

# SONISWEB™ 2.1 Patch Index – December 2007, Revised 12/17/07

Typically each year the IRS<sup>1</sup> changes their file requirements for sending 1098T “forms” electronically. Since that SONISWEB™ change for this year needed to be made anyway, we incorporated other new features at the same time.

This list is alphabetical by user-role; All Users, Financial and Financial Aid, Recruiting & Prospective Students, Registration & Courses, and Systems Administrator.

All the displays are from an RJM Systems, Inc. test system or the developers' notes. Displays after final testing may look slightly different.

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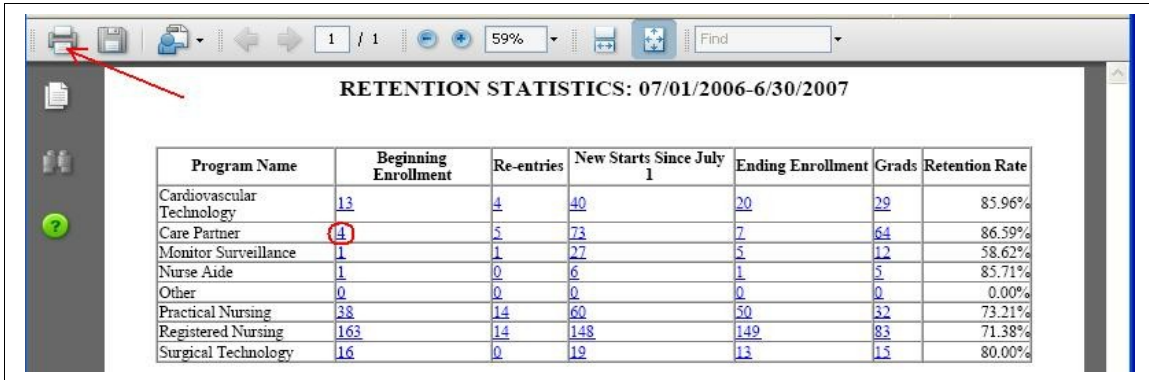
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1 IRS = U S federal Internal Revenue Service

## All Users

### ABHES Retention Report



RETENTION STATISTICS: 07/01/2006-6/30/2007

Program Name	Beginning Enrollment	Re-entries	New Starts Since July 1	Ending Enrollment	Grads	Retention Rate
Cardiovascular Technology	13	4	40	20	20	85.96%
Care Partner	4	5	73	7	64	86.59%
Monitor Surveillance	1	1	27	5	12	58.62%
Nurse Aide	1	0	6	1	5	85.71%
Other	0	0	0	0	0	0.00%
Practical Nursing	38	14	60	50	52	73.21%
Registered Nursing	163	14	148	149	83	71.38%
Surgical Technology	16	0	19	13	15	80.00%

The calculations for this report conforms to the ABHES Retention Report specifications and are based on SONISWEB™ “Program” records.

In order for the report to produce valid results it is imperative that Program records are properly maintained including accurately selecting New Start (the default when a Program record is added) or Re-Admit, entering the date started, date stopped and appropriate use of the Graduated checkbox. The Stopped date and Graduated checkbox will be automatically filled and checked respectively if the Program is active and the student is graduated through the graduation process. If a student leaves one program for another the Stopped date must be manually entered in the Program record.

In the example below it appears that the record is inaccurate since it is not flagged as Active yet there is no Stopped date assigned. Either the Active checkbox needs to be checked (if in fact this is the student’s active program) or a valid Stopped date must be entered.

Jones, Arthur (Withdrawn - DE6994878)

### Programs - Care Partner

Institution: School of Health Professions Degree:

New Start  Re-Admit

Active  Started 08/15/2005 Stopped

Graduated

Reset Submit Delete

Click **Reports** and select **ABHES Retention Report** from the list of reports. You see the prompt shown on the right. The report covers a reporting period from July 1 of one year through June 30 of the following year. School year is the only selection option for the report. In this example the selection of the 200607 school year builds the report for the period July 1, 2006 through June 30, 2007.

