



Scholastic ONline Information System
for the Web

Table Configuration and Maintenance

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You offer different degrees and certificates from those of other institutions. Some of your grades differ from those of other schools. You have your own financial transaction codes. You may not have any divisions. The SONISWEB® tables let you define your standards rather than use some larger “standard” shared by all SONISWEB® users. There are a lot of tables, but once set up, they require little maintenance. This document tells you how to configure and maintain most of the tables. Some tables only make sense in context, so they’re described in other manuals. Reference to those tables and to the appropriate manual are given. Closely related are the texts “Administration” and “System Variables Configuration & Maintenance”.

If you know the table you want to configure or change, go to the Table of Contents on page 2 that has them listed in alphabetic order. Guidance on how to add or edit tables starts on page 9.

June 2006

Systems, Inc.

The logo for RJM Systems, Inc. It features the letters 'R', 'J', and 'M' in a stylized, blue, serif font, stacked vertically. To the right of this logo, the text 'Systems, Inc.' is written in a blue, italicized, serif font.

Table of Contents

TABLE OF CONTENTS	2
NEW IN THIS EDITION	5
<i>June 2006 Enhancement</i>	5
<i>March 2006 Initial Release</i>	5
NAVIGATING THE FUNCTIONS	6
FINDING INFORMATION IN THIS AND OTHER MANUALS	8
DIAGNOSING AND FIXING PROBLEMS.....	8
SETTING YOUR BROWSER FOR PROPER FUNCTION AND SECURITY.....	8
TABLE MAINTENANCE.....	9
PURPOSE	9
THE CONTEXT FOR THE TABLES.....	9
RULES	10
LAYOUT.....	11
TABLE TECHNICAL DETAILS.....	12
EDIT NOTES.....	12
<i>Custom Fields⁶</i>	12
<i>Disabled Checkbox or Field</i>	12
<i>System Generated Table ID</i>	13
TABLES IN ALPHABETICAL ORDER.....	14
<i>Academic Status Table</i>	14
<i>Activities Table</i>	15
<i>Additional Fees Table</i>	19
<i>Address Types Table</i>	19
<i>Admissions Disposition Table</i>	20
<i>Affiliation Table</i>	20
<i>Agency Table</i>	21
<i>Application Activities</i>	21
<i>Application Checklist Items Table</i>	22
<i>Application Entry Date Table</i>	23
<i>Applications Fees</i>	23
<i>Award Code Table</i>	24
<i>Building Attributes Table</i>	24
<i>Building Type Table</i>	25
<i>Calendar Academic and Calendar Events</i>	25
<i>Calendar Event Type Table</i>	26
<i>Calendar Year Table</i>	26
<i>Campus Table</i>	27
<i>Category Table</i>	27
<i>Color Table</i>	28
<i>Constituent Rating Table</i>	29
<i>Constituent Type Table</i>	29
<i>Country Table</i>	30
<i>County Table</i>	30
<i>Course Authorization Table</i>	31
<i>Course Equivalency Table</i>	31
<i>Course Type Table</i>	32
<i>Cultivation Activities Table</i>	32
<i>Curriculum Code Table</i>	33

Degree Table	34
Department Table.....	35
Disposition Activities.....	35
Division Table.....	36
EDExpress (Financial Aid Year) Table.....	36
Element Table.....	37
Enrollment Status Table.....	38
Ethnic Codes Table	39
Events Table.....	39
Flat Fee Filter.....	40
Flat Fees Table.....	40
Fund Raiser Codes Table	41
Funds.....	42
Gender Table.....	43
Giving Level.....	43
Grades Table.....	44
Guarantor Table	46
Health Immunizations (and Tests) Table.....	47
Housing - Additional Fees.....	47
Housing Attributes Table.....	48
Housing Incidents Table	48
Inquiry Types Table.....	49
Institution Table.....	50
Institution Type Table	52
Instruction Type Table.....	53
Interest Level Table	54
Interest/Organizations Table.....	54
Job Class Table.....	55
Leave Reason Table.....	55
Leave Type Table.....	56
Lender Table.....	57
Levels Table.....	58
Licenses (and Certificates) Table	59
Major/Minor Table	60
Marital Status Table.....	61
Parking Incidents Table.....	61
Parking Zones Table.....	62
Payment Plan Codes Table	62
Payment Plans Table.....	62
Pell Grants Table.....	63
Pledge Activities.....	63
Pledge by Event Table.....	63
Pledge: TCodes Mappings Table	63
PowerFAIDS® Setup Table (Financial Aids Semesters)	64
Prefixes Table	64
Program Type Table.....	64
Programs Table.....	65
Recommendation Table	67
Recruiting Plans Table.....	67
Referred By Table.....	67
Refund Filter Settings	67
Refund Settings Table.....	67
Registration Activities.....	68
Relation Join	69
Relationships Table	70
Requirement Code Table.....	71

<i>Room Attribute Table</i>	72
<i>Rooms and Buildings</i>	72
<i>SAP GPA</i>	72
<i>Section Table</i>	73
<i>Semesters Table</i>	74
<i>Sessions Table</i>	75
<i>Special Needs Table</i>	76
<i>Standard Fees Table</i>	77
<i>States (and Provinces) Table</i>	78
<i>System Variables</i>	78
<i>Term of Interest Table</i>	79
<i>Tests Table</i>	80
<i>Transaction Code Mapping Table</i>	81
<i>Transaction Codes Table</i>	83
<i>Tuition Status Table</i>	84
<i>Tuition Tcodes</i>	84
<i>Visa Table</i>	85
<i>Web Options</i>	85
<i>Weighting Scale</i>	86
<i>Webing Prereq Courses Table</i>	87
<i>When Employed Table</i>	87
<i>Years Table</i>	88
GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS	89

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(TableConfigurationMaintenance.doc - 07/06/06 2:35 PM)

NEW IN THIS EDITION

June 2006 Enhancement

- “Calendar Academic and Calendar Events”, page 25.
- The removal of the “Disposition Codes Table”.
- “Guarantor Table”, page 46.
- “Lender Table”, page 57.
- “Room Attribute Table”, page 72.

March 2006 Initial Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function Lists1 - Partial on page 6.
- Figure 130 Login Displays and Figure 131 Typical SONISWEB® Page, page 89.
- Many of the tables have changed, mostly with fields added. There are new tables. See the “Table of Contents” under Tables in Alphabetical Order to find a table and see if it has changed.

NAVIGATING THE FUNCTIONS



• Figure 1 Toolbar¹ for those with User-ID access

Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user is defined by:

- The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. One profile covers all the people in each staff category.
 - The individual limits specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
 - The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.
1. Click **Systems**² in Figure 1 to get the selections shown in Figure 2.



Systems	
Activities	Recruiting Plans
Additional Fees	Refund Filter Settings
Affiliation	Refund Settings
Application Activities	Registration Activities
Application Checklist	Registration Activities
Application Entry Date	Relation Join
Application Fees	Rooms and Buildings
Award Codes	SAP GPA
Campuses	Sessions
Constituent Rating	System Variables
Course Equivalency	Table Maintenance
Department	Term of Interest
Disposition Activities	Transaction Code Mappings
Division	Tuition Tcodes
Flatfee Filter Settings	Web Options
Flatfees	Weighting Scale
Funds	
Giving Level	
Institution: Add / Edit	
Payment Plans	
Pell Grants	
Pledge Activities	
Pledge By Event	
Pledge: TCodes Mappings	
Program Type	
Programs	

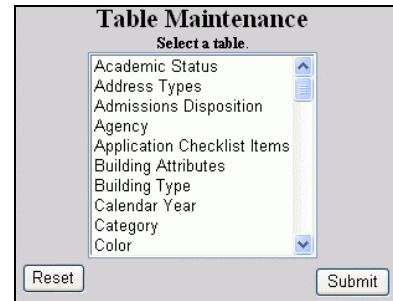
¹ You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

² For guidance in logging on, see Getting Started - Log in and the use of Tabs, Button and Fields on page 89.

In order to insure the integrity and accuracy of all data, the tables should be changed during a period when no other user is logged on. It's best to make these changes during hours and days when others will not be entering information that uses these tables. It's very confusing to users to find an item in a pulldown³ menu for one student and find it missing for the next because you just changed the table!

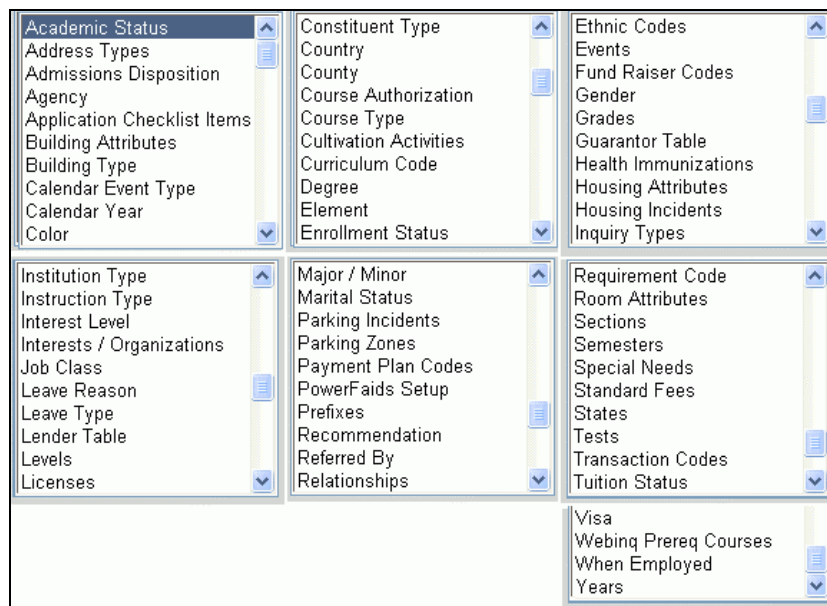
2. Most of the tables are accessed by clicking Table Maintenance in Figure 2.
3. A few major tables are accessed directly from Figure 2.
4. After clicking Table Maintenance, select a table from the list in the center of the display shown in Figure 3. They are in alphabetical order. See the "Table of Contents" (page 2) for the list of tables.

If you know the name of the table you want, click the first item in Figure 3 once, then type the first letter of that table. For example, if you want the Grades table, click the top item, press the G key on your keyboard and you quickly go to the first table name that starts with a G.



• Figure 3: System administration tables

5. Click the Submit button and the table is presented.



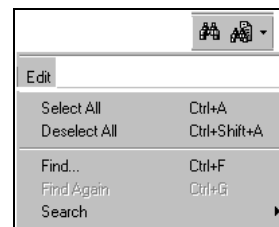
• Figure 4 Tables Accessed via Table Maintenance

Figure 4 is a list of the tables that you access by clicking Table Maintenance in Figure 2.

³ See Figure 132 on page 90 for guidance in using these.

FINDING INFORMATION IN THIS AND OTHER MANUALS

- Disabled Checkbox or Field, page 12.
- New in this Edition, page 5.
- Purpose of the tables, page 9.
- Rules in setting tables, page 10.
- Table of Contents, page 2.
- Tables in Alphabetical Order, page 14.
- If you don't see what you need in this manual, you can use the Adobe® find or search functions illustrated in Figure 5. It allows a Google®-like search⁴ by word or phrase.



• Figure 5 Adobe® Find and Search

Diagnosing and Fixing Problems

First check “Rules” on page 10. If that doesn't help you resolve the problem, see the text “Messages, Errors, and Diagnosis”.

Setting Your Browser for Proper Function and Security

Internet Explorer⁵ (IE), Firefox™, Netscape®, and Opera Web browsers have an “auto-complete” or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text “Browser Settings” to set your browser for security, good performance, and to prevent your getting old data.

⁴ If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text “Index to Texts”.

⁵ Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

TABLE MAINTENANCE

Table maintenance is an infrequent activity. You do a lot of it when you first configure the system. After that, you change very few tables and those only once or twice a year. Because it is infrequent, this text starts with some table background information then guides you in changing the tables. You can skip this introduction and go directly to the table you want in the “Table of Contents” (page 2) that lists the them in alphabetical order.

You must have authorization through your role-based profile to access these tables. See your SONISWEB® administrator if you cannot access them but think you should.

Purpose

You offer different degrees and certificates from those of other institutions. Some of your grades differ from those of other schools. You have your own financial transaction codes. You may not have any divisions. The SONISWEB® tables let you define your standards rather than use some larger “standard” shared by all SONISWEB® users. There are a lot of tables, but once set up, they require little maintenance.

The Context for the Tables

Many of the tables are tied to a context for which there is a special text. For example, the use of the Curriculum Code table (page 33) becomes clear by reading the SONISWEB® text “Degree Audit”. The Building Type table (page 24) makes sense after you see the “Room, Building & Campus Records” text. Those texts are referenced for each table as it is covered below.

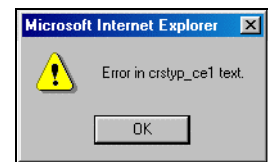
Rules

- In most cases you cannot delete an entry (row) in a table once it has been used. That is critical for grades, course sections, transaction codes, or anything that affects the integrity of transcripts or financial transactions. Figure 6 illustrates such a deletion denial. You can, however, disable an item so it cannot be used. See “Disabled Checkbox or Field” on page 12 for that.



• Figure 6 Deletion Prevented

- Most table fields (see “Layout” below) must have something in them. You cannot leave them blank. If you do not fill them in you get an error window like Figure 7.
- You find “custom fields” in most tables as you see in the three variants in Figure 8. They are used by the SONISWEB® developers to add unique features that certain customers have contracted for. You must put values⁶ in these fields if they are not already present.



• Figure 7 Error for an Empty Field

- For a field with “ce” or “Char” in its title, enter an alphanumeric character. X is a popular entry.
- A field with “ne” or “Int” in its title, needs a digit. “Int” means integer with 0 (zero) the most common entry.

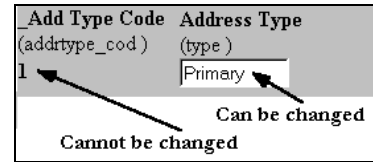
Custom fields	Custom fields	Custom fields
(dept_ce1)	(dept_le1)	(dept_ne1)
XtraChar	XtraInt	XtraLog
(currcod_ce1)	(currcod_ne1)	(currcod_le1)
xce	xle	xne
(crstyp_ce1)	(crstyp_le1)	(crstyp_ne1)

• Figure 8 Custom Fields

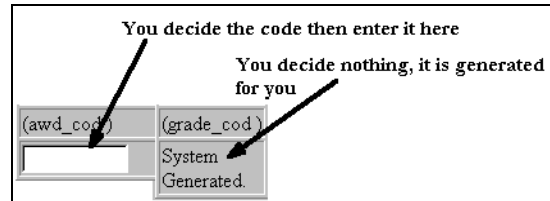
A new column-field added via a SONISWEB® Script may be empty. It only needs to be filled when you make a change to it or add a new record.

⁶ You'll see some empty columns in the demonstration database. They're from earlier versions of SONISWEB® that didn't offer custom fields. The system does not require them to be populated until a change is made.

- You can only enter or change a field that is within an edit box as shown in Figure 9. Those fields not in a box cannot be changed.
- You should not use special characters or punctuation such as ‘ @ “ ; # * & etc. in a table. The software may look at those characters as commands. If that happens, SONISWEB® gives you an error message; sometimes the system will malfunction.
- You must enter IDs for some rows (entries). Some are generated automatically. You see the difference in Figure 10.



• Figure 9 Changeable and Unchangeable Fields



• Figure 10 User versus System Generated Codes

Layout

Tables are laid out in rows and columns.

