses

Select	Course	Description	Prereq	Units	Reason Taken	Notes	
<input checked="" type="checkbox"/>	ACCT 116B	Managerial Accounting	yes	4.00	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	CISC 179	Python Programming	yes	4.00	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00	<input type="text"/>	<input type="text"/>	

Move selected courses to Term

Step	Instructions
2)	Move the course - Select the term from the Move Selected Courses to Term drop-down menu.

The screenshot shows the 'Student Education Planner' interface. At the top, there are buttons for 'Browse Catalog', 'Plan by Requirements', 'Manual Entry', 'Delete All', 'Move', and 'Finalize & Copy'. Below these is a section for 'Unassigned Courses' containing a table with columns: 'Select', 'Course', 'Description', 'Prereq', 'Units', 'Reason Taken', and 'Notes'. The first row is selected (checkbox checked) and shows 'ACCT 116B Managerial Accounting' with 4.00 units. Below the table is a dropdown menu labeled 'Move selected courses to Term' with 'Fall 2023' selected. Arrows point to the 'Select' checkbox and the dropdown menu.

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input checked="" type="checkbox"/>	ACCT 116B	Managerial Accounting	yes	4.00		
<input type="checkbox"/>	CISC 179	Python Programming		4.00		
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00		

Move selected courses to Term: Fall 2023

Step	Instructions
3)	Add Reason Taken - Select the Reason Taken from the drop-down menu.

This screenshot shows the 'Reason Taken' dropdown menu for the selected course 'ACCT 116B'. The dropdown list includes: AA/AS Elective, CSU Transferable Elective, Career Exploration, District Requirements, GE - CSU, GE - District, GE - IGETC CSU, GE - IGETC UC, Major Course Requirements, Prerequisites, Transfer Prep for Major, and UC Transferable Elective. The dropdown is open, and an arrow points to it. The 'Move selected courses to Term' dropdown is still visible below, showing 'Fall 2023'. Below the table, there is a 'Referrals' section with buttons for 'City College', 'Mesa College', and 'Continuing Education', and an 'Edit Referrals' button.

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input checked="" type="checkbox"/>	ACCT 116B	Managerial Accounting	yes	4.00		
<input type="checkbox"/>	CISC 179	Python Programming		4.00		
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00		

Reason Taken dropdown options:

- AA/AS Elective
- CSU Transferable Elective
- Career Exploration
- District Requirements
- GE - CSU
- GE - District
- GE - IGETC CSU
- GE - IGETC UC
- Major Course Requirements
- Prerequisites
- Transfer Prep for Major
- UC Transferable Elective

Move selected courses to Term: Fall 2023

Step	Instructions
4)	Add Notes - Notes are freeform with a limit of 62 characters.

Student Education Planner

Browse Catalog Plan by Requirements Manual Entry Delete All Move Finalize & Copy

Unassigned Courses

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input checked="" type="checkbox"/>	ACCT 116B	Managerial Accounting	yes	4.00		
<input type="checkbox"/>	CISC 179	Python Programming		4.00		
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00		

Move selected courses to Term Fall 2023

Step	Instructions
5)	When all fields are completed, click the Move tab.

Student Education Planner

Browse Catalog Plan by Requirements Manual Entry Delete All Move Finalize & Copy

Unassigned Courses

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input checked="" type="checkbox"/>	ACCT 116B	Managerial Accounting	yes	4.00	GE - CSU	Add notes here
<input type="checkbox"/>	CISC 179	Python Programming		4.00		
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00		

Move selected courses to Term Fall 2023

Step	Instructions
6)	<p>Courses have now been moved to the specified terms. Reasons and notes should also appear with the course.</p> <p>Click Finalize & Copy to post and save the actions to both the Student's and Counselor's Planner.</p> <p>NOTE: Clicking Save will NOT post the classes to the student's planner, only the Counselor's planner.</p>

Student Education Planner

Spring 2023

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input type="checkbox"/>	ACCT 116A	Financial Accounting	yes	4.00	GE - CSU	
<input type="checkbox"/>	CISC 179	Python Programming		4.00	Major Course Requirement	

Move selected courses to Term

Fall 2023

Select	Course	Description	Prereq	Units	Reason Taken	Notes
<input type="checkbox"/>	ACCT 116B	Managerial Accounting	yes	4.00	GE - CSU	Add notes here

Move selected courses to Term

Step	Instructions
7)	Click Yes on the Finalize and Save pop up window, to confirm updates.

Finalize and Save

This will become the student's Educational Planner. This will overwrite the students existing Educational Planner. Previous plans will be saved in history for Counselor view only. Do you want to continue?

Step	Instructions
8)	Click Save before navigating to a new page.

▼ **Student Education Planner**

▼ **Spring 2023**

Course	Description	Prereq	Units	Reason Taken	Notes
ACCT 116A	Financial Accounting	yes	4.00	GE - CSU	
CISC 179	Python Programming	yes	4.00	Major Course Requirements	

▼ **Fall 2023**

Course	Description	Prereq	Units	Reason Taken	Notes
ACCT 116B	Managerial Accounting	yes	4.00	GE - CSU	Add note here

▶ **Referrals**

▶ **Action Items**

▶ **Comments**

[Printer Friendly Version](#)

[Go to top](#)

Step	Instructions
9)	End of Update Student Educational Planner procedure.

