



SONISWEB™ 2.2 Release Index – October 2008, Revised 10/24/08

This list is alphabetical by user-role; Admissions, Recruiting & Prospective Student, All Users, Development & Fund Raising, Employer Records, Executives, Faculty, Financial and Financial Aid, Registration & Courses, and System 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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Admissions, Recruiting & Prospective Students - Systems Functions



Online Applications – Required Radio Button Questions

A subtle change is made in how radio buttons appear to applicants. If the applicant fails to choose any selection and clicks the Save button, it is not saved and a message appears as shown in Figure 1.

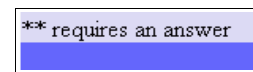


Figure 1: Message for Required Missing Entry

See also “Required Online Application Pages” on page 6.

Online Application Page Memo

The “Note:” in Figure 2 is an option set in Online Application Page Notes under Systems. The source of the note is seen in Figure 3 with the Help text on the left and the page note on the right.

Clicking an underlined “Application Page” yields a display that permits entry or change of both the help and note texts.

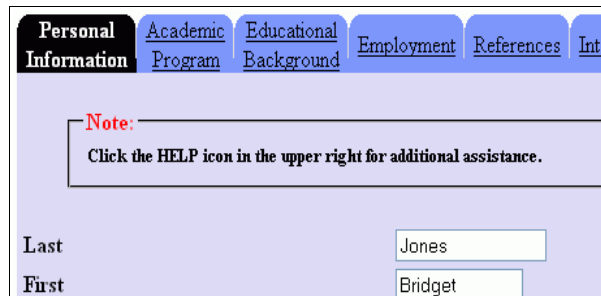


Figure 2: Page Memo Example

Online Application Tab Titles

Now you can change the name of the tabs that appear in the Online Application display (Figure 2). In Systems go to Online Application Page List. Here you will see your page names. These are the page names used during the displaying of the tab titles. Change them to the names you prefer.

Application Page	Help	Page Note
Academic Program	Please list all programs that you would	
Additional Information	Please submit any extra information or e	
Create Application 2	Your account has been created successful	
Educational Background	Please list all education you have recei	
Employment	Please list any companies which you have	
Institute Search 1	Leave all fields blank to view all	
Institute Search 3	Click institution name to add to your on	
Interests	Please list any activities or clubs in w	
Personal Information	Please complete all sections of the appl	Click the HELP icon in the upper right f
References	Please list at least three references.	
SAT ACT	Please input your latest scores.	
Submit Application	Thank you for your application.	
	You m	

Figure 3: Online Page Notes Help and Page Note entries

Required Online Application Pages

Page Name	Page Order	Disabled	Required
Personal Information	1		Page is required and cannot be disabled.
Academic Program	2		Page is required and cannot be disabled.
Educational Background	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
References	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interests	6	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Application	10		Page is required and cannot be disabled.
Additional Questions	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SAT ACT	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 4: Required an Added Option for Online Applications

Added to the current set of options in setting up online application pages is the ability to make some required and other not. Figure 4 shows the addition highlighted on the right. Note that three pages are required for online applications to operate properly, so they cannot be removed from the required list nor can they be disabled. Related to this is “Online Applications – Required Radio Button Questions” on page 5.



ACT-SAT Report Added

Applicants SAT/ACT Statistics			
Male	Female	Unrecorded Gender	Total Applicants
9	24	2	35
Number submitting SAT scores:		9	
Percent submitting SAT scores:		25.71	
Number submitting ACT scores:		9	
Percent submitting ACT scores:		25.71	
Test	25th Percentile	75th Percentile	
SAT Critical Reading	560	700	
SAT Math	610	750	
SAT Writing	0	550	
ACT Composite	1	22	
ACT English	20	24	
ACT Math	20	26	

Figure 5: Applicants SAT/ACT Statistics

Selection options for this report are Campus, Division, Department, Entry Date, Program, and IPED Status. It is under **Reports**.

Applicant Mailing Labels

Applicant Labels(RB) under Reports creates a PDF file of labels suitable for sending to others and printing.

Applications by State City Zip Update

A new IPED status selection option is added to the Applications by State, City, Zip report. It is under **Reports**.

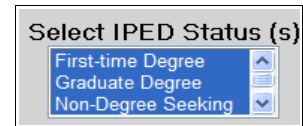


Figure 6: Report Prompt Addition

Applications Compare Report

This new report shows the FTE (full-time equivalent students) by semester and school year with Incremental Growth and overall percentage growth from the first to last entry date selected.

Figure 7 shows entry date selection. The user picks two or more. With that selection you can compare past years and semesters or between entry dates within a semester. The report is shown in Figure 8.

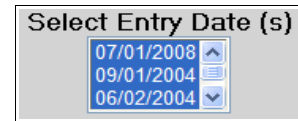


Figure 7: Applications Compare Report

Entry Date	Number of Applications	Incremental Growth	Overall Growth
08/08/1988	1		
08/12/2001	1	0.00 %	0.00 %
12/01/2001	1	0.00 %	0.00 %
08/01/2002	7	600.00 %	600.00 %
12/03/2002	10	42.86 %	900.00 %
01/03/2003	1	-90.00 %	0.00 %
03/03/2003	1	0.00 %	0.00 %
08/01/2003	7	600.00 %	600.00 %
09/01/2003	1	-85.71 %	0.00 %
01/21/2004	1	0.00 %	0.00 %
03/03/2004	1	0.00 %	0.00 %
06/02/2004	6	500.00 %	500.00 %
09/01/2004	10	66.67 %	900.00 %
07/01/2008	4	-60.00 %	300.00 %

Figure 8: Application Comparisons & Incremental Growth

It is interpreted in this way:

1. The “Number of Applicants” are the counts used to calculate the percentages.
2. The first entry date is the base against which the the dates following it will be compared to compute “Overall Growth”.
3. “Incremental Growth” compares the count in an entry date row to the row just above it.
4. “Overall Growth” compare the count for an entry date row with the count of the first entry date, the top row in Figure 8.

It is under **Reports**.

Prospective Students Report Excel PDF options

This report now offers the PDF and Excel format options. It us under the **Reports** icon.

All Users - Names Functions



Alternate Name Search by Exam ID

The screenshot shows a light blue form titled "Name Search". It contains four input fields: "SSN", "Last/Maiden/Other Name", "First", and "Exam ID". Below the "Last/Maiden/Other Name" field is a "Reset" button, and below the "Exam ID" field is a "Search" button. The "Exam ID" field is highlighted with a red border.

Figure 9: Exam ID in Alternate Name Search

Clicking [Alternate Search](#) at the bottom of the name search display yields Figure 9 that adds searching by Exam ID.

Alternate Name Search – From Radio Buttons To Links

In a standard [Names](#) search, each name found has an underlined link. An [Alternate Search](#) now operates the same way with radio buttons replaced by underlined links.

Disabled Enter Button

Enter a date in a field (top of Figure 10), click the Submit button, and it is checked for validity and formatted (bottom of Figure 10). An error message appears if the date entered cannot be interpreted.

The top screenshot shows a "Leaving Date" field with the text "121203". The bottom screenshot shows the same "Leaving Date" field with the text "12/12/2003".

Figure 10: Top, Date as Entered; Bottom, Date as Checked and Formatted

Clicking the Enter key instead of the Submit button can leave the date unchecked and unformatted. So the Enter key is now disabled when dealing with date fields.

All Users - Systems Functions



Academic Calendar

When the first page of the Academic Calendar first displays it contains calendar items for every school year/semester equal to or greater than the current school year and semester (as defined in [Systems Variables](#) under [Systems](#)). Now clicking a Semester/Year link on the right shows only those items relevant to the Semester/Year link clicked, a subset of all the calendar items.

SonisWeb University

Academic Calendar

Fall 2008

Aug. 22	Fri	Freshman move in day.
Aug. 23 - 24	Sat - Sun	Move in weekend.
Aug. 26	Tue	Fall Term 2008 classes begin.
Sep. 10	Wed	Last day to drop a class with 100% tuition credit.
Oct. 09 - 12	Thu - Sun	Fall Break.
Nov. 17 - 20	Mon - Thu	Registration for Spring Term 2009.
Nov. 26 - 30	Wed - Sun	Thanksgiving break.
Dec. 15 - 19	Mon - Fri	Fall Term final exams.

SHOW ALL CALENDAR YEAR ITEMS

BACK TO CALENDARS

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Administration by **SONISWEB™**

Spring 2008

Summer 2008

Fall 2008

Figure 11: Academic Calendar After Semester-Year Selected

In Figure 11 “Fall 2008” was selected and only entries for that time are displayed. Click one of the highlighted links at the bottom to display all the entries again.

Activities Add by Group Enhancement

Activities: Add By Group

Status: Alumni, Applicant

Level: High School, Freshman

Program Code: Accounting, Accounting CH (Discontinued)

Division: Business, College

Term of Interest: 2007 Fall, 2008 Fall

Dept.: COM, Day

Campus: Asian Campus, Business

Activity Date: 07/21/2008

Entry Date: 07/01/2008, 09/01/2004

Figure 12: Entry Date Added

You can now select Entry Date in addition to the other choices while adding activities for a group. [Activities Add By Group](#) is in **Systems**.

Activities and Timed E-Mails with Multiple Attachments

When setting up e-mail activities, you can attach one or more files to be sent with the note.

E-mail Attachment

Figure 13: Attachments for Activities

Access this via [Activities](#) under **Systems**.

Exam ID Enhancements

Exam IDs are used for two purposes

1. As anonymous identifications on exams, especially important in law schools.
2. As all-numeric IDs required by the Scantron® answer-sheet scanner.

New with this release is an optional ability to randomly generate Exam IDs. It is specifically aimed at law school use.

Continued are the options to type in the Exam IDs or to use the conversion utility to change the alpha-numeric student IDs into the all-numeric IDs for Scantron®. RJM consultants will assist a school in setting up the option it wants. Send a note to support@sonis.com. [Exam ID Utility](#) under **Systems** makes it work.

Pop-up Calendars

Now on many displays, click a date field and a pop-up calendar appears as illustrated in Figure 14. Arrows let the user pick months, move back and forwards in time, etc. Clicking the day number in the calendar inserts it in the date field.

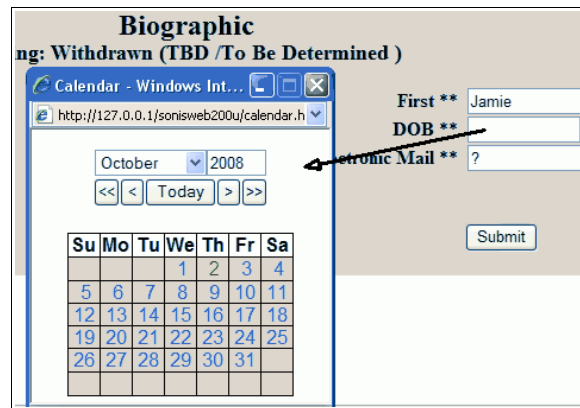


Figure 14: Pop-up Calendar

Pop-up Calendars – Turning Them On and Off

Not all institutions want pop-up calendars.

In **Systems** [Web Options](#) a checkbox lets the school turn on and off the availability of pop-up calendars.

Query Builder Enhancements

- Entry Date selection now includes choosing dates before and after the date entered.
- The e-mail option on output allows attaching more than one file.
- The address list that can be exported in Excel format contains several additional fields to be used in the mail merge.

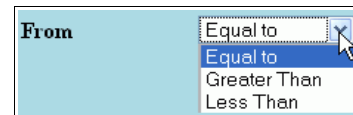


Figure 15: Entry Date Operations

[Query Builder](#) is accessed from **Systems**.

Spell Check Option

Checking spelling when composing letters and e-mail notes is now easier with this option as seen in Figure 16.

The “CFX_Spell” is a separate software function that must be installed on the ColdFusion™ server.

Once installed, a “Spell Check” button shown in Figure 16 appears in most functions that are used to compose text.

Clicking the button begins the check and any misspellings yield the prompt seen in the figure. The options are those familiar in nearly all spell checkers.

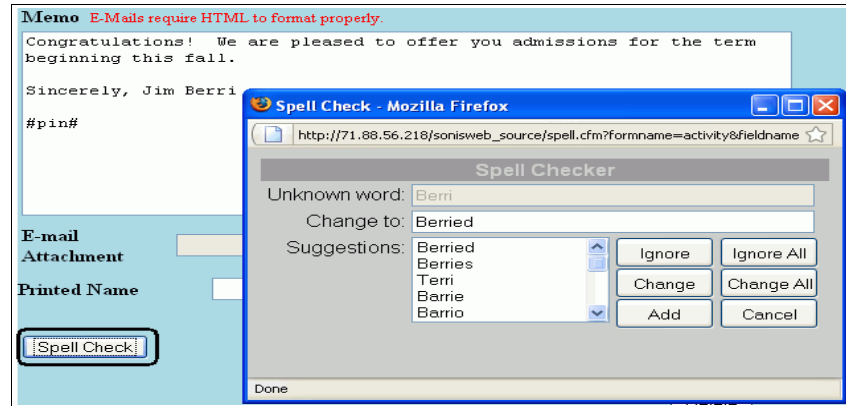


Figure 16: Spell Check in Operation

Currently spell check is available in:

- [Activities](#)
- [Email/Text Message: Bulk](#)
- E-mail within [Query Builder](#)
- Email Class for faculty
- Email Instructor (located on course information page) for faculty
- Email Instructor (located on course information page) for students.

Installing CFX_Spell

1. Copy the CFX_Spell to the server.
2. Registering the tag in ColdFusion™ Administrator.

Here are the steps in detail, first copying the files to the server:

1. Make sure you have administrative access to the ColdFusion™ server. Installation is possible via direct local access, or remotely (via Telnet or Terminal Services if supported).
2. Select an installation location. An ideal location is beneath the CFX directory under the ColdFusion™ root (by default this will be c:\cfusionmx\cfx for Windows installations, and /opt/coldfusionmx/cfx for Unix/Linux installations).
3. Create a directory for CFX_Spell, the recommended directory name is "cfx_spell".
4. Copy all of the runtime files into this new directory.

Note for Unix/Linux users: CFX_Spell may modify some of these files and create additional files, and so write access to the directory is required.