- A row is a record, also called an entry. In the Grades table (Figure 11) there is a row for the grade of A, another for D, etc. In the Semester table there is a row for semester 1, another row for semester 2, and a third for semester 3.
- An item in a column is called a field and contains the value. In the Grades table, the fields in the Grades column contains the characters A, B, C, D, etc. The Points column in the grades table aligns with the grade points given for that grade such as 4.0, 3.0, 2.0, 1.0, etc.

Table Maintenance - <i>grades</i>												
ADD New Record		OR Edit Record (click on Button in the row): Sort Order										
Disabled (disabled)	Exclude Faculty (excl_fac)	Grade (grade)	High (high)	Incomplete grade (incomp_grd)	Low (low)	No Repeat Grade (no_rpt_grd)	Not in GPA (notin_gpa)	Pass-Fail (pf)	Passing grades (passing)	Points (points)	Repeat grade (repeat_grd)	Uncounted credits (nocnt_cred)
0	0		0	0	0	0	0	1	0	0.00	0	0
Name the users see		A	100	0	93	0	0	0	1	4.00	0	0
0	0	B	92	0	85	0	0	0	1	3.00	0	0
0	0	C	84	0	77	0	0	0	1	2.00	0	0

• Figure 11 Table Add, Edit, and Columns

As Figure 11 illustrates, you can add a new row or entry. You can change – called Edit – an existing row or entry. To Add a row, click the ADD button. To edit a row, click the button for that entry.

Table Maintenance - <i>grades/grade</i>												
Disabled (disabled)	Exclude Faculty (excl_fac)	Grade (grade)	High (high)	Incomplete grade (incomp_grd)	Low (low)	No Repeat Grade (no_rpt_grd)	Not in GPA (notinc_gpa)	Pass-Fail (pf)	Passing grades (passing)	Points (points)	Repeat grade (repeat_grd)	Uncounted credits (nocnt_cred)
<input type="checkbox"/>	<input type="checkbox"/>	I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	<input type="text"/>	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Submit"/>												
											<input type="button" value="Delete This Record"/>	

• Figure 12 Table During Edit or Add

A table record (row) looks like Figure 12 while editing or adding an entry. Of course while adding, most of the fields are empty until you fill them in.

Table Technical Details

The SONISWEB® data dictionary shows each table in great detail. The dictionary is a **Systems** function. This is the Grades table from the data dictionary.

Table	Column	Type	Length	Keys	Column	Type	Length	Keys
grades	disabled	bit/log	1		grade	char	5	PK_grades
	grades_ce1	char	10		grades_ce2	char	10	
	grades_ce3	char	20		grades_de1	date	8	
	grades_fe1	float/dec	8		grades_le1	bit/log	1	
	grades_ne1	int	4		high	int	4	
	incomp_grd	bit/log	1		low	int	4	
	nocnt_cred	bit/log	1		notinc_gpa	bit/log	1	
	passing	bit/log	1		pf	bit/log	1	

Edit Notes

Certain fields and columns have special meaning.

Custom Fields⁶

As described in “Rules⁷”, these allow RJM Systems, Inc. to added custom data for customers with unique data requirements. Enter a 0 in int⁷ fields, an X in char⁷ fields, and a 0 (zero not O) in the log⁷ fields. If these fields are used by your institution, you will receive special instructions on their use.

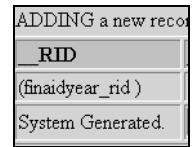
Disabled Checkbox or Field

This is a binary “switch” that tells SONISWEB® not to show the entry in a pulldown³ menu if there is a 1 (True) in the Disabled column or to show it if it contains a 0 (False). (Sometimes you will see a checkbox³ instead of a field with a 1 or 0.) Since you cannot delete an entry once it has been used, disabling it is the only way to take it out of service. It also allows you to keep an entry for historical reasons but prevents your SONISWEB® users from having it as a selection for new records.

⁷ See “Rules” on page 10.

System Generated Table ID

It means that you enter nothing; SONISWEB® generates the entry and inserts it for you. You cannot change it. Figure 13 is an example. See Figure 10 for another example.



A screenshot of a database entry form. The title bar reads "ADDING a new record". The form contains a table with three rows. The first row has a header "RID" in a grey background. The second row contains the text "(finaidyear_rid)". The third row contains the text "System Generated.".

RID
(finaidyear_rid)
System Generated.

- Figure 13 System Generated Code

TABLES IN ALPHABETICAL ORDER

Unless otherwise stated in the introduction to the table, you click [Table Maintenance](#) in Figure 2, get the table-list shown in Figure 3, pick the table by name, and then click the Submit button.

Academic Status Table

Table Maintenance - <i>acadstat</i>		
<input type="button" value="ADD New Record"/>	OR Edit Record (click on Button in the row): Sort Order	
_Academic Status COD (acadstat_cod)	Academic Status Text (acadstat_desc)	Disabled (disabled)
<input type="button" value="APROB"/>	Academic Probation	0
<input type="button" value="GOOD"/>	Good Standing	0
<input type="button" value="HONR"/>	Honor Student	0
<input type="button" value="SUSP"/>	Academic Suspension	0
<input type="button" value="TBD"/>	To Be Determined	0

• Figure 14 Academic Status Summary Table

This table can be used⁸ for transcripts and may be used in financial aid reports.

Click the code for an existing status or the Add button to get Figure 15.

Table Maintenance - <i>acadstat/acadstat_cod</i>		
_Academic Status COD (acadstat_cod)	Academic Status Text (acadstat_desc)	Disabled (disabled)
APROB	Academic Probation	0
<input type="button" value="Reset"/>	<input type="button" value="Submit"/>	
<input type="button" value="Delete This Record"/>		

• Figure 15 Academic Status Detail

Check with your Registrar for the proper entries.

⁸ Most institutions have unique transcripts and often special reporting needs so they modify the original SONISWEB® reports or create their own. Whether or not this table is used by your institution depends on how it structures its reports.

Activities Table

Activities				
Record 21 - 30 of 33				
Activity Code	Activity	Type	Request	Disabled
PEM	Pledge E-Mail	Email	N	N
PLT	Pledge Letter	Letter	N	N
<u>SAL</u>	Send Application		N	N
SAL	Letter with Salutation	Letter	N	N
SAR	Student/Alumni Request	Letter	Y	N
SE1	Send Brochure		N	N
SCL	Send Catalog		N	N
SCL	STCC Call		N	N

• Figure 16 Activities Table

In Figure 16 you see an alphabetical list in Activity Code order.

Record 21 - 30 of 33 shows you how many Activity records there are and which you are viewing in this display.

Activity Code
PEM is the code defined when the activity was initially entered.

Activity
Pledge E-Mail is the description for the activity.

Type
Email
Letter tells you whether or not it is a timed letter or e-mail note and what status⁹ of persons it is for.

Request
N if “Y” means this activity can be requested via a student, alumni/ae, etc. from their online access to SONISWEB®.

Disabled
N specifies whether (“Y”) or not (“N”) this activity is still active and usable.

are buttons that let you move through the list of activities.

to add a new activity.

to add an activity that can be directly requested by a student, alumni/ae, etc. from their online access to SONISWEB®.

1. To add a new activity, click the “Add” or “Add Request” button. To edit an existing activity, click the underlined Activity Code (SAL) for that entry. In either case, you get a display like Figure 17, although it is blank for a new entry.

⁹ Status is the role a person has in your institution. Examples are PS for Prospective Student, AL for Alumni/ae, ST for Student, etc.

Activities

Activity Code	PEM	Activity	Pledge E-Mail	Disabled	<input type="checkbox"/>
Letter	<input type="radio"/>	E-Mail	<input checked="" type="radio"/>	Neither	<input type="radio"/>
		Status	<div style="border: 1px solid gray; padding: 2px;"> Alumni Applicant Constituent Faculty Online App Prospect Staff </div>		
Delta Days	<input type="text" value="0"/>			Stop On App.	<input type="checkbox"/>
	Incl Checklist	<input type="checkbox"/>			
Sender E-Mail	<input type="text" value="CherylK@rjmu.edu"/>				
E-Mail Salutation	<input type="text" value="Dear #first_name#,

"/>				
Memo	E-Mails require HTML to format properly.				
	<input type="text" value="Thank you for your pledge payment. Your continued support makes RJM University better and better."/>				
E-mail Attachment	<input type="text"/>				
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>			
<input type="button" value="Delete"/>					

• Figure 17 Activity Record

2. Enter or change the data in the table.

Activity Code is the abbreviation you want to use for this activity. When adding a new activity, you enter the code in a field. When editing an activity, you cannot change the code.

Activity is a description that should be clear, unique and related to the Activity Code so users know what it is and where it is used.

Disabled checkbox¹⁰; to disable this activity so it can no longer be selected, click the box until a checkmark appears. To enable the activity selected, click the box until it is empty.

Letter radio button¹⁰; a filled circle means this activity is a timed letter and will appear as a choice when selecting timed letters. Click the radio button until it is filled if this is a timed letter activity.

E-Mail radio button¹⁰; a filled circle means this activity is a timed e-mail note and will appear as a choice when selecting timed e-mail. Click the radio button until it is filled if this is a timed e-mail activity.

¹⁰ See page Figure 132 for guidance.

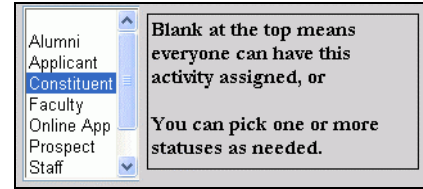
Neither radio button¹⁰; a filled circle means it's neither a timed letter nor an e-mail note.

Delta Days is a trigger that makes a person eligible for a timed letter. See "Timing and 'Delta Days' Explained" on page 18.

Status usage is shown in Figure 18.

Stop on App. is for applicants.

It means that when an application is recorded in a prospective student's Inquiry Details Record, this letter will not be mailed to him or her. The activity is marked as "stopped" and will not appear on the timed letter report.



• Figure 18 Status and Activities

When a person is admitted as a student – whether an application has been recorded or not – all activities marked as "Stop on App." are treated as though an application has been received.

Incl[ude] Checklist is also unique to Applicants. It means the applicant checklist items not completed are to be listed at the end of the letter or e-mail note. See the text "Applicant Checklists, Activities, and Disposition" for more information.

Sender E-Mail is an option if the E-Mail radio button is filled. It is what will appear on the "From" and/or "Reply to" headers in the e-mail note. For example, if several people will be sending this e-mail note but you want all replies to come to one specific address, put that address in "Sender E-Mail".

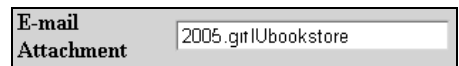
E-Mail Salutation lets you personalize the note. See "Salutation Choices" on page 18 for the choices.

Memo:

If the Letter or the E-Mail radio button is filled, this is the body of the letter or the e-mail note.

If the Letter or the E-Mail radio button is blank, it is only a comment to further describe this activity.

E-mail Attachment is an option if the E-Mail radio button is filled. You enter the file name of something you want to attach to the note. It can be anything that your e-mail software permits. In Figure 19 it's a picture of the class rings available to seniors. Send any files you want to attach to the SONISWEB® administrator to be placed in the SONISWEB® Batch folder¹¹ so you can attach them.



• Figure 19 E-Mail Attachment Example

¹¹ Using Web Options, your SONISWEB® administrator can change the directory-folder used for these attachments.

3. Click the Reset button to clear what you entered and start over.
4. Click the Submit button to store what you entered. That yields Figure 16.
5. You can temporarily disable an activity so it cannot be selected as described in **Disabled** above. If you wish to permanently delete this entry, click the Delete button. You get a confirming display asking if you really mean it.

Timing and 'Delta Days' Explained

A “Delta Days” of 0 means “right now”, a “Delta Days” of 30 means thirty days after the Activity was placed in the person’s record. Examples:

- You fill in the Inquiry Detail Record for a prospect. Typically your recruiting plan¹² specifies that three e-mail notes or letters are to be sent, so you set up three activities.

The first e-mail note is sent the next time you run Timed E-Mail. In Figure 17, E-Mail is checked, Stop on App. is checked, and Delta Days = 0. (If an application is recorded before this first e-mail note is sent it will not, of course, be sent.)

The second is sent in 30 days if an application has not been received. In Figure 17, you check E-Mail, Stop on App., and set Delta Days to 30. It is sent anytime you run Timed E-Mail after 30 days has passed if an application has not been received.

A third is sent in 60 days if an application has not been received. In Figure 17, you check E-Mail, Stop on App., and set Delta Days to 60. It is sent anytime you run Timed E-Mail after 60 days has passed if an application has not been received.

- You add an activity to the records of every Constituent who has expressed interest in work on the new library. Letter is checked. Stop on App. and Delta Days are ignored. The letter is sent the next time you run Timed Letters.

Salutation Choices

You use special codes to retrieve the salutation information from each person’s Biographic record. Here they are:

- First Name: you enter #first_name#
- Last Name: you enter #last_name#
- Middle Initial: you enter #mi#
- Prefix such as Mr., Ms., Prof: you enter #prefix#
- Suffix such as Jr., III: you enter #suffix#
- Maiden Name: you enter #maiden#

You can put punctuation within the salutation. If you know Cold Fusion™ logic, you can add logic operators to control what is included.

¹² See the text “Recruiting Prospective Students”.

Additional Fees Table

Click [Additional Fees](#) in Figure 2.

Additional Fees								
Code	Frequency	Credits From	Credits To	Amount	Levels Included	Edit/Delete		
IF	Once Per Semester	0	999	\$10.00	0	edit	Del	
IF	Once Per Semester	0	999	\$1.00	1	edit	Del	
IF	Once Per Semester	0	999	\$2.00	2	edit	Del	
IF	Once Per Semester	0	999	\$3.00	3	edit	Del	
IF	Once Per Semester	0	999	\$4.00	4	edit	Del	
IF	Once Per Semester	0	999	\$5.00	5	edit	Del	
IF	Once Per Semester	0	999	\$6.00	6	edit	Del	

Add New Fee

Transaction Code Frequency Amount Levels Included

• Figure 20 Additional Fees Table

These are fees that apply to groups of students. Setting them is in the manual “Financial Record-keeping & Billing”.

Address Types Table

Table Maintenance - <i>addrtype</i>	
<input type="button" value="ADD New Record"/>	OR Edit Record (click on Button in the row): Sort Order
Address Type	Disabled
(type)	(disabled)
<input type="button" value="Billing"/>	0
<input type="button" value="Last Known"/>	0
<input type="button" value="Mailing"/>	0
<input type="button" value="Primary"/>	0
<input type="button" value="summer"/>	0
<input type="button" value="Temporary"/>	0

• Figure 21 Address Type Table

This table is used when entering addresses. The Address record is described in “Students, Faculty, Applicant and Alumni/ae Record-keeping”.

Admissions Disposition Table

Table Maintenance - <i>dispcode</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
<u>Dispcode Code</u>	Admissions Disposition	Disabled
(dispos_cod)	(dispos)	(disabled)
1	Accepted	0
4	Deferred	0
2	Rejected	0
3	Waiting List	0

• Figure 22 Admissions Disposition

See the text “Applicant Checklists, Activities, and Disposition” for the use of this table.

