

Term	Definition
Academic Institution	The University of Calgary (UCALG)
Academic Career	A concept used to designate all of the course work undertaken which can be grouped together in a single student record. There are three career paths at the University of Calgary: <ul style="list-style-type: none"> ▪ UGRD - Undergraduate Programs ▪ MED - Medicine Programs ▪ GRAD - Graduate Programs
Academic Group (Faculty)	Used to group academic programs and courses; represents the highest academic unit at the institution.
Academic Level (year of program)	Calculated based on the rules defined for an academic program and number of units of course weight a student has successfully completed within an academic career.
Academic Load (FT/PT indicator)	Calculated based on rules for the academic program or it can be manually set based on other factors.
Academic Organization (faculty/department)	Units responsible for programs, plans, and/or courses. Every program, plan, and course is associated with one or more academic organizations which defines which office has responsibility.
Academic Plan	Academic Plan defines the student's: Degree, Major, Minor, Cohort, Area of Study, etc.
Academic Program	The Program that a student attends.
Academic Structure	Defines how programs are organized (Degrees, Majors, Specializations and Concentrations).
Academic Sub-Plan (concentrations/specializations)	An area of further specialization within an academic plan. Sub-plans are always linked or attached to a plan.
Action Date	The date information was updated and saved in the system.
Action Reason	Indicates why a particular program action was taken, or offers a further description of the program action (e.g. Convocation, Discontinued from Program, etc.).

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Admission Comments	Comments related to a student's application for admission which are used in communications with the applicant and can be displayed in self-service.
Admit Term	The term for which an applicant has applied for admission.
Application Centre	<p>There are six Application Centres at the University of Calgary:</p> <ul style="list-style-type: none"> • Undergraduate Admissions (UGRD) • Change of Program (COP) • Graduate Studies (GRAD) • Law Admissions (LAW) • Medicine (MED) • Open Studies (OPST)
Area of Study (AOS) (Graduate Studies)	A plan type to denote the program relationship for graduate students with their degree program area (i.e., Department, Graduate Studies).
Auto Enroll	A feature set up in the class schedule which automatically enrolls the student in a related class (i.e., when multiple lecs and labs/tuts, students register into the lab/tut first and the system registers them into the lecture. When multiple lecs and only one lab/tut, students register into the lecture and the system register them into the lab/tut.
Block/Allow Enrollment	<p>'Block' prevents enrollment in a course. 'Allow' gives permission to enroll in a course. 'Blocks' and 'Allows' are entered by staff for the student ID #.</p>

Term	Definition
3C's	A flexible way to track and analyze correspondence, lists of requirements, and notes about the students, staff, constituents, and organizations in a database. Buttons appear on many pages in the system and they transfer directly from that page to another page within the same administrative function to generate or review a communication, a checklist, or a comment for the individual or organization whose information is being currently viewed.
Communication Record	Review or create communications for an individual or organization. Provides a record of letters, phone calls, meetings, e-mails, and faxes.
Checklist	Review or create checklists for an individual and organization. Checklists may be lists of steps that must be performed, or documents that must be provided, or communications that are planned to occur. Used to track applications, organize recruitment mailings, and generate communication items for students.
Comment	Review or enter comments about an individual or organization.
Campus	In SA (Student Administration) an institution can have one or more campuses. A campus is used to indicate where courses are scheduled (i.e. Main Campus or Off Campus) and can be used to indicate where programs are offered.
Catalog Number (i.e. PSYC 201)	A number assigned to identify each course with a subject (i.e. PSYC 201)
Class	A specific offering of a course in a term. A course may have several components – lecture, lab, or tutorial.
Class Associations	How course components are set up to ensure the appropriate related sections of the same course are displayed to students in the Student Centre during enrollment.
Class Number	A unique number assigned to each section of a course in a term.
Class Roster	A list of students enrolled in a class section.
Class Schedule	Class scheduling information by week or term.
Component (Course)	Identifies the different section types of a course (i.e., lecture, lab, seminar, or tutorial).
Course Attributes	Associated to courses or to specific class sections (i.e., GFC hours, High Demand Course, Pre-session Study required).

Term	Definition
Course Catalogue	A list of all GFC approved courses that are or have been offered at the University of Calgary, with descriptions and course details.
Course Equivalencies	Defines courses that are to be treated as equivalent pre-co-requisite checking and repeat course checking.
Course ID	A unique course identification number that is system generated in the Course Catalogue. Course IDs always remain with the course, even if the course is renumbered; and facilitates the tracking of course information changes over time.
Course Offering Number	The course offering number represents the offering being taught for that section. Used for courses offered over 2 terms.
Decimalized Courses:	
Informal	An informal decimalized course is a course which can be offered with a variety of topics (added as required by the Department). Specific topics offered are not listed in the University Calendar or approved by GFC.
Formal	A formal decimalized course is a course with defined topics approved by GFC.
Dynamic Class Dates	Classes that begin and end at various times throughout a term. Cancel, withdrawal, drop and other default dates are calculated based on the assigned Dynamic Date rule.
Effective Date	Is the date on which a value, description or record becomes effective. The Effective Date provides the ability to track changes over time by recording the date of each change.
Enrolment Appointment	Date and time when a student or group of students can begin registering in courses for a specific term.
Enrollment Component	When scheduling a course that has more than one component, all sections associated to one component type will be defined as the 'enrollment' component and any other components will be considered the 'non-enrollment' component. When registering a student into the course the enrollment component is always selected first.

