



UR STUDENT SYSTEM

Academic Foundation Design

May 2019



Agenda

- Introduction
- Academic Unit
- Academic Level
- Academic Unit/Level
- Academic Calendars
 - Key Policies
- Active Student Definition

Introduction

- Academic Foundation includes the basic building blocks of the UR Student System
- These core elements structure and control much of UR Student system processing
- Understanding the Academic Foundation is key to understanding how UR student works!

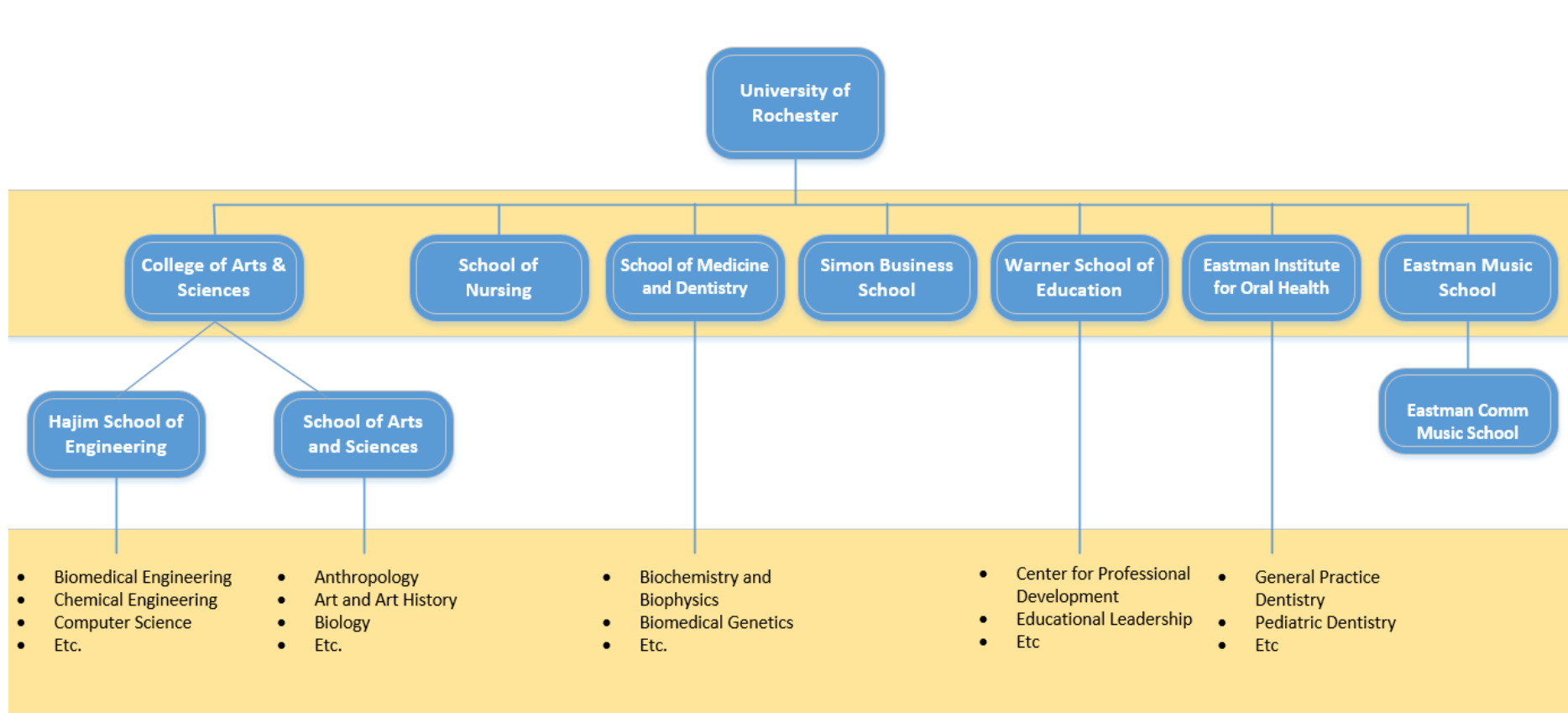


Academic Unit

- The base configuration element for UR Student is the Academic Unit
- Academic Units are categorized by subtypes:
 - Institution (only one)
 - School
 - College
 - Department (not currently defined for all schools)
- Academic Units are defined in relation to each other:
 - Superior Academic Unit – one level up
 - Subordinate Academic Unit – one level down
- Academic Units can be mapped to UR Financials companies to facilitate booking of tuition and fees
- The Reference ID defined for each Academic Unit was created as a bridge to legacy SIS data (the ISIS key)
 - Used to bring data into UR student from other systems