**Main Report Generator**  
**Building: ABHES Retention Report**

Select school year  
200607

In the ABHES report shown on page 2, use the printer icon to print it. To see details of the students who make up the numbers, click an underlined number to get the detail report like that shown below.

**BE DETAILS FOR CP 07/01/2006-6/30/2007**

	Last Name	First Name	MI	ID	Status	Active	Grad	Start Date	Stop Date
<u>1</u>	Jones	Arthur	M	DE6994878	NS	No	No	08/15/2005	
<u>2</u>	Lu	Wei	E	WR1531500	NS	Yes	Yes	01/03/2006	
<u>3</u>	Singh	Avtar	A	RO4118876	NS	No	No	12/30/1899	
<u>4</u>	Smith	Mary	A	CA4678754	NS	No	No	12/30/1899	

[Return](#)

### Enrollment Detail Additional IPEDS Status

In order to show all the varied IPEDS<sup>2</sup> statuses in the Enrollment Detail report, a new “Undergraduate” column is added to the IPEDS Status table (accessed via **Systems** and then **Table Maintenance**). That permits summation by undergraduates while including graduate students in the report.

_Table Maintenance - ipedstat			
<input type="button" value="ADD New Record"/> OR <input type="button" value="Edit Record (click on Button in the row):"/>			
Disabled	IPED Status	Status text	Undergraduate
(disabled )	(iped_stat )	(iped_stat_txt )	(undergrad )
0	<input type="button" value="DO"/>	Doctoral Degree	0
0	<input type="button" value="FD"/>	First-time Degree	1
0	<input type="button" value="GD"/>	Masters Degree	0
0	<input type="button" value="ND"/>	Non-Degree Seeking	1
0	<input type="button" value="OD"/>	Other Degree Seeking	1
Record(s) added.			

This addition lets you add new IPED statuses, mark them as Undergraduate or not, and have them as part of the report.

2 IPEDS is the “Integrated Postsecondary Education Data System” from the U S Department of Education

## GPA Report

The scope of the GPA (RB) report is expanded to display all students enrolled in the selected school year and semester regardless of whether their grades are official or not. The GPA calculation does not include any unofficial grades.

If a student is enrolled, does not have official grades for selected school year and semester but does have prior history, he or she will be included in the report with a “Sem GPA” of 0 but showing Semester Credits Attempted (“Sem Creds Att”). In the past only students with official grades were listed in the report.

GPA Report											
ID#	SSN#	Campus	Program	Level	Sem Creds Att.	Sem GPA Creds	Sem GPA	Cum GPA Creds	Cum Earned Creds	Cum GPA	
<b>200607 Semester 1</b>											
Abbott G, Edgar	333333334	000000155	CAMP1	EENG3	3	5.00	0.00	0.00	0.00	0.00	0.00
Adams, Mary	AD4523155		BUSINESS	BAAC1	1	12.00	0.00	0.00	0.00	0.00	0.00
Anniston, Jennifer	AN6034661		ASN001		1	3.00	0.00	0.00	0.00	0.00	0.00
Arbuthnot, Arnie	AR3270762		ASN001		1	6.00	0.00	0.00	0.00	0.00	0.00
Bartholomew, Betty	BA7872517		ASN001		1	14.00	0.00	0.00	0.00	0.00	0.00
Brown, Elizabeth	047557878	000000174	CAMP1	PIANO	3	6.50	3.50	4.00	45.50	58.50	3.34
Cuthbertson, Carl	CU6078566		ASN001		1	6.00	4.00	4.00	4.00	4.00	4.00
Higginbottom, Alice	HI1739799		ASN001	COMP3	1	7.00	0.00	0.00	0.00	0.00	0.00
Holland, Joy	HO8118990		ASN001		1	14.00	3.00	0.00	3.00	0.00	0.00
James, Henry	JA5152160		BUSINESS	COMP3	1	3.00	0.00	0.00	0.00	0.00	0.00
Kirby, Katie	KI7288668		BUSINESS	BAAC1	1	14.50	0.00	0.00	0.00	0.00	0.00
Lau, Becky	LA1880242		ASN001		1	12.00	3.00	3.00	27.00	27.00	3.67
Miller, Madge	MI3835526		ASN001		1	9.00	3.00	0.00	12.00	3.00	0.50
Paddington, Percy	PA5768404		ASN001		1	11.00	0.00	0.00	0.00	0.00	0.00
Potter, Harry	PO8753332		ASN001	MEMS3	1	9.00	0.00	0.00	0.00	0.00	0.00
Rutherford, Joan	RU9759906		ASN001	PIANO	1	13.00	0.00	0.00	0.00	0.00	0.00
Vonnegut, Kurt	VO9917510		ASN001	PIANO	1	15.50	18.50	2.00	37.50	36.50	2.77

