

California Maritime Academy Glossary of Terms

PeopleSoft Term	Definition	Example
Academic Group	The highest level within an academic institution offering courses. The Group is the entity that offers the course. At CMA, that is the Academy.	99 (California Maritime Academy)
Academic Institution	An individual university or college, working with the same course catalog and showing on the same transcript	MACMP (California Maritime Academy)
Academic Organization	For data entry, the CMA department is usually what you enter into the Academic Organization field.	253 (Engineering Technology)
Academic Structure	"Academic Structure" is the group of setup tables in the PeopleSoft system that define your institution to the PeopleSoft Student Administration system. It is the foundation for all components of the system, representing the institution's physical and logical academic structure.	N/A
Campus	Defined within an institution as to where the academic groups manage their courses. Although classes could be taught in other locations, such as China, these locations are not considered other campuses; thus, CMA has only one campus in PeopleSoft terms.	MAIN
Career	A grouping of all academic work undertaken by a student at a school which the school groups into a single academic record: There are two Careers at CMA: Undergraduate and Postbaccalaureate.	UGRD (undergraduate) PBAC (postbaccalaureate)
Catalog Nbr	Number assigned to a course that appears in the Course Catalog. You do type this in. For instance, for MTH 201, the number "201" is the Catalog Number.	201
Class	Specific instances of the time, place, and term of a course. Students enroll in classes. Grades are based on classes. Classes are listed in the <i>CMA Schedule of Classes</i> .	Fall 2006: ME 230, Engineering Materials, WMF, 10:50-11:40am, Lecture

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Class Association	Class association numbers link all class sections that constitute a single offering. With a common association number, you can not only control the sections of classes in which a student must enroll, but you can also control elements of the sections including units, components, and requisites. For example, all lab sections plus the associated lecture sessions have the same Associated Class number. The system populates all of these fields by default from the course catalog.	N/A
Class Number (generally 4, but up to 5 digits)	Unique number assigned to a class. A class number relates to a specific instance of the time, place, and term of a course.	1029
Component	See Class Association: Regardless of how many components a course offering has (lecture, lab, discussion), always use a unique class association number to identify it. This also holds true for offerings that have just a single component, such as a lecture.	N/A
Consent	Record indicating whether students need instructor or departmental consent before registering for a class. Set at the catalog level, but can be overridden at the Schedule. See Permission Number.	N/A
Conversion	Data conversion is changing data from one file or database format to another.	Our student records system was converted to PeopleSoft in 2002
Course	Record in the PeopleSoft system representing training students receive on a subject at an academic institution; shows what is being taught, the structure for reporting, and credit awarded for successful study. Courses are listed in the <i>California Maritime Academy Catalog</i> .	Business Statistics
Course Component	Format and location type of the course, such as lecture, lab, or seminar.	Activity, Lecture, Lab, Seminar, Discussion, Supervision
Course ID	Permanent, unique number assigned automatically to each course as it is created in the PeopleSoft Course Catalog.	013180
Frames	Frames divide parts of a web page into two or more independent parts. They are often not easily identifiable when looking at a webpage..	N/A
Grading Basis	Whether students must take the class for a grade or Credit/No Credit.	GRD = Grade CNC = Credit/No Credit