Next the tag must be registered in ColdFusion, here are the steps in detail:

1. Access the ColdFusion™ Administrator and login to it using the Administrator password.

2. Go to the "Java and JVM" screen.
3. Locate the field named "Class Path". You will need to provide the full path to the new CFX_Spell directory in this field (if it does not already exist there). If other paths exist, then append the new directory using a comma to separate the listed directories.
4. If you have modified the "Class Path" then you may be prompted to restart ColdFusion.
5. Go to the CFX Tags screen.
6. Click the Register Java CFX button.
7. Fill in the displayed form as follows:
 - Tag Name: cfx_spell
 - Class Name: cfx_spell
 - Description: CFX_Spell - The ColdFusion™ spell engine by EmTek Systems.
8. Click Submit to save the new tag.

Status Bar Middle Initial

The middle initial (or whatever is in that field) is included in the name on the status bar.



Figure 17: Middle Initial in Status Bar

Timed Letter (RB) Can Include the ID & PIN

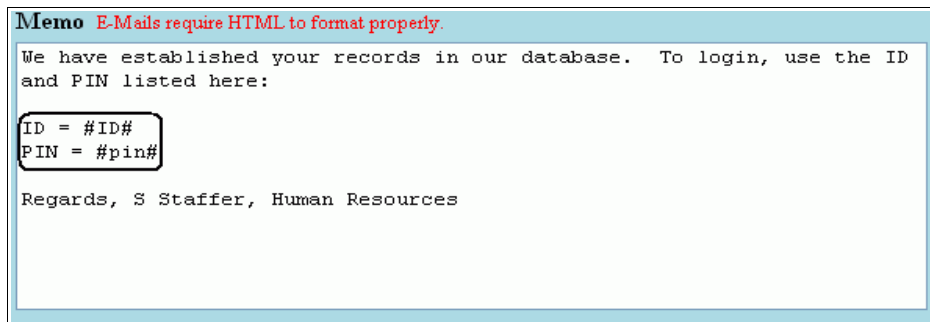


Figure 18: PIN and ID in a Timed Letter Activity

Figure 18 shows the addition of both an ID and a PIN. That places the PIN (Personal Identification Number) or ID of the person addressed in the letter. For example, a letter to Pamela Broadhurst (Figure 17) could end with "PIN = 333333333" by using the #pin# tag in the composition of the letter. Timed letters are set up with Activities under Systems.

Timed Letters(RB) & Timed Email Salutation Added

Timed Letters(RB) and Timed Email in Reports have added the "salutation" field from each individual's Preferred address record as seen in Figure 22 on page 16.

The variable #salutation# is used, see Figure 19.

```
#salutation# #first_name# #Last_name#  
  
Memo E-Mails require HTML to format properly.  
Dear #prefix# #Last_name#,  
  
A meeting of the faculty advisory board with luncheon served is  
scheduled for May 24 in Alumni Hall. We welcome your presence. Please  
RSVP by the 20th to my office.
```

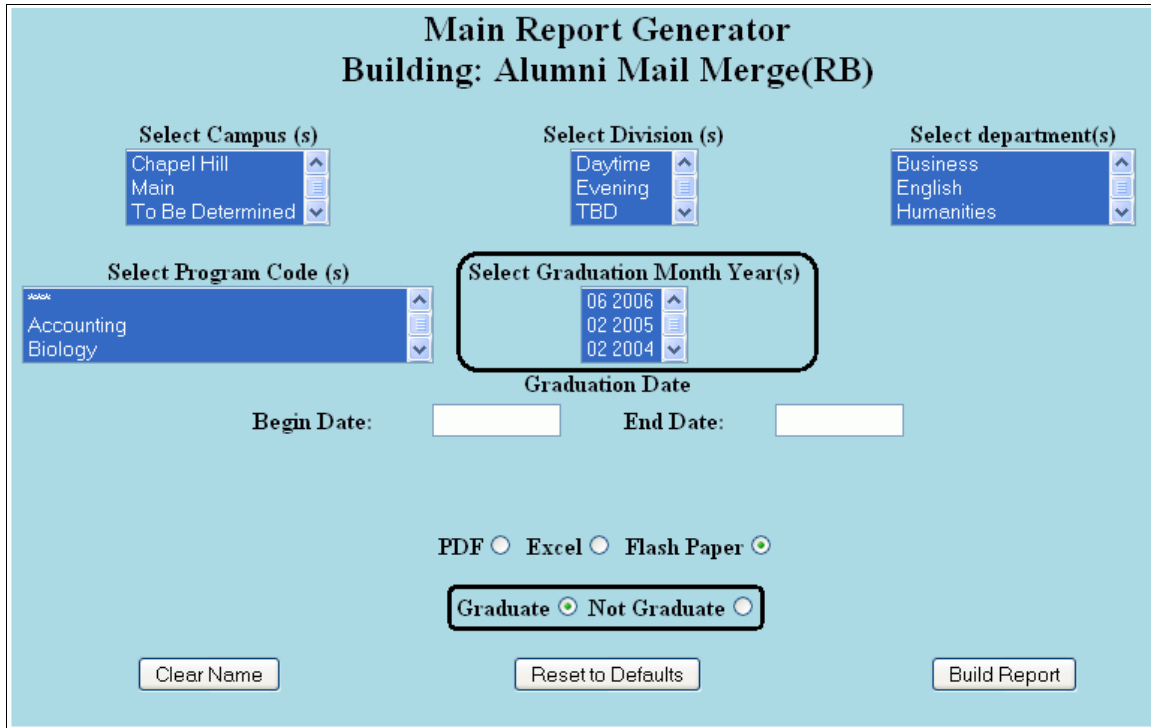
Figure 19: Salutation Variable for Timed Letters

“Mail Merge Salutations” on page 16 is a companion use of “salutations” and recommends the need for consistent use of the field in address records.

All Users - Reports Functions



Alumni Mail Merge - Graduate Year-Month and Graduate or Non-Graduate Added



Main Report Generator
Building: Alumni Mail Merge(RB)

Select Campus (s): Chapel Hill, Main, To Be Determined

Select Division (s): Daytime, Evening, TBD

Select department(s): Business, English, Humanities

Select Program Code (s): Accounting, Biology

Select Graduation Month Year(s): 06 2006, 02 2005, 02 2004

Graduation Date

Begin Date: [] End Date: []

PDF Excel Flash Paper

Graduate Not Graduate

Clear Name Reset to Defaults Build Report

Figure 20: New Selections Highlighted

Alumni Mail Merge is under **Reports**.

Enhanced Excel Output in Selected Reports

For those reports where it makes sense SONISWEB™ offers output as “Flash” paper, PDF and Excel. The Excel output is a proper “.xls” file that most spreadsheet software can load and manipulate. It includes all the titles, headings, etc. that appears on the paper and PDF reports. For a selected set of reports, the titles and headings and providing are stripped with only the raw data remaining. On the reports below, selecting the Excel option provides an xls file without the headings and such. An example is Figure 53 on page 33. These are accessed under Reports.

- Activities Prospects
- Activities Students
- Alumni Profile
- DE Donor Information
- DE Alumni Donor Information
- DE Donors by Maximum Gift

- Alumni Alpha List
- Applicant Dispositions RB
- Applicant Dispositions All RB
- Applicant Listing
- Charges/Credits Report
- Course Section Schedules
- Dean's List
- DE Cultivation Activities (new)
- DE Donors by Total Gifts
- Enrolled Student Directory
- Enrolled Student Listing
- Enrollment by Date
- GPA Report
- Prospective Students
- Transaction Register

Mail Merge Salutations

Mail Merge (in **Reports**) has added the “salutation” field from each individual's Preferred address record as seen in Figure 22.

	B	D	H	J	K	L	N	O	P	Q	
1	soc_sec	salutation	last_name		MI Per	PrefixPeriod	SuffixCo	mma	Nickname	st_addr	add_addr
3	333333334	The Honorable Lou Abbott	Abbott	Lou	C	Master			Lou	Street	Apartment 2
4	AD3985402	Mr. and Mrs. James Adams	Adams	Holly	C	Miss			Holly	3404 Baldwin Road	
5	AD5506297	Mr. and Mrs. Gary Adams	Adams	Nigel	M	Mr.			Nigel	2951 Cherry Lane	Box 757
6	AL3985402		Allen	Alan					Alan		

Figure 21: Mail Merge File as Seen in a Spreadsheet

Salutations are passed through to the mail merge table with Figure 21 an example.

Adams, Holly C. (Student - AD3985402)

Address

Preferred Yes Address Type Known Bad

Electronic Mail Salutation

Secondary Email

Johnson, Dale W. (Faculty - 8888888888)

Address

Preferred Yes Address Type Known Bad

Electronic Mail Salutation

Figure 22: Examples of Salutations in the Address Records

Figure 22 Shows two of the ways that salutations can be used. For consistent results in the mail merge, the administrators using mail merge need to set a standard as to how salutations are to be used in the Address records.

See “Timed Letters(RB) & Timed Email Salutation Added” on page 13 for a companion use of salutation.

Reports – Text for Dates

It is not always clear to which dates “Begin Date” and “End Date” refer. Using **Systems Report Date Range**, a header can be displayed above the date range. So for example, on the “Attendance” report, the users sees that they are entering a beginning and ending class date. Figure 23 shows a highlighted example. Most of the SONISWEB™ reports has that text added. Users can change the text to suit the needs of the school.

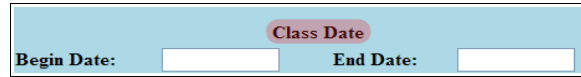


Figure 23: Report Prompt Date Annotation

Timed Letters(RB) & Timed Email Salutation Added

See “Timed Letters(RB) & Timed Email Salutation Added” on page 13 for a description.

All Users - Student Access

Secured Student Options

Event Calendar via Student Access

The Event calendar is available to all from the opening display of SONISWEB™. To make access easier for students an icon is added in the student display for direct access to the Event calendar.



Figure 24: Event Calendar Icon

Development & Fund Raising - Financial Functions



DE Post to Accounting Dates

The new date fields permit accumulating batches. The batches are then later posted for use by accounting.

DE Post to Account is under **Systems**.

A screenshot of a web form titled "Financial Search" with the subtitle "Preparing: DE Post to Accounting". The form has a light blue background and contains several sections: "Select Date Range" with "Begin Date:" and "End Date:" labels and white input boxes; "Select Codes" with a dropdown menu showing "CG (Cash Gifts) - 10"; "Select Administrators" with a dropdown menu showing "Adams, Amy (super1)", "Moisan, John (devel1)", and "Moisan, John (super2)"; and "Available Batches" with a dropdown menu. At the bottom left is a "Reset" button and at the bottom right is a "Search" button.

Figure 25: DE Post to Accounting Dates

Development & Fund Raising - Reports Functions



Development Excel Reports

The option of getting a spreadsheet (Excel) file has been enhanced for the following reports:

- DE Alumni Donor Information
- DE Donor Information
- DE Donors by Maximum Gift
- DE Donors by Total Gifts

See “Enhanced Excel Output in Selected Reports” on page 15 for the details. These are accessed by clicking the **Reports** icon.

DE Pledges By Event Report

Pledges for 06Mailing as of 08/08/2008			Return
Constituent	Amount Pledged	Amount Paid	
1) Anderson, Anna	\$45.00	\$5.00	
2) Bronson, Brian	\$0.00	\$60,000.00	
3) Delaney, Kim	\$333.00	\$1,000.00	
4) Frobisher, Frank	\$0.00	\$100,000.00	
5) Frobisher Foundation, F	\$0.00	\$250,000.00	
6) Frobsher Trust Fund, F	\$0.00	\$500,000.00	
7) Gleason, Jackie	\$87.00	\$0.00	
8) Gleason Beneficiary, Glenn	\$1,000.00	\$1,500.00	
9) Jones, Bobby	\$567.00	\$72.66	
TOTALS:	\$2,032.00	\$912,577.66	

Figure 26: Totals Added to Report

Column totals are added as seen at the bottom of Figure 26. This report is accessed by clicking the **Reports** icon.

Pledge Payment Receipt

Added to this receipt are Code, Fund and Event, Payment date and Receipt Date.

Employer Records - Systems Functions



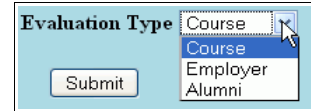
Employer Selection Menu in the Employment Record

This is described on page 36.

Employer Evaluations

Evaluations are not just for courses any more. Evaluations for employers is limited to one active for all employers. Other inactive evaluations can be set for later use.

Evaluations is under Systems.



The screenshot shows a dropdown menu titled "Evaluation Type" with three options: "Course", "Course", and "Employer Alumni". A "Submit" button is located below the dropdown.

Figure 27: Evaluation Types

Executives - Names Functions



Applicant List in Executive Dashboard

At the bottom of the summary list such as Figure 28, the underlined total, when clicked, yields a display with the details as shown in .Figure 29.

Executive Dashboard1		
Applicants By Program		
Entry Date: 09/01/2008		
Program/Applicants	AP Enrolled	AP Student
Business Administration		
Knight, Gladys (KN9439002)		
Biology		
tt, tt (TT1136398)		
Williams, Kelly (WI2653817)		
Chemistry		
Lawrence, Sara (LA8496671)		
Nursing		
Bennet, Jane (BE9733424)		
Total Applied:	<u>5.00</u>	
Return		

Figure 29: Executive Dashboard Applicants Detail

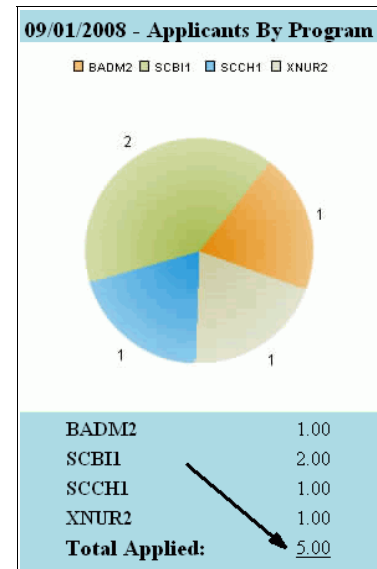


Figure 28: Executive Dashboard Applicants Summary

Faculty Salary Records Expanded

Johnson, Dale W. (Faculty - 888888888)						
Salary, Faculty						
Record 1 - 3 of 3						
Tenured	Faculty Type	Faculty Level	Fac. Appt.	Curr. Appt.	Tenure Date	Current
<u>N</u>	Full-Time	Assistant Professor	06/01/1978	06/01/1988		
<u>Y</u>	Full-Time	Associate Professor	06/01/1992	06/01/1992	06/01/1992	
<u>Y</u>	Full-Time	Professor (full)	06/01/1998			CURRENT

Figure 30: Faculty Salary Records

Accessed by Names, faculty members can now have more than one salary record.