## Financial and Financial Aid

### 1098T Revisions for Late 2007 and 2008

The 1098T export file to transmit to the IRS<sup>1</sup> (IRS: 1098T under **Systems**) has been changed to reflect new IRS requirements.

## Bulk Void by Transaction Code

Most of the time institutions void financial transactions one person at a time. With this enhancement a transaction can be voided for everyone who has it in his or her financial records if it's not yet posted to accounting.

Each institution needs to designate which transaction codes (“tcodes”) are eligible to be voided using this enhancement. A new column in the table (**Systems**, **Table Maintenance**, “Transaction Codes”) lets you make a code eligible by placing the digit one (1) in the “Bulk Void” columns shown in this figure.

**Table Maintenance - tcodes**

ADD New Record      OR Edit Record (click on Button)

Activity Code	Activity Type	Bulk Void	Check Refund	Description	Disabled	Exit Path
(act_code)	(act_type)	(bulk_void)	(chk_refund)	(descript)	(disabled)	(exit_pth)
+	b	1	0	Activity Fee	0	x
-	c	0	0	Alternative Loan	1	0

Selecting **Void, Bulk** under **Financials** yields the selection display below.

Among the choices is picking one or more of the transaction codes made valid for bulk voids as shown above.

**Financial Search**  
Preparing: Void, Bulk

Last Name:       OR      First Name:   
ID:

**Record Status**      **Division**      **Campus**      **Department**      **Level**

Alumni      Daytime      Chapel Hill      Business      Pre-Entry  
 Applicant      Evening      Main      English      Freshman  
 Constituent      TBD      To Be Determined      Humanities      Sophomore

**Transaction Code**

AF-Activity Fee  
 AW-Award  
 IF-Internet Fee

School Year: 200708      Semester: Fall      Check No.:

Check All       Uncheck All

Reset      Search



Award Transactions												
	Fall Offered	Fall Rcvd	Spring Offered	Spring Rcvd	Summer Offered	Summer Rcvd	3A Offered	3A Rcvd	3B Offered	3B Rcvd	Offered	Total Rcvd
My Pell	\$50.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$425.00	<b>\$0.00</b>	\$475.00	<b>\$0.00</b>
NCAA	\$10.00	<b>\$20.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$10.00	<b>\$20.00</b>
Pell Award	\$3,000.00	<b>\$0.00</b>	\$50.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$3,050.00	<b>\$0.00</b>
	\$3,060.00	<b>\$20.00</b>	\$50.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$425.00	<b>\$0.00</b>	\$3,535.00	<b>\$20.00</b>

Projected Enrollment

Illustrated above is the inclusion of both the received (“Rcvd”) and Offered amounts. The received amounts are bold.

To help determine if a semester was a financial aid semester or not, a new column appears in the Semester table. Access is **Systems**, Table Maintenance and then the “Semester” table from the list.

