

CTCLink RESOURCES

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GLOSSARY

Key Terms

<http://ctclinkreferencecenter.ctclink.us/m/72437/l/796912-ctclink-glossary>

- o **Conversion:** In a PeopleSoft implementation, conversion refers to the process of loading data from the existing legacy systems to PeopleSoft.
- o **Go Live:** The first day a college begins to use ctclink as its system of record
 - o Verb. We are getting ready to go live on ctclink PeopleSoft.
 - o Noun. The web pages are being updated in time for Go-Live.
 - o Adjective. The go-live preparations are underway.
- o **EMPLID:** Student number or staff ID number
- o **Student Group:** Student groups enable you to define groups of similar students at a high level.
- o **Query:** A limited-access reporting tool that allows a user to create simple, ad hoc reports.
- o **Service Indicator:** Indicates a flag on an individual for services that may be either withheld or provided to that individual. Can be negative or positive. Holds in SMS.
- o **Deployment group:** When each college goes live
- o **Stacks:** A way to keep historical data when changes are made.
- o **Roles:** Type of work and a way to identify the function you need in ctclink.
- o **Homepage:** It is not the main page, but you will have multiple homepages
- o **Nav Bar:** a table of contents in the right corner

MISCELLANEOUS INFORMATION

- **Clear cache:** SETTINGS/Advanced Privacy Security/Clear Browsing Data/Basic Advanced (all time) Shortcut: Ctrl+H (Clear Browsing Data)
- **New Window:** allows you to work on multiple things at the same time, to see two or more different information about the same student
- **Password:** doesn't change when you change your institution password
- **Student Groups:** Consider having different groups for different subsets of students
- **Unofficial Transcripts:** only from the Advisor Center

PAGES

Tiles

- Advisor Center (homepage tile in Advisor)
- My Advising Notes (homepage tile in Advisor)
- Student Financials (homepage tile in CS Staff)
- Admissions Processing (homepage tile in CS Staff)

Pages

- Query Viewer
- Add/Update a Person
- Citizenship/Passport Data
- Enrollment Request Search
- Enrollment Summary
- Manage Service Indicators
- Mass Assign & Mass Release (service indicators)
- Post Student Financial Transaction
- Request Transcript Report
- Residency Data
- Student Grades
- Student Groups by Student (Active/Inactive)
- Student Milestones
- Student Program/Plan
- Test Results (*ZD CS Test Processing*)
- Tuition Calculation
- View Customer Accounts
- View Payments
- Visa/Permit Data

QUERIES

Enrollment & Student Group

QCS_SR_STDNT_GRP_ENRL_PROGPLAN – Gives the number of enrollment credits. (Filter and sort the following column, Units Taken for Progress in Smallest to Largest, this way, it will be easy to see who is below the 12 credits.)

QCS_SR_CRSENR_BY_STUGRP – includes very detailed class information by student.

QCS_SR_STUDENT_GROUP_REPORT - Program plan stack & student group effective date & term units.

QCS_SR_ENRLSTATUS_STDNT_GROUP

QCS_SR_STUDENT_ONLINE_CLASS - Student Online class count

Contact Info

QCS_CC_GRP_CONTACT_INFO – phone number, email, and address, filtered by Student Group. Can be used to see which students have updated their own address info.

QCS_CC_STDNT_GRP_NAME_EMAIL - List of students by Student Group, with email addresses included.

Finances

QCS_CC_STDNT_GRPS_BALANCES – Gives the total balance including past and future.

QCS_SF_SG_TUITION_FEES_DUE – tuition and fees due in a particular term. You have to run tuition and fees separately and then add them together.

Service Indicators

CTC_FA_SRVC_IND_DATA – student list by service indicator (showing data for the whole school, not just international, but can filter later for just your office's S.I.s).

CTC_FA_SRVC_INDICATOR_LIST - Service Ind Data by Term

QCS_CC_SRVC_IND_DA - Service indicator data, which shows end date

QCS_CC_SRVC_IND_DATA_CONTACT – Service indicator data with end date, address, email, phone number

QCS_CC_SRVC_IND_DA_V2 - Service Ind Data by Code

Grades & Academics

QCS_SR_STUDENT_GROUP_GRADES – shows grades and total credits taken, their cumulative and term GPA

QCS_SR_STUDENT_GROUP_GRADES_V2 – same as above, but can include multiple terms.

CTC_FA_LDA_BY_STUDENT – Last date of attendance by class – looks up an individual student's record.

CTC_SR_ACAD_STAND_EMAIL – academic standing list by term. Not filtered by Student Group. Includes student contact info (phone, email, address).

QCS_SR_DEGREE_STUDENT_GROUP – degrees & certificates earned in a particular term, filtered by Student Group. Includes cumulative GPA.

Insurance

QCS_SF_STDNT_INTER_INSUR – list of those charged non-resident insurance (if used at your school) Enter term and the code for Non-resident insurance is: 030000151250, Conv: Non-Res Insurance

SERVICE INDICATORS

<u>Service Indicator Cd</u>	<u>Description</u>	<u>Positive/Negative</u>	<u>What I use it for</u>	<u>School</u>
R03	Restrict Enrollment	Negative	Prevents any schedule changes (add/drop/withdraw).	Clark
R05	No Drop	Positive	No drop (hold student schedule from non-payment drops, etc.)	Clark
R06	Prevent Student Drop	Negative	Student can't drop a class – hasn't really been used yet.	Clark
B07	Prevent Enrollment Cancellation	Positive	when a student is having trouble making a payment to stop them from being dropped from classes while they work on it.	Cascadia & LCC
G02	Advising Hold	Negative	for new students, so after we give them ctcLink access they still cannot enroll in classes.	LCC
G03	Registration hold	Negative	Prevents student from making changes to their class schedule	Cascadia
R08	International Student	Positive	to let everyone know they are international. It does not do anything or prevent anything but has information on the types of things that might get international students in to trouble. This is	LCC

			listed as positive, however, on the student side it shows up as a hold even though it does nothing as is positive.	
R02	No class drops allowed	Negative	after 10-day count to make sure students do not drop classes and fall below 12 credits.	LCC

STUDENT GROUPS

Student Group	Description	Other Notes	School
SINT	“International Students”	Whole list of visa types, assigned/defined by SBCTC	All schools, assigned automatically
SINC	College-level international students		Cascadia
RINT	Institutional international student group	F1	LCC & Clark
REL P	English Language Program students	Levels 1-5, bridge level 6 gets re-coded as SINC	Cascadia
RTRJ	Japanese exchange program		Cascadia
HOUS	International students in campus housing		LCC
IESL	English program students	Not using yet	LCC
	In the works – study abroad student/alumni		

WEBSITES

- ◆ SBCTC/ctclink reference guide: <http://ctclinkreferencecenter.ctclink.us/2>
- ◆ Post Go-Live Resources: <http://ctclinkreferencecenter.ctclink.us/m/96776>
- ◆ Training Videos: <http://ctclinkreferencecenter.ctclink.us/m/61552>.
- ◆ Glossary: <http://ctclinkreferencecenter.ctclink.us/m/72437/l/796912-ctclink-glossary>
- ◆ SBCTC Training: <https://www.sbctc.edu/colleges-staff/it-support/erp-support/ctclink-training/default.aspx>