

Student Information System
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Table of Contents

Student Information System	1
Campus Community	1
Maintaining Biographic/Demographic Data	1
Using Search/Match.....	2

Student Information System

Campus Community

Campus Community serves as the hub of the Student Information System (SIS), providing information that is shared across modules.

Campus Community enables you to maintain and manage biographic and demographic information on people and organizations of interest to the University, both internal and external. Comment and communication functionality enables you to manage institutional contact with prospects, applicants, students, staff, vendors, and so on. The checklist function enables you to track check list items for prospects, applicants, students, and staff.

Upon completion of this module, you will be able to:

- Maintain biographic/demographic data
- Enter and view accommodation data
- Maintain identification data
- Maintain participation data
- Use Population Selection
- Use communication functionality
- Use comments functionality
- Use checklists functionality
- Maintain organization data
- Maintain service indicators
- Maintain FERPA privacy control data

IMPORTANT NOTE: It is essential that you clear your browser cache; highly sensitive data is stored in the cache when you exit the SIS. Click here (<http://www.virginia.edu/integratedsystem/gettingStarted/cache.html>) **for instructions.**

Maintaining Biographic/Demographic Data

Biographic/demographic (bio/demo) data is personal data that distinguishes one individual from another. The most basic of this information is a person's name, address, gender, and date of birth. However, when managing thousands of individual records in a database, you will want to quickly access more information to differentiate records. With the bio/demo data pages, you can enter and track an individual's various telephone numbers and addresses, and you can maintain data about the individual's ethnicity, languages, relationships, emergency contacts, and work experience.

Upon completion of this section, you will be able to:

- Use the **Search/Match** feature
- Add an individual to the system
- Update name information
- Update address information
- Enter electronic addresses
- Use the **Address Search** feature
- Update phone information
- Enter ethnicity information
- Enter and view language information

- Enter decedent information
- Enter and view relationship information
- Enter an individual's relationship with the University
- Enter and view emergency contact information
- Enter work experience information (BIS only)
- View an individual's biographic/demographic data

Using Search/Match

What is Search/Match and when is it Used?

Search/Match is the specialized process of searching the database to determine whether a biographical/demographic ("bio-demo") record for an individual already exists. Search/Match is used each time you are about to manually enter a new prospect or applicant to the database. Daily batch processes such as test scores, applications or ISIR data uploads also use Search/Match.

Search/Match criteria have been setup to determine whether two records are a "match." Various data elements, e.g., last name, first name, date of birth, street address, email address, etc., have been grouped together to form Search/Match rules. A Search/Match rule stipulates the action that will be taken by the system or the action you may take when you find a match or multiple matches in the database.

The Search/Match rules have been organized in a hierarchy to form a Search/Match parameter, such as the UVA Global Person Search used for prospects and applicants. The Search/Match parameter determines the order in which Search/Match rules are evaluated by the system, moving from "high confidence" to "low confidence" matches, and the actions that may be taken on the matches produced.

Why is Search/Match Important?

The effective utilization of search/match minimizes the likelihood that duplicate records are created in the database. The data integrity of the system depends, to a significant extent, upon effective search/match setup and utilization.

Search/Match assists with the retrieval of student information from the database in the absence of a unique identifier, e.g., a Student Financial Services staff member receives a check for a student from an outside scholarship and needs to search for the student's record with only the student's name and address.

Consider this scenario: Isabel Stevens wants to attend U.Va. She indicates that she previously contacted the university so it's possible her record may already exist. Before creating a new prospect record, use the Search/Match process to determine if her record already exists in the database.

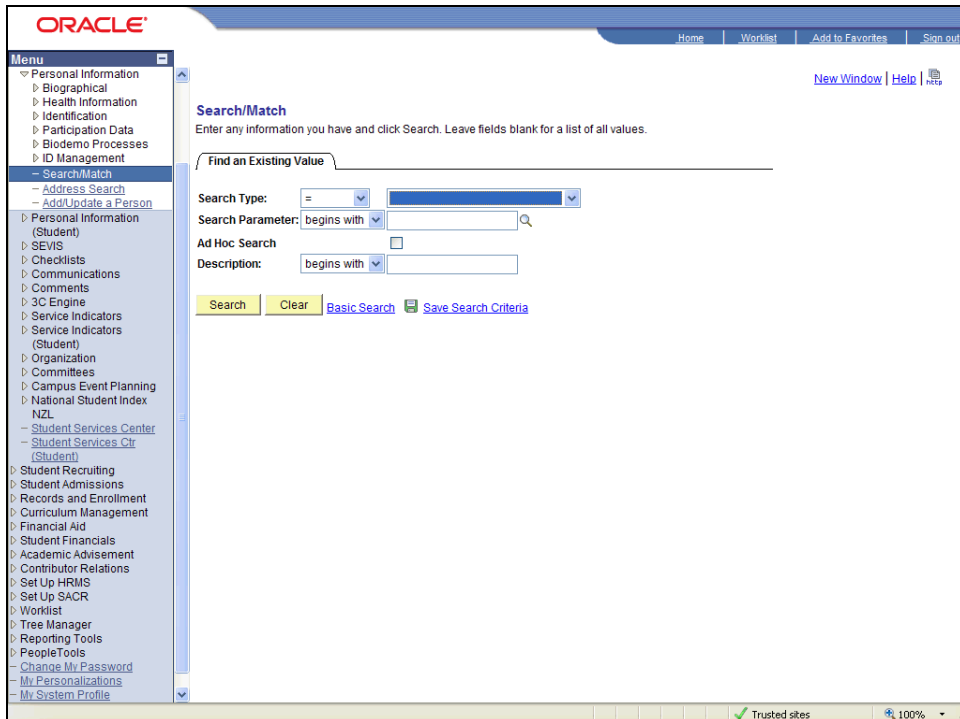
Procedure



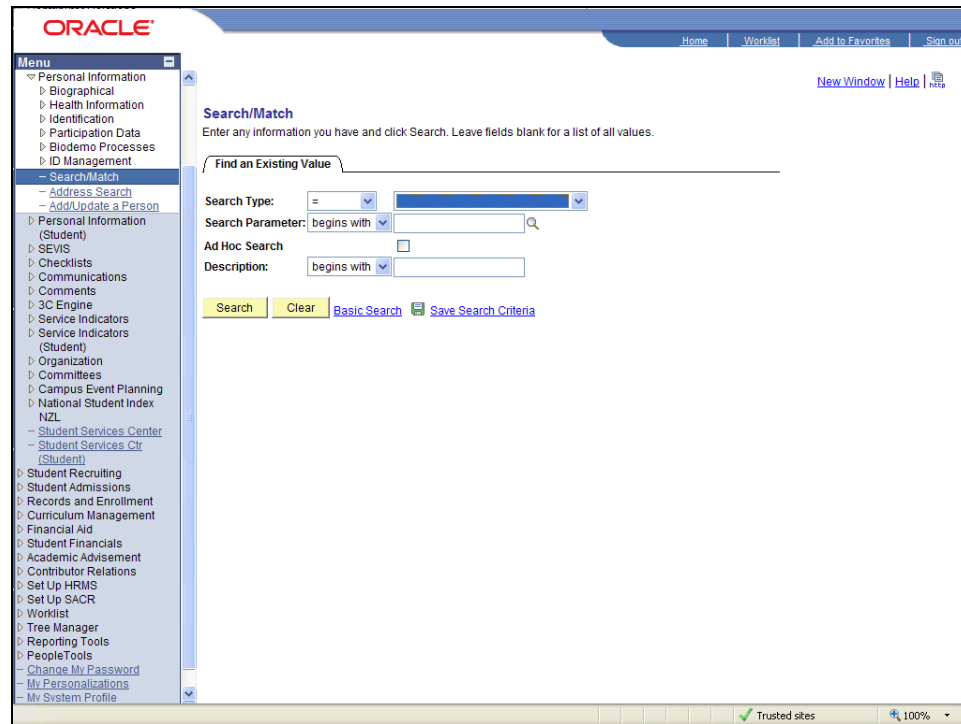
Step	Action
1.	<p>Begin by navigating to the Search/Match page.</p> <p>Note: You can also find navigational links to Search/Match through your individual module, e.g., within the Student Recruiting, Student Admissions or Financial Aid menus.</p> <p>Click the Campus Community link.</p> <p>▶ Campus Community</p>




