

Glossary of SIS Terms

Academic Advising- The WINGS module that manages degree audits. The Academic Advisement Report will replace the current SNAP report.

Academic Career- All course work that a student undertakes at an academic institution and that is grouped in a single student record. Examples: Undergraduate, Graduate.

Academic Institution- UW-La Crosse.

Academic Plan- An area of study—such as a major, minor, or specialization—that exists within an academic program or academic career. Example: Computer Science, Pre-Medicine.

Academic Program- The College or School a student is enrolled in. Examples: College of Business Administration, School of Education.

Admit Term- The term and year to which a prospective student anticipates applying.

Admit Type- The type of applicant the prospective student plans to be. Examples: Transfer-Undergraduate, New Undergraduate (Freshman).

Advisement Report- An advisement report is an evaluation of the credits a student has earned. It includes courses in progress, total credits earned at UW-L, transfer credits, retroactive credits, AP credits, Credit by Examination credits, Major and Minor credits, General Education Program requirements and college Core requirements. The advisement report is an unofficial advisory tool that will assist the student and the faculty advisor in determining which degree requirements remain to be completed. A computerized advisement report is prepared for all undergraduate degree seeking students, each semester, prior to registration.

Award Summary- A list of financial or in-kind assistance awarded to a student attending a postsecondary educational institution. This award is typically in the form of one or more of the following types of financial aid: repayable loan, a non-repayable grant and/or scholarship, and/or student employment.

Billing Career- The one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.



Bio Bit or Bio Brief- A report that summarizes information stored in the system about a particular constituent.

Bio-Demographic (Bio-Demo) Data- Basic information about an individual, including names, addresses, telephone numbers, email addresses, gender, ethnicity, etc.

Campus Address- Residence hall or staff office address. Example: Room 234 Coate Hall, 1405 Farwell Street, La Crosse, WI, 54601.

Campus Community- Consists of all the people or organizations that have a connection with the University, including prospects, applicants, students, faculty, staff, and external organizations such as high schools.

Campus E-mail Address- UW-L's official email address. (8.4 format with first eight digits of your last name, a period, and the first four digits of your first name). Example for students: smith.john@students.uwlax.edu. Example for staff: smith.john@uwlax.edu.

Campus ID- A field in WINGS that will be used to store the UW-L student ID number.

Campus Phone Number- Residence hall or staff office telephone number.

Campus Solutions- Campus Solutions is a comprehensive suite of software specifically designed for the changing needs of higher education institutions. Includes: Admissions, Advising, Faculty Self-Service, Financial Aid, Financials, Records, and Student Self-Service.

Checklist Code- A code that represents a list of planned or completed action items assigned to a student.

Course Share Set- A tag that defines a set of requirement groups that can share courses. Course share sets are used in WINGS Academic Advisement.

Degree Name- The name you wish to appear on your diploma.

Effective Dating- A means of capturing data for a given field over a period of time. Example: on Self-Service screens, a record of all address changes and their effective dates is retained.

EmpIID- This is the primary identification number field in WINGS that is auto-assigned when a person is added.

ERP- Enterprise Resource Planning is a packaged integrated software solution used to manage business activities and resources. The ERP solution for UW-La Crosse is known as PeopleSoft Campus Solutions.

External ID- WINGS can store any number of “external IDs”. A setup table is used to set up what types of external IDs we use (i.e. Staff Person ID).

Faculty Center- The place where faculty and advisors will have 24/7 web-based access to their course and student records. This will replace AERIE.

FAQ- Frequently Asked Question.

FERPA- The federal Family Educational Rights and Privacy Act, as amended in 1974. The purpose of FERPA is to afford specific rights to students concerning their educational records, including the right to review educational records and the right to have specified control over the disclosure of information from these records. The Act requires post-secondary educational institutions to define a policy regarding the release of personally identifiable student information, including a definition of "directory" or public information.

Financial Aid- General term that describes any source of student assistance outside the student or the student’s family. Funds awarded to a student to help meet postsecondary educational expenses. These funds are generally awarded on the basis of financial need and include scholarships, grants, loans, and employment.

Former Name- Any name to which you were previously known.

GL Entry Template- Abbreviation for *general ledger entry template*. A template that defines how a particular item is sent to the general ledger.

GL Interface Process- Abbreviation for *General Ledger Interface process*. A process that is used to send transactions from WINGS Student Financials to the UW System shared Financial system (SFS).

Go-Live- That moment in time when a new module is first made available online for end-users.

GPA Type- Allows you to capture various grade point average types. Conversion calculations can be set for each GPA type. Examples: 4-Point scale, high school eligibility index.

Grant- A type of financial aid that typically does not have to be repaid; usually awarded on the basis of need, possibly combined with some skills or characteristics the student possesses.

HEGIS Codes- A delivered set of curriculum codes. HEGIS stands for Higher Education General Information Survey and is a national standard. The HEGIS Series was designed to provide comprehensive information on various aspects of postsecondary education in the United States and its territories. Data are available for both public and private two-year and four-year institutions.

