



An Introduction to HUB

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Assistant Functional Coordinator, HUB



Outline

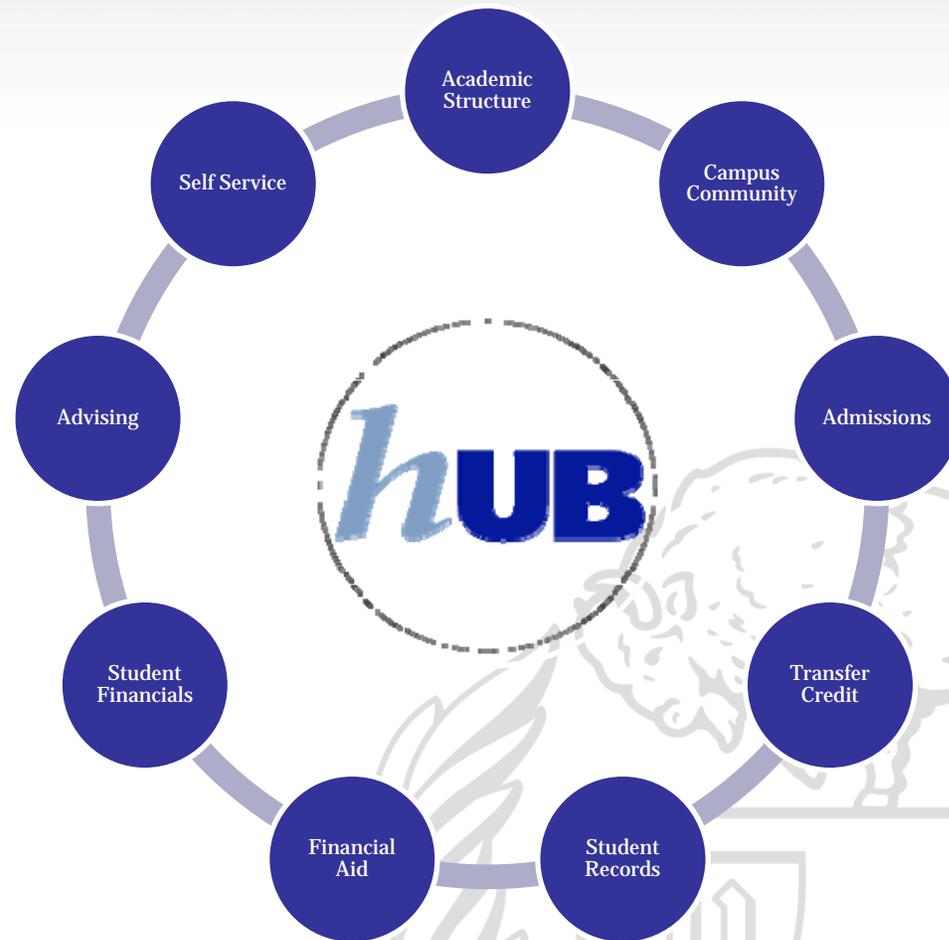
- Overview of HUB
 - Module Information
- Process





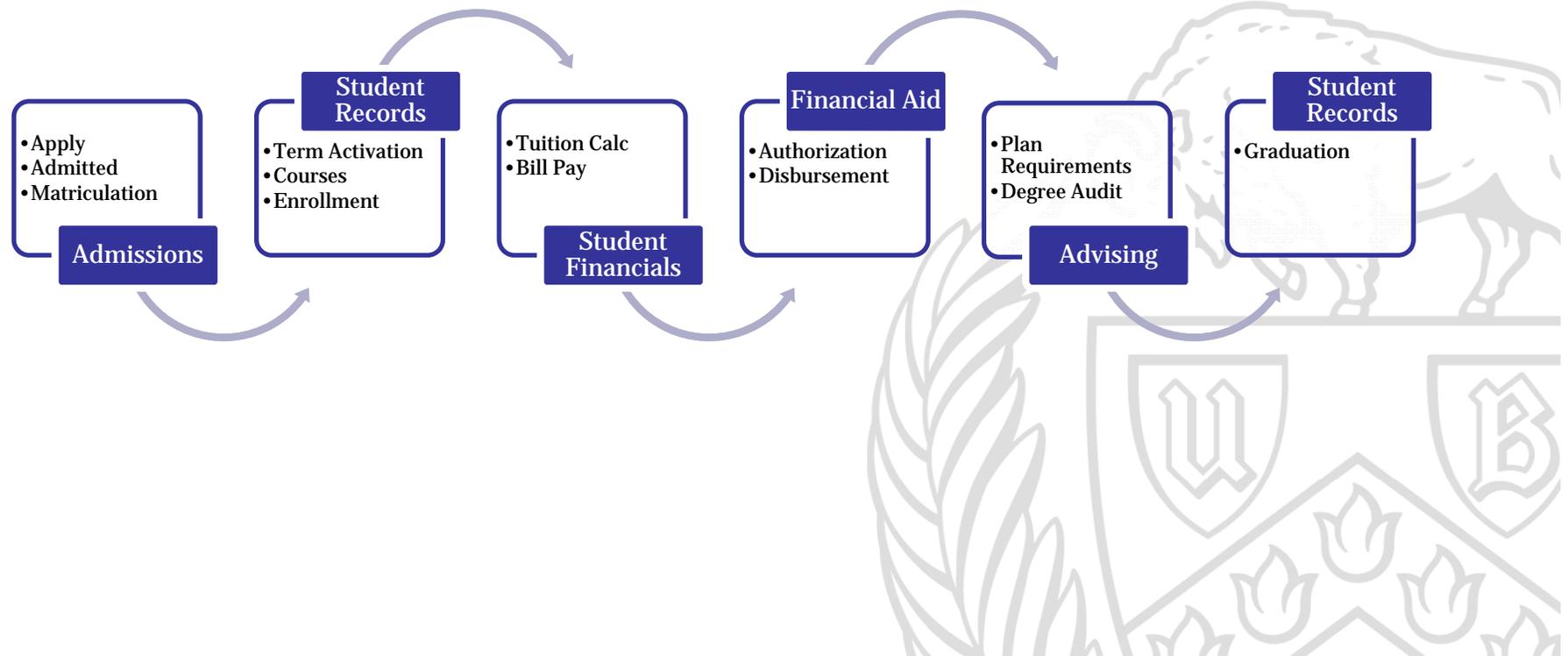
HUB Modules

HUB is the student chosen name of an Oracle software package called PeopleSoft Campus Solutions





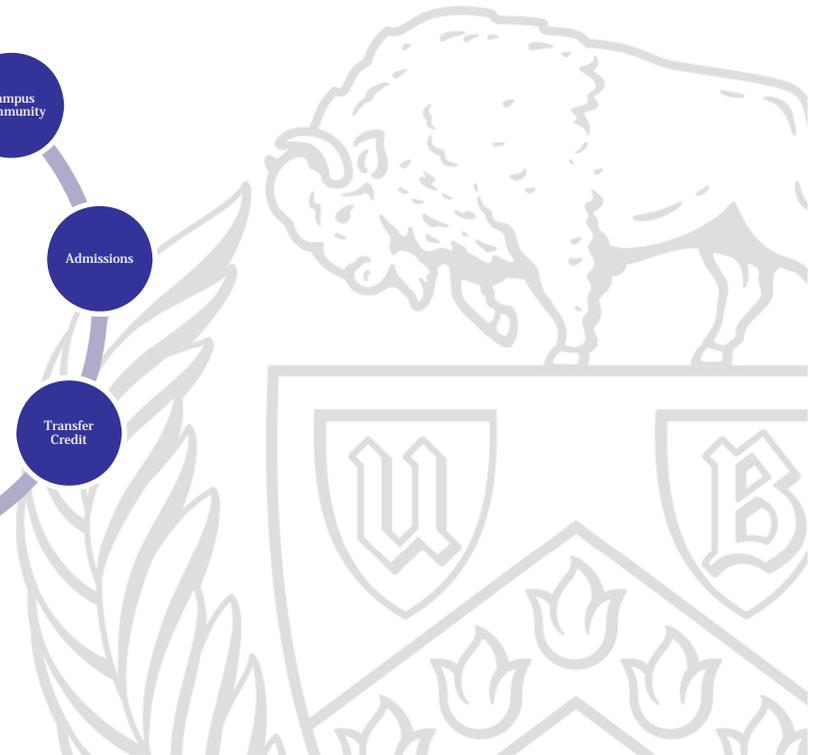
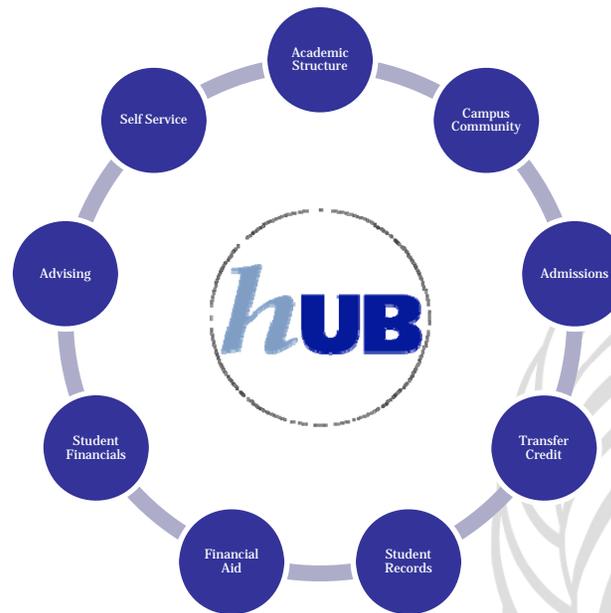
How is Each HUB Module Represented in the Student Cycle?





Module:

ACADEMIC STRUCTURE





HUB Foundation

Academic Structure → HUB Foundation

A group of tables that defines how programs (including degrees, majors, specializations, and concentrations) are organized.

Impacts ALL module areas

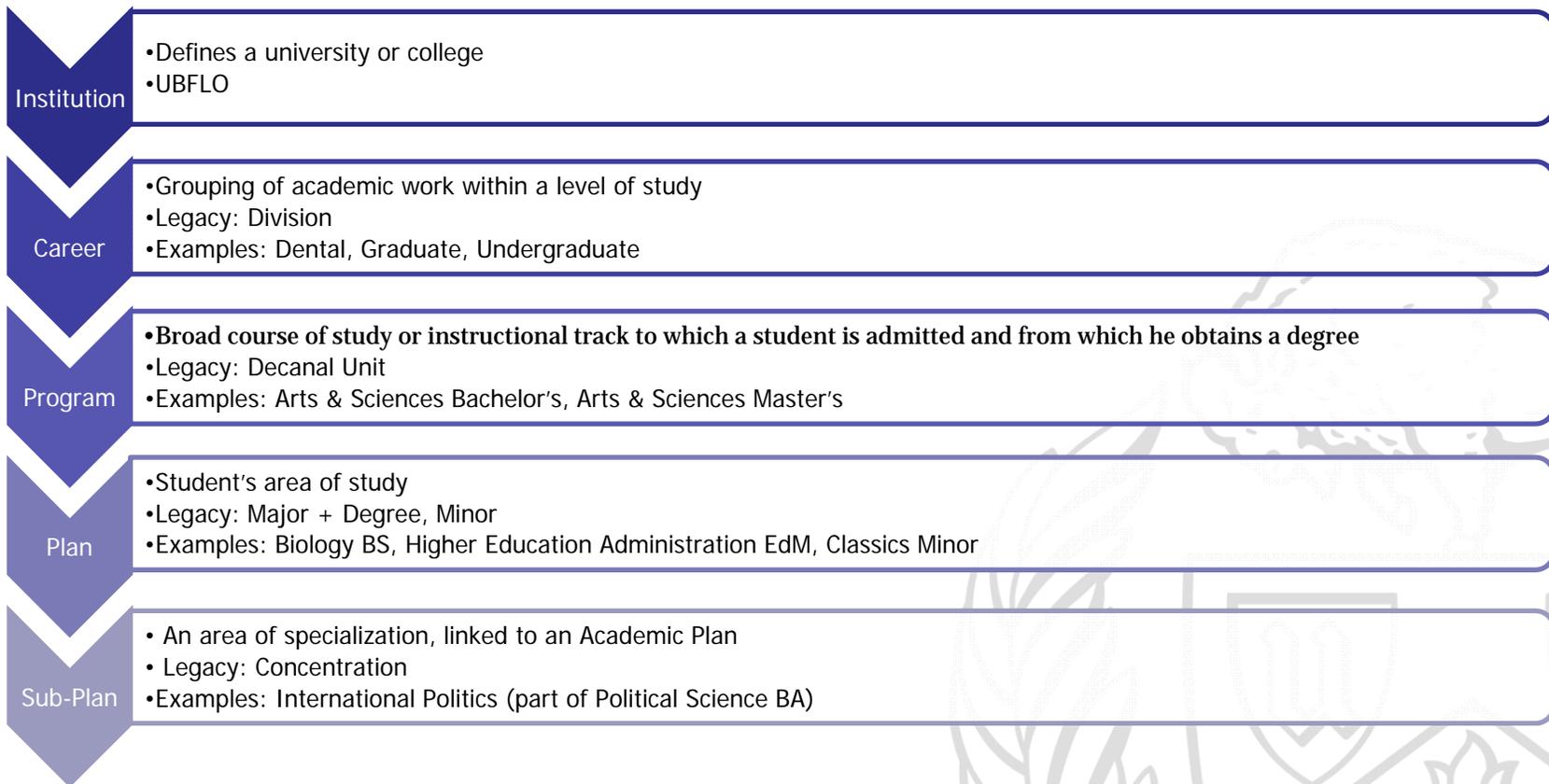
Advising, Admissions,
Financial Aid, Student
Financials, Student Records