Table Maintenance - semester						
ADD New Record		OR Edit Record (click on Button in the row): <a href="#">Sort Order</a>				
Disable Financial Semester	Disabled	Report Skip	Semester	Semester Description	Semester End Date	Semester Start Date
(Dis_FinAid)	(disabled)	(report_skip)	(semester)	(sm_desc)	(smend_dt)	(smst_dt)
0	1	0				
0	1	0	0	Transfer	01/01/1900	01/01/1900
0	0	0	1	Fall	12/31/2001	09/01/2001
1	0	0	1a	Fall - 1a	10/15/2001	09/01/2001
1	0	0	1b	Fall - 1b	12/31/2001	10/16/2001
0	0	0	2	Spring	01/01/2001	01/15/2001

A one (digit 1) in the “Disable Financial Semester” means it is not eligible for financial aid transactions. With a zero (digit 0) in that column you can post financial aid awards for that semester.

An attempt to post an award in an ineligible semester results in this error message at the bottom of the “Post Transaction” display.

**The semester you selected is not a Valid Financial Aid Semester.**

### **Refund Checks and Sallie Mae Export Files**

Step 1 - You must flag certain financial Transaction Codes (tcodes) as “Check Refund”. Put the digit one (1) in the “Check Refund” column as shown below. Only the transactions with those ‘tcodes’ can be processed for refund checks.

_Table Maintenance - tcodes													
ADD New Record			OR Edit Record (click on Button in the row):										
Activity Code	Activity Type	Bulk Void	Check Refund	Description	Disabled	Exit Path	Exit Return	Federal Report 1	Federal Report 2	Heading 1	Heading 2	Include Bill	Incl Sum
(act_code)	(act_type)	(bulk_void)	(chk_refund)	(descript)	(disabled)	(exit_pth)	(exit_rtn)	(fed_rpt1)	(fed_rpt2)	(heading1)	(heading2)	(inc_bill)	(inc_
-	c	0	0	Active Military's Credit Discount	0	0	0	0	0	Active	Military	1	1
+	b	1	0	Activity Fee	0	0	0	0	0	Activity	Fee	1	1
+	b	0	1	Application Fee	0	0	0	0	0	Applic.	Fee	1	1

refund\_sallie\_mae00

Step 2 – Under **Systems** pick **Sallie Mae Export Setup**. The display below is used to set up Sallie Mae for creating export files. The required values must be entered before either Sallie Mae export files can be created.

### Sallie Mae Export Setup

*General*

SchoolID  File ID

*Billing File*

Sender ID  Recipient ID

Data Type Code  Number Inserts  Print Service

Presentation Type  Notice Type

School Inquiry Contact

*Payment File*

ProductID  User Defined 1  User Defined 2

Description  Check Text  Contact

refund\_sallie\_mae02

Step 3 – To create a Sallie Mae billing export file, select **Sallie Mae Billing File**. Make your selections as shown below. This process only picks up those people who meet your search criteria and are not already flagged in NAME as Sallie Mae exported.

### Sallie Mae Billing Export File

**Select Campus (s)**

- Business
- College
- Law

**Select Division (s)**

- Adult Educ
- Graduate
- TBD

**Select department(s)**

- Accounting
- Biblical Studies
- Computer

**Select status(s)**

- Alumni
- Applicant
- Constituent

**Select level(s)**

- To Be Determined
- Freshman
- Sophomore

refund\_sallie\_mae01

Step 4 – In a person's “Biographic” record (see below), you see whether or not an individual has been exported to Sallie Mae via a BILLING export file. The date of that export file also shows.

