An Introduction to HUB

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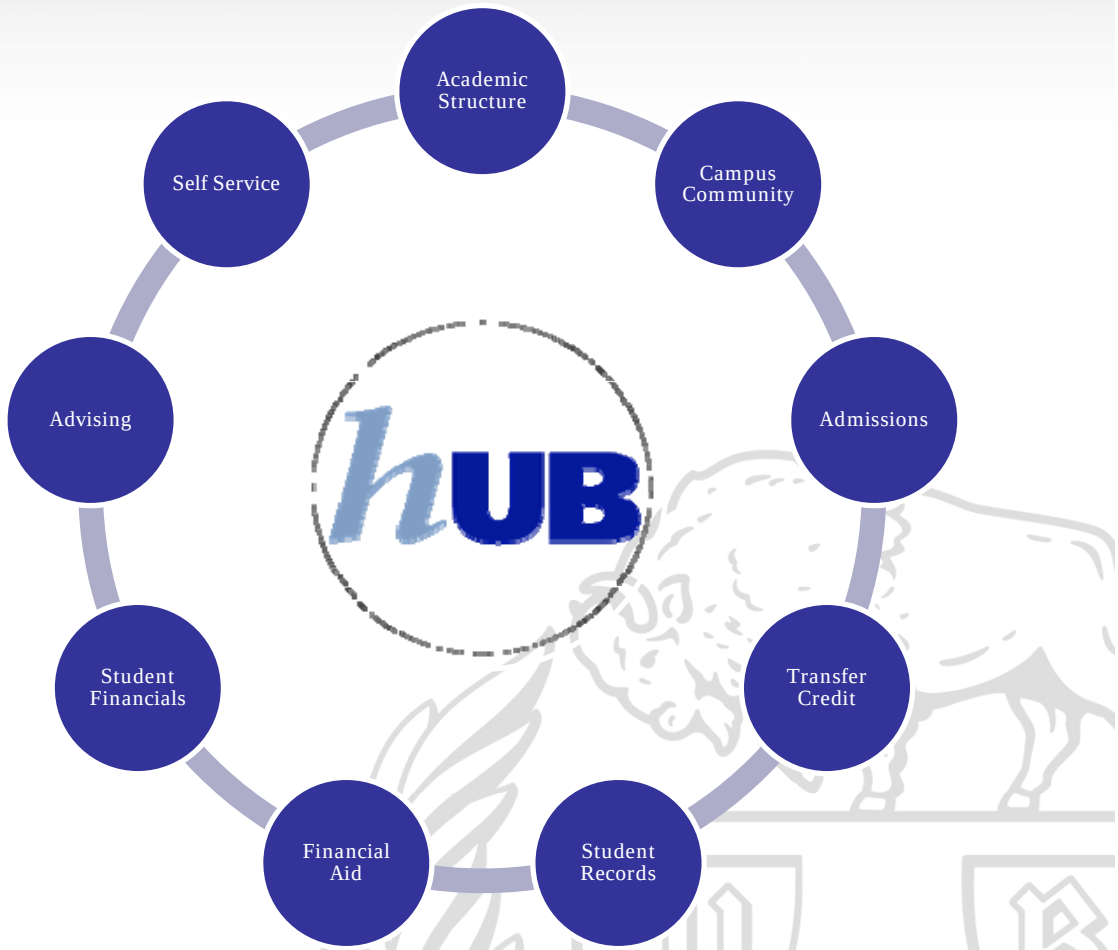
Assistant Functional Coordinator, HUB

Outline

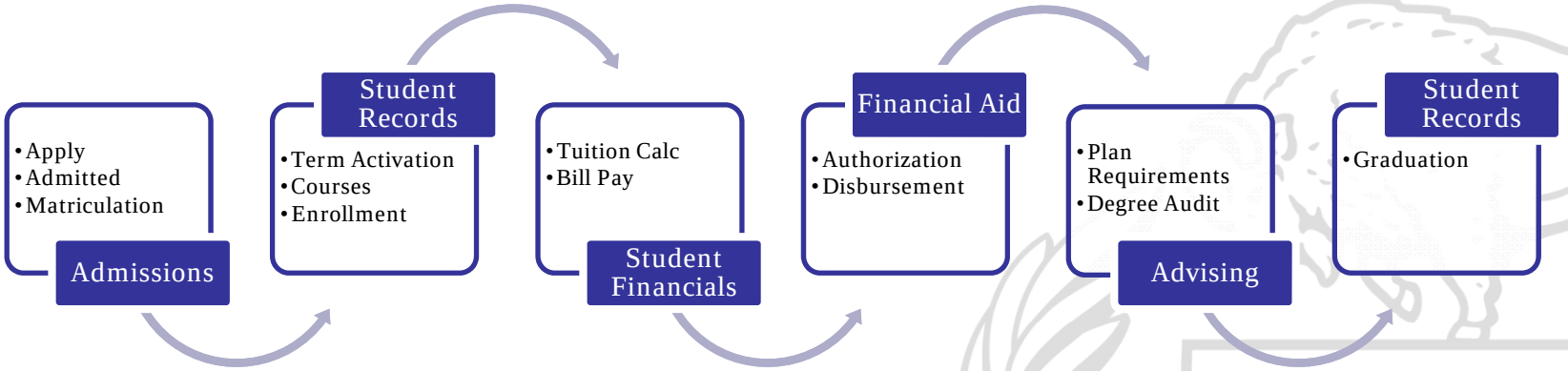
- Overview of HUB
  - Module Information
- Process

HUB Modules

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

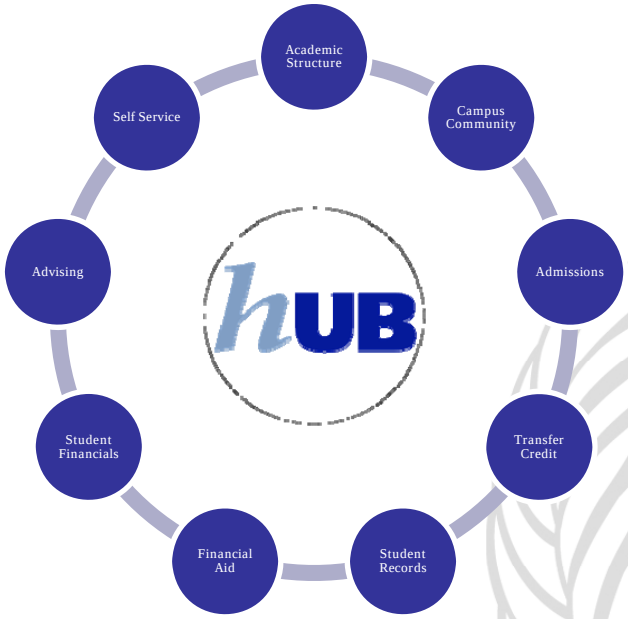


How is Each HUB Module Represented in the Student Cycle?



Module:

ACADEMIC STRUCTURE

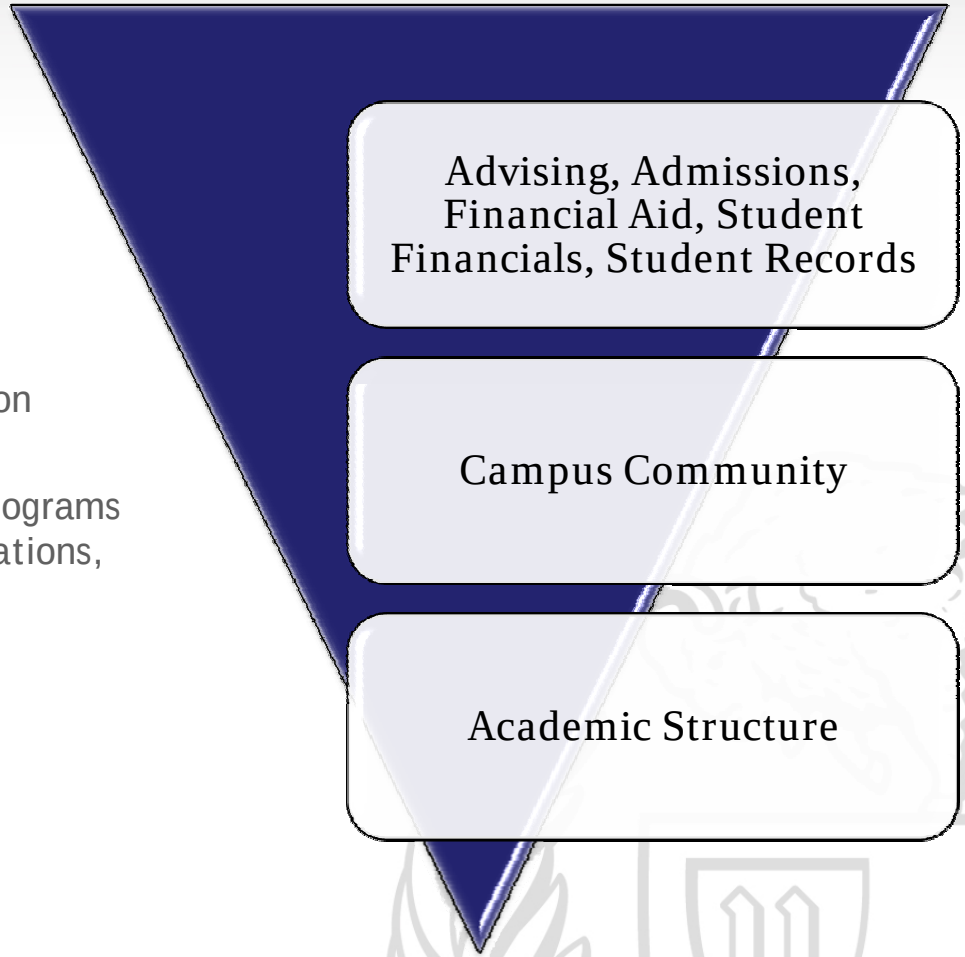


HUB Foundation

Academic Structure → HUB Foundation

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

Impacts ALL module areas



Academic Structure

Institution
- Defines a university or college
- UBFLO

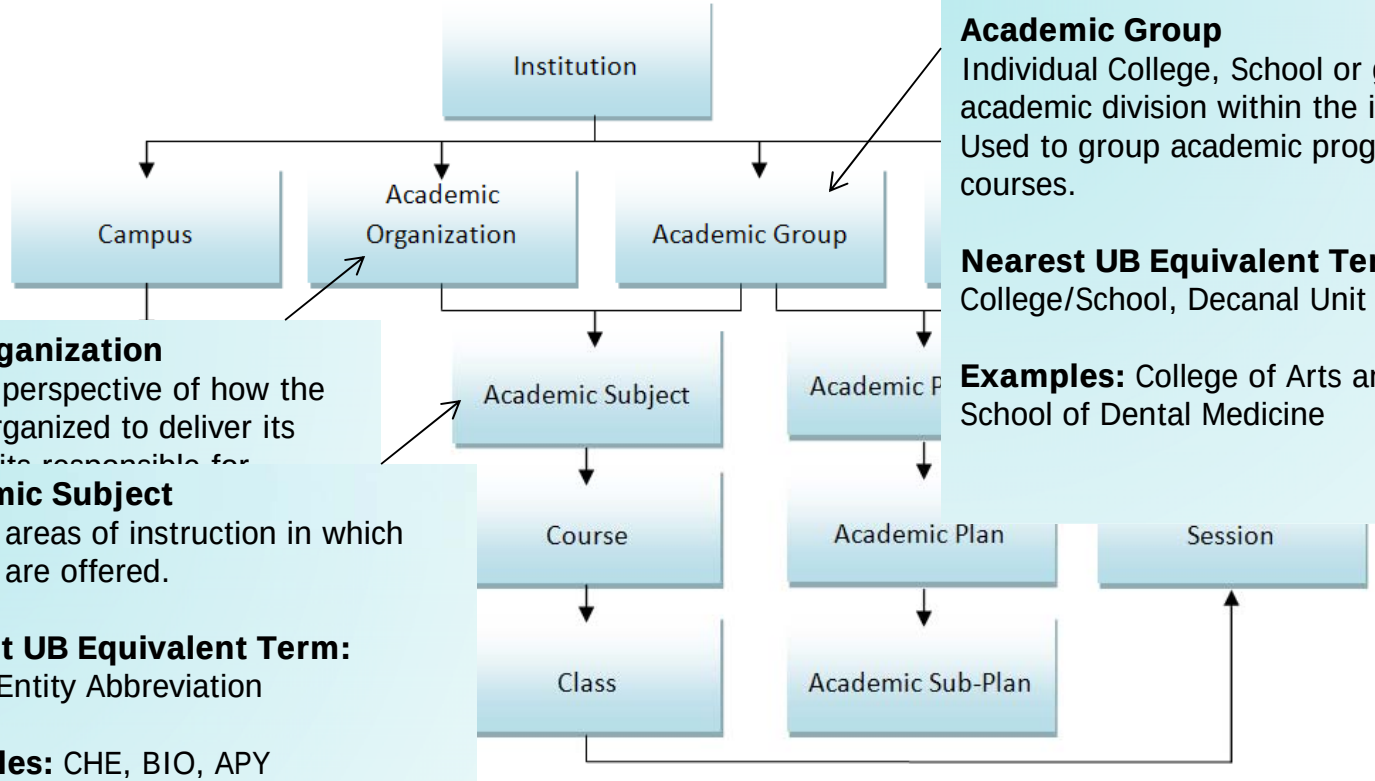
Career
- Grouping of academic work within a level of study
- Legacy: Division
- Examples: Dental, Graduate, Undergraduate

Program
- Broad course of study or instructional track to which a student is admitted and from which he obtains a degree
- Legacy: Decanal Unit
- Examples: Arts & Sciences Bachelor's, Arts & Sciences Master's

Plan
- Student's area of study
- Legacy: Major + Degree, Minor
- Examples: Biology BS, Higher Education Administration EdM, Classics Minor

Sub-Plan
- An area of specialization, linked to an Academic Plan
- Legacy: Concentration
- Examples: International Politics (part of Political Science BA)

Academic Structure: Institutional View



Academic Group
Individual College, School or general academic division within the institution. Used to group academic programs and courses.

Nearest UB Equivalent Term:
College/School, Decanal Unit

Examples: College of Arts and Sciences, School of Dental Medicine

Academic Organization
Administrative perspective of how the institution is organized to deliver its curric[illegible] progr[illegible]

Near
Depa[illegible]

Exan

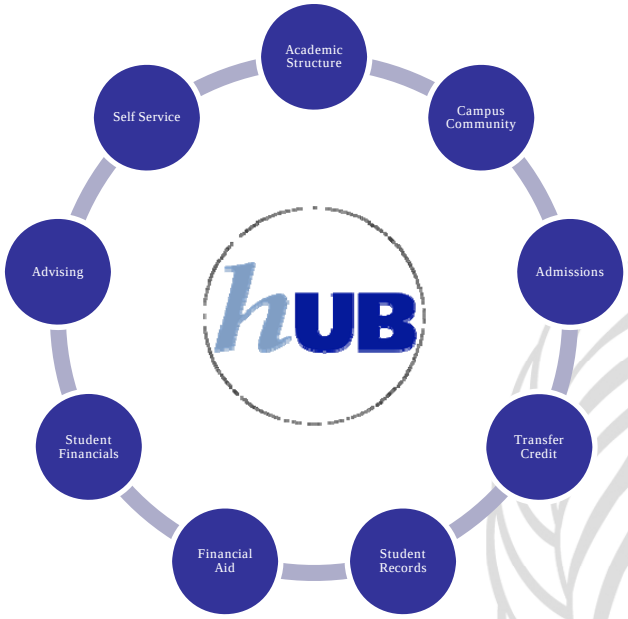
Academic Subject
Specific areas of instruction in which courses are offered.

Nearest UB Equivalent Term:
Course Entity Abbreviation

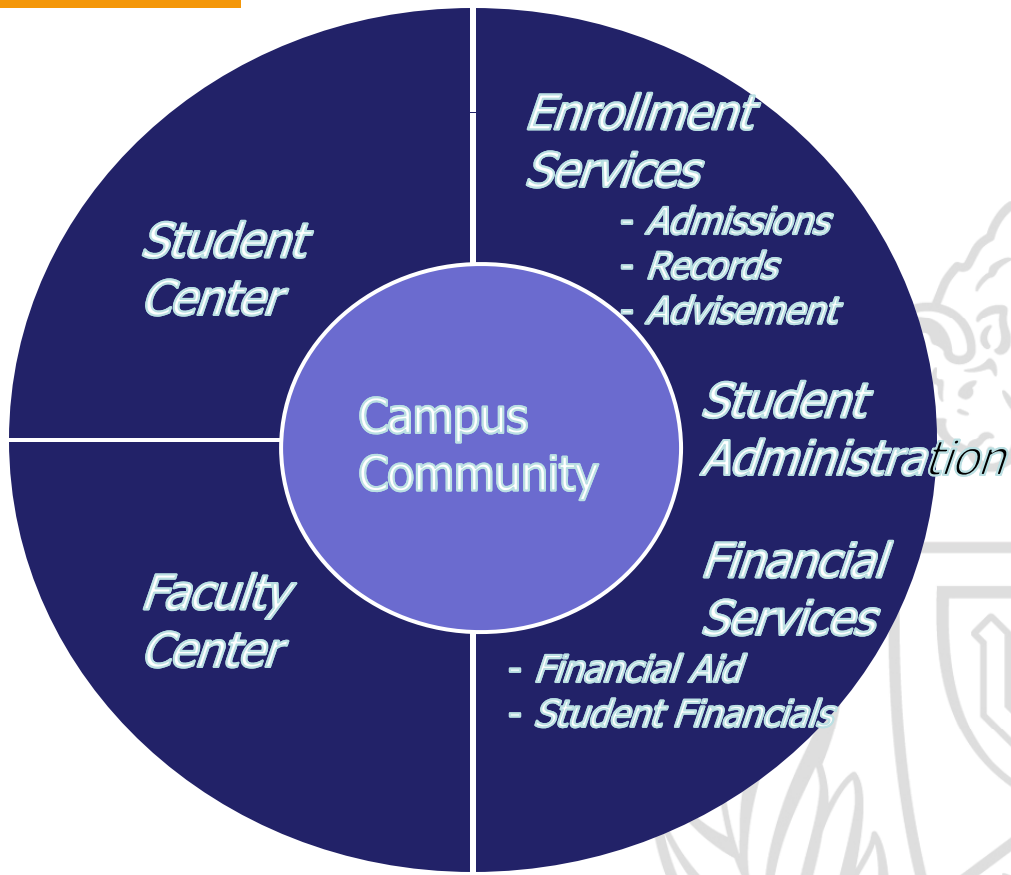
Examples: CHE, BIO, APY

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)

