Student Lifecycle Management (SLCM)

Overview Training Manual

SAP website:  
https://www.cmich.edu/fas/fsr/OAC/FinancialInformationSystems/SAP_Information/Pages/default.aspx

Help Desk Phone Number: 774-7900

NOTE

- The images within this document are for reference only. They may not reflect the actual information that you would use as data to be entered, as you navigate through this step by step program guide.

- The screen windows and pages you explore will be identical to the windows and pages as set on the examples of the document.
# STUDENT LIFECYCLE (SLCM) OVERVIEW TRAINING MANUAL

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1. From the desktop click on the **SAP Logon** icon.

2. Double click on the Production, **PRD** icon.
3. Enter your global id in the **User** field.

4. Enter your password in the **Password** field.

5. Press ENTER on your keyboard.
6. The SAP Easy Access menu should come up. If the User menu comes up, click on the SAP menu icon.

PASSWORDS

There are a few things you need to know about passwords as follows:

- If you ever forget your password or have a password violation (meaning you have entered the wrong password three times in one log-on attempt) then you need to contact the Help Desk to reset your password. Their phone number is 774-3662.

- You will be prompted to enter a new password on a regular basis. This is necessary to keep the system as secure as possible.

- When selecting a password, it should be a random set of 8 letters and numbers.

- You should keep your password secure. It is best to memorize it, but if you must write it down, place it in a secure location where no one else will have access to it.

- You should never share your password with anyone. You should never allow someone else to access the CM system with your GID and password.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student is afforded rights under this act. You should only be accessing information on a student if you have an educational need to know that information. You should never release non-directory information to someone within the university unless they have an educational need to know. You should never release non-directory information to someone outside of the university unless you have the student's direct permission.

The rights afforded students at CMU are as follows:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the date the University receives a request for access.

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights.

   Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record; clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.

   One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests and/or needs to review an educational record in order to fulfill his or her professional responsibility. A University official for the purpose of this policy is defined as follows:

   - members of the faculty
   - members of the professional, executive and administrative staff
   - members of the Central Michigan University Police Department in an emergency if knowledge of the information is needed to protect the health and safety of the student
Central Michigan University

FERPA... continued

- students, when properly appointed as members of a hearing panel or screening committee
- representatives of the State Auditor General or Department of Education when performing their legal function
- a person or company with whom the University has contracted (e.g. attorney, auditor, or collection agent) but limited to only the specific student information needed to fulfill their contract
- others as designated in writing by the President, a University Vice President or Dean

Upon request, the University discloses educational records without a student's consent to officials of another school in which a student seeks to enroll.

Another exception which permits disclosure without consent is when the information consists solely of "Directory Information". Directory information may be published or released by University faculty and staff at their discretion. Unless a student specifically directs otherwise, as explained more fully in paragraph (4) below, Central Michigan University designates all of the following categories of information about its students as "Directory Information":

a. name, campus address, home address, telephone listing, and campus e-mail address
b. state of residence
c. age, and date and place of birth
d. major field of study, including the college, department, or program in which the student is enrolled
e. classification as a freshman, sophomore, junior, senior, or graduate student
f. enrollment status (full-time, half-time, less than half-time)
g. participation in officially recognized activities and sports
h. weight and height of members of athletic teams
i. dates of attendance and graduation, and degrees received
j. the most recent educational institution attended
k. honors and awards received, including selection to the Dean's or President's list, honorary organization, or the G.P.A. range for the selection

4. A student has the right to refuse the designation of all categories of personally identifiable information listed above (a. through k.) as Directory Information. If a student exercises this right, it will mean that no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, a court order or a subpoena.

Any student wishing to exercise this right must inform the Registrar's Office in writing by the end of Phase II registration regarding the withholding of all categories of personally identifiable information with respect to that student. Once a student has requested the withholding of information, "Directory Information" will be withheld until one year after the student's last attendance at the University. Students who do not attend the University for a period of one year will need to file a new request at their return if they wish to reinstate the withholding of directory information.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Michigan University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
This is the screen that will come up if a student has requested confidentiality.

1. If the student has restricted directory information the FERPA WARNING screen will appear. This means absolutely no information can be released on this student. You may still access information if you have an educational need to know.

2. To access the information just close this box by clicking on the Continue icon.
SAP SLCM Terminology and Codes

"You say tomato......"