Campus Community

Academic Structure

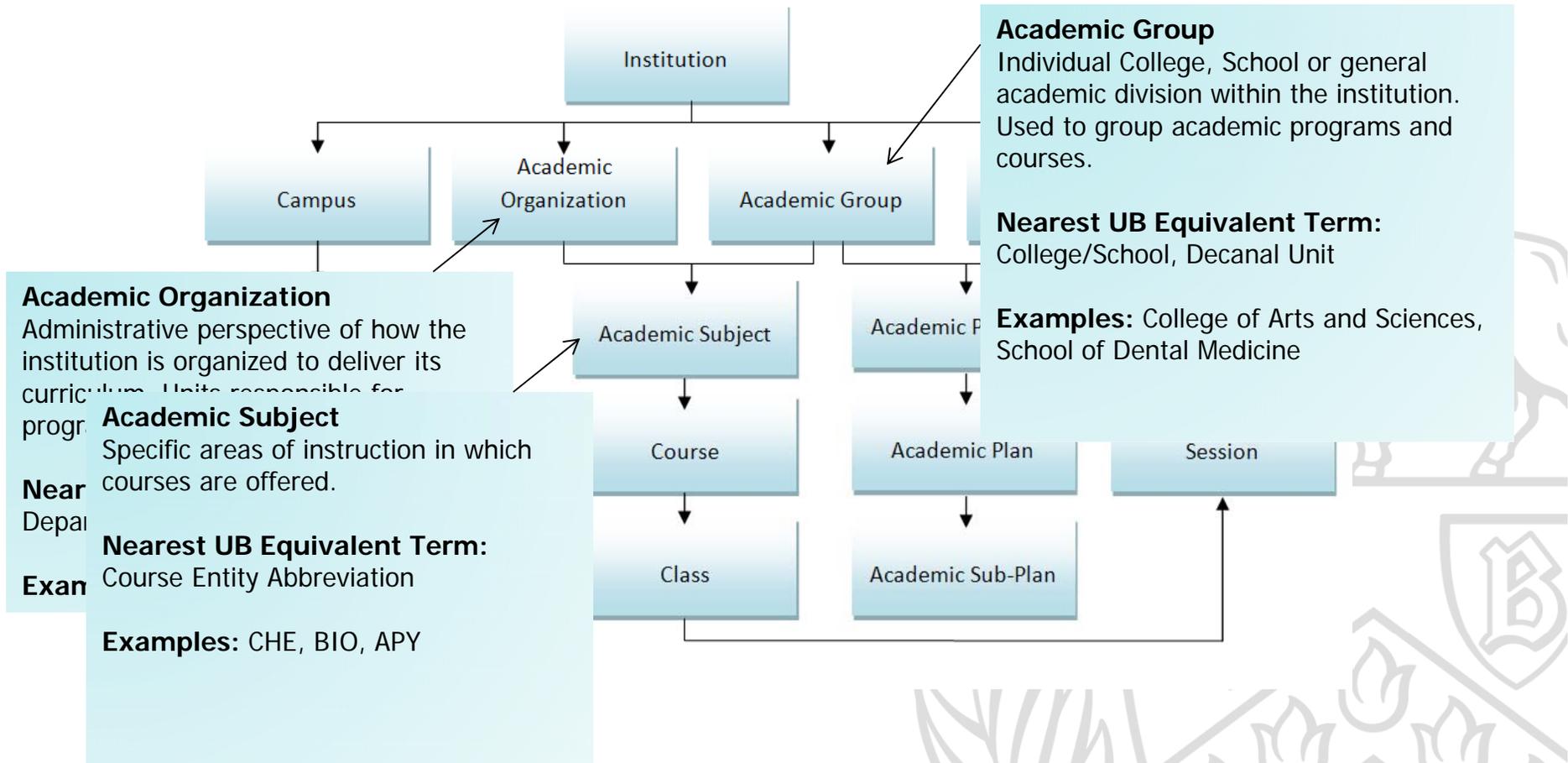


Academic Structure





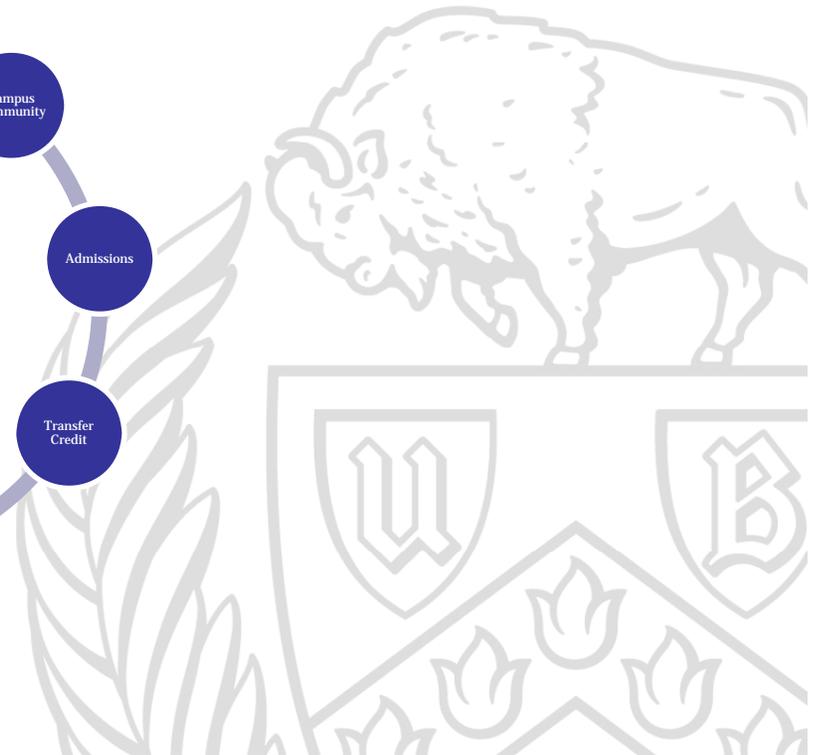
Academic Structure: Institutional View





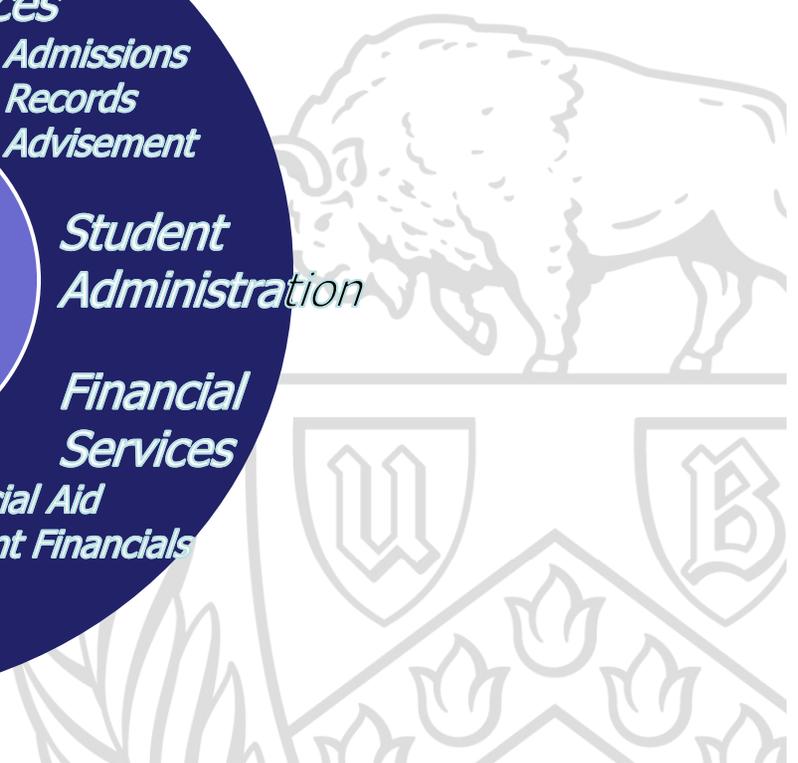
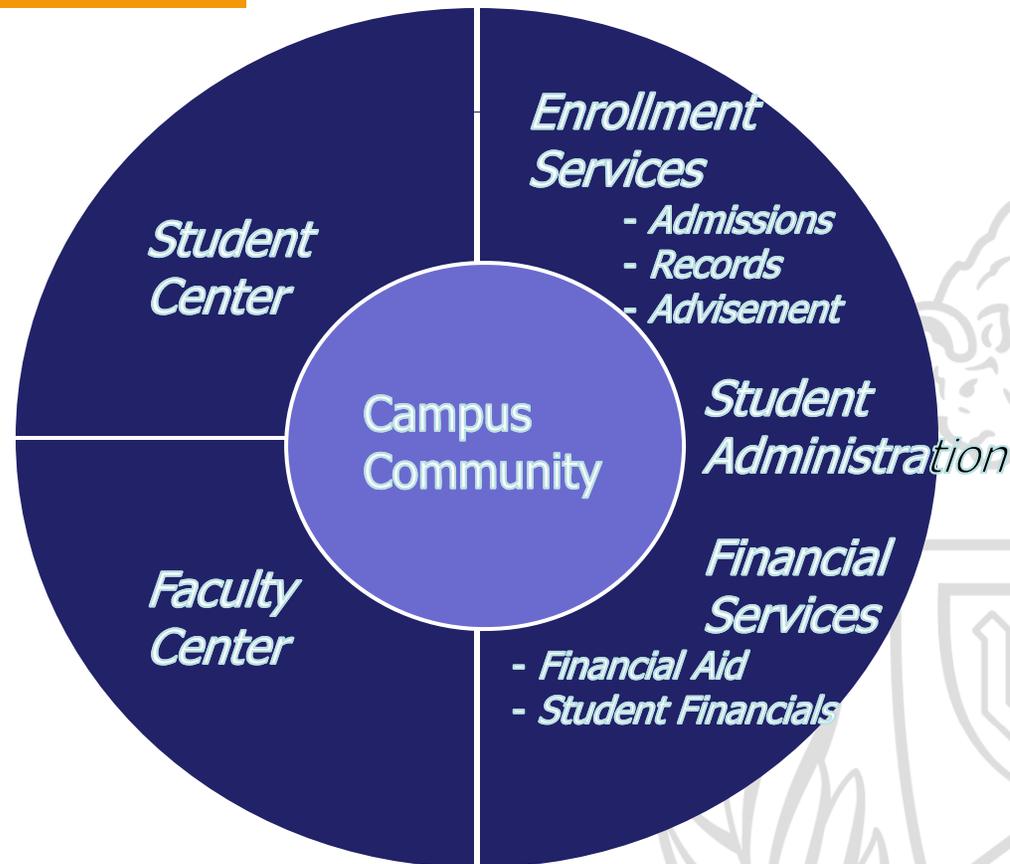
Module:

CAMPUS COMMUNITY





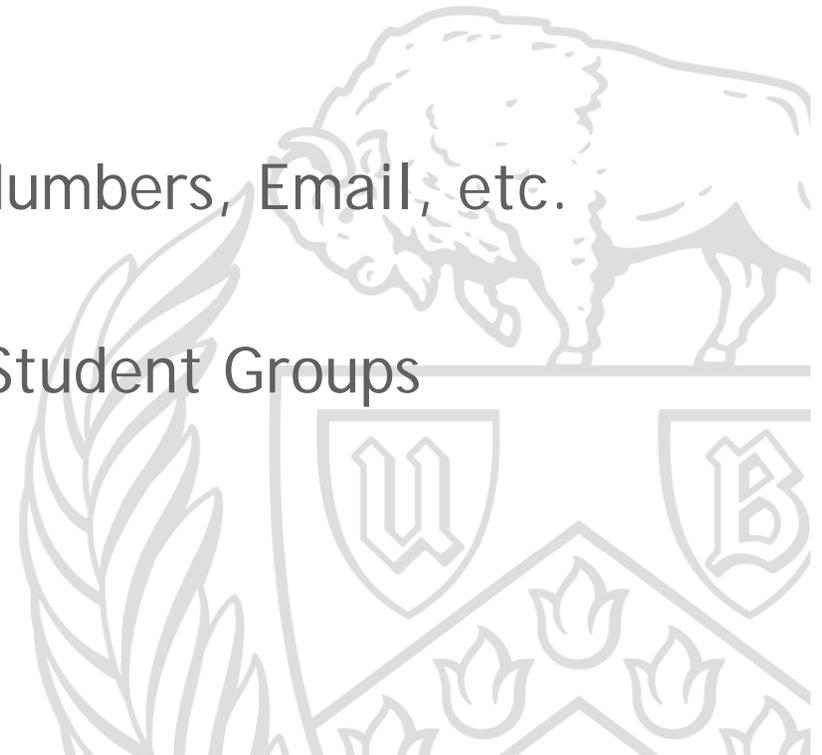
Campus Community and its Relationship to Module Areas





Campus Community

- Contains the information about individuals and organizations that is common to all modules
- Set up format of information
 - Names, Addresses, Phone Numbers, Email, etc.
- Set up Service Indicators and Student Groups



Service Indicators & Student Groups

Service Indicators

- Can be negative indicators
 - prevent an individual from receiving certain services
- Can be positive indicators
 - designate special services to be provided
 - informational

Service indicators consist of one or more impact values that identify the types of specific services that are restricted or provided.