Academic Unit

■ UR Student Academic Units:



Academic Unit

Academic Unit	UR Financials Company	Reference ID
University of Rochester	010	UR
College of Art, Sciences & Engineering	020	ASE
Eastman Community Music School	n/a	20ECMS
Eastman Institute for Oral Health	092	05EIOH
Hajim School of Engineering	022	04HSEAS
Eastman School of Music	030	06ESM
School of Arts & Sciences	021	01AS
School of Medicine & Dentistry	040	07SMD
School of Nursing	060	08SON
Simon Business School	023	02SBS
Warner School of Education	024	03WSE

Academic Unit – Where do I see it?

View Academic Unit:

Note: within UR Student, the date 01/01/1900 is used to indicate that someone was defined in that manner at cutover. This will apply for things such as policies, programs of study and courses. Future changes in policy and setup will reflect the date at which that change took effect

← Warner School of Education Actions

Type	Academic Unit	Superior Academic Unit	University of Rochester
Subtype	School	Subordinate Academic Units	Center for Professional Development Counseling and Human Development Educational Leadership Schoolwide and Interdisciplinary Teaching and Curriculum

Overview	Academic Appointments	Policies		
Configuration	Details	Support Roles	Directory	Version History
Effective Date	01/01/1900			
Name	Warner School of Education			
Institution	No			
Organization Subtype	School			
Code	03WSE			
Company	024 M Warner Graduate School			
CIP Code	(empty)			
Include Code in Name	No			
Include Leadership Role in Name	No			
Include Subtype in Name	No			
External URL	(empty)			
Inactive	No			

Academic Level

- Academic Levels are used to further define the type of student within the academic unit
 - Undergraduate
 - Graduate
 - Medical (SMD Medical School only)
 - ECMS (ECMS only)
- System policies are defined for each school by Academic Level
- The levels are similar to the concept of division within the SIS

Academic Unit / Level

- Academic Units can be setup to do the following within each academic level
 - **Offer Courses** – graduate schools had both the undergraduate level and the graduate level to support the conversion of courses
 - **Offer Programs of Study** – defined only where UR schools offer programs
 - **Admit Students** – setup to support the admissions integration; setup once per calendar at the highest academic unit using that calendar
- Key Policies that are defined by Academic Unit / Academic Level
 - **Class Standing** – defines the student’s class based on number of completed units (1st year, Sophomore, Junior, Senior, Graduate)
 - **Academic Standing** – determines if student is in good standing, on probation, or on Dean’s List. Can be overridden as needed
 - **Load Status** – number of units defined as full time, part time, less than part time, etc.
 - **Enrollment Access & Grading Policy** – controls access to the courses students can take and the grading policy for those courses
 - **Enrollment Unit Limit** – limits the number of units a student can enroll in each term
 - **Course Attempt Limit** – the number of times an individual course can be attempted
 - **Course Repeat Rules** – determines which grade should be used if a course is repeated (setup as last attempt, but best attempt can also be supported)
- The Undergraduate level was associated with UR graduate schools to support conversion activities

Academic Unit / Level – Where do I see it?

View Academic Unit:

The screenshot shows a web application interface for the Warner School of Education. At the top, there is a blue header bar with a back arrow, the text 'Warner School of Education', and an 'Actions' button. Below the header, there are two rows of configuration options:

- Type: Academic Unit (selected), Superior Academic Unit, University of Rochester
- Subtype: School (selected), Subordinate Academic Units, Center for Professional Development, Counseling and Human Development, Educational Leadership, Schoolwide and Interdisciplinary, Teaching and Curriculum

Below the configuration options, there are two tabs: 'Overview' (selected) and 'Policies'. Under the 'Overview' tab, there are sub-tabs: 'Configuration' (selected), 'Details', 'Support Roles', 'Directory', and 'Version History'. Below the sub-tabs, it says '2 items' and there is a table with the following data:

Academic Unit Configuration	Academic Level	First Entry Date	Last Entry Date	Effective Date	Configuration Options
Q	Undergraduate	01/01/1900		01/01/1900	Offer Courses
Q	Graduate	01/01/1900		01/01/1900	Offer Courses Offer Programs of Study