Affiliation Table

Click [Affiliation](#) in Figure 2

Affiliation			
Record 1 - 4 of 4			
Affiliation	Affiliation Description	Disabled	
le	IBM funded course for employees	N	
JS	J Sarg Student special fee	N	
R2	Resident US, non-res state	N	
R1	Resident, state	N	

• Figure 23 Affiliation Table

This table covers all the financial ways students relate to your school. You name the codes in this table as outlined in the SONISWEB® manual “Financial Record-keeping & Billing”. Then you put that affiliation code in the Biographic record of each student who qualifies. That’s covered in “Student, Faculty, Applicant, and Alumni/ae Re-cord-keeping”. As you set up each course, you specify the affiliation codes that apply and what the per-credit-hour charges are under each affiliation code as shown in the text “Course & Section Processing”. You do the same for “flat fees” as described in “Financial Record-keeping & Billing”.

Agency Table

Table Maintenance - <i>agency</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Agency code	Agency text	Disabled
(agency_cod)	(agency_txt)	(disabled)
<input type="button" value="ComDev"/>	Community Development	0
<input type="button" value="HS"/>	High School	0
<input type="button" value="JTPA"/>	Job Training Program	0
<input type="button" value="JC"/>	Junior College	0
<input type="button" value="TBD"/>	To Be Determined	0

• Figure 24 Agency Table

See the text “Recruiting Prospective Students” to see how this table fits with the other tables used in recruiting.

Application Activities

Click [Application Activities](#) in Figure 2.

Application Activities		
CORE ACTIVITY LIST:		
Applicant Packet2	DELETE	ADD To Activity List
Catalog	DELETE	DELETE Activity List
Financial Aid Info	DELETE	
Letter 1	DELETE	
<input type="button" value="ADD Program Specific Activities"/>		
Auto Technology :		
Callback	DELETE	ADD To Program List
		DELETE Program List
Marine Electrical & Mechanical - AD :		
Callback	DELETE	ADD To Program List
Campus Visit	DELETE	DELETE Program List
Catalog	DELETE	
Financial Aid Info	DELETE	
SAT	DELETE	
Send Catalog	DELETE	
Student transcript request	DELETE	

• Figure 25 Application Activities

These are the tasks for your staff related to an application for admission. They’re defined using the text “Applicant Checklists, Activities, and Dispositions”. The items applicants must provide are in “Application Checklist Items Table” on page 22.

Application Checklist Items Table

Table Maintenance - <i>appchk</i>			
ADD New Record		OR Edit Record (click on first field):	
App Check RowID	App Check Code	App Check Text	Disabled
(appchk_rid)	(appchk_cod)	(appchk_txt)	(disabled)
10	AF	Application Fee	0
17	AD	Audition/Portfolio	0
12	DL	Drivers License	0
11	AL	Green Card/Visa	0
13	HR	Health Records	0
18	RC	Recording	0
14	RF	Reference	0
15	SC	SAT or ACT Scores	0
16	TR	Transcript	0

• Figure 26 Admissions Checklist Items

The items entered here make up a checklist of items the applicant must provide for all or part of the admissions process. How to set it up is in the text “Applicant Checklists, Activities, and Disposition”. Items your staff must do are covered in “Activities Table” on page 15 and “Application Activities” on page 21.

Application Entry Date Table

Click [Application Entry Date](#) in Figure 2.

Application Entry Date		
Record 11 - 18 of 18		
Entry Date	Disabled	
<u>09/01/2003</u>	N	
01/13/2004	N	
<u>01/21/2004</u>	N	
03/03/2004	N	
<u>06/02/2004</u>	N	
09/01/2004	N	
<u>01/12/2005</u>	Y	
11/11/2005	N	

• Figure 27 Application Entry Date Table

Your Registrar sets the official entry dates, you put them in this table, and they become a pulldown list for those entering entry dates. Use the Previous and Next buttons to page through all the dates that are in date order. Click the Add button to add a new date.

Usually old dates that should not be used are disabled by clicking the underlined Entry Date in Figure 27 and clicking the Disabled checkbox so it can no longer be selected.

Disabled	<input checked="" type="checkbox"/>
----------	-------------------------------------

Applications Fees

Click [Application Fees](#) in Figure 2.

Application Fees		Code	Amount	Edit/Delete
		AP	\$30.00	edit Del
Add New Fee				
Fee Codes	<input type="text" value="TC-Tuition"/>	Amount	<input type="text" value="0"/>	
	<input type="button" value="Reset"/>		<input type="button" value="Submit"/>	

• Figure 28 Application Fees

If you charge to process an application for admission, this is where you set your fees. Setting the fees in described in the text “Applicant Checklists, Activities, and Dispositions”.

Award Code Table

Click [Award Codes](#) in Figure 2.

Award Codes						
Award Code	Type	Amount	Loan Fee Percent	Disbursements	Allocation	Disabled
NCAA	NCAA	9000	50	2	900000	No
Pell	Pell Award	100	0	0	1000	No
PRES	Presidential Scholarship	1000	0	1	0	No
SMITH	Smith Memorial Scholarship	1000	0	1	150000	No
TB	TB	0	0	2	0	Yes

• Figure 29 Award Code Table

This table defines the names of the awards, scholarships, loans, etc. that you offer as financial aid. The text “Financial Aid” guides you in filling in this table in the context of setting up financial aid.

Do not remove the TB entry. SONISWEB® needs one default entry; it cannot function with an empty table.

Building Attributes Table

Table Maintenance - <i>bldgattributes</i>		
<input type="button" value="ADD New Record"/>	OR Edit Record (click on Button in the row): Sort Order	
Attribute	Attribute Code	disabled
(bldgattr_txt)	(bldgattr_cod)	(disabled)
Elevator	<input type="button" value="EL"/>	0
Emergency Room	<input type="button" value="ER"/>	0
Handicap Entrance Ramp	<input type="button" value="HR"/>	0
Laundry	<input type="button" value="LD"/>	0
Meeting Rooms	<input type="button" value="MR"/>	0
Stage	<input type="button" value="SG"/>	0
Wireless Access	<input type="button" value="WA"/>	0
Workout Rehab Facility	<input type="button" value="WK"/>	0

• Figure 30 Building Attributes Table

Building Attributes are used in the [Rooms and Buildings](#) function seen at the bottom of Figure 31.

Building attributes should include those for specialized buildings such as hospitals, clinics, chapels, and administration buildings as well as the more common classroom buildings and dormitories.

• Figure 31 Use of Building Attributes

See the “Room, Building & Campus Records” manual.

Building Type Table

Table Maintenance - <i>bldgtype</i>		
ADD New Record OR Edit Record (click on Button in the row): Sort Order		
Building Type Code	Building Type Text	Disabled
(bldgtype_cod)	(bldgtype_txt)	(disabled)
AD	Admin	0
AU	Auditorium	0
CL	Clinic Medical	0
DR	Dorm	0
H	Hospital	0
LA	Lab	0
MB	Medcial Office Building	0

• Figure 32 Building Edit or Add

When establishing a building in the database, building type is a required entry. It comes from this table. The housing functions in SONISWEB® require buildings with a type code of DR in order to set up lodging rooms or apartments.

Calendar Academic and Calendar Events



• Figure 33 Bottom of the Home Page

At the bottom of the initial “Home” page are some options that includes Calendars. Anyone accessing your home page – whether or not they have an ID you’ve issued – can pick Calendars and see what you put in these two tables.

Setting those calendars is covered in “Administration” manual.

Calendar Event Type Table

Table Maintenance - <i>calendar_event_type</i>	
<input type="button" value="ADD New Record"/> OR Edit Record (click on Button in the row): Sort Order	
Code	Text
(calendar_event_type_cod)	(calendar_event_type_txt)
1	Student Activities
2	Alumni Meeting
3	Club Meeting
4	Fundraising Event
5	Speaking Tour

• Figure 34 Calendar Event Type Entry

The table is used in setting up Calendar: Events entries (“Calendar Academic and Calendar Events” above).

Calendar Year Table

Table Maintenance - <i>calyear</i>				
<input type="button" value="ADD New Record"/> OR Edit Record (click on Button in the row): Sort Order				
_Calendar Year RID	Box 6 Indicator	Calendar Year	School Year	Semester
(calyear_rid)	(box6ind)	(calyear)	(sch_yr)	(semester)
13	0	2005	200506	1
15	1	2005	200506	2
14	0	2006	200506	2

• Figure 35 Calendar Year to School Year Semester

This table is used in IRS 1098-T processing. Its setup and use is covered in the text “Form 1098-T Processing”. It relates a school-year-semester to the calendar year in which each semester falls so that the 1098-T forms are correct.

Campus Table

Click Campuses in Figure 2.

Campuses

Record 1 - 13 of 13

Campus	Campus	Disabled
<u>ASN001</u>	Asian Campus	N
<u>CAMP4</u>	Centerville East Campus	N
<u>CAMP1</u>	Centerville Main Campus	N
<u>CMED</u>	Centerville Medical Campus	N
<u>CAMP2</u>	Centerville North Campus	N
<u>EUR001</u>	European Campus	N
<u>MobC</u>	Mobile Clinics	N
<u>PIC</u>	Pacific Islands Campus	N
<u>TBD</u>	To Be Determined	N

Mobile Clinics (MobC) added.

• Figure 36 Campus Table

Figure 37 is for adding a campus. Editing looks the same except you can't change the Campus code while editing.

Campuses

Enter the information then click the Submit button

Campus Campus Disabled

Memo

• Figure 37 Edit Campus

The edit version of Figure 37 has a Delete button at the bottom. However, you can't delete a campus if any buildings have been defined on it.

You must reset users' security setting when you add campuses. See the text "Room, Building & Campus Records" for guidance.

Category Table

This table is tied to a series of other recruiting tables. The set up and use of this table is covered in the text "Recruiting Prospective Students".

Color Table

Table Maintenance - color			
ADD New Record		OR Edit Record (click on Button in the row): Sort Order	
Color Code	Color	Description	Disabled
(color_cod)	(color_txt)	(color_desc)	(disabled)
22	CCFFFF	Very Light Green	0
8	cyna		0
4	green		0
1	lightblue		0
2	lightgreen		0
5	red		0
13	silver		0
11	tan		0
14	white		0
9	yellow		0

• Figure 38 Color Table

The color table is used to customize your displays so they use colors of your choice. You type the color into the table. The name or code is any valid HTML¹³ color. Both words (lightblue) and codes (#D3D3D3) are usable as long as they are valid for browsers. Refer to an HTML text or search the Internet with the keywords “HTML” and “colors” for color charts and valid words or codes. Be careful not to choose colors supported only by a limited number of browser brands or versions.

The color table is used in the Page: Add / Edit function of **Systems**.

See the SONISWEB® manual “Custom Fields, Web Pages, and Colors” for guidance in changing colors and customizing.

¹³ HyperText Markup Language, the basic means of displaying information on a Web browser.

Constituent Rating Table

Every school has its preferred rating system for its Constituents and this table defines them.

Constituent Rating		
Record 1 - 4 of 4		
Constituent Rating	Disabled	
High	N	
Low	N	
Medium	N	
No Data	N	
Add		

• Figure 39 Constituent Rating Table

See the “Development & Fund Raising” manual for its use.

Constituent Type Table

You specify the types of constituents based on your development activities and fund raising campaigns.

Table Maintenance - <i>constit_type</i>		
ADD New Record	OR Edit Record (click on Button in the row):	Sort Order
<u>Constituent Type</u>	<u>Constituent Type</u>	<u>Disabled</u>
(constit_type_cod)	(constit_type_txt)	(disabled)
A1	Annual Level 1	0
A2	Annual Level 2	0
Bf	Building funds	0
IE	Individual Endowments	0
NE	Supports Named Endowments	0
Pf	Periodic one-time gifts	0
TB	To Be Determined	0

• Figure 40 Constituent Type Table

See the “Development & Fund Raising” manual for its use.

Country Table

Table Maintenance - <i>country</i>	
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order	
Country	Disabled
(country)	(disabled)
	0
<input type="button" value="Canada"/>	0
<input type="button" value="England"/>	0
<input type="button" value="Germany"/>	0
<input type="button" value="Mexico"/>	0
<input type="button" value="U.S.A."/>	0

• Figure 41 Country Table

This table of standard country codes is especially valuable in the Citizenship student records for tracking visas, etc. It can be an abbreviation like USA or the full name like Canada.

County Table

Table Maintenance - <i>county</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
County code	County text	Disabled
(county_cod)	(county_txt)	(disabled)
<input type="button" value="ch"/>	Chatham	0
<input type="button" value="du"/>	Durham	0
<input type="button" value="or"/>	Orange	0

• Figure 42 County Table

Some schools – notably community colleges – need to keep track of the resident county for each student. This table provides standard county codes. It is best to make a list of all of the counties you expect to put in this table so that you can devise unique but memorable codes for each county.

Course Authorization Table

Table Maintenance - <i>crs_authorize</i>						
ADD New Record		OR Edit Record (click on first field): Sort Order				
Course Authorization	Course Authorization Code	Disabled	Message	Xtra Char	Xtra Int	Xtra Log
(crs_authorize_txt)	(crs_authorize_cod)	(disabled)	(crs_authorize_mes)	(crs_authorize_ce1)	(crs_authorize_ne1)	(crs_authorize_le1)
Instructor	I	0	Instructor must authorize attendance for each student	x	0	0
None Required	N	0	N - No authorization required for this course.	x	0	0

• Figure 43 Course Authorization Table

Some courses need the special authorization of the instructor, a department chair, or a dean for students to attend. Once set up in this table, it is used in defining courses as described in the text “Course & Section Processing”.

Do not delete the No authorization required entry. If you do, SONISWEB® will have no default value so it may malfunction.

When the student, an advisor, or a staff member registers a student for a course requiring authorization, a message is displayed indicating that authorization is required. The authorizing process is covered in the texts the “Faculty Handbook” and “Registration by Staff”.

Course Equivalency Table

Click [Course Equivalency](#) in Figure 2.

Course Equivalency			
Record 1 - 5 of 5			
Replace Course	Replace With Course	Inactive	Auto Repeat
ENG102 (English Literature)	ENG200 (American Literature)	N	YES
HIST102 (History II)	HIST301 (Medieval Studies)	N	YES
JAP100 (Japanese I)	RUS101 (Russian I)	N	
RUS101 (Russian I)	JAP100 (Japanese I)	N	YES
<input type="button" value="Add"/>			

• Figure 44 Course Equivalency

The manual “Course & Section Processing” tells you how to set this table and warns you of the problems of doing it wrong.

Course Type Table

Table Maintenance - <i>crstype</i>					
ADD New Record		OR Edit Record (click on first field): Sort Order			
Course Type	Course Type Code	Disabled	xce	xle	xne
(crstypxt)	(crstypcod)	(disabled)	(crstyp_ce1)	(crstyp_le1)	(crstyp_ne1)
Graduate	G	0	x	0	0
Prerequisite	P	0	x	0	0
Normal	N	0	x	0	0
Transfer	T	0	x	0	0

• Figure 45 Course Type Table

Course type provides a barrier, a categorization, or a warning while registering for course sections. The use of Course Type is illustrated in the text “Registration by Staff”. Your school may not require any course types.

The table must have at least one entry so that SONISWEB® has a default value to use. Do not delete all of the codes, even if you do not need any for your school.

Cultivation Activities Table

Table Maintenance - <i>culactivities</i>			
ADD New Record		OR Edit Record (click on first field): Sort Order	
Cult. Row ID	Disable	Long Descr.	Short Desc.
(ca_rid)	(ca_disable)	(ca_ldesc)	(ca_sdesc)
8	0	Commencement Invitation	Commencement Invitation
1	0	Lunch	Lunch
5	0	Memorial	Mem

• Figure 46 Cultivation Activities Table

Cultivation activities are used only in development and/or fund raising. If you do not use this part of SONISWEB®, you can ignore this table. Its use is shown in the text “Development and Fund Raising”.