Term	Definition
Enrollment Engine	<p>The process which executes registration requests and performs a number of checks before enrolling a student into one or more classes. The check includes:</p> <ul style="list-style-type: none"> ▪ Time Conflicts ▪ Maximum Unit load ▪ Class Enrollment limits ▪ Class Requisites ▪ Reserve Capacities
Enrollment Verification Letter (EVL)	Letter confirming a student's enrollment.
Enrollment Request	The Component used to enroll or register a student in a particular class.
Enrollment Requirement Group (Restrictions)	A set of rules that is associated to one or more courses and/or classes and specifies the requirements that a student must meet in order to register. The rule can specify things such as; a student's Career, Program and Plan, Academic Level, Pre/Co-requisites courses, and Anti-requisites.
Expected Graduate Term	The term the student expects to graduate.
Faculty Centre	Self-service component where faculty manage class, student, and advisee related activities.
General Faculties Council (GFC)	GFC provides institutional leadership on the issues of institutional policy and priorities, and has responsibility for the academic affairs of the University.
Graded Component	The component which the Final Grade is assigned to. Every course has to have a graded component.
Grade Roster	The page (screen) that is used to enter grades into the system.
Instruction Mode	How a class is taught (i.e., in person (timetabled classes), on-line, distance education, fieldwork, directed research, independent studies, practicum).
Letter Generation	A SA delivered multi-step process that generates a mail merge file based on previously assigned communications. The resulting file can then be used in Word to create merged e-mails or letters.

Term	Definition
Location	Has two meanings depending on where it is being referenced:
Timetabling	Locations are used to provide more detail regarding where a class is offered (i.e., if the class has a campus = 'Off Campus', the location may be 'Red Deer' or 'Prague').
External Organizations	Locations are used to track one or more addresses for an external organization for mailing or contact information.
Milestones	Designed to record and track important requirements that must be completed by a student during his or her program of study. Milestones are non-course requirements and may appear on a transcript.
Organizational Tree (Hierarchy)	The hierarchy that defines the structure between Academic Groups and Organizations within the University.
Pre-Enrollment Engine	<p>A custom process which performs a series of checks prior to the Enrollment Engine execution. These checks include:</p> <ul style="list-style-type: none"> ▪ Registration Deposit ▪ Limits for Unclassified / Visiting Students ▪ Special Maxi-Term Course Registration processing ▪ Class Block / Allows ▪ High Demand Courses ▪ Special Withdrawal processing
Program Action	The action being done to the student record to record the progression of either an application (i.e., admit, admit revocation, conditional admit, defer decision, etc.) or student program (i.e., active, suspended, discontinued, plan change, data change, etc.).
Program Status	A calculated value based upon the series of program actions that have occurred in either the application for admission or the student program record. The program status is used to determine if a student is still 'active' in the application/student program.

Term	Definition
Repeat Checking 1) Enrollment 2) Process	1) The process for enforcing the institution's course repeat policy at the time of course enrollment. 2) The process to assign 'hi' and 'low' repeat codes to repeated courses after the grades are posted (also occurs at the time transfer credit is recorded).
Requisites	Pre-requisites, co-requisites and anti-requisites.
Reserve Capacities	Defines seats reserved for specific groups of students for specific periods of time in a section.
Search Match	Used to identify records in the database that match the criteria specified when adding a person or organization into the system.
Service Indicators:	
Negative 	A system indicator that restricts student access to one or more services (i.e., enrolling in classes, requesting transcripts, etc.).
Positive 	A system indicator that identifies a privilege or service to be provided (i.e., president's award, exchange student alert, hard copy file exists, student athlete, etc.).
Session	A period of time within or outside a term in which classes are offered.
Student Appointment Block	Students are assigned to Defined Appointment Blocks based on their Program or Group (i.e., Frosh, Transfer, Continuing Ed, Units completed, and cumulative GPA).
Student Career Number	The number that identifies a student's Active Primary Academic Program.
Student Centre	Self-service component where students manage their academic-related activities.
Student Record	Information for each student that is stored across multiple components.
Subject/Subject Area	Area of study for a course (e.g., BIOL).
Term	Describes a period of time in which classes are scheduled and students register and statistics are calculated Winter(1), Spring(3), Summer(5), Fall(7).
Term Activation	Creation of a term record for a student which enables them to register in the activated term(s) when registration begins.
Term Roll	The process of copying a previous year's schedule forward providing a starting point for the creation of a new term.

Term	Definition
Units	Identifies the amount of credit that applies to a course creation (e.g., full courses are 6 units; half courses are 3 units, etc.).
Wait List	Provides students the ability to place themselves on a wait list for possible entry into a course that is presently full.

PeopleSoft Technical Terms

Term	Definition
Component	A collection of related pages on which information can be viewed and/or updated.
Lookup Value	A list of values that can be searched via a lookup button.
Page and Component	A single screen is called a page (single tab) and a grouping of related screens (i.e. multiple tabs) is called a component.
Translate Value	A small list of pre-determined values that can be selected via a pull down list.