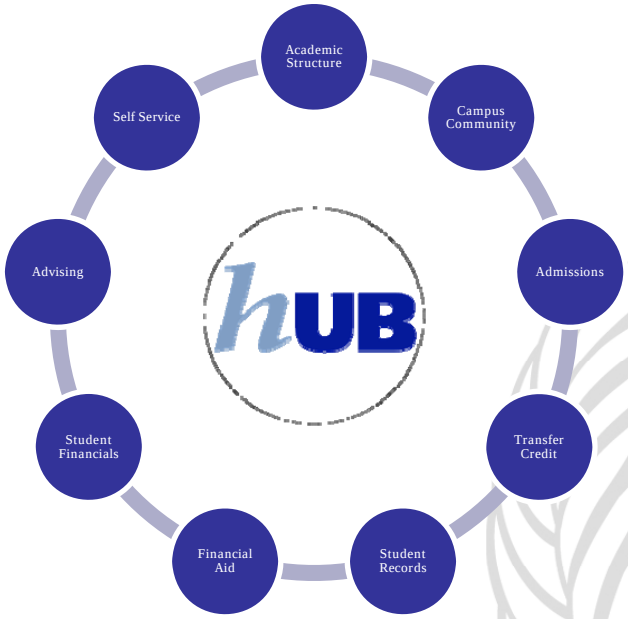
Student Group

- 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

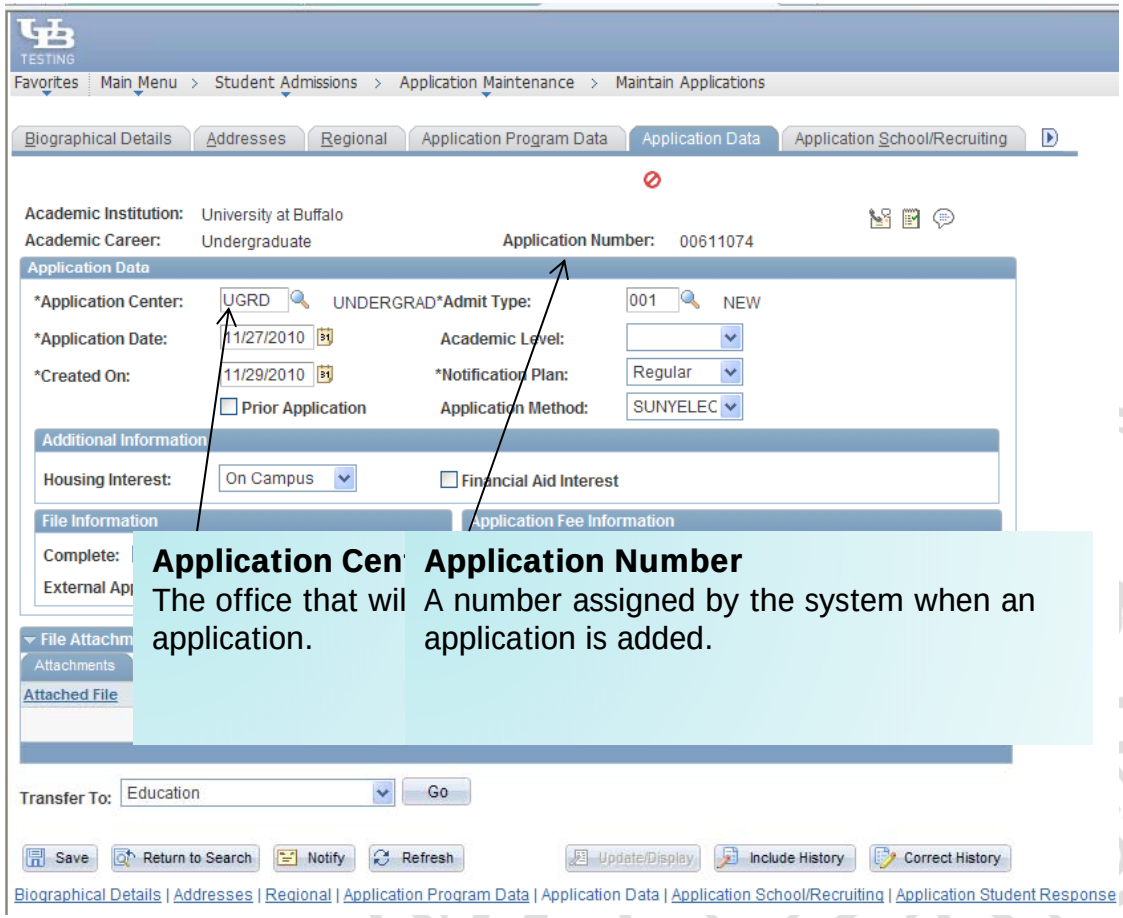
Means of differentiating between types of applicants.

Nearest UB Equivalent Term:

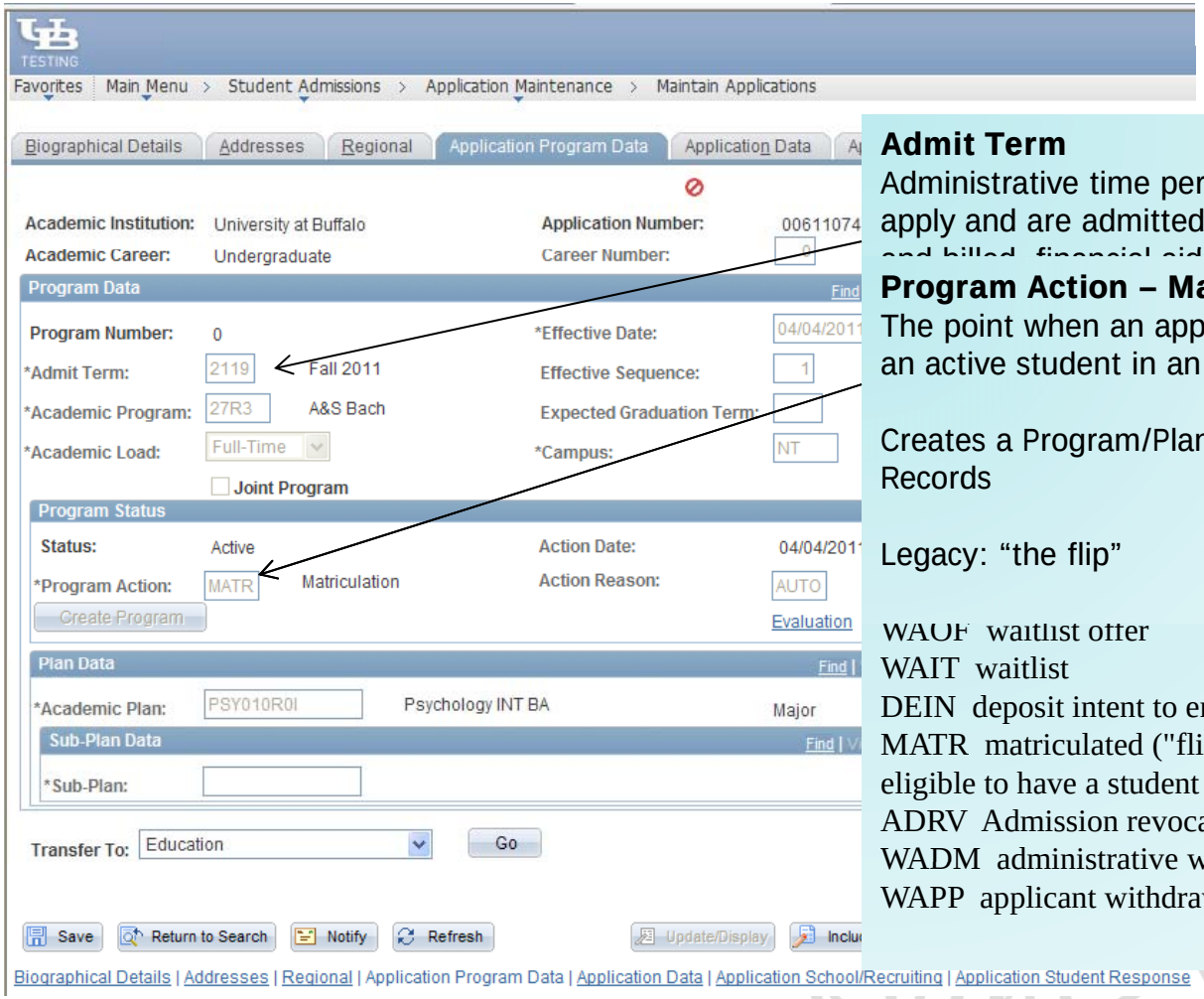
Applicant Type

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"



Admissions: Application View



Admit Term
Administrative time period to which students apply and are admitted, students are enrolled

Program Action – Matriculation
The point when an applicant/person becomes an active student in an academic program

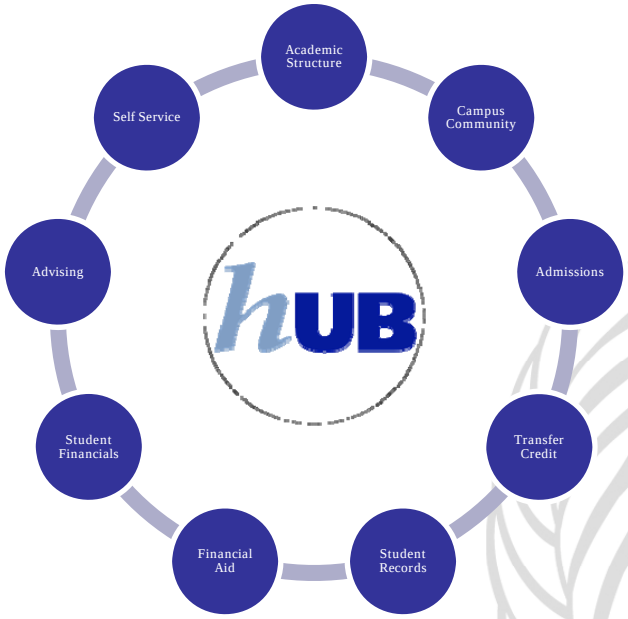
Creates a Program/Plan Stack in Student Records

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

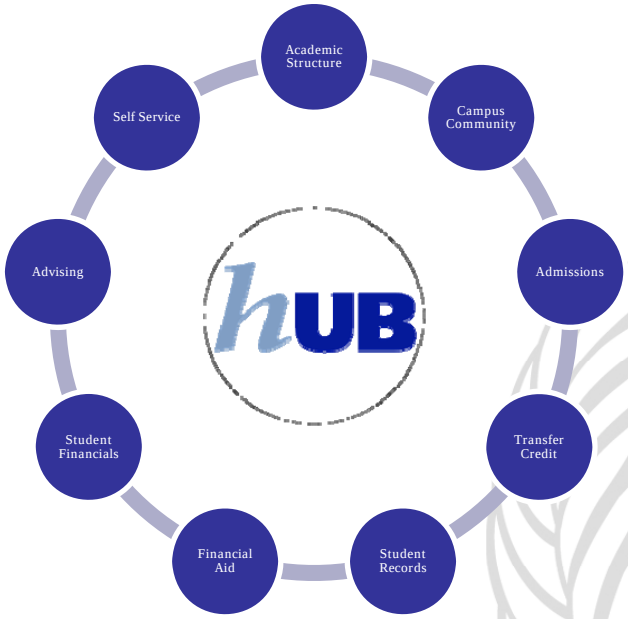
- Credit from a test
- Example: Advanced Placement, CLEP

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.