- **Appraisals** → Grades

- **Academic Year** and **Session** → terms will no longer be a year and then 1 for spring, 2 for summer I, 3 for summer II and 4 for fall. There will be both a term and academic year. For example:
  - **Fall 2006-2007** (term code = 300)
  - **Spring 2006-2007** (term code = 500)
  - **Summer 2006-2007** (term code = 700)

  The last year listed may often appear in reports (just like what currently appears in FI – for example starting July 1, 2006 we will be in the 2007 fiscal year). Also it is important to note that starting in 2007 there will only be **one** summer term.

- **Book** → Register for classes

- **Event (E)** → Section of a course showing dates, times, days, room and instructor

- **Event Package (SE)** → The event will be attached to the event package. Students will book by event package (former CRN in ISIS). On an event package you can also attach rules, special titles, special fees, etc. You can also attach more than one event to an event package (e.g. one lecture and one lab).

- **Event Type (D)** → Course Component (e.g. lab, web, classroom) and determines the template for creating an event.

- **Module (SM)** → Course

- **Module Group (CG)** → Components to be completed (e.g. major, minor, concentration, UP, Competencies, etc.)

- **Organizational Unit (O)** → Colleges, Departments, etc.

- **Performance indices** → cum and term totals (e.g. GPA)

- **Program registration** → e.g. signing of a major/minor (undergraduate students) or program of study (graduate students) or admittance into undergraduate programs in CBA or CEHS.

- **Program of Study (SC)** → Degree programs (e.g. BS, BSBA, MA etc.)

- **Student Life Cycle Management (SLCM)** – the name of our student system

- **Student number** → the key identifier in CM (will no longer be the SSN). It will be system assigned.

- **Specialization** → students area of study (e.g. major/minor)
NAVIGATING THROUGH SLCM

Path: SAP menu → Student Data → Student File

Transaction Code: PIQST00

Double click on the Student File.
TURNING OFF THE OBJECT MANAGER

It is best to turn off the object manager to see a fuller screen. It is helpful to occasionally use it because it has a record of the student names that you have most recently accessed in the system. You would double click on the student and their student file would come up.

Click on **Settings** on the top menu and select **Hide Object Manager**.
STUDENT SEARCHES

Option 1

Type a last name, first name or just the last name, or part of a last name in the **Student number** field.

**Note:** you do not need to enter the leading zero’s. You can just enter the ID number and press Enter and it will fill in the leading zeros.

Press Enter on your keyboard.

Click on the **Object name** column header to sort by last name.
Double Click on the name to select that student.
Option 2

Click on the Search icon.

Enter data into any of the fields. Click on the Continue icon.

[Insert image of SAP SLCM interface with highlighted search and continue icons]
If this is the search option that appears, click on the **InfoSet** icon and select **Personal Data**.

The correct search screen will now come up. Enter data in one or more of the fields and click continue.
Double Click on the name to open that record and it will appear as follows.

Once at the Student File screen there will be tabs holding various information. To move from tab to tab click on the tab, click on the **InfoSet** icon and select a tab, or use the **Arrow Keys**.
WHAT DO ALL THE ICONS MEAN?

On the various screens/tabs in SLCM there are many different icons. Generally when the mouse passes over an icon it will show what it means. Some of the key ones are as follows:

- **Back** icon - to go back to a previous screen
- **Exit** icon - also takes you back
- **Cancel** icon - ends the transaction you started and takes you back to the previous screen
- **Key date** icon
- **Drop Down** icon - indicates a pull-down menu
- **Save** icon
- **Search** icon
- **Search** icon - used in Master Data
- **Program Content** icon - takes you to the booking tabs
- **Equivalency Determination** icon - takes you to the screen where transfer credit is posted
- **Academic Work Overview** icon - takes you to academic history
- **Note Overview** icon - takes you to where notes are posted
- **Create** icon - click on this to create something (e.g. a new address or a new course that is being added directly to academic work)
- **Edit** icon - click on this to make a change to something
- **Display** icon - click on this to view something (but it does not allow you to make changes)
- **Continue** icon
- **Execute** icon - used to run something
- **More Detail** icon - brings up more detail on an item
What do all the Icons mean ... continued