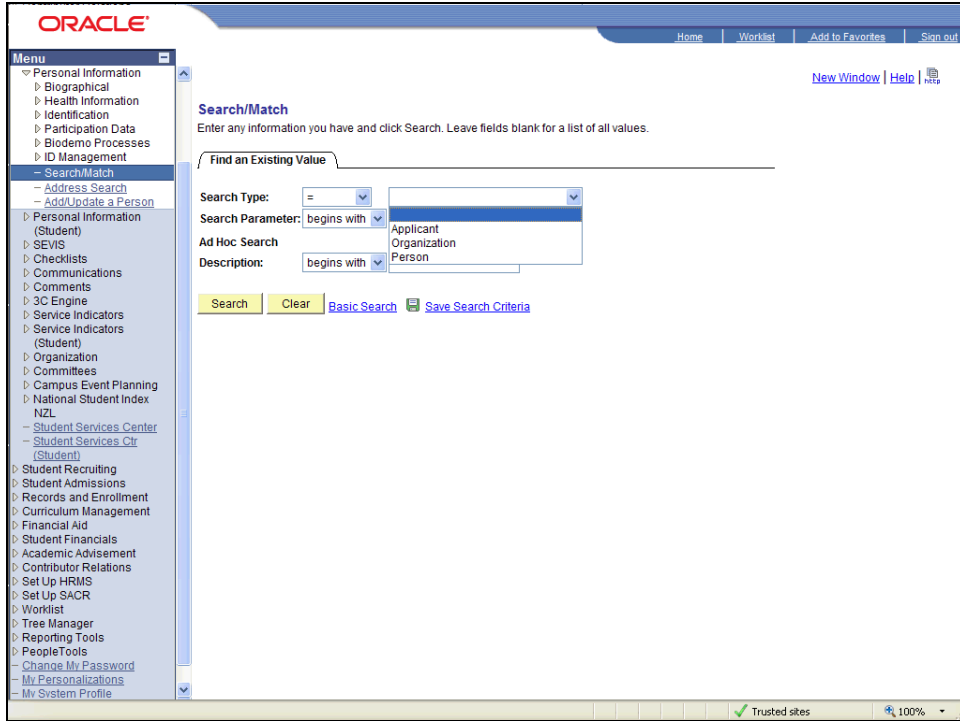
Step	Action
2.	Click the Search/Match link. Search/Match



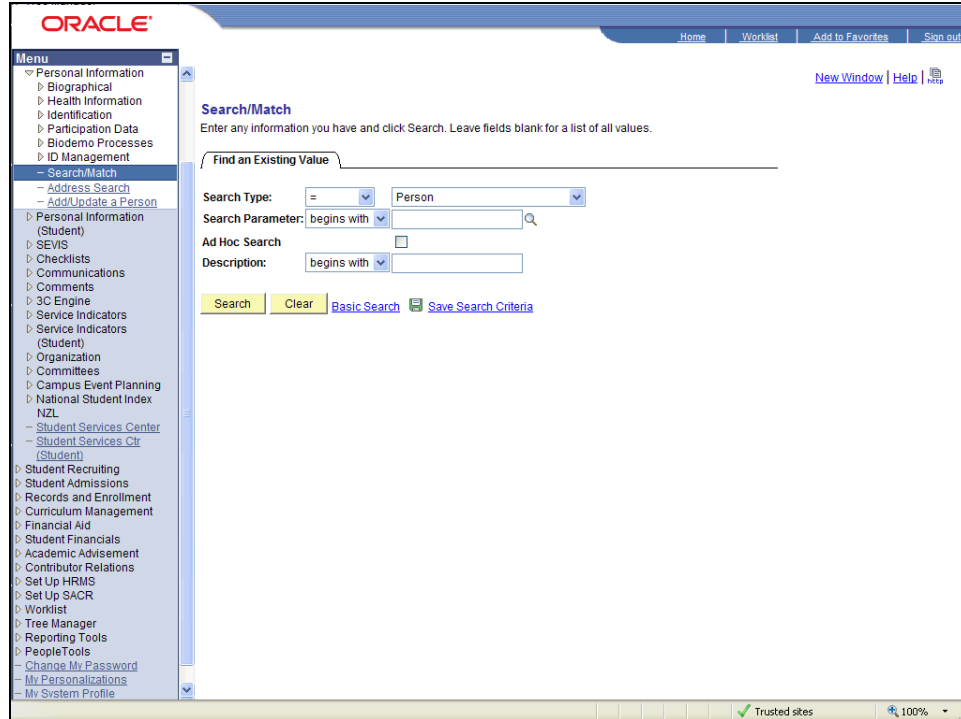
Step	Action
3.	<p>The Search/Match page is different from the Add/Update a Person page. Use the Add/Update a Person page when you are trying to locate a person record that you know is in the database.</p> <p>Use the Search/Match page whenever you are unsure if a person record exists.</p>



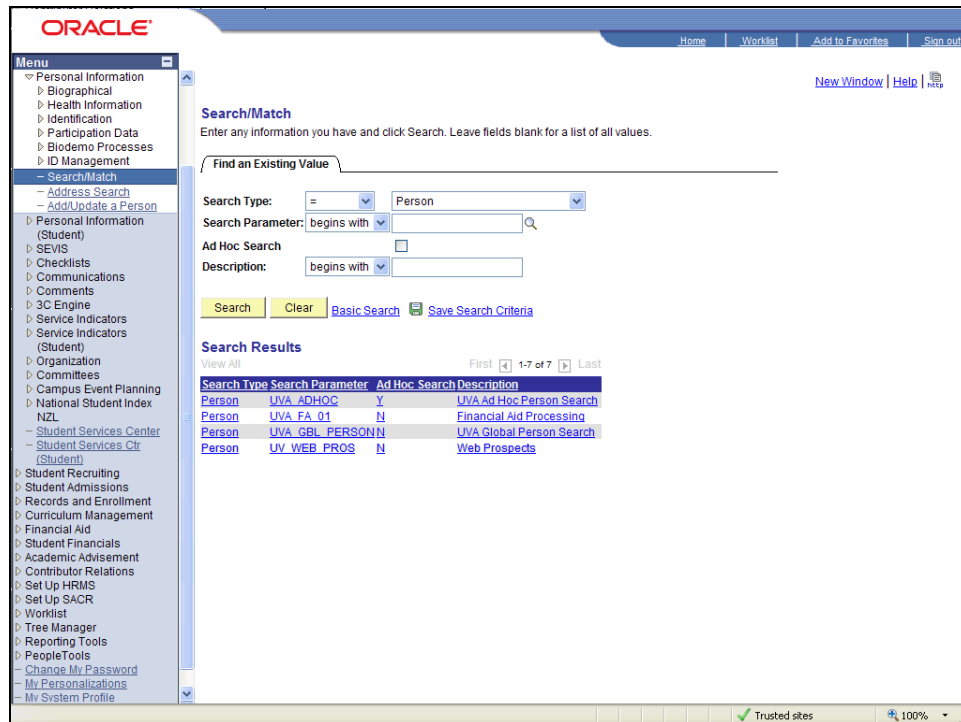
Step	Action
4.	<p>Click the Search Type list.</p> 



