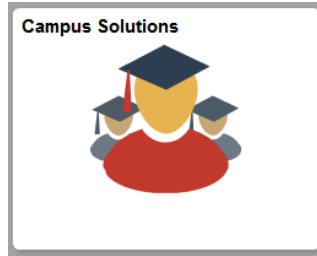# CU Student Integrated Systems (CU-SIS)

The CU Student Integrated Systems (CU-SIS) is the CU System's electronic student information and record management system. CU-SIS is one of the tools advisors use in their day-to-day work with students. This table reflects the navigation paths to information screens in CU-SIS accessed frequently by advisors. It may help to place these screens in the CU-SIS "Favorites" list. The table also includes a brief summary about the information (i.e., functions) available on each of the screens.
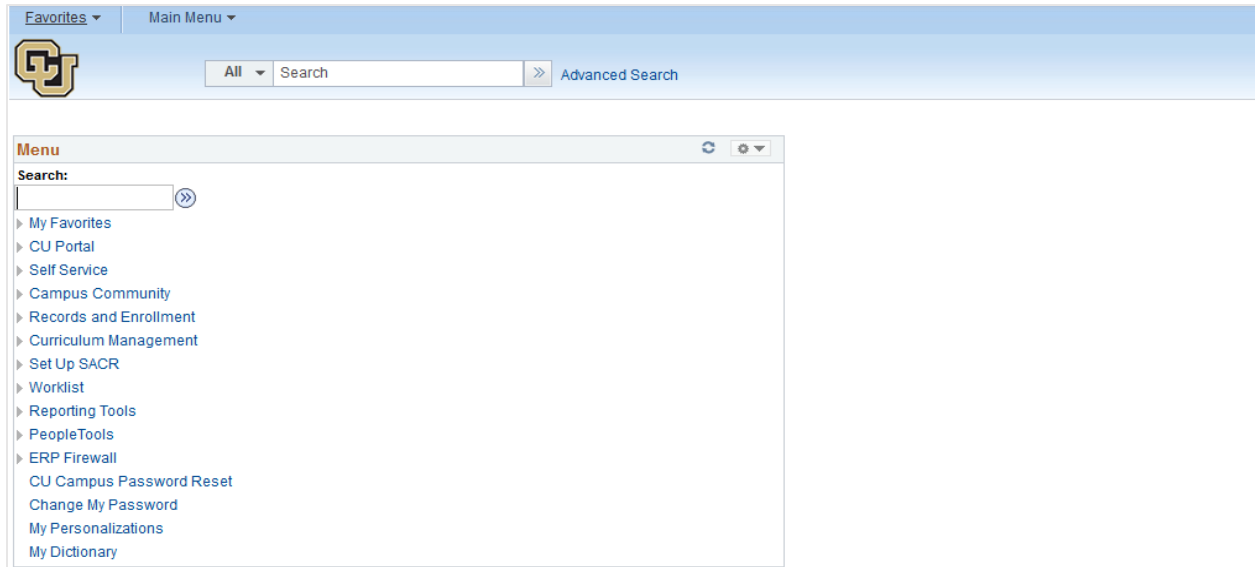
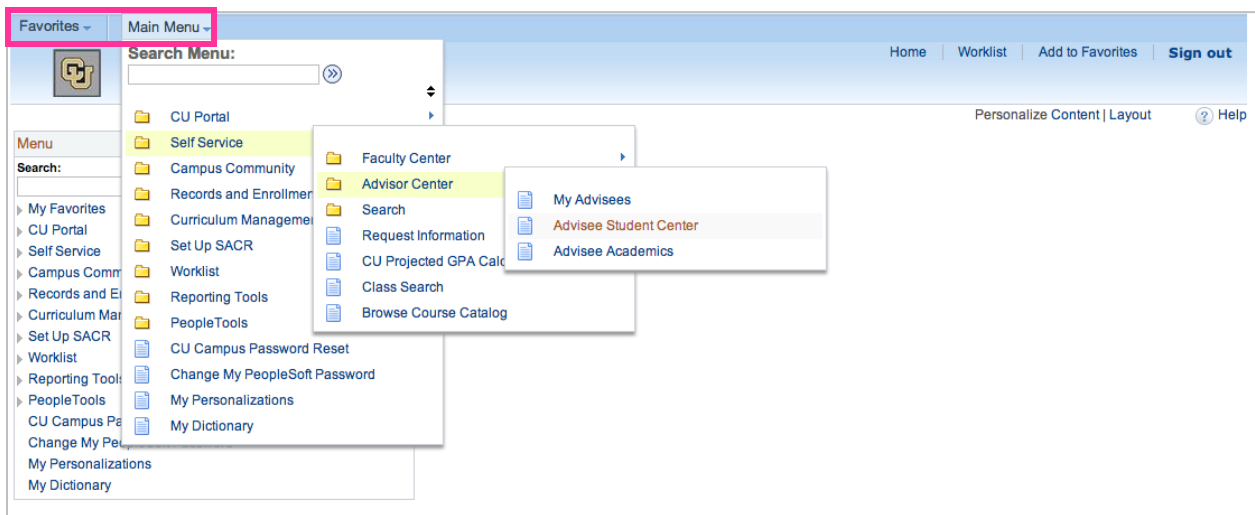| Information Screens & Functions	Navigation Path
Advisee Student Center *Access student academic program, personal, hold, enrollment date, schedule, grade and unofficial transcript information*	Main Menu > Self Service > Advisor Center > Advisee Student Center
Class Search *Access course schedules*	Main Menu > Curriculum Management > Schedule of Classes > Class Search
Electronic Address *Access student electronic addresses including pre-enrollment contact email*	Main Menu > Campus Community > Personal Information > Biographical > Address/Phones > Electronic Address
Graduation Roster *Access the tentative graduation roster for a particular term*	Main Menu > Records and Enrollment > CU Records and Enrollment > CU Graduation Roster
Names *Access student name history and name change information*	Main Menu > Campus Community > Personal Information > Biographical > Names
Request Transcript Report *Access student transcripts through a batch process*	Main Menu > Records and Enrollment > Transcripts > Request Transcript Report
Student Services Center *Access student academic, personal, hold, enrollment date, schedule, grade and unofficial transcript information*	Main Menu > Campus Community > Student Services Ctr (AdminVw)

