Student Record

Overview: The Student Record allows faculty, staff, and students to find all pertinent student information in one location.

Version 1
Release Date 1.11.16

- Faculty/Advisors, Academic Staff, Department Chairs, Department Administrators, can view student personal record information (students only have access to their own)
  - Student Information
    - Name
    - Net ID
    - U Number
    - Email
    - Phone
    - Advisor
  - Academic Information
    - Department
    - Concentration
    - Enrollment Term
    - Catalog Year
  - Status
    - GPA
    - Residency
    - Reduced Rate
    - Degree Status
    - Probation
    - Holds
- Faculty Mentors, Academic Staff can view and edit all students; graduate students can view (their own) Student Database information
  - Degree/Specialty
  - Core/Concentration Exams
  - Special Projects
  - Thesis
  - Dissertation
  - Committee Members
  - Comments
- All users can view basic contact information of other students, faculty, and staff
- Department Chairs, Department Admins and Registration Services can assign students to their advisor

Version 1.1
Release Date 7.26.16

- Placeholder for assignment of Graduate Advisor
- Graduate Advising Leadership can assign Graduate Advisors to students
- Graduate Advisors have a "My Advisee" list
- Graduate Advising Leadership can view report of students not assigned an advisor

Version 1.2
Release Date 8.4.16

- View of all Contract Course (permits) approved forms

Additional Features

- Faculty Mentors and Graduate Advisors have access to a list of all mentees/advisees on their Profile page
- All Users can change profile name
- All Users can upload profile picture

Program of Study
Overview: Program of Study allows initiation by advisor or student to map out the courses they will take during their degree program.

Version 1
Release Date 1.11.16

- Available for MPH, MSPH, and MHA students, excluding Dual degree masters students and all doctoral students (PhD/DrPH)
- Student and Advisor can create and update Program of Study Forms
- Student and Advisor can electronically submit Program of Study Forms for registration approval
- Registration and Program Staff can electronically review and approve Program of Study
- Registration and Program Staff can use a live view of holds to check a student's registration status
- Can only have one Program of Study form in process at a time
- Able to view course co and prerequisites on the Program of Study form
- Able to view grade and credit hours on all completed courses
- COPH Administration can view active and inactive tasks and actions
- COPH Administration can view process metric reports

Version 1.1
Release Date 1.26.16

- Department Chairs and Department Administrators have a read-only view of the Program of Study for all students in their department

Version 1.2
Release Date 2.17.16

- Student U# visible in student information section of POS

Version 1.3
Release Date 4.15.16

- Elective section allows for multiple placeholder courses (i.e., PHC 6934).
- Historical data updated for concentrations TCD and SFM

Version 2
Release Date 7.8.16

- POS templates updated for MPH, MSPH, MHA, MPH/MHA
- POS templates allow for in-line electives within course sections

Version 2.1
Release Date 7.26.16

- POS supports multiple entry of specific courses
- POS released for PHD/DRPH

Version 2.2
Release Date 8.4.16

- Updated program notes
- Template for PIH 2016 corrected
- MPH/MHA POS – PHC 6945 is now found under "Shared Courses"

Version 2.3
Release Date 9.6.16

- Notes field increased to 1800 characters

Change of Advisor
Overview: Change of Advisor allows a student to electronically submit approval to change their advisor.

Version 1
Release Date 1.11.16

- Students can electronically submit Change of Advisor Form
- Faculty/Advisor can electronically review and approve change of advisor requests
- COPH Leadership, COPH Administration can view active and inactive tasks and actions
- COPH Administration can view process metric reports

Intake Form
Overview: Faculty and staff can submit new applications or features for development consideration.

Version 1
Release Date 1.11.16

- Faculty and Staff can submit intake form for review
- Governance committee members can view approved intake forms
- Summary report available to COPH Leadership on intake form submissions

Version 1.1
Release Date 4.15.16

- SARF added to the drop down box

Version 1.2
Release Date 5.31.16

- Drop down selection – Student Portal Application updated to Student Record

Student Appointment Request
Overview: Student Appointment Request allows department administrators, faculty, HR staff and accounting staff to electronically create and approve student appointments.

