**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

Version 2.4
Release Date 9.28.16

- Updates to field experience and contract courses to be “electives”

Version 2.5
Release Date 10.12.16

- Updated approval process to include Graduate Advisor (in place of Faculty Mentor)

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

Version 1.1
Release Date 9.6.16

- Rename all instances of Advisor to Faculty Mentor

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
  o Name
  o U number
  o Degree
  o Academic Department
  o Address, email, phone number
  o 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

Version 1.7
Release Date 9.14.16

- Updates to combo code – requested information required at the HR Leadership stage

Version 1.8
Release Date 1.06.17

- Transition of view of completed student appointments
  - Created report – Completed Appointment Requests
- Viewable to anyone who is part of the processes; including initiator, supervisor, accountant, HR
- Identified Initiator on the approval history list

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

Version 1
Release Date 12.08.16

- Department administrators can initiate a non-student appointment electronically
- Fields for basic employee information
  - Name
  - Address, email, phone number
  - U#
Identify current/past employee

- Picker list for GEMS Department
- Calendar selection of start and end date
  - Does not allow for pre-dated appointments
- Verify Work Authorization
- Picker list for Building
- Picker list for Appointment Type
- Fields based on selection of appointment type
- Ability to upload resume, position duties, funding plan
- Picker for supervisor
  - Populated email and GEMS ID
- Funding Source
  - Easy pick for chartfields
  - If no project, requires manual entry
  - Automatic calculation of FTE and Pay Distribution
  - Ability to add or delete funding source
- Automatic calculation of yearly salary, biweekly rate, or semester rate
- Accountable Officer, Supervisor, Department Chair, HR, and Accounting can electronically approve or deny requests
- Automatically notifies initiator of additional documents due to HR
- Tracking available in Appointment Request Task Report
- Initiator, HR, Accounting, Supervisor, Department Chair can view completed appointments in report: Completed Appointment Request Forms
- 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 1.06.17
- Automatic population of fringe costs
- HR Leadership can export all Completed Appointment Requests

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

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
• COPH Administration and Department Administrators can view active and inactive tasks and actions

Version 1.3

Release Date 9.6.16

• Students can initiate the Directed Research form electronically
• Pre-populated with student basic information
  o Name
  o U number
  o Degree
  o Academic Department
  o Concentration
  o Email
  o Reduced Rate Attribute
  o 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
• COPH Administration and Department Administrators can view active and inactive tasks and actions

Version 1.4

Release Date 9.14.16

• Students can initiate the Specialized Study form electronically
• Pre-populated with student basic information
  o Name
  o U number
  o Degree
  o Academic Department
  o Concentration
  o Email
  o Reduced Rate Attribute
  o 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 Proposal file
• 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
• COPH Administration can view active and inactive tasks and actions
• COPH Administration and Department administrators can view process metric reports

Version 1.5
Release Date 10.12.16
• Approval process updated to include graduate advisor for Special Project and Independent Study

Version 1.6
Release Date 10.26.16
• Students can initiate the Capstone form electronically
• Pre-populated with student basic information
  o Name
  o U number
  o Degree
  o Academic Department
  o Concentration
  o Email
  o Reduced Rate Attribute
  o Faculty Mentor
• Picker list for Semester
• Eligibility requirements displayed
• Ability for Graduate Advisor to electronically approve
• Milestone bar available for tracking
• Registration notified of form electronically
• Ability for Registration Staff to assign CRN
• COPH Administration and Department Administrators can view active and inactive tasks and actions
• COPH Administration can view process metric reports
Course Substitution
Overview: Allows students to electronically submit course substitution requests for approval.

Version 1
Release Date 10.12.16
- Pre-populated with student basic information
  - Name
  - U number
  - Degree
  - Academic Department
  - Concentration
  - Email
  - Reduced Rate Attribute
  - Graduate Advisor
- Manual entry to for student to enter Substitute Course
  - Prefix
  - Course number
  - Course title
  - Course credit hours
- Identify if USF course
  - If no, ability to upload syllabus
- Picker list of COPH Course Substituted
  - Automatic population of section and credit hours
    - Validation – credit hours must be equal/greater than Course Substituted
- Text box for justification
- Ability for Graduate Advisor, Course Instructor and Associate Dean to electronically approve Independent Study
- Milestone bar available for tracking
- Student notified of approved Course Substitution
- Course Substitution populates on the POS

Reporting
Overview: Ad-hoc reports based on needed data.

Version 1
Release Date 9.14.16
- Create Student Information Report – Active
  - Viewable by department administrators, academic affairs, and COPH Leadership
- In Progress Report – tracks processes that are outstanding

Version 2
Release Date 1.06.17
- Grant access to Program Staff and Registration Staff of In Progress Task Report
Advising Notes
Overview: Allows faculty and appropriate staff to document notes on the student record.
Version 1
   Release Date 1.06.17
   - Graduate Advisor, Faculty Mentor, Program Staff, Registration Staff, Experiential Learning have ability to write “student facing” or “internal” advising notes on a selected student
   - Students have the ability to view “student facing” notes

Change of Concentration
Overview: Allows students to electronically submit change of concentration requests for approval.
Version 1
   Release Date 02.06.17
   - Pre-populated with student basic information
     - Name
     - U number
     - Email
     - Faculty Mentor
     - Degree
     - Academic Department
     - Concentration
     - GPA
     - Probation Status
   - Picker list of Concentrations
   - New department prepopulates based on concentration selection
   - Text box for justification
   - Ability for Graduate Advisor, Department Chair and Associate Dean to electronically approve
   - Notification to Registration Staff
   - Milestone bar available for tracking
   - Student notified of approved Course Substitution