How to Access CU-SIS

1. Log in to UCD Access (https://passport.ucdenver.edu/login.php) with your CU Denver credentials. If you are directed to the CU Denver | Anschutz Resources page, select *UCD Access* from the University Resources List.
2. Toward the top center of your UCD Access homepage, click the ▾ CU Resources Home tab.
3. From the drop-down menu, click *Student Systems*.
4. On the *Student Systems* page, click the *Campus Solutions* tile. Note: you can personalize your CU Resources Home page to add this tile.
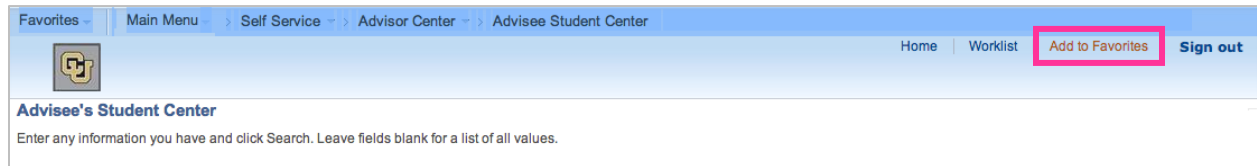
Campus Solutions

A new tab or page will appear, directing you to the CU-SIS home screen:

On the <u>top left-side corner</u> of the CU-SIS home screen, you will see the "Favorites" and "Main Menu" drop-down menus. You will use the Main Menu drop-down menu to navigate to each of the information screens using the navigation paths provided in the table on the first page of this document.

As you navigate to each information screen, you can add it to the "Favorites" drop-down menu by clicking "Add to Favorites" on the <u>top right-side</u> corner of the screen. The system gives you the option to rename the screen.

Please note: much of the student record information on some of the screens in CU-SIS is also available in Navigate. Some CU-SIS information screens are included in this document as they provide access to information that is not available in Navigate.

EAB Navigate

The EAB Navigate platform is CU Denver's student success management system and one of the primary tools advisors use in their day-to-day work with students. Academic advisors use Navigate to obtain information about a student's academic profile, conduct focused outreach to student populations, and document academic advising notes.

How to Access Navigate

1. Log in to Navigate (www.ucdenver.campus.eab.com) with your CU Denver credentials.
2. Toward the top, left-side of the Navigate homepage, you should see a heading for Staff or Professor Home:

3. Please be sure you can toggle between Professor and Staff home by clicking on the ▼ toggle. As a department or faculty advisor, you should have access to both.