NSLCH Block	<input type="checkbox"/>	Incl. in Directory	<input checked="" type="checkbox"/>	BA Degree	<input type="checkbox"/>
DL State	<input type="text"/>	Driver License	<input type="text"/>		
Exported to Sallie Mae	<input checked="" type="checkbox"/>	Date of Export	11/17/07		

refund\_sallie\_mae08

Step 5 – You can remove the “Exported to Sallie Mas” checkmark from a persons Biographic record (and click the Submit button) if for some reason you wish to include them in your next Sallie Mae BILLING export file. However, as you see below, if they are unchecked, you cannot mark them as exported. That can only be done by running ‘Sallie Mae Billing Export File’ (Step 3).

NSLCH Block	<input type="checkbox"/>	Incl. in Directory	<input checked="" type="checkbox"/>	BA Degree	<input type="checkbox"/>
DL State	<input type="text"/>	Driver License	<input type="text"/>		
Exported to Sallie Mae	N	Date of Export			

refund\_sallie\_mae09

Step 6 – Create a batch of transactions that can be refunded. Besides matching the search criteria you select, the transaction must meet the following criteria:

1. The transaction has not been posted to accounting.
2. The transaction has not been voided.
3. The transaction is not already in a batch file.

If you have done a name search and a name appears in the status bar (not pictured), the search will be limited to that person.

**Financial Search**  
Preparing: Refund Checks

School Year: 200405 Semester: Fall

Date Range  
Begin Date: 01/01/2000 End Date: 1/1/2008

Available Batches  
There are no available batches.

Select Tcodes  
AP  
RP  
RS

Select Administrators  
Davis, Kaci (recru)  
Keefe, Dan (backup)  
Keefe, Dan (super1)  
Ratliff, Brian (lawall)

Reset Search

refund\_sallie\_mae03

Step 7 – The batch you create is listed in “Available Batches” that you see by selecting Refund Check under **Financials**. If you wish to continue to create an export file and post the refunds, you simply click the Search button since the just-created batch is highlighted.

**Financial Search**  
Preparing: Refund Checks

School Year: 200203 Semester: Fall

Date Range  
Begin Date: End Date:

Available Batches  
11202007\_12:13:22 (UP)

Select Tcodes  
AP  
RP  
RS

refund\_sallie\_mae04

Step 8 – The totals in the batch file by “Fee Codes” (tcodes) appear. To continue to create the Sallie Mae PAYMENT export file and post the transactions to accounting, you click the appropriate button below. However, there are other options before you do so.

**Refund Checks**  
Transactions From Batch No. 11202007\_12:13:22 (Unposted)

Fee Codes	Amount
AP - Application Fee	\$1,120.00
RP - Refund - Perkins	\$15.00
<b>Batch Total:</b>	<b>\$1,135.00</b>

refund\_sallie\_mae05

Step 9 – Before you create the payment export file, if you click the “Fee Codes” (tcodes) link, you see the details of the transactions for that code.

Refund Checks							
Transaction Code: RP				Batch: 11202007_12:13:22			
Name	ID#	Transaction No.	Trans. Ref.	Semester	School Year	Date	Amount
0001 <a href="#">Kirkpatrick, Kathleen</a>	KI3076639	16332	Refund - Perkins	Fall	200405	08/29/2005	\$15.00
Total							\$15.00
<input type="button" value="Return"/>							

refund\_sallie\_mae06

Step 10 – You can then click on the name link to see additional information and change some of it. For example, if the refund check doesn't go to the student, you can change the name and address here so that the refund goes to the appropriate person. Once you are satisfied with these records, you can click the Return button twice and get back to Step 6 and create the PAYMENT export file.