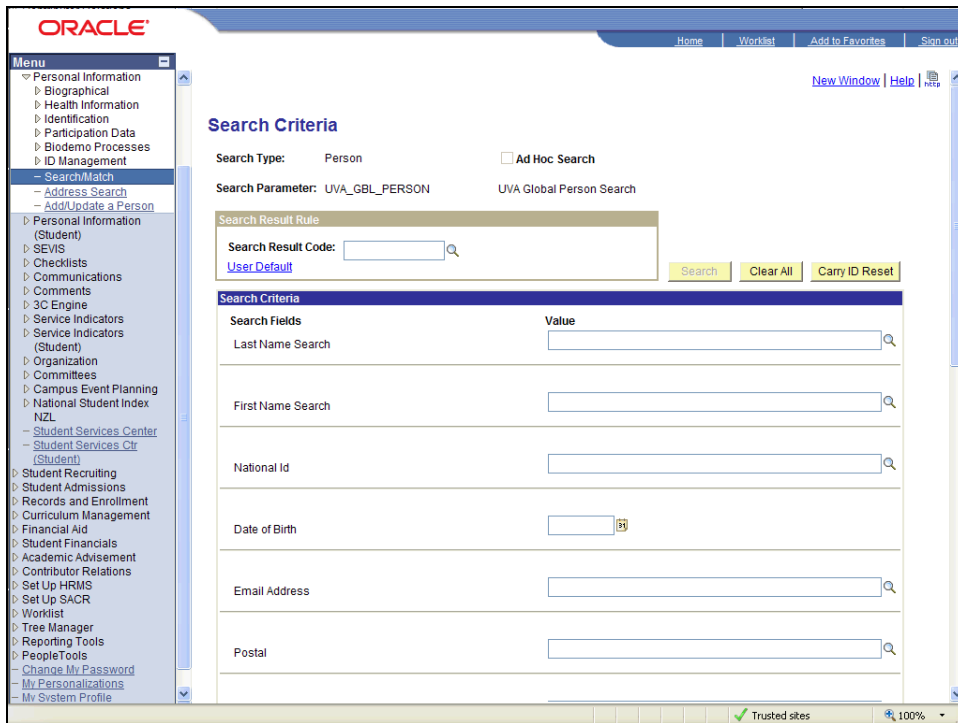
Step	Action
5.	<p>In this example, search by Person.</p> <p>The Applicant and Organization options are not currently used.</p> <p>Click the Person list item.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Person</div>



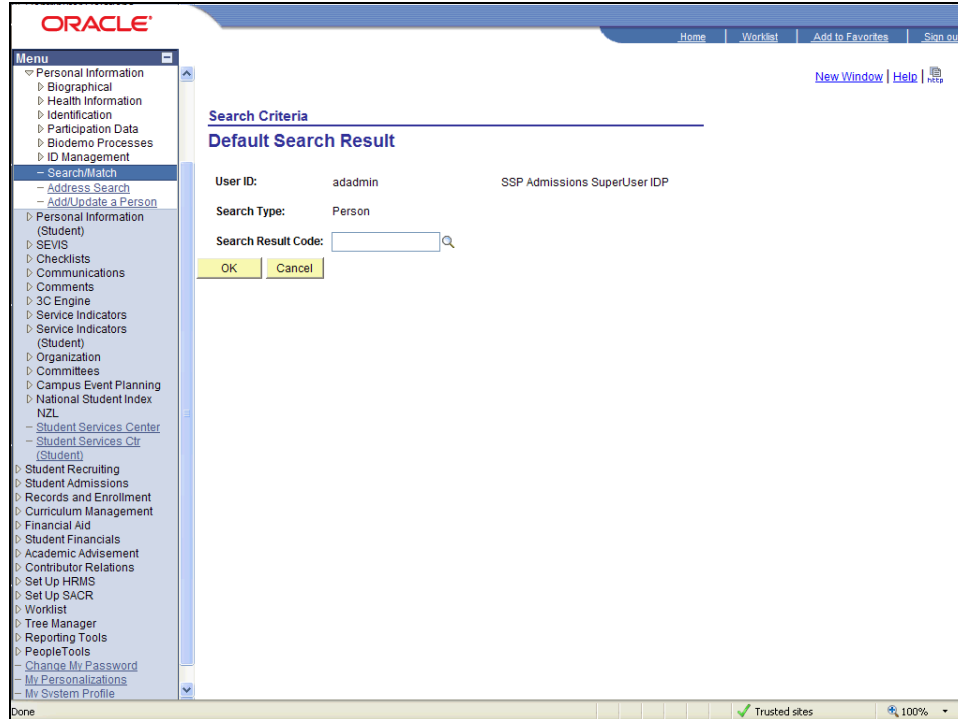
Step	Action
6.	Click the Search button. <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: yellow;">Search</div>




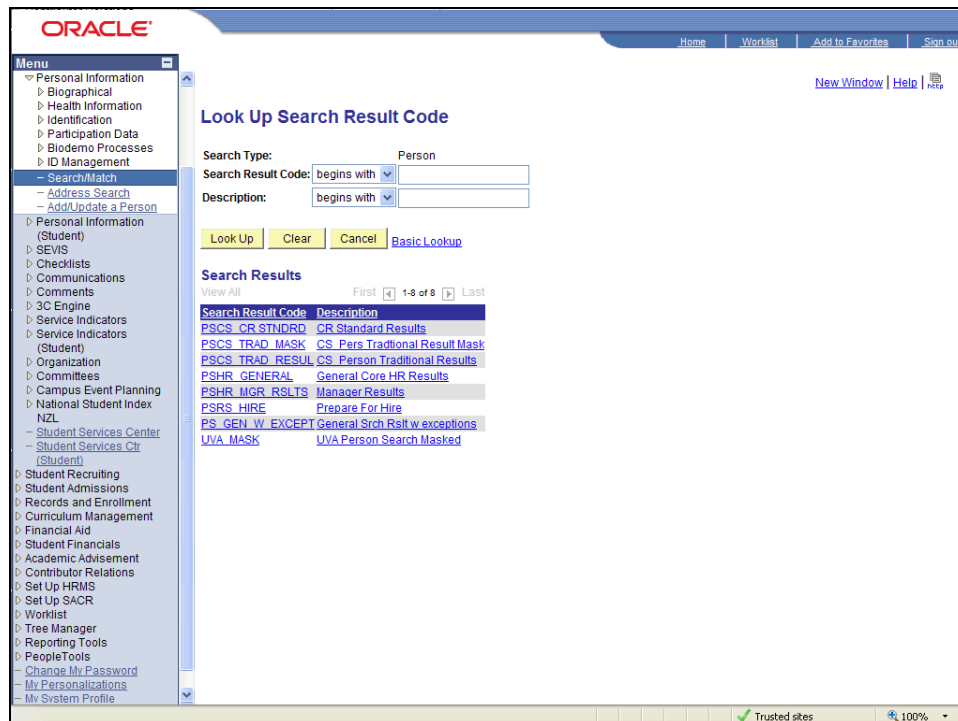
Step	Action
7.	<p>The most commonly-used search parameter is the UVA Global Person Search.</p> <p>Note: Graduate and Professional School Admissions Users should select the UVA ADHOC search parameter to search by the External System ID (External Application Number).</p> <p>Click an entry in the UVA Global Person Search row.</p>