Curriculum Code Table

Table Maintenance - <i>curriculumcode</i>					
ADD New Record		OR Edit Record (click on first field): Sort Order			
Curriculum Code	Description	Disabled	XtraChar	XtraInt	XtraLog
(cur_cod)	(cur_txt)	(disabled)	(curcod_ce1)	(curcod_ne1)	(curcod_le1)
EE1989	Electrical Engineering 1989	0	x	0	0
Hist1977	History Maj 1977	0	x	0	0
MME1998	Marine Engineering 1998	0	x	0	0
MME2004	Marine Engineering 2004	0	x	0	0
BSMa1993	Maritime Business Admin 1993	0	x	0	0
MstrCE	Masters Certificate Contin Ed	0	x	0	0
Math 1978	Mathematics Maj 1978	0	x	0	0

• Figure 47 Curriculum Code Table

This table is used for degree audits. If you do not currently use SONISWEB® degree audit, you can ignore this table until you need it.

The Curriculum Code table is set up with in league with “Requirement Code Table” (page 71) and the “DA:” series of **Systems** functions. You should use the “Degree Audit” text for guidance in setting up this table.

Degree Table

Table Maintenance - <i>degree</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Degrees Awarded	Disabled	This institution
(degree)	(disabled)	(local_)
<input type="button" value="A.A."/>	0	0
<input type="button" value="A.S."/>	0	0
<input type="button" value="B.A."/>	0	1
<input type="button" value="B.S."/>	0	1
<input type="button" value="M.A."/>	0	0
<input type="button" value="MS"/>	0	1
<input type="button" value="MSME"/>	0	1
<input type="button" value="Phd"/>	0	0

• Figure 48 Degree Table

This is a list of two categories of degrees:

1. Those granted by your institution. They have a 1 (the digit one, computer code for “true”) in the “This Institution” column.
2. Those held by your faculty, staff, alumni/ae, constituents, etc., but not granted by your school. They have a 0 (the digit zero, meaning “false”) in the “This Institution” column.

These degrees appear in pulldown³ menu lists throughout the system for record keeping and for academic tracking.

Department Table

Click Department in Figure 2.

Department			
Record 1 - 10 of 15			
	<u>Dept.</u>	<u>Dept.</u>	<u>Disabled</u>
	COM	COM	N
	DAY	Day	N
	ENG	Eng	N
	EVE	Eve	N
	HIS	His	N
	LAW	Law	N
	LART	Liberal Arts	N
	MGT	Mgt	N
	NUR	Nur	N
	NA	Nursing & Allied Health	N
<input type="button" value="Add"/>			<input type="button" value="Next"/>

• Figure 49 Department Table

This table should include a list of all the departments available at your school. It is used throughout the system. Departments have special uses. For example, in Degree Audit you can specify that a required course is acceptable only if it the version taught by a specific department. For flat fees (page 40), department is a criteria for picking the student qualified for the fees.

Disposition Activities

Click Disposition Activities in Figure 2.

Disposition Activities						
<input type="button" value="ADD Disposition Specific Activities"/>						
<input type="button" value="ADD Disposition Specific Transaction"/>						
	<u>Activities</u>			<u>Transactions</u>		
Accepted :	Acceptance Letter	<u>DELETE</u>	Accepted :	Activity Fee	\$9.00	<u>DELETE</u>
	Catalog	<u>DELETE</u>				
	Financial Aid Info	<u>DELETE</u>				
	Letter 1	<u>DELETE</u>				
Waiting List :	Callback	<u>DELETE</u>				
	Letter 2	<u>DELETE</u>				

• Figure 50 Disposition Activities Table

This is covered in the “Applicant Checklists, Activities, and Dispositions” manual.

Division Table

Click Division in Figure 2.

Division			
Record 1 - 10 of 10	Division	Div.	Disabled
	E	Business	N
	E	Evening	N
	N	Nursing	N
	S	Seminary	N
	TB	TBD	N

• Figure 51 Divisions Table

Many schools have no divisions. Divisions are most useful where you have very different student bodies that follow different schedules and pay different rates. If you choose to have divisions, this table contains the information on them. In academia, the divisions are often differentiated by defining the different cohorts of students. Non-credit certificate students studying work-related subjects are often the professional development (ProfDev) cohort and so has a division defined for it. Divisions are often used in defining differing flat fee tuition levels (see page 40). For flat fees (page 40), division is a criteria for picking the student qualified for the fees.

If you need help defining divisions, contact an RJM consultant at support@sonis.com or call the help line at 800-411-7208 for their experience assisting other customers.

EDEXpress (Financial Aid Year) Table

This table is no longer used since “EDEXpress 2” and “EDEXpress2004...” use a different process.

Element Table

Table Maintenance - <i>element</i>			
ADD New Record		OR Edit Record (click on first field): Sort Order	
Element RowID	Direct	Disabled	Element
(element_rid)	(direct)	(disabled)	(element)
1	0	0	Class Part
2	1	0	Extra Credit
3	0	0	Final
4	0	0	Homework
5	0	0	Points
6	0	0	Quiz
7	0	0	Test

• Figure 52 Elements Table

These are the scoring elements used to compute a final course grade. It is used in the weighting of scores as described in the text “Faculty Handbook”. Enter the scoring elements that your faculty uses.

Once the elements are established, the weighting criteria are set up in a **Systems** function Weighting Scale. See the SONISWEB® Faculty text for more information.

Enrollment Status Table

Use the manual “Financial Aid” to set up this table. It’s connected to other tables used in financial aid, so that manual give you the context and the rules for setting it up.

Make sure there's no overlap in the credits between statuses		Table Maintenance - <i>enrlstat</i>		
ADD New Record		OR Edit Record (click on first field):		
		Since FT is used in computing Full-Time Equivalent (FTE), make sure it's set correctly		
Credit Hours	Credit To	Disabled	Enrol status code	Enrol status text
(cred_hours)	(credit_to)	(disabled)	(enstat_cod)	(enstat_txt)
		0		
15.00	21.00	0	FT	FULL TIME
6.00	8.99	0	HT	HALF TIME
0.00	00.99	0	NE	Not Enrolled
1.00	5.99	0	PT	PART TIME
9.00	14.99	0	3T	THREE-QUARTER TIME

• Figure 53 Enrollment Status Table

This table includes the ways your institution defines various enrollment conditions and is used in tracking academic progress. This is also used for eligibility for certain types of financial aid and in reports.

Check with your financial aid staff and with your academic standards staff to set these enrollment status values correctly.

Ethnic Codes Table

Table Maintenance - <i>ethnic</i>					
ADD New Record		OR Edit Record (click on first field): Sort Order			
Custom fields	Custom fields	Custom fields	Disabled	Ethnic code	Ethnic text
(ethnic_ce1)	(ethnic_le1)	(ethnic_ne1)	(disabled)	(ethnic_cod)	(ethnic_txt)
x	0	0	0	B	African American
x	0	0	0	I	American Indian
x	0	0	0	A	Asian
x	0	0	0	H	Hispanic
x	0	0	0	U	Unknown
x	0	0	0	W	White

• Figure 54 Ethnic Codes Table

This table should list all the ethnic codes used for categorizing persons at your institution. It is used in important enrollment listings that often lead to required government reports.

Check with the staff responsible for government reporting to make sure that your ethnic codes correspond to those required by law. For an example of its use, see the text “Enrollment Reports for IPEDS and other reporting”.

Events Table

Table Maintenance - <i>events</i>							
ADD New Record		OR Edit Record (click on Button in the row): Sort Order					
Events Row ID	Short Description	Disabled	Long Description	Restricted	Start Date	Stop Date	Target Amt
(ev_rid)	(ev_sdesc)	(ev_disable)	(ev_ldesc)	(restricted)	(ev_st_date)	(ev_sp_date)	(ev_target)
4	2007 Engineering Annex	0	Engineering school east annex 2007-8	0	02/02/2002	05/15/2006	1,200,000.00
5	Annual fund drive	0	Annual fund drive	0	06/01/1990		1,250,000.00
2	Dorm West	0	Coed dorm main west	0	06/01/2004	06/01/2005	950,000.00
6	Homecoming	0	Annual fall homecoming conclave	0	08/01/1990		500,000.00
1	Library	0	Smithers Library Building	0	01/01/2001	06/01/2005	850,000.00
3	Pool	0	McCarthy Pool	0	01/03/2002	01/03/2003	350,000.00

• Figure 55 Events Table

Events are currently used only in development and/or fund raising. If you do not use this part of SONISWEB®, you can ignore this table. Its use is shown in the text “Development and Fund Raising”.

Flat Fee Filter

Click [Flatfee Filter](#) in Figure 2.

See “Financial Record-keeping and Billing” for guidance in using this filter table.

Flatfee Filter Settings

Check all the values on which you want to match flatfees and then submit.

Campus <input type="checkbox"/>	Department <input type="checkbox"/>	Division <input type="checkbox"/>	Level <input type="checkbox"/>
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>	

• Figure 56 Flatfee Filter

Flat Fees Table

Flatfees

Click a flatfee name to edit or delete it

Click the Add button to add a new flatfee

Click on a FLATFEE to edit.

Flatfee	Class	DIVISION	Campus	Dept.	Fee Codes	Credit From	Credit To
CAMP1 LA D 3 1 8	Junior	Daytime	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1 LA D 3 9 18	Junior	Daytime	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1 LA D 4 1 8	Senior	Daytime	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1 LA D 4 9 18	Senior	Daytime	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1 LA E 3 1 8	Junior	Evening	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1 LA E 3 9 18	Junior	Evening	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1 LA E 4 1 8	Senior	Evening	Centerville Main Campus	Liberal Arts	TC	1.00	8.00
CAMP1 LA E 4 9 18	Senior	Evening	Centerville Main Campus	Liberal Arts	TC	9.00	18.00
CAMP1 ST D 4 1 8	Senior	Daytime	Centerville Main Campus	Science & Technology	TC	1.00	8.00
CAMP1 ST D 4 9 18	Senior	Daytime	Centerville Main Campus	Science & Technology	TC	9.00	18.00
CAMP1 ST E 3 1 8	Junior	Evening	Centerville Main Campus	Science & Technology	TC	1.00	8.00
Nursing BSN	Freshman	Daytime	Centerville Medical Campus	Nursing & Allied Health	TC	3.00	15.00

• Figure 57 Flat Fees Table

Don't enter flat fees here, use the text “Financial Record-keeping and Billing”. Setting them correctly requires the context given in that manual including the use of Affiliations and the issue of getting conflicting definitions.

Fund Raiser Codes Table

Table Maintenance - <i>fd_tcodes</i>				
ADD New Record		OR Edit Record (click on first field):		
Fund Raiser Type Codes	Disabled	Fund Raiser Activity	Fund Raiser Description	Pledge Required
(fdtcodes)	(disabled)	(fdact_code)	(fddescription)	(fdreq_pldg)
CG	0	-	Cash Gifts	0
PP	0	-	Constit Pledge Payment	1
CP	0	+	Constituent Pledge	0
I	0	+	Instit-Bus Pledge	0
IP	0	-	Instit-Bus Pledge Paym	1
MP	0	-	Matching CO Pl Pay	1
M	0	+	Matching CO Pledge	0
St	0	-	Payment-Gift in Stock	0
RT	0	-	Raffle Ticket Grad Cla	0

• Figure 58 Fund Raiser Codes Table

This table is used only in development and/or fund raising. If you do not use this part of SONISWEB®, you can ignore this table. Its use is shown in the text “Development and Fund Raising”.

These codes are both financial transactions and selections used in “Pledge Payment” and “Pledge History” functions for Constituents.

Because they are financial transactions, the codes assigned need to be coordinated with your financial staff so that (1) they are unique¹⁴ within your financial system, (2) your financial staff can assign them “code mapping¹⁵” for your accounting system, and (3) they have meaning to those entering pledges and payments.

¹⁴ It is possible to have a code in Fund Raising Codes Table that is identical to a code in the Transaction Code table. Make sure your financial staff agrees that this is correct and understands the complexity this adds to your financial records and to the auditing of those records.

¹⁵ This is a table named Transaction Code Mapping. It relates each SONISWEB® transaction code to your chart of accounts and produces debit and credit journal entries for export to your accounting system. See the “Financial Record-keeping and Billing” text.

Funds

Click [Funds](#) in Figure 2.

Funds			
Record 1 - 5 of 5	Fund	Description	Disabled
	<u>AAI</u>	Annual Alum	N
	<u>EC</u>	Building Capital	N
	<u>GEN</u>	General Fund	N
	<u>LIE</u>	Library	N
	<u>LLL</u>	Library upgrade	Y

• Figure 59 Funds Table

This table is used only in development and/or fund raising. If you do not use this part of SONISWEB®, you can ignore this table. Its use is shown in the text “Development and Fund Raising”.

Gender Table

Table Maintenance - gender		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Disabled	Gender	Gender Code
(disabled)	(gender_txt)	(gender_cod)
0	Female	F
0	Male	M
0	Temp	T
0	Unknown	U

• Figure 60 Gender Table

This gender table is used in the pulldown³ menus for the biographic record. This gender entry must be in every student's records for the reports needed to fill out IPEDS¹⁶ and other government reports. See the text "Enrollment Reports for IPEDS and other reporting" for examples of the use of these data.

"Unknown" is a valid gender where it's known or yet to be determined. An example is an unusual first name where the gender is not apparent.

Giving Level

This table is used only in development and/or fund raising. If you do not use this part of SONISWEB®, you can ignore this table. Its use is shown in the text "Development and Fund Raising".

¹⁶ The Integrated Postsecondary Education Data System (IPEDS), National Center for Education Statistics, Office of Educational Research & Improvement, U.S. Dept. of Education.

Grades Table

Table Maintenance - <i>grades</i>												
ADD New Record		OR Edit Record (click on Button in the row): Sort Order										
Disabled	Exclude Faculty	Grade	High	Incomplete grade	Low	No Repeat Grade	Not in GPA	Pass-Fail	Passing grades	Points	Repeat grade	Uncounted credits
(disabled)	(excl_fac)	(grade)	(high)	(incomp_grd)	(low)	(no_rpt_grd)	(notinc_gpa)	(pf)	(passing)	(points)	(repeat_grd)	(nocnt_cred)
0	0		0	0	0	0	0	1	0	0.00	0	0
0	0	A	100	0	93	0	0	0	1	4.00	0	0
0	1	I	0	1	0	0	0	0	0	1.00	0	0

• Figure 61 Grades Table

This table contains information on your institution’s grading system and the numerical equivalents for each grade, as well as other important grading information. Your faculty uses the data in this table to enter grade information and it is used when you create and print Transcripts or Semester Grade Reports.

Table Maintenance - <i>grades/grade</i>												
Disabled	Exclude Faculty	Grade	High	Incomplete grade	Low	No Repeat Grade	Not in GPA	Pass-Fail	Passing grades	Points	Repeat grade	Uncounted credits
(disabled)	(excl_fac)	(grade)	(high)	(incomp_grd)	(low)	(no_rpt_grd)	(notinc_gpa)	(pf)	(passing)	(points)	(repeat_grd)	(nocnt_cred)
<input type="text" value="0"/>	<input type="text" value="0"/>	A	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="93"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="4.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Reset		Submit										
<input type="button" value="Delete This Record"/>												

• Figure 62 Grades Table Entry

Click either the Add button or one of the grade “buttons” in Figure 61 yields Figure 62.

Disabled:

Once you have used a grade you cannot delete it since “obsolete” grades are needed for transcripts and grade reports on prior students. You can disable a grade to prevent it from being used for current and future courses. To disable a grade, enter a 1 (the digit one¹⁷) in this field. You can enable the grade again by entering a 0 (the digit zero¹⁷).