Faculty Tenure Records Expanded

Johnson, Dale W. (Faculty - 888888888)			
Tenure Publications			
Record 1 - 2 of 2			
Publication	Started	Stopped	
<u>Crew retention on seagoing ships</u>	<u>05/27/1993</u>		Crew retention is a major issue for most maritime companies.....
<u>Crew Shift Management</u>	<u>12/01/1980</u>		Guidance on circadian (biological) clock and its effect on s.....

Figure 31: Tenure Records

The following tenure records have been expanded so that each can have multiple records. Figure 31 is an example.

- Tenure Activities
- Tenure Admin Assignments
- Tenure Awards
- Tenure Committees
- Tenure Grants
- Tenure Publications.

E-Mail Class Checkboxes

The screenshot shows the 'E-Mail Class' interface. At the top, there are navigation tabs: 'Logout', 'Biographic', 'Courses', and 'Advisee Processing'. Below these is a control bar with 'Check All Email' (selected) and 'Uncheck All Email' buttons. The main area contains an email header with 'To: REL200 1 The Letters of Paul' and 'From: donnelly@charter.net'. The subject is 'Assignment for the break'. The message body contains a letter about Philemon. Below the message is an 'Attachments' section with a 'Browse...' button and an 'Attach File' button. There are also 'Spell Check', 'Cancel', and 'Erase Message' buttons. At the bottom is a table of students with checkboxes in the 'Email' column, all of which are checked. A 'Send' button is at the very bottom.

Email	Student	Email Address
<input checked="" type="checkbox"/>	Bowles, Paul J	support@sonis.com
<input checked="" type="checkbox"/>	Carter, June	jcarter@sonis.com
<input checked="" type="checkbox"/>	Emmerson, Ralph	emmerson@aol.com
<input checked="" type="checkbox"/>	Frost, Robert	frost@charter.net
<input checked="" type="checkbox"/>	Whitman, Walt	whitman@aol.com

Figure 32: Options in E-Mail Class

At the top of Figure 32 is the “Check...” and “Uncheck All Email” buttons. It changes the “Email” checkboxes by each student name. This is the first thing that should be chosen. If you go back and change this, elements of the email itself will be lost and have to be reentered. (The exception is adding file attachments. The settings are not lost since they get copied to the “batch” folder and are not deleted at the end.)

Use individual check boxes by each student name to include or exclude each student from the mailing.

Faculty Advisee – Online Hold Audit

When a faculty advisor places an advisee on hold or removes the hold, it is recorded in the SONISWEB™ audit table from which it can be retrieved for auditing.

Faculty Advisee Mass E-Mail

Working much like sending an e-mail note to a class (Figure 32), a button at the bottom of the Advisee display lets a faculty member send an e-mail note to all or selected advisees.

Advisee Listing - Email

[Logout](#) [Biographic](#) [Advisee Listing](#) [Courses](#)

Check All Email Uncheck All Email

Email	Student	Email Address
<input checked="" type="checkbox"/>	Bowles, Paul J	support@sonis.com
<input checked="" type="checkbox"/>	Fitzgerald, Scott	sfitzgerald@sonis.com
<input checked="" type="checkbox"/>	Hemingway, Ernest	ehemingway@sonis.com
<input checked="" type="checkbox"/>	Kundera, Milan	mkundera@sonis.com
<input checked="" type="checkbox"/>	McCullers, Carson C	cmccullers@sonis.com
<input checked="" type="checkbox"/>	Milne, A A	amilne@sonis.com
<input checked="" type="checkbox"/>	Plath, Sylvia	splath@sonis.com

Subject: Message:

Figure 33: E-Mail Advisees

The “Check All Email” and “Uncheck All Email” radio buttons in Figure 33 let you reset the checkboxes by each student name.

Fractional Percentages in Weighting Scales

See page 44.

Transfer GPA via Faculty Access

Transfer Courses Accepted for Credit					
Course	Institution	Replaces		Credits	Grades
ENG500	Carnegie-Mellon	ENG101	English Composition	1.33	B
ART309	College of William and Mary	ART101	Art Appreciation	0.89	A
TEST101	Jones Franklin	BIO203	Circulatory System	1.33	A
HIS 101	Lourdes College	HIST101	History I	1.33	
LDS101	Lourdes College	ANAT101	Anatomy & Physiology	1.78	A
DDDF3456	Wake Technical College	CSC210	Intro to Crystal Reports	1.33	B
AAA234	Wake Technical College	PHIL350	Third World Philosophy	1.33	A
Total Transfer Credits: 9.33			Transfer GPA: 3.14		

Figure 34: Transfer Course GPA

Faculty displays of advisee courses include a computation of the GPA (grade point average) for transfer courses as shown at the bottom of Figure 34. Where the transfer course credits total is greater than 0 and quality points total is greater than 0 the GPA is calculated by dividing total transfer quality points by total transfer credits. The Transfer GPA heading only prints when the transfer GPA is not 0.

Financial and Financial Aid - Names Functions



ISIR Verification Checklist

In the student Financial Aid records is a new Verification Checklist Link. The verification checklist will be one of the two seen in Figure 35. If it is a button at the top of Figure 35, the administrator manually creates a Verification Checklist. However, if the Verification Checklist is a link with 2 lights around (the bottom of Figure 35), this means that either the ISIR¹ import has asked for a Verification Check, or another user has initiated a verification check.

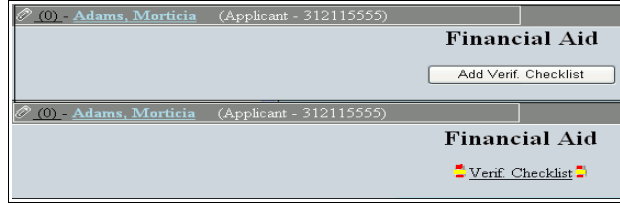


Figure 35: Verification Checklist in Student Financial Aid Record

The checklists are created in two ways:

1. An administrator creates a checklist for a student.
2. The ISIR import creates a checklist depending on the verification status code in the import.

If ISIR creates the list, it is automatic and fills in information from ISIR as it is being created. If an administrator creates a Verification Checklist the ISIR columns may or may not be filled in depending on whether or not ISIR Import has been run. Figure 36 is an example of a verification list.

Item	Isir Tax/Wksht
Parent AGI	
Parent Exemptions	
Parent Income Tax	
Parent Number in College	
Parent Number in Family	
Parent Type of Tax Return	
Student AGI	
Student Exemptions	
Student Income Tax Paid	
Student Number in College	
Student Number of Family Members	
Student Tax Return Type	

Figure 36: Example of a Verification Checklist

Setting Up Verification Checklist Items

Using Table Maintenance under Systems pick the “Verification Check Documents” table seen in Figure 37.

In this table use the Add button to name the documents needed for verification.

Next click Verif. Checklist.

Use the pulldown arrow in to see a list of standard items imported with ISIR. To add one to your checklist, click it from the list. The list collapses and beneath you see an add

¹ Institutional Student Information Record from Federal Student Aid, U S Department of Education.

button. Click the add button and it is added to your list.

_Table Maintenance - VC_Doc	
ADD New Record OR Edit Record (click on Button in the row):	
Disabled	Documents
(disabled)	(doc)
0	Parent W2
0	Student Taxes
0	Student W2
0	Student Worksheet

Figure 37: Verification Check Documents Table

Financial and Financial Aid - Financial Functions



Aged Trial Balance 365+ Option

Aged Trial Balance SonisWeb University						
Printable Version <input type="checkbox"/>		Enrolled Students Only <input type="checkbox"/>		Date 10/07/2008		
365+ <input checked="" type="checkbox"/>				Submit		
Student	ID	Div	Active Prog	365+	Balance	Credit Bal
Abbott, Lou	333333334	D	EENG3	\$9,985.58	\$9,985.58	
Adams, Amy	000000000	TB	ARTS1	\$14,568.71	\$14,568.71	
Adams, Morticia	312115555	W	BAAC1	\$2,215.83	\$2,215.83	
Adams, Oscar	111111111	E	ARTS1	\$1,126.83	\$1,126.83	
Addams, Jane	AD3867728	E	ASTR	\$1,002.50	\$1,002.50	
Alberts, Albert	AL1505660	TB		\$928.50	\$928.50	
Albertson, Alan	AL8749752	TB	ARTS1	\$1,002.50	\$1,002.50	
Algonican, Edgar	444444444	E		\$1,002.50	\$1,002.50	
Allen, Alan	AL3215267	D		\$0.00	(\$1,087.50)	(\$1,087.50)

Figure 38: 365+ Option

The Aged Trial Balance (under **Financials**) has columns with covering 30 to 90 days. Click the “365+” checkbox and then the Submit button and one “365+” column appears as shown in Figure 38.

Aged Trial Balance Division and Active Program

As seen in Figure 38, two columns are added for Division and Active Program.

Billing Options Default Settings

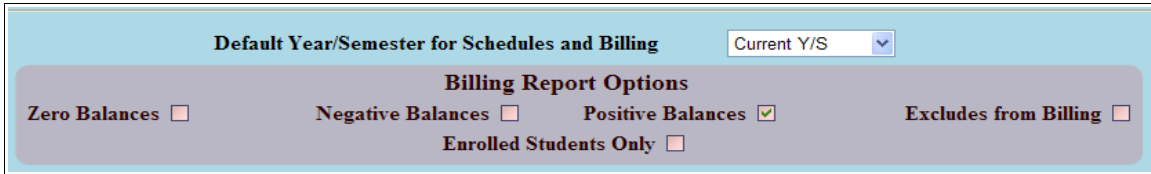


Figure 39: Billing Options Default Settings

The highlighted items in Figure 39 shows how you can set the default options for billing reports. For example, if you check “Enrolled Students Only” when a person starts the Billing Report, that option will be automatically checked. It is set in Web Options under Systems.

Credit Card Options

This release describes two changes in credit card payment options for students and the addition of application fees for applicants. See these for the details:

“FACTS Online Application Fee Payment”, page 26.

“PayPal Payment”, page 29.

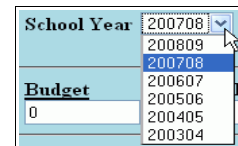


Figure 40: Financial Aid Default Year

Credit Card Options for Student and/or Administrators

Credit Card Processing						
Record 1 - 3 of 3						
Process	Provider	Account	Amount	Transaction Codes	Operator	Disabled
Online Application Fee	PayPal	dummy	40.00	OF	credcard	Y
Student Payments-Admin	PayPal	dummy	NA	S2	credcard	N
Student Payments-Student	PayPal	dummy	NA	S2	credcard	N

Figure 41: Credit Card Options

Using Student Payments-Admin or Student Payments-Student seen in Figure 41 the school determines how students may pay with a credit or debit card.

- Student Payments-Admin is used by administrators to make payments with PayPal™ on behalf of students. This is available only when PayPal™ is set as the payment option in “Provider”.
- Student Payments-Student is where the students pay directly.

To use Nelnet (FACTS) the student must have an account with them. With PayPal™ the students can use a credit or debit card or use their existing PayPal™ account.

Financial Aid School Year Default

When you establish a new financial aid record for a student, the current registration year (set up in Web Options under **Systems**) is inserted in the year field. You can select another if the record pertains to a different year.

FACTS Online Application Fee Payment

See also “PayPal Payment” alternative on page 29. Note that the school must make arrangements with Nelnet to offer this payment means to students. See “” on page .

FACTS², often know as e-Cashier, is a way for students to pay their fees electronically with debit or credit cards. SONISWEB™ provides a direct interface to these systems. What was used by students though their online student access now applies to online applicants at the option of the school.



Figure 42: Payment Prompt

With the option chosen, when the applicant submits his or her application, Figure 42 appears asking for payment. On clicking the “Make Payment” button, the applicant sees Figure 43.

² FACTS Management is now Nelnet- National Education Loan Network. See <http://www.nelnet.com/>.



Figure 43: Payment via eCashier

Clicking the Proceed button switches the transaction to the e-Cashier system where the applicant completes the transaction.

Sometime shortly thereafter (typically less than five minutes later) Nelnet will send what is known as a “confirmation URL” to the college's SONISWEB™ server. When the URL successfully triggers the ColdFusion™ function intended to intercept it, the record it is updated and the application fee transaction is posted. After that the applicant will not be able to access her or his online application. If during the period after making her or his payment and prior to the receipt of the “confirmation URL” the applicant does access the online application and attempts to submit it again he or she will see the notification stating “our records indicate you have already attempted to pay...”. Should the student continue on to the e-Cashier site anyway they should not be able to make a second payment without deliberately trying to fool the system.

Setting up For Application Fee Payment by e-Cashier

Figure 44: e-Cashier Setup for Application Fees

Click Credit Card Processing under **Systems** and choose Online Application Fee to get Figure 44. Fill it in with the appropriate information, mostly from your contract with and information from Nelnet.

ISIR File Import

ISIR¹ files can be imported into SONISWEB™. Click [Import ISIR](#) under **Systems** to get the opening display, Figure 45. If you know the full name of the ISIR file you downloaded, type it in the field. If not, use the Browse button to find it. Then click the Submit button to proceed to Figure 46.

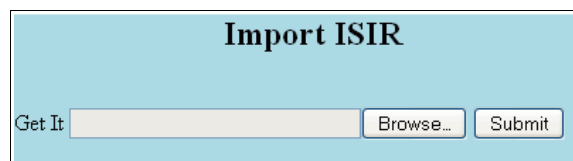


Figure 45: Import ISIR

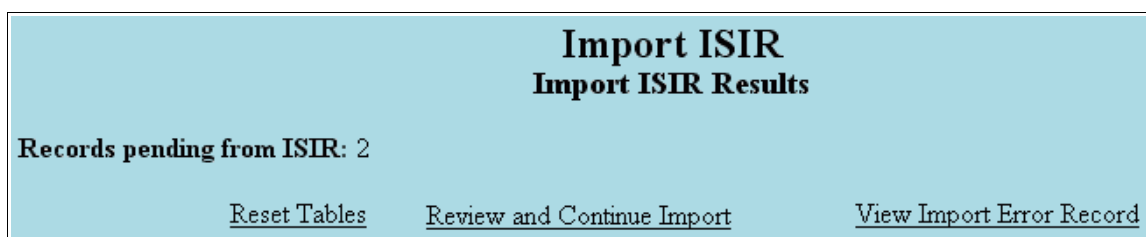


Figure 46: ISIR Import Review

Once you get Figure 46 you click [Review and Continue Import](#) and/or [View Import Error Record](#). [Reset Tables](#) clears all the records imported from the ISIR file. If there were duplicates they are automatically ignored after the first encounter. Since the import process matches on the student ID (the field called “SSN”), if no match is found those records go to the error records. If a student did not have a Financial year already created, this import will create one for that year. If a student had a year, it will update the information that matches already in SONISWEB™. Within the student's [Financial Aid](#) records is a link, seen in Figure 47, to view the ISIR information imported.