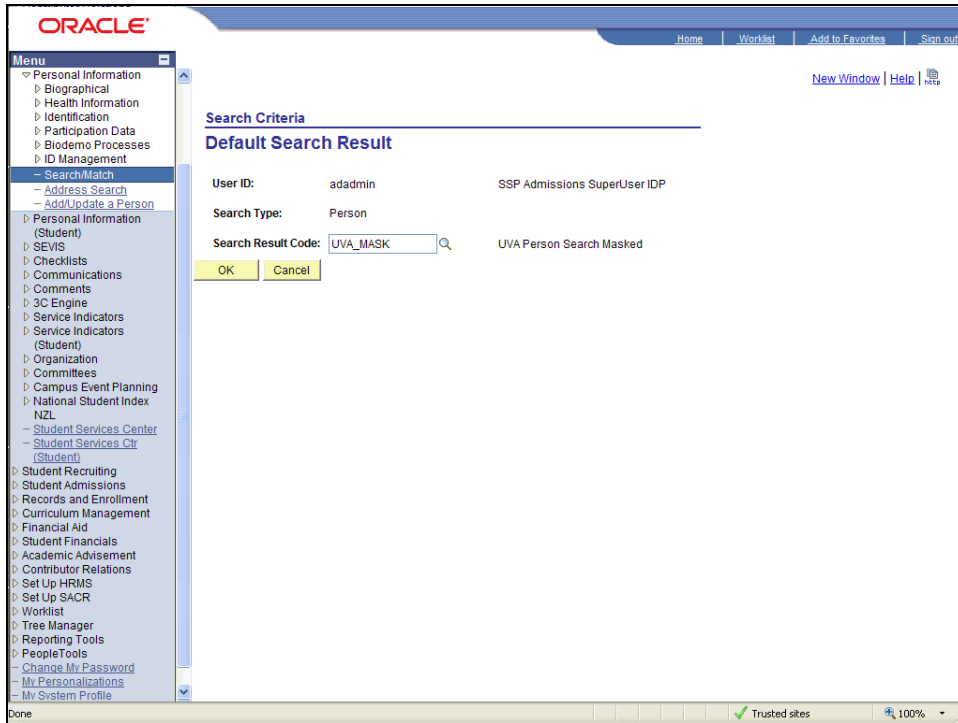
Step	Action
8.	<p>The corresponding Search Criteria page displays.</p> <p>Note: The first time you perform search/match, set your user default for the Search Result Code.</p> <p>Click the User Default link.</p> <p>User Default</p>



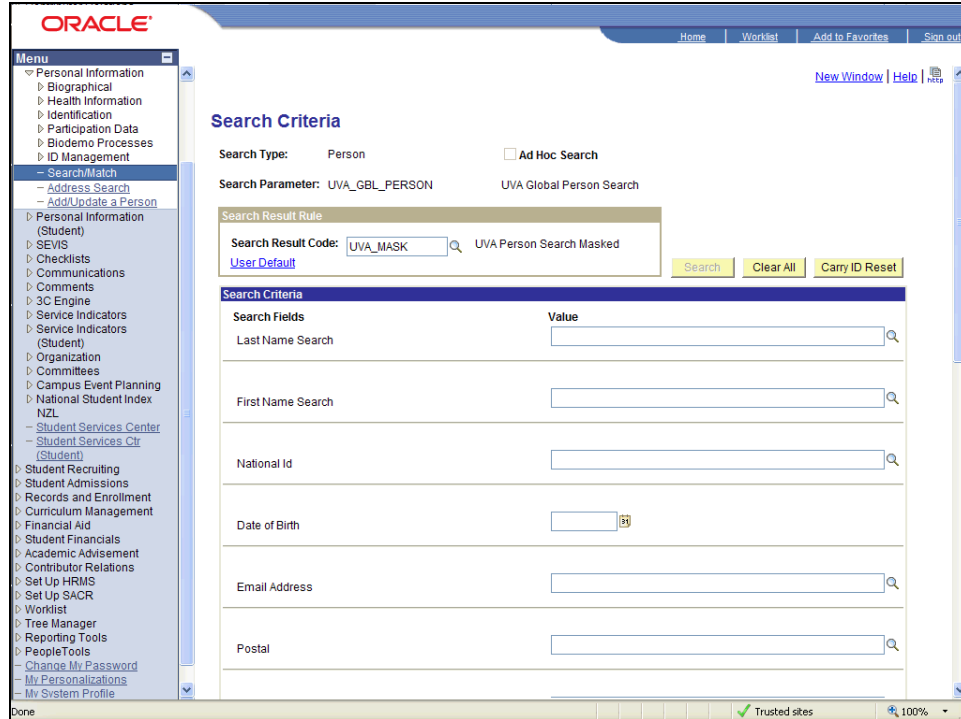
Step	Action
9.	Click the Look up Search Result button. 



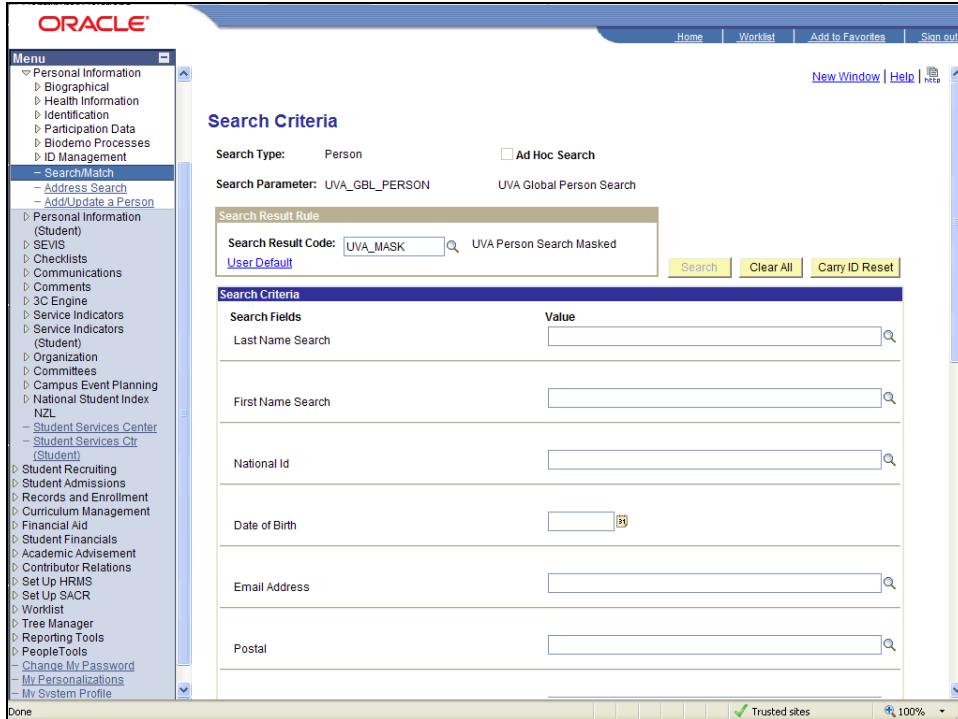
Step	Action
10.	<p>Although there are other values listed here, U.Va. is using only the UVA_MASK search result code.</p> <p>Click an entry in the UVA Person Search Masked row.</p> <p><u>UVA_MASK</u> <u>UVA Person Search Masked</u></p>