- **Trash icon** - used to delete something (put it in the garbage can)
- **Sort Ascending icon** - sort in ascending order
- **Sort Descending icon** - sort in descending order
- **Find icon** - used to search for items
- **Filter icon** - used to filter out things on a particular screen
- **Print icon**
- **Insert icon** - used to add a line on a screen (e.g. to add another line so that you can add another event package number on the booking screen)
- **Delete icon** - used to delete a line on a screen (e.g. to delete an event package that you put on the booking screen)
- **Overview icon** - used to give an overview of a particular area (e.g. the registration tab to show a history of all the degrees they have pursued).
Central Michigan University

TABS IN STUDENT FILE

NOTE: You will only see tabs that you have access to. Some tabs will only be viewable and/or updateable by a few offices.

You will notice that there is also a heading at the top that does not change as you go from tab to tab. It gives you basic information on the student, such as Name, birthdate, college of the program they are studying, whether the student is on or off campus, and their resident status. It will also indicate if we brought over academic history information on the student. We only brought over academic work for students enrolled 2000 and forward. If there is not academic history it will say No Acad Hi in the Status field.

These are the tabs contained in the student file.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>All accepted admissions to the university</td>
</tr>
<tr>
<td>Applications</td>
<td>Details on applications for admission</td>
</tr>
<tr>
<td>Registration (their degree)</td>
<td>Graduate degree and area of study, Undergraduate degree (both self-declared and officially declared)</td>
</tr>
<tr>
<td>NOTE: There must be a registration record for each term a student registers for (even if they drop all their classes).</td>
<td></td>
</tr>
<tr>
<td>Specializations (Majors, Minors, Graduate Programs)</td>
<td>Undergraduate majors and minors (both self-declared and officially declared), Graduate area of study</td>
</tr>
<tr>
<td>Activity Documents</td>
<td>System records kept of various activities (e.g. booking, progression run, change of program)</td>
</tr>
</tbody>
</table>
**Status**

Used for various student statuses. Some we may use it for include:
- No academic history converted
- MUS Levels 1, 2, 3 and 4
- Honors
- Applied to the College of Business Administration
- Admitted to the College of Business
- Applied to the College of Education
- Legacy: Parent alumni
- ACE program participant
- Various scholarships

You can tell if a status is active or inactive by the status key. If it is green it is active and if it is gray it is inactive.

<table>
<thead>
<tr>
<th>Status Description</th>
<th>Status</th>
<th>Valid From</th>
<th>End Date</th>
<th>Object Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central's Transfer</td>
<td></td>
<td>05/06/2006</td>
<td>12/31/9999</td>
<td>Bachelor of Science, B All MajSel Min</td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td>05/06/2006</td>
<td>12/31/9999</td>
<td>Bachelor of Science, B All MajSel Min</td>
</tr>
<tr>
<td>Attending</td>
<td></td>
<td>05/06/2006</td>
<td>08/15/2006</td>
<td>Bachelor of Science, B Sel MajAll Min</td>
</tr>
</tbody>
</table>

**Holds**

Holds (both active and inactive). You can tell if a hold is active or inactive by the status key. If it is green it is active and if it is gray it is inactive.

<table>
<thead>
<tr>
<th>Hold Type (Desc)</th>
<th>Status</th>
<th>Hold Grouping</th>
<th>Valid From</th>
<th>End Date</th>
<th>Object Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance Proof</td>
<td>Admissions</td>
<td>01/01/2006</td>
<td>12/31/9999</td>
<td>Lastname, Firstname</td>
<td></td>
</tr>
<tr>
<td>Past Due Hold</td>
<td>Receiving Accounting</td>
<td>12/31/2005</td>
<td>12/31/9999</td>
<td>Lastname, Firstname</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** holds are never removed but can be changed to inactive.

**Program Type Progression**

Progression record of the following:
- Academic honors (Dean’s and President’s list)
- Academic standing (probation, suspension, dismissal as well as rescinds and rematriculations)
- Progression classification (freshmen, sophomore, Grad I, Grad II etc.)

**NOTE:** You can click on one of the progression types (e.g. Academic Standing) and see a complete history.

**Cohorts**

Where students can be assigned to cohort groups

**Graduation**

Will be used by the College of Graduate Studies, ProfED, and the Registrar’s Office for the processing of applications for degree through the awarding of the degree.
### Central Michigan University

SAP SLCM

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**NOTE:** A green light means the degree has been awarded and a yellow light means they have applied for a degree.