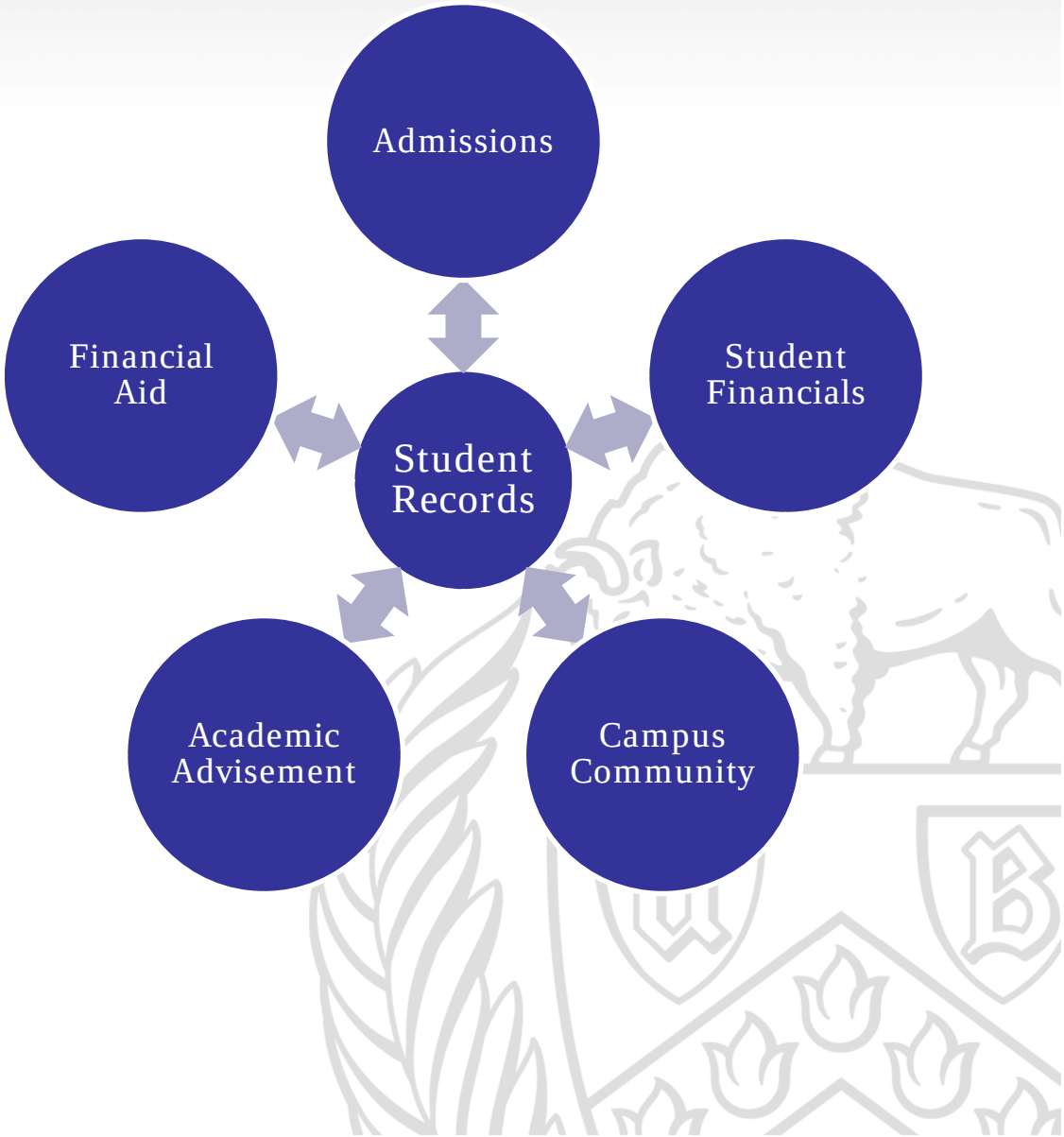
Graduation: Gives you the ability to define degrees and honors, run the graduation reporting process, and graduate students.

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

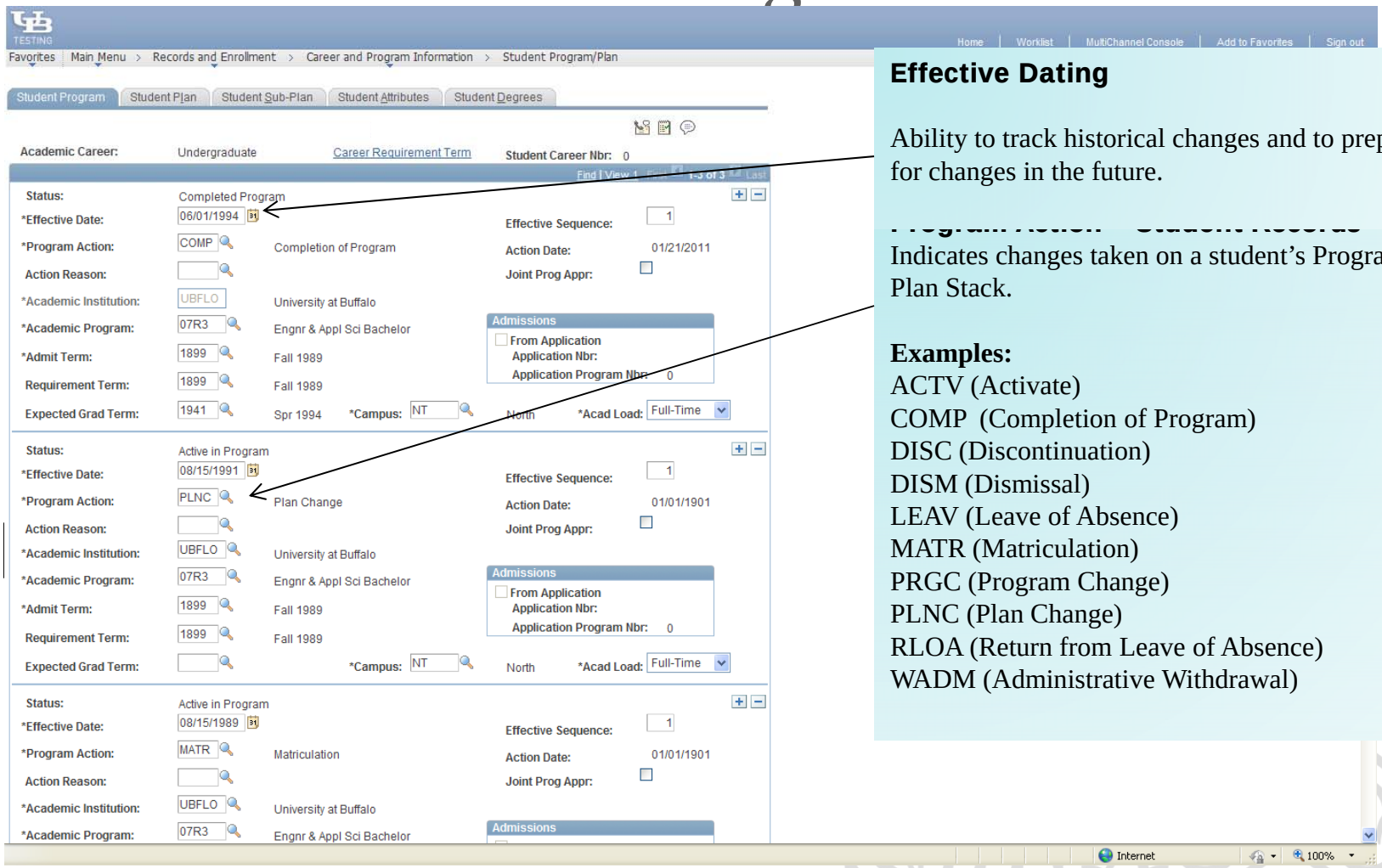


Student Records: Program/Plan Stack

- 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



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:

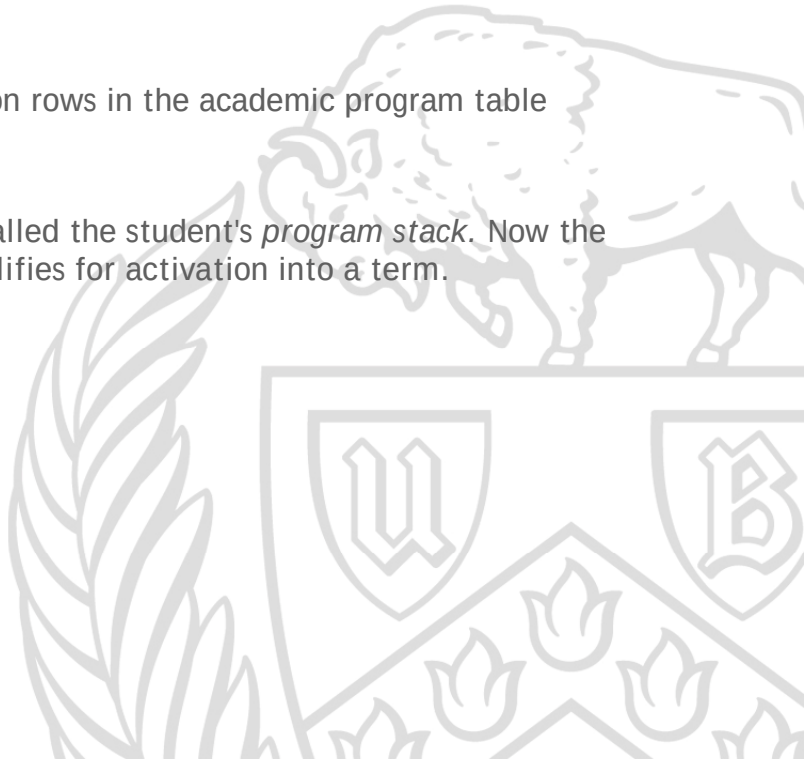
ACTV (Activate)
COMP (Completion of Program)
DISC (Discontinuation)
DISM (Dismissal)
LEAV (Leave of Absence)
MATR (Matriculation)
PRGC (Program Change)
PLNC (Plan Change)
RLOA (Return from Leave of Absence)
WADM (Administrative Withdrawal)

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).