Exclude Faculty

Typically faculty members assign grades using this table. For grades that can only be given by deans or other senior persons, a 1 (the digit one¹⁷) in this field means that the grade is not offered to faculty assigning grades. It can only be assigned by an authorized administrator.

Grade:

In this space, enter each alphabetical or numerical grade that appears on a student’s grade report and transcript. Grades like A, C+, etc. are acceptable. Only the grades in this table can be used for your courses.

High/Low:

Here you enter the high and low ends of the numerical range the grade represents. For instance a B+ may be equal to a high of 89 and a low of 86. Make sure your faculty is aware of

¹⁷ To the computer, a 1 means True or Yes, a 0 (zero) means False or No.

this setting since it is used in the faculty scoring system called “Gradebook”. See the text “Faculty Handbook” for information on Gradebook.

Incomplete Grade:

If this grade is considered an “incomplete” for the course, enter a 1 (the digit one¹⁷) in this field. Otherwise enter a 0 (the digit zero¹⁷).

Not in GPA

If this grade is not to be included in the students’ GPA you should enter a 1 (the digit one¹⁷) in this box. Such grades are typically used for CEU¹⁸ or required-but-not-for-credit courses.

Pass-Fail

0	P	0	0	0	0	0	1	0.00	0	1
---	---	---	---	---	---	---	---	------	---	---

• Figure 63 Grades Table - Pass-Fail Example

If this is a pass-fail grade, enter a 1 (the digit one¹⁷) in this field. Typically the letter grade would be P (passed), F (failed), S (satisfactory, passed), or U (unsatisfactory, failed). Some courses and some students are set for pass-fail only and faculty can issue only one of your pass-fail choices.

Passing Grades:

If this grade is a passing grade, enter a 1 (the digit one¹⁷). If not, enter a 0 (the digit zero¹⁷).

Points:

This represents the number of points to which the grade is equivalent. This is used by SONISWEB® to calculate GPAs. Typically, points are multiplied times the credits hours to compute the quality points for the course. An A for a 3 credit course is 12 quality points, a C yields 6 quality points, etc.

Repeat Grade:

If this grade is for a course being taken over again, it is a **Repeat Grade** and you should enter a 1 (the digit one¹⁷). If it is not a repeat grade, enter a 0 (the digit zero¹⁷). This is optional. Those schools that show repeat grades on transcripts and/or grade reports use this field. Dr is an example.

Uncounted Credits:

Credits count in two ways, in computing the grade point average (GPA) and for graduation requirements. A 1 (the digit one¹⁷) in this field means the credits are not used in computing the GPA but still count in the credit total. A 0 (the digit zero¹⁷) means the credits are used in computing the GPA.

¹⁸ Continuing Education Units.

Guarantor Table

Loans as part of financial aid require Lender (page 57) and Guarantor table entries.

In Figure 64 click a “Guarantor ID” button (such as) to change the description or the Add button to add a new guarantor.

An entry looks like Figure 65. For a new entry you enter the “Guarantor ID” that becomes the button in Figure 64. For an existing guarantor like Figure 65 you can change the Description but not the ID. If it’s never been used, you can delete an entry.

Table Maintenance - <i>Guarantor</i>	
<input type="button" value="ADD New Record"/> OR Edit Record (click on Button in the row): Sort Order	
Guarantor Description (Guarantor_txt)	Guarantor ID (Guarantor_ID)
Citibank	<input type="button" value="Citi"/>
Fidelity	<input type="button" value="Fid"/>
Sallie Mae	<input type="button" value="Mae"/>

• Figure 64 Guarantor Table

Table Maintenance - <i>Guarantor/Guarantor_ID</i>	
Guarantor Description (Guarantor_txt)	Guarantor ID (Guarantor_ID)
Sallie Mae	Mae
<input type="button" value="Reset"/> <input type="button" value="Submit"/>	
<input type="button" value="Delete This Record"/>	

• Figure 65 Guarantor Entry

Health Immunizations (and Tests) Table

Table Maintenance - <i>health</i>		
ADD New Record OR Edit Record (click on first field): Sort Order		
Item Number	Disabled	Item
(item_no)	(disabled)	(item)
11	0	Diphtheria Vaccine
7	0	German Measles
4	0	HbsAB
3	0	HbsAG
9	0	Hepatitis B - 2nd
10	0	Hepatitis B - 3rd

• Figure 66 Health Table

Here you list all the applicable health immunizations required at your institution. You can also include required medical examinations. Medical schools have a very long list and keep detailed records of the immunization status of their students and faculty. A short list may suffice for your school. The text “Students, Faculty, Applicant and Alumni/ae Record-keeping” shows the health records kept for students, faculty, and staff.

Housing - Additional Fees

Housing - Additional Fees			
Code	Description	Amount	Edit/Delete
ac	AC	\$175.00	edit Del
HF	Special housing features	\$1,275.00	edit Del
Add New Fee			
Transaction Code	<input type="text"/>	Amount	<input type="text"/>
	<div style="border: 1px solid black; padding: 2px;"> Res ac-AC BR-Brown Hall Residence h2-Water Bill HF-Special housing features HS-Housing KY-Key Deposit RM-Room Fee </div>	<input type="button" value="Submit"/>	
Student Payment deleted.			

• Figure 67 Housing - Additional Fees

These fees cover charges not included in the standard housing fees. Normally you fill in this table when setting up housing buildings and rooms following the processes outlined in the “Housing” text.

Housing Attributes Table

Table Maintenance - <i>houseattr</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
House Attribute Code	Disabled	House Attribute Text
(houseattr_cod)	(disabled)	(houseattr_txt)
<input type="text" value="CE"/>	0	Coed
<input type="text" value="FE"/>	0	Female
<input type="text" value="GD"/>	0	Garbage Disposal
<input type="text" value="MA"/>	0	Male
<input type="text" value="NS"/>	0	Nonsmoking
<input type="text" value="QU"/>	0	Quiet
<input type="text" value="SM"/>	0	Smoking
<input type="text" value="Wh"/>	0	Wheelchair fixtures

• Figure 68 Housing Attributes Table

These attributes are used when defining housing rooms. They are then used in assigning students or faculty to dorm rooms, apartments, or faculty houses. Normally you fill in this table when setting up housing buildings following the processes outlined in the “Housing” text.

Housing Incidents Table

Table Maintenance - <i>house_inc</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Housing Incident RowID	Disabled	Housing Incident Text
(house_inc_rid)	(disabled)	(house_inc_txt)
<input type="text" value="1"/>	0	Drug Use
<input type="text" value="2"/>	0	Possesion of Weapons
<input type="text" value="3"/>	0	Report of dorm damage

• Figure 69 Housing Incidents

If you record housing incidents – vandalism, damage, misbehavior – in student records, this table serves as the list that your staff uses for recording them. Normally you fill in this table when setting up housing buildings following the processes outlined in the “Housing” text.

Inquiry Types Table

Table Maintenance - <i>inqtype</i>		
ADD New Record	OR Edit Record (click on first field): Sort Order	
Disabled	Inquiry type code	Inquiry type text
(disabled)	(inqtypecod)	(inqtypetxt)
0	05	Campus Workshop/Tours
0	08	College Fair
0	07	Community Contacts
0	06	High School Workshop/Visit
0	04	Internet
0	03	Mail In
0	09	Other
0	01	Telephone
0	02	Walk-In

• Figure 70 Inquiry Types Table

Here you list all the ways a prospective student makes initial contact with your school. This is helpful in tracking the effectiveness of different recruiting techniques in prospect reports. To see how this table is used, see the text “Recruiting Prospective Students”.

Institution Table

Click [Institution: Add/Edit](#) in Figure 2.

This table lists all the institutions that you deal with. It's used in establishing Education records for faculty, staff, incoming students, applicants, and alumni/ae. Institutions are added during the entry of Transfer Courses in the text "Course & Section Processing". They're added when entering Education Records as shown in "Student, Faculty, Applicant, and Alumni/ae Record-keeping".

Enter your best guess of spelling or just the first letter of the name

Institution: Add / Edit
Note: Adding Institution To System Institution Table.

If you don't know the type, leave it blank, then click Search

Institution J

Type Certificate
College

SEARCH

RESET ADD

• Figure 71 Institution Table Search

To make sure you don't enter the same institution several times with variant spellings, you start with a search illustrated in Figure 71.

- If you're not sure if the institution was entered as a College, University, or Professional school, pick the blank Type in Figure 71. That way you'll find it whatever its type.
- Spelling can be tricky since you may not know how another person entered the institution. Is it St. Olaf, St Olaf, ST OLAF, St. Olaf's, St. Olafs? Try entering "St" without the period. You get all likely spellings of it, as well as St. Joseph and a few others. Be creative; try .Saint. as well.

Based on the search, you get a list like Figure 72.

Institution: Add / Edit					
Record 1 - 15 of 37					
Institution	Type	Home Inst.	City	State	
<input checked="" type="radio"/> Abernathy Academy	Other	N			
<input type="radio"/> Abernathy School for Girls	Other	N			
<input type="radio"/> Adair School of the Arts	Junior College	N			
<input type="radio"/> Benjamin Franklin High School	High School	N			
<input type="radio"/> Boston College	University	N			
<input type="radio"/> Boston University	University	N			
<input type="radio"/> Bowling Green State University	University	N	Bowling Green	OH	
<input type="radio"/> Carnegie-Mellon	University	N			
<input type="radio"/> Chapel Hill High School	High School	N	Chapel Hill	NC	
<input type="radio"/> Chatham County Community College	Community College	N	Circlesville	NC	
<input type="radio"/> Chatham County Community College	Junior College	N			
<input type="radio"/> College of Textiles	Certificate	N		MS	
<input type="radio"/> College of William and Mary	University	N			
<input type="radio"/> Grover Cleveland College	College	N	Buffalo	NY	
<input type="radio"/> Haverford University	University	N			

• Figure 72 Institution List

If you see the institution in the list, click the radio button then click the View button.

Institution: Add / Edit			
Note: Adding Institution To System Institution Table.			
Institution	<input type="text" value="J Sargent Reynold Community College"/>	Home Institution	<input type="checkbox"/>
Type	<input type="text" value="Community College"/>	Email	<input type="text" value="info@jsr.vccs.edu"/>
Address	<input type="text" value="2345 Parham Rd"/>	Addr2	<input type="text"/>
City	<input type="text" value="Richmond"/>	State	<input type="text" value="Virginia"/>
County	<input type="text"/>	Country	<input type="text" value="U.S.A."/>
Phone	<input type="text" value="800-555-1212"/>	Zip	<input type="text" value="23337"/>
Contact	<input type="text" value="Registrar"/>		
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>	

• Figure 73 Institution Entry

Figure 73 is typical where you click the Add button in Figure 71. When you make a selection from Figure 72, you get an Delete button, but you can't delete an institution if it's been used. In Figure 73 enter all you know and need to know about the institution.

If this is for your institution, you click Home Institution until a checkmark appears. There can be only one Home Institution, yours! This home institution record is used to create new Education records for incoming students.

Institution Type Table

Table Maintenance - <i>insttype</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Disabled	Institution	Institution Code
(disabled)	(insttypxt)	(insttypcod)
0	Certificate	7
0	College	4
0	Community College	2
0	High School	1
0	Junior College	3
0	Other	8
0	Professional School	6
0	University	5

• Figure 74 Institution Type

This table is used to add new institutions. Mostly, SONISWEB® users search for an institution by type when entering student or faculty Education records.

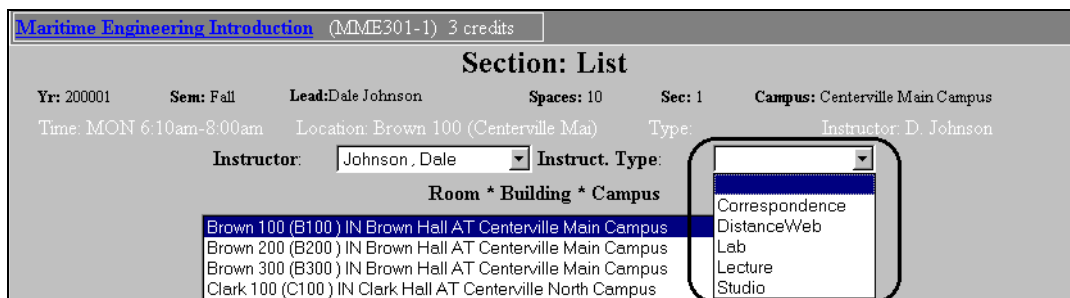
The use of institution type is shown in the texts “Course & Section Processing” for transfer courses, “Applicant Checklists, Activities, and Disposition” for educational references, and “Students, Faculty, Applicant and Alumni/ae Record-keeping” for faculty, staff, and alumni/ae education records.

Instruction Type Table

Table Maintenance - <i>instrctp</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Instr Type Code	Disabled	Instruction Type
(instrctp_cod)	(disabled)	(instrctp)
3	0	Correspondence
5	0	DistanceWeb
2	0	Lab
1	0	Lecture
4	0	Studio

• Figure 75 Instruction Type Table

You categorize your course sections with this table. It is entered when you set meeting times for a course section.



Maritime Engineering Introduction (MME301-1) 3 credits

Section: List

Yr: 200001 Sem: Fall Lead: Dale Johnson Spaces: 10 Sec: 1 Campus: Centerville Main Campus
 Time: MON 6:10am-8:00am Location: Brown 100 (Centerville Mai) Type: Instructor: D. Johnson

Instructor: Instruct. Type:

Room * Building * Campus

- Brown 100 (B100) IN Brown Hall AT Centerville Main Campus
- Brown 200 (B200) IN Brown Hall AT Centerville Main Campus
- Brown 300 (B300) IN Brown Hall AT Centerville Main Campus
- Clark 100 (C100) IN Clark Hall AT Centerville North Campus

• Figure 76 Section List Meeting Times - Compressed Display

Figure 76 shows a highly compressed version of the meeting times display with the instruction type pulldown³ menu. What appears in this menu is what you entered in Figure 75. It is used in the “Course & Section Processing” text.

Interest Level Table

Table Maintenance - <i>interlev</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Inter LevCode	Disabled	Interest Level
(intrlevcod_id)	(disabled)	(intrlevcod)
3	0	Low
2	0	Moderate
1	0	Very High

• Figure 77 Interest Level Table

This table lists the standard terms for prospective student and applicant interest levels. They are used to estimate the incoming class size. See the text “Recruiting Prospective Students” for more information.

Interest/Organizations Table

Table Maintenance - <i>intrsts</i>	
<input type="button" value="ADD New Record"/> OR Edit Record (click on Button in the row): Sort Order	
Disabled	Interests and organizations
(disabled)	(intrsts)
0	<input type="button" value="Alumni Association"/>
0	<input type="button" value="Basketball"/>
0	<input type="button" value="Bible Study"/>
0	<input type="button" value="Chess Club"/>
0	<input type="button" value="Dance and Theatre"/>
0	<input type="button" value="Film and TV"/>
0	<input type="button" value="Football"/>
0	<input type="button" value="Greenhouse Club"/>
0	<input type="button" value="Student Government"/>
0	<input type="button" value="Theater"/>
1	<input type="button" value="User Defined"/>

• Figure 78 Interests & Organizations Table

Any person in the SONISWEB® databases can have Interests and Organizations records as outlined in “Students, Faculty, Applicant and Alumni/ae Record-keeping”. This table is a list of standard interest and organization names you want used in your people-records.

If you are dealing with the interests of Constituents for development and fund raising, the tables “Cultivation Activities Table” (page 32) and “Events Table” (page 39) may be better choices than the Interests and Organizations table.