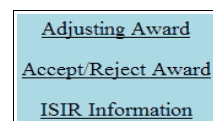


Figure 47:
Financial Aid
Record ISIR Link

ISIR Import and Verification Checklist

SONISWEB™ now has the ability to import ISIR data direct from the DOE³ EDConnect file. The EDConnect file is the daily file that the Financial Aid receives regularly. Some schools do not use the automatic method of receiving files; instead they may download them a few times a week. The EDConnect file should not be confused with the EDExpress file. Users may continue to use the EDExpress file for their own purposes as well as to import award data into SONISWEB™.

3 U S Department of Education

PayPal Payment

See also the alternative “FACTS Online Application Fee Payment” on page 26. Note that the school must make arrangements with PayPal™ to offer this payment means to students.

PayPal™ is an alternative option that your school can offer student and applicants to pay their fees. The student clicks Credit Card Payment at the bottom of his or her Billing tab and is taken to PayPal™. Administrators also have that link in the Student Payment record for each student.

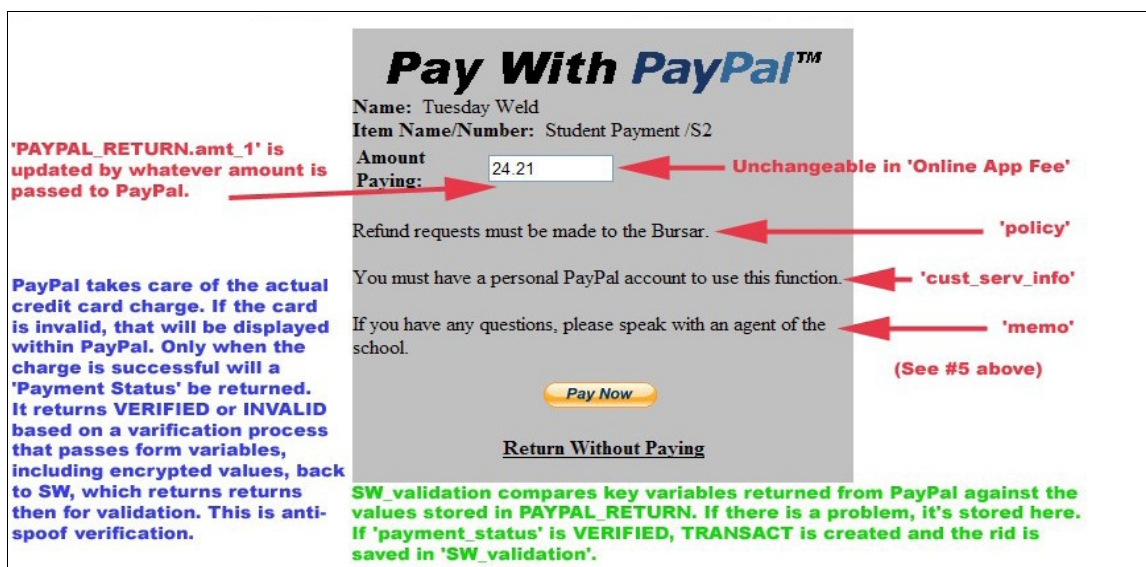


Figure 48: PayPal™ Interface

Figure 48 is a picture of the interface to PayPal™ with annotation of it. Students receive all the usual receipts and notifications from PayPal™ that they receive with any PayPal™ transaction.

Using PayPal™ requires:

1. The school to set up a business “Website Payments Standard” account with PayPal™. (In PayPal™ jargon the school must set itself up as a “store”.)
2. All students who will pay by credit card need personal PayPal™ accounts; accounts are basically free.
3. Setting it up in SONISWEB™ is much like “FACTS Online Application Fee Payment” (page 26).

Schools are subject to fees with their Website Payments Standards accounts for PayPal. The URL for fee information is

https://www.paypal.com/us/cgi-bin/webscr?cmd=_display-fees-outside.

Credit Card Processing						
Record 1 - 3 of 3						
Process	Provider	Account	Amount	Transaction Codes	Operator	Disabled
<u>Online Application Fee</u>	PayPal	dummy	40.00	OF	credcard	Y
<u>Student Payments-Admin</u>	PayPal	dummy	NA	S2	credcard	N
<u>Student Payments-Student</u>	PayPal	dummy	NA	S2	credcard	N

PayPal Account	
PayPal Account	support@sonis.com
Include Return Button	<input checked="" type="checkbox"/>
Policy	Test Policy
Customer Service Information	Customer Service
Memo	Thank you for your prompt payment!
<input type="button" value="Reset"/> <input type="button" value="Submit"/>	

Figure 49: Setting up PayPal™ for Payments, Step 1 top, Step 2 bottom

Click Credit Card Processing under **Systems** to get Figure 49 top. Click the underlined “Process” to enter the information for “Provider”, etc. Note that amount is set for Online need PaypalApplication Fee but not for Student Payments. That is because the application fee is fixed but the student payments are based on the total owed in the current bill.

With the processing set up in Figure 49 top, click Paypal Account under **Systems** to see Figure 49 bottom.

- “Paypal Account” is required and should be the responsible contact at the school.
- “Include Return Button” has special significance with PayPal™ because if the final PayPal™ screen loads slowly and the student clicks the return button before it is fully loaded (i.e. finished all processes), the financial transaction within SONISWEB™ will not be created so the student will not get credit for the payment. For an Online Application Fee payment, the payment switch within SONISWEB™ will not be turned on, which would allow the applicant back into the application.
- The other fields are optional information and they appears in the PayPal™ login display as seen in Figure 48.

To see the transactions, click PayPal Transactions under **Reports**, pick the options (that include PDF and paper output) and click the “Build Report” button. Figure 50 is an example of a report.

Payment Status: NONE							
Last	First	Mi	ID	Campus	Division	Level	Depart.
Weld	Tuesday		we6231113	Eureka	Undergrad	Pre-Entry	Education
Year	Sem.	Amount	Trans. Date	Trans. No.	Description	Operator	
200607	Spring	\$11.22	08/15/2008		Student Payment	we623111	
Payment Status: VERIFIED							
Last	First	Mi	ID	Campus	Division	Level	Depart.
Keefér	Toby	Stonewall	KE1480699	Eureka	Undergrad	Pre-Entry	Education
Year	Sem.	Amount	Trans. Date	Trans. No.	Description	Operator	
200607	Spring	\$40.00	08/15/2008	105922	Online Application Fee Payment	KE148069	
Last	First	Mi	ID	Campus	Division	Level	Depart.
Weld	Tuesday		WE6231113	Eureka	Undergrad	Pre-Entry	Education
Year	Sem.	Amount	Trans. Date	Trans. No.	Description	Operator	
200607	Spring	\$24.21	08/13/2008	105930	Student Payment	super1	
Last	First	Mi	ID	Campus	Division	Level	Depart.
Weld	Tuesday		we6231113	Eureka	Undergrad	Pre-Entry	Education
Year	Sem.	Amount	Trans. Date	Trans. No.	Description	Operator	
200607	Spring	\$1.55	08/15/2008	105921	Student Payment	we623111	

Figure 50: Example of a Paypal™ Transactions Report

“Payment Status: VERIFIED” means the transaction completed.

“Payment Status: NONE” means something went wrong during the payment attempt. Common causes are that the “Pay Now” button (Figure 48) was clicked but the process terminated before is completed because:

1. The browser was closed before completion.
2. The session was disrupted for some reason like a power outage, loss of Internet, timeout, etc.
3. Failure of PayPal's IPN . . . their process of spoof protection and confirmation back to SONISWEB™.
4. There was a problem with the payer's PayPal™ account like an invalid credit card. In this instance, since at that point the working with PayPal™ and not SONISWEB™, the student needs to leave PayPal™. PayPal™ only returns information at the conclusion of the entire transaction.

Records that display a payment status other than “VERIFIED” should be checked by the student against her or his PayPal™ payment history. As long as there is no PayPal™ transaction in that PayPal™ history, nothing need be done. However, if there is a PayPal™ transaction in the person's PayPal™ history, use Post Transactions (under **Financials**) to balance the books.

PowerFAIDS® Changes

PowerFAIDS® has changed its format. It now has a specific number per year for each award instead of having the same number for a award over multiple years. To compensate for this, SONISWEB™ PowerFAIDS® import was changed. As seen in Figure 51 the PowerFAIDS® ID has changed on the award page. The current year's ID number is shown.

Award Codes			
Award Code	NCAA	Award Name	NCAA
<u>PowerFAIDS ID (200405)</u>	59	Award Type	StatSci
Amount	9000	Loan Fee Percent	2.00
Disbursements	5	<u>Allocation (200405)</u>	5,000.00
Allow Allocation Overage	<input type="checkbox"/>		
Allocation Memo	<input type="text"/>		
Enroll Status	<input type="text"/>	Exclude From Billing	<input type="checkbox"/>
3rd Party Billing	<input checked="" type="checkbox"/>		

Figure 51: Changed PowerFAIDS® Data

To add new years and ID numbers, you click the underlined PowerFAIDS ID link on this display.

From a display listing all the school years for which you created a PowerFAIDS® ID you pick the year of interest to get to Figure 52.

Award Codes	
PowerFaidS ID	
School Year	200405
Award Code	NCAA
PowerFAIDS ID	59
<input type="button" value="Reset"/> <input type="button" value="Delete"/> <input type="button" value="Submit"/>	

Figure 52: PowerFAIDS® ID

IDs cannot be reused. If you try to create an ID that has already been created for another year or another Award, you get an error message.

Financial and Financial Aid - Reports Functions



Charges & Credits Enhanced Excel Option

	A	B	C	D
1	PP	Provider Payment - Loan	2	-4368.88
2	SP	Student Payment	24	-9969.01
3	AF	Activity Fee	12	625
4	BK	Book	1	500
5	HS	Housing	1	1200
6	IF	Internet Fee	5	525.55
7	KY	Key Deposit	1	35
8	LF	Lab Fee	6	575
9	OL	On Line Fee	4	205
10	OP	Over Payment Refund	1	1000
11	SR	Student Refund	74	1595
12	TC	Part Time Tuition	33	43050
13	TN	Tuition - Nursing	1	900
14	TP	Full Time Tuition	1	250

Figure 53: Charges and Credits Excel Option

Like the spreadsheet enhancements described on page 15, this report produces a simplified xls file by eliminating headings. It arrives ready to compute. This is run from **Reports**.

Financial Aid Transcripts

October 7, 2008				
Financial Aid Transcripts				
Date Awarded for Date Range: Beginning - Latest				
<u>Date</u>	<u>Sch. Year</u>	<u>Semester</u>	<u>Award Name</u>	<u>Offered</u>
Bowles, Paul (BO5099584)				
09/27/2007	200708	Fall	DCAD Merit Scholarship	\$500.00
03/19/2007	200708	Fall	Federal Subsidized Stafford	\$1,667.00
09/27/2007	200708	Fall	Perkinson Loan	\$1,500.00
09/27/2007	200708	Fall	St. Teresa's Scholarship	\$500.00

Figure 54: Example of One Page of a Financial Aid Transcript

Financial Aid Transcripts (under **Reports**), has been created in order to allow users to see all awards for a given individual or a group of individuals.

Loan Entrance and Exit Report

October 7, 2008

Loan Entrance and Exit Report

Entrance for Date Range: Beginning - Latest

First Name	Last Name	Sonis ID	Entrance	Completed	Exit	Completed
Lou	Abbott	333333334	09/01/2006	Yes		No
Ernest	Hemingway	HE5079007	07/15/2006	Yes		No

Figure 55: Example of the Loan Entrance and Exit Report

The new Loan Entrance and Exit Report (found under **Reports**), finds all the people that have started a loan. This new report finds all the users that have Entrance dates.

One selection choice is the “Entrance Date” range shown in Figure 56.

Entrance Date

Begin Date: End Date:

Figure 56: Entrance Date Option

PayPal Payment

See page 29.

Semester Added to Payment Plans

Broadhurst, Pamela N. (Student - 333333333)

Payment Plans

Selected Plan: 4 Payments Plan Agreed Date: 10/07/2008

Start Date: Agreed Amount: Year: 200708

Fall

Spring

Summer

Figure 57: Payment Plan with the Semester Option Chosen

Semester payment plans are an option. If you select a semester (Figure 57), you can then apply multiple payment plans to the same year and any semester. If you select blank the entry, it is a full-year plan.

When a student views her or his payment plan, the student must choose the correct semester (Figure 58) to see the applicable plan.

School Year: 200405 Semester: Summer

Figure 58: Student Selection of Year and Semester

Under **Reports** the Payment Plan report has an added column for the semester.

Student Count on Award Detail Report

Fitzgerald, Scott	FI5273639	020724906	BAAC1	Fall	200708	Unsubsidized Federal	\$2,968.00	\$2,968.00	\$0.00
5 ←	TOTALS:						\$2,968.00	\$2,968.00	\$0.00
Frost, Robert	FR6651663	654098834	CHRISTM	Fall	200708	Unsubsidized Federal	\$2,235.00	\$2,235.00	\$0.00
6 ←	TOTALS:						\$2,235.00	\$2,235.00	\$0.00

Figure 59: Student Count on Award Detail Report

The Award Detail Report (found under **Reports**) has a new count shown by the arrows in Figure 59.

Financial and Financial Aid - Student Access

Secured Student Options

PayPal Payment

See page 29.

Semester Added to Payment Plans

See page 34.