Refund Checks					
Last	<input type="text" value="Kirkpatrick"/>	First	<input type="text" value="Kathleen"/>	Middle	<input type="text"/>
Street Address	<input type="text" value="513 E. Patterson St."/>	Street Address	<input type="text"/>	Street Address2	<input type="text"/>
City	<input type="text" value="Waterbury"/>	State	<input type="text" value="Connecticut"/>	Zipcode	<input type="text" value="06711"/>
ID#	<input type="text" value="KI3076639"/>	Batch Number	<input type="text" value="11202007_12:13:22"/>	Transaction No.	<input type="text" value="16332"/>
Campus	<input type="text" value="NURSING"/>	Trans Date	<input type="text" value="08/29/2005"/>	Check No.	<input type="text" value="14507"/>
Fee Codes	<input type="text" value="RP"/>	Trans. Ref.	<input type="text" value="Refund - Perkins"/>	Amount	<input type="text" value="15.00"/>
Posted to Acct	<input type="text" value="NO"/>	Post Date	<input type="text"/>		
Memo	<input type="text"/>				
<input type="button" value="Reset"/>			<input type="button" value="Submit"/>		
<input type="button" value="Return"/>					

refund\_sallie\_mae07

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## Recruiting & Prospective Students

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### *Prospect E-Mails; Added Options*

**Email: Prospects**

<b>Dept.</b> Business English Humanities	<b>Division</b> Daytime Evening TBD
<b>Campus</b> Chapel Hill Main To Be Determined	
<b>Term of Interest</b> Fall 2004 Fall 2005	<b>Instit. Code</b> Benjamin Franklin High School Chapel Hill High School
<b>Referred by</b> Alumni College Fair	<b>Agency</b> Arnold Schular Arron Burke
<b>Program Code</b> Accounting Biology	<b>Interest</b> Basketball Bible Study

**Select Inquiry Date Range**

**Begin Date:**  **End Date:**

**Post to Activity**

As highlighted in the display above, Department, Division, and Campus are added to the selection criteria for Email: Prospects under Systems.

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## Registration & Courses

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### *Course Add Has "Include in GPA" As The Default*

When a new course is established (Courses "Add New Course" button), the "Include in GPA" checkbox is checked. In the past it was unchecked.

**Course: Add**

Course  Institute

Description

Include GPA  No Repeating

### Course Section Cancellation Confirmation

**Algebra 1** (MAT 101-D1) 3 credits

**Section: List**

**Confirm Course Section Cancellation**

The following students are enrolled in this course for 200304/1 :

1) Anderson, Amy (AN9094219)  
2) Carson, Cheryl (CA6421732)

[Cancel Course Section](#)      [Return](#)

When a Course Section is canceled, a confirmation display appears and lists any students who are currently enrolled in that section. The cancellation can be confirmed (Cancel Course Section) or not (Return).

### Learning Management System Set up for Moodle and WebCT

The LMS (Learning Management System) functions associate SONISWEB™ courses with distance learning On-Line course systems such as Moodle (<http://www.moodle.org/>) or WebCT (<http://www.webct.com/>). See page 15 for the use and export of the XML file.

**Systems**

IRS: 1098-T

Learning Mana... Export

Learning Mana...s Setup

**Learning Management Systems Setup**

LMS	LMS URL	Active
Moodle	<input type="text"/>	<input type="checkbox"/>
WebCT	<input type="text"/>	<input checked="" type="checkbox"/>

Use Current School Year/Semester (200203/1 )  
 Use Registration School Year/Semester (200405/2 )

Pick Learning Mana...Setup from the **Systems** functions to get the display above. Choose either Moodle or WebCT by placing a checkmark in the appropriate box. (“LMS URL” is not currently used.) Select the school year option using the radio buttons and then click the Submit button.

With the LMS chosen, you establish a “Course Type” to be used in automatically marking course sections as On-Line. In **Systems** pick Table Maintenance and from the list of tables, select the “Course Type” table. Add a new course type for distance learning or you can modify an existing course type. As seen below, you place the digit one (1) in the LMS column to designate this course type as LMS.

<b>_Table Maintenance - crstype/crstypcod</b>						
Course Type (crstypbtxt)	Course Type Code (crstypcod)	Disabled (disabled)	LMS (LMS)	xce (crstyp_ce1)	xle (crstyp_le1)	xne (crstyp_ne1)
Distance Learning	D	0	1	x	0	0

Now you can add courses. On the **Courses** add/edit display you see the “Distance Learning” option shown below. (You can use any name for the Course Type as long as the LMS column has a 1 in it.)