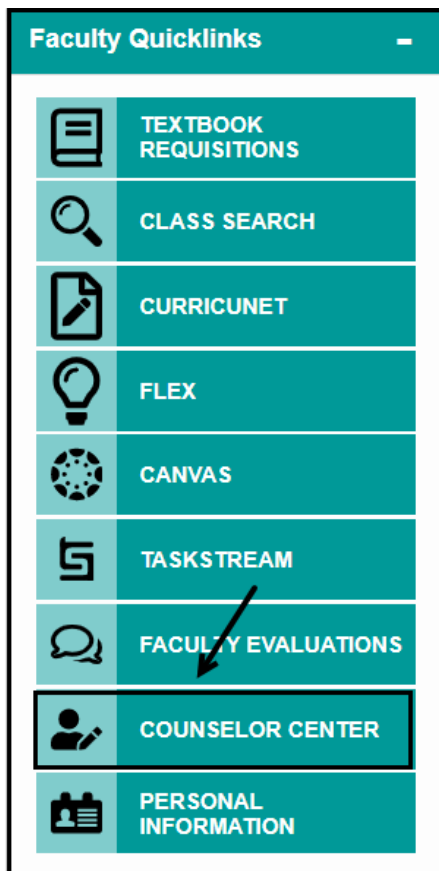
Update Student Success Page

Business Process: Updating Student Success Page

Module: Academic Advising

This Job Aid will outline the process necessary to update a student’s SSSP page.

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	On the Student Success search page, enter the Student ID number . Click Search . NOTE: If you do not know the Student’s ID, you can search using the first and last name fields. Include History box should default as checked. If it is not, make sure to check the box.

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

ID begins with 🔍

Academic Institution begins with 🔍

Academic Career begins with 🔍

Last Name begins with 🔍

First Name begins with 🔍

Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Instructions
3)	<p>A. If the student is new and without SSSP services, there will be no plus sign to add a new row. Review student's information and update as appropriate.</p> <p>B. If the student is returning, click the plus sign to add a new row. Review student's information and update as appropriate.</p> <p>NOTE: Be sure to click Save at the bottom of the page to update the SSSP page before navigating to another tab. Failure to do so will result in changes not being saved.</p>

A.

New students without any previous SSSP services will not have a plus sign.

Unofficial Transcript
Advising Notes
Enrollment Limits

Find | View All First 1 of 1 Last

Reporting Term: 2227 Fall 2022 Effective Date: 09/20/2022 Effective Sequence: 1
Last Updated: Date/Time Stamp:

Student Information

Plan: 1CYBERSC2S Cybersecurity Requirement Term: 2217

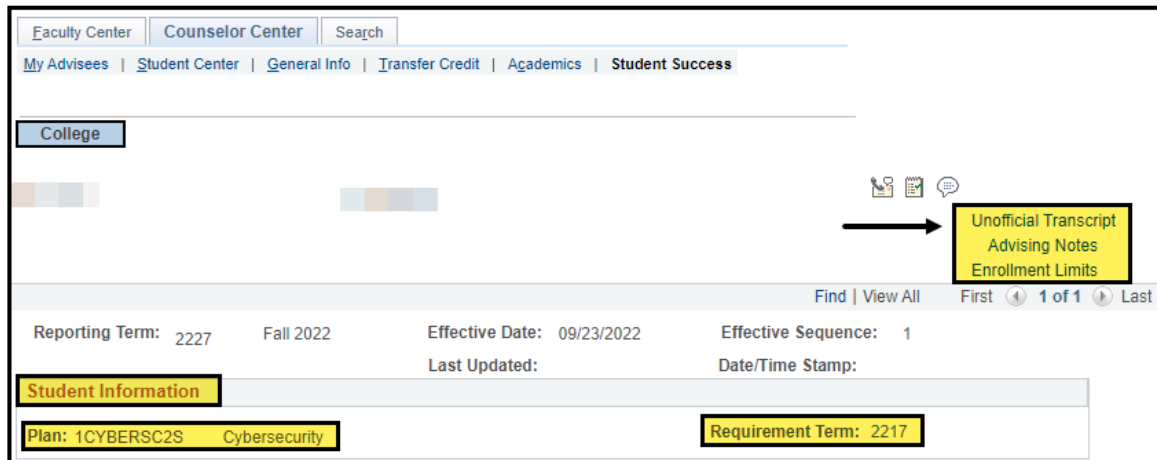
B.

Unofficial Transcript
Advising Notes
Enrollment Limits

Find | View All First 1 of 1 Last

Reporting Term: 2227 Fall 2022 Effective Date: 08/14/2022 Effective Sequence: 1
Last Updated: Date/Time Stamp: 08/14/2022 9:31:54PM

Step	Instructions
4)	<p>Under the Student Information section, the student’s main plan is visible and their requirement term. Changes can be made to the student’s Program/Plan. See the Program/Plan Stack job aid for instructions.</p> <p>Additional links to the Unofficial Transcripts, Advising Notes and Enrollment Limits can be accessed from this page.</p>