Registration & Courses - Names Functions



Attendance Entry by Administrators

Anatomy & Physiology (ANAT101-1) 4 credits					
Attendance					
Name	Present	Absent-Excused	Absent-Unexcused	Tardy-Excused	Tardy-Unexcused
No attendance records have been recorded for the following students.					
Adams, Holly C	0	0	0	0	0
Arston, Arnie	0	0	0	0	0
Broadhurst, Pamela N	0	0	0	0	0
Dunlap, Harvey	0	0	0	0	0

Figure 60: Attendance Summary Display

Faculty has long been able to enter class attendance from the SONISWEB™ faculty access. Now authorized administrators can do it too.

Degree Audit Unofficial Grades Will Not Appear

For the student-run degree audit, only final official grades appear in the report. Even if a grade has been posted, it will appear only after an authorized administrator has made the grade official. Administrators and faculty will see all the grades, even those not yet made official.

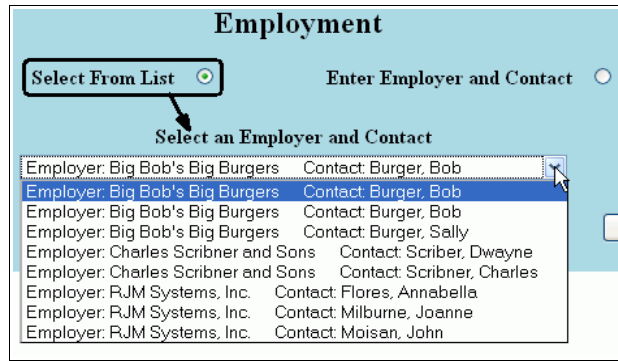
Emergency Contact Fields Added

A memo and optional fields have been added to the Emergency Contact record in each person's set of records.

Employer Selection Menu in the Employment Record

As Figure 61 shows, the administrator can type the employer's name and contact (the right radio button) or have it come from a list. There are Employment records for everyone in the system.

The list contains all the names and contacts set up in the Employers records that are accessed through Systems.

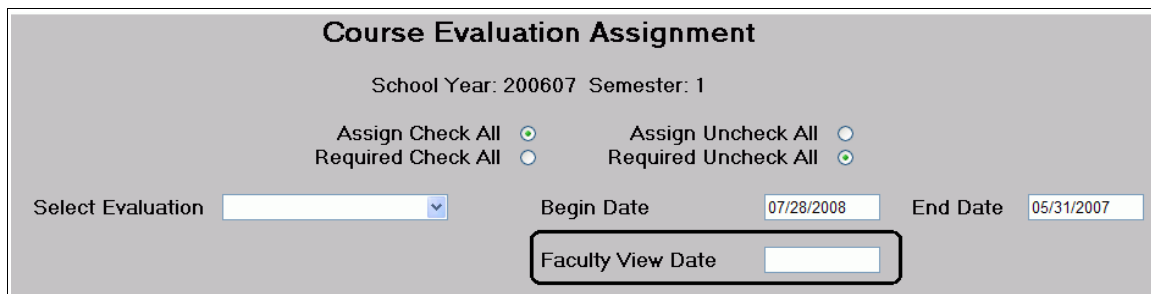


The screenshot shows the 'Employment' form with two radio buttons: 'Select From List' (selected) and 'Enter Employer and Contact'. Below the 'Select From List' button is a dropdown menu titled 'Select an Employer and Contact'. The menu lists several entries with employer and contact information. The first entry is highlighted in blue.

Employer	Contact
Employer: Big Bob's Big Burgers	Contact: Burger, Bob
Employer: Big Bob's Big Burgers	Contact: Burger, Bob
Employer: Big Bob's Big Burgers	Contact: Burger, Sally
Employer: Charles Scribner and Sons	Contact: Scribner, Dwayne
Employer: Charles Scribner and Sons	Contact: Scribner, Charles
Employer: RJM Systems, Inc.	Contact: Flores, Annabella
Employer: RJM Systems, Inc.	Contact: Milburne, Joanne
Employer: RJM Systems, Inc.	Contact: Moisan, John

Figure 61: Employer Name Options

Course Evaluation Faculty View Date



The screenshot shows the 'Course Evaluation Assignment' form. It includes fields for 'School Year' (200607) and 'Semester' (1). There are four radio buttons: 'Assign Check All' (selected), 'Assign Uncheck All', 'Required Check All', and 'Required Uncheck All'. There are also fields for 'Select Evaluation', 'Begin Date' (07/28/2008), and 'End Date' (05/31/2007). The 'Faculty View Date' field is highlighted with a red box.

Figure 62: Faculty View Date

A faculty view date is available in Course Evaluation Assignment under Systems. With it you define the date the faculty can view their course evaluations and not be limited to the course evaluation end date. Faculty viewing of Course Evaluations will now be determined by date entered in "Faculty View Date" field highlighted in Figure 62. If this date field is left blank faculty will not be able to view their evaluations.

Housing Assignment – Disabled Room

In SONISWEB™, a record or a table entry can be disabled so it does not appear in a selection list and therefore cannot be selected. It is common way to remove it from use while not deleting it and losing any content or connection to other records.

For rooms, a slightly different approach is used as seen in Figure 63. Disabled rooms are so marked. They cannot be selected but current occupants of the room appear in the displays.

Housing Assignment				
No preferences.				
Lincoln Hall (Law)				200203 - 1
Room Code	Room Number	Attributes	Maximum	Occupants
Lincoln101	Lincoln 101	Wheelchair Access	2	
L-102	Lincoln 102		2	
L-103 full	Lincoln 103		2	Doe D. , O'Reilly J.
L-104	Lincoln 104		2	
L-201 disabled	Lincoln 201		2	
L-202	Lincoln 202		2	
L-203	Lincoln 203		2	Renda M.
L-204	Lincoln 204		2	
L-301	Lincoln 301	Kitchenette , Studio	1	
L-302	Lincoln 302	Kitchenette , Studio	1	

Figure 63: Housing Assignment Room Display

Housing Incidents – School Year and Semester Fields Added

Housing Incident records have start and end dates, usually the dates of the occurrence. Now the school year and semester can also be selected.

Housing Preferences Include Roommate(s)

Broadhurst, Pamela N. (Student - 33333333)

Housing Preferences

Coed
 Female
 Garbage Disposal
 Male
 Nonsmoking
 Quiet
 Smoking

Enter Roommate ID:

Roommate(s):
Click person to remove
Carter, June - (CA6027532)

Memo:

Figure 64: Housing Preferences Including Roommates

Each student's Housing Preferences record can include one or more preferred roommates. Enter the ID of the roommate and click the “Add Roommate” button and the person is

listed under Roommate(s) as seen in Figure 64. To remove a roommate, click that person's underlined name.

During housing assignment, the current disposition of the preferred roommates is shown as in the example in Figure 65.

Housing Assignment
Looking for Male Nonsmoking ...
Wanting to room with:
Sanders Fred 444444442 **full**
Adams Oscar 111111111 -Room Code: **44**
Algonican Edgar 444444444 **unassigned**

Staley Residence Hall (Centerville Main Campus) 200405 - 1
Red Rows indicates preference matching.

Room Code	Room Number	Attributes	Maximum	Occupants
<u>1</u>	301	Male , Quiet , Smoking	2	
<u>10</u>	3010		2	
<u>11</u>	3011		2	
<u>12</u>	3012		2	
<u>13</u>	3013		2	
<u>14</u>	3014		2	
<u>15</u> full	3015		2	Abbottie E. , Sanders F.
<u>16</u>	3016		2	
<u>17</u>	3017		2	Martin E.
<u>18</u>	3018		2	
<u>19</u>	3019		2	
<u>20000</u>	302	Male , Smoking	2	

Figure 65: Housing Assignments with Roommates

In this example, Edgar Abbottie has 3 people as preferred roommates. Beside their names are three indications:

- Full – this preferred roommate has a room and it is full so Abbottie cannot be assigned to that room.
- Unassigned – this preferred roommate has not been assigned to any room yet.
- Room Code – this preferred roommate has been assigned and the the room is not full. By clicking the underlined room number, Abbottie will be assigned to this room with this preferred roommate.

Lead Faculty Member Shown on Student Course Records

Broadhurst, Pamela N. (Student - 333333333)

		Student Courses	
School Year	200708	Semester	2
Section	1	Enrollment Date	03/08/2008
Course	CHEM 101	Course Type Code	N
		Description	Principles of Chemistry
		Lead Faculty	Greco , David

Figure 66: Lead Faculty Member on Student Course Record

The added information is shown in Figure 66.

Registration Pop-up Shows Selected Section Details

**MME310 - Deck Command - Marine Engineering
200809/Spring**

Section	Session	Cred.	Lead Faculty	Time Desc	Campus
1		4.00	D. Johnson	MON 2:00pm-2:50pm, WED 2:00pm-2:50pm, FRI 2:00pm-2:50pm	Main

At-sea vessel assignments set in late March

[Close Window](#)

Pending Credits: 0 Enrolled Credits: 0 Total Credits: 0

Course Offerings (Click on the **Course** link below to begin steps.)

Course	Spaces	Wait	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus
MME310	30	0	Deck Command - Marine Engineering	1		4	D. Johnson	MON 2:00pm-2:50pm, WED 2:00pm-2:50pm, FRI 2:00pm-2:50pm	Main

Figure 67: Registration Pop-up

In Figure 67 click the underlined “Time Desc” entries for a course section (class) and get the details seen in the pop-up window including the course section memo for that specific section. The memo is entered when the course section is set up in **Courses Section:Add/Edit**.

Registration & Courses - Courses Functions

Course Section Add with Room Finder

The screenshot shows a web form titled "Section: Add". At the top, there are fields for "Yr: 200809", "Sem: Summer", "Lead: Lou Abbott", "Spaces: 30", and "Campus: Main". A button labeled "Room Finder" is highlighted with a red box. Below this, there are several input fields: "Program" (dropdown), "Level" (dropdown), "Program Deadline" (text), and "Level Deadline" (text). There is also a field for "Available Sections: 1" (dropdown). Below these are checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. There are also fields for "Start Time: 0:00 A.M." and "Stop Time: 0:00 A.M.". The "Instructor" field is set to "Abbott, Lou" and "Instruct. Type" is a dropdown. At the bottom, there is a list box titled "Room * Building * Campus" containing the following entries: "101 (A101) IN Alumni Hall AT Main d", "101 (JEM101) IN Jemery Hall AT Main d", "102 (JEM102) IN Jemery Hall AT Main d", "103 (JEM103) IN Jemery Hall AT Main d", and "104 (JEM104) IN Jemery Hall AT Main d".

Figure 68: Course Section Add with Room Finder

Room finder was a option when establishing course sections (classes). Now it is the recommended standard with direct entry an option. Clicking Room Finder (Figure 68) displays the rooms that meet the specifications above and then displays available rooms.

In Room Finder insert the dates and the spaces needed as seen in Figure 69. The administrator picks the campus, enters the days and times, and selects from the rooms available in the “Building Code” list.

Maritime Engineering Introduction (MME301) 3 credits

Room Finder

School Year: 200809 Semester: Summer
 Begin Date: 06/01/2008 End Date: 08/31/2008

Start Time: 2:00 P.M. Stop Time: 2:50 P.M.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Campus: Chapel Hill Building: Chapel Hill - Clark Hall (BLDG3)
 Main Code: Main - Alumni Hall (Alumni)
 To Be Determined Code: Main - Conference Anne (LPCR01)

Room Code: _____ Require Disability Facilities

Seats: 30 Disability Seats: 0

Show Only Open Rooms Include Disabled Rooms

Room Attributes

Computer Lab LCD Projector Time Out Corner White Board

Figure 69: Room Finder with Course Section Entries

Room attributes can also be selected to narrow down the suitable rooms further. Clicking the Submit button brings Figure 70.

The suitable rooms are displayed in Figure 70. Those not in use at the times entered have

Room Finder					
Room Finder Search Criteria					
School Year	200708	Semester	1	Started	Ended
Day		Time Span	0:00 am - 0:00 am	Disability Facilities	No Disability Seats 0
Seats	30	Show Disabled Rooms	No	Show Only Open Rooms	No
Campus/Building	Chapel Hill - Beaker Chemistry Laboratory Chapel Hill - Butkus Gymnasium Chapel Hill - Clark Hall Main - Ahmadi Hall Main - Conference Anne Main - Jemery Hall Main - Landers Pediatric Center To Be Determined - To Be Determined Washington - Brown Hall Washington - Smith Hall			Room Attributes	
Room Status					
Room Code	Room	Seats	Disability Seats	In Use	
<u>A101</u>	101	30	2	Yes	
A105	105	30	0	<u>No - Select</u>	
C100	Clark 100	50	3	<u>No - Select</u>	
<u>JEM101</u>	101	35	2	Yes	
<u>JEM102</u>	102	35	2	Yes	
<u>JEM103</u>	103	50	5	Yes	

Figure 70: List of Suitable Rooms

a No – Select link. Click it and the room is chosen for this class. Those in use have the Room Code underlined. Click one of them, and you see who has the room reserved and, perhaps, you can negotiate for the time or reassign classes.

If the available rooms shown in Figure 70 are too few, there is a Search Again link (not shown) at the bottom of these display to return to Figure 68 and then Figure 69. In Figure 69 start removing constrains of days and/or times and/or campus to get a larger list in Figure 70.

Additional Fees – Semester Option

Composition & Literature (ENG 102-D1) 3 credits								
Additional Fees								
Code	Frequency	Semesters	Cred. From	Cred. To	Amount	Levels Included	Campuses Included	Edit/Delete
AT	Once Per Semester	Transfer, Fall, Spring, Summer, Electronic	0	999	\$45.00	2	LAW	edit Del
GF	Per Credit Hour	Transfer, Fall, Spring, Summer, Electronic			\$17.00	2	LAW	edit Del
LF	Once Per Semester	Transfer, Fall, Spring, Summer, Electronic	0	999	\$10.00	0	COLLEGE	edit Del
LF	Once Per Semester	Transfer, Fall, Spring, Summer, Electronic	0	999	\$100.00	1	COLLEGE	edit Del
LF	Once Per Semester	Transfer, Fall, Spring, Summer, Electronic	0	999	\$200.00	2	COLLEGE	edit Del
LF	Once Per Semester	Transfer, Fall, Spring, Summer, Electronic	0	999	\$300.00	3	COLLEGE	edit Del
LF	Once Per Semester	Transfer, Fall, Spring, Summer, Electronic	0	999	\$400.00	4	COLLEGE	edit Del
MB	Per Credit Hour	Transfer, Fall, Spring, Summer, Electronic			\$9.00	9	COLLEGE	edit Del
MB	Per Credit Hour	Transfer, Fall, Spring, Summer, Electronic			\$10.00	F	COLLEGE	edit Del
MB	Per Credit Hour	Transfer, Fall, Spring, Summer, Electronic			\$20.00	M	COLLEGE	edit Del
MB	Per Credit Hour	Transfer, Fall, Spring, Summer, Electronic			\$30.00	S	COLLEGE	edit Del

Add New Fee

Transaction Code: Frequency: Amount:

Levels Included: Campuses Included: Semesters Included:

Figure 71: Semester Option for Additional Fees

Additional Fees cover additional costs that can be related to a specific campus or level. Credits enrolled can also be used to control who does and does not get charged the fee.