Legacy: Checkstop

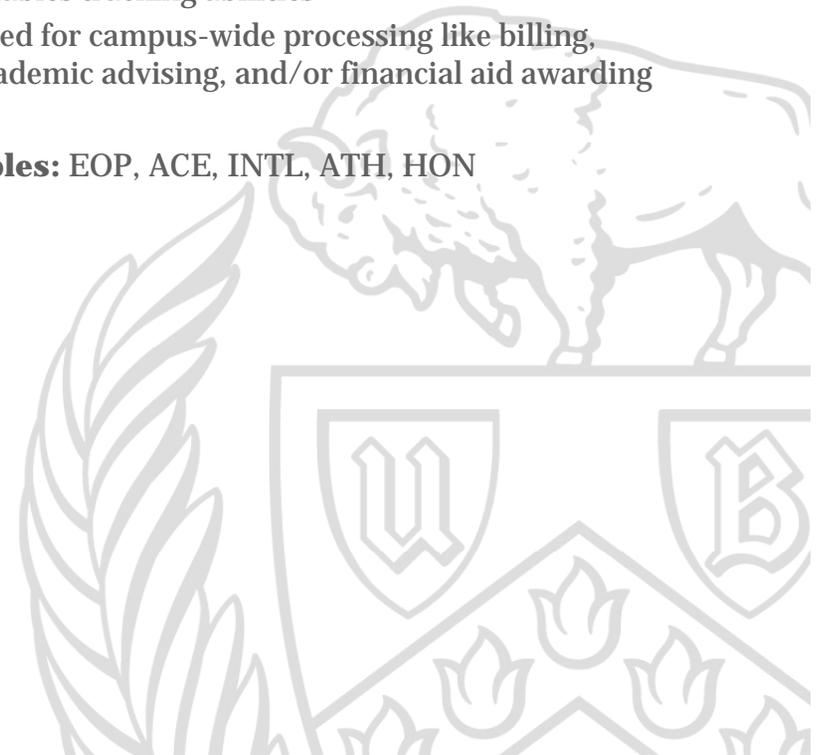
 (negative service indicator)

 (positive service indicator)

Student Group

- Ability to define groups of similar students at a high level
- Enables tracking abilities
- Used for campus-wide processing like billing, academic advising, and/or financial aid awarding

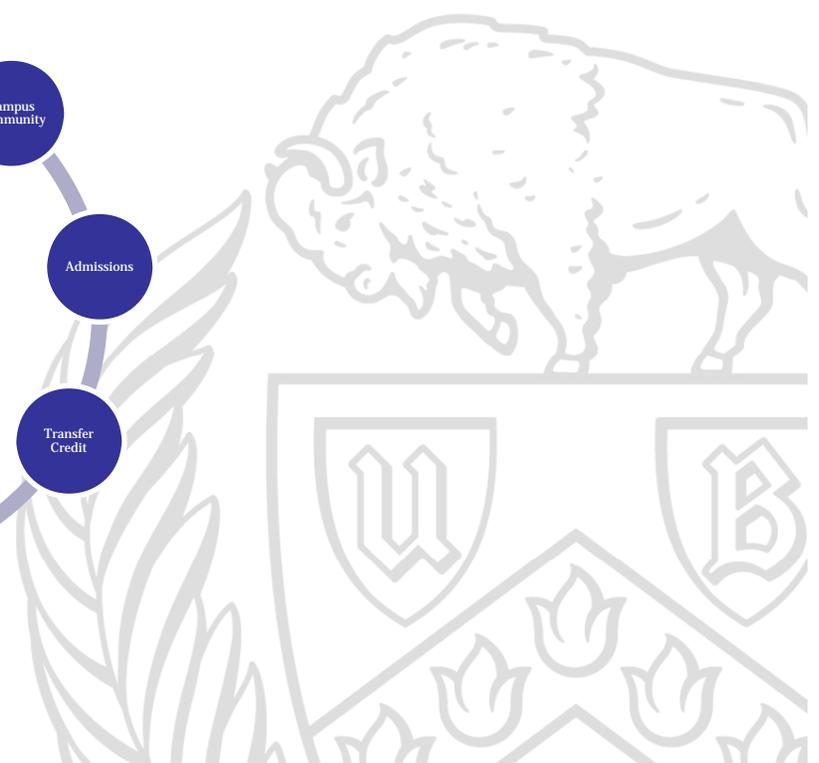
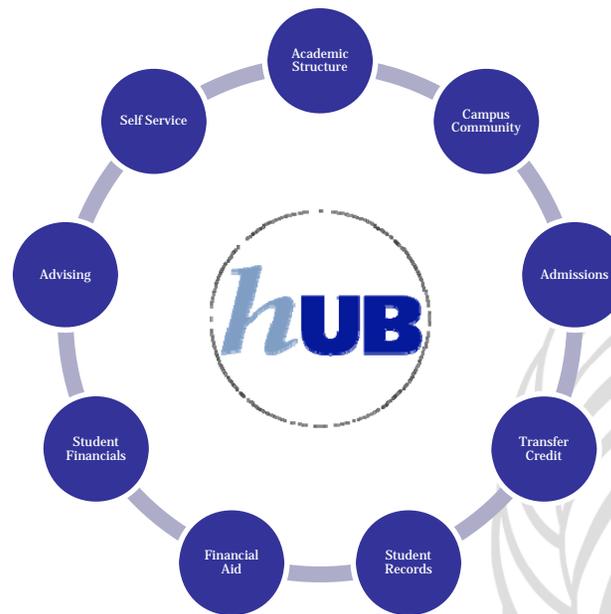
Examples: EOP, ACE, INTL, ATH, HON





Module:

ADMISSIONS





Admissions

- Processes applicants
- Admits applicants to the institution
- Matriculates them to make them students





Admissions: Application Data

Admit Type

Means of differentiating between types of applicants.

Nearest UB Equivalent Term:

Applicant Type

Examples:

- 001 - New: freshman/grad/prof
- 003 - ACE - Individualized Admission Program
- 005 - Early Admission
- 006 - ACCP freshman
- 010 - Transfer
- 021 - Re-enter
- 030 - Visiting Student
- 044 - Non-Degree to Degree
- 045 - Cross-registered
- 050 - Non-degree"

Academic Institution: University at Buffalo
 Academic Career: Undergraduate
 Application Number: 00611074

Application Data

*Application Center: UGRD UNDERGRAD*Admit Type: 001 NEW
 *Application Date: 11/27/2010 Academic Level: [v]
 *Created On: 11/29/2010 *Notification Plan: Regular
 Prior Application Application Method: SUNYELEC

Additional Information

Housing Interest: On Campus Financial Aid Interest

File Information | **Application Fee Information**

Complete: External App

Application Center: The office that will application.
Application Number: A number assigned by the system when an application is added.

Transfer To: Education [Go]

[Save] [Return to Search] [Notify] [Refresh] [Update/Display] [Include History] [Correct History]

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)



Admissions: Application View

TESTING

Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details Addresses Regional Application Program Data Application Data

Academic Institution: University at Buffalo Application Number: 00611074
 Academic Career: Undergraduate Career Number: 0

Program Data Find

Program Number: 0 *Effective Date: 04/04/2011
 *Admit Term: 2119 ← Fall 2011 Effective Sequence: 1
 *Academic Program: 27R3 A&S Bach Expected Graduation Term:
 *Academic Load: Full-Time Campus: NT
 Joint Program

Program Status

Status: Active Action Date: 04/04/2011
 *Program Action: MATR ← Matriculation Action Reason: AUTO
 Create Program Evaluation

Plan Data Find |

*Academic Plan: PSY010R0I Psychology INT BA Major

Sub-Plan Data Find | V

*Sub-Plan:

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Includ

Biographical Details | Addresses | Regional | Application Program Data | Application Data | Application School/Recruiting | Application Student Response

Admit Term

Administrative time period to which students apply and are admitted, students are enrolled and billed, financial aid processed, and

Program Action – Matriculation

The point when an applicant/person becomes an active student in an academic program

Creates a Program/Plan Stack in Student Records

Legacy: "the flip"

WAOF waitlist offer

WAIT waitlist

DEIN deposit intent to enroll

MATR matriculated ("flipped" to student and eligible to have a student term record created)

ADRV Admission revocation

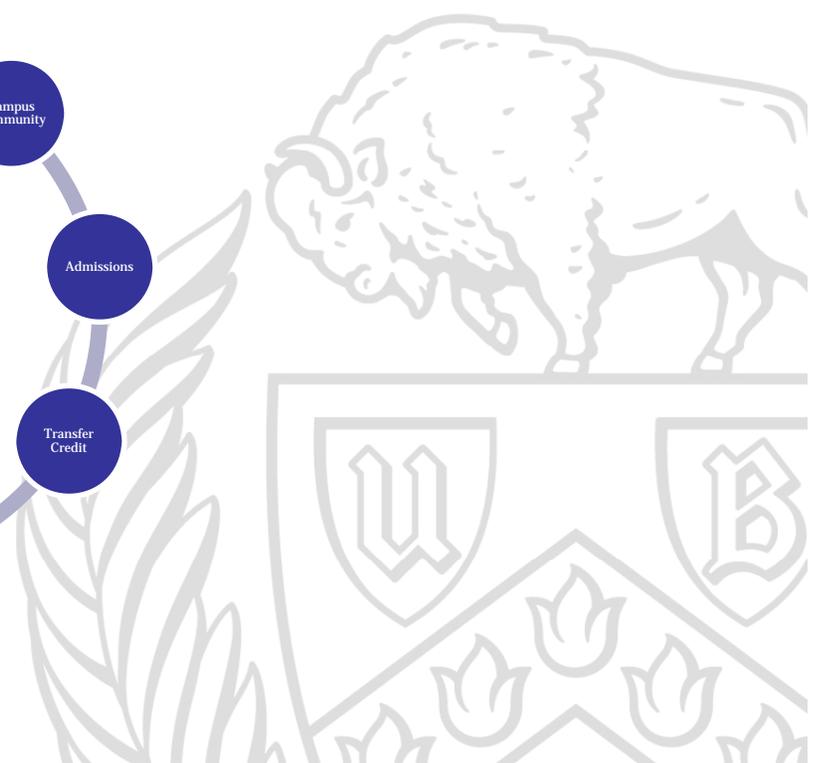
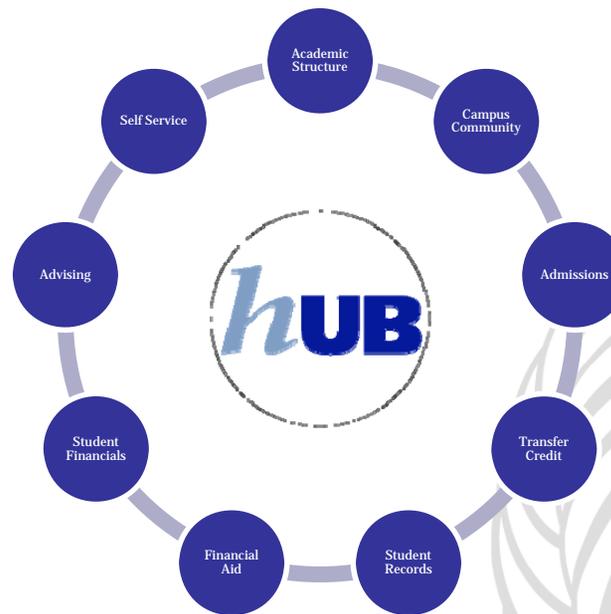
WADM administrative withdrawal

WAPP applicant withdrawal



Module:

TRANSFER CREDIT





Transfer Credit

Ability to evaluate, process, and post course, test, and other transfer credit using defined rules or manual rules.

Over 89,000 articulation rules...





Transfer Credit Types

Course Credit

- Credit from another institution
- Example: ECC course, BI 1000

Test Credit

- Credit from a test
- Example: Advanced Placement, CLEP

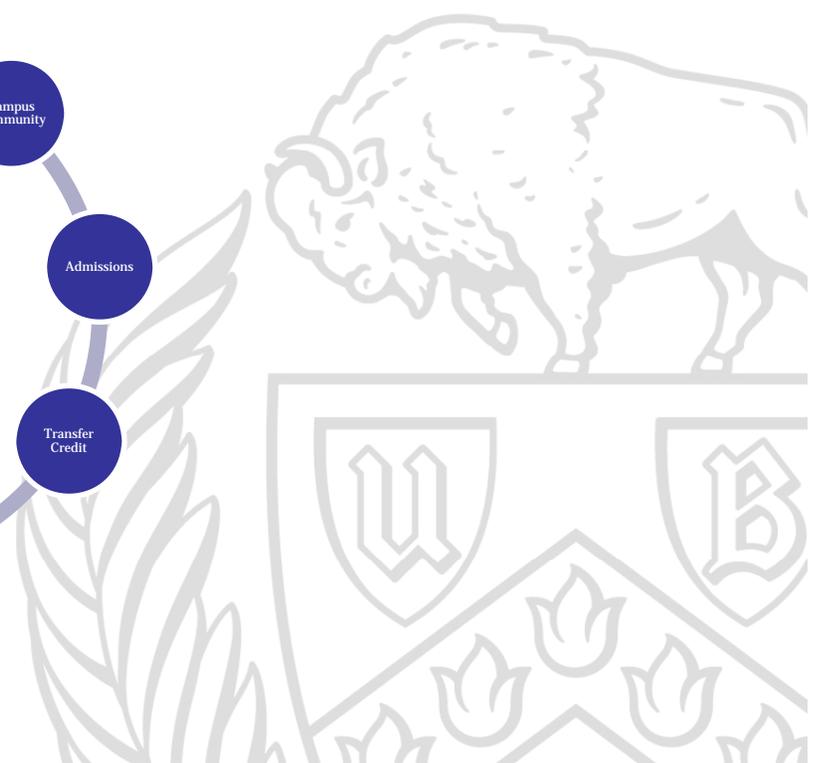
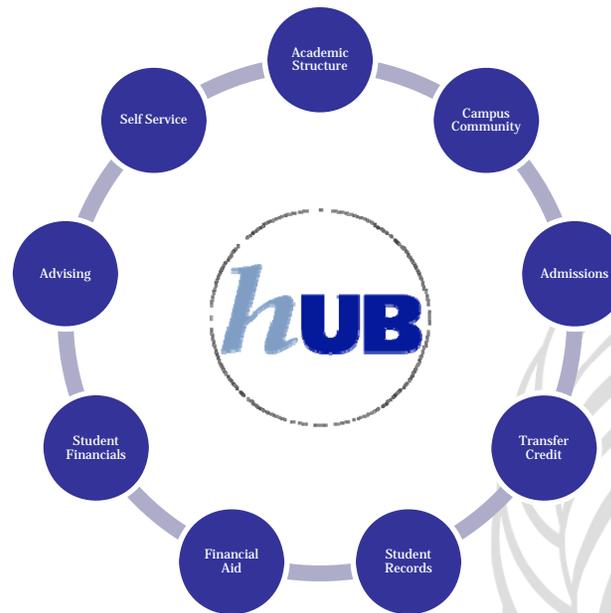
Other Credit

- Non-course or test credit
- Example: Military Service



Module:

STUDENT RECORDS





Student Records

Repeat Checking: Enables you to manage students' repeat coursework.

