



**ConnectND Access Role Definitions
Campus Solutions System (CS)
CND-CS Roles
February 17, 2010**

Admission Roles

NDUS AD ADMISSIONS COUNSELOR

This role allows access to application entry, application maintenance, education screens, test results, academic interest, extracurricular activities, managing communications, checklists, comments and many inquiry screens in relation to admissions. It also consists of inquiry to some of the prospect screens.

NDUS AD ADMISSIONS INQUIRY

This role allows staff to have access to a summary areas called applicant progression and application summary. It also allows you access to prospect summary, test results summary, education summary, checklist and communication summary and event summary.

NDUS AD DIRECTOR OF ADMISSIONS

This role is reserved for the director of admissions. It contains all accesses of admission counselor. It also allows access to set up information such as Enrollment Target Population, Enrollment Target Division, and Enrollment Target Summary.

NDUS AD GRAD SCHOOL PROCESSING

This role will allow graduate school staff to process graduate school applications from the Princeton Review product called Embark. This role will allow you access to the application suspense table as well as be able to run the process to post the applications. It also includes the NDU GRE Test Results Received report.

NDUS AD PROCESSING AND REPORTS

This role allows access to specific NDUS created processes and reports including: NDU Basis of Admissions Post, NDU Admit Action Selection, NDU Mass Matriculation, NDU Service Hold Ind Selection, NDU Most Recent Communication, NDU Communications by Adm Func, NDU Admission Extract, NDUS Exemption Report, and NDU TOEFL Test Results Rc'd.

Campus Community Roles

NDUS CC ADDRESS PHONE AU

This role will give the users the ability to update addresses and phone numbers.

NDUS CC BIO DEMO AU

This role gives the add/update capability to various items included under the Home – Campus Community – Personal Information and Personal Information (Student) menus. Included in this area are name, emergency contacts, addresses, phone, ethnicity, languages, religious preference, decedent data, communication preferences, marital status, country, gender, date of birth, birth information detail, military status, disability status, visa/permit data, citizenship, FERPA, relationships, drivers license data, photo, residency (initial entry only), athletic participation, extracurricular activities, honors and awards, licenses and certifications, memberships, publications, and seasonal address processes.

NDUS CC BIO DEMO DO

This role gives display only capability to various items included under the Home – Campus Community – Personal Information and Personal Information (Student) menus. Included in this area are name, emergency contacts, addresses, phone, ethnicity, languages, religious preference, decedent data, communication preferences, marital status, country, gender, date of birth, birth information detail, military status, disability status, visa/permit data, citizenship, FERPA, relationships, drivers license data, photo, residency (initial entry only), athletic participation, extracurricular activities, honors and awards, licenses and certifications, memberships, and publications.

NDUS CC BOOKSTORE

This role allows the user (bookstore employees) to create a flat file containing information about an institutions student, for a selected aid year and term, which have excess financial aid remaining after tuition and fees have been paid. This allows the user to run NDU Fin Aid Eligibility – BS for Barnes and Noble format and NDU Student Charge Limit – BS in legacy format.

NDUS CC EXTRACURR ACT AU

This role gives the user the ability to add or update the extra-curricular activities for a student.

NDUS CC INTERNATL STUDENT AU

This role gives add-update access to various items under the Home – Campus Community – SEVIS menus. Included in this area are the I-20 form, F/M and J SEVIS alerts, F/M Full course exceptions, DS-2019 forms, SEVIS Import, SEVIS maintenance, dependent search, citizenship/country/visa audit report, and the passport/visa expiration report.

NDUS CC INTERNATL STUDENT DO

This role gives display only access to various items under the Home – Campus Community – SEVIS menus. Included in this area are the I-20 form, F/M and J SEVIS alerts, F/M Full course exceptions, DS-2019 forms, SEVIS Import, SEVIS maintenance, dependent search, citizenship/country/visa audit report, and the passport/visa expiration report.

NDUS CC LEGAL NAME CHANGE

This role gives add/update access to the legal name field on the Home – Campus Community – Personal Information – Add/Update a Person and Biographical (names) menus. Access to this security role should be restricted to a limited number of people on each campus.