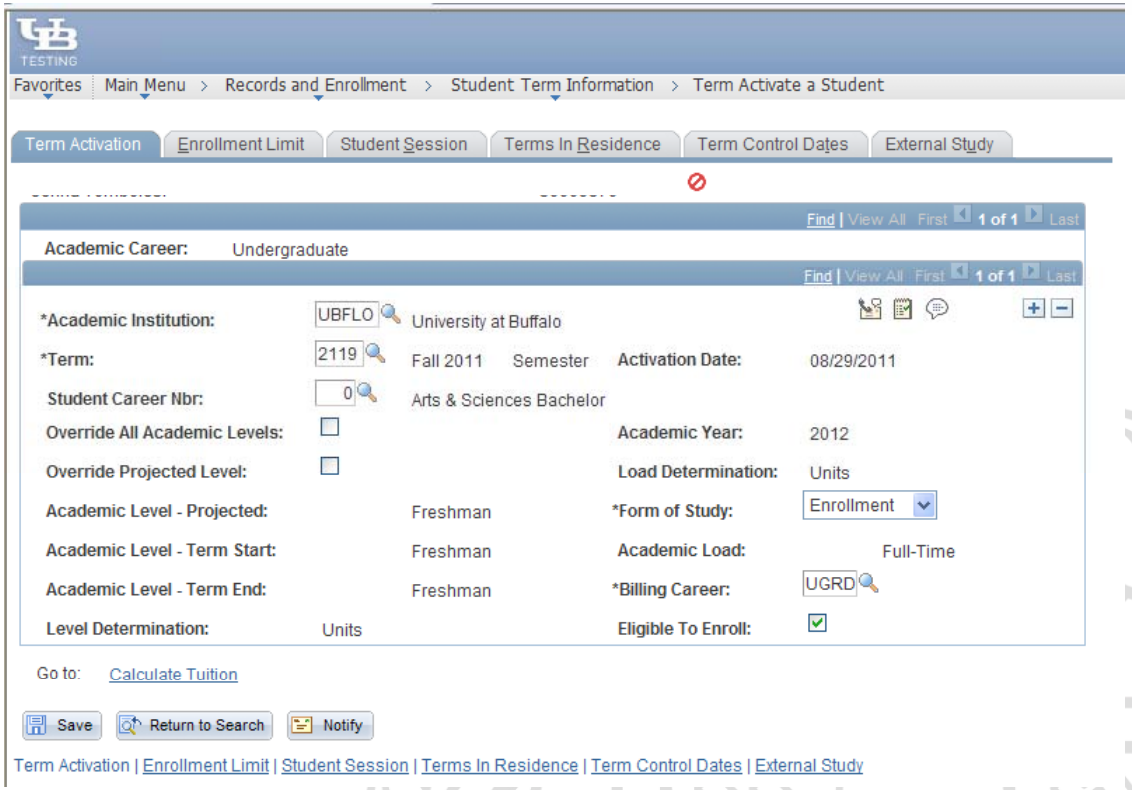
Collectively, all of a student's rows in the ACAD_PROG table are called the student's *program stack*. Now the individual is active in an academic program and plan and qualifies for activation into a term.



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



Student Records: Term Activation

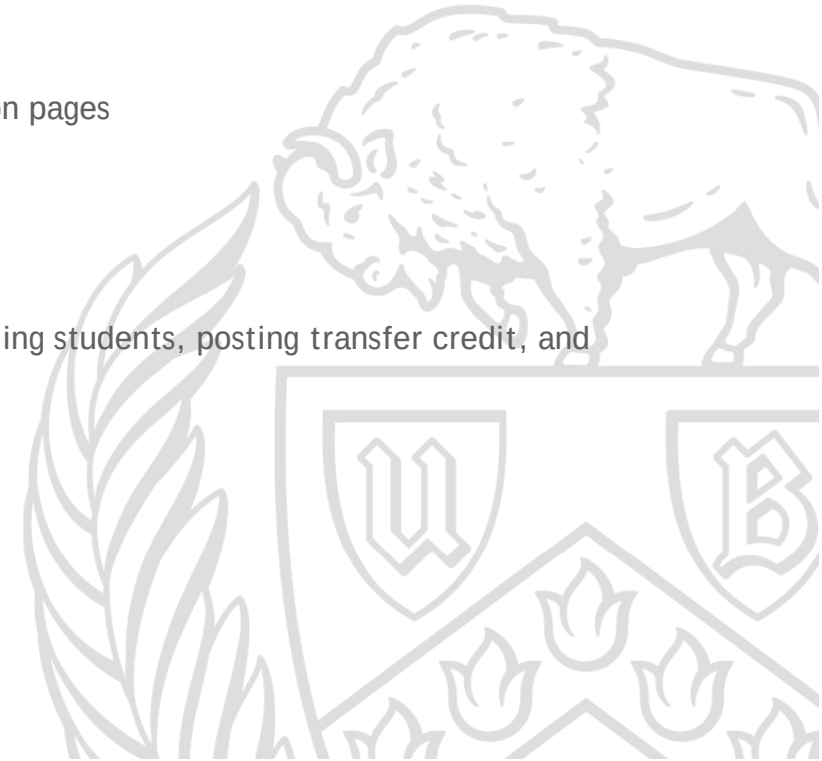
You can activate the students after they have a valid academic program and plan.

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

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

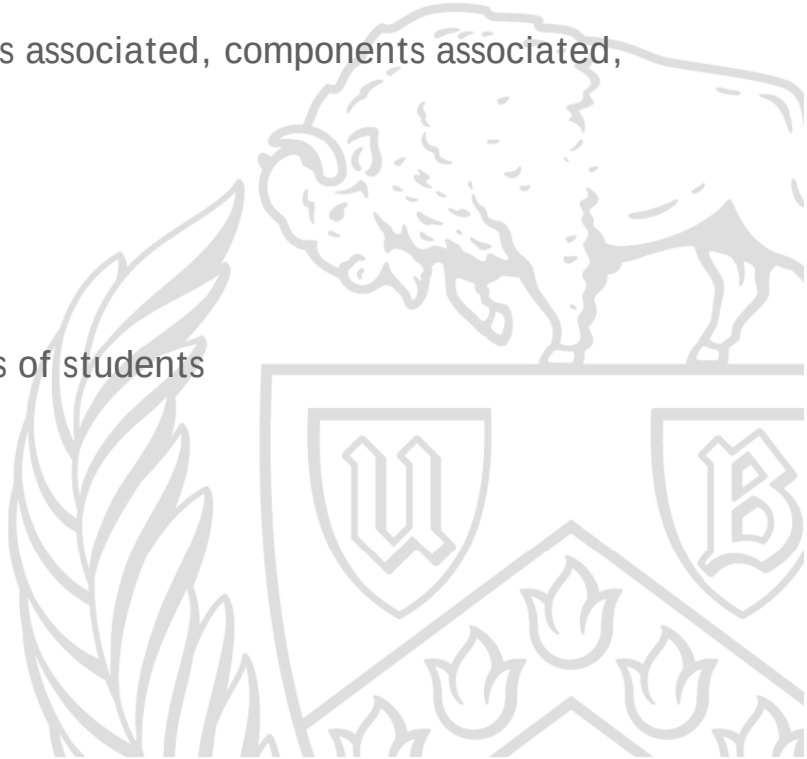
Occurs prior to the enrollment period.

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



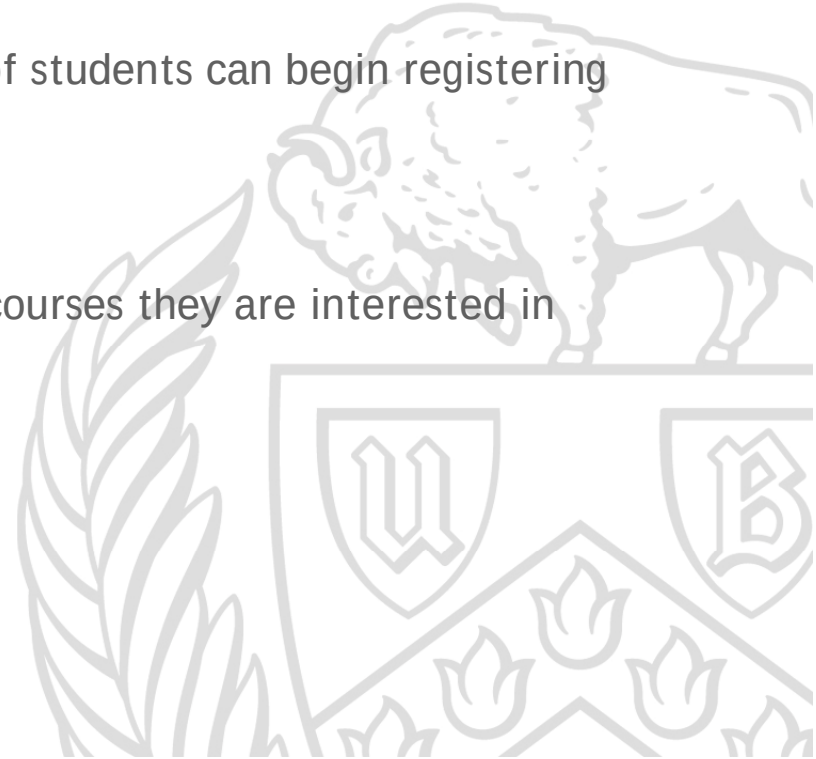
Student Records: Course Catalog →Enrollment