Course Catalog: Enables you to set up courses.

Enrollment Requisites: Enables you to set up requisite groups, equivalencies, and course lists.

Schedule of Classes: Enables you to schedule classes, search for facilities, and roll the schedule from term to term.

Student Career Term: Enables you to monitor and track student career term related records.

Enrollment Appointments: Enables you to create and manage enrollment appointments.

Class Enrollment Transactions: Enables you to enroll students into classes through various processes.

Enrollment Related Processes: Enables you to enroll perform withdrawals and cancellations, manage wait lists, view summary statistics, and more.

Enrollment Verification: Enables you to process enrollment verification reports for students, students can request the enrollment verification through self service.

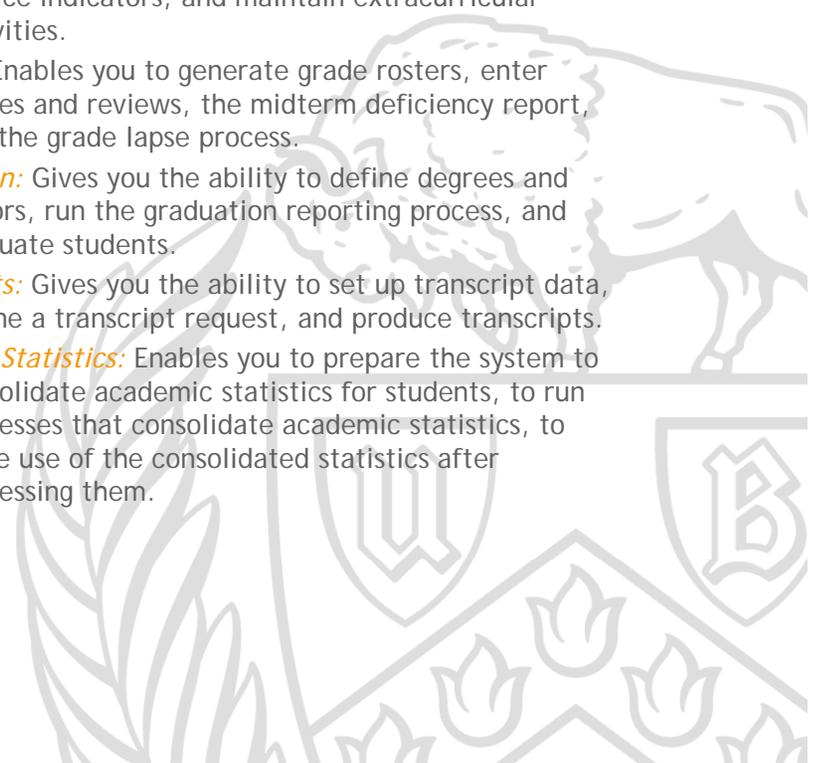
Student Data Tracking: Enables you to link milestones to student records, manage honors and awards, manage academic standing, track student groups, maintain service indicators, and maintain extracurricular activities.

Grading: Enables you to generate grade rosters, enter grades and reviews, the midterm deficiency report, and the grade lapse process.

Graduation: Gives you the ability to define degrees and honors, run the graduation reporting process, and graduate students.

Transcripts: Gives you the ability to set up transcript data, define a transcript request, and produce transcripts.

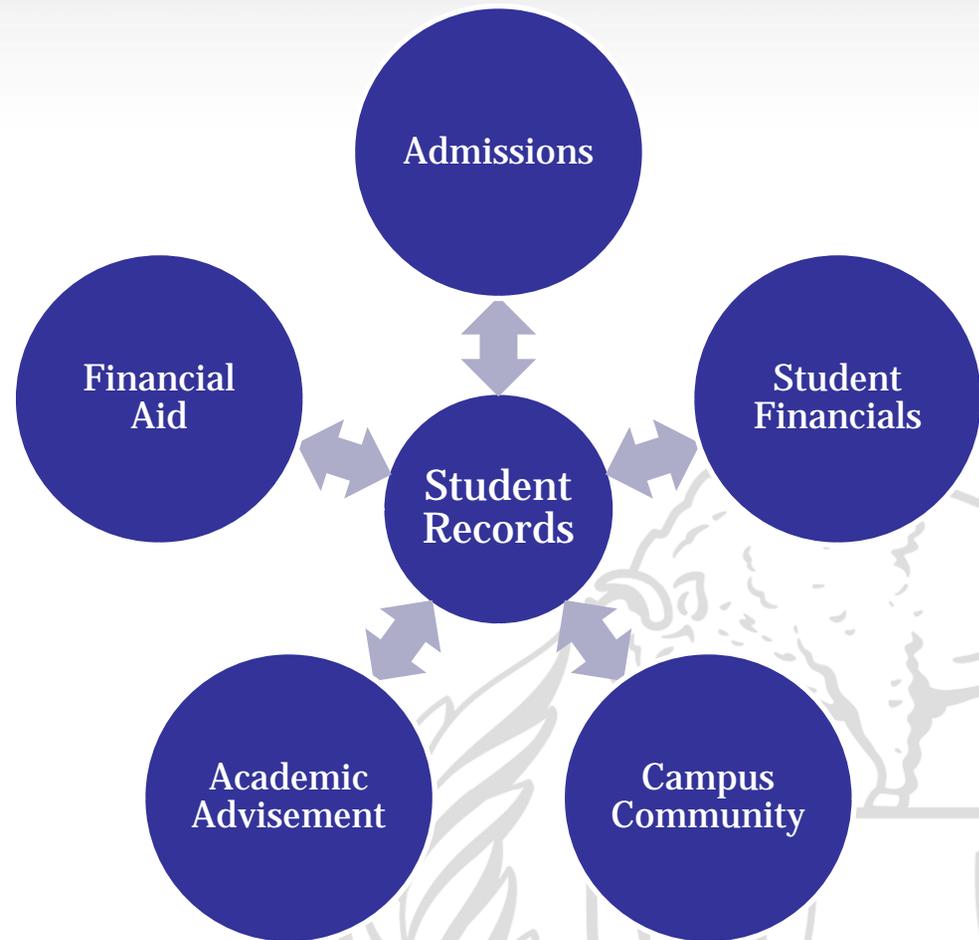
Academic Statistics: Enables you to prepare the system to consolidate academic statistics for students, to run processes that consolidate academic statistics, to make use of the consolidated statistics after processing them.





Student Records Integration with Other Modules

- dynamic relationship with almost every module





Student Records: Program/Plan Stack

- A stack is created through the admissions matriculation process or through Quick Admit
- Program/Plan Stack → compilation of the transactional history of a student's major, minor, etc.
- It determines the degree requirements necessary to award a degree to this student





Student Records: Program Plan Stack

TESTING

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Find | View | Page 1 of 3 | Last

Status:	Completed Program	Effective Sequence:	1
*Effective Date:	06/01/1994	Action Date:	01/21/2011
*Program Action:	COMP Completion of Program	Joint Prog Appr:	<input type="checkbox"/>
Action Reason:		Admissions <input type="checkbox"/> From Application Application Nbr: 0 Application Program Nbr: 0	
*Academic Institution:	UBFLO University at Buffalo		
*Academic Program:	07R3 Engr & Appl Sci Bachelor		
*Admit Term:	1899 Fall 1989		
Requirement Term:	1899 Fall 1989		
Expected Grad Term:	1941 Spr 1994 *Campus: NT North *Acad Load: Full-Time		

Status:	Active in Program	Effective Sequence:	1
*Effective Date:	08/15/1991	Action Date:	01/01/1901
*Program Action:	PLNC Plan Change	Joint Prog Appr:	<input type="checkbox"/>
Action Reason:		Admissions <input type="checkbox"/> From Application Application Nbr: 0 Application Program Nbr: 0	
*Academic Institution:	UBFLO University at Buffalo		
*Academic Program:	07R3 Engr & Appl Sci Bachelor		
*Admit Term:	1899 Fall 1989		
Requirement Term:	1899 Fall 1989		
Expected Grad Term:	*Campus: NT North *Acad Load: Full-Time		

Status:	Active in Program	Effective Sequence:	1
*Effective Date:	08/15/1989	Action Date:	01/01/1901
*Program Action:	MATR Matriculation	Joint Prog Appr:	<input type="checkbox"/>
Action Reason:		Admissions <input type="checkbox"/> From Application Application Nbr: 0 Application Program Nbr: 0	
*Academic Institution:	UBFLO University at Buffalo		
*Academic Program:	07R3 Engr & Appl Sci Bachelor		

Effective Dating

Ability to track historical changes and to prepare for changes in the future.

Indicates changes taken on a student's Program Plan Stack.

Examples:

- ACTV (Activate)
- COMP (Completion of Program)
- DISC (Discontinuation)
- DISM (Dismissal)
- LEAV (Leave of Absence)
- MATR (Matriculation)
- PRGC (Program Change)
- PLNC (Plan Change)
- RLOA (Return from Leave of Absence)
- WADM (Administrative Withdrawal)

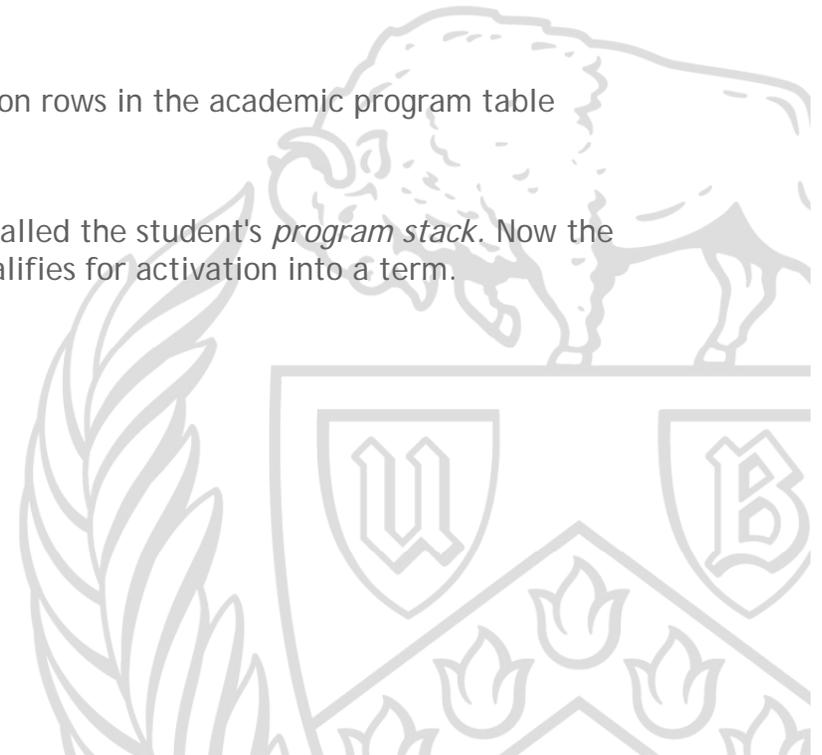


Student Records: Program/Plan Stack

A student must be active in an academic program and plan to later be activated into a term for that academic program and plan.

The system stores the student's academic program and plan data on rows in the academic program table (ACAD_PROG).

Collectively, all of a student's rows in the ACAD_PROG table are called the student's *program stack*. Now the individual is active in an academic program and plan and qualifies for activation into a term.





Student Records: Term Activation

Term activation is the process by which you inform the system that admitted and matriculated students are eligible for various actions in the system.

Examples: enrollment, transfer credit posting to their records, and tuition calculation

The screenshot displays the 'Term Activation' interface within the 'Testing' system. The breadcrumb trail indicates the path: Favorites > Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student. The interface includes several tabs: Term Activation (selected), Enrollment Limit, Student Session, Terms In Residence, Term Control Dates, and External Study. A search bar at the top right shows '1 of 1' results. The main form area contains the following fields:

Academic Career: Undergraduate	
*Academic Institution:	UBFLO University at Buffalo
*Term:	2119 Fall 2011 Semester
Student Career Nbr:	0 Arts & Sciences Bachelor
Override All Academic Levels:	<input type="checkbox"/>
Override Projected Level:	<input type="checkbox"/>
Academic Level - Projected:	Freshman
Academic Level - Term Start:	Freshman
Academic Level - Term End:	Freshman
Level Determination:	Units
Activation Date:	08/29/2011
Academic Year:	2012
Load Determination:	Units
*Form of Study:	Enrollment
Academic Load:	Full-Time
*Billing Career:	UGRD
Eligible To Enroll:	<input checked="" type="checkbox"/>

At the bottom, there is a 'Go to:' section with a link to 'Calculate Tuition', and buttons for 'Save', 'Return to Search', and 'Notify'. A footer navigation bar contains links for 'Term Activation', 'Enrollment Limit', 'Student Session', 'Terms In Residence', 'Term Control Dates', and 'External Study'.