Step	Instructions
5)	<p>The following information is located under the Student Success section:</p> <ul style="list-style-type: none"> • Matric (matriculation status)—plays a part in determining the student’s enrollment appointment priority. <ul style="list-style-type: none"> ○ <i>Full Matrc</i>—student has completed Orientation, Ed Plan and Milestone Levels ○ <i>Exempt</i>—student is in an exempted Goal ○ <i>Not Matric</i>—student is missing Orientation or an Ed Plan or Milestone Levels • Informed Goal—select the appropriate goal from the drop-down list. NOTE: this information is tracked for MIS purposes. Be sure to complete this step when changing a student’s plan. • Application Goal—this is generated from the student’s admission application and cannot be changed. • Orientation—Counselors or Technicians check this box after confirming the student has completed Orientation. NOTE: this plays a part in the student becoming fully matriculated. • Assessment—this box is checked when the student completes their CCCapply application or an assessment. NOTE: conversion students or students graduating high school more than 10 years ago, may not have this box checked. • Abbreviated—this box is checked when the Counselor manually checks the box, or the Counselor has assigned a Student Education Planner. • Comprehensive—this box is checked when a student’s plan code is changed on the program/plan stack. This plays a part in the student becoming fully matriculated.

College

Unofficial Transcript
Advising Notes
Enrollment Limits

Find | View All First 1 of 11 Last

Reporting Term: 2227 Fall 2022 Effective Date: 08/25/2022 Effective Sequence: 9
Last Updated: Date/Time Stamp: 08/25/2022 11:30:51PM

Student Information

Plan: 2TBIOL6C3T Biology For Transfer Requirement Term: 2223

Student Success

Matric: Full Matr Adm Status: AREG Current Acad Stdg: 1GD Good Standing

Informed Goal: Obtain an associate degree and transfer to a 4-year institution

Application Goal: Transfer to a 4-year institution without an associate degree

Orientation Assessment Abbreviated Comprehensive

Step	Instructions
6)	Under the Assessment section, the student's milestone scores will be populated. Click on the Test Results link to view any other test results, if applicable.

Assessment

Math: 40 Writing: 50 Reading: 50

Alt Measure: Yes Testing: No Other Inst: No

Test Results
ESOL: EAP: No

Step	Instructions
7)	Under the Other Services section, select any of the appropriate boxes when services are given.

Other Services

Counseling Services Prob/DQ Follow Up: Not Rcvd Early Readmit Ed Plan Update
 Career Placement Other Orientation Other Acad Cns Transfer Center Services

Step	Instructions
8)	Under the External Education section, click on the arrow to view the status of the student's transfer transcripts.

Step	Instructions
9)	Under the Academic Plan section, click on the arrow to view the student’s current plan(s). Changes can be made to the student’s Program/Plan. See the Program/Plan Stack job aid for instructions.

Plan Sequence	Academic Plan	Requirement Term	Advisement Status	
1	1CYBERSC2S	Cybersecurity	2217	Include

Step	Instructions
10)	<p>Student Educational Planner: Courses can be added to the student’s Planner by Browse Catalog, Plan by Requirements and Manual Entry. Course can be moved to specific terms and deleted. Please see the Update Student Educational Planner job aid for instructions.</p> <p>Referrals: Click on Edit Referrals to add referrals to the student’s Planner, by campus.</p> <p>Action Items: Click on Edit Action Items to add action items for the student to complete.</p> <p>Comments: Add any necessary comments regarding additional degree requirements that are not part of the advisement report. (Ex: Assist.org major requirements for transfer)</p> <p>NOTE: Clicking save will only save the courses on the Student Success Page, you must Finalize & Copy to save on the Student’s Planner.</p>

Student Education Planner

Browse Catalog Plan by Requirements Manual Entry Delete All Move Finalize & Copy


Referrals **Edit Referrals**

City College Financial Aid	Mesa College	Miramar College	Continuing Education
-------------------------------	--------------	-----------------	----------------------

Action Items **Edit Action Items**

Action Item	Website URLs
Send official AP scores to college	

Comments

Add comments here 

733 characters remaining

Step	Instructions
11)	Click Save to be sure all updates are saved.






Comments



750 characters remaining

Printer Friendly Version

 [Go to top](#)

 **Save**  [Return to Search](#)  [Previous in List](#)  [Next in List](#)  [Update/Display](#)  [Include History](#)

Step	Instructions
12)	End of Procedure.

Update Enrollment Limits

Business Process: Updating Enrollment Limits and Entering Comments

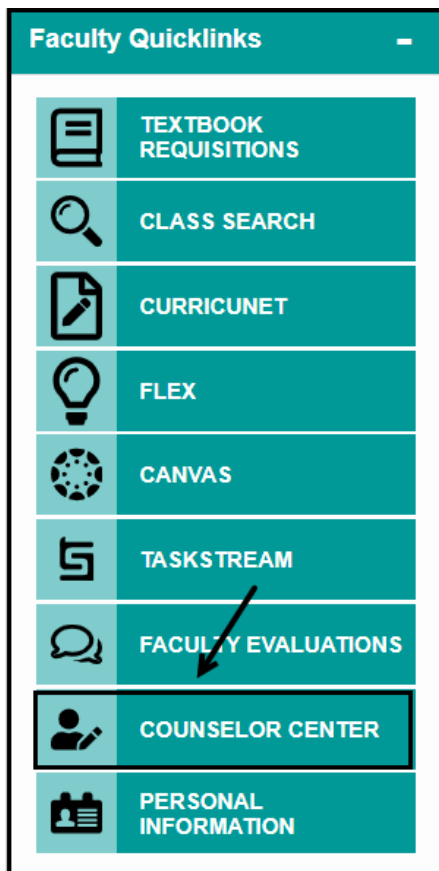
Module: Academic Advising

This Job Aid will outline the process to override Enrollment Limits and consists of two parts:

1. Overriding enrollment limits
2. Entering the required comment

Part 1: Override Enrollment Limits

Step	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



Step	Instructions
2)	<p>On the Student Success search page, enter the Student ID number.</p> <p>Click Search.</p> <p>NOTE: If you do not know the Student's ID, you can search using the first and last name fields.</p> <p>Include History box should default as checked. If it is not, make sure to check the box.</p>

Step	Instructions
3)	Click on the Enrollment Limits link on the Student Success page.