Now they can be assigned by semester using the selection highlighted at the bottom of Figure 71. Additional Fees can be changed (the [edit](#) link on the right) or deleted ([Del](#) link). Additional Fees is accessed under Systems. The fee Code used is a standard financial Transaction Code.

Additional Fees Filter (also under Systems) is used to turn on and off the Levels and Campuses options.

Employment Type Selection Menu

In each person's Employment record, the type of employment is now a pulldown menu as seen in Figure 72.

The employment type is set in a table. Click Systems, then Table Maintenance and pick the "Employment Type" table.

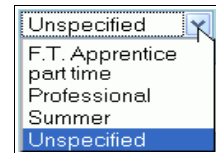


Figure 72: Employment Type Choices

Faculty Part of Bulk Reminders

Bulk reminders sent to students and the lead instructor will now be send to additional faculty as well. Reminders: Bulk is under Systems.

Reminders: Bulk

Status Staff Student Withdrawn	Division Daytime Evening TBD	Campus Chapel Hill Main To Be Determined	Dept. Business English Humanities	Level Senior Masters PHD
Reminder Type Meeting		Date <input type="text"/>		

Figure 73: Bulk Reminders

Fractional Percentages in Weighting Scales

Weighting Scale

Weighting ID: Master
 Weighting Description: Master Weighting Scale
 Disabled:

Element	Percent	No. Low Scores to Drop
Adjustment	0	0
Bribe	0	0
Class Part	5	0
Extra Credit	0	0
Final Exam	20.25	0
Final Paper	0	0
Homework	4.75	1
Mid Term Exam	10	0
Points	0	0
Quiz	30	1
Test	30	0
Total	100	

Figure 74: Weighting Scale Percentages

Fractional percentages to two decimal places can be assigned to elements contained in weighting scales. Administrators find it under Weighting Scale in Systems. Faculty see it by using the Courses tab and then the Gradebook icon followed by the Section Setup tab.

Home Institution Entry Date Selection in Student Education Records

The Education record for the home institution (your school) has a “From” date that now is a pulldown list of dates. The default setting is the entry date in Systems Variables. The From dates offered in the pulldown menu are in descending order so that the most recent dates appear at the top of the list.

Import Final Grades

Importing final grades is common from affiliated institutions and from distance learning (usually online) course software. By putting those final grades in a spreadsheet and

saving it in “xls” (Excel) format, they can be imported to SONISWEB™. It is invoked with **Systems Import Final Grades**.

Figure 75: Import Final Grades Initial Display

Enter the full name of the “xls” file or use the Browse button to find it, then click the Submit button to load it. SONISWEB™ checks to make sure it is a proper xls file and issues an error message if it is not.

The imported “xls” file must contain 1. SID that identifies the course section, 2. SOC_SEC (the Student ID), 3. GRADE (the grade starts as a blank value). The column names must appear in the file and must be in this order. The values in each row must be valid. The SID must be a current course section, the SOC_SEC must match the ID of a student enrolled in the course section, and the GRADE must be in the grades table. Specific error messages are displayed for mismatches or lack of correct columns and column names.

Grades can be imported for students who do not already have an official grade. Once the grades have been imported they must be made official using one of the existing functions in SONISWEB™ designed for that purpose.

Import Final Grades				
ROWS THAT COULD NOT BE IMPORTED				
ROW	INVALID SID	INVALID SOC_SEC	INVALID GRADE	OFFICIAL
2	No	Yes	N/A	N/A
4	Yes	N/A	N/A	N/A
7	No	No	Yes	No
9	No	No	N/A	Yes

Import Done: 10/02/2008 10:22:AM

[Return to Import Grades start page.](#)

Figure 76: Error Summary

Errors are summarized as shown in Figure 76.

Institution Alternate Contacts, Events & Report

Institution Events							Page 1
Event Topic	Event Location	Event Time	Event Date	Event State	Event Type	Event Contact	Institution
Beach Erosion	Old CG station So		11/15/2008	VA	Special Project	Johns John Dr.	Pungo University
Event Memo	Fed funded study of noreaster damage to Coast Guard stations						

Figure 77: Example of the Institution Events Reports

Events held at other institutions can be recorded and then viewed in SONISWEB™. An events report like that in Figure 77 shows the events.

Click Institution: Add/Edit under **Systems**. Search for, or add, the institution for which you want to add events. To add events you must have a contact name established.

Figure 78: Adding Contacts and/or Events for an Institution

With an institution's record displayed like Figure 78, click the Alternate Contacts link at the bottom if the contact for the event is not in the records or to see the contacts already present. Figure 79 shows it.

Figure 79: Alternate Contacts of Institution Events

In Figure 79 is the “Contact Type Code” pulldown menu. The values in that code are set in the “Contact Type Table” accessed with Table Maintenance under **Systems**.

Figure 80 has the “Event Type Code” pulldown menu. The values of the codes are set in

Institution: Add / Edit

Events

Topic: Beach Erosion Conference

Event Type Code: Special Project for Credit

Event Contact: Dr. John Johns

Location: Old CG station So

Event Time:

Event Date: 11/15/2008

State: Virginia

Faculty: Hannigan, John; **Johnson, Dale**; Jones, Amanda

Event Memo: Fed funded study of noreaster damage to Coast Guard stations

Reset Submit

Figure 80: Add Events for Institutions

the “Event Type Table” accessed with Table Maintenance under **Systems**.

Names – Duplicate Search

SONISWEB™ assumes that each person in the database is unique; there should be no duplicates even if that same person is at the same time a student, a faculty member, and an alum. It is still the same person. But duplicates creep in over time and finding the duplicate records is in the database is now simpler. This

Names: Duplicate Search

By Last Name By Birthdate By Email Address

Last: Brown

Submit

Figure 81: Duplicate Search Choices

new utility, Names: Duplicate Search under **Systems**, assists in hunting down duplicates. Used with “User Merge” (page 51), an administrator can consolidate duplicates and bring the database back to one unique set of records for each unique individual.

The prompt shown in Figure 81 offers a search based on Last Name, Birthdate, or Email Address. Clicking a radio button provides a fresh display with a field for either “Last”,

“DOB”, or “Electronic Mail”. Which to use in Figure 81 depends on what you expect of the data. If the last name is one that is often misspelled, birth date or e-mail address may be better. Enter as much as you know of the search data and click the Submit button. You see Figure 82.

Names: Duplicate Search					
Name	ID Number	Pref. Name	Other Name	Maiden	DOB
Brown, Betty	BR1586903				01/01/1980
	ADDRESS:		EMAIL: bbrown@sonis.com		PHONE:
Brown, Betty	BR4071549				11/11/1911
	ADDRESS:		EMAIL: ?		PHONE:
Brown, Betty	BR6007491	Betsy		Brown	02/02/1982
	ADDRESS: 1000 Brown Lane, Chapel Hill NC		EMAIL: bettb@emailaddress.com		PHONE: 919-666-8888
Brown, Betty	BR9703215				11/11/1911
	ADDRESS:		EMAIL: ?		PHONE:
Brown, Betty A	521521521				05/05/1952
	ADDRESS:		EMAIL: bbrwonw2Sonis.com		PHONE:
Brown, Elizabeth A	047557878				05/05/1952
	ADDRESS: 1100 Brown Blvd, Chapel Hill NC		EMAIL: ebrown@sonis.com		PHONE:
	ADDRESS: Brown Billing Address, Chapel Hill NC		EMAIL: ?		PHONE:
Brown, John	BR4348108				03/03/1973
	ADDRESS:		EMAIL: jb@email		PHONE:
Brown, Richard J	BR1146854				04/27/1956
	ADDRESS:		EMAIL: rich@email.com		PHONE:
RETURN					

Figure 82: Duplicate Search Results

It appears in Figure 82 that “Betty A Brown” and “Elizabeth A Brown” may be the same person. With “Betty” a common nickname for “Elizabeth”, the same middle initial and identical birth dates it is only a suspicion that will take some phone calls or other records to verify that this is indeed a duplicate.

Only those last names or birthdates or e-mail addresses match the search criteria (i.e. Brown) and have more than one ID associated with it appear.

The results use all the address records, so it will show all the addresses, all the e-mail addresses, but only the main phone number (not work, cell, etc.).

Pro Bono Records

Many institutions require, or give extra credit for, pro bono⁴ or community service work. These records are optional. If your institution wishes to use them, contact RJM support for guidance at support@sonis.com.

Once implemented, the student sees a new icon similar to Figure 83. (See Custom Icons on page 66 for guidance in setting up your own icons.) Clicking the icon yield a display similar to Figure 84.

PRO BONO
Pro Bono
Figure 83: Pro Bono Icon

Pro Bono

[Logout](#)
[Bio](#)
[Update Bio](#)
[Billing](#)
[Ledger](#)
[Schedule](#)
[Registration](#)
[Degree Audit](#)

Employer	Supervisor	Hours	Started	Stopped
Stanley Group	Fred Jones	30.00	06/06/2008	
TOTAL HOURS		30.00		

I certify that I will complete my pro bono service under the direct supervision of an attorney licensed in one of the United States or Territories, or upon pre_approval in special circumstances, licensed to practice law by another nation.

I certify that in completing my pro bono service, I will comply with the [REDACTED] Rules of Professional Conduct, the [REDACTED] Code of Judicial Conduct, and any other laws and ethical rules that apply to my pro bono placement site.

I certify that I am responsible for submitting accurate records of my pro bono service to the Career Services Department on the required pro bono certification form by the deadlines noted on the form. I understand that not doing so will affect my ability to graduate from the [REDACTED] School of Law.

I certify that in submitting records of my pro bono service, I will not misrepresent the number of hours or the type of work that I performed.

I understand that any misrepresentation or ethical or legal violations related to my pro bono service will be subject to discipline under the [REDACTED] School of Law Honor Code.

By checking this box, I certify that all of the preceding statements are true and I have completed 30 hours of pro bono work required by the [REDACTED] School of Law.

Figure 84: Example of the Pro Bono or Community Service Records

Clicking the underlined “Employer” reveals the record entered by the student for editing. Clicking the Add button gives a display for adding a new service report.

On request, the RJM support staff will set up a “Miscellaneous Record” for your school by created a script to provide your requested function. When set up, you click [Miscellaneous Memos](#) under **Systems** that yields a display similar to Figure 85.

⁴ Pro bono is short for “Pro bono publico”, Latin meaning “for the public good.” It is usually voluntary and without payment. Outside of law schools, the common term used is “community service”.

Click the underlined code in “Memo Description” to get the data seen in Figure 84. You then change it to suit your needs.

Miscellaneous Memos		
Memo Description	Memo	Disabled
<u>PE</u> Pro Bono Memo	I certify that I will complete my p	No

Figure 85: Miscellaneous Memos

There is also a report to go with the records. Click **Reports** and then Pro Bono Work. Pick the selection options in the report prompt to get a report like that shown in Figure 86.

07/18/2008	11:29:21 AM	Pro Bono Work			Page 1 of 1
Name	ID#	Completed	Hours	Date	
Bartholomew, Betty	BA7872517	No	10.00		
Adams, Amy A	000000000	Yes	22.00		
Kirby, Katie K	KI7288668	Yes	30.00		

Figure 86: Example of a Pro Bono Report

Reconcile Seats with School Year and Semester Filter

Reconcile Course Section Seats (under **Systems**) has new selection options of School Year and Semester. That lets you focus the search to one or more year(s) and/or semester(s).

Records by ID

RETURN

Records for: Broadhurst, Pamela (333333333)

address

query												
RESULTSET	query											
	ADDRESS_CE1	ADDRESS_CE2	ADDRESS_CE3	ADDRESS_DE1	ADDRESS_FE1	ADDRESS_LE1	ADDRESS_NE1	ADDR_CE1	ADDR_CE2	ADDR_CE3	ADDR_LE1	ADDR_NE1
1	[empty string]	[empty string]	[empty string]	[empty string]	[empty string]	[empty string]	[empty string]				0	0

CACHED false
 EXECUTIONTIME 0
 SQL SELECT * FROM address WHERE soc_sec = '333333333'

addressadd - No data
 addressdup - No data
 applican - No data
 appliedpnts - No data
 appprog

query										
RESULTSET	query									
	ACKNOWLEDG	ACK_DATE	ADM_MAILED	APFEE_DT	APPROG_CE1	APPROG_CE2	APPROG_CE3	APPROG_DE1	APPROG_FE1	APPROG_LE1
1	0	1899-12-30 00:00:00.0	0	1900-01-01 00:00:00.0	[empty string]	[empty string]	[empty string]	[empty string]	[empty string]	[empty string]

CACHED false
 EXECUTIONTIME 0
 SQL SELECT * FROM appprog WHERE soc_sec = '333333333'

archgrade - No data
 assess_course_student - No data

Figure 87: Example of a Records by ID Listing

Like “Names – Duplicate Search” on page 47, this is a diagnostic tool to assist in reconciling people in the database and the records stored for them. Figure 87 is an example. It is a large but simple list of the database tables for that person. The PID for the person is the data entered to get the listing. The person in Figure 87 has Address and Program records, so is at least an Applicant. Courses records would indicate a current or former student, etc.

Student Access to Transcripts

By setting an option in Web Options under **Systems**, a school can authorize students to directly view and print their transcripts through the standard student access. Where authorized, the students see a display like Figure 88 where the Transcript link has been highlighted. If not authorized, Transcript does not appear in Figure 88.

