

USING SIS . . .

The Student Information System (SIS) can be used to view student records, course sections, class lists, and other related student information.

Logging On to SIS . . .

- Faculty connect to **GOLD.CLARION.EDU** using your username and password, staff connect to **BLUE.CLARION.EDU**.
- Enter “S” at the **COMMAND>** line on your **MAIN MENU** screen to enter the SIS+ system.
- If you are given a dollar “\$” prompt (rather than a **MAIN MENU** screen), enter “SIS” at the \$: prompt.
- Enter the following at the **PLUS2000 ONLINE SYSTEM SIS SCREEN**:

```
System ?      001
Your Operator Number?  ___
Your Password?  ___
```

- Press **ENTER** or **RETURN** after entering the password.

All faculty use the same Operator Number and Password. To maintain the security of the SIS information, please keep your account password and the SIS password confidential. If you do not know the operator number and the password, contact your department secretary.

Logging Off SIS . . .

To **SIGN OFF**, enter **SO** at the **Sign Off:** prompt on the logon screen or at the **Screen:** prompt on any screen and press enter or return.

Screen: **SO** SID: _____ Course: ____ Term: ____

Moving Through SIS Screens . . .

Use your **TAB** or **ARROW** keys to move from one prompt (*underlined field*) to another.

Upon entering SIS choose the screen you would like to view by entering the number in the **Screen:** field and press **ENTER** or **RETURN**. (See the SIS Quick Reference on reverse.)

Note: When you enter the screen number and press enter or return, the system responds by highlighting any required fields.

Screen: 111 SID: 123456789 Course: ____ Term: 031

Viewing Student Records . . .

To view a student record, enter a **Screen: No.** (i.e., 109) and the student’s identifier (**SSN**) at the **SID:** prompt and press **ENTER** or **RETURN**. (Screen 109 is the student schedule screen.)

Screen: 109 SID: 123456789 Course: ____ Term: 031

If you do not know a student’s **SSN**, type the student’s **last name, space**, then **first name** in the **SID:** prompt and press enter.

Do not use any special characters (period, comma, etc.) If part of the last name is entered, SIS will give a listing of all students in the system whose name begins with those letters. You will need to select the appropriate student by entering the line number at the bottom of the screen.

Note: Screen 002 and 102 allow up to 16 characters in the SID field for Name Searches.

Screen: 109 SID: WILLIAMS Course: ____ Term: 031

Viewing Course Sections . . .

To view course sections, enter **105** at the **Screen:** prompt and a course ID (i.e., ES 111) at the **Course:** prompt. Enter the **Term:** (i.e., 031) and press **ENTER** or **RETURN**.

Screen: 105 SID: ____ Course: ES 111 Term: 031

Course ID FORMAT: The course ID format is four (4) characters for the course followed by three (3) spaces for the course no. and two (2) spaces for the section no. You must enter spaces if the course ID is less than four characters; i.e.,

ES (Earth Science 111-01).

4 char. 3 char. 2 char.

Term FORMAT: The term (031) is three (3) characters beginning with the last two numbers of the year (i.e., 01) and the third is the session (1,P,2,3,4). 1=spring, P=pre-session, 2=summer I, 3=summer II, 4=fall. In the above example the term is Spring 2003.

Printing/Emailing Screens . . .

Screens 107 (Class List) and ADV (Advisee List) have the ability to print to your LAN printer or send via email. By pressing the **PF1** key and then 6 you can print the list, and with **PF1** and 8 you can email the list to any address.



Running a Student Degree Audit . . .

To run a degree audit, enter 685 at the **Screen:** prompt and the student's identifier or name at the **SID:** prompt then press ENTER or RETURN.

Screen:109_SID: WILLIAMS Term:031

Use a **P** or **S** in the Select Primary or Secondary program and press return. (You can also enter a new catalog year to the right of catalog for review under an updated program.) The audit will be displayed over several screens for the students current program. Follow the instructions at the bottom of the screen for printing and exiting.

"What if?" Degree Audit . . .

Go to screen 685 entering the students SID and press return. Tab to the blank line to the right of College. Enter the college, degree, major(s), and catalog year in the appropriate lines. When you press return the degree audit will appear for the proposed program of study.

Getting Help . . .

There are three types of help functions in SIS+; screen, data element, and diagnostic messages (PF3 = NumLock 3)

Each screen, field or data element has a help screen. Place the cursor in the field in which you need help. **ON THE KEYPAD** press the appropriate key below to ENTER or EXIT depending on your computer type.

Keyboard	PC	Macintosh
ENTER HELP	/	=
EXIT HELP	-	*

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SIS QUICK REFERENCE

	Screen No.
Academic Statistics	118
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Citizenship	103
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CNet Account	103
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Withdrawal from university/reason/date	1E1



SISPlus

Navigation Guide

Spring 2003

<http://www.clarion.edu/computing>

The Student Information System contains confidential student information for the administration of student records.

Information contained within the Student Information System (SIS) is protected by the Family Educational Rights and Privacy Act of 1974 which prohibits disclosure without proper consent. Only directory information which includes names, addresses, e-mail addresses, telephone numbers, dates of enrollment, majors, degrees awarded and dates conferred may be disclosed without consent unless the DIRECTORY INFORMATION RESTRICTION FLAG on screens 11 and 103 has a value of "Y" in which case this information may not be disclosed to anyone. Questions concerning disclosure should be directed to the University Registrar.