Student Records: Term Activation

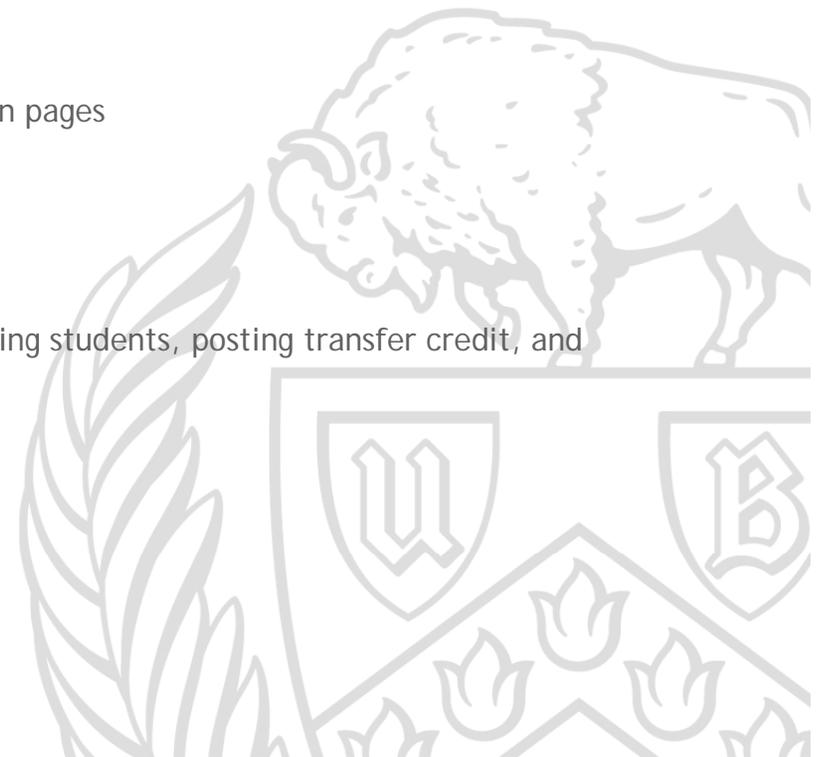
You can activate the students after they have a valid academic program and plan.

Students can be term activated by one of the following methods:

- Batch Term Activation Process
- Individually, using Student Program/Plan and Term Activation pages

Occurs prior to the enrollment period.

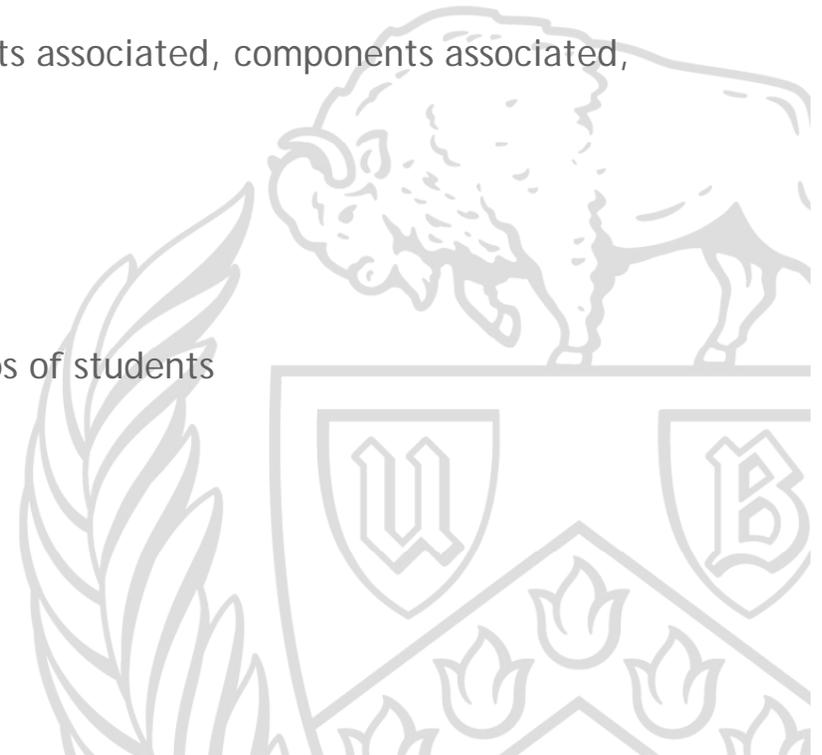
Each term, activating students is a prerequisite process for enrolling students, posting transfer credit, and calculating tuition.





Student Records: Course Catalog → Enrollment

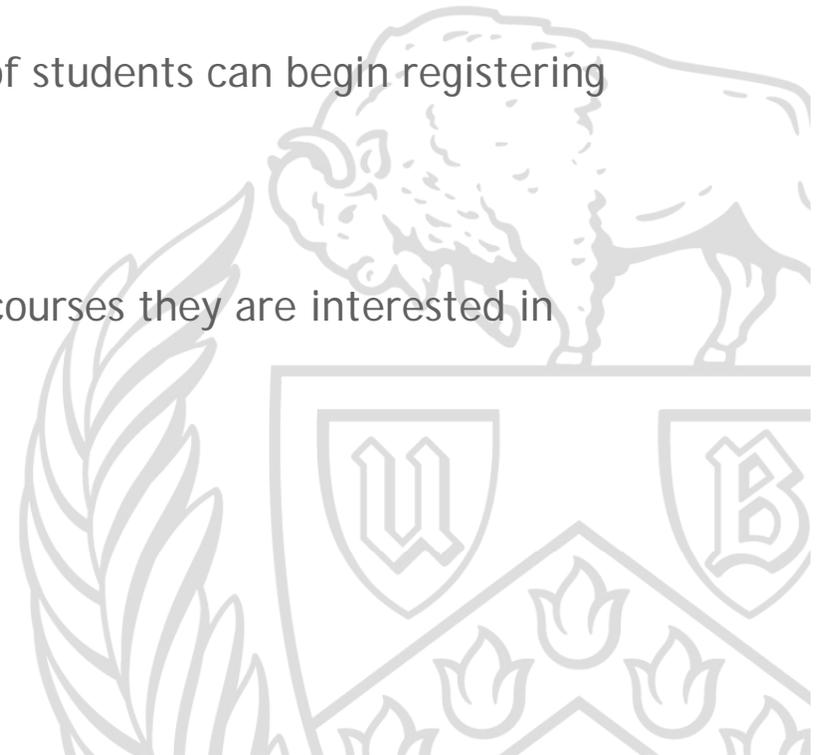
- Prior to a student enrolling in a class, it is required that the class set up and scheduled
- Course Catalog/Schedule of Classes
 - Define information about the course (title, units associated, components associated, topics)
 - Set up Requisites
 - Course Restrictions
 - Pre-requisites or co-requisites
 - Identify Reserve Capacities
 - Blocks of seats reserved for specific groups of students
 - Legacy: Majors Only Seats
 - Schedule Class Times
 - Schedule Class Meeting Space
 - Assign Instructors





Student Records: Course Catalog → Enrollment

- Since Term Activation has occurred...
- Assignment of Enrollment Appointments
 - Date and time when a student or group of students can begin registering in the courses for a term
 - Legacy: Registration Window
- Use of Shopping Carts
 - Tool designed to allow students to plan courses they are interested in taking for the upcoming term
- Enrollment in Courses, courses seated

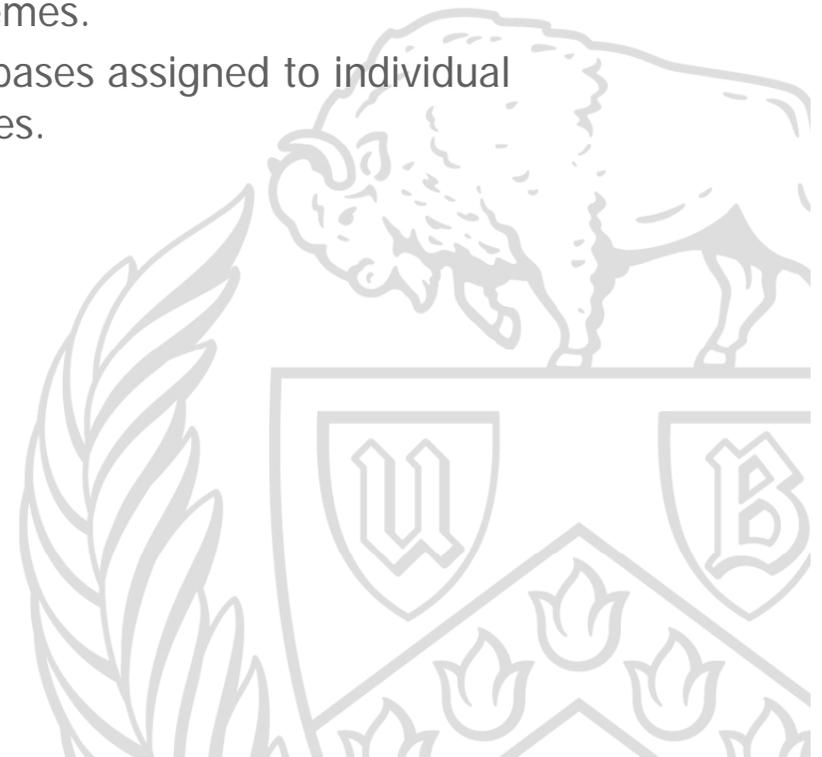




Student Records: Grading

Grading Schemes

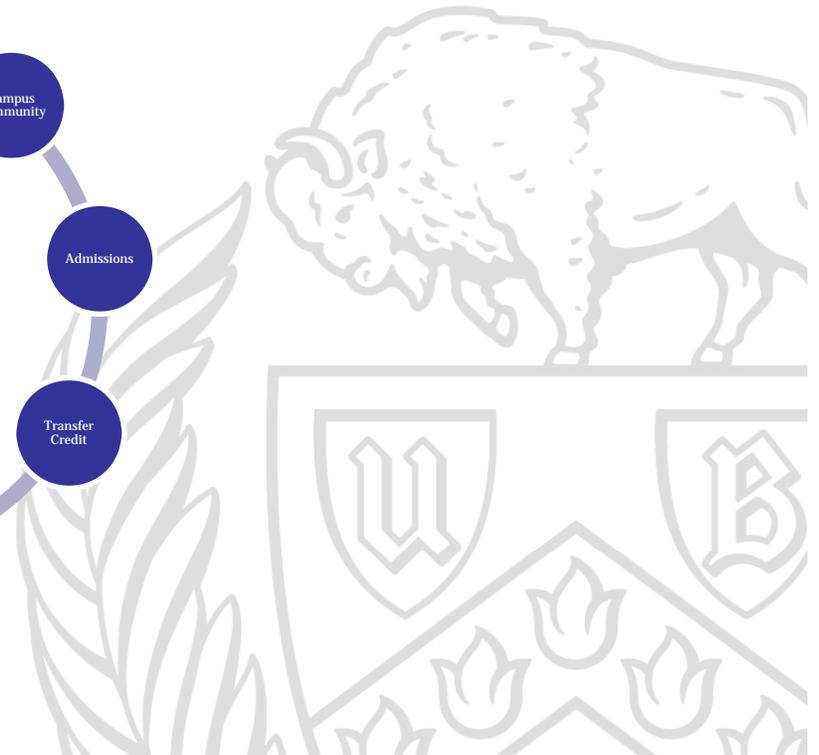
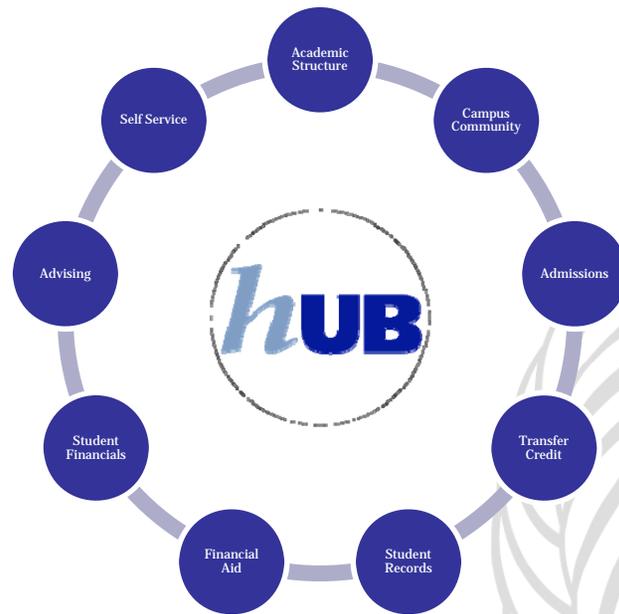
- Institutional rules used for assigning and converting grades.
- Each career will maintain its own grading schemes.
- Grading schemes include the various grading bases assigned to individual courses and a collection of the individual grades.