Step	Instructions
4)	<p>The page will default to the Enrollment Limit tab.</p> <p>Be sure the Academic Career equals Undergraduate.</p> <p>NOTE: If Undergraduate does not appear, click the arrow to move to a different academic career.</p> <p>Be sure the correct Term appears.</p> <p>NOTE: Click the arrow to move to a different term.</p>

Term Activation | **Enrollment Limit** | Student Session | Terms In Residence | Term Control Dates | External Study

Find | View All | First 2 of 2 Last

Academic Career Undergraduate

Find | View All | First 1 of 17 Last

Academic Institution San Diego Community Coll Dist

Term 2022 Fall Semester

Primary Academic Program Associate - Certificate

Academic Group of Advisor SDCCD

*Approved Academic Load Full-Time

Override Unit Limits

Max Total Units

Max No GPA Units

Max Total Courses

Save Return to Search Notify

Step	Instructions
6)	Check the Override Unit Limits check box. This will activate the unit limit boxes and the default unit values will appear.

Term Activation | **Enrollment Limit** | Student Session | Terms In Residence | Term Control Dates | External Study

Find | View All | First 2 of 2 Last

Academic Career Undergraduate

Find | View All | First 1 of 17 Last

Academic Institution San Diego Community Coll Dist

Term 2022 Fall Semester

Primary Academic Program Associate - Certificate

Academic Group of Advisor SDCCD

*Approved Academic Load Full-Time

Override Unit Limits

Max Total Units 20.00

Max No GPA Units 20.00

Max Total Courses

Save Return to Search Notify

Step	Instructions
7)	<p>Enter the new units values in both of the following boxes:</p> <ul style="list-style-type: none"> • Max Total Units • Max No GPA Units <p>Click Save.</p>

The screenshot shows a web application interface with several tabs at the top: Term Activation, Enrollment Limit, Student Session, Terms In Residence, Term Control Dates, and External Study. The 'Enrollment Limit' tab is active. Below the tabs, there are navigation options: Find | View All, First, 2 of 2, Last. The main content area displays the following information:

- Academic Career: Undergraduate
- Academic Institution: San Diego Community Coll Dist
- Term: 2022 Fall Semester
- Primary Academic Program: Associate - Certificate
- Academic Group of Advisor: SDCCD
- *Approved Academic Load: Full-Time
- Override Unit Limits:
- Max Total Units: 26.00
- Max No GPA Units: 26.00
- Max Total Courses:

At the bottom of the form, there are three buttons: Save, Return to Search, and Notify. An arrow points to the Save button.

PART 2: Enter Comment

Step	Instructions
8)	<p>Navigate back to the Student Success page via the Faculty Portal.</p> <p>Enter the Student ID number. Click the Search button.</p>

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

ID begins with

Academic Institution begins with

Academic Career begins with

Last Name begins with

First Name begins with

Include History





[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Instructions
9)	Click the Comment icon.

Faculty Center | Counselor Center | Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#) | **Student Success**

College

★    

Unofficial Transcript
Advising Notes
Enrollment Limits

Find | View All | First 1 of 13 Last

Reporting Term: 2227 Fall 2022 Effective Date: 08/20/2022 Effective Sequence: 1

Last Updated: Date/Time Stamp: 09/23/2022 11:11:50AM

Student Information

Plan: 3EARTHSC2S Earth Science Studies Requirement Term: 2203

Step	Instructions
11)	<p>Enter the following into the comment categories:</p> <ul style="list-style-type: none"> • Administrative Function: GEN • Comment Category: (this is a new comment category specifically for unit overrides, per campus) <ul style="list-style-type: none"> ○ 1UO - City comment category ○ 2UO – Mesa comment category ○ 3UO – Miramar comment category • Enter comments. <p>Click Save</p> <p>NOTE: Department field can be left blank.</p>

Person Comment Entry

Name: ID: ★

Comment DateTime 09/20/2022 12:22:38PM

*Administrative Function General

*Academic Institution

*Comment Category City Unit Override

Comment Data

Comment ID

Department

Comment Date

Comments

Append Comments

Step	Instructions
12)	End of Procedure.