NDUS CC NAMECHANGE CORRECTION

This role gives add-update access to the legal name field on the on the Home – Campus Community – Personal Information – Add/Update a Person and Biographical (names) menus. Access to this security role should be restricted to a limited number of people on each campus.

NDUS CC PRIMNAME AND SSN UPD

This role gives the user the add/update capability in the fields of primary name And SSN (NationalID) located under the Home – Campus Community – Personal Information menu.

NDUS CC PROCESSES

This role allows the user to run the following Campus Community Processes: Run Control Delete, Complete/Uncomplete Letter, Communication/Checklist Delete Process, Update Checklist Due Date

NDUS CC RESIDENCY CHANGE AU

This role gives add/update access to the residency field on the Home – Campus Community – Personal Information (Student) – Identification (Student) menu. This access should be restricted to a limited to those allowed to make residency changes on a campus.

NDUS CC RESIDENCY CORRECTION

This role gives a person correct history access to the residency field on the Home – Campus Community – Personal Information (Student) – Identification (Student) menu. This access should be restricted to a limited to a select few people from each campus who are allowed to change the history of a student's residency.

NDUS CC STUDENT ADDRESS REPORT

This role allows the user access to run specific Campus Community reports. They include: the Minnesota Reciprocity Semester report; the MSEP Student Data report, the NDU Address Type Listing report, the NDU WUE report. This role also gives access to the NDU Student Email process.

NDUS CC STUDENT BIODEMO REPORT

This role gives the user access to run specific Campus Community reports. They include: the Solomon Amendment report, the Homeland Security report, the Service Indicator Data report, the Bio-demo extract, the Open Doors report, the Campus Process Duplicates Report, the Name Change report, and the FERPA restrictions report.

NDUS CC STUDENT HEALTH AU

This role gives add-update access to various items under the Home – Campus Community – Personal Information (Student) – Health Information (Student) menus. Included in this area are accommodation data, immunizations and health, and various health exams. This also allows access to Checklists.

NDUS CC STUDENT HEALTH DO

This role gives display only access to various items under the Home – Campus Community – Personal Information (Student) – Health Information (Student) menus. Included in this area are accommodation data, immunizations and health, and various health exams.

NDUS CC STUDENT LOAN SRV CTR

This role gives the people from the Student Loan Service Center the access they need.

NDUS CC STUDENT PHOTO

This role provides access to the campus user to view photos available in PeopleSoft.

Financial Aid Roles

NDUS FA DIRECTOR WITH SETUP

This role is designed to be given to Directors and a limited number of employees designated by the directors. It provides full access to all Financial Aid functions within the office and will also allow the user to create or modify set up for Financial Aid Item Types, budgets and other set up that is school specific. Includes Collaborative Report, update access to service indicators, update access to 3Cs and inquiry to selected Student Records screens.

NDUS FA DIRECTOR W/O SETUP

This role is intended for all employees in the Financial Aid Office who will be processing financial aid. It will give the employee update access to all functions performed in the financial aid office except set up; it gives inquiry only access to set up screens. Otherwise, it has all the same access as the Director with set up role.

NDUS FA LONG INQUIRY

This role allows access all the financial aid inquiry navigations. This role may be given to those employees with a need to look at but not process financial aid.

NDUS FA OVERRIDE

This role will be provided on a limited basis. It gives the user the ability to override packaging and disbursement edits and will be given only to those employees appointed by the Director to exercise professional judgment.

NDUS FA PERKINS LOANS

This role is designed for people outside of the Financial Aid office who process Perkins Loan Master Promissory Notes or run selected reports pertaining to students with Perkins Loans.

NDUS FA SHORT INQUIRY

This role allows access to the Financial Aid Status inquiry screen, which provides summary information for packaging/verification status, checklists, communications, FA Term, ISIR Comments, CPS Database Matches, and aid awarded. It also provides access to Award Summary, Authorizations/Disbursement and Loan Application Summary inquiry screens.

Recruiting Roles

NDUS RC DIRECTR OF RECRUITMENT

This role is reserved for the director of recruitment. It contains all accesses of recruiting counselor. It also allows access to setup information such as Enrollment Target Population, Enrollment Target Division, and Enrollment Target Summary.