Academic Unit/Level Policies

Academic Unit ⁴	Class Standing	Academic Standing	Load Status	Enrollment Access & Grading	Enrollment Unit Limits	Course Attempt Limit	Course Repeat Rules
University of Rochester	Undergrad Graduate	<i>Not defined</i>	Undergrad Graduate	Conversion Rule Set	Undergrad Graduate	Graduate	UR
College of Art, Sciences & Engineering	Undergrad Graduate	ASE Undergrad	Undergrad Graduate		Undergrad Graduate	ASE Undergrad Graduate	UR
Eastman Community Music School				Eastman Undergrad			
Eastman Institute for Oral Health	Graduate		Graduate	Graduate	Graduate	Graduate	UR
Hajim School of Engineering	Undergrad Graduate	ASE Undergrad	Undergrad Graduate	Hajim Undergrad Graduate	Undergrad Graduate	ASE Undergrad Graduate	UR
Eastman School of Music	Undergrad Graduate	Eastman Undergrad	Undergrad Graduate	Eastman Undergrad Eastman Graduate	Undergrad Graduate	Eastman Undergrad Graduate	UR
School of Arts & Sciences	Undergrad Graduate	ASE Undergrad	Undergrad Graduate	A&S Undergrad Graduate	Undergrad Graduate	ASE Undergrad Graduate	UR
School of Medicine & Dentistry	Medical Graduate		Medical Graduate	Medical Graduate	Graduate	Graduate	UR
School of Nursing	Undergrad Graduate	SON Undergrad	Undergrad Graduate	NUR Undergrad Graduate	Undergrad Graduate	SON Undergrad Graduate	UR
Simon Business School	Graduate		Graduate	A&S Undergrad Graduate	Graduate	SBS Graduate	UR
Warner School of Education	Graduate		Graduate	Graduate	Graduate		UR

Academic Unit/Level Config

Academic Unit	Undergrad	Graduate	Medical	ECMS
University of Rochester	Admit Students	Admit Students	Admit Students	Admit Students
College of Art, Sciences & Engineering	Admit Students Offer Courses Offer Programs	Admit Students Offer Courses Offer Programs		
Eastman Community Music School				Admit Students Offer Courses Offer Programs
Eastman Institute for Oral Health		Admit Students Offer Courses Offer Programs		
Hajim School of Engineering	Offer Courses Offer Programs	Offer Courses Offer Programs		
Eastman School of Music	Admit Students Offer Courses Offer Programs	Admit Students Offer Courses Offer Programs		
School of Arts & Sciences	Offer Courses Offer Programs	Offer Courses Offer Programs		
School of Medicine & Dentistry	Offer Courses	Admit Students Offer Courses Offer Programs	Admit Students Offer Courses Offer Programs	
School of Nursing	Offer Courses Offer Programs	Admit Students Offer Courses Offer Programs		
Simon Business School	Offer Courses	Admit Students Offer Courses Offer Programs		
Warner School of Education	Offer Courses	Admit Students Offer Courses Offer Programs		