Job Class Table

This table is used for the Employer job-posting function.

Table Maintenance - <i>job_class</i>		
ADD New Record	OR Edit Record (click on Button in the row): Sort Order	
Job Class Code	Disabled	Job Class
(job_class_cod)	(disabled)	(job_class_txt)
<input type="text" value="CL"/>	0	Clerical
<input type="text" value="GN"/>	0	General
<input type="text" value="PR"/>	0	Professional
<input type="text" value="TC"/>	0	Technical

• Figure 79 Job Class Table

See the manual “For Employers”.

Leave Reason Table

Table Maintenance - <i>loarsn</i>					
ADD New Record	OR Edit Record (click on first field): Sort Order				
Reason Code	Custom fields	Custom fields	Custom fields	Disabled	Reason
(reason_id)	(loarsn_ce1)	(loarsn_le1)	(loarsn_ne1)	(disabled)	(reason_cod)
<input type="text" value="2"/>	x	0	0	0	Academic
<input type="text" value="4"/>	x	0	0	0	Financial
<input type="text" value="3"/>	x	0	0	0	Medical
<input type="text" value="5"/>	x	0	0	0	None Given
<input type="text" value="1"/>	x	0	0	0	Personal

• Figure 80 Leave Reason Table

This table lists the reasons for a leave granted by your school. This table forms the pull-down³ list used when the Leave record is filled out as shown in the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”. This is not just for students. You can include sabbaticals, faculty loans, government service, and other leaves granted faculty and staff. Leaves can be anticipated since a person’s Leave record contains start and end dates.

Leave Type Table

Table Maintenance - loatype							
ADD New Record		OR Edit Record (click on first field): Sort Order					
Leave Type Code	Custom fields	Custom fields	Custom fields	Disabled	Leave Type	Reentry update	Withdraw update
(loa_cod_id)	(loatypece1)	(loatypele1)	(loatypepe1)	(disabled)	(loa_cod)	(reentr_upd)	(withdrw_upd)
3		0	0	0	Dismissal	0	0
4		0	0	0	Family Emergency	0	0
2		0	0	0	Leave of Absence	0	0
5	x	0	0	1	test	0	0
1		0	0	0	Withdrawal	0	0

• Figure 81 Leave of Absence Type

Here you list the types of leave recognized at your school. This becomes part of the records for any person who has been granted an official leave.

Reenter Update:

These are not used by SONISWEB®. Set this to 0 (the digit zero¹⁷).

Withdraw Update:

These are not used by SONISWEB®. Set this to 0 (the digit zero¹⁷).

Lender Table

Loans as part of financial aid require Lender and Guarantor (page 46) table entries.

In Figure 82 click a “Lender ID” button (such as) to change the description or the Add button to add a new lender.

An entry looks like Figure 83. For a new entry you enter the “Lender ID” that becomes the button in Figure 82. For an existing lender like Figure 83 you can change the Description but not the ID. If it’s never been used, you can delete an entry.

Table Maintenance - Lender	
<input type="button" value="ADD New Record"/> OR <input type="button" value="Edit Record (click on Button in the row)"/> Sort Order	
Lender Description (Lender_txt)	Lender ID (Lender_ID)
Second	<input type="button" value="2"/>
Federal Government	<input type="button" value="Fed"/>
Private Loan	<input type="button" value="Priv"/>
State Government	<input type="button" value="State"/>

• Figure 82 Lender Table

Table Maintenance - Lender/Lender_ID	
Lender Description (Lender_txt)	Lender ID (Lender_ID)
Private Loan	<input type="button" value="Priv"/>
<input type="button" value="Reset"/> <input type="button" value="Submit"/>	
<input type="button" value="Delete This Record"/>	

• Figure 83 Lender Entry

Levels Table

Table Maintenance - <i>level_</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Disabled	Level	Level Text
(disabled)	(level_)	(level_txt)
0	0	High School advance
0	1	Freshman
0	2	Sophomore
0	3	Junior
0	4	Senior
0	5	Masters
0	6	PHD

• Figure 84 Levels (year) Table

This table includes the academic levels at your school. It is used in level pulldown³ menus for courses, students, degree audit curriculum tables, etc.

Level Text:

Some SONISWEB® functions – Flat Fee setup, for instance – use the text instead of the number, so the text should correctly reflect the level.

Licenses (and Certificates) Table

Table Maintenance - <i>licenses</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Description	Disabled	Licenses and certificates
(desc_)	(disabled)	(license)
CPR Certified	0	<input type="text" value="CPR-C"/>
CPR Certified Instructor	0	<input type="text" value="CPR-CI"/>
Dental Assistant II	0	<input type="text" value="DAII"/>
Emergency Marshall	0	<input type="text" value="EM"/>
Licensed Practical Nurse	0	<input type="text" value="LPN"/>
Notary Public	0	<input type="text" value="NP"/>
Registered Nurse	0	<input type="text" value="RN"/>
USCG Masters Papers	0	<input type="text" value="Ship Master"/>

• Figure 85 Licenses (and Certificates) Table

This table is the list of licenses and certificates held by students, faculty and alumni/ae. As noted in the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”, some institutions list certificates in this license table, some treat certificates like diplomas and put them in the educational background record, some classify certificates, putting some in this licensing table, others in educational records. See your academic authority to determine what should be in this table.

Caution: this is a table where it’s tempting to use invalid characters in the table, such as “Master’s Papers” instead of the valid “Masters Papers” for a ship Captain’s license. As noted in “Rules” on page 10, be careful what you put in the tables!

Major/Minor Table

Table Maintenance - <i>major</i>						
ADD New Record		OR Edit Record (click on Button in the row): Sort Order				
App. Major Active	Custom field	Custom fields	Custom fields	Disabled Major	Disabled Minor	Major
(active_app_major)	(maj_le1)	(maj_ne1)	(maj_ce1)	(disabled_maj)	(disabled_min)	(major)
0	0	0		0	0	Literature, American
0	0	0		0	0	Literature, English
0	0	0		0	0	Literature, French
0	0	0		0	0	Literature, German
0	0	0		1	0	Literature, Russian
0	0	0		0	0	Literature, Spanish
0	0	0		0	0	Nursing
0	0	0		0	0	Religion

• Figure 86 Major (and Minor) Table

This table lists all the majors and minors available at your school. It is used throughout the system for record keeping and academic tracking. These choices are used mostly in the Application record (see the text “Applicant Checklists, Activities, and Disposition”) and the Majors record (in the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”).

Disabled Major & Disabled Minor:

As noted in “Disabled Checkbox or Field” (page 12), usually you disable an entire entry. In this table you can disable an entry as a major, as a minor, or both. For example, if you disable History as a minor, the major pulldown³ menu will show it but it will not appear in the major and the minor pulldown³ menus.

See the sometimes-related “Programs Table” on page 65.

Marital Status Table

Table Maintenance - <i>marital</i>				
ADD New Record		OR Edit Record (click on first field): Sort Order		
Disabled	Marital Code	Marital Status	xchar	xint
(disabled)	(mar_cod)	(mar_txt)	(mar_ce1)	(mar_ne1)
0	di	Divorced	x	0
0	ma	Married	x	0
0	se	Separated	x	0
0	si	Single	x	0
0	wi	Widowed	x	0

• Figure 87 Marital Status

The entries in this table are used in each person’s biographic record as shown in the “Students, Faculty, Applicant and Alumni/ae Record-keeping” text.

Parking Incidents Table

Table Maintenance - <i>park_inc</i>		
ADD New Record		OR Edit Record (click on Button in the row): Sort Order
Parking Incident RowID	Disabled	Parking Incident Text
(park_inc_rid)	(disabled)	(park_inc_txt)
4	0	Damage in lot or garage
5	0	Damage on university street
2	0	Double Parking
1	0	DUI
6	0	Theft contents while parked

• Figure 88 Parking Incidents Table

Like Housing Incidents (page 48), you may choose to keep records of parking incidents in people’s records. If so, you define them here and use them as shown in the text “Parking”.

Parking Zones Table

Table Maintenance - <i>zone</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Parking Zone RowID	Disabled	Zone Text
(zone_rid)	(disabled)	(zone_txt)
<input type="text" value="3"/>	0	Cary Street Deck - Fee
<input type="text" value="1"/>	0	Faculty-Staff Bocher Bldg
<input type="text" value="2"/>	0	RJM Lot 112

• Figure 89 Parking Zones Table

This table names the parking lots and garages for which your institution issues permits. Its use is illustrated in the text “Parking”.

Payment Plan Codes Table

Table Maintenance - <i>payplan_codes</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on Button in the row): Sort Order		
Payment Plan Code	Code Description	Disabled
(payplan_code)	(payplan_txt)	(disabled)
<input type="text" value="3PP"/>	3-Payment Plan	0
<input type="text" value="PP4"/>	4-Payment Plan	1
<input type="text" value="PP5"/>	Five-Payment Plan	1

• Figure 90 Payment Plan Codes Table

This and “Payment Plans Table” below is part of setting up optional payment plans. Setting them is in the manual “Financial Record-keeping & Billing”.

Payment Plans Table

Click Institution: Add/Edit in Figure 2.

You set them up in “Payment Plan Codes Table” and define the plans by clicking a payment plan in Figure 91. How to set up an optional payment plan is in the manual “Financial Record-keeping & Billing”.

Payment Plans
3-Payment Plan Percentage used 100%
4-Payment Plan Percentage used 100%
Five-Payment Plan Percentage used %

• Figure 91 Payment Plans Table

Pell Grants Table

Click [Pell Grants](#) in Figure 2 to get Figure 92.

Pell Grants	
Full Time	
Three Quarter Time	
Half Time	
Less Than Half Time	

• Figure 92 Pell Grants Table List

Pell Grants				
Pell Amount	Low EFC	High EFC	Low COE	High COE
0	3851	9999	4050	9999
400	3601	3700	4050	9999
400	3701	3800	4050	9999
400	3801	3850	4050	9999
500	3501	3600	4050	9999

• Figure 93 Pell Grants Table

Click an entry in Figure 92 to get Figure 93. Don't fill this table here. Use the SONISWEB® text "Financial Aid" for guidance.

Pledge Activities

The pledge tables are described in the SONISWEB® text "Development and Fund Raising".

Pledge by Event Table

The pledge tables are described in the SONISWEB® text "Development and Fund Raising".

Pledge: TCodes Mappings Table

The pledge tables are described in the SONISWEB® text "Development and Fund Raising".

PowerFAIDS® Setup Table (Financial Aids Semesters)

Table Maintenance - <i>finaidsem</i>							
ADD New Record		OR Edit Record (click on Button in the row): Sort Order					
RID	POE Token	Disabled	End Date	School Year	semester	Semester Description	Start Date
(finaidsem_rid)	(POE_token)	(disabled)	(smend_dt)	(sch_yr)	(semester)	(sm_desc)	(smst_dt)
3	38	0	12/12/2001	200001	4	Spring	08/20/2001
1	39	0	12/31/2002	200203	1	Fall	08/01/2002
2	40	0	07/01/2001	200001	2	Spring	01/01/2001

• Figure 94 Financial Aids Semesters

The PowerFAIDS® table is how you tell SONISWEB® the profile that the PowerFAIDS® staff sent you. It is typically updated each semester as described in the “Financial Aids” text. See that text for more information on filling in this table.

Prefixes Table

Table Maintenance - <i>prefix</i>	
ADD New Record	OR Edit Record (click on first field): Sort Order
Disabled	Prefix
(disabled)	(prefix)
0	
0	Capt
0	Dr.
0	Miss
0	Mr.
0	Mrs.
0	Ms
0	Ms.
0	The Rev

• Figure 95 Prefixes Table

This table is the list of prefixes that should proceed the name. You can have prefixes and titles up to 20 characters each. They can be extended like “The Rt. Rev. Dr.” for an Anglican bishop with a doctorate. Prefixes are selected from a pulldown³ menu in the Biographic record as shown in the “Students, Faculty, Applicant and Alumni/ae Record-keeping” text.

Program Type Table

Click [Program Type](#) in Figure 2.

Program Type						
Code	Program Type	Amt. Per Credit	Max. Amt. Sem.	Fee Codes	Level	Disabled
311	Classical Piano	400	1,000.00	AF	3	N
311	Classical Piano	400	1,000.00	AF	4	N
311	Classical Piano	400	1,000.00	AF	5	N
311	Classical Piano	400	1,000.00	AF	6	N
NF	No Fee	0	0.00		0	N
NF	No Fee	0	0.00		1	N
NF	No Fee	0	0.00		2	N
NF	No Fee	0	0.00		3	N
NF	No Fee	0	0.00		4	N
NF	No Fee	0	0.00		5	N

• Figure 96 Program Type Table

This table is linked to the “Programs Table” (page 65). It’s complicated with maximums and types of fees, so see the text “Financial Record-keeping and Billing” for instructions on setting the financial values in this table.

Programs Table

Click [Programs](#) in Figure 2.

Programs				
Program Code	Program	CIP Code	Program Type	Disabled
LEGL1	Legal Studies - AD	0	No Fee	N
LEGL2	Legal Studies - CH	0	No Fee	N
MarEng	Maritime Engineering	495531	Maritime Engineering	N
MEMS2	Marine Electrical & Mecha	0	No Fee	N
MEMS3	Marine Electrical & Mecha	0	No Fee	N
NSCI1	Natural Sciences	0	No Fee	N

• Figure 97 Programs Table

Here is where you list the programs at your institution. Programs are initially entered in the applicant records as described in the SONISWEB® text “Applicant Checklists, Activities, and Disposition”. Once admitted, you typically use the Programs record as illustrated in the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”.



• Figure 98 Programs Table Detail Record

Clicking the underlined Program Code or the Add button yields a detail record like Figure 98.

Program Code

This is entered when you Add at new program. It should be descriptive.

Program

This is the description of the program.

CIP_Code

This is the “Classification of Instructional Programs” (CIP) code, a six-digit standard code that classifies instructional programs for most academic institutions.

CIP codes are especially important for the transfer of course credits. Their use is shown in the section on transfer courses in the text “Course & Section Processing”.

Type

In Figure 98 you use the pulldown³ under Type to pick one of the fees set in “Program Type Table” (page 64).

Disabled

This checkbox³ disables the program so it’s not shown on pulldown menus nor can it be selected. To disable a program, click the checkbox until a checkmark appears. To enable a program, click the checkbox until it’s blank.

Exclude Outside System

When this checkbox³ is blank anyone accessing the Catalog function on your Web Home page sees this program in the list of Programs. To prevent this program appearing, click the checkbox until a checkmark appears. To permit the program to be shown in the list, click the checkbox until it’s blank.

Recommendation Table

Table Maintenance - <i>webrecom</i>		
ADD New Record	OR Edit Record (click on first field): Sort Order	
<u>Recom. Code</u>	<u>Disabled</u>	<u>Recommendation</u>
(rec_cod)	(disabled)	(recomm)
3	0	Academic
2	0	Employment
1	0	Personal

• Figure 99 Recommendation Table

The entries in this table provide a pulldown³ list for the References record. See the texts “Students, Faculty, Applicant and Alumni/ae Record-keeping” and “Applicant Checklists, Activities, and Disposition” for examples.

Recruiting Plans Table

This is described in the “Recruiting Prospective Students” manual.