NDUS RC PROCESSING AND REPORTS

This role allows access to specific NDUS created processes and reports including: NDU ACT Prospect Create, NDU Referral Source Selection, NDU Assign Communications, NDU Most Recent Comm, and NDU Communications by ADM Function.

NDUS RC RECRUITING COUNSELOR

This role allows access to search match, prospect data, academic interests, extracurricular activities, relationship data, test results, honors and awards, adding event information, using communications, checklists and comments and inquiry to summaries of many recruitment areas. It also contains inquiry access to some of the admission areas.

NDUS RC RECRUITING INQUIRY

This role allows access to see prospect summary, academic interests, test results, extracurricular activity data, event summary and communication summary to name a few. This role also grants access to applicant progression and application summary data.

Student Financial Roles

NDUS SF ALL NDU REPORTS

This role will allow users to run all customized reports: AGING, Collaborative, International Taxable Aid, Credit History, GL Reconciliation, and Outstanding Tuition/Fees Report.

NDUS SF CAMPUS SUPER USER

The person that has this role most likely has participated in the configuration of their campus set up. They understand how to set up Item types, knows how the overall charge priority does and payment overall priority. This role also allows the set up of tuition calculation and term fee structure. This role also allows adding update just about every SF permission list. This role can set up payment plans, close the cashiering office, and run GL and Cashiering GL interfaces. This role also allows access to run queries to perform check reconciliation, create refund checks in batch, online and create short term loans. It also allows the user to navigate to the page where a service indicator can be placed or released.

NDUS SF CASHIER

The person who will get this role is most likely the front end person, the cashier. This role allows inquiring on the tender keys. This role allows the use of deferral contracts, payment plan, and third part contracts. Cashiers can also run billing and generate invoices for both external organizations and students. Cashiers can perform group and corporate postings, check cashing, student and non-student payments, departmental receipts, void receipts, corporate payments, and run query manager. Cashiers have access to view enrollment and program plan stack. Cashiers can also post and release service indicators and place comments on students.

NDUS SF COLLECTOR

This role allows inquiry to several items for example: run credit history on more than one person if necessary. The Collector would be responsible for triggering and running the letter generator process. This role can update third party contracts, deferral and payment plans, bill customers and generate invoices.

NDUS SF EQUATION VARIABLE

This role will allow users (depts.) to place Waivers only on student's accounts.

NDUS SF INQUIRY ONLY

This role is given to those most likely not working in the business office but need capability to inquire on students accounts.

NDUS SF MID LEVEL

The person that has this role could be management level or head front line person. This role allows inquiry just about on every SF permission list. Some options this role allows are: Billing Messages, run credit history, inquire on the various payment plans (payment plans, deferral contracts, and third parties), write-offs, refunds and group posting. It also allows the user to navigate to the page where a service indicator can be placed or released.

NDUS SF REMOTE DATA ENTRY

The remote data entry role allows outside departments other than the Business office to create and post groups. This is beneficial for departments like housing and the bookstore. This role also performs all cashiering duties as well. This role will also be able to add students to 3rd party contracts and payment plans.

NDUS SF SECONDARY NDU REPORTS

This role will allow users from other departments on campus to run this report only instead of giving them other roles that have additional information that may not be necessary. This role was primarily established for the International offices to allow them to run the International Taxable Aid report at their own convenience.

Student Records Roles

NDUS SR ACAD ADVISEMENT AU

(This role is intended for and should be limited to campus staff who maintain academic advisement setup.)

Add and update academic advisement setup.

Academic Advisement: Academic Requirements, Program Guide Requirements, Advisement Reports, Summaries

NDUS SR ACAD ADVISEMENT CORR

(This role is intended for and should be limited to campus staff who create and maintain academic advisement setup.)

Add, update, and correct academic advisement setup.

Academic Advisement: Academic Requirements, Program Guide Requirements, Advisement Reports, Summaries, Advisement Processes – some

NDUS SR ADMINISTRATION

(This role is intended for and should be limited to Department Administrative Assistant, Department Chair, Administration, Institutional Research, and Super Advisor.)

View student records for student service and administrative purposes.