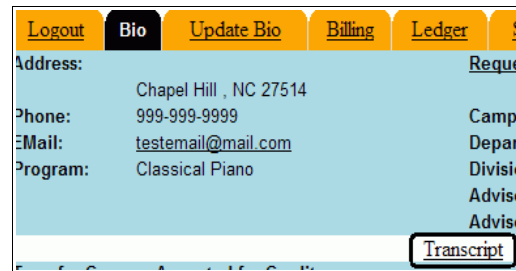


Figure 88: Student Transcript Access

The control in Web Options is seen in Figure 89.

User Merge

This is a powerful new function to deal with those persons inadvertently put in your database more than once; duplicates. It lets an authorized administrator merge the records of two

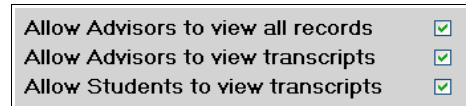
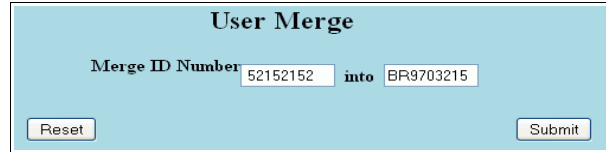


Figure 89: Transcript Control in Web Options

“individuals” that are determined to be one individual with a redundant set of records. User Merge (it is under **Systems**) is used in conjunction with “Names – Duplicate Search” on page 47 and “Records by ID” on page 51. Those two functions are used to diagnose the status of this duplicated individual.

After getting the IDs of the two you wish to merge (see Figure 82, page 48), enter them into the merge prompt and click the Submit button, Figure 90.

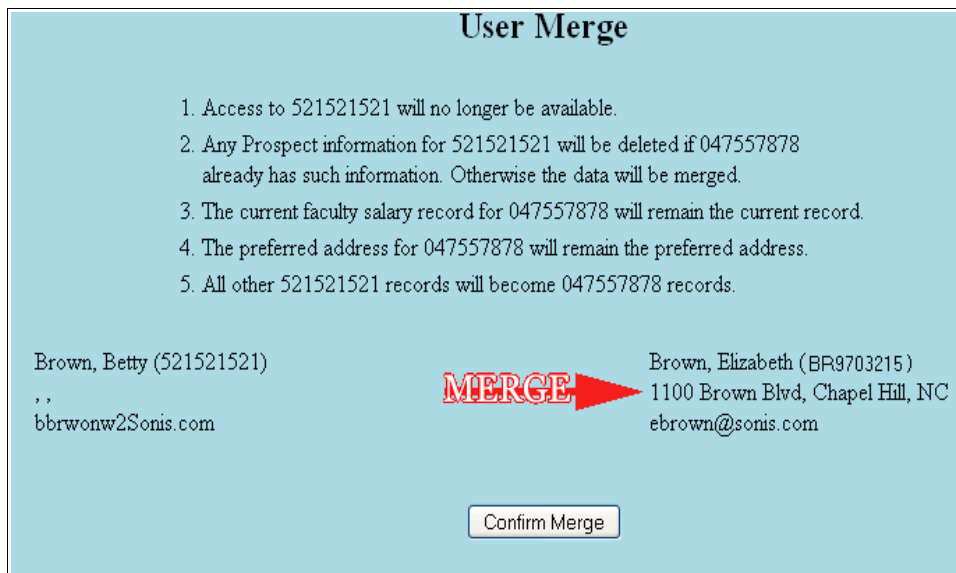


The screenshot shows a light blue rectangular form titled "User Merge". At the top, it says "Merge ID Number" followed by a text input field containing "52152152", the word "into", another text input field containing "BR9703215", and a "Submit" button. Below the input fields are two buttons: "Reset" on the left and "Submit" on the right.

Figure 90: Merge Prompt

Where one or both of the IDs cannot be found, an error message is given.

Otherwise a display like Figure 91 appears. The display both confirms the identity of the records to be merged and warns of those records that will be lost during the merger.



The screenshot shows a light blue rectangular form titled "User Merge". It contains a list of five numbered warnings:

1. Access to 521521521 will no longer be available.
2. Any Prospect information for 521521521 will be deleted if 047557878 already has such information. Otherwise the data will be merged.
3. The current faculty salary record for 047557878 will remain the current record.
4. The preferred address for 047557878 will remain the preferred address.
5. All other 521521521 records will become 047557878 records.

Below the list, there are two columns of user information. On the left, it says "Brown, Betty (521521521)", "bbrwonw2Sonis.com". On the right, it says "Brown, Elizabeth (BR9703215)", "1100 Brown Blvd, Chapel Hill, NC", "ebrown@sonis.com". A large red arrow with the word "MERGE" in white text points from the left column to the right column. At the bottom center is a "Confirm Merge" button.

Figure 91: Merge Confirmation and Warnings

Before clicking the “Confirm Merge” button, the administrator can use the Records by ID function (page 51) to see what records are kept for each person to assess if any significant record loss is likely.

Record changes of significance are:

- The preferred address of the merging individual (left ID in Figure 91) is set to non-preferred so that the merged individual’s (left ID in Figure 91) preferred address is the only preferred address.
- The Advisor, Educational Background, Hold, Major, Program and Recruiter records for the merging individual are made inactive.
- Any statuses that the merging individual has that the merged individual does not have are added to the merged individual’s record. The statuses for the merging individual are deleted. So, for example if the merging individual (on the left) has

a status of an alumni/ae (AL) but the one on the right does not, the merged person will take on that AL status.

- All remaining records associated with the merging individual are changed over to the merged individual's ID.

Registration & Courses - Reports Functions



Anticipated Graduation Date Report

This report lists the students who are expected to graduate on the dates selected.

Main Report Generator

Building: Anticipated Graduation Date

Select Campus (s)

- Asian Campus
- Business
- Centerville East Campus

Select Division (s)

- Business
- College
- Daytime

Select department(s)

- COM
- Day
- Eng

Select Program Code (s)

- ***
- Accounting
- Accounting CH (Discontinued)

Select Anticip. Grad. Date (s)

- 09/09/2009
- 09/09/2008
- 06/01/2007

PDF Excel Flash Paper

Figure 92: Anticipated Graduation Date Selections

As shown in Figure 92, you pick one or more of the dates as well as any of the other selections. You can have your output as “Flash” paper suitable for printing, a PDF file suitable for sending to others for printing, or an Excel file which allows manipulation as a spreadsheet. It is found under **Reports**.

Archived Grades Report

Campus: ASN001, BUSINESS, CAMP1, CAMP2, CAMP3, CAMP4, CMED, COLLEGE, Dan, EUR001, LAW, NURSING, PIC, recess, recess2, SEMINARY, TBD
Division: B, C, D, E, F, L, N, S, TB, W
Department: COM, DAY, ENG, EVE, HIS, LA, LAW, MGT, NA, NUR, SCI, SS, ST, TB, THE

Archived Grades

Student	Course	New Grd	New Off Status	Prev Grd	Prev Off Status	Year/Sem	Operator	Date	Time
Kirby, Katie(KI7288668)	ART101	*	on	*	off	200607/1	Adams, Amy	05/27/2008	13:21:17
Kirby, Katie(KI7288668)	ART101	*	on	*	off	200607/1	Adams, Amy	05/27/2008	13:21:04
Kirby, Katie(KI7288668)	ART101	*	on	*	off	200607/1	Adams, Amy	05/27/2008	13:20:47
Kirby, Katie(KI7288668)	ART101	*	on	*	off	200607/1	Adams, Amy	05/27/2008	13:20:27
Kirby, Katie(KI7288668)	ART101	*	on	*	off	200607/1	Adams, Amy	05/27/2008	13:15:13
Kirby, Katie(KI7288668)	ART101	*	off	*	on	200607/1	Adams, Amy	05/27/2008	13:14:58
Kirby, Katie(KI7288668)	ART101	*	off	*	on	200607/1	Adams, Amy	05/27/2008	13:14:32
Kirby, Katie(KI7288668)	ART101	*	off	*	on	200607/1	Adams, Amy	05/27/2008	13:14:07
Kirby, Katie(KI7288668)	ART101	*	off	*	on	200607/1	Adams, Amy	05/27/2008	13:13:39
Kirby, Katie(KI7288668)	ART101	*	off	*	on	200607/1	Adams, Amy	05/27/2008	13:13:26
Kirby, Katie(KI7288668)	ART101 B	*		D	*	200607/1	Adams, Amy	04/01/2008	15:36:54
Kirby, Katie(KI7288668)	GEOL151X A	*			*	200607/1	Adams, Amy	04/01/2008	15:34:30
Kirby, Katie(KI7288668)	ANAT101L*	*	off	*	on	200607/1	Adams, Amy	11/08/2007	11:58:02

Figure 93: Archived Grades Report

When final course grades are made official by an authorized administrator, they are archived in a SONISWEB™ table. If any of those grades are later changed, that information is archived as well. The report in Figure 93 shows the grade changes in

chronological order with the name of the person who changed it along with the time and date. The report prompt lets you limit how much of the archive is shown on the report.

The “New...” and “Prev...” grades are obvious. The “New Off Status” and “Prev Off Status” means that the status as an Official grades (“Off”) has changed from “on” (it is official) to “off” (it is an unofficial grade). When the grade is first made official, an asterisk (“*”) is inserted in those columns. It is found under **Reports**.

Course Section Minimum Enrollment

Section: Add

School Year: [dropdown] Semester: [dropdown] Campus: To Be Determined [dropdown]

Session: <BLANK> (Start End:) [dropdown] On-Line: Skip Meetings:

Lead Faculty: Abbott, Lou [dropdown] Spaces: 30

Minimum Enrollment: **0**

Meetings have same time, location, instructor and instruction type:

Reset Continue

Figure 94: Course Section Add with Minimum Enrollment

When establishing a course section (class) the administrator can specify a minimum enrollment as highlighted in Figure 94.

When the time comes to deal with those below the minimum enrollment, click Course Sect Min Enrollment under **Reports** to get a report prompt. Pick the campuses, departments, etc. and a report like that in Figure 95 is seen.

Course Sect Min Enrollment

Course	Description	Section	Enrolled	Minimum	Instructor
SOC473	Antropology	D1	1	3	Alger, Horatio
SOC474	Anthropology, Advanced	D1	2	3	Kintzer, Gail

Figure 95: Course with Less Than the Minimum Enrollment

The next step is sending an e-mail note about the cancellation to the assigned lead instructor and to the enrolled students. For that the administrator must have a valid e-mail address in her or his preferred Address record as the “from” address on the note. An error message appears if it is missing.

Clicking an underlined course name in Figure 95 goes to the next step in the process, Figure 96.

Course Sect Min Enrollment		
Lead Faculty	Email Address	
Kintzer, Gail (KI6195462)	dkeefe@sonis.com	
Student	Posted	Email Address
Carson, Cheryl (CA6421732)	No	dkeefe@sonis.com
Hoover, Denise (HO1862747)	No	hooverd@gmail.com
<input type="checkbox"/> Delete unposted courses?		
The above students and faculty with valid email addresses will be notified of this course cancellation.		
Message:		
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>

Figure 96: E-Mail Note Prompt for Under-Enrolled Classes

Normally the “Delete unposted course” checkbox is checked resulting in the students' enrollments and the course section being canceled. (If the courses have been posted to billing), they might have been billed and maybe even paid for, so the process is a manual one of sorting those issues in order to cancel.)

The administrator writes the “Message” and then clicks Submit to send the note and cancel the enrollments and class.

Enrollment Comparison Report

Campus: ASN001, BUSINESS, CAMP1, CAMP2, CAMP3, CAMP4, CMED, COLLEGE, Dan, EUR001, LAW, NURSING, PIC, reeces, reeces2, SEMINARY, TBD
 Division: B, C, D, E, F, L, N, S, TB, W
 Department: COM, DAY, ENG, EVE, HIS, LA, LAW, MGT, NA, NUR, SCI, SS, ST, TB, THE

Enrollment Comparisons

School Year	Semester	FTE	Incremental Growth	Overall Growth
200304	1	4.51		
200405	1	11.49	154.77 %	154.77 %
200506	1	5.97	-48.04 %	32.37 %
200607	1	11.13	86.43 %	146.78 %
200708	1	10.50	-5.66 %	132.82 %

Figure 97: Enrollment Comparison Report

This shows the FTE (full time equivalent students, see Figure 98) by semester and school year. Incremental growth is semester and overall percentage growth is school year from the first semester-school-year to last semester-school-year selected in the report prompt.

It is invoked as Enrollment Comparison under **Reports**.

_Table Maintenance - enrlistat

ADD New Record OR Edit Record (click on Button in the row):

Credit Hours	Credit To	Disabled	Enrol status code	Enrol status text
(cred_hours)	(credit_to)	(disabled)	(enstat_cod)	(enstat_txt)
		0		
12.00	99.00	0	FT	FULL TIME
6.00	8.99	0	HT	HALF TIME
0.00	0.00	1	NE	NOT ENROLLED
00.10	5.99	0	PT	PART TIME
9.00	11.99	0	3T	THREE-QUARTER TIME

Figure 98: Enrollment Status Table

The definition of what is full time, part time, etc. is set in the “Enrollment Status” table in Table_Maintenance under **Systems** and seen in Figure 98.

Enrolled Student Listing – Entry Date Added

On the report prompt, entry date is a new optional choice as seen in Figure 99. “Home Institution” is your school. It is accessed as Enrolled Student Listing under **Reports**.

Select Home Institution Entry Date(s)

07/01/2008
 12/01/2007
 09/01/2007

Figure 99: Entry Date Option

Institution Alternate Contacts, Events & Report

See page 45.

Graduation Rate Report

GRADUATION RATE REPORT					
For 01/01/2001 Cohort Group Graduating within 150% of the Program Length					
Program Name	Gender	Ethnicity	Cohort Total	Graduated within time period	Graduation Rate
Accounting	M	Black	1	1	100.00%
Accounting	F	Hispanic	1	1	100.00%
Accounting	F	White	2	2	100.00%
Total for Accounting			4	4	100.00%

Figure 100: Graduation Rate Report

The report seen in Figure 100 shows the number of cohorts who graduated within 150% of established time for program (e.g. 3 years for associate degrees) divided by number in original cohort. It also reports number of graduates for each gender-ethnicity group.

The established time for a program is set in Programs under Systems with the field shown in Figure 101.

Program Length in Months	<input type="text" value="36"/>
---------------------------------	---------------------------------

Figure 101: Programs Table, Length Field

In the student records (Figure 102) SONISWEB™ automatically populates the program stop date and program graduated fields during the graduation process.

