Glossary of AIS Terms

Reference Document
Audience: All College and Department Advisors

Summary
This document is a glossary of AIS terms for the components and structure of an academic program and plan at UC Santa Cruz.

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Glossary

This document is a glossary of AIS terms for the components and structure of an academic program and plan at UC Santa Cruz.

Academic Career	A grouping of all academic coursework undertaken by a student at a school that the school groups into a single student record. At UCSC, there are two academic careers defined – undergraduate and graduate.
Academic Group	The highest level breakdown of the academic institution for academic structural proposes. For UCSC purposes, one "General" Academic Group has been configured. Rules at this level of Academic Structure are consistent across UCSC.
Academic Institution	An entity, such as a university, which runs independently from other like entities and has its own set of rules and business processes. A single Institution for UCSC was defined, with a value of UCSCM (UCSCM is the main campus for UCSC).
Academic Organization	This structural element defines how an academic institution is organized from an *administrative* perspective. At UCSC, the academic organization is UCSCM, UC Santa Cruz.
Academic Plan	An area of study—such as a major, minor, or specialization—that is within an academic program *or* within an academic career. Degrees are tied to a plan. Plans are linked to and offered by academic programs. At UCSC, these have been categorized as Declared Major, Proposed Major, Minor, Graduate Course of Study, and Non-Degree (for students in the Non Degree Program). In addition, since UCSC Colleges implement college-specific graduation requirements (including core coursework), an undergraduate College Plan category has been configured.

Academic Program	The entity that a student applies to, is admitted to, and graduates from (in the case of a degree-earning program). In the UCSC configuration, these entities were categorized according to the distinct admissions processes and administrative units involved in admitting students to our campus. Graduates are admitted to Programs by individual Departments. Undergraduates are admitted on a broader level to 3 distinct Undergraduate Programs: Degree-Seeking, Non Degree-Seeking, and 2nd Degree.
Academic Sub-Plan	The area of specialization within a plan. For UCSC purposes, these have been configured to include Major Concentrations, Advising Clusters (within the Undeclared Plan), and Parenthetical degree notations (for graduates).
Academic Term	An administrative time period within which sessions are defined, students are billed and statistics are accumulated for individual students as well as for the entire institution. Term values have no intrinsic meaning. They are sequential numbers used to keep terms in sequence. At UCSC, current terms include: 2040 for 2004 Winter Quarter, 2042 for 2004 Spring Quarter, 2048 for 2004 Fall Quarter, etc.
Browser	An application program that searches the Internet, interprets language, and presents the web page. Internet Explorer and Netscape Navigator are browsers.
Campus	A campus is usually associated with a separate physical administrative location. UCSC has one campus – Main.
Class	A specific offering of a course component within a specific academic term.
Component	A group of related pages in AIS that pertain to a specific task.
Correct History	An action mode that allows the user to change data in past dated fields.
Course	A course offered by a school, usually described in the course catalog.
Effective Date	The date on which a data field becomes active.
EmplID	A unique seven-digit number assigned to each record in Campus Community and used as the main key number within the AIS system. Students will know it as their "Student ID".

Grading Scheme	A collection of all valid grade bases (e.g. Letter Graded, Pass/Not Pass, Multi-Term etc.), their grades (A-F, P, NP, I, IP, etc.), and grade detail (Grade Points, Include in GPA, Earn Credit, etc.) for a given career.
Home	The highest level in the menu navigation structure; this is also the default page when you access AIS 8.
Hyperlink	A highlighted and underlined word or phrase on a web page that, when clicked, takes you to another page or component.
Lookup	The function that allows you to view tables containing valid values.
Page	The area in AIS where you can view, add, update, and save data.
Page Action Buttons	Command buttons that allow you to save updates, access records, navigate, and access other pages.
Program Action	In Admissions, this field is roughly equivalent to the admit status in our current Admissions System. Values include 'application', 'admitted', 'denied', 'waitlisted', 'matriculated' and others. The field is also used in Student Records with some different values available
Search Record	A list of defined search keys that help you find existing data. Every component or single page you access has a search mechanism.
Service Indicators	These are levels of service, both positive and negative, which an individual is to receive. Negative service indicators include holds. Positive service indicators include front of the line registration for special groups of students.
Subject Area	The specific areas of instruction in which courses are offered within academic organizations. For example, when a course is identified as Math 101, math is the subject area. For the UCSC configuration, all subject areas currently in SIS were entered into the AIS database.
Update/Display	An action mode that allows the user to access fields that are current and future dated.
Update/Display All	An action mode that allows the user to access all fields—past, current and future dated.
URL	The Uniform Resource Locator is the address or name by which documents on the Internet are stored and retrieved.

Waivers	Tuition waivers can be set up to reduce some or all of a student's charges. Waiver criteria is set up to identify students who will receive the waiver.