Viewing and Creating Comments

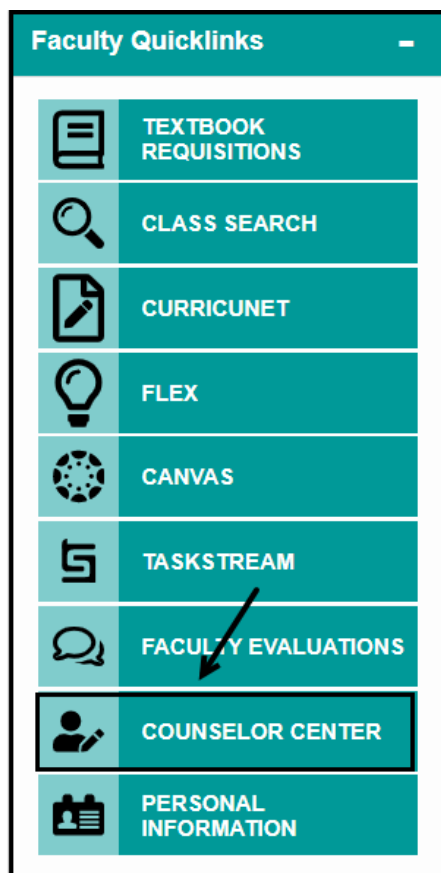
Business Process: Viewing and Creating Comments
Module: Academic Advising

This Job Aid will outline the process to view and create comments:

1. View Comments
2. Create Comments

Part 1: View Comments

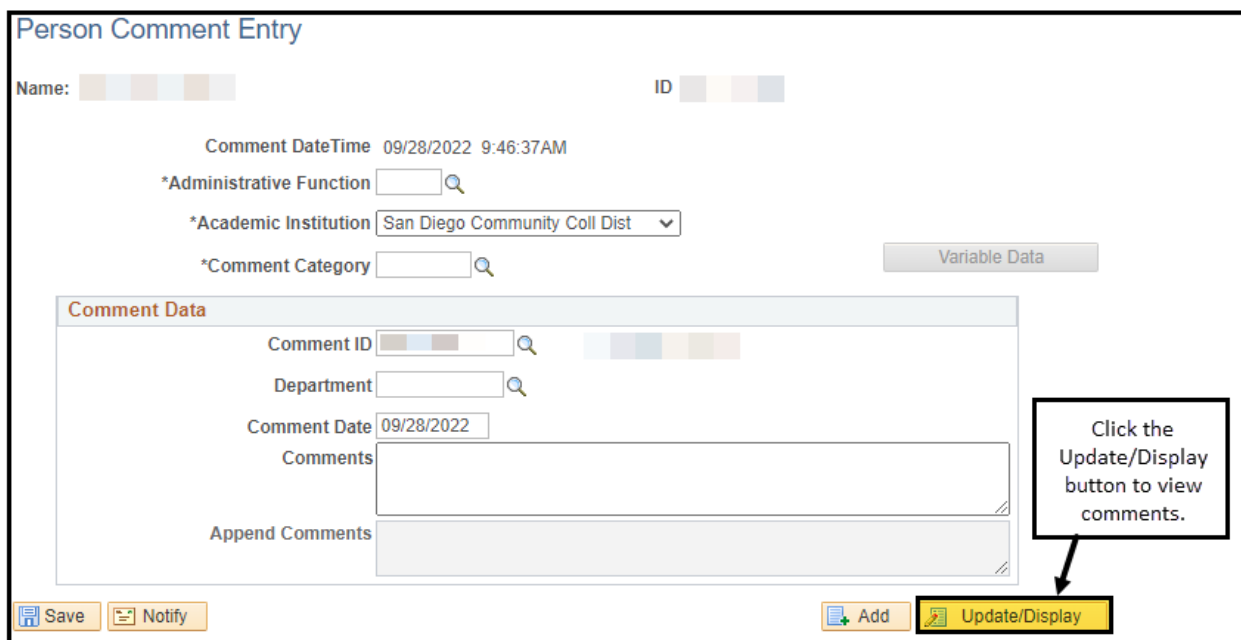
STEP	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



STEP	Instructions
2)	<p>On the Student Success search page, enter the Student ID number.</p> <p>Click Search.</p> <p>NOTE: If you do not know the Student's ID, you can search using the first and last name fields.</p> <p>Include History box should default as checked. If it is not, make sure to check the box.</p>

STEP	Instructions
3)	Click on the Comment icon.

STEP	Instructions
4)	Click on the Update/Display button to view comments.



Person Comment Entry

Name: ID:

Comment DateTime: 09/28/2022 9:46:37AM

*Administrative Function:

*Academic Institution: San Diego Community Coll Dist

*Comment Category:

Variable Data

Comment Data

Comment ID:

Department:

Comment Date: 09/28/2022

Comments:

Append Comments:

Save Notify Add **Update/Display**

Click the Update/Display button to view comments.

STEP	Instructions
5)	<p>The student's ID number will carry over to the page.</p> <ol style="list-style-type: none"> 1. Click Search 2. Comment(s) will appear 3. Click the Comment to view

Person Comment Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

ID begins with

Sequence Number =

Administrative Function begins with

Comment Category begins with

Academic Institution begins with

Comment Date =

National ID begins with

Campus ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Step 1: Click Search. Comments will appear