Version 1
Release Date 2.8.16

- Department administrators can initiate a student appointment electronically
- Pre-populated with student basic information
    - Name
    - U number
    - Degree
    - Academic Department
    - Address, email, phone number
    - Residency
- Identifies other GEMS appointments (real time)
- Picker list for GEMS Department
- Picker list for Building
- Picker list for Appointment Type

- o Explanation of appointment type and required documents
- Picker list of undergraduate and graduate courses
- Ability to upload resume
- Automatic calculation of biweekly rate
- Funding Source
  - o Easy pick for chartfields
  - o If no project, requires manual entry
  - o Automatic calculation of FTE and Pay Distribution
  - o Ability to add or delete funding source
- Accountable Officer, Supervisor, Advisor (if needed), HR, and Accounting can electronically approve or deny requests
- Automatically notifies initiator of additional documents due to HR
- Student Appointment Request Record available after submitting
- Milestone bar available for tracking progress
- HR Leadership can reassign tasks
- COPH Administration can view process metric reports
- COPH Leadership, HR Leadership can view active and inactive tasks and actions

Version 1.1
Release Date 3.8.16

- Separate funding lines for Appointment and Tuition
- Chartfields updated with ability to pick all "0's" from dropdown if not a project
- Department Chairs and Department Administrators have view access to all SARF records
- Research Administrators receive notification of a completed SARF
- Research Administrators have access to SARF records

Version 1.2
Release Date 4.15.16

- Comment box available to Initiator
- HR can give partial pay periods, hours and hourly pay (decimals)
- Department Chairs and Department Administrators have access to SARF metric report

Version 1.3
Release Date 5.31.16

- Appointment/Tuition descriptor next to approver role
- Research Administration access to SARF records and reports
- Add "HR action" column to Completed SARF report
- Updates to combo code requirement (at HR Review stage)

Version 1.4
Release Date 6.13.16

- Allow for multiple roles to have single approval

Version 1.5
Release Date 7.8.16

- Approvers can view their approved SARFs

Version 1.6
Release Date 7.26.16

- TOEFL score validation removed

Role Editor
Overview: COPH leadership can add faculty and staff to Achivum.

Version 1
Release Date 5.31.16

- COPH Leadership can add faculty and staff to Archivum.

Contract Courses
Overview: Allows students to complete the permit process to register for contract courses.

Version 1
Release Date 6.23.16

- Students can initiate the Special Project form electronically
- Pre-populated with student basic information
  - Name
  - U number
  - Degree
  - Academic Department
  - Concentration
  - Email
  - Reduced Rate Attribute
- Picker list for Semester
- Picker list for Special Project Faculty Mentor
- Text box provided for Competencies, Deliverables, and Abstract
- Link to COPH Competencies web page
- Ability to upload CITI Training Certificate
- Ability for Special Project Faculty Mentor to electronically approve Special Project
- Ability for Special Project Faculty Mentor to electronically deny Special Project and leave comments
- Milestone bar available for tracking
- Registration notified of Special Project form electronically
- Ability for Registration Staff to assign CRN
- Notification sent via email to student and special project faculty mentor when process is complete

- Post to student newsfeed when process is complete
- COPH Leadership can view Process Metrics

Version 1.2

Release Date 8.4.16

- Students can initiate the Independent Study form electronically
- Pre-populated with student basic information
  - Name
  - U number
  - Degree
  - Academic Department
  - Concentration
  - Email
  - Reduced Rate Attribute
  - Faculty Mentor
- Picker list for Semester
- Picker list for Instructor
- Text box provided for Credit Hours, Description of Project and Method of Presentation
- Ability for Instructor to electronically approve Independent Study
- Milestone bar available for tracking
- Registration notified of Independent Study form electronically
- Ability for Registration Staff to assign CRN
- Notification sent via email to student and instructor when process is complete
- Post to student newsfeed when process is complete
- COPH Leadership can view Process Metrics

Version 1.3

Release Date 9.6.16

- Students can initiate the Directed Research form electronically
- Pre-populated with student basic information
  - Name
  - U number
  - Degree
  - Academic Department
  - Concentration
  - Email
  - Reduced Rate Attribute
  - Faculty Mentor
- Picker list for Semester
- Picker list for Faculty Mentor
- Picker list for Course Instructor
- Text box provided for Credit Hours
- Ability to upload HRP Training Certificate
- Information link for Human Research Protection Training
- Ability to upload Proposal File
- Ability for Faculty Mentor and Instructor to electronically approve Independent Study
- Milestone bar available for tracking
- Registration notified of Directed Research form electronically
- Ability for Registration Staff to assign CRN

- Notification sent via email to student and instructor when process is complete
- Post to student newsfeed when process is complete
- COPH Leadership can view Process Metrics