<table>
<thead>
<tr>
<th>Status</th>
<th>Complete list of degrees awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>Where a student can be assigned to an advisor (NOTE: A student may have multiple advisors).</td>
</tr>
<tr>
<td>Advisor(s)</td>
<td><strong>Special Booking Auth</strong> Where a student can be granted permission to enroll in a course even if not qualified (e.g. does not meet the pre-requisite)</td>
</tr>
<tr>
<td>General Data</td>
<td>Information on their program, registration type and organizational unit</td>
</tr>
<tr>
<td>Post-Graduation</td>
<td>Where we post items earned after graduation (e.g. added major/minor)</td>
</tr>
<tr>
<td>Transcript Request</td>
<td>Will be used by the Registrar's Office to produce transcripts. It will also be a listing of all transcripts sent.</td>
</tr>
<tr>
<td>Transcript Notes</td>
<td>This is where data is entered to show if a student added a major, minor or teacher certification after graduation</td>
</tr>
<tr>
<td>Qualifying Paper</td>
<td>This is where the thesis or dissertation titles are entered.</td>
</tr>
<tr>
<td>Bulletins</td>
<td>Where students are coded if they are following a different bulletin than their entry year.</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Record of correspondence generated off the system for the student.</td>
</tr>
</tbody>
</table>
GETTING TO OTHER AREAS FROM THE STUDENT FILE

From the Menu bar at the top you can access the following:

- Generate an e-mail to a student
- Tuition and Fee information
- Program Content – use this to look at what a student is booked in (registered).
  
  Note: In SLCM there are three booking levels for a student (undergraduate, graduate, and doctoral).

- Equivalency Determination – shows how transfer credit came in.
  
  Note: Transfer Credit is also shown in the Academic Work section.

- Academic Work Overview - shows courses that a student has completed both at CMU and transfer credit as well as courses that are still in progress.

- Note Overview – place and view notes on students.
ADDITIONAL INFORMATION ON THE ACADEMIC WORK SCREEN

Bringing up data in different ways on the Academic Work screen.

Study Reference section
Select from the following:
Mark the All option to see all courses.
Mark the Program Type option and click on the drop down icon. Select undergraduate, graduate, or doctoral from the drop down menu to only see the courses associated with that level.

At this point the Program icon will not be used.

Category section
Select from the following:
All Academic Work - to show all courses
Transf. Academic Work - if you only want to see the transfer credit

Session Reference section
Select from the following:
All Acad Session - to view all terms for the categories previously selected (e.g. to see all courses taken for the program type undergraduate)
Acad Year/Session - you can enter just an academic year (e.g. 2006-2007) - to see all courses for all terms of that academic year
or
academic year and session (fall) to just bring up that term.
Use the scroll bars (horizontal or vertical) to see the courses and the information attached.

Click on the **Selection Criteria** bar to view more of the courses.

Some key fields on this screen include:
- Academic Work - course number
- Academic Work (Desc) - course title
- Additional Description - this contains different things such as:
  - Indicate if the credit was earned via CLEP or AP Credit
  - Show the institution code and attendance period for transfer credit that was converted
  - Show the second line of a course title (e.g. Study Abroad courses)
  - Session - term
  - Academic year
  - Grade
  - Attempted hours
  - Earned hours
  - GPA hours
  - Transfer box (if this is checked it is transfer credit)
  - Method - will show if it was a repeat
  - Campus - campus of the offering

This screen will show not only courses completed but also courses in progress. Options for working with screen include:
- Sort any column clicking on it and then clicking on the **Sort Ascending** or **Sort Descending** icon.
- The columns can also be re-arranged.

Click on the **Performance Indices** button.
Additional Information on the Academic Work... continued

**TEC** - Total Earned Credits shows the student's totals as of right now, even though a term was brought up.

**SEC** - Semester Earned Credits shows totals for the term selected.

**CEC** - Cumulative Earned Credits show the student's cumulative total at the end of the term brought up. i.e. if the student attended 2000-2004 and the term brought up was Fall 2003 it would be the cumulative total at that point in 2003.

Click on the **Continue** icon ✅ to exit the Performance Indices screen.
How to Access Student Master Data

Click on the Display icon to view data.