Step 2: Select comment from the list

Search Results

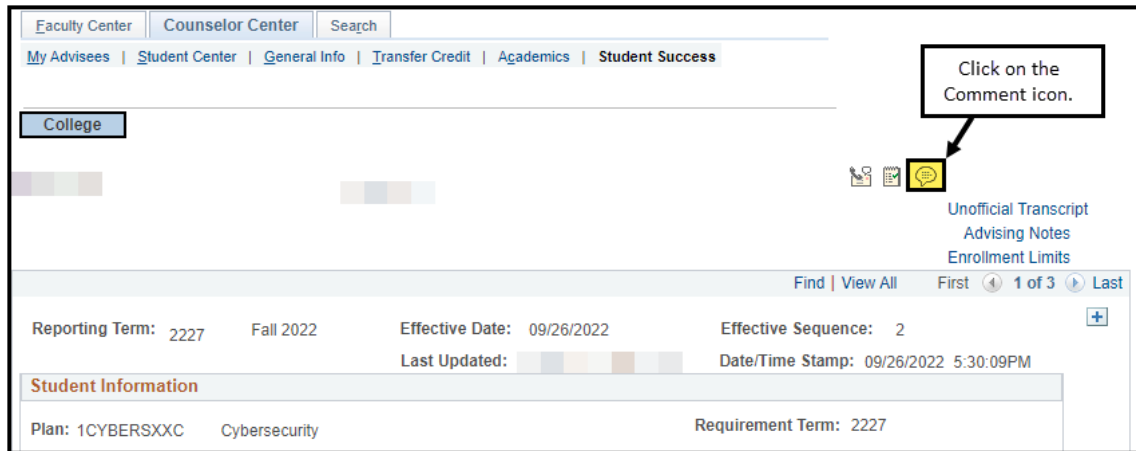
View All

ID	Sequence Number	Administrative Function	Comment Category	Academic Institution	Comment Date	Name	Nationality
	5	GEN	R20	SDCCD	03/24/2022		USA
	4	GEN	R20	SDCCD	03/02/2022		USA
	3	GEN	D10	SDCCD	11/27/2019		USA

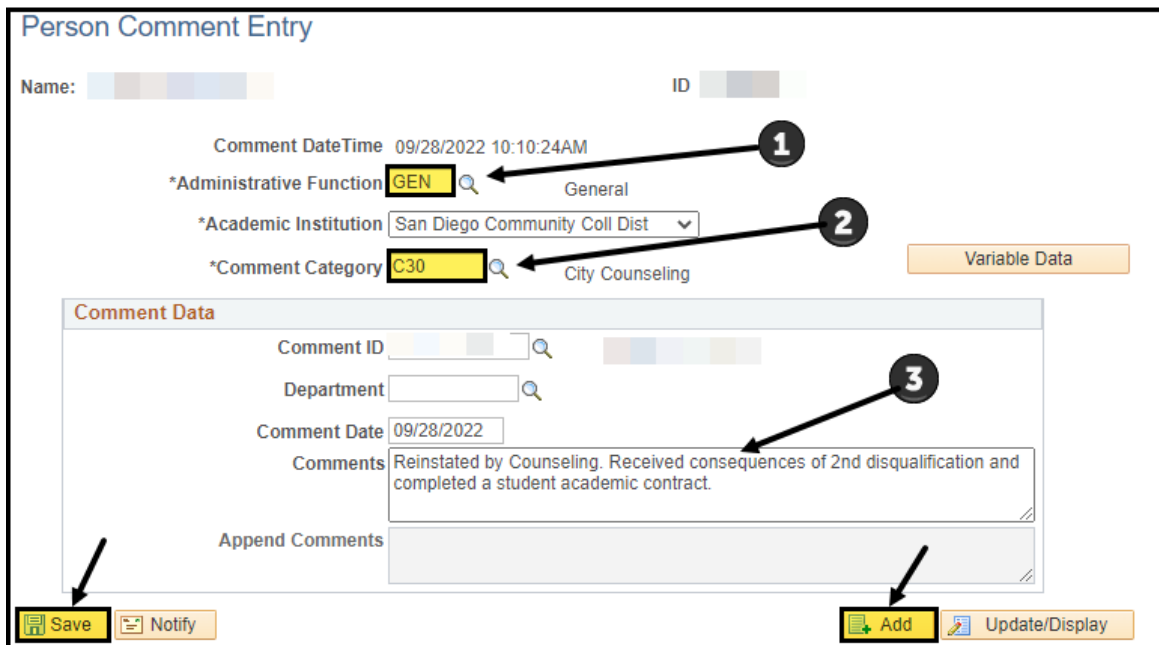
STEP	Instructions
6)	<p>Another option to view comment(s) is to navigate to: Campus Community > Comments > Comments-Person > Person Comment Summary</p> <p>To find the student, use “Find an Existing Value” and use the search criteria provided. Enter the Student’s ID.</p> <p>NOTE: If you do not know the Student’s ID, you can search using the first and last name fields.</p>

Part 2: Add a New Comment

STEP	Instructions
7)	To add a new Comment from the Student Success page, click on the Comment icon .



STEP	Instructions
8)	<ol style="list-style-type: none"> 1. Click on the Administrative Function magnifying glass and select GEN. 2. Click on the Comment Category magnifying glass and select your campus Counseling Department. <ul style="list-style-type: none"> • C30: City College • M30: Mesa College • R30: Miramar College 3. Click on the Comment box and add a comment. <p>Click Save to complete the comment. To add an additional comment, click the Add button.</p>



STEP	Instructions
9)	End of procedure.