- 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

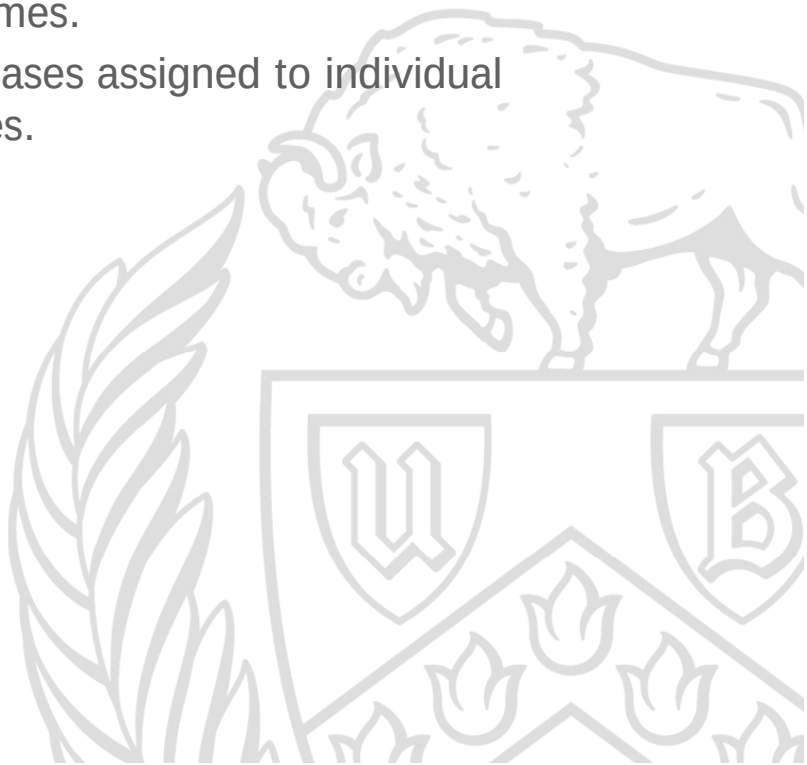
- Since Term Activation has occurred…
- Assignment of Enrollment Appointments
  - Date and time when a student or group of students can begin registering in the courses for a term
  - Legacy: Registration Window
- Use of Shopping Carts
  - Tool designed to allow students to plan courses they are interested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



Student Records: Grading

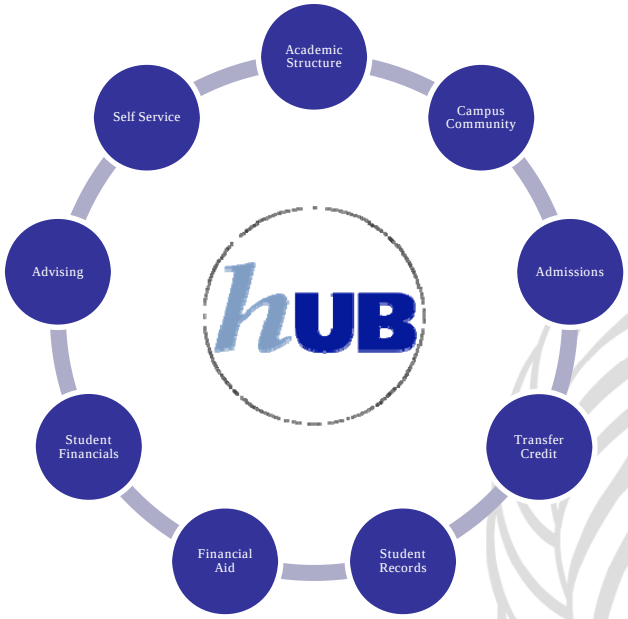
Grading Schemes

- 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:

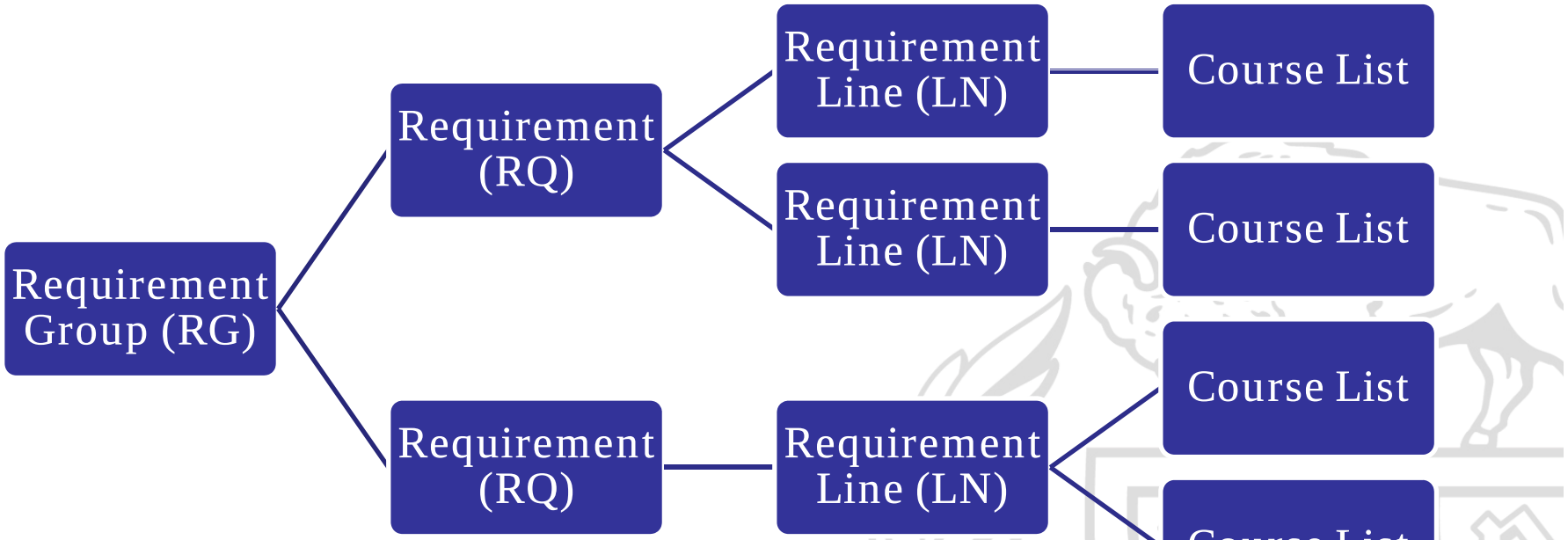
ACADEMIC ADVISEMENT



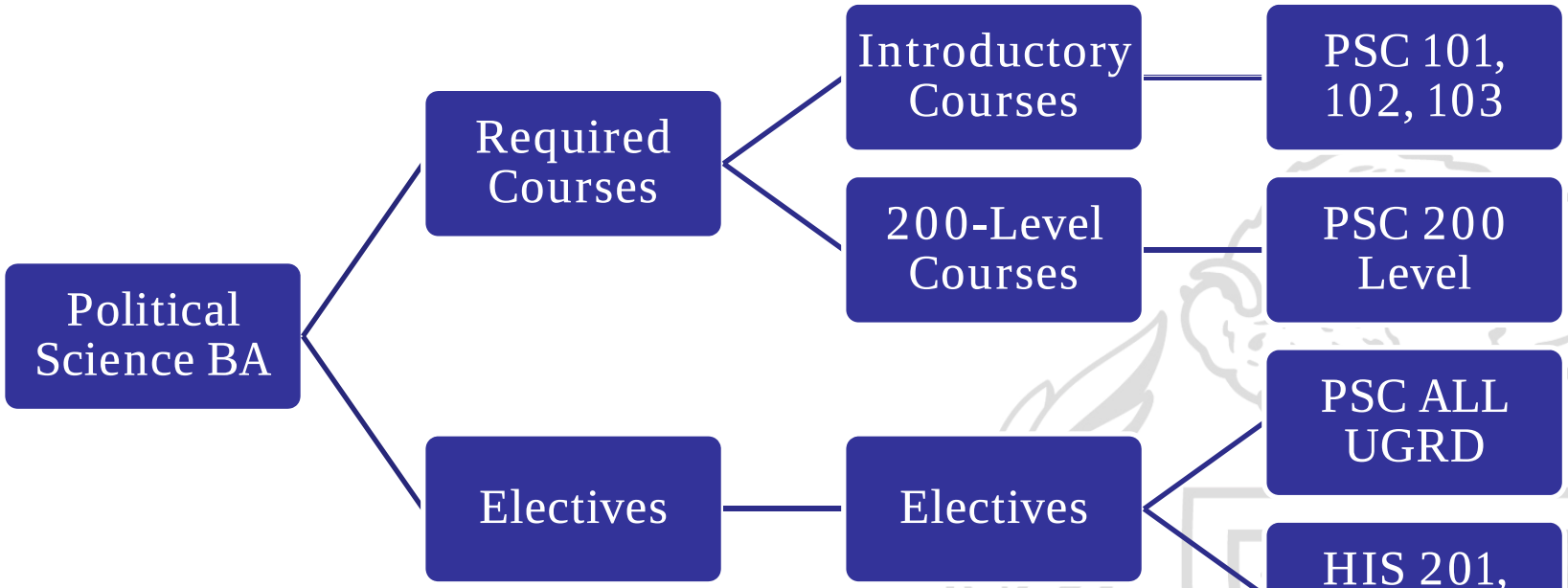
Academic Advisement

- 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

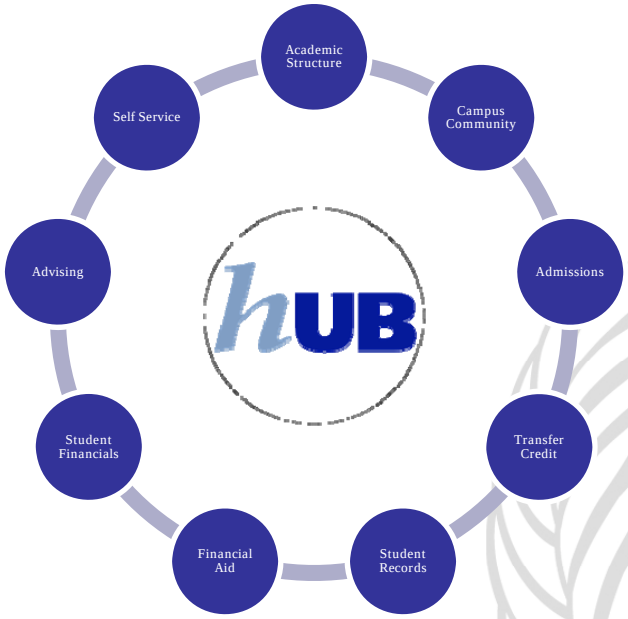


Academic Advisement: Academic Advisement Report

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

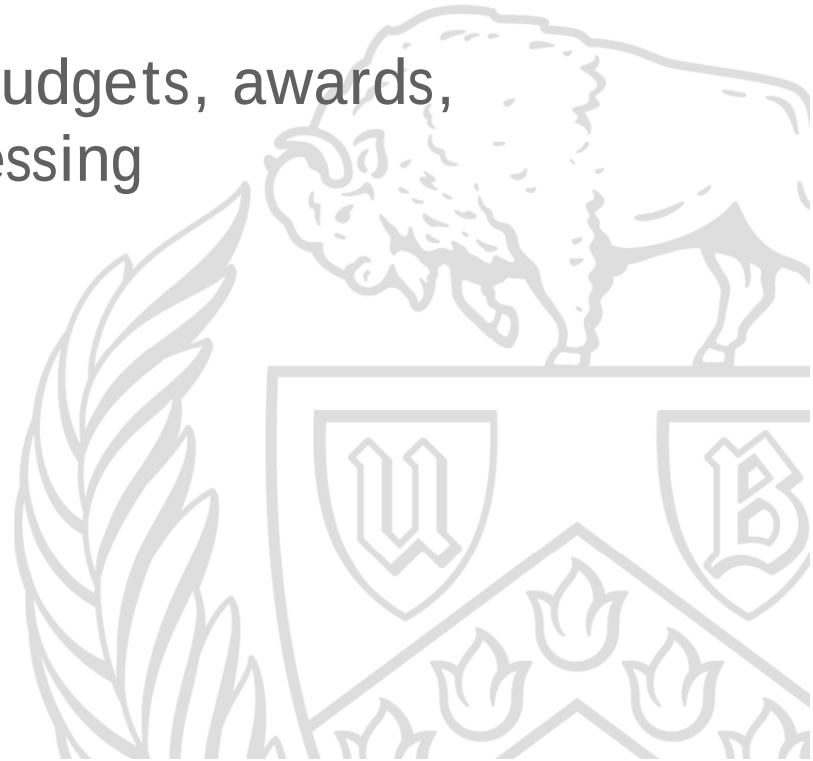
Module:

FINANCIAL AID



Financial Aid

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



Financial Aid: Key Processes

Authorization

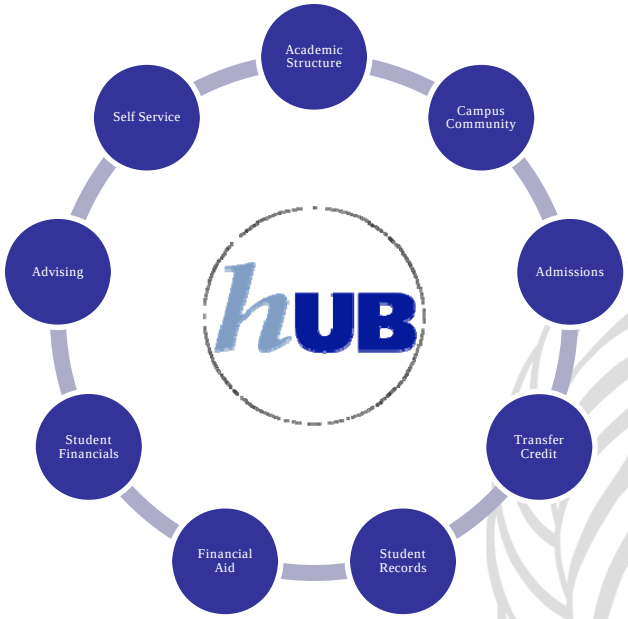
- Applies disbursement rules to determine:
  - *If* individuals are eligible for aid
  - *How* much aid individuals are eligible for

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

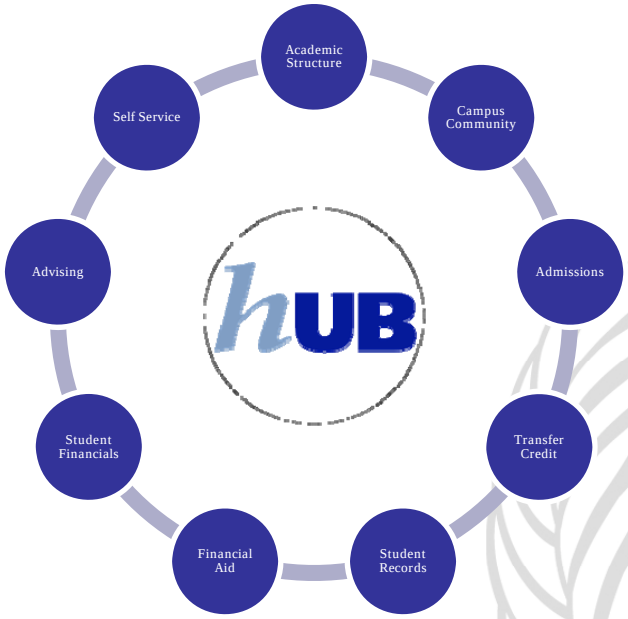
Financial Aid & Student Financials Processing

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.

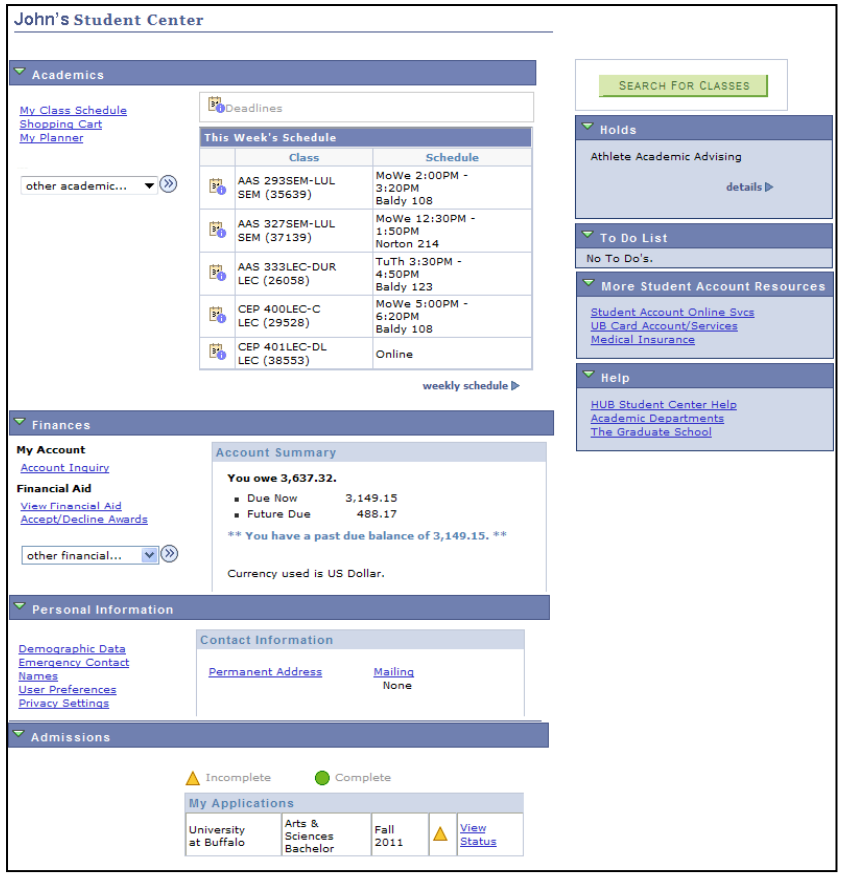
Module:

SELF SERVICE

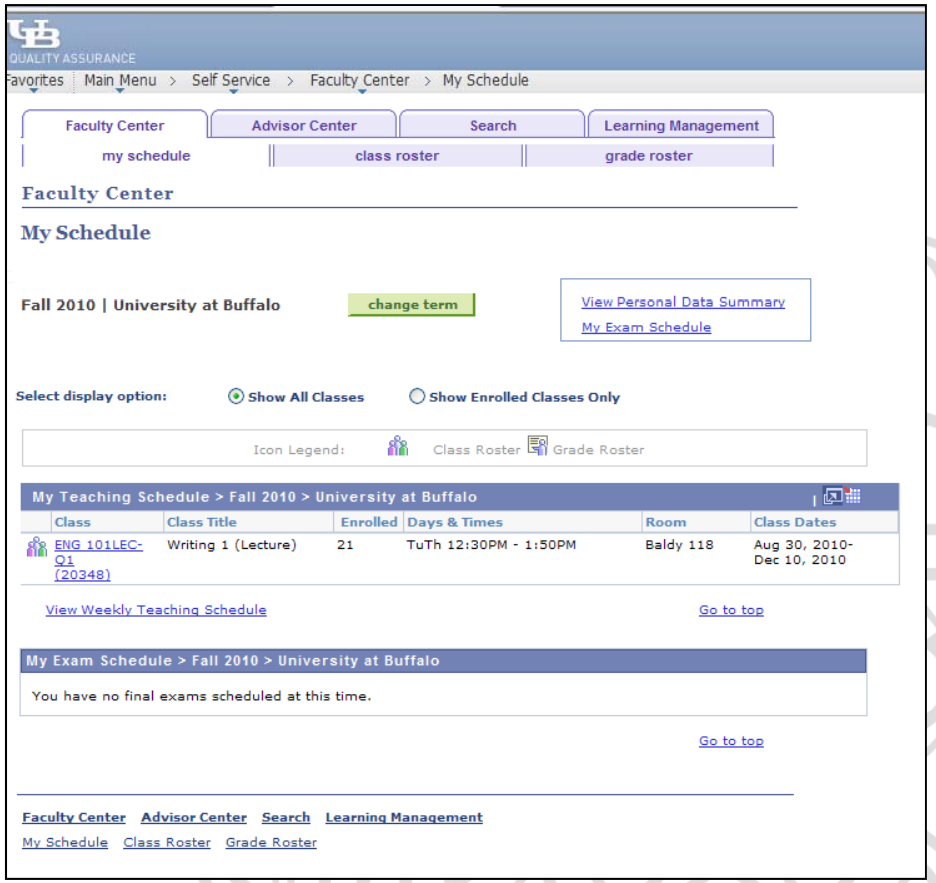


Self Service Applications

Student Center (UB_CS_SR_STUDENT1)