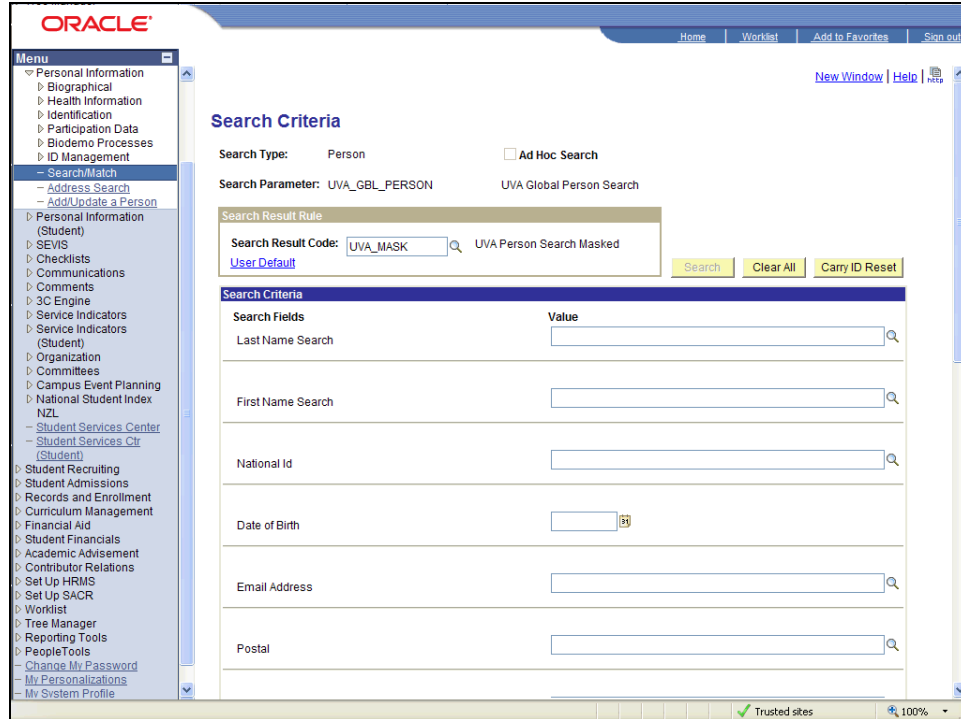
Step	Action
11.	<p>Click the OK button.</p> <p>OK</p>



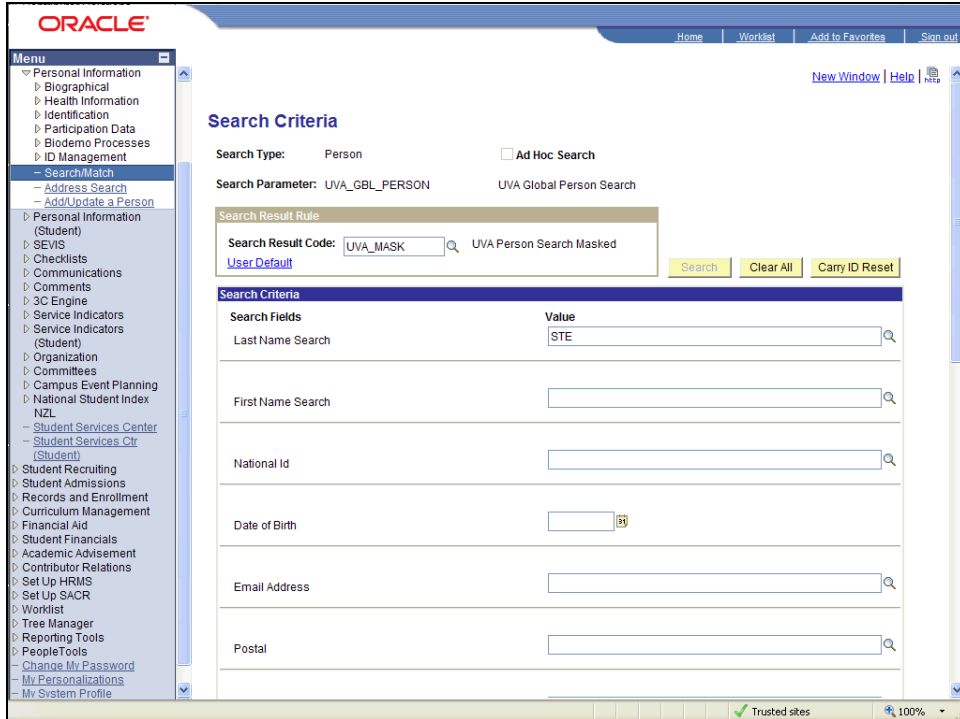
Step	Action
12.	<p>You can enter known information in any/all of the search fields. It is recommended to provide at least the first few letters of the last name, and at least one letter of the first name.</p> <p>You may also use the % as a wild card if you do not have complete information.</p>



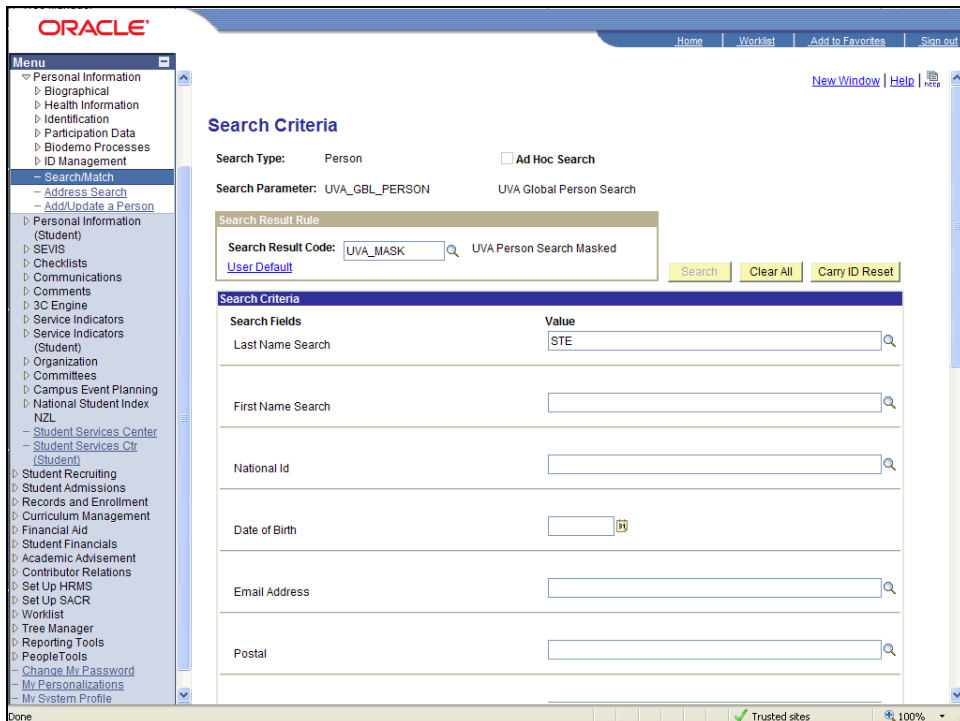
Step	Action
13.	<p>If you had selected the UVA ADHOC search parameter this box would be checked, allowing you to bypass these rules.</p> <p>Note: Graduate and Professional School Admission Users: By using the UVA ADHOC search parameter, you now have a field at the bottom of this page in which to enter and search by the External System ID (External Application Number).</p>