<b>Course: Add</b>			
Course	<input type="text"/>	Institute	SonisWeb College
Description	<input type="text"/>	Level	<input type="text"/>
Include GPA	<input type="checkbox"/>	No Repeating	<input type="checkbox"/>
Type	Nursing	CIP Code	<input type="text"/>
Division	Arts & Sciences Business	Dept/Cohort	To Be Determined
Cred.	Distance Learning (LMS)	Class Hrs	0
CE Credits	Law Nursing Seminary	In District	<input type="text"/>
		Pass-Fail	<input type="checkbox"/>
		Fee Codes	TC-Tuition - College
		Campus	To Be Determined
		Practice	0
		CE Per	<input type="text"/>

As course sections (classes) are added (**Courses, Sect: Add**), the “On-Line” checkbox is checked indicating it's an LMS course. This is what the export process (page 15) uses to determine what to export. You see the checkbox below.

<b>Section: Add</b>			
School Year	200708	Semester	Summer
Session	<BLANK> (Start: End:)	On-Line	<input checked="" type="checkbox"/>
Skip Meetings	<input type="checkbox"/>	Lead Faculty	Brown, Betty
		Spaces	10
		Meetings have same time, location, instructor and instruction type: <input checked="" type="checkbox"/>	
		<input type="button" value="Reset"/>	<input type="button" value="Continue"/>

If a specific section is not to be taught On-Line, you can click the checkmark to remove it.

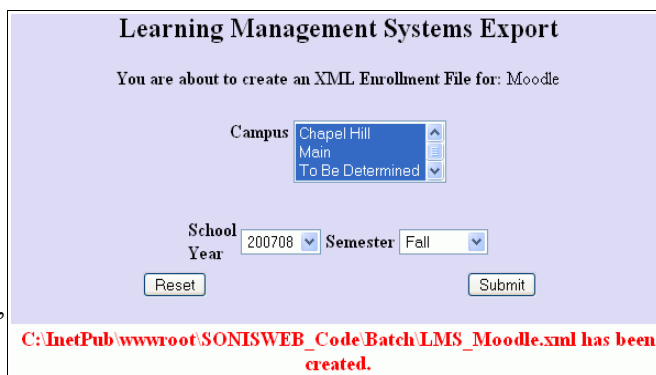
## Learning Management System Use and Export for Moodle and WebCT

The LMS (Learning Management System) functions associate SONISWEB™ courses with distance learning On-Line course systems such as Moodle (<http://www.moodle.org/>) or WebCT (<http://www.webct.com/>). See page 13 for the setup of LMS.



Students are registered for courses in the usual way. When the time comes to export the information for use by the chosen LMS, click Learning Mana...Export under **Systems**. You see the display on the right.

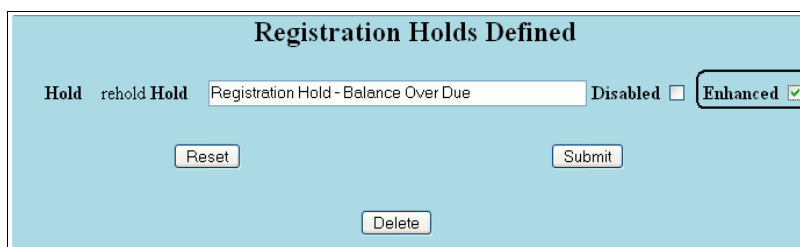
Pick the campuses, the school year, and semester, click the Submit button, and the XML file is created. You get a confirming message at the bottom of the display as you see on the right.