OR

Click on the Edit icon to make updates (ONLY if you have the update capability and need to make a change in their master data).
Navigate through **Master Data** the same as in the **Student File**, by clicking on individual tabs, using the arrow keys, or click on the **InfoSet** icon and select the tab.
## TABS IN MASTER DATA

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Data</strong></td>
<td>Name, Birth Date, Gender</td>
</tr>
<tr>
<td><strong>Standard Address</strong></td>
<td>Standard Address, Phone number, E-mail Address</td>
</tr>
<tr>
<td><strong>Address Overview</strong></td>
<td>All Addresses, All Phone Numbers, Connecting Addresses to either Current of Permanent</td>
</tr>
<tr>
<td><strong>Study Data</strong></td>
<td>Resident or Non-Resident Coding, Time Window for Booking Advisor, Campus Assignment</td>
</tr>
<tr>
<td><strong>Additional Data</strong></td>
<td>Ethnicity, Veteran Information, FERPA Indicator (to assign if they want to restrict directory information)</td>
</tr>
<tr>
<td><strong>Visa/Residence Data</strong></td>
<td>Citizenship, State or Country, County, Visa Information</td>
</tr>
<tr>
<td><strong>Ext. Achievements</strong></td>
<td>Header Information for High Schools and Colleges attended, Test Scores</td>
</tr>
<tr>
<td><strong>Fee Calculation Data</strong></td>
<td>Data used for the calculation of tuition</td>
</tr>
<tr>
<td><strong>Grant Assignment</strong></td>
<td>Information on grants/aid student has been awarded</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Financial aid data</td>
</tr>
<tr>
<td><strong>Contract Objects</strong></td>
<td>Fees/Charges from student’s account</td>
</tr>
<tr>
<td><strong>Payment Transactions</strong></td>
<td>Data used by Receivable Accounting</td>
</tr>
<tr>
<td><strong>Related Persons</strong></td>
<td>Name, address and phone number information on related persons – Emergency Contact</td>
</tr>
<tr>
<td><strong>Veteran Information</strong></td>
<td>Veteran Information for OSFA</td>
</tr>
<tr>
<td><strong>Employment I/T</strong></td>
<td>Employer Information (e.g. name of employer and type of work)</td>
</tr>
<tr>
<td><strong>Identification Numbers</strong></td>
<td>Where we store the student’s UIC</td>
</tr>
<tr>
<td><strong>Sports</strong></td>
<td>Student Athlete Information</td>
</tr>
<tr>
<td><strong>Student Grouping</strong></td>
<td>Where we can assign students to special groups, that include special tuition rates.</td>
</tr>
</tbody>
</table>
ADDITIONAL INFORMATION ON NAMES AND ADDRESSES IN MASTER DATA

In SLCM there is a Key Date. It should always come up at today's date, however it does allow us the flexibility of bringing up another key date and entering data for a past or future date. On the Personal Data tab if a student had a former name in ISIS it will convert to the Name at Birth field. ISIS was only able to maintain one previous name but in CM it is unlimited and we will always have a record. Once we start making name changes in CM, we will be able to look back at all the previous names using Key Date option.

Click on the Display Key Date icon and enter a date to show previous entries on this screen.

Students often give the Registrar’s Office information on their fall address before they leave at the end of spring term. Now we will be able to enter that address with a future date (e.g. make it effective the first day of the fall term). You would not be able to see that new address until 12:01am on that date.
There are two tabs for address.

The **Standard Address** tab generally provides information on the permanent address.

Click on the **More Fields** icon to see more detail on the address.

With more fields showing, the additional street addresses will show.

**Undeliverable** field is the area where it is marked if the address is incorrect or the student is deceased so that no one will send material out.
The **Address Overview** tab will show both the permanent and current address if the student has both.

The **Address Overview** section of the screen shows all addresses we have had.

Highlight an address and click on the **Choose** icon to see more information associated with that address (e.g. a phone number).

Click on the **Print Preview** button to view the format of the address when printed.

Click on the **Continue** icon to close.
Scroll down to see the **Address Usages section**.

This area shows the most up to date addresses and the **Current Address** and **Permanent Address** show here.
GETTING BACK TO THE STUDENT FILE FROM MASTER DATA

Click on the **Back icon** to return to the **Student File**.
BRINGING UP A DIFFERENT STUDENT IN MASTER DATA

Do one of the following:

Type the student number in the **Student Number** field.