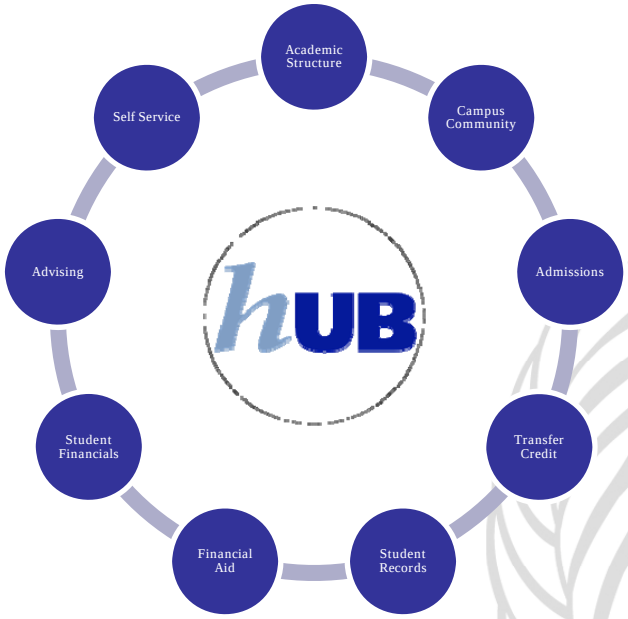


Faculty Center (UB_CS_SR_FACULTY1)



Administrative Resource

STUDENT SERVICES CENTER

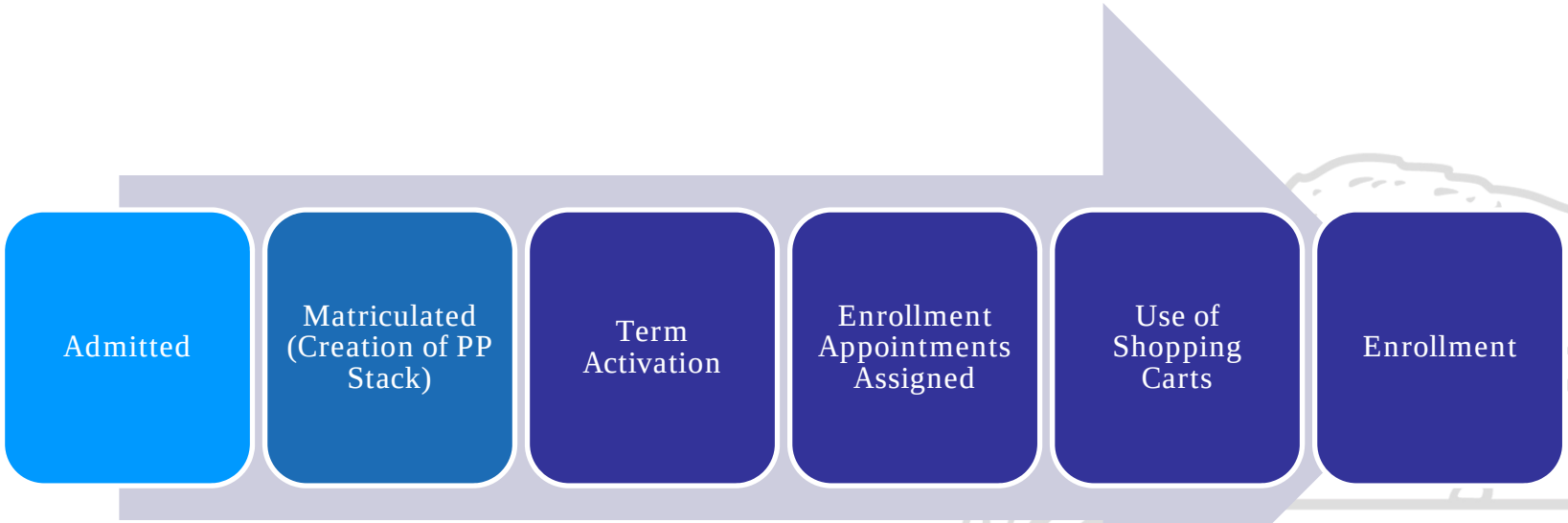


Student Services Center

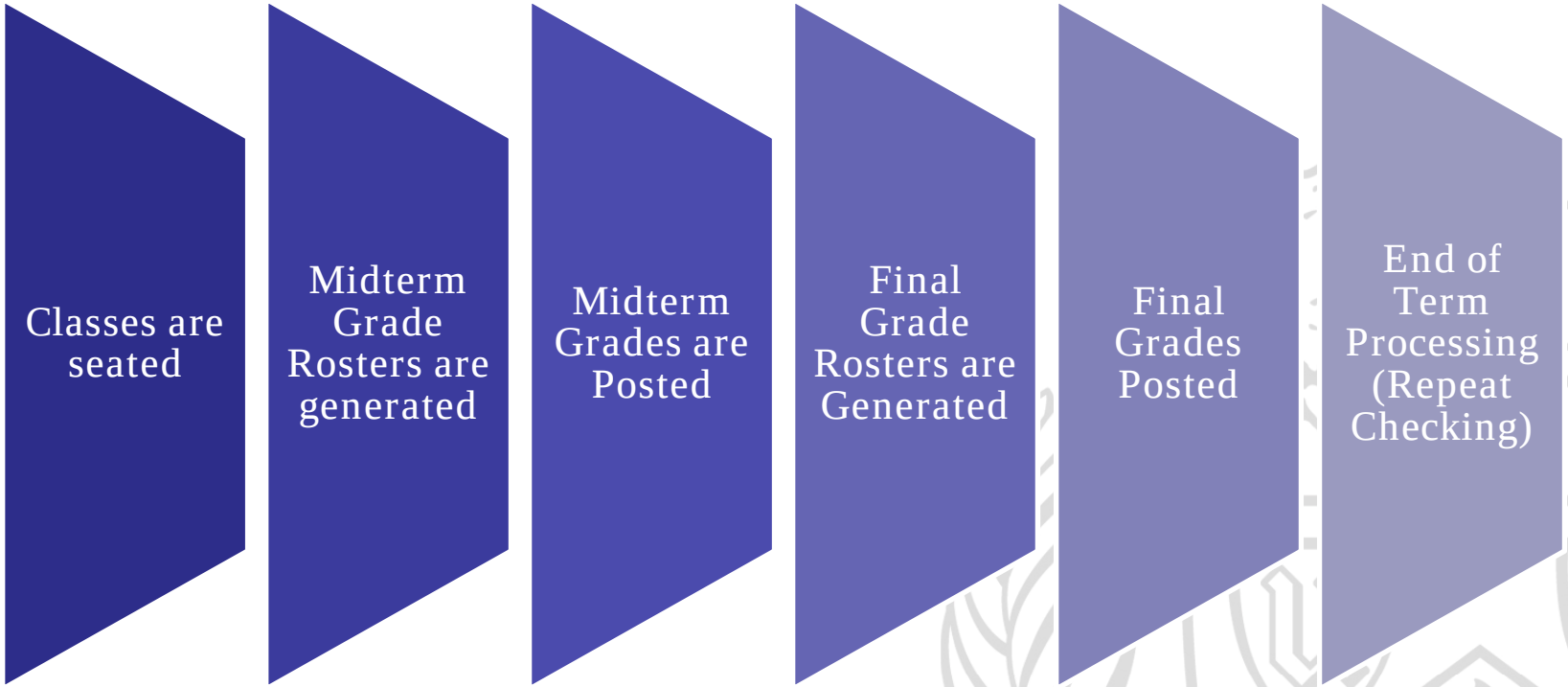
Process

HOW…?

How does a student get enrolled?

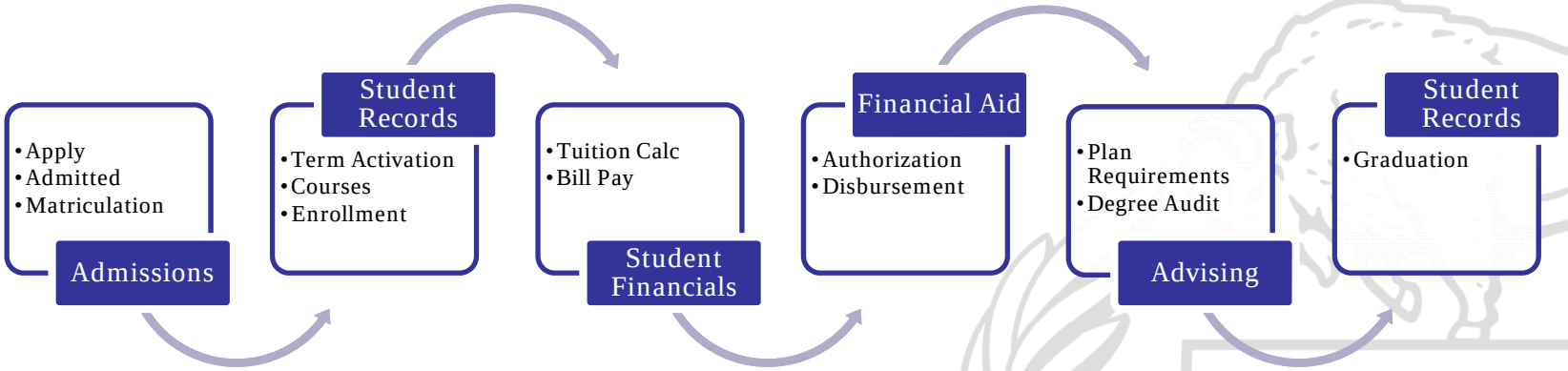


What is the process for grading?



How does a student graduate?

How is Each HUB Module Represented in the Student Cycle?



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