CU-SIS Information Screens

Advisee Student Center

This screen allows advisors to access student academic program, personal, hold, enrollment date, schedule, grade and unofficial transcript information. After navigating to this screen, enter the student ID number (no dashes) in the "ID" field. Click the "Search" button. You may also search by student Last Name and First Name. Searches by name produce typically multiple results, without additional information by which to identify students.

On the advisee's Student Center, you will see multiple tabs followed by the student's name. The Advisee Student Center screen defaults to the "Student Center" tab.

Student Center Tab
There are several sections of information available under this tab. Each section of information may be "hidden" using the side arrows (▼) on the left-side corner of each section box.

Academics

This section lists the student's weekly schedule, including course number, days and times, and status of the course (i.e., enrolled/withdrawn). This section also includes a drop-down menu, where the advisor can access course history (list of all courses attempted/completed), grades by term, unofficial transcript, and the student's transfer credit report.

Personal Information

This section lists the student's home and mailing addresses, home phone number, and email address.

Holds

This section lists student service indicators. Service indicators may be positive or negative. Negative service indicators prevent student registration functions.

To Do List

This section lists any enrollment (e.g., Admissions, Financial Aid, Registrar) items the student may need to complete or submit.

Milestones

This section (rarely used or populated) lists student academic milestones (e.g., completion of specific program requirements, research requirements, etc.).

Enrollment Dates
This section lists the day and the student may begin enrolling in a future term. For multiple term information (e.g., summer and fall), click "Details" and select the desired term.

Advisor
This section lists the student's assigned advisor information.

Academics Tab
There are important pieces of information available under this tab.

Institution/Career/Program
This section lists the student's program information, including college, level (i.e., undergraduate or graduate), term status (i.e., active or inactive/discontinued), admit term, course load status (i.e., full-

time or part-time), plan (major and degree), and requirement term (the term for which plan requirements are applicable to the student.

Term Summary
This section lists the student's academic summary, including primary program for the term, academic level (e.g., first-year, sophomore, etc.), course load, and classes by term. The term summary statistics section, located below the "classes" section (not shown in diagram), also includes term and cumulative GPA and semester hours information.

Class Search

This screen allows advisors to access course schedules and individual course information. After navigating to this screen, you can enter the search criteria. Be sure to choose "CU Denver" and the appropriate term in the institution and term drop-down menus, respectively.

Under the "Class Search" section, be sure to indicate "Denver Campus." You can then indicate a course subject by typing in the subject prefix (e.g., ANTH for Anthropology) or click on the "select subject" to find the course prefix.

Similarly, you can indicate a course number by typing in exact the course number (e.g., 2102). You can also type in the level of a course number (e.g., 2), which will result in a list of all of the courses in that subject offered that begin with that course level number.

Additional search options under the "Additional Search Criteria" section, include searching by times, days of the week, instructor, semester hours, session/term, mode of instruction (e.g., online), department, and college.

Class Search Results

Search results display a summary of information about the course, including sections available, status, session, days and times the course is offered, the instructor of the course, and meeting dates. Course status is indicated by an icon, defined in the legend directly above the course title.

When searching for multiple courses, information may be "hidden" using the side arrows (▼) on the left side of each course title.

Course Information
Detailed course information is available by clicking on the course section link (e.g., 001-LEC(10190)).

Search for Classes

Class Detail

ANTH 2102 - 001   Culture and the Human Experience
CU Denver | Summer 2014 | Lecture

[VIEW SEARCH RESULTS]

Class Details

Status	🟢 Open	**Course ID**	123929
Class Number	10190	**Offer Nbr**	1
Session	Intensive (Den)	**Career**	Undergraduate
Units	3 units	**Dates**	6/9/2014 - 7/11/2014
		Grading	Letter Grade
Class Components	Lecture Required	**Location**	Denver Campus
		Campus	Denver Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:30AM - 12:20PM	NORTH 2001	Flemming Daugaard-Hansen	06/09/2014 - 07/11/2014

Enrollment Information

Class Attributes	Den Core Curr: Behavioral Sciences
	GT-SS3 -Soc & Behav Sci:Hmn Behav, Cult, Soc Frame

Class Availability

Class Capacity	37	**Wait List Capacity**	10
Enrollment Total	1	**Wait List Total**	NA
Available Seats	36		

Notes

Class Notes	This course will run during the first five weeks of the term.