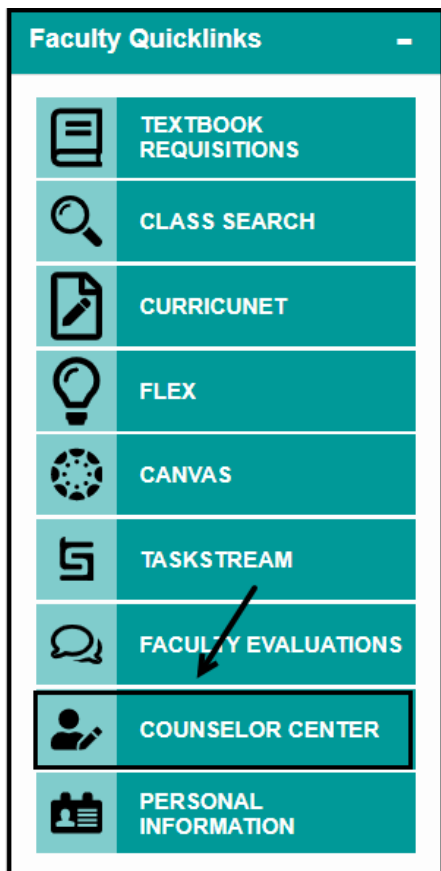
View Graduation Application Status

Business Process: View Graduation Application Status

Module: Academic Advising

This Job Aid will outline the process to view a student’s graduation application status.

STEP	Instructions
1)	From the Faculty Portal, under the Faculty Quicklinks, click on the Counselor Center tab. The Student Success search page will appear.



STEP	Instructions
2)	On the Student Success search page, enter the Student ID number . Click Search . NOTE: If you do not know the Student’s ID, you can search using the first and last name fields. Include History box should default as checked. If it is not, make sure to check the box.

Student Success

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with

Academic Institution begins with

Academic Career begins with

Last Name begins with

First Name begins with

Include History

Search Clear Basic Search Save Search Criteria

STEP	Instructions
3)	Click on the Student Center tab.

Faculty Center **Counselor Center** Search

My Advisees **Student Center** General Info | Transfer Credit | Academics | Student Success

College

College

Unofficial Transcript
Advising Notes
Enrollment Limits

Find | View All First 1 of 1 Last

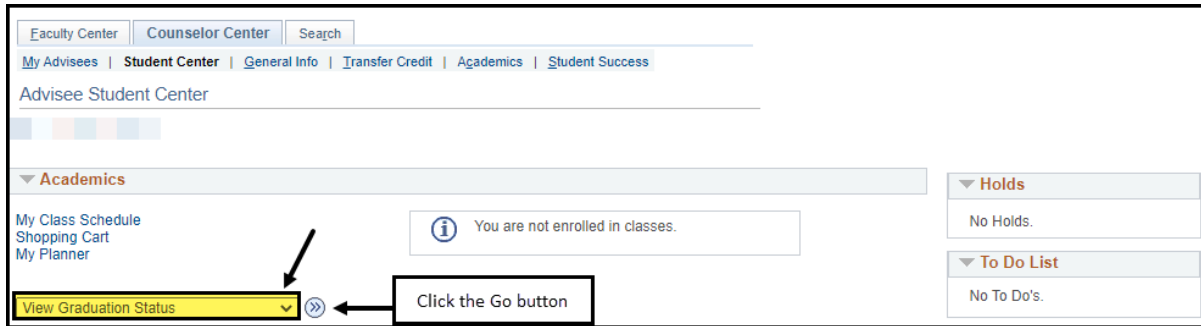
Reporting Term: 2227 Fall 2022 Effective Date: 08/14/2022 Effective Sequence: 1