Module:

ACADEMIC ADVISEMENT





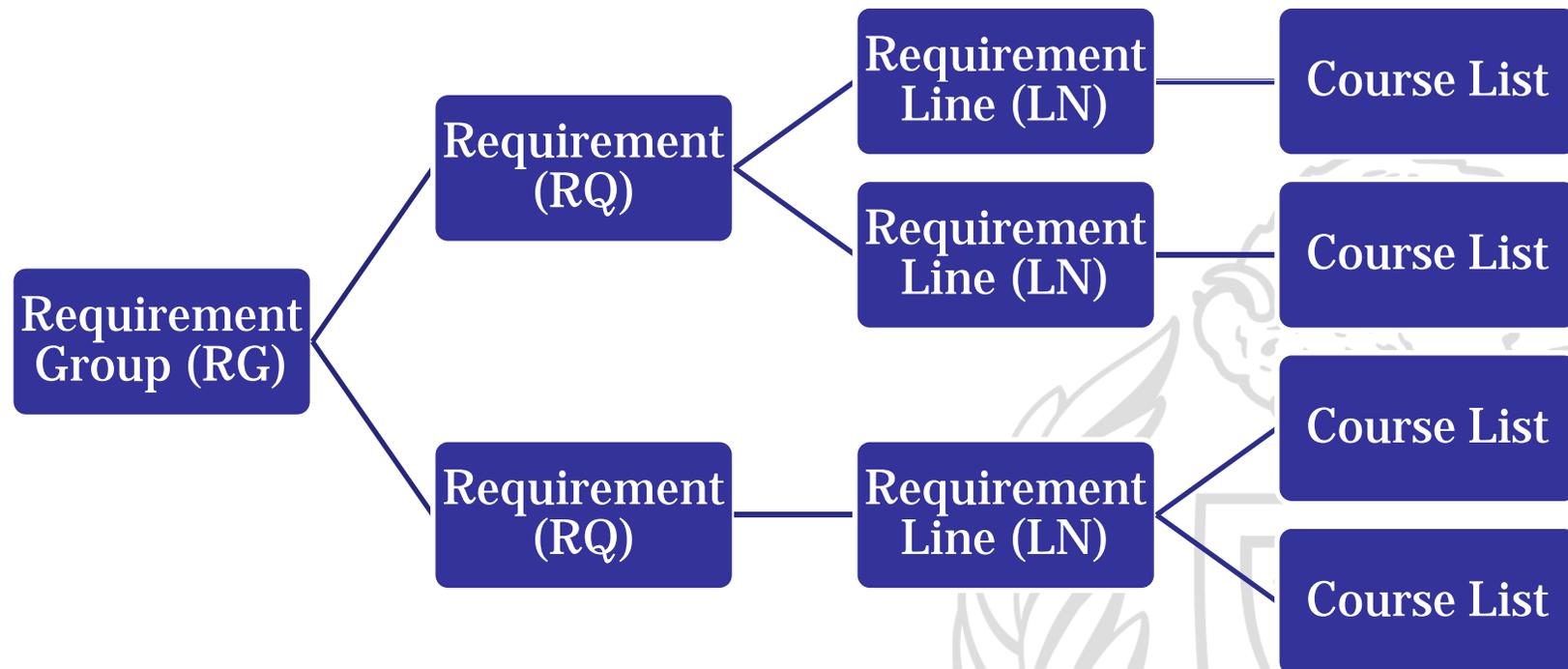
Academic Advisement

- Degree audit report
- Formerly DARS
- Two formats of the report: interactive/printable
- All Undergraduate Plans (Majors and Minors) are complete
- Graduate Plans: coming soon



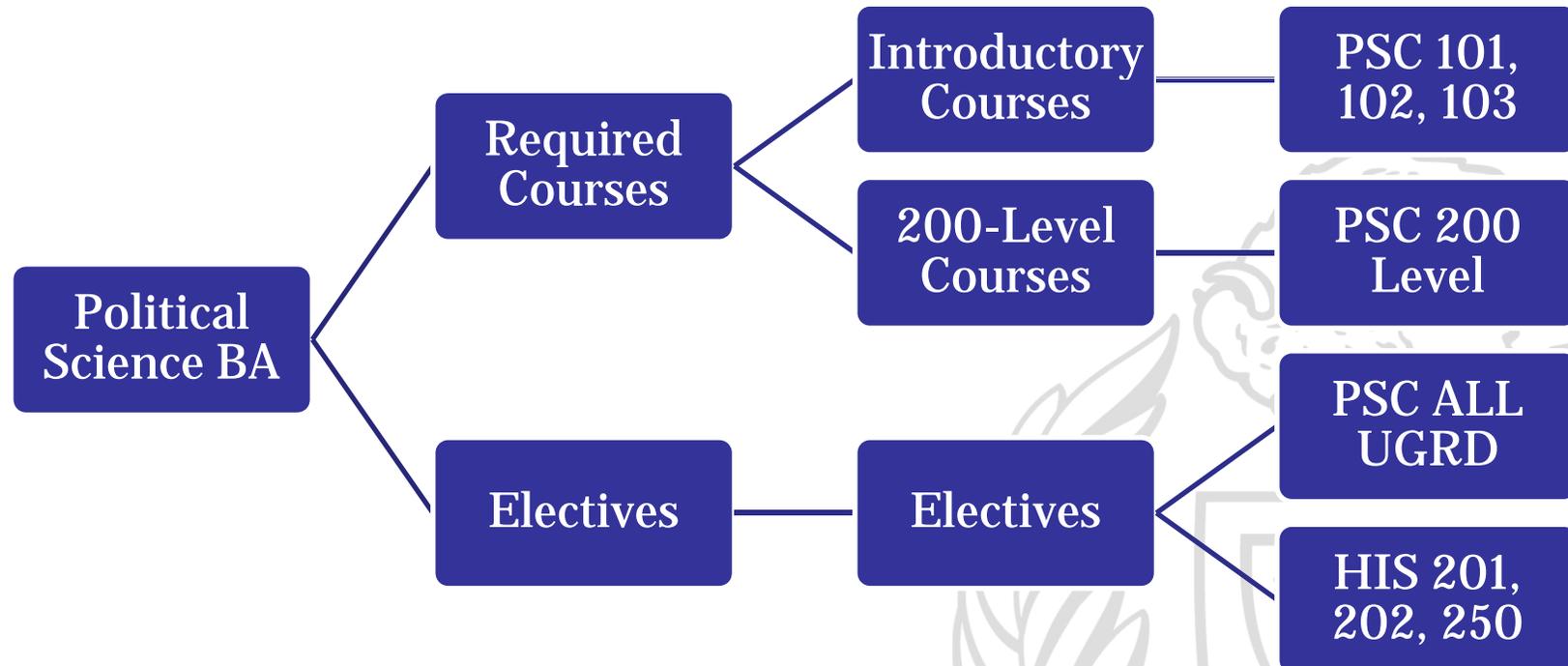


Academic Advisement: Encoding





Academic Advisement: Encoding Example





Academic Advisement: Academic Advisement Report

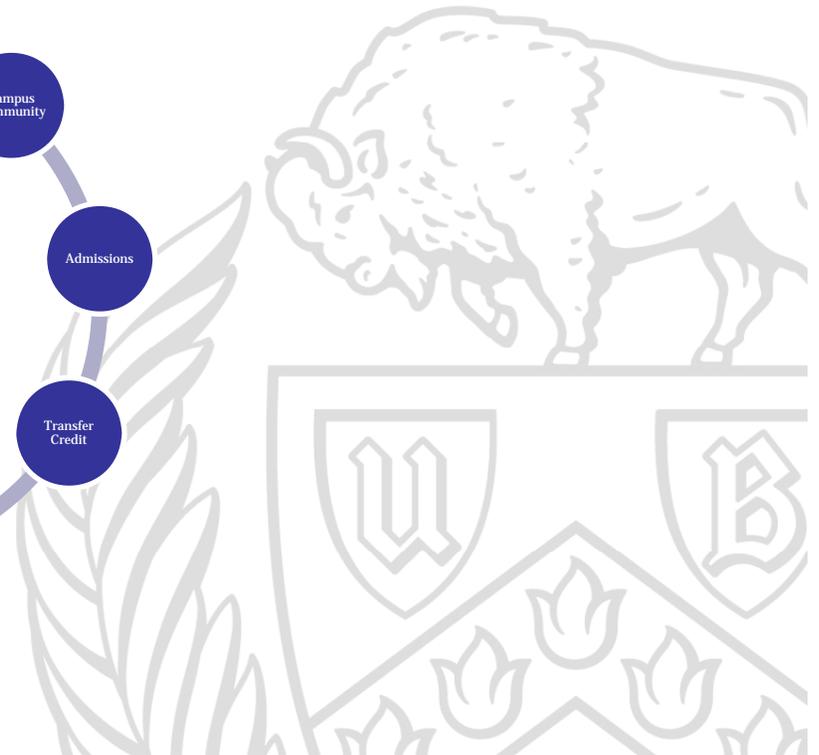
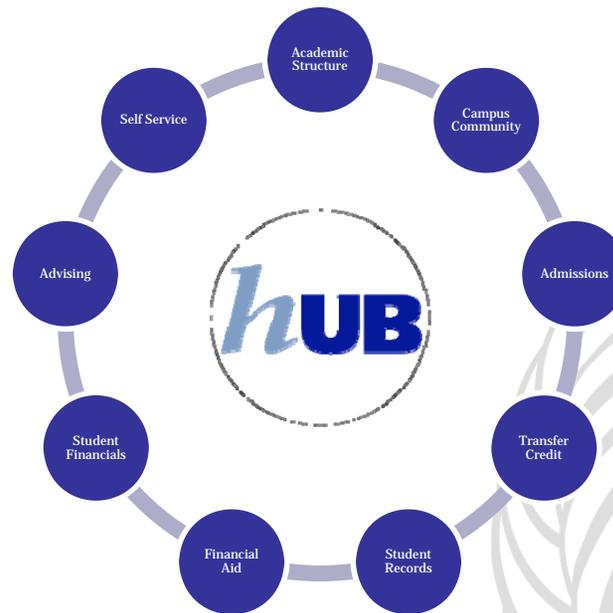
- Interactive version
- All aspects of the report are identified by a number (RG-0010, RQ-01163, etc.)

The screenshot shows the 'Academic Advisement Report' page on the University at Buffalo website. At the top, there is a navigation bar with the UB logo and the word 'TESTING'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Re'. The main heading is 'Academic Advisement Report'. Below the heading, it says 'University at Buffalo | Undergraduate'. A timestamp indicates 'This report last generated on 11/28/2011 9:14AM' with a link for '(Printable Version)'. There are two buttons: 'collapse all' and 'expand all'. A legend shows three categories: 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). The page is divided into sections: 'COURSE HISTORY' and 'UNIVERSITY REQUIREMENTS FOR GRADUATION'. Under 'UNIVERSITY REQUIREMENTS FOR GRADUATION', there is a section for 'Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (RG-0010)'. This section contains a disclaimer: 'This is an Advisement Tool: The Academic Advisement Report has been prepared to assist you in determining your academic progress toward graduation at UB. While efforts have been made to ensure its accuracy, final responsibility for meeting graduation requirements resides with you.' It also states that the Office of the Registrar and the Academic Department will certify successful completion of degree requirements and provides contact information for the Academic Advisor. A link to the Undergraduate Catalog is provided. Below this is a section for 'UNIVERSITY UNDERGRADUATE LIMITS (RQ-01163)', which notes that courses used below the maximum allowed will not count toward GPA or Unit Requirements for Graduation.



Module:

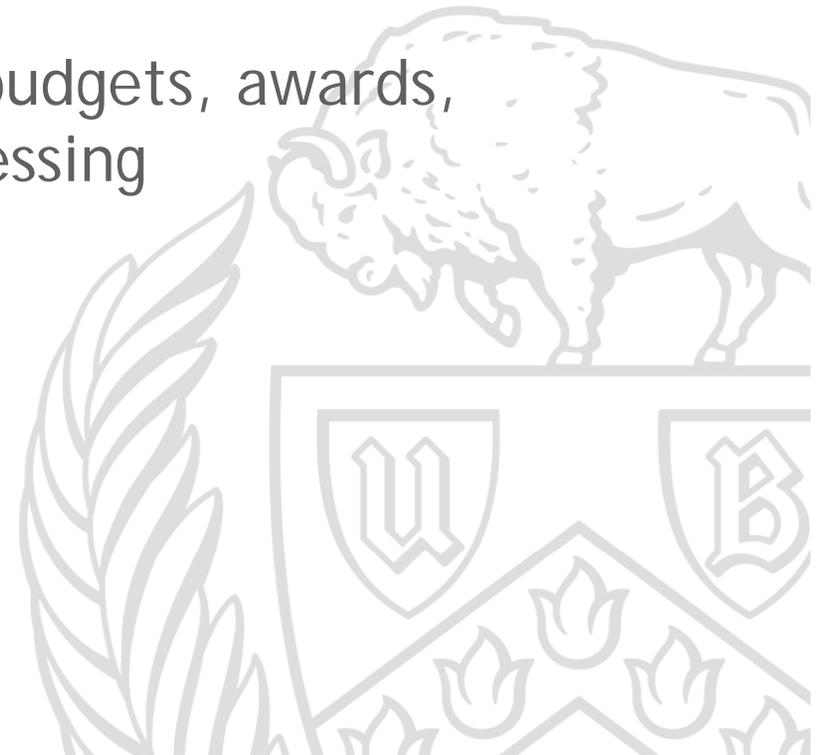
FINANCIAL AID





Financial Aid

- Processes institutional and federal aid applications
- Automated determination of budgets, awards, disbursements, and loan processing



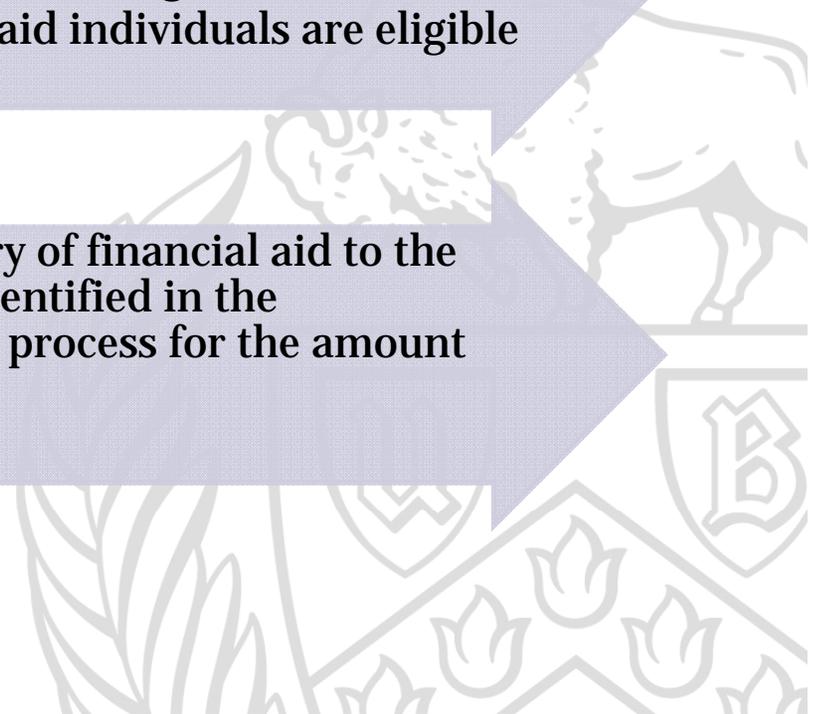
Financial Aid: Key Processes

Authorization

- Applies disbursement rules to determine:
 - *If* individuals are eligible for aid
 - *How* much aid individuals are eligible for