Description

An application of the concept of culture to several aspects of the human experience, including gender relations, emotion and personality, cognition, language, health and healing and economic behavior. In exploring these dimensions of the human experience, the course focuses on selected cultures from each of the world's major geographic areas. Max hours: 3 Credits. GT: Course is approved by the Colorado Dept of Higher Education for statewide guaranteed transfer, GT-SS3

[VIEW SEARCH RESULTS]

Detailed course information includes class attributes (e.g., if the course is applicable to specific requirements, such as the CU Denver Core Curriculum), grading type, class availability and wait-list information, class notes, and the course description, in addition to the same summary information available in the search results.

Electronic Address

This screen allows advisors to access student email addresses, including pre-enrollment contact email address. After navigating to this screen, enter the student ID number (no dashes) in the "ID" field. Click the "Search" button.

The search will result in a list of email addresses for the student, including the student's preferred email address. The university uses the student's CU Denver email address as the official means of communication.

Graduation Roster

This screen allows advisors to access the tentative graduation roster for a particular term. The tentative graduation roster includes student who have submitted successfully the online application for graduation. After navigating to this screen, enter the search criteria. For the academic career field, choose "Undergraduate" from the drop-down menu. Indicate "CUDEN" for the academic institution field. For the term, indicate the four-digit term code. In the academic program field, indicate "CLASU."

The results will show a list of students who have submitted the online graduation application. The list will also reflect the status of the application, as well as students' program information.

Names

This screen allows advisors to access name history. After navigating to this screen, enter the student ID number (no dashes) in the "ID" field. Be sure to check the "Include History" box.

The results indicate the student's primary name & effective date for the name, including when the information was updated & by whom. On the far left-side column, you will find a link to "Name History."

The Name History information reflects a list of all former names and name effective dates for a student. Similarly, the list details when the information was updated and by whom.

Request Transcript Report

This screen allows advisors to access student transcripts through a batch process. After navigating to this screen, click on the "Add a New Value" tab.

Select "UNOFF" (unofficial) from the transcript type field drop-down menu then click on the "Transcript Request Detail" tab.

Indicate the student ID number in the "*ID" field. To add more ID's click on the "+" button (the batch can process up to 25 requests without timing out.

Home | Worklist | Add to Favorites | **Sign out**

New Window | Help | Personalize Page

| Transcript Request Header | **Transcript Request Detail** | Report Messages |

Report Request Nbr: 000000000   On Request   [Process Request]

Transcript Type: UNOFF   All CU Careers   [Print]

Report Manager

Find | View All | 🗗   First ◀ 1 of 1 ▶ Last

*Seq Nbr	*ID	Name	Number of Copies			
1	000000000 🔍		1	Send/Special Handling	➕	➖

[💾 Save] [🔔 Notify]   [📑 Add] [🗗 Update/Display]

Transcript Request Header | Transcript Request Detail | Report Messages
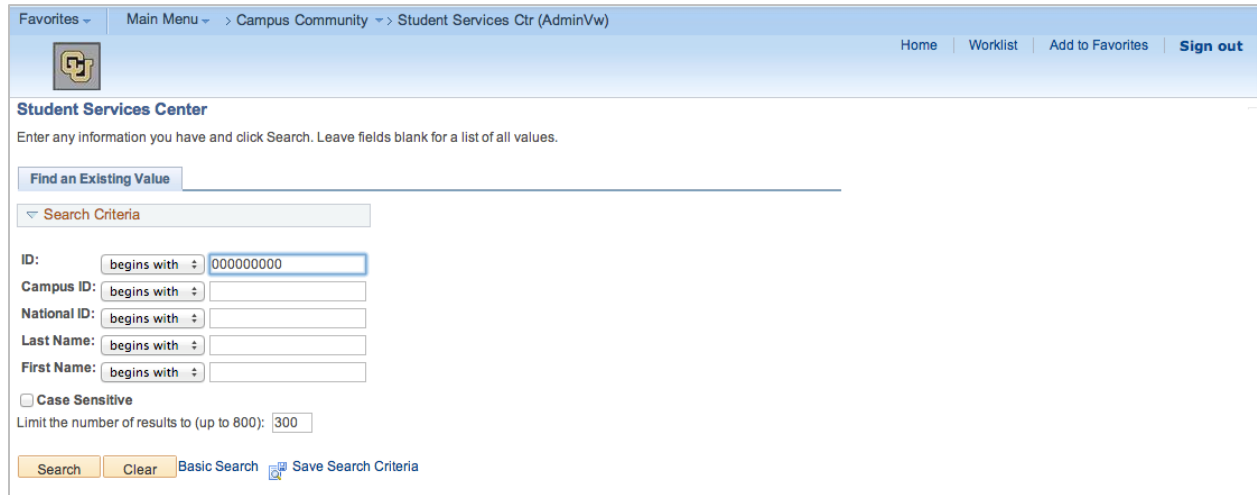
After entering student ID numbers, click on "Process Request" → "Print" → " Report Manager." The Report Manager screen will show a list of reports. Click "Refresh" until you see the time you selected "Print" next to a "SSR TSRPT" report. This will be your batch of transcripts. Click on the hyperlink and a single pop up window will appear with all the transcripts you requested.