Last Updated: Date/Time Stamp: 08/14/2022 9:31:54PM

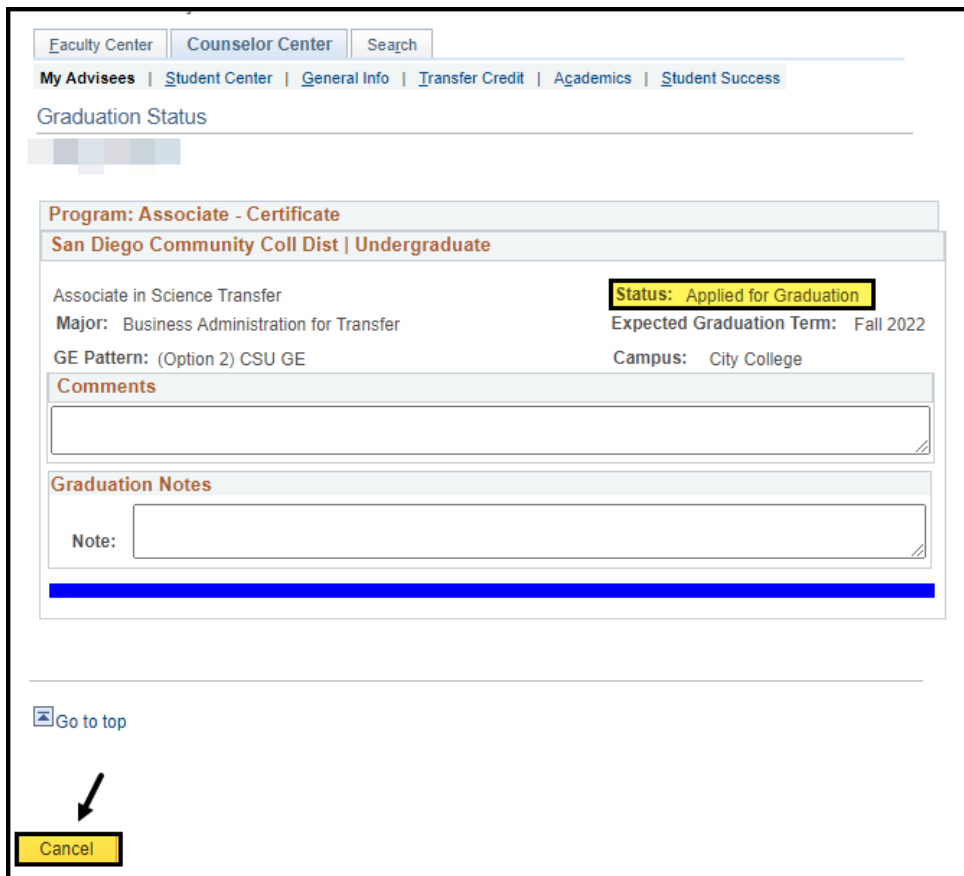
Student Information

Plan: 3TPSCE6C2D Political Science for Transfer Requirement Term: 2217

Step	Instructions
4)	Under the Academics section, click on the drop-down menu arrow and select View Graduation Status .
	Click the Go button.



Step	Instructions
5)	<p>The student's graduation Status, Major, Graduation Term, GE Pattern, Campus, Comments and Notes are viewable. If student has applied for multiple majors, each major will have its own box.</p> <p>Each time the status changes, the student is updated via email.</p> <p>Click Cancel to return to the Student Center page.</p>



Step	Instructions
6)	End of Procedure.

Tips and Tricks

Wildcard Features

You can use three different wildcard features to assist in searching for data. These wildcards can be helpful in finding the exact information you want to process.

Wildcard	Function
% (percent sign)	Match one or more characters
_ (underscore)	Match any single character
\ (back slash)	Escape character – “don’t treat the next character as a wildcard”

You also can use operators that will assist you in searching for information if you want a range, or do not know the entire name/ID

Operator	Field Use
begins with	Character fields
contains	Character fields
=	All field types
not=	All field types
<	All field types
<=	All field types
>	All field types
>=	All field types
between	All field types
in	All field types

Pages and Components

Here is a typical Campus Solutions “page.”

If you see a bar with a header that contains [Find](#) | [View All](#) or something similar, it means that there are multiple records.


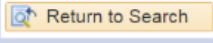



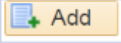

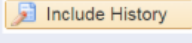


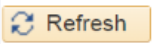



The screenshot displays a student record page with the following sections and components:

- Navigation Tabs:** Biographical Details (selected), Addresses, Regional.
- Header:** JUNIOR MINT, Names.
- Person Information:** Date of Birth: 10/05/1978, Birth Information, Campus ID.
- Biographical History:** *Effective Date: 10/05/2016, *Critical Status: Unknown, *Gender: Unknown, As of: 10/05/2016. Includes navigation: Find | View All, First, 1 of 1, Last.
- National ID:** *Country: USA, *National ID Type: Social Security Number, National ID: XXX-XX-XXXX, Primary: checked. Includes navigation: Personalize | Find | View All, First, 1 of 1, Last.
- Contact Information:**
 - Addresses:** Address Type: Home, Effective Date: 10/05/2016, Status: Active, Country: USA, Address: 6070 CANDY WAY, SAN DIEGO, CA 97867, SAN DIEGO.
 - Phone:** *Type, *Phone, Ext, Country, Preferred. Includes an Add button.
 - Email:** *Type, *Email Address, Preferred. Includes an Add button.
- Footer:** Visa/Permit Data, Citizenship.

One thing to note is that most records in Campus Solutions are “[Effective Dated](#).” This allows us to keep track of changes to student data.

Icons and Buttons

Most icons are intuitive by design. Some of the icons you might see include:

Icon	Description	Icon	Description
	Calendar (Dates)		Back to Search Page
	Tab Left		Back to Prev Page
	Tab Right		Add
	Query Values		Include History
	Add/Delete Row		Correct History
	Refresh Page (safe)		View All Tabs
	Save		Collapse/Expand

Keyboard Shortcuts

Accessing your application using the keyboard

Keyboard navigation is controlled by Hot keys and Access keys .

List of Hot Keys

Alt 1 -- Executes different buttons depending on the page type

- > Save button on the Toolbar in a page
- > OK button on a secondary page
- > Search or Add button on a Search or Lookup page

Alt 2 -- Return to Search

Alt 3 -- Next in List

Alt 4 -- Previous in List

Alt 5 -- Valid Lookup Values

Alt 6 -- Related Links

Alt 7 -- Insert Row in grid or scroll area

Alt 8 -- Delete Row in grid or scroll area

Alt 0 -- Refreshes the page by invoking the Refresh button on the Toolbar

Alt . -- Next set of rows in grid or scroll area [e.g., Alt period]

Alt , -- Previous set of rows in grid or scroll area [e.g., Alt comma]

Alt / -- Find in grid or scroll area [e.g., Alt forward slash]

Alt * -- View All in grid or scroll area [e.g., Alt prime]

**Alt ** -- Toggle between Add and Update on the Search page [e.g., Alt backslash]

Ctrl J -- System Information

Ctrl K -- Keyboard Information

Ctrl Y -- Toggle menu between collapse and expand.

Ctrl Tab -- Toggles focus through the frame set

Enter -- Invokes the following buttons where present: OK, Search, Lookup

Esc -- Cancel

Alt ; -- Context Menu