NDU Application>Student Records>Inquire: Study List Print

NDU Application>Student Records>Report: Section Status Report

Campus Community: Service Indicators

Curriculum Management: Course Catalog, Schedule of Classes, Enrollment Requirements, Class Roster, Sections of a Class, Instructor Schedule, Grade Roster , Dynamic Dates, Facility and Event Information

Record and Enrollment: Student Milestones, Enrollment Request Search, Student Term Information, Career and Program Information, Student Groups, Enrollment Summaries, Term Processing, Graduation, Transfer Credit Evaluation, Test Results, Student Background Information (Advisor), Term Activation.

Transcript request is not included in this role.

Additional security needed for student groups, service indicator place or release, and test ID's for test results.

NDUS SR BHE ACADEMIC STRUCTURE

(This role is intended for and should be limited to the BHE coordinator of academic programs.)

Correction for academic program, plan, and subplan structure. View degree table, subject table, organization table, academic group table, level/load rules, and grading scheme table.

Set up SACR: Academic Structure

NDUS SR COURSE MAINTENANCE

(This role is intended for and should be limited to campus staff who create or maintain the schedule of classes and/or course catalog.)

Add and update course catalog, term schedule, and waitlist processing.

Curriculum Management: Course Catalog, Schedule of Classes, Roll Curriculum Data Forward, Enrollment Requirements, Combined Sections, Dynamic Dates, Facility and Event Information

Records and Enrollment: Term Processing, Waitlist

NDU Applications > Student Records: Term Schedule report, Course Enroll Section Status report

NDUS SR DEGREE POST

(This role is intended for and should be limited to campus staff who post or maintain student degrees.)

Add, update, and correct degrees awarded and student program/plan.

Records & Enrollment > Career & Program information: Student Program/Plan

Records & Enrollment > Graduation: Student Degrees, Honors and Awards, Graduation Report

Records & Enrollment > Enroll Students: Student Milestones

NDUS SR ENROLLMENT SUMMARY

(This role is intended for staff who need to view a student's class schedule.)

View the Enrollment Summary (class schedule).

Records & Enrollment>Enrollment Summaries: Enrollment Summary and Study List Report.

Curriculum Management: Class Roster

NDUS SR FACULTY

View class information and advisee records.

Add and update advisor holds for assigned advisees.

Enter and approve grades.

Faculty Center: all areas for classes

View My Advisees: all areas for advisees, includes transcript request.

Additional security needed for service indicators and student groups.

NDUS SR FACULTY2

The same access as SR FACULTY except that access to the interactive advisement report has been added and access to the transcript based degree progress report has been removed.

Faculty/advisor may have access to SR FACULTY or SR FACULTY2 but not both.

NDUS SR LEARNING MGMT SYSTEMS

(This role is intended for and should be limited to campus staff who manage enrollments in the learning management systems.)

Run reports to extract data needed for Learning Management Systems.

View class rosters.

NDU Applications > Student Records: eCollege API Extract, Web CT

Curriculum Management: Class Roster view only

NDUS SR MANAGEMENT

(This role is intended for the campus Registrar, Assistant Registrar, or other academic records office management staff.)

Add, update and correct student records data, academic calendar, term/session tables, and term schedule. View setup tables and run processes and reports.

NDU Applications > NDU Financial Aid: State Grant Verification reports

NDU Application>Student Records>Inquire: Study List Print, Academic Records Review

Campus Community: Service Indicators, External Org display, Collaborative Rpt, 3Cs

Records and Enrollment: all areas, includes transcript request.

Curriculum Management: all areas

Academic Advisement: run reports and view setup

Student Financials > Tuition & Fees: Tuition Calculation

Set Up SACR: Foundation Tables, Academic Structure, Term Setup, Common Definitions, Student Group Table, Service Indicator Table, Product Related-Student Records.

Additional security is needed for transcript types (OFFIC, UNOF, ADVIS), service indicator placement or release, student groups, enrollment (ENRL, ENRN, FULL, FWO, NONE), and test ID's for test results.

Tree Manager: Tree Viewer

NDUS SR PERMISSION

(This role is intended for and should be limited to campus staff who manage class permissions.)

Add, update and correct class permissions and generate class permission numbers.

Records and Enrollment: Class Permissions

NDUS SR REPORTING BOHE

(This role is intended for and should be limited to Board of Higher Education, Registrar, and Institutional Research staff.)