Type a last name, first name or last name, or part of a last name in the **Student Number** field - just like Search Option 1.

Click on the **Other Student** icon - just like Search Option 2.
**CREATING A NEW SESSION**

On occasion you will be on a screen and do not want to lose where you are at, but you need to look up information on another student. You can keep your current session in place, by opening a new session.

Click on the **New Session** icon.

You are back at the SAP menu.

To access the student file, double click on **Student File** and press Enter on your keyboard.
CLOSING A SESSION

Click on **System** and select **End Session**.
PRINTING A HARD COPY OF A SCREEN

In either the Student File or Master Data, you can print a copy of any tab you are on.

Click on the **Customizing of Local Layout icon**, located on the top of the screen, and select **Hard Copy**.

It will then print to your local printer.
### WHERE CAN I FIND DATA IN CM

<table>
<thead>
<tr>
<th>AREA</th>
<th>ACCESS FROM</th>
<th>TAB OR ICON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic History (all courses, grades, etc.)</td>
<td>Student File</td>
<td></td>
</tr>
<tr>
<td>Academic Status (e.g. dismissals)</td>
<td>Student File</td>
<td>Program Type Progression</td>
</tr>
<tr>
<td>Address (standard/primary)</td>
<td>Master Data</td>
<td>Address Overview</td>
</tr>
<tr>
<td>Address (permanent and current)</td>
<td>Master Data</td>
<td>Address Overview</td>
</tr>
<tr>
<td>Admission Record</td>
<td>Student File</td>
<td>Admission</td>
</tr>
<tr>
<td>Advisor</td>
<td>Student File</td>
<td>Advisor(s)</td>
</tr>
<tr>
<td>AH Flag (status of academic history <strong>not</strong> converted)</td>
<td>Student File</td>
<td>Status (Code of 9002) or if AH has not been converted is shows “No Acad Hi” in the main heading.</td>
</tr>
<tr>
<td>Anticipated Graduation Date</td>
<td>Student File</td>
<td>Graduation</td>
</tr>
<tr>
<td>Billing Information (student charges and credits)</td>
<td>Student File</td>
<td></td>
</tr>
<tr>
<td>Birthdate</td>
<td>Master Data</td>
<td>Personal Data</td>
</tr>
<tr>
<td>Campus</td>
<td>Master Data</td>
<td>Study Data</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Master Data</td>
<td>Visa/Residence Data</td>
</tr>
<tr>
<td>Classification</td>
<td>Student File</td>
<td>Program Type Progression</td>
</tr>
<tr>
<td>Correspondence Generated</td>
<td>Student File</td>
<td>Correspondence</td>
</tr>
<tr>
<td>County</td>
<td>Master Data</td>
<td>Visa/Residence Data</td>
</tr>
<tr>
<td>Deceased Date</td>
<td>Master Data</td>
<td>Personal Data</td>
</tr>
<tr>
<td>Degree Awarded</td>
<td>Student File</td>
<td>Qualifications</td>
</tr>
<tr>
<td>Degree Pursing</td>
<td>Student File</td>
<td>Registration</td>
</tr>
<tr>
<td>Domestic or International Student</td>
<td>Master Data</td>
<td>Study Data</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Master Data</td>
<td>Standard Address</td>
</tr>
<tr>
<td>Emergency Contact (related person)</td>
<td>Master Data</td>
<td>Related Person</td>
</tr>
<tr>
<td>Employer Information</td>
<td>Master Data</td>
<td>Employment I/T</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Master Data</td>
<td>Additional Data</td>
</tr>
<tr>
<td>FERPA Indicator (withholding of Directory Information)</td>
<td>Master Data</td>
<td>Additional Data</td>
</tr>
<tr>
<td>Financial Aid Information</td>
<td>Master Data</td>
<td>Sponsor Data</td>
</tr>
<tr>
<td>Gender</td>
<td>Master Data</td>
<td>Personal Data</td>
</tr>
<tr>
<td>Graduate Program</td>
<td>Student File</td>
<td>Registration</td>
</tr>
<tr>
<td>Holds</td>
<td>Student File</td>
<td>Holds</td>
</tr>
<tr>
<td>Honors Program Student</td>
<td>Student File</td>
<td>Status (codes of 9420 or 9422)</td>
</tr>
<tr>
<td>Legacy</td>
<td>Student File</td>
<td>Status (code of 9525)</td>
</tr>
<tr>
<td>AREA</td>
<td>ACCESS FROM</td>
<td>TAB OR ICON</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Majors/Minors</td>
<td>Student File</td>
<td>Specializations</td>
</tr>
<tr>
<td>Name (current and former names)</td>
<td>Master Data</td>
<td>Personal Data</td>
</tr>
<tr>
<td>Nationality</td>
<td>Master Data</td>
<td>Personal Data</td>
</tr>
<tr>
<td>Notes</td>
<td>Student File</td>
<td></td>
</tr>
<tr>
<td>Program (degree pursued)</td>
<td>Student File</td>
<td>Registration</td>
</tr>
<tr>
<td>Registration Screen (sections enrolled in for a term)</td>
<td>Student File</td>
<td></td>
</tr>
<tr>
<td>Resident Status</td>
<td>Master Data</td>
<td>Study Data</td>
</tr>
<tr>
<td>Semester Honors</td>
<td>Student File</td>
<td>Program Type Progression</td>
</tr>
<tr>
<td>State or Country</td>
<td>Master Data</td>
<td>Visa/Residence Data</td>
</tr>
<tr>
<td>Student Athletes</td>
<td>Master Data</td>
<td>Sports</td>
</tr>
<tr>
<td>Term and CUM Totals</td>
<td>Student File</td>
<td></td>
</tr>
<tr>
<td>Transfer Equivalency (data entry screen)</td>
<td>Master Data</td>
<td>Ext. Achievements</td>
</tr>
<tr>
<td>Transfer Equivalency (how it comes in)</td>
<td>Student File</td>
<td></td>
</tr>
<tr>
<td>Veteran Information</td>
<td>Master Data</td>
<td>Veteran</td>
</tr>
<tr>
<td>Visa Information</td>
<td>Master Data</td>
<td>Visa/Residence Data</td>
</tr>
</tbody>
</table>
REPORTS