A screenshot of the 'Learning Management Systems Export' form. The form has a light blue background and contains the following elements: a title 'Learning Management Systems Export', a subtitle 'You are about to create an XML Enrollment File for: Moodle', a 'Campus' dropdown menu with options 'Chapel Hill', 'Main', and 'To Be Determined', a 'School Year' dropdown menu with the value '200708', a 'Semester' dropdown menu with the value 'Fall', a 'Reset' button, and a 'Submit' button. At the bottom of the form, a red message reads: 'C:\inetpub\wwwroot\SONISWEB\_Code\Batch\LMS\_Moodle.xml has been created.'

The export process gathers the group, person, and membership information. The XML file can then imported into the LMS system.

Export requires that (1) there is an active LMS set up, (2) there is one or more course sections assigned for the school year and semester selected, and (3) there is one or more course sections with “On-Line” checked. Campus is used to filter out course sections by campus.

## Registration Hold Enhanced

A screenshot of the 'Registration Holds Defined' form. The form has a light blue background and contains the following elements: a title 'Registration Holds Defined', a 'Hold' dropdown menu with the value 'rehold Hold', a text input field containing 'Registration Hold - Balance Over Due', a 'Disabled' checkbox, and an 'Enhanced' checkbox which is checked. Below the form are three buttons: 'Reset', 'Submit', and 'Delete'.

When the “Enhanced” option is picked as seen above, not only is the student prevented from registering, but the student cannot view his or her schedule nor run a Degree Audit in student online access. The student sees displays like these below.



In the case of **Bulk Registration** (under **Systems**) administrators with the “Override Registration Hold” privilege will see “Hold” instead of a checkbox for those students on hold. If the administrator has the override privilege, they will have the checkbox as well as the “Hold” notification.

Simmons, Rita (Student - SI2224934)

### Bulk Registration

School Year:  Semester:

Course	Section	Session	Description	Time Desc	Year/Semester
<input checked="" type="checkbox"/> ENG 101	D1		English Composition	MON 8:00am-9:00am, WED 8:00am-9:00am, FRI 8:00am-9:00am	200203/1
<input checked="" type="checkbox"/> HIS 101	D1		American History 1	FR 1:00pm-2:00pm	200203/1

Reset Registration

Students that are not enrolled in courses.

	Name	ID#
<input checked="" type="checkbox"/>	Johnson, James	JO7777528
<input checked="" type="checkbox"/>	Jorgesen, Jorges	JO5146462
<input checked="" type="checkbox"/>	Lien, Thuc	LI8370545
<input checked="" type="checkbox"/>	Lindsay, Joseph	LI2761966
<input checked="" type="checkbox"/>	Silverbridge, Paul	SI6354762
<input checked="" type="checkbox"/>	Smith, Jenny	SM6051894
<input checked="" type="checkbox"/>	Smith, Margaret	SM9066641
<input type="checkbox"/> HOLD	Solveig, Sonya	SO8545541
<input type="checkbox"/> HOLD	Stokes, Sammel	ST1041714

## Systems Administrator

### Batch Folder File Downloader

Certain SONISWEB™ functions export files to a “batch” folder within the SONISWEB™ set of files. To simplify retrieving those files, **Batch Folder File Downloader** under **Systems** is provided. On clicking the function, you get a list of the files as you see on the right. Click a file and then the Submit button to get a prompt to either open the file or save it to a location of your choice.

### Batch Folder File Downloader

C:\inetpub\wwwroot\SONISWEB\_Code\Batch\

1098T-01032006.txt  
 1098T-01162007.txt  
 1098T-03012006.txt  
 1098T-04282005.txt  
 1098T-11072006.txt  
 1098T-11082006.txt  
 1098T-11132006.txt  
 1098T-12182006.txt  
 DevS200.clr  
**LMS\_Moodle.xml**  
 System\_User\_Settings\_44444444.txt  
 System\_User\_Settings\_amy2\_rp.txt  
 System\_User\_Settings\_bmaclund.txt  
 System\_User\_Settings\_cr.txt  
 System\_User\_Settings\_rp.txt