Student Services Center

This screen allows advisors to access student academic, personal, hold, enrollment date, schedule, grade and unofficial transcript information. After navigating to this screen, enter the student ID number (no dashes) in the "ID" field.

The Student Services Center is a student's view of some of the same information available to advisors in the Advisee Student Center.

Student Center Tab
There are several sections of information available under this tab. Each section of information may be "hidden" using the side arrows (·) on the left-side corner of each section box.

Academics
This section lists the student's weekly schedule, including course number, days and times, and status of the course (i.e., enrolled/withdrawn). This section also includes a drop-down menu, where the student can access course history (list of all courses attempted/completed), grades by term, and transfer credit report.

Finances
This section lists student's financial information, including account balance, information, bills, and payments.

Personal Information
This section lists the student's home and mailing addresses, home phone number, and email address.

Holds
This section lists student service indicators. Service indicators may be positive or negative. Negative service indicators prevent student registration functions.

To Do List
This section lists any enrollment (e.g., Admissions, Financial Aid, Registrar) items the student may need to complete or submit.

Milestones
This section (rarely used or populated) lists student academic milestones (e.g., completion of specific program requirements, research requirements, etc.).

Enrollment Dates
This section lists the day and the student may begin enrolling in a future term. For multiple term information (e.g., summer and fall), click "Details" and select the desired term.

Advisor
This section lists the student's assigned advisor information. Currently, this information is not up-to-date

Admissions Tab
There are several sections of information available under this tab.

Institution/Career/Application Nbr/Program Section
This section lists the student's program and admissions information, including application number, college, program status (i.e., active or inactive/discontinued), and program plan.

| Student Name | Student ID Number | ★ | 🖥 |

| student center | admissions | academics | finances |

Institution / Career / Application Nbr / Program

CUBLD - CU Boulder
  UGRD - Undergraduate
    00232396
      ARSCU - College Arts & Sciences UGRD
CUDEN - CU Denver
  UGRD - Undergraduate
    00154746
      CLASU - College of Lib Arts & Sci UGRD

Application Nbr:	00154746	
Program Nbr:	0	
Program Status:	Active	as of 03/30/2012
Program:	CLASU	College of Lib Arts & Sci UGRD
Plan:	BIOL-BS	Biology
Last School Attended:	Non-US High School	
City:	1	
State:		
Graduation Date:		
Financial Aid Interest:	☐	
Housing Interest:		

Applicant Progression Section

This section lists the statuses and action dates for all admissions transactions. This information is helpful particularly when working with students who have recently applied or have been admitted.

No recruiters associated with this application.

Applicant Progression

Prospect		Applicant		Student	
Institution	CU Denver	**Institution**	CU Denver	**Institution**	
Admit Type	Freshman	**Admit Type**	FR_1stTime	**Requirement Term**	
Admit Term	Spring 2012 UC Denver	**Admit Term**	Summer 2012 UC Denver	**Admit Term**	
Recruiting Status	Prospect	**Program Status**	Active	**Program Status**	
Status Date	07/25/2011	**Program Action**		**Program Action**	
Referral Source	Interest Page	**Action Reason**	Manual Matriculation	**Action Reason**	
Source Date	07/25/2011	**Action Date**	03/30/2012	**Action Date**	