Disbursement

- Actual delivery of financial aid to the individuals identified in the authorization process for the amount determined





Module:

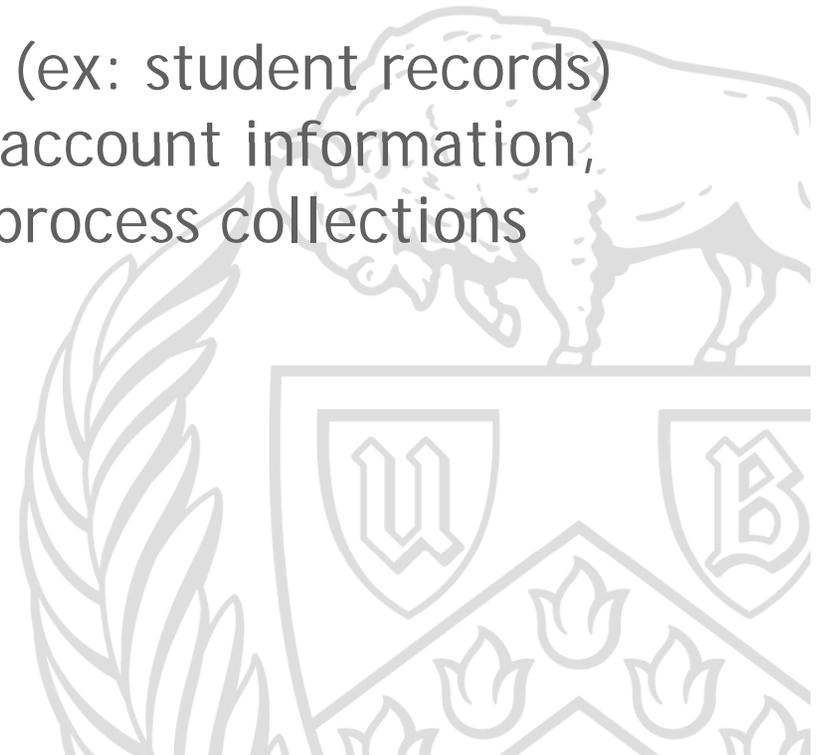
STUDENT FINANCIALS





Student Financials

- Facilitates the management of billing, receivables, and collections
- Uses data from other modules (ex: student records) to calculate tuition, maintain account information, establish payment plans, and process collections





Student Financials: Key Concept

Item Type

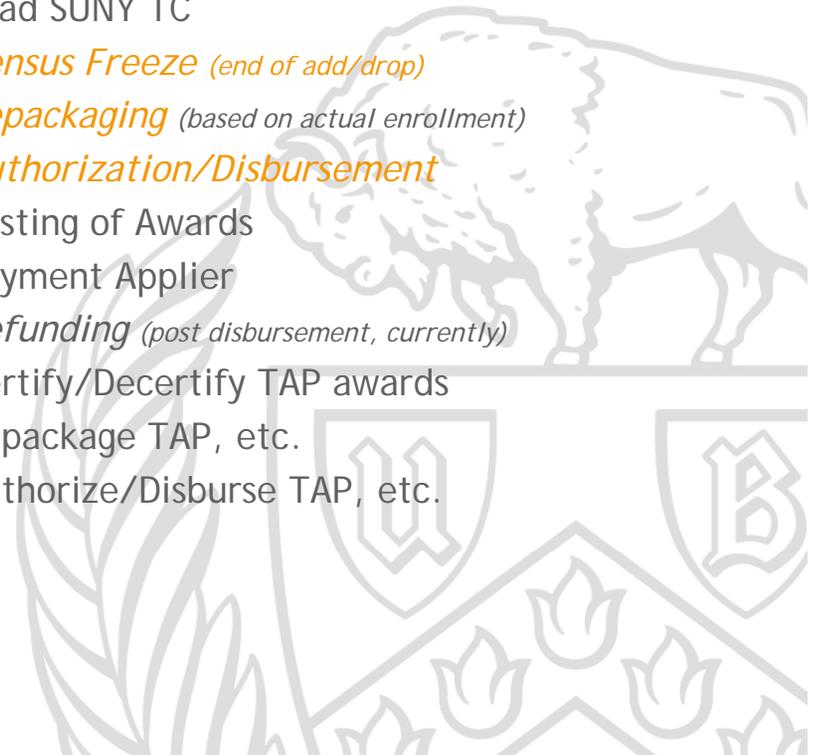
- Basic work unit for Student Financials & Financial Aid
- Used to determine charges and/or credits applied to a student account
- Identifies how and where charges/credits can be applied



Financial Aid & Student Financials Processing

Once the student is term activated:

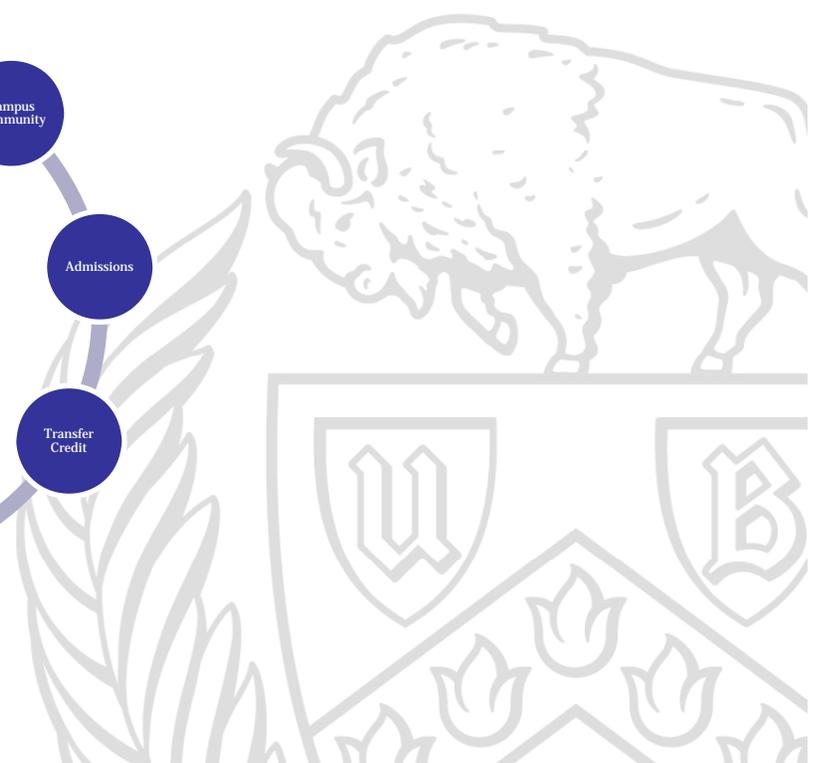
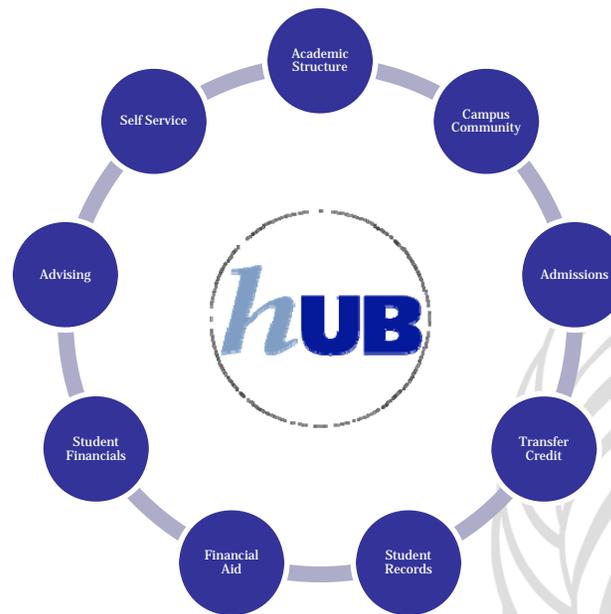
- *ISIR data loaded out of suspense (can now find student in HUB)*
- *Aid Year Activation*
- INAS Calculation
- FA Term Build
- Budget Build
- Assignment of Checklist Items
- Reconcile Checklist Items as completed
- Mass Packaging
- Loan Origination
- *Tuition Calc*
- *Authorization (to make aid show as anticipated for the first bill run)*
- Late Fee Processing (runs just after due date)
- eBills (4 in Fall, 5 in Spring)
- Repackage TAP estimates to reflect roster amounts
- Load SUNY TC
- *Census Freeze (end of add/drop)*
- *Repackaging (based on actual enrollment)*
- *Authorization/Disbursement*
- Posting of Awards
- Payment Applier
- *Refunding (post disbursement, currently)*
- Certify/Decertify TAP awards
- Repackage TAP, etc.
- Authorize/Disburse TAP, etc.





Module:

SELF SERVICE





Self Service Applications

Student Center (UB_CS_SR_STUDENT1)

John's Student Center

Academics

My Class Schedule
Shopping Cart
My Planner

SEARCH FOR CLASSES

other academic... ▾

Deadlines

This Week's Schedule

Class	Schedule
AAS 293SEM-LUL SEM (35639)	MoWe 2:00PM - 3:20PM Baldy 108
AAS 327SEM-LUL SEM (37139)	MoWe 12:30PM - 1:50PM Norton 214
AAS 333LEC-DUR LEC (26058)	TuTh 3:30PM - 4:50PM Baldy 123
CEP 400LEC-C LEC (29528)	MoWe 5:00PM - 6:20PM Baldy 108
CEP 401LEC-DL LEC (38553)	Online

weekly schedule ▶

Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards

other financial... ▾

Account Summary

You owe 3,637.32.

- Due Now 3,149.15
- Future Due 488.17

** You have a past due balance of 3,149.15. **

Currency used is US Dollar.

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences
Privacy Settings

Contact Information

Permanent Address Mailing
None

Admissions

Incomplete Complete

My Applications

University at Buffalo	Arts & Sciences Bachelor	Fall 2011	View Status
			▲

Faculty Center (UB_CS_SR_FACULTY1)

QUALITY ASSURANCE

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

Faculty Center

My Schedule

Fall 2010 | University at Buffalo change term View Personal Data Summary
My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall 2010 > University at Buffalo

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ENG 101LEC-Q1 (20348)	Writing 1 (Lecture)	21	TuTh 12:30PM - 1:50PM	Baldy 118	Aug 30, 2010- Dec 10, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2010 > University at Buffalo

You have no final exams scheduled at this time.

[Go to top](#)

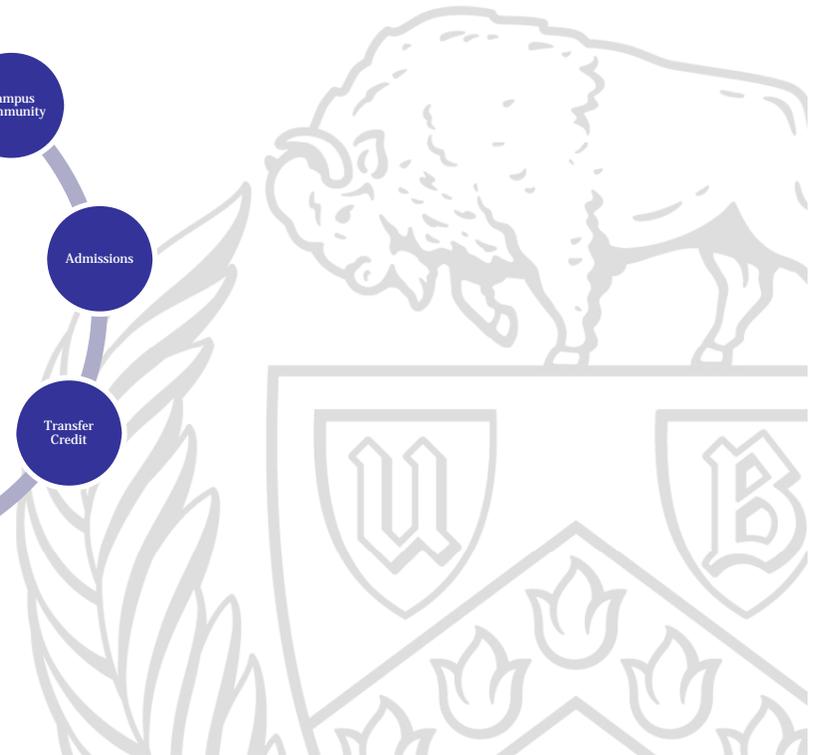
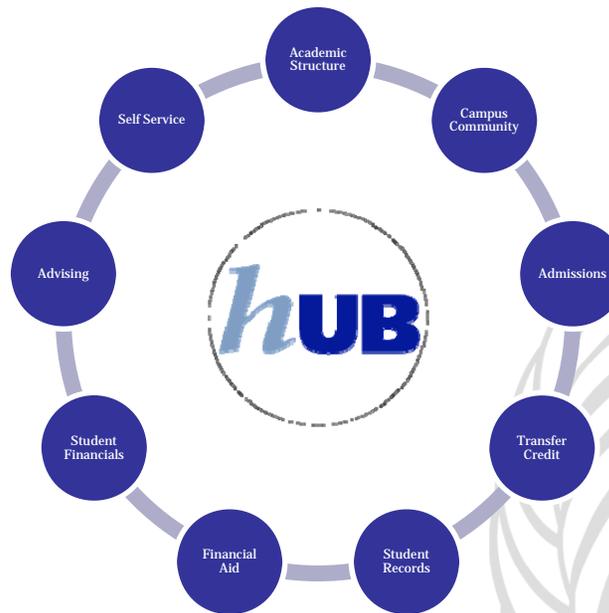
Faculty Center | Advisor Center | Search | Learning Management

My Schedule | Class Roster | Grade Roster



Administrative Resource

STUDENT SERVICES CENTER





Student Services Center

TESTING

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Campus Community > Student Services Ctr (Student)

ID:

student center | general info | admissions | transfer credit | academics | finances | financial aid

Jenna's Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic...