Note, though that there may be historical records where the information has not been captured. If the report results (Figure 100) seem suspect, check student Programs records under Names.

As new Programs records are added for students, “New Start” is set and “Graduated” is blank.

Broadhurst, Pamela N. (Student - 333333333)	
Programs - Classical Piano	
Institution: SonisWeb University Degree:	
New Start <input type="radio"/>	Re-Admit <input type="radio"/>
Active <input checked="" type="checkbox"/>	Started <input type="text" value="07/12/2001"/>
Graduated <input checked="" type="checkbox"/>	Stopped <input type="text"/>
<input type="button" value="Reset"/>	<input type="button" value="Submit"/>
<input type="button" value="Delete"/>	

Figure 102: Programs Record for a Student

Leave of Absence (LOA) Report Selections Enhancements

Main Report Generator
Building: LOA Report (RB)

Select Campus (s)
Chapel Hill
Main
To Be Determined

Select Division (s)
Daytime
Evening
TBD

Select department(s)
Business
English
Humanities

Select status(s)
Alumni
Applicant
Constituent

Select school year(s)
200809
200708
200607

Select semester(s)
Transfer

Select Program Code (s)
Accounting
Biology

Select level(s)
Pre-Entry
Freshman
Sophomore

Select Withdraw Type(s)
Dismissal
Leave of Absence
Withdrawal

Leave Start Date Range
Begin Date: End Date:

PDF Excel Flash Paper

Clear Name Reset to Defaults Build Report

Figure 103: LOA Report Prompts

As seen in Figure 103, new selections of School Year(s), Semester(s), Program(s), Withdrawal Type(s), and Dates are added for this report. In **Reports** select **LOA Report(RB)**.

Withdrawals (Courses) - Excel Enhancement

Withdrawals (Courses) under Reports can export the report as an Excel file for further sorting and manipulation.

Registration & Courses - Public Access

[Administration](#) : [Alumni](#) : [Applicant](#) : [Bookstore](#) : [Calendars](#) : [Course Information](#) : [Courses By Semester](#) : [Employer](#) : [Faculty](#) : [Online Application](#) : [Programs](#) : [Prospective Students](#) : [Standard Fees](#) : [Student](#) :

Administration by  SONISWEB™

Course by Semester – Expanded Information

“Courses by Semester” is a selection at the bottom of the public SONISWEB™ display that lets the public see all the classes set for the semester. Added to that display are “Taken/Seats” and “Waitlist”.

The course names are in bold and serve as a link. Clicking a course code gives the beginning and end dates of the course section (class).

Degree Audit Unofficial Grades Will Not Appear

See page 35.

Fractional Percentages in Weighting Scales

See page 44.

Degree Audit Unofficial Grades Will Not Appear

See page 35.

Pro Bono Records

See page 49.

Registration Pop-up Shows Selected Section Details

See page 39.

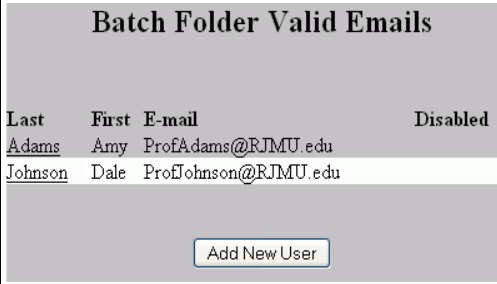
Student Access to Transcripts

See page 51.

Batch Folder Valid E-Mails

This process is designed to enhance the security and privacy of material contained in the “batch” folder. This is where attachments to e-mail notes are stored for sending. It is used in conjunction with [Batch Folder Downloader](#) under [Systems](#) to place files in the batch folder for later attachment to e-mail notes.

Click [Batch Folder Valid E-Mails](#) under [Systems](#) to get Figure 104. Click an underlined name to change the e-mail address or to disable the person's access to the batch file. Click the “Add New User” button to add another person. You must have that user's ID in order to add the person.



Last	First	E-mail	Disabled
<u>Adams</u>	Amy	ProfAdams@RJM.U.edu	
<u>Johnson</u>	Dale	ProfJohnson@RJM.U.edu	

Figure 104: Batch Folder Valid Emails

- There can be only one e-mail address per user. An attempt to create a second e-mail address for the same ID yields an error message.
- If the e-mail address entered in this function does not match current user's e-mail address in her or his Preferred [Address](#) record or email is disabled in Figure 104, the user cannot e-mail files to herself or himself.
- The message displayed in Figure 105 is displayed if matching between address and batch folder valid emails occurs or if user is disabled (Figure 104) in batch folder valid emails.

Email DENIED!
USER PREFERRED EMAIL DOES NOT MATCH BATCH VALID EMAIL.

Figure 105: Denial Message

A Batch Audit table is set and all files downloaded results in an entry in the table containing who is the recipient, the current operator, which file(s), the day and time the email was sent.

Calendar Event Types

◀◀ October 2008 ▶▶						
Sun	Mon	Tue	Wed	Thr	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Shanghi Consort Room A102 (7:00 pm-10:00 pm)	1

EVENT TYPES
 Community Events
 Fundraising Event
 Student Event
[RETURN](#)

Figure 106: Event Calendar Example

The Event Calendar, a link at the bottom of the opening SONISWEB™ display and an icon on the student display, allows color-coded events such as that seen in Figure 106.

Clicking [Calendar: Event – Types](#) under **Systems** yields Figure 107. Clicking an underlined “Type” lets the administrator change the names and colors of existing types. Click Add to create a new type, name it, and select its color.

In setting up calendar events, you can make them internal use only as you see highlighted at the bottom of Figure 108. That means that a visitor clicking the Calendar on the public access display will not see any of the events marked as “Internal Only”.

Calendar: Events - Type	
Calendar Event Type	Color
Community Events	brown
Fundraising Event	blue
Student Event	red
<input type="button" value="Add"/>	

Figure 107: Calendar Event Type Display

Calendar: Events

Activity

School Year Semester

Campus/Building Event Type

Day

From

To

Internal Only

Reset Search Clear

Add

Figure 108: Calendar Event Setup

Check or Uncheck Preview Checkboxes

The functions below incorporate “Check all”, “Uncheck all” radio buttons similar to those described in “E-Mail Class Checkboxes” and shown in Figure 32, on page 21.

- Email/Text Message: Bulk
- DE Pledges by Event
- Reminders: Bulk

Custom Icons

An example of a custom icon is seen in Figure 109 with the custom icons on the far right.



Figure 109: Example of Optional Custom Icons in Student Access

(Custom Icons)				
Page	Title	Link	Image	Disable
Faculty	Custom 1	custom_faculty_page.CFM	F_CUST1	<input checked="" type="checkbox"/>
Faculty	Custom 2	custom_faculty_page.CFM	F_CUST2	<input checked="" type="checkbox"/>
Faculty	Custom 3	custom_faculty_page.CFM	F_CUST3	<input checked="" type="checkbox"/>
Student	Custom 3	custom_student_page.cfm	S_CUST3	<input checked="" type="checkbox"/>
Student	Google	http://www.google.com	S_CUST1	<input type="checkbox"/>
Student	Test	custom_student_page.cfm	S_CUST2	<input type="checkbox"/>

Figure 110: Custom Icons

Figure 110 is the bottom of Stud/Fac/Alumn Options that is invoked from Systems. There are six custom icons available; three appear on faculty displays, three appear on student displays. The columns in Figure 110 are:

- The page on which they appear, Faculty or Student.
- The title that will appear under the icon. Match Figure 109 with the titles in Figure 110.
- What the icon links to. Typically it is to some custom function built by a school or by RJM Systems for a school. It can be a public Web site like Google. Be warned, however, that those public Web sites do not normally return to SONISWEB™ and the student's display.
- The name of the image; there are six names of files that exist in the SONISWEB™ space. Usually you replace the images delivered with SONISWEB™ with your icon images. They must follow the strict form of an icon, 30 by 30 pixel GIF file. RJM systems can build a custom icon and icon editors exist to create them while keeping to the standard.
- The Disable checkbox that determines whether or not the icon will appear on the display. The Disable checkbox must be blank for the icon to appear on the page.

When a user changes the value in the Link column a record is created in the AUDIT table that records the original value, new value, operator and date/time the change was made.

Data Dictionary Real-Time Creation

Data Dictionary

By clicking on the link below, you will compile a SONISWeb data dictionary that is formatted in PDF and ready for landscape printing. It will be approximately 100 pages and take about one minute to compile.

A separate window will open for the report. Simple 'X' out of it when you are finished.

[Compile Data Dictionary](#)

Figure 111: Data Dictionary Prompt

The Data Dictionary under **Systems** is dynamically built at the time the administrator asks for it. The prompt is seen in Figure 111. It produces about 100 pages of table and heading lists and is provided in PDF form.

E-Mail Address Automatic Assignment Utility

An option available in SONISWEB™ is a utility to automatically assign e-mail addresses when a person is first assigned as a student and gets ST status. It is optional and an error message appears if the school is not set up to use this utility.

Click E-mail Address Utility under **Systems** to get Figure 112.

E-mail Address Utility

Use this utility to set the rules for constructing school e-mail addresses that will be added to everyone's preferred address record when they are given a student status. Note that only letters from first names and last names will be included in the e-mail address. In the case of duplicates the last name component will be incremented, e.g. "smith2.john".

Last Name First: Yes No

Number of letters from last name: Leave blank to include the entire last name.

Case Structure of last name: All Lower All Upper Proper (e.g. Smith)

Seperator: Dot (period) Underscore Dash (hyphen) None

Number of letters from first name: Leave blank to include the entire first name.

Case Structure of first name: All Lower All Upper Proper (e.g. John)

Domain Component (e.g. thiscollege.edu)

Figure 112: Setting the Rules for Automatic E-Mail Address Assignment

In Figure 112 the administrator sets the rules as to how e-mail addresses are to be built and added to the Preferred Address record. In a separate step after the assignment, the address needs to be added to the school's e-mail system either as a working e-mail address or an alias that forwards to the student's personal e-mail address.

Contact RJM Systems support (support@sonis.com) to have the system set to use this utility.

Euro Currency Symbol Option

SonisWeb200		
Statement of Student Account		
Semester 1 2004/05		
Jane Arnold Cary, NC		Date: 10/06/2008 Due Date: 12/03/2004
		ID: AR1833324
	Prior Balance:	0,00 €
Charges		
Application Fee	12/27/2006	30,00 €
		<u>30,00 €</u>
	Balance Due:	<u>30,00 €</u>
If you have questions about your bill, please call....		

Figure 113: Billing Statement with the Euro Symbol Option On

An option in Systems Variables (under Systems) lets an administrator change the currency symbol from the U S dollar sign (\$) to the Euro symbol (€). It is seen in Figure 114.

European Currency

Figure 114: Euro Option in Systems Variables

It appears in the Billing(RB) report, the Billing History seen in Student access, and the Student Ledger from Student access.

Pin-Password Expiration Times

This optional function forces both administrative users with passwords and non-Administrative with PINs to periodically change their PINs or passwords to something different. The users see messages such as Figure 115.

**Change your password before it expires in 3 days.
Your PIN has expired and must be changed.**

Figure 115: Expiration Notices

Figure 116: Prompt to Change Password or PIN

When the warning time arrives, users see a warning notice, Figure 115, at the bottom of their display. Clicking the underlined [Change](#) link takes the user to the appropriate change display seen in Figure 116. Where the PIN or password had expired (Figure 115), the change display in Figure 116 appears. If the user tries to enter the current password or PIN, she or he gets an error message and the change is not accepted.

Figure 117: PIN & Password Expiration Settings

To set the expiration times, click [PIN and Passw...ettings](#) under **Systems** to get Figure 117. Enter days as suits the institution's policy.

Settings of 0 (zero) in Figure 117 means there is no expiration for the affected PINs or passwords,

Caution: The setting that permit users to change their password (administrators top of Figure 118) or PIN (all others, bottom of Figure 118) must give permission for users to change their passwords.

Figure 118: Change Settings

Report File Upload Audit Trail

Report File Upload

Report File

Browse... Upload Report File

Click on *Browse...* to select your **Report File**, then click *Upload Report File*.
If you type in the file name you must include the full path, e.g. c:\filefolder\filename.rpt
You are restricted to uploading a **Crystal Report (.rpt)** or **ColdFusion Report Builder (.cfm)** file only.

Report Page

Browse... Upload Report Page

Click on *Browse...* to select your **Report Page**, then click *Upload Report Page*.
If you type in the file name you must include the full path, e.g. c:\filefolder\filename.cfm
You are restricted to uploading a **.cfm** file only. The file name must end with the numeral 1 (before the .cfm extension)

Figure 119: Report File Upload

Report File Upload under **Systems** (Figure 119) is used to add custom reports to SONISWEB™. Uploading report files creates an entry in the Audit table with the date, time, and operator ID. These entries are useful in tracing unexpected changes in a report and it deters loading malicious code in a file since it can be traced to the user doing it.

User Security for Text Messages

Who can send text messages (Email/Text Message: Bulk under **Systems**) is controlled in two ways.

The profile under which a person has access must not be marked disabled as shown at the top of Figure 120.

Under a person's User Security records, the added privileges must include Text Messaging, the bottom of Figure 120.

Email/Text Message: Bulk
Disabled On:2 Off:4 Disabled:
Display Only On:0 Off:6

User Security

Editing User ID: sandy Profile: master

Task

Prereq Override
Social Security Number Access
Text Messaging
Vary Registration Credits
View Passwords

RESET SUBMIT

Figure 120: Profile Security Setting for Text Messages, Top

Individual Text Message Permission, Bottom

System Administrator - Reports Functions



Euro Currency Symbol Option

See page 68.

System Administrator - Public Access

[Administration](#) : [Alumni](#) : [Applicant](#) : [Bookstore](#) : [Calendars](#) : [Course Information](#) : [Courses By Semester](#) : [Employer](#) : [Faculty](#) : [Online Application](#) : [Programs](#) : [Prospective Students](#) : [Standard Fees](#) : [Student](#) :

Administration
by  **SONISWEB™**

Calendar Event Types

See page 64.

Bookstore – A Separate Option for SONISWEB™

A new function for SONISWEB™ is available for those schools wishing to integrate their bookstore into SONISWEB™. Available as an extra cost feature, it is described in a separate text, Bookstore.pdf.