Step	Action
14.	<p>In this example, you have very little information about Isabel. Since you are unsure of the spelling of her last name, try searching by using her first name and partial last name.</p> <p>Enter the desired information into the Last Name Search field. Enter "STE".</p>



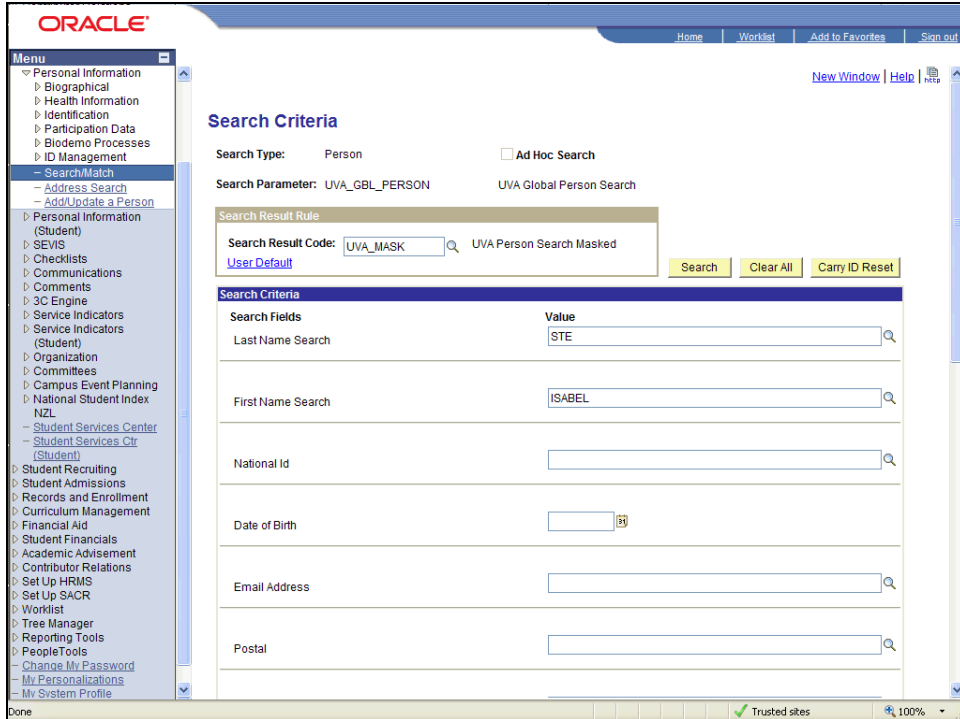
Step	Action
15.	Click in the First Name Search field.



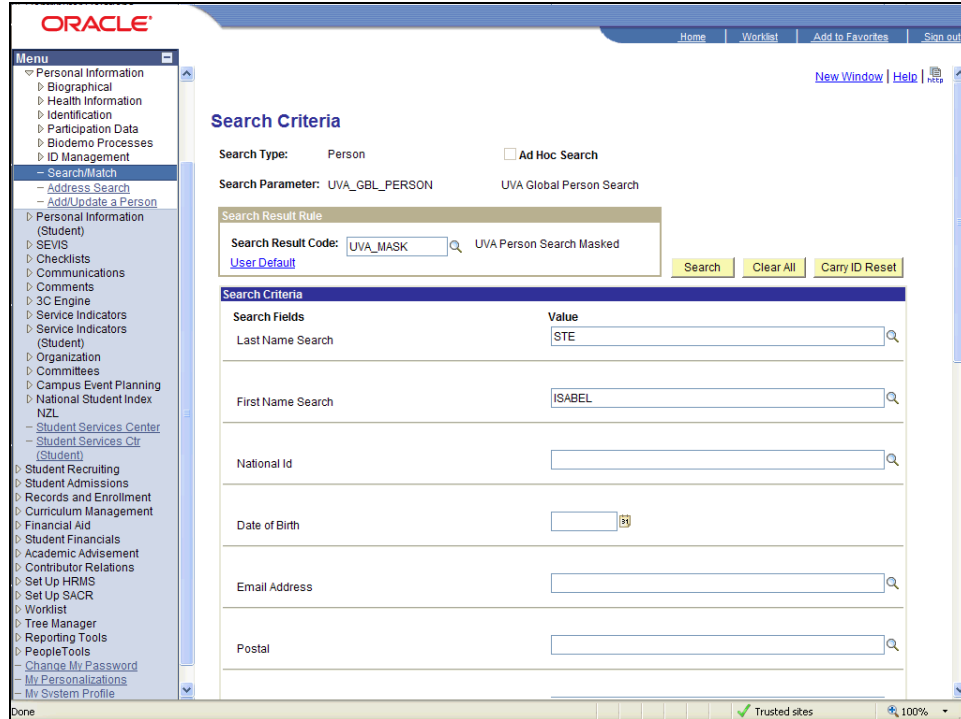
Step	Action
16.	Enter the desired information into the First Name Search field. Enter " ISABEL ".

The screenshot shows the Oracle Student Information System search interface. The 'Search Criteria' section is active, showing 'Search Type: Person' and 'Search Parameter: UVA_GBL_PERSON'. The 'Search Result Rule' section shows 'Search Result Code: UVA_MASK' and 'UVA Person Search Masked'. The 'Search Criteria' table lists search fields: Last Name Search (STE), First Name Search (ISABEL), National Id, Date of Birth, Email Address, and Postal. The 'First Name Search' field is highlighted with a blue border.

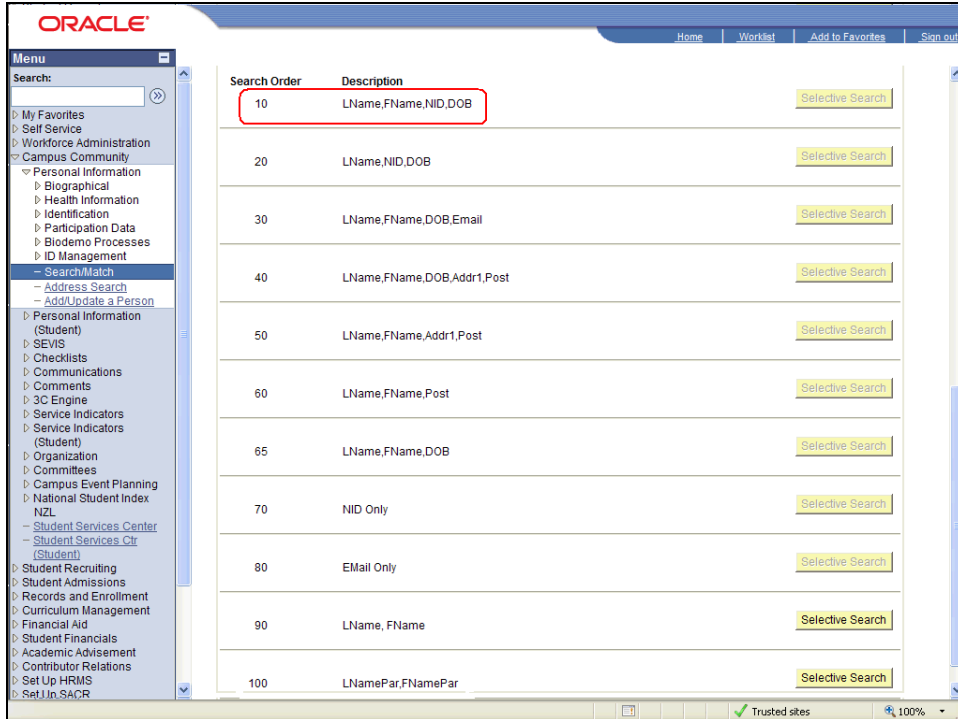
Step	Action
17.	Tab or click into any field to move from the First Name Search field so that the value you typed is accepted. Click in the National Id field.