There are many reports that have been written from the CM system. Many are designed for a specific office/department but others have been set up to be run by multiple offices across campus. For areas that feel they need a specific report written, they should submit a request through the OIT development request site at https://ssl.cmich.edu/devreq/login.asp

For information on running specific reports and other training material (including this document), please go to the Registrar’s website under Student System at:

https://www.cmich.edu/ess/registrar/RegistrarDepartmentalInformation/Pages/SAP-@-CMU.aspx

Some information contained on that page is as follows:

1. INFORMATION ON REQUESTING ACCESS OR CHANGES TO YOUR ACCESS
2. INFORMATION ON WHO TO CONTACT FOR TRAINING
3. INFORMATION ON HOW TO RUN MANY OF THE REPORTS, INCLUDING:

   - Checking on the status of a report
   - Courses sorted by designator
   - Department and College Object IDs
   - Enforced Pre-Requisite Rule report
   - Object IDs for Majors, Minors and Graduate Programs
   - Process for saving current reports on a MAC
   - Process to run Major/Minor report
   - Process to run Module Data report
   - Process to run Undergraduate/Graduate report
   - Running a report in the background
   - Running Major/Minor report
   - Running Programs and Interfaces
   - Running the Graduation List report
   - Running Section Summary report
   - Running Student Status Query report
   - Running the Transfer Equivalency report
   - Running ZEVPLAN
   - Saving a variant for a report
   - Scheduling a report to run at a later time or date

For information in this document on printing and saving reports see pages 46-47.

Three popular reports that many people will need to access are described on the next three pages.
BRINGING UP A STUDENT’S CLASS SCHEDULE FOR A TERM

In the booking screen you can see what a student is booked in but not other details (e.g. meeting times, days etc.) for each section. We have created a report that lists all the sections a student is registered in for a term. It will list everything, no matter what the level. The report will distinguish between what they enrolled in as an undergraduate and what they enrolled as a masters/doctoral student.

To access this report, you can search for the report in the User Menu or just type the transaction ZCRAF003 in the Command Box at the top of the main menu and then hit enter. You can also set this up as one of your favorites if you will be running this report often.