Run reports for State Board of Higher Education reporting purposes.

NDU Applications > Student Records: BHE Annual Graduates List, BHE ANNUAL DEGREE/NON DEGR, BHE ANNUAL HEADCOUNT, BHE Create Enrollment File, BHE Degree/NonDegree HC, BHE Annual Degree/Non Degree HC

NDUS SR REPORTING ENROLLMENT

(This role is intended for and should be limited to Registrar's Office and Institutional Research staff.)

Run reports for enrollment reporting purposes.

NDU Applications > Student Records: 3rd Wk Reports, Academic Standing Report, AP Test Results Received, Classification GPA Summary, Course Enroll Section Status, CUM Hours/GPA, Grade Distribution Report, Grads by Major and Minor, Instructor Detail Report, List of Repeated Courses, System Data Extract, Term Schedule Report, Vocational Report, MaSU Scholarship GPA Inquiry, NSC Degree Verification, Majors/Minors Report

NDUS SR REPORTING FEDERAL

(This role is intended for and should be limited to Registrar's Office and Institutional Research staff.)

Run reports for federal and IPED reporting purposes.

NDU Applications > Student Records: IPEDS Degree Completions, IPEDS GRS, IPEDS Non Dup Student Count

NDUS SR STUDENT SERVICES

(This role is intended for and should be limited to Registrar's Office and other staff maintaining student academic records.)

Add and update student records data. View setup tables academic calendar, term session tables, and run some processes and reports.

NDU Application>Student Records>Inquire: Study List Print, Academic Records Review

Campus Community: Service Indicators, External Org display, Collaborative Rpt, 3Cs

Records and Enrollment: most areas, includes transcript request

Curriculum Management: most areas

Academic Advisement: run report and view setup

Student Financials > Tuition & Fees: Tuition Calculation

Set Up SACR: Foundation Tables, Academic Structure, Term Setup, Common Definitions, Student Group Table, Service Indicator Table, Product Related-Student Records.

Additional security is needed for transcript types (OFFIC, UNOF, ADVIS), service indicator placement or release, student groups, enrollment (ENRL, ENRN, FULL, FWOG, NONE), and test ID's for test results.

NDUS SR TRAN CRS ARTIC AU

(This role is intended for and should be limited to campus staff who maintain transfer articulation setup.)

Add and update transfer equivalency setup.

Records and Enrollment > Transfer Credit Rules: Course Transfer Rules, Test Transfer Rules – view, Program/Source Equivalency, Program/Test Equivalency – view, Test Component – view, Test Table – View, Transfer Subject Area, Transfer Review History – view

NDUS SR TRAN CRS ARTIC CORR

(This role is intended for and should be limited to campus staff who create and maintain academic advisement setup.)

Add, update, and correct transfer equivalency setup.

Records and Enrollment > Transfer Credit Rules: Course Transfer Rules, Test Transfer Rules – view, Program/Source Equivalency, Program/Test Equivalency – view, Test Component – view, Test Table – View, Transfer Subject Area, Transfer Review History, Copy Subject Areas, Schools By Group – view

NDUS SR TRANSCRIPT REQUEST

Request an academic transcript.

Records & Enrollment > Transcripts: Transcript Request

Additional security is needed for transcript types - OFFIC, UNOF, ADVIS.

Other Roles not pertaining to specific modules

NDUS QUERY VIEWER

This role is intended for users who have a specific need to run and schedule queries.

NDUS USER

This role is intended for all Staff and Faculty. It grants access to Community Access, Evaluate Transfer Credit, View Course Catalog, View Schedule of Classes, Accept/Decline Financial Aid, Administrative Requests, NDU View Lender, NDU Choose Lender, Specify User Defaults, Change their User Profile, My Personalizations, Process Monitor, and Report Manager.

NDUS CAMPUS ACCESS CTRL OFF

This role is for the Campus Access Control Officers to add new users with NDUVISITOR for prospects who will later become students. If user is activated and matriculated the NDU SA-STUDENT role can be granted.

NDUS CAMPUS HELP DESKS

This role is for the Campus Help Desks personnel. Gives them the ability to reset passwords for students only.

NDUS STATE AUDITORS

This role gives the State Auditors the access they need. This role is for the State Auditors only.