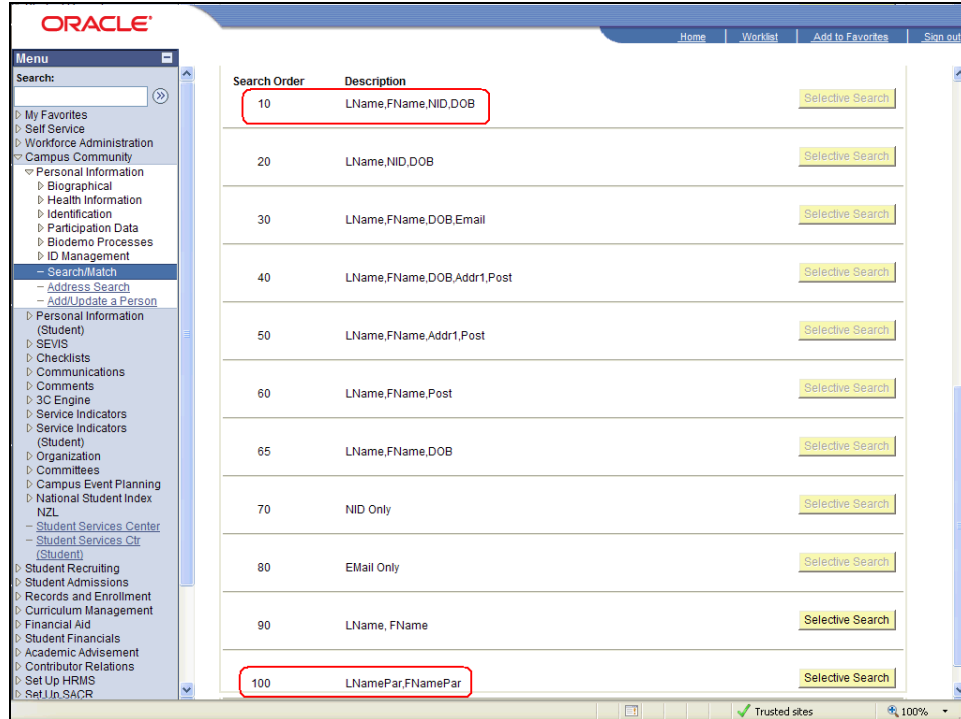
Step	Action
18.	<p>Note that the Search button is now active.</p> <p>You can Search at this point or another option is to use Selective Search located at the bottom of this page.</p> <p>In this example you will use Selective Search.</p>



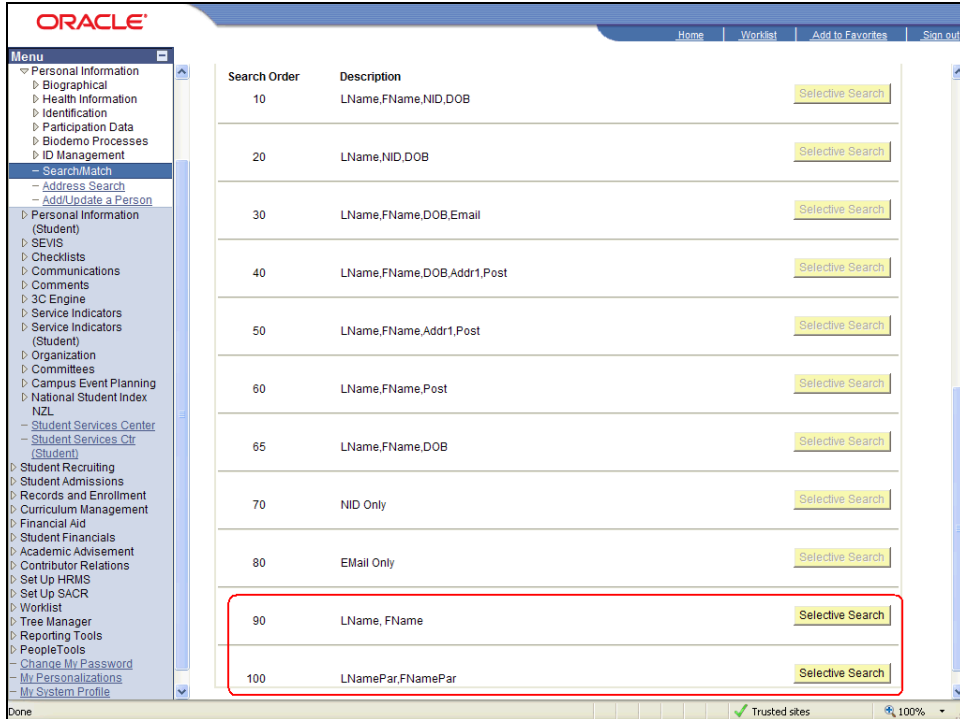
Step	Action
19.	<p>Scroll down the page.</p> <p>Click the scrollbar.</p>



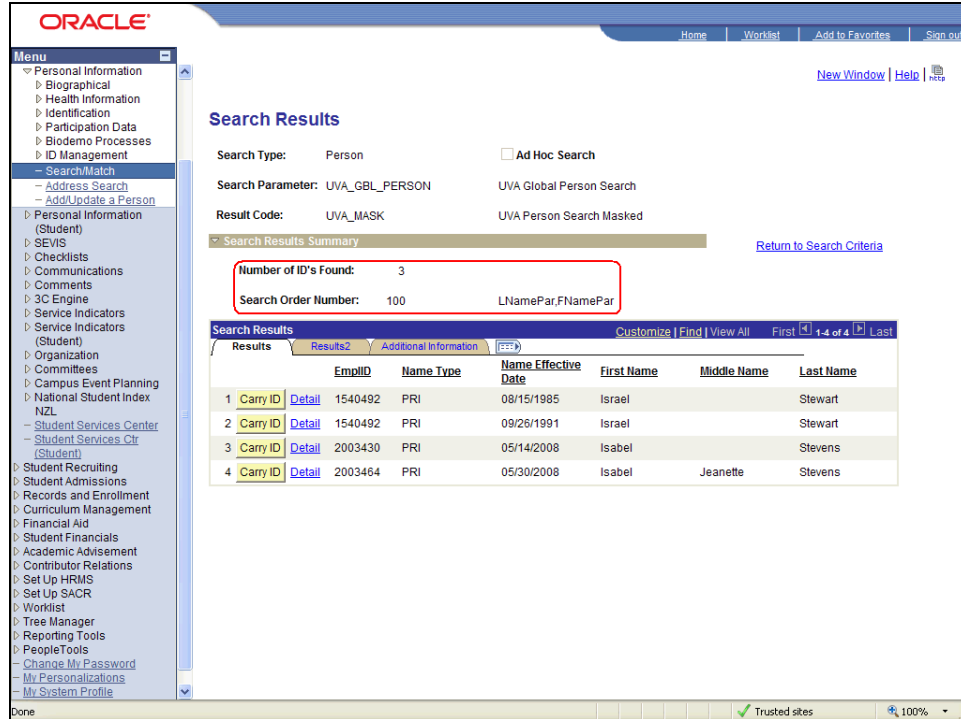
Step	Action
20.	As you scroll, note that some Selective Search buttons have also become active. This indicates that the name has met the criteria for the search rule, however, it has not necessarily found an accurate match.