PeopleSoft Term	Definition	Example
HCM	Human Capital Management. PeopleSoft defines HCM as combining transactional, strategic, and collaborative HR applications designed to help organizations manage their employees.	N/A
Instructor	Primary: More than one instructor can be assigned the "primary" role. These instructors' names will appear on the class and grade rosters. Secondary: instructors whose names should not appear on the grade roster.	N/A
Meeting Pattern	Which days of the week and times during those days the class meets.	MWF 10:00am-10:50am
Permission Number	See Consent. If a class requires instructor or department consent for a student to register, the student's ID must be entered into the Permission Number page for that class before PeopleSoft will permit them to enroll.	N/A
Person Model	HRMS 8.9 includes the new "person model" architecture that enables organizations to manage all workforce data in a single repository through a single ID for the duration of an employee's tenure, regardless of changes in their workforce status. The new person model also provides internal visibility and control to critical elements of workforce management while delivering comprehensive reporting to support real-time workforce decisions.	N/A
Plan	An area of study within a Career and Program. Plans resulting in degrees can be associated to a Program or to a Career.	Business Administration major (Plan) with an undergraduate career (Career) results in a B.S. degree. The Plan is directly associated to the College of Arts and Sciences (Program). Plans are also minors. Students can earn a degree in Business Administration (Plan: BA-BS) or a minor in Business Administration (Plan: BA-MIN). Students are permitted to earn minors only concurrent with a major.
Plan Sequence	The Plan Sequence determines in which order the Degree Progress Report will evaluate a Plan. E.g., Plan Sequence 10 should be the major, so it would be evaluated before a minor.	10, 20, 30. Plan Sequence numbers should always increment by ten
Program	An academic entity to which a student applies, is accepted to, and graduates from. 3 undergraduate programs, 3 postbaccalaureate programs. Each Plan is tied to a specific Program. See Plan.	UTRAN: Undergraduate transitory students: a student from another CSU who enrolls in one or more classes while enrolled at their home campus.

PeopleSoft Term	Definition	Example
Program Action	Identifies a change to a student's Program. Tracks the student's career from application through graduation, including changes in major, leaves of absence, and application for graduation.	MATR = matriculation PLNC = plan (major) change COMP = graduated
Program Action Reason	Indicates why a specific Program Action was taken. Many Program Actions do not require Reasons; for example, COMP = the student graduated. However, some Program Actions can be taken for multiple reasons. Thus, when a student is academically disqualified, the Program Action is DISM (dismissal), and the Action Reason is ADSQ (Academic Disqualification).	MATR/MANL = manual matriculation, to distinguish from a batch process DISM/ADSQ = academically disqualifying a student.
Requisite	Something that is required before a student is permitted to register for a specific class. Requisites may be pre-requisites, something that required to have been done prior to registering for the class; co-requisites are what must be done currently with taking the class.	Pre-requisite: Passing MTH 200 prior to registering for MTH 201. Co-requisite: Registering for a chemistry lab during the same semester that the student registers for a chemistry class.
Self-Service	An entry point designed for a specific audience, either faculty or staff, that permits them to access the functionality available to them with a minimum of mouse clicks.	For students: registering for a class, checking final grades, viewing their class schedules For faculty; entering final grades, viewing their class rosters, reviewing an advisee's transcript
Service Indicator	Indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as registration for classes. Sometimes used for informational purposes; for example, a service indicator is placed on students' records when they have a financial sponsor.	Negative service indicators include holds placed on registration because the student hasn't submitted a missing transcript or needs to show proof of immunization. Positive service indicators are informational, for those students who are financially sponsored.
Special GPA	Special Grade Point Averages are averages that you define for your institution that differ from the cumulative Grade Point Average. You can create special GPA's for a student's program, plan, or sub-plan, then use these special grade point averages to calculate student GPA's and meet your institution's analysis and reporting needs.	Resident term GPA; resident cum GPA; transfer GPA

PeopleSoft Term	Definition	Example
Subject	<p>The subject in which courses are offered by Academic Organizations. Sometimes it is the same as the Academic Organization (Department, course entry view), sometimes it is different.</p> <p>For instance, the Department of Science and Math (Organization) offers Math (Subject) courses, but the Department of Modern Languages (Organization) offers Spanish (Subject) courses.</p>	ME (Mechanical Engineering)
Sub-Plan	An area of further specialized studies directly within an academic plan. Sub-plans must be tied to Plans.	Marine Transportation major (Plan) with an undergraduate career (Career) that results in a BS degree can have a Stem in Energy Design (Sub-Plan).
Term	A combination of the semester and year that the university divides the calendar year into. At CMA, we offer and Fall and Spring semester, and, in the past, a summer term.	2067 = Fall 2006 2073 = Spring 2007 2077 = Summer 2007
Term Activation	A process that permits students who are qualified to register for the next term	N/A
Upgrade	To replace a software program with a more recently released, enhanced version	In August 2007, CMA will upgrade from PeopleSoft version 8.0 to version 8.9