Deadlines

This Week's Schedule

Class	Schedule
BIO 200LLB-A LEC (24166)	MoWeFr 11:00AM - 11:50AM Knox 20
BIO 200LLB-A5 LAB (29908)	Tu 1:00PM - 3:50PM Hoch 210
CHE 101LBR-P2 REC (36719)	Th 1:00PM - 2:50PM Nsc 210
CHE 101LBR-P8 LAB (36723)	Th 3:00PM - 4:50PM Nsc Arr
CHE 101LEC-D LEC (24637)	TuTh 5:00PM - 6:20PM Nsc 225
MTH 121LLB-C LEC (24633)	MoWeFr 10:00AM - 10:50AM Talbrt 107
MTH 121LLB-C1 LAB (27927)	Fr 9:00AM - 9:50AM Norton 216
MUS 114LEC-HON LEC (38280)	TuTh 11:00AM - 12:20PM Capen 108
UE 102SEM-T1 SEM (31531)	Tu 10:00AM - 10:50AM Capen 108

[weekly schedule >](#)

Finances

My Account
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)

SEARCH FOR CLASSES

Holds
Admissions Paperwork
Academic Advising For Reg
[details >](#)

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

More Academic Resources
[Academic & Financial Services](#)
[Catalog \(Undergrad\)](#)
[Calendars: Academic/Financial](#)

More Student Account Resources
[Student Account Online Svcs](#)
[UB Card Account/Services](#)
[Medical Insurance](#)

Help
[HUB Student Center Help](#)
[Academic Departments](#)
[The Graduate School](#)

i We are unable to display your account at this time. To access this information, contact the Student Response Center, 716-645-2450 or visit 232 Capen Hall.

Internet 100%

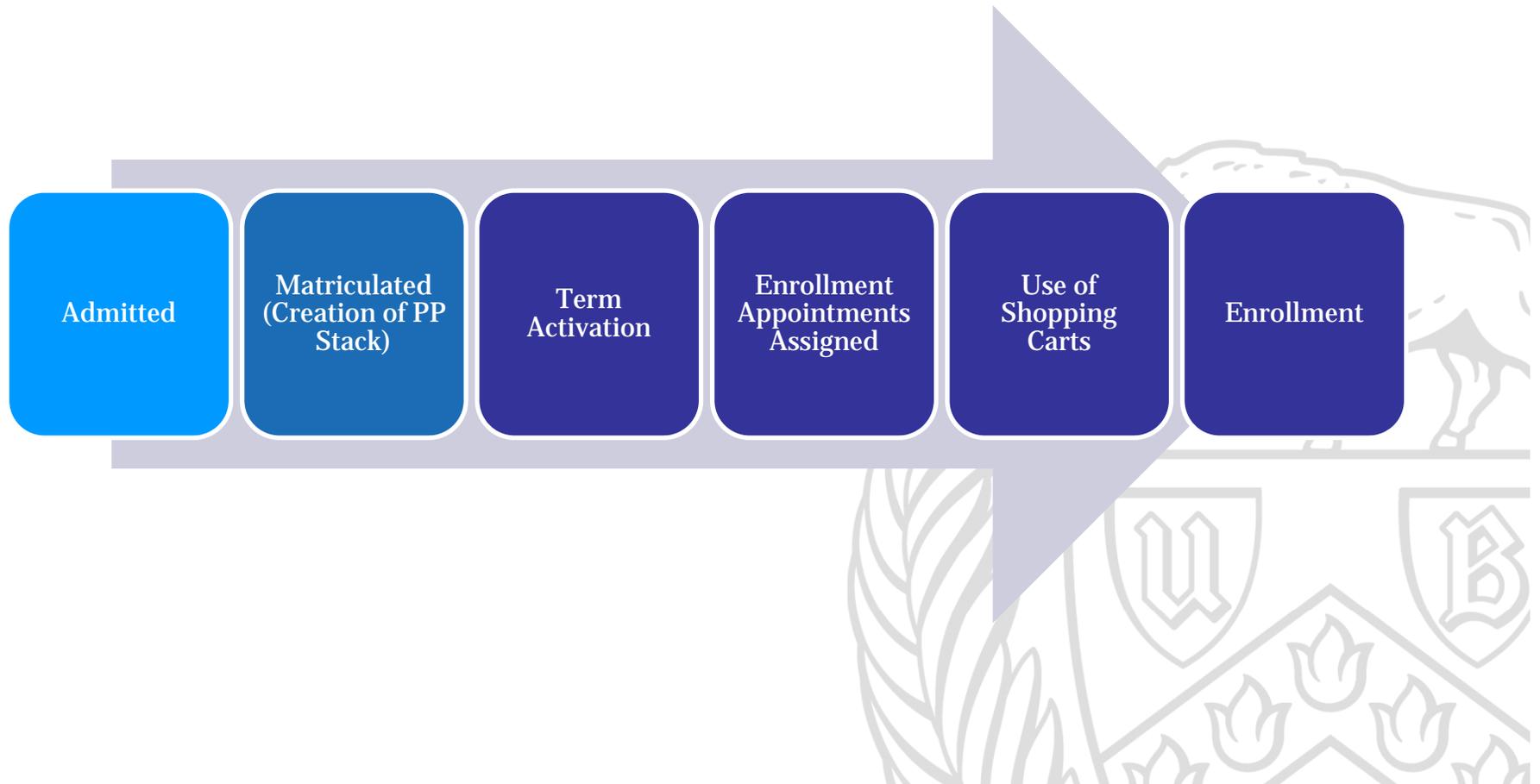
Process

HOW...?





How does a student get enrolled?





What is the process for grading?

Classes are
seated

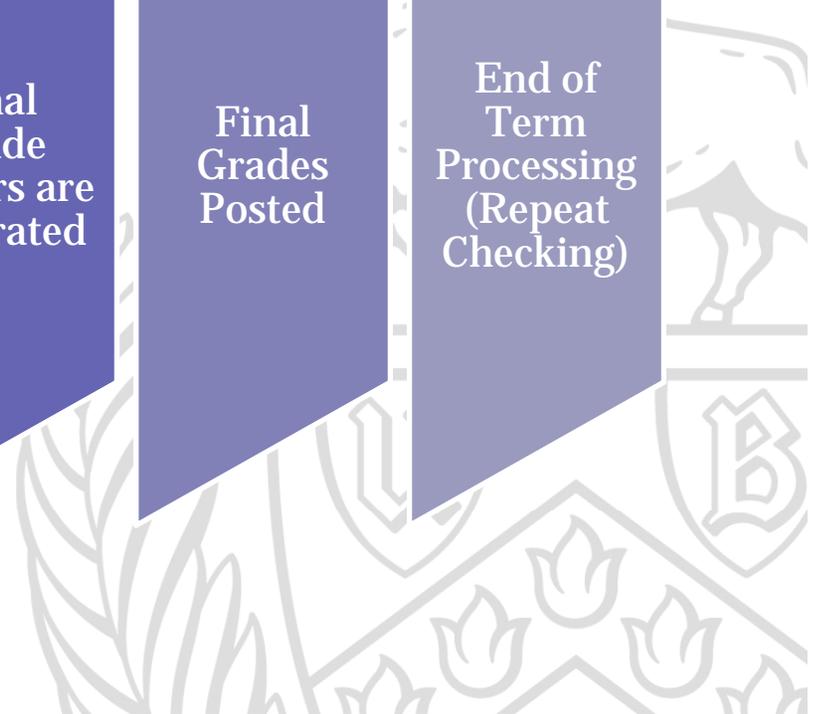
Midterm
Grade
Rosters are
generated

Midterm
Grades are
Posted

Final
Grade
Rosters are
Generated

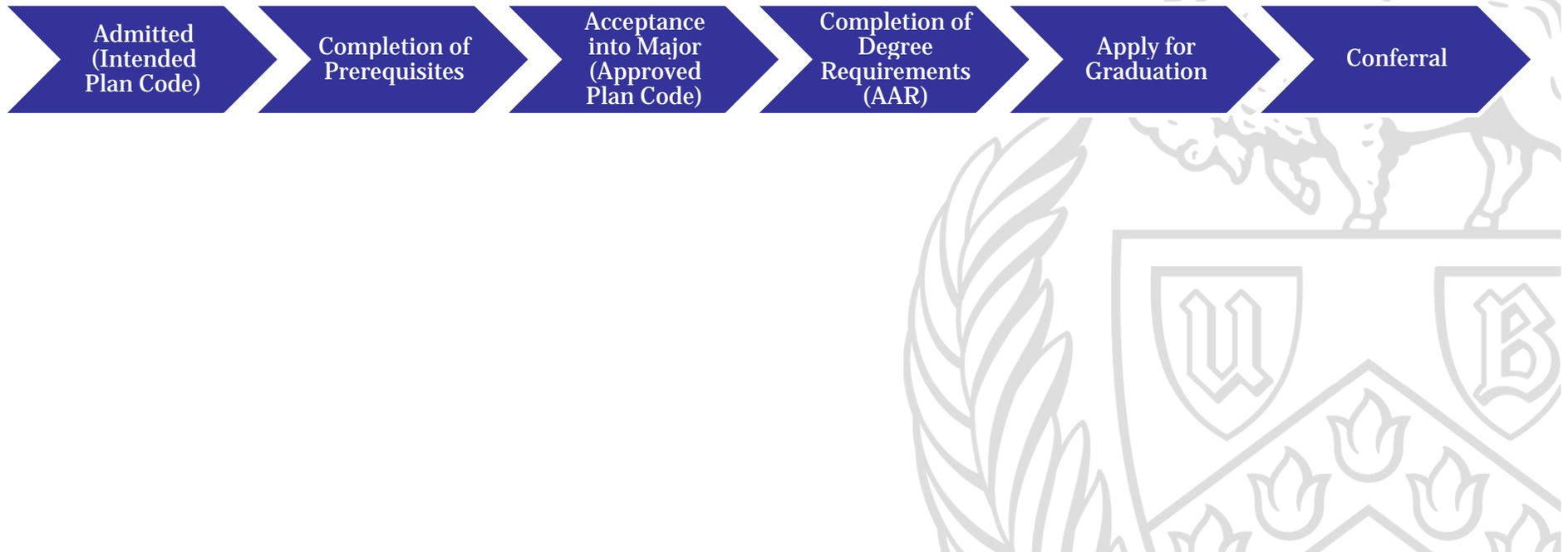
Final
Grades
Posted

End of
Term
Processing
(Repeat
Checking)



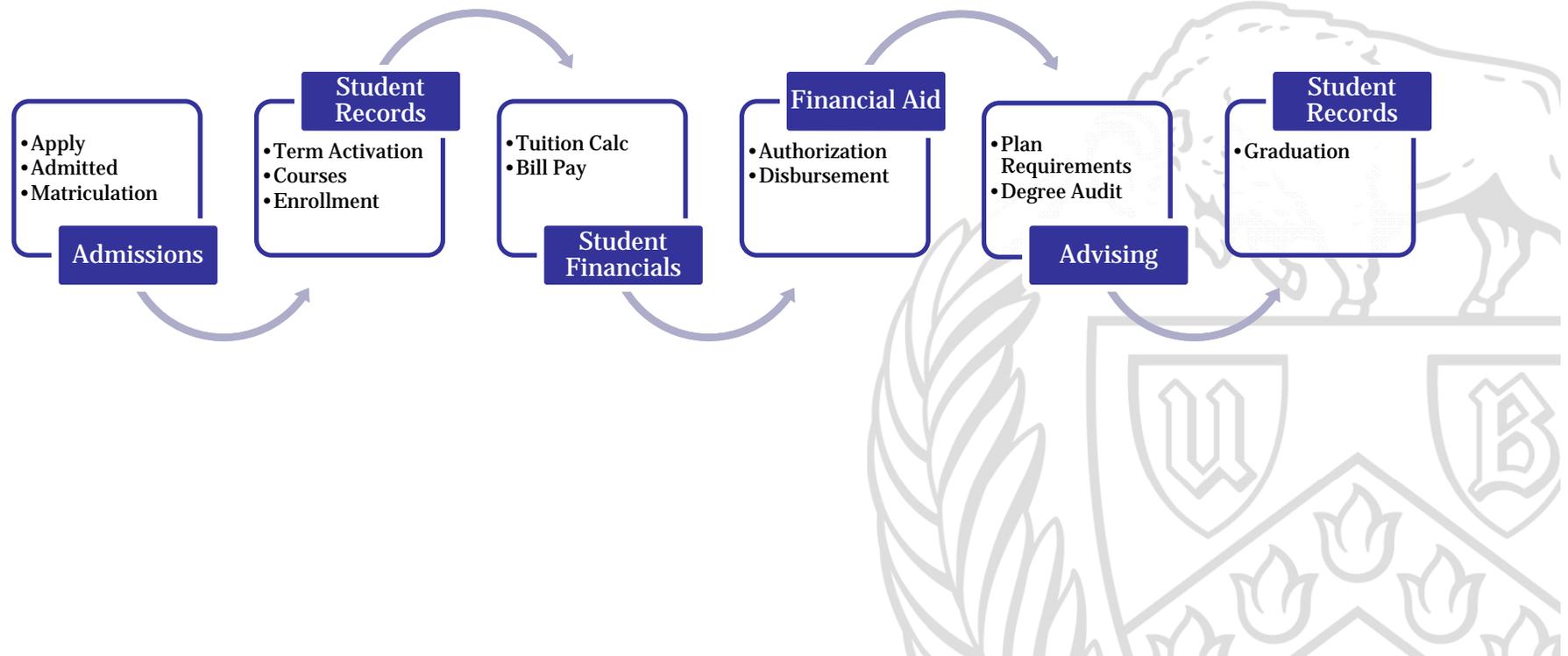


How does a student graduate?





How is Each HUB Module Represented in the Student Cycle?





Jessica Dubickas, Ed.M.

Assistant Functional Coordinator

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