Step	Action
21.	<p>In the Search Order column, you will find a number sequence from the most restrictive to the least restrictive.</p> <p>The smaller the number, the more restrictive the search, i.e., if we had searched by Last Name, First Name, National ID (SSN) and date of birth, we would receive the most restrictive (and therefore most accurate) results at Level 10.</p>



Step	Action
22.	<p>Although you searched by partial last name and full first name, that is not one of the search order rules. Therefore, choose the most accurate description of your search criteria, partial last and partial first name.</p> <p>Click the Selective Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Selective Search</div>



Step	Action
23.	The Search Results Summary section displays the total number of IDs found for the search criteria and reminds us of the Search Order Number rule and description.

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: UVA_GBL_PERSON UVA Global Person Search

Result Code: UVA_MASK UVA Person Search Masked

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 3

Search Order Number: 100 LNamePar,FNamePar

Results	Results2	Additional Information	EmpID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1	Carry ID	Detail	1540492	PRI	08/15/1985	Israel		Stewart
2	Carry ID	Detail	1540492	PRI	09/26/1991	Israel		Stewart
3	Carry ID	Detail	2003430	PRI	05/14/2008	Isabel		Stevens
4	Carry ID	Detail	2003464	PRI	05/30/2008	Isabel	Jeanette	Stevens

Step	Action
24.	The search criteria returned these results because the system search was partial, based on the first 3 letters of the last name and the first 2 letters of the first name.

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: UVA_GBL_PERSON UVA Global Person Search

Result Code: UVA_MASK UVA Person Search Masked

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 3

Search Order Number: 100 LNamePar,FNamePar

Results	Results2	Additional Information	EmpID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1	Carry ID	Detail	1540492	PRI	08/15/1985	Israel		Stewart
2	Carry ID	Detail	1540492	PRI	09/26/1991	Israel		Stewart
3	Carry ID	Detail	2003430	PRI	05/14/2008	Isabel		Stevens
4	Carry ID	Detail	2003464	PRI	05/30/2008	Isabel	Jeanette	Stevens

Step	Action
25.	You can click a person's Carry ID button to have the database carry that ID forward as you subsequently access their pages.

The screenshot displays the Oracle Student Information System search results page. The search criteria are as follows:

- Search Type:** Person
- Search Parameter:** UVA_GBL_PERSON (UVA Global Person Search)
- Result Code:** UVA_MASK (UVA Person Search Masked)
- Number of ID's Found:** 3
- Search Order Number:** 100

The search results table is as follows:

EmpID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1	Carry ID	1540492	PRI	08/15/1985	Israel Stewart
2	Carry ID	1540492	PRI	09/26/1991	Israel Stewart
3	Carry ID	2003430	PRI	05/14/2008	Isabel Stevens
4	Carry ID	2003464	PRI	05/30/2008	Isabel Jeanette Stevens

Step	Action
26.	You can click the Detail link to access a person's bio-demo data (in the Add/Update a Person component) through a separate browser window.

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: UVA_GBL_PERSON UVA Global Person Search

Result Code: UVA_MASK UVA Person Search Masked

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 3

Search Order Number: 100 LNamePar;FNamePar

Results	Results2	Additional Information	EmpID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1	Carry ID Detail		1540492	PRI	08/15/1985	Israel		Stewart
2	Carry ID Detail		1540492	PRI	09/26/1991	Israel		Stewart
3	Carry ID Detail		2003430	PRI	05/14/2008	Isabel		Stevens
4	Carry ID Detail		2003464	PRI	05/30/2008	Isabel	Jeanette	Stevens

Step	Action
27.	<p>Other tabs on the Search Results page can provide some additional data (if known) such as date of birth and the last four numbers of the National ID.</p> <p>Click the Results2 tab.</p> <p>Results2</p>

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: UVA_GBL_PERSON UVA Global Person Search

Result Code: UVA_MASK UVA Person Search Masked

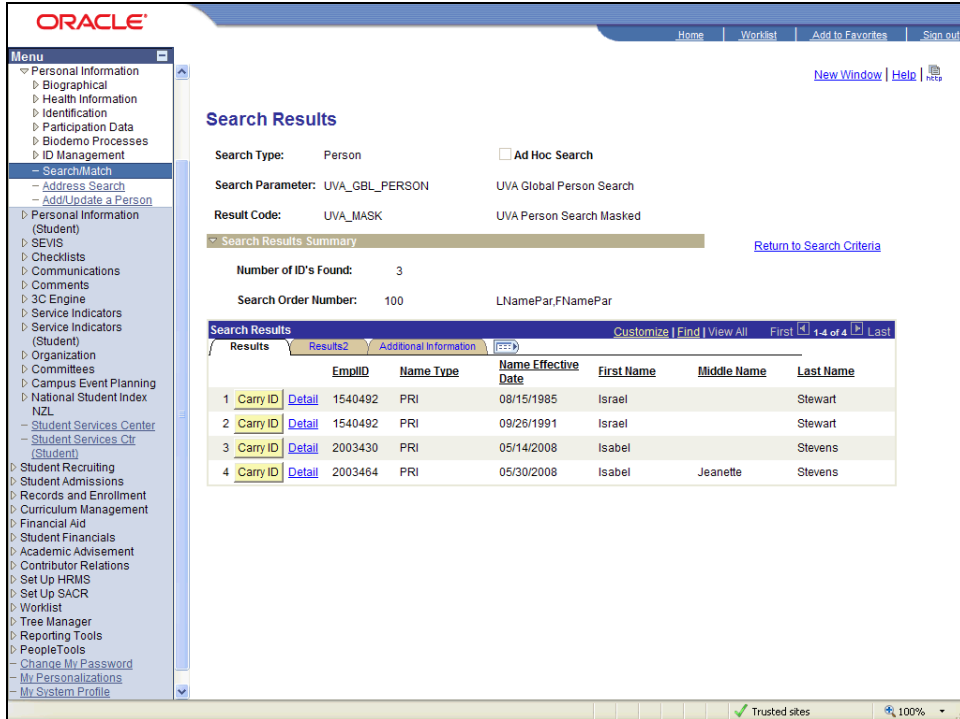
Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 3

Search Order Number: 100 LNamePar:FNamePar

Results	Results2	Additional Information	EmpID	Date of Birth	Gender	Campus ID	National ID
1	Carry ID Detail		1540492	10/17/1931	M	*****5591	*****1658
2	Carry ID Detail		1540492	10/17/1931	M	*****5591	*****1658
3	Carry ID Detail		2003430	10/10/1990	F	*****5591	*****4487
4	Carry ID Detail		2003464	05/07/1990	F	*****5591	*****9999

Step	Action
28.	You can determine from this information that the two Isabel Stevens in the database are different people. But without further information from Isabel, it isn't possible to determine if she is already recorded in the database.



Step	Action
29.	You successfully used Search/Match to search for a person record. End of Procedure.