Referred By Table

Table Maintenance - <i>referby</i>				
ADD New Record	OR Edit Record (click on Button in the row): Sort Order			
<u>Referred By Code</u>	<u>Disabled</u>	<u>Exclude Outside System</u>	<u>Referred By</u>	<u>Sorting Order</u>
(refer_by_cod)	(disabled)	(exclude_rfb)	(refer_by)	(sortorder)
1	0	0	Internet Web Page	
2	1	0	Newspaper	
3	0	0	High School Counselor	0
4	0	0	Alum	0

• Figure 100 Referred By Table

This table defines the standard sources that refer prospective students and applicants. This is used for reports that show how your prospective students found your institution. Refer to the “Recruiting Prospective Students” text and discuss the analysis needs with your recruiting staff to determine what should be in this table.

Exclude Outside System is not currently used.

Refund Filter Settings

This is described in the “Financial Record-keeping & Billing” manual.

Refund Settings Table

This is described in the “Financial Record-keeping & Billing” manual.

Registration Activities

Click [Registration Activities](#) in Figure 2.

This picks the activity that want triggered by the on-line registration of a student.

You scroll through Figure 101 to find the activity you want triggered by enrollment. You pick the activity then click the Submit button.

Note the > symbol in Figure 101 that shows the selected activity.

• Figure 101 Registration Activity Selection

Timed Email

Check the names of those you wish to email about the listed activity.

Mark invalid emails as Stopped

Send	Name	Activity	Email Address	Message
<input checked="" type="checkbox"/>	Brown, Richard (BR1146854)	Enrolled e-mail	rich@email.com	You have been registered for this semester's class...

• Figure 102 Registration Activity E-Mail Note Example

Typically it's a timed e-mail note to the student saying "you've been enrolled for the semester" illustrated in Figure 102. You set it up in "Activities Table" (page 15).

Relation Join

Click Relation Join in Figure 2.

You set up the standard relationships that can be used in people-records. It's especially valuable for, and its use described in, "Development and Fund Raising".

The Relation pulldown choices in Figure 103 come from the relationships defined in Figure 104.

Existing Relation Joins			
Relation		Relation	
contactee	OF	emrcontact	Delete
daughter	OF	father	Delete
daughter	OF	mother	Delete
dependent	OF	guardian	Delete
emrcontact	OF	contactee	Delete
father	OF	daughter	Delete
father	OF	son	Delete
friend	OF	friend	Delete
guardian	OF	dependent	Delete
mother	OF	daughter	Delete
mother	OF	son	Delete
sibling	OF	sibling	Delete
son	OF	father	Delete
son	OF	mother	Delete
spouse	OF	spouse	Delete

Create A New Relation Join			
Relation		Relation	
<input type="text" value=""/>	OF	<input type="text" value=""/>	
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>	

• Figure 103 Relation Join Table

Relationships Table

Table Maintenance - <i>relatnsh</i>	
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order	
Disabled	Relationship
(disabled)	(relation)
0	contactee
0	daughter
0	dependent
0	emrcontact
0	guardian
0	mother
0	sibling
0	son
0	spouse
0	uncle

• Figure 104 Relationships Table

This relationship list is used when entering each person’s Relationships record. It also serves as the emergency contracts record. See the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”. It applies to students, faculty, applicants, and “alums”.

It’s also used in “Relation Join” above.

Requirement Code Table

Table Maintenance - <i>reqcode</i>					
ADD New Record		OR Edit Record (click on first field): Sort Order			
Description	Disabled	Requirement Code	XtraChar	XtraInt	XtraLog
(reqcod_txt)	(disabled)	(req_cod)	(reqcod_ce1)	(reqcod_ne1)	(reqcod_le1)
Foreign Lang Tech Bus 1998	0	FLTB	x	0	0
Foreign Language Liberal Arts 1967	0	FLla	x	0	0
Math Bus and Lib Arts 1988	0	Math	x	0	0
Mathematics Engineering Science 1987	0	MaES	x	0	0

• Figure 105 Requirement Code Table

This table is used for degree audits. If you do not currently use SONISWEB® degree audit, you can ignore this table until you need it.

The table is set up in league with “Curriculum Code Table” (page 33), and the “DA:” series of **Systems** functions. You should use the “Degree Audit” text for guidance in setting up this table.

Room Attribute Table

Table Maintenance - roomattributes		
<input type="button" value="ADD New Record"/> OR Edit Record (click on Button in the row): Sort Order		
Attribute	Attribute Code	disabled
(roomattr_txt)	(roomattr_cod)	(disabled)
Air Conditioner	AR	0
Carpeted	CP	0
Ethernet Connection	EC	0
Acute care hospital room	HA	0
LCD Projector	PJ	0
Sink	SK	0
Test Attribute	TA	1
Time Out Corner	TO	0
White Board	WB	0
Water Fountain	WF	0
Windows	WI	0

• Figure 106 Room Attributes Table

This table is used in setting the attributes – facilities – of rooms for searches, especially using [Room Finder](#).

Rooms and Buildings

Click [Rooms and Buildings](#) in Figure 2.

Use the manual “Room, Building & Campus Records” to set up this series of tables.

Rooms and Buildings

IN

AT

• Figure 107 Room Edit or Add

SAP GPA

SAP – Satisfactory Academic Progress – is used for financial aid and is covered in the SONISWEB® manual “Financial Aid”.

Section Table

Table Maintenance - <i>section</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Disabled	Section	Sorting order
(disabled)	(section)	(sortorder)
1	0	1
0	1	1
0	2	2
0	3	3
0	4	4
0	5	5
0	6	6

• Figure 108 Sections Table

Here is where you list the course section numbers that you permit. They appear in the pull down lists used during course section set up. This controls the maximum number of sections that any course can have in a semester. The use of this table in pulldown³ menus is shown in the text “Course & Section Processing”.

Sort Order:

This controls the order in which the sections are listed in the pulldown list. If one or more sections has been given a number the sections are ordered first by the Sorting Order then by Section column. If all are set to zero (0), for all sections they appear in the order of Section column.

Semesters Table

For events that don't start and/or end on the semester dates, add entries to the "Sessions Table" on page 75.

Table Maintenance - <i>semester</i>					
<input type="button" value="ADD New Record"/>		OR Edit Record (click on Button in the row): Sort Order			
Disabled	Report Skip	Semester	Semester Description	Semester End Date	Semester Start Date
(disabled)	(report_skip)	(semester)	(sm_desc)	(smend_dt)	(smst_dt)
1	0				
0	0	1	Fall	12/31/2005	09/01/2005
0	0	2	Spring	05/30/2006	01/01/2006
0	0	3	Summer	08/28/2006	06/19/2006
1	0	0	Transfer	01/01/1900	01/01/1900

• Figure 109 Semesters Table

The semester start and end dates are changed every year since it defines the number of semesters and their dates in your school year. Some institutions call them terms, quarters, or blocks.

SONISWEB® uses dates to find scheduling conflicts so the dates need to be real and not overlap.

Report Skip

If a 1 (digit one) is in this field, the entry will not be offered on the report prompt.

Semester End Date:

The end date for the semester this year.

Semester Start Date:

The start date for the semester this year.

Sessions Table

Sessions are time periods that don't share the start and/or end dates of a semester. They're typically used for seminars, professional exam periods, etc. that are within a semester.

Sessions				
Record 1 - 2 of 2	Sess.	Start Date	End Date	Disabled
	<BLANK>			N
	<u>S3</u>	04/07/04	05/19/04	N

• Figure 110 Sessions List

First you see the existing sessions, if any in Figure 110. The <BLANK> session is required since it's the default when you set up a course section that uses the normal semester dates.

Click underlined name of a session to edit or disable it. Click the Add button to add a new session.

Sessions				
Sess.	S3	Start Date	<input type="text" value="04/07/2004"/>	End Date
			<input type="text" value="05/19/2004"/>	Disabled <input type="checkbox"/>
<input type="button" value="Reset"/>		<input type="button" value="Delete"/>		
			<input type="button" value="Submit"/>	

• Figure 111 Sessions Entry

Enter, change, disable, or delete session as seen in Figure 111.

Special Needs Table

Table Maintenance - <i>spneed</i>					
ADD New Record		OR Edit Record (click on first field): Sort Order			
Custom fields	Custom fields	Custom fields	Disabled	Special needs code	Special needs text
(spneed_ce1)	(spneed_le1)	(spneed_ne1)	(disabled)	(spneed_cod)	(spneed_txt)
x	0	0	0	ag	Agoraphobic
x	0	0	0	he	Hearing Impaired
x	0	0	0	ld	Learning Disability
x	0	0	0	sp	Speech Impaired
x	0	0	0	vi	Vision Impaired
x	0	0	0	wa	Walking Impaired

• Figure 112 Special Needs Table

The entries in this table appear in a pulldown³ menu in the Specials Needs record for students, faculty, staff etc. See “Students, Faculty, Applicant and Alumni/ae Record-keeping” for that record.

Standard Fees Table



• Figure 113 Bottom of the Home Page

Standard fees are displayed to the public from your Web site. See the “Administration” text for an example of what a Standard Fee display looks like and where it is used.

Table Maintenance - <i>std_fee</i>			
ADD New Record		OR Edit Record (click on first field): Sort Order	
<u>Standard Fee Code</u>	Disabled	Fee Amount	Fee Description
(std_cod)	(disabled)	(amt_1)	(std_txt)
Res yr	0	10,500.00	Standard Yearly Fee for NC Resident
Std yr n	0	21,700.00	Standard Fee for non-NC Residents
Typical	0	175.00	Typical per credit, most courses

• Figure 114 Standard Fees List

The fees are displayed to the public in alphabetical order by “Fee Description” so use that description to get the order you want. Fees in Figure 114 are not in the same order as the public display.

Table Maintenance - <i>std_fee/std_cod</i>			
<u>Standard Fee Code</u>	Disabled	Fee Amount	Fee Description
(std_cod)	(disabled)	(amt_1)	(std_txt)
Typical	<input type="text" value="0"/>	<input type="text" value="175.00"/>	<input type="text" value="Typical per credit, most courses"/>
Reset		Submit	
Delete This Record			

• Figure 115 Standard Fee Entry

Figure 115 is a typical fee entry.

States (and Provinces) Table

Table Maintenance - state		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Disabled	State Abbreviation	State Name
(disabled)	(state_abbr)	(state_name)
0		
0	AL	Alabama
0	AK	Alaska
0	AB	Alberta (Canada)
0	AZ	Arizona
0	AR	Arkansas
0	BC	British Columbia (Canada)
0	CA	California
0	CO	Colorado
0	CT	Connecticut

• Figure 116 States (and Provinces) Table

This table contains codes and descriptions for the states within the United States from which you draw your students. RJM Systems furnishes a basic table with SONISWEB®. Those in other nations can use this table for their own provinces or other important boundaries. Note that “Country” (page 30) and “County” (page 30) tables are also available to define boundaries for reporting.

State Abbreviation

The use of this table ends up affecting the SONISWEB® letter and mailing functions, so we recommend using the standard two character Postal Service abbreviation for the state or province, like NC for North Carolina, CA for California, ON for Ontario, BC for British Columbia, etc.

System Variables

These are described and setting made using the SONISWEB® text “System Variables Configuration & Maintenance”. These are the entries in System Variables:

- Report Header
- FICE
- Screen Header
- OPE ID
- Address
- Flat Fee Billing
- Flat Fee Ref

- Telephone
- Email
- Current Semester
- Current School Year
- Grad[uation]. Date
- Term
- Entry Date
- Make blank grades official
- Default Bill Date
- IP Courses on Transcript
- Multi Transcript/GPA
- Truncate GPA
- Remarks
- Bill Memo
- Reset Button
- Submit Button
- Bypass Processing

Term of Interest Table

Click Term of Interest in Figure 2 to get Figure 117, Use the pulldown in Figure 117 to pick a term and get Figure 118.

The screenshot shows a window titled "Term of Interest". At the top, there is a dropdown menu currently displaying "Fall 2006". Below the dropdown are two buttons: "Submit" on the left and "Add" on the right.

• Figure 117 Term of Interest

The screenshot shows a window titled "Term of Interest" with a form. The form has a label "Term of Interest" on the left. Next to it is a text input field containing "Fall 2006". To the right of the input field is a "Disabled" checkbox, which is currently unchecked. Further right is an "Exclude Outside System" checkbox, also unchecked. Below the input field are three buttons: "Reset" on the left, "Delete" in the center, and "Submit" on the right.

• Figure 118 Term of Interest Entry

As each year begins, you disable old “terms” and enter new ones for the coming recruiting season. Since this is used by your recruiting staff for analyzing past recruiting efforts and for estimating incoming applications, you should look to that staff for guidance on filling in this table. Its use is illustrated in the text “Recruiting Prospective Students”.

Tests Table

Table Maintenance - test			
ADD New Record		OR Edit Record (click on first field): Sort Order	
Disabled	State	Test	Test Code
(disabled)	(state)	(test_txt)	(test_cod)
0		Carter Chart	4
0	nc	Freud's Folly	3
0		MPQA	5
0		Stanford-Benet	2
0	VA	Stds of Learnng	80
0		Swimming	1

• Figure 119 Tests Table

The SAT and ACT tests are built into SONISWEB®. The professions, academic disciplines, or governments you serve may require additional specialized tests. These are the tests student take as part of the application or registration process. These become part of student, applicant, alumni/ae and faculty records.

These are not the usual class tests and mid-term exams taken by matriculating students nor those taken for certification unless certification is required for admissions.

State:

If the test is affiliated with a specific state or province, enter the code for that state.

Transaction Code Mapping Table

Click [Transaction Code Mappings](#) in Figure 2.

If you're using Blackbaud's "The Financial Edge®" accounting system, you use a special interface named "EdgULink" instead of this table.

For pledge payments, you use "Pledge: TCodes Mappings Table", page 63.

Normally this table and the "Transaction Codes Table" (page 83) are filled out together.

SONISWEB® transaction codes (see page 82) provide simple single-entry codes for posting financial transactions. When these are exported to an accounting system, however, they need to be translated into one or more double-entry records that a proper accounting system can take as journal entries. When the "Post to Accounting" function of **Financials** is run, that mapping is done using this table. See "Post (Export) to Accounting" in the text "Financial Record-keeping and Billing" for more on this export process.

Transaction Code Mappings						
Add New Mapping						
Campus	<u>Fee Codes</u>	Acct. Code Desc.	Acct.	Acct. Dept.	Fund Charged	Disabled
Centerville Main Campus	<u>AF</u>	Credit	110300			N
Centerville Main Campus	<u>LF</u>	Credit	110300			N
Centerville Main Campus	<u>SR</u>	Debit	130000			N
Centerville Main Campus	<u>TC</u>	Debit	110300			N
Centerville North Campus	<u>AF</u>	Debit	110300			N
Centerville North Campus	<u>LF</u>	Debit	110300			N
Centerville North Campus	<u>SR</u>	Credit	130000			N
Centerville North Campus	<u>TC</u>	Credit	110300			N
Centerville South Campus	<u>LF</u>	credit	3456789			N
European Campus	<u>IF</u>	Debit	110100			N
To Be Determined	<u>AF</u>	Credit	110100			N
To Be Determined	<u>AF</u>	Debit	110400			N
To Be Determined	<u>AF</u>	Credit	110500			N

• Figure 120 Transaction Code Mapping List

To edit a mapped code, click its underlined "Fee Code" in Figure 120.

To add a new mapping, click the Add button.

Transaction Code Mappings			
Editing: 14			
Campus	Centerville North Campus	Fee Codes	TC-Tuition
Acct. Code Desc.	Credit	Acct.	110300
Fund Charged		Version	
Disabled	<input type="checkbox"/>	Project	
Reset		Delete	
		Submit	

• Figure 121 Transaction Code Mapping Detailed Record

Figure 121 is the result of clicking a Fee Code in Figure 120.