HEUG- The Higher Education User Group (HEUG) consists of Higher Education institutions using PeopleSoft/Oracle products.


Home Address- Your primary address. Example: N3520 Shattuck Street, Medford, WI, 54451.

Home Phone Number- Your primary phone number. Example: 715-748-3627.

Loan- An advance of funds evidenced by a promissory note and requiring the recipient to repay the specified amount(s) under prescribed conditions.

Local Address- Your local (non-permanent) address. Example: 221 20th Street, La Crosse, WI, 54601.

Local Phone Number- Your local (non-permanent) phone number. Example: 608-785-8635.

Lookup Button:  The "Lookup button" is a search tool that allows you to search all available options within a specific field.

National ID- Used by WINGS to identify social security number (SSN). Because WINGS has settings for other countries, the National ID is used.

Oversight Committee- The UW-L SIS Oversight Committee is charged with oversight of assessment, accountability, and implementation of the PeopleSoft Campus Solutions student information system (WINGS).

Page- Display and data entry screen.

Page Element- An icon, link, or button with a standard use that appears on pages. Example: the calendar button can be used on many different pages to select a date.

Pagelet- A small chunk or region of a web page that has a single topic or functionality.

PeopleSoft- Oracle's PeopleSoft Enterprise applications are designed to address the most complex business requirements. They provide comprehensive business and industry solutions, enabling organizations to: significantly improve

performance, design web services integration that fit seamlessly into a heterogeneous applications environment, and provide a broad choice of technology infrastructure. Example of a PeopleSoft Enterprise application: WINGS.

Permanent Address- The non-U.S. address for international students.

Permission Number: A number applied to a course that is restricted in some way; full to capacity, prerequisites exist, etc. The number is given to a student by the instructor or department chair for the purpose of enrolling in the course.

Primary Name- Legal name. The name that appears on your birth certificate.

Program Actions- Also known as 'Admissions Actions,' these fields capture the applicant's progression through the application process. These are delivered WINGS values that should not be changed. The culmination of these program actions is often referred to as the applicants 'Program Stack.' The program stack should reflect the logical sequence of events. Each time you add a new Program Action a new row is inserted. This allows you to see the chronological progression. Examples: Applicant, Conditional Admit, Intention to Matriculate, Matriculated.

Program Action Reasons- The Action Reasons allow you to capture another layer of data regarding the applicant's status. Action Reasons are tied to specific Program Actions (a.k.a. admissions actions). These can be set up based on your specific needs.

Program Status- A high level classification of a Program Action. The program status will update automatically based upon the current effective dated program action associated with an applicant. These are delivered WINGS values that should not be changed. Examples: Active in Program (AC), Admitted (AD), Applicant (AP), Canceled (CN), Prematriculant (PM), Waitlisted (WT).

Project Charter- The document that establishes the project, defines goals, objectives, organization, and scope of the project.

Project Plan- Schedule of activities, milestones and resources regarding the SIS project. The project plan is used to manage the status of completed tasks and the project timeline.

Query- A limited-access reporting tool that allows a user to create simple, ad hoc reports.

Recruiters- Specific recruiters can be added to a prospect (or applicant). Recruiter set up is linked to the recruiting categories, so you can assign a specific category (or categories) to specific recruiters.

Recruiting Category- This is a versatile field that allows you to capture additional information you may wish to collect for your prospects (and/or applicants). There is no limit to the number of recruiting categories you can assign to a prospect (or applicant).

Referral Source- Record the initial point of contact for each of your prospects. Referral Sources can be set up for general use or specific codes can be linked to a specific career. Examples: Fair, Application.

Region- A region tree is available for customized set up. This can be helpful if you assign recruiters to specific regions or if you report on specific geographical regions for your prospect/applicant pools.

Residency Date- Should be populated with the term start date or the residency determination deadline dates.

Sandbox- A practice system available to end-users who have undergone training in specific areas. Allows supervised practice of real-life functions.

Scholarship- A form of financial assistance that does not require repayment or employment and is usually made to students who demonstrate or show potential for distinction, usually in academic performance.

Search Match- Powerful tool used to determine whether a person exists in the database.

Service Indicator- Indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as registration for classes.

SIS Project- The **Student Information System Project** is a common systems project, partially funded by the University of Wisconsin System.

Source Key Process- A process that relates a particular transaction to the source of the charge or financial aid.

Standard Letter Code- A standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

Student Center- The place where students will have 24/7 web-based access to their student record. This will replace TALON.

Subject/Subject Code: This term refers to Academic Departments, (English = ENG, Political Science = POL, Biology = BIO, etc.)

Tax Authority- A user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

Transcript- Any copy or reproduction, especially one that is official, as a copy of a student's record in school or college, listing courses, credits, grades, etc.

Update Access- A type of security access that permits the user to edit and update data.