When the selection screen comes up you enter:

- Student ID number - you can either enter it with the leading zeros of just the ID number and then hit enter and it will fill in the leading zeros.
- Academic year – it is always the last year of the academic year. For example for the 2006-2007 year enter 2007 or for the 2007-2008 year enter 2008 or you can select from the drop down.
- Academic session – enter fall as 300, spring as 500 or summer as 700 or you can select from the drop down

You then click on the execute key and the report will come up as follows:

![Report Screen](image)

To print this report, click on the print icon at the top of the page (further instructions are on page 48).
BRI NGING UP A STUDENT’S ACADEMIC HISTORY

Besides looking in the academic work overview, a report has also been developed to show you the academic work of a student. This includes CMU credit earned, transfer credit and degrees earned. For academic history the masters and doctoral work is listed together.

To access this report, you can search for the report in the User Menu or just type the transaction **ZCRAH001** in The Command box at the top of the main menu and then hit enter. You can also set this up as one of your favorites if you will be running this report often.

When the selection screen comes up you enter:

- Student ID number (you can either enter it with the leading zeros of just the ID number and then hit enter and it will fill in the leading zeros.
- Program type – select from the drop down UG, Grad or doctoral (please note if the student has both a graduate and doctoral record, both will be combined whether you select grad or doctoral)

You then click on the execute key and the report will come up as follows:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Attended</th>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BIG LAB</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subtotal</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Transfer</td>
<td>3.00</td>
</tr>
</tbody>
</table>

To print this report, click on the print icon at the top of the page (further instructions are on page 48).
BRINGING UP A CLASS LIST

In SLCM there is an appraisal screen where grades can be entered. Faculty, however, will be entering them on a web site. Faculty will also be able to access their class lists on the portal. There will be special administrators in the departments who will also be able to access the web grades and class lists for their department. We have also created a report, where staff across campus can bring up a class list to look at who is enrolled and also check seat availability.

To access this report, you can search for the report in the User Menu or just type the transaction ZCRAP001 in Command box at the top of the main menu and then hit enter. You can also set this up as one of your favorites if you will be running this report often.

When the selection screen comes up you enter:

- Section number
- Academic year – it is always the last year of the academic year. For example for the 2006-2007 year enter 2007 or for the 2007-2008 year enter 2008 or you can select from the drop down.
- Academic session - fall = 300, spring = 500 and summer = 700 or you can select from the drop down.

You then click on the execute key and the report will come up as follows:

To print this report, click on the print icon at the top of the page (further instructions are on page 48).
Students can access most of their CM data through CentralLink (the university portal) On this Portal (under academics) they can:

- Add and drop courses (Course Search/Registration)
- Change their permanent or current address
- View or make a payment on their account
- View their academic history
- View their grade report
- View their schedule for a term (what courses/sections they are enrolled in).
- View their transfer credit

Faculty and staff can access SLCM data on this site as well for the following:

- Course search
- Final grades – awarding them (limited to faculty and administrators)
- View class lists (limited to faculty and administrators)

The address to the portal is https://www.cmich.edu/centrallink/Pages/default.aspx?login=1 and you will need your Global ID (GID) and password.
CREATING FAVORITE WEBSITES IN YOUR SAP MENU

There may be web sites that you use on a regular basis in your job. You can add those to your SAP Menu.

First place your mouse over the word **Favorites** (at the top of the menu) and then right click.

Select **Add other objects**.

Mark **Web address or file** as the object to be added.
Click on the **Continue** icon.
Enter a name for the website in the **Text** field.

Enter the URL address in the **Web address or file** field.

Click on the **Continue** icon.

The link is now under Favorites.

Double click on it and it will open the website.
PRINTING REPORTS

Click on the Print icon on the top toolbar to print.

Type in a system printer id or FWIN in the Output Device field and press enter on your keyboard.

Click on the Continue icon.
SAVING REPORTS

Click on List to bring up a drop down menu.

Click on the Save/Send option and then click on the File option.

Select where you want the file saved and type a name in the File name field.
Click on the **Save** button.
LOGGING OFF THE SYSTEM

Click on **System** on the top menu bar.

Select **Log off**.

![Log Off dialog box]

Unsaved data will be lost.

Do you want to log off?

- [ ] Yes
- [ ] No

Click on the **Yes** button.
Click on the **Close** icon in the upper right corner of the SAP Login screen.