This table should be filled out by your accountants. It refers to the chart of accounts in your accounting system.

Top to bottom, left to right, the fields are:

Campus-Fee Code Combination

You need at least one entry for every fee code within every campus. For example, if you have four campuses, the basic tuition code TC must be defined at least four times in this table.

Acct. Code Desc.

The description your accountants expect for this code.

Fund Charged:

You have the option¹⁹ of naming the fund to be charged.

Disabled:

As described on page 12, this lets you disable an entry so that it cannot be used for mapping SONISWEB® transaction codes (page 82) to the code used by your accounting system.

Fee Codes

The SONISWEB® transaction code set in “Transaction Codes Table”, page 83.

Acc[ou]nt:

This is the code used by your accounting system for the transaction, using the number in your chart of accounts.

Version:

Used internally by SONISWEB® (therefore it may not appear when you display the table).

Project

Used where the Fee Code above is connected to a project with an name or ID that you enter here.

Accounting Code:

Enter a 10 for a debit or a 60 for a credit.

Acct. Dept.

Optionally¹⁹ you can name the department to which this account is assigned and, therefore, to which this transaction will be assigned.

Source:

You have the option¹⁹ of naming the source of the funding.

For a new entry, you click the Add button to enter it. After editing an existing item, you click the Submit button to save your change.

You return to Figure 120.

¹⁹ If you are exporting electronically to an accounting system, some of the “optional” fields may not be optional. Your accounting staff can tell you which are required and which are truly optional.

Transaction Codes Table

To fill in this table, shown in Figure 122, requires two things:

- A person from your accounting or finance department to guide you in the accounting requirements for your institution.
- A copy of the “Financial Record-keeping and Billing” manual.

Therefore the see the “Financial Record-keeping and Billing” manual to instructions in filling out this table.

Table Maintenance - <i>tcodes</i>																		
ADD New Record		OR Edit Record (click on Button in the row): Sort Order																
Activity Code	Activity Type	Check Refund	Description	Disabled	Exit Path	Exit Return	Federal Report 1	Federal Report 2	Heading 1	Heading 2	Include Bill	Include Summary	IRS 1098T Refund	Post Award	Reference ID	Report Skip	Transaction Code	Xtra Cha
(act_code)	(act_type)	(chk_refund)	(descript)	(disabled)	(exit_ptn)	(exit_rtn)	(fed_rpt1)	(fed_rpt2)	(heading1)	(heading2)	(inc_bill)	(inc_sum)	(refund1098T)	(post_awd)	(refer_id)	(report_skip)	(tcodes)	(tcodes_c)
+	b		Activity Fee	0		0	0	0	Activity	Fee	1	1	0	0	Activity Fee	0	AF	
+	b	0	Application Fee	0	0	0	0	0	App	Fee	1	1	0	0	Application Fee	0	AP	0
+	b		Field Fee	0		0	0	0	Field	Fee	1	1	0	0	At-Sea Training Fees	0	FF	
-	a	0	Award	0		0	0	1	Award		1	1	0	0	Award	0	AW	
-	b		Bail Bond	0		0	0	0	Bail	Bond	1	1	0	0	Bail Bond	0	BB	
+	b		Book	0		0	0	0	Books		1	1	0	0	Books	0	BK	
+	h	0	Brown Hall Residence	0	0	0	0	0	Brown	Hall	1	1	0	0	Brown Hall Residence	0	BR	
-	c	0	Credit Adjustment	0		0	0	0	Credit	Adjust	0	0	0	0	Credit Adjustment	0	CR	

• Figure 122 Transaction Codes Table

Normally this table and the “Transaction Code Mapping Table” (page 81) are filled out together. This is where you define the specific codes used to identify financial transactions in financial aid and billing and to specify how these financial transactions should be classified.

Tuition Status Table

Table Maintenance - <i>tuitstat</i>			
ADD New Record		OR Edit Record (click on first field): Sort Order	
Cost Per Credit	Disabled	Tuition Status	Tuition Status Text
(cost_cred)	(disabled)	(tuit_stat)	(tuit_stat_text)
7.50	0	FT	
0.00	0	HT	

• Figure 123 Tuition Status Table

Your institution defines this two character code to establish tracking of students. You can use anything you wish. It appears as a selection in the biographic screen in the student displays. See the text in “Students, Faculty, Applicant and Alumni/ae Record-keeping”. A common set of codes is HT for half-time, FT for full-time, 3Q for three quarters, etc.

Cost per Credit:

This is not used in the North American version of SONISWEB®.

Tuition Status:

Enter the two character tracking codes of your choice.

Tuition Status Text:

The description of the tuition status; it is optional.

Tuition Tcodes

Click [Tuition Tcodes](#) in Figure 2.

Tuition Tcodes				
Fee Codes	Description	Cannot Void	Refundable	
AF	Activity Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
FF	Field Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
LF	Lab Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
QQ	Tuition Refund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
TC	Tuition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
		<input type="button" value="Reset"/>	<input type="button" value="Submit"/>	<input type="button" value="Add"/>

• Figure 124 Tuition Tcodes

These are specific financial transactions codes (page 83) that are set so that a person authorized to register students but not to handle financial records can post these limited transactions. It defines the tuition-related transaction codes that can be voided or refunded after a course has been deleted or enrollment has been changed to affects the per-credit or flat-fee tuition charges. Setting them up is covered in the SONISWEB® manual “Financial Record-keeping & Billing”. Using them is described in “Student, Faculty, Applicant, and Alumni/ae Record-keeping”.

Visa Table

The use of Visa information is described in the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”.

Table Maintenance - visa		
ADD New Record	OR Edit Record (click on first field): Sort Order	
Visa Code	Visa Classification	Visa Description
(visa_cod)	(visa_class)	(visa_desc)
A1	Visa	A-1 Diplomat and Government Official
ASY	Work Permit	Asylum Seeker
F1	Visa	F-1 Student Visa
F1C	Visa	F-1 Student Curricular Training
F1E	Visa	F-1 Student On-Campus Employment
F1P	Visa	F-1 Student Optional Practical Training
F1W	Visa	F-1 Student with Work Permission
F2	Visa	F-2 Spouse of F-1
G4	Visa	G-4 International Organization Employee

• Figure 125 Visa Table

This table lists all that are valid for your institution and country. The list comes from your State Department, Foreign Ministry, or immigration agency.

Web Options

These are more frequently changed options such as registration start and stop dates and allowing or preventing SONISWEB® functions from running. The SONISWEB® manual “Web Options” covers it.

Weighting Scale

Related to “Element Table” (page 37), these scales are used by SONISWEB® to calculate semester grades from faculty scores. (Faculty don’t have to use scores, they can enter the semester grades directly). Weighting is normally set by faculty members using the manual “Faculty Handbook”. You can set system-wide weighting as described here.

Click [Weighting Scale](#) in Figure 2.

Weighting Scale			
Add New Weighting			
Click on a <u>Weighting ID</u> to edit.			
Weighting ID	Weighting Description	Disabled	Owner
AdamsEngl	A Adam's English	No	SYSTEM
AMcNmath	Alfred MecNutt Math	No	SYSTEM
EAlgArt	Algonican's Art classes	No	SYSTEM
MidTerm1	Exam only Mid Term	Yes	SYSTEM
MarEngS1	Marine Engineering Std	No	Johnson, Dale
JimMidTrm	Mid Term Evaluation	Yes	SYSTEM
Jims1	Normal Full Semester	Yes	SYSTEM
Tim's Meth	Tim's Method	No	SYSTEM

• Figure 126 Weighting Scale List

You see both system-wide and instructor weighting scales. You can look at an instructor’s scale but only that instructor can change it. To add a new weighting scale, click the Add button. To change an existing one, click its underlined ID.

Enter the proportion for each element (they’re defined on page 37). As you move from element to element, the total is calculated. Your elements must total 100% but can be more than 100% if that makes sense for a score.

Disable any scale that you don’t want used any more.

To see how these scales are used to compute grades, check the SONISWEB® “Faculty Handbook”.

Weighting Scale		
Weighting ID	AMcNmath	
Weighting Description	<input type="text" value="Alfred McNutt Math"/>	
Disabled	<input type="checkbox"/>	
Element	Percent	Drop Lowest Score
Class Part	<input type="text" value="10"/>	<input type="checkbox"/>
Extra Credit	<input type="text" value="0"/>	<input type="checkbox"/>
Final	<input type="text" value="25"/>	<input type="checkbox"/>
Homework	<input type="text" value="50"/>	<input checked="" type="checkbox"/>
Points	<input type="text" value="15"/>	<input type="checkbox"/>
Quiz	<input type="text" value="0"/>	<input type="checkbox"/>
Tes	<input type="text" value="0"/>	<input type="checkbox"/>
Total	<input type="text" value="100"/>	
<input type="button" value="Reset"/> <input type="button" value="Submit"/>		
<input type="button" value="Delete"/>		

• Figure 127 Weighting Scale Detail

Webinq Prereq Courses Table

Table Maintenance - <i>psprereqcrs</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on Button in the row): Sort Order		
Prereq Course Codes	Disabled	Prereq Course Description
(psprereqcrs_cod)	(disabled)	(psprereqcrs_txt)
<input type="text" value="ENG1"/>	0	English Composition 1
<input type="text" value="HIS1"/>	0	American History 1

You enter any prerequisite course a prospective student must have completed or be enrolled in before acceptance. It's recorded in the person's Prospect Inquiry Extra record. The admissions or Registrar's staff specify the contents of this table.

When Employed Table

Table Maintenance - <i>when_</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
Disabled	When	When Code
(disabled)	(when_txt)	(when_cod)
0	After Graduation	<input type="text" value="6"/>
0	Prior To Enrollment	<input type="text" value="4"/>
0	While Enrolled	<input type="text" value="5"/>

• Figure 128 When Employed Table

This table is the list for a pulldown³ menu in the Employment record. It is shown in the text "Students, Faculty, Applicant and Alumni/ae Record-keeping". It is useful both for students and for tracking alumni/ae accomplishments after graduation.

Years Table

Table Maintenance - years			
ADD New Record		OR Edit Record (click on Button in the row): Sort Order	
Sch Yr Code	Disabled	Report Skip	School years
(sch_years_id)	(disabled)	(report_skip)	(sch_years)
17	0	0	200304
18	0	0	200405
19	0	0	200506
20	0	0	200607
21	0	0	200708

• Figure 129 Years Table

Throughout SONISWEB, there are pull down lists which give you a choice of school years. This is your control table to limit the years users can select from for processing.

Typically you update this table each year:

Add next year so you can set up course and sections.

Disable past years that you do not want selected by mistake.

Once a year's grades and financial transactions are settled you can disable the year. The only reason to leave it enabled is to enter past records into SONISWEB® during the conversion process.

Report Skip

If a 1 (digit one) is in this field, the entry will not be offered on the report prompt.

GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

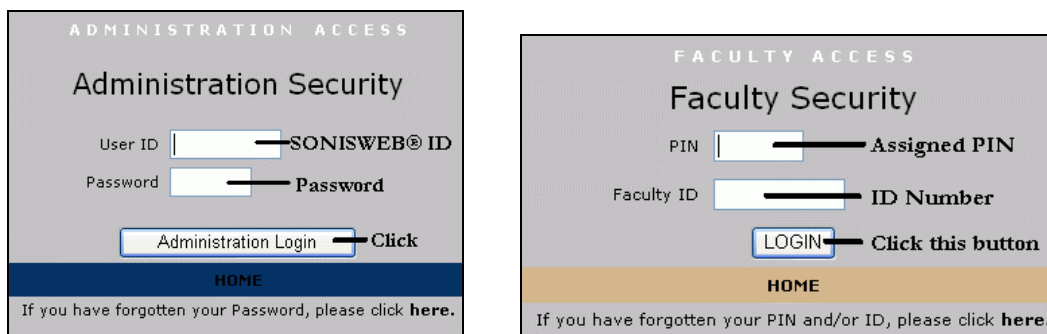
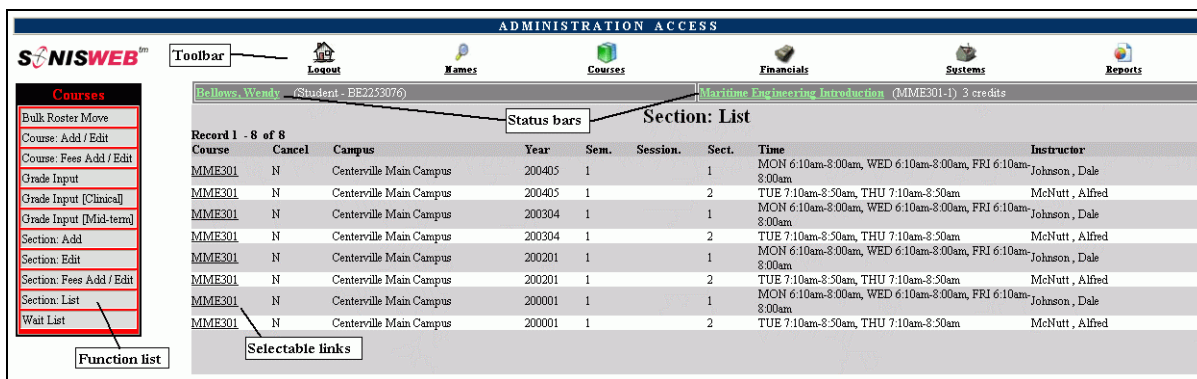


Figure 130 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 130.



• Figure 131 Typical SONISWEB® Page

Figure 131 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only **Course: Add/Edit** for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list on the left, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the “person” or the “course” you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 131 click an underlined **Selectable Link** and you go to that record.

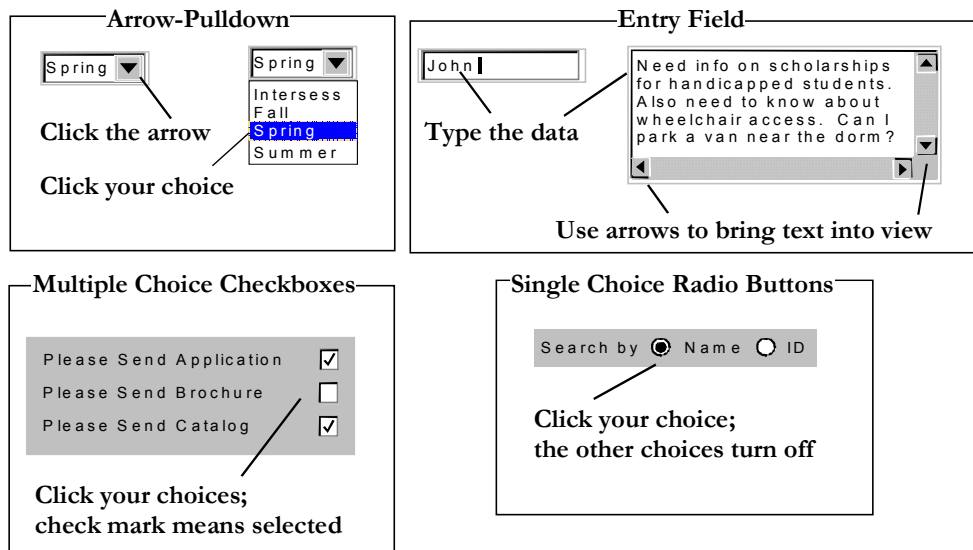


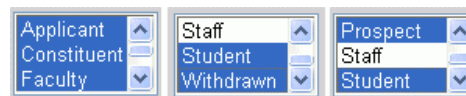
Figure 132 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 132. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 133.



• Figure 133 Selecting Multiple Choices

- To pick two or more that are not adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 133.