Academic Calendars

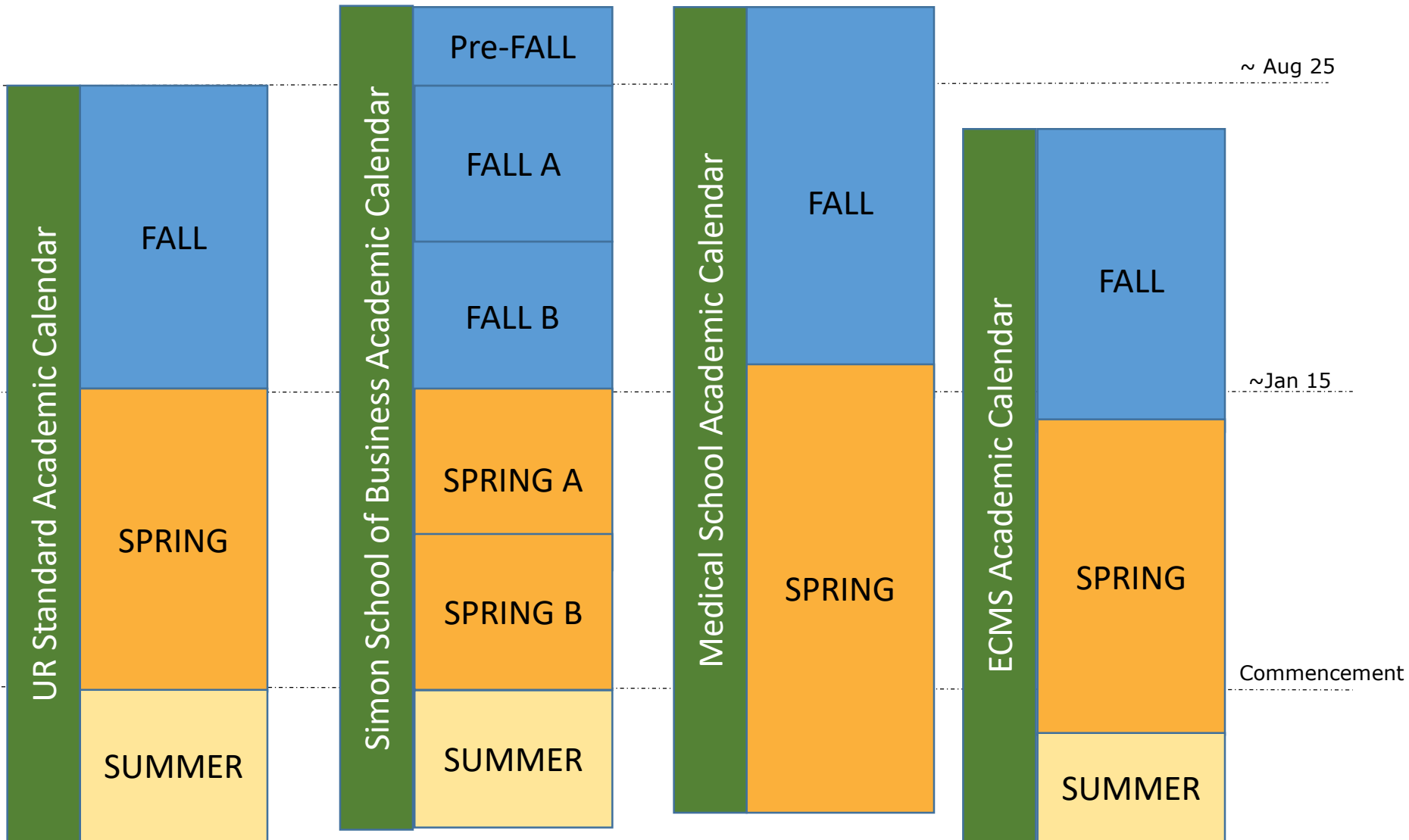
■ Academic Periods, cont.

- Academic Period Types = Fall, Spring, Summer
- Academic Period Types are used to associate ‘like’ periods across Academic Calendars
 - All Academic Periods within the Fall timeframe share the same Academic Period Types of “Fall”
- Standard Academic Period – the academic period within the calendar that represents the reporting window for that calendar
 - These are the periods from which standard reporting is made
 - You must have standard periods that are contiguous and cannot overlap in terms of their standard start and end dates.
 - The declare date for a program of study for newly admitted students is set based on the standard start date for the entry term
 - Declare date in UR student is used to set the start date for any student in any program and is not specific to the undergraduate declaration process
 - Standard Start Dates will be set in the system to the first day of classes for any academic period
 - Standard End Dates would be the day before the Standard Start Date for the subsequent academic period within that calendar
 - Actual Start and End Dates can be defined to identify the typical start and end for courses within the term
 - The Actual Start Date for an academic period would be the first day of classes for that term or ~August 25th for a Fall term for many semester calendars
 - The Actual End Date would be ~December 20th when Fall term exams complete

Academic Calendars

- Non Standard Academic Periods can be created to support processing needs within the same window of time as a Standard Academic Period
 - Simon mini-mesters
 - Warner Summer A/Summer B
- Non Instructional (Holiday) calendars are defined for each Academic Calendar
- Academic Calendars are associated with Academic Units at each Academic Level

UR Calendars by Start/End Dates only



Academic Calendars

- Academic Period Date Controls define critical processing dates for each term:
 - Student Access to Open Course Section List (publish date to course catalog)
 - Enrollment Window Start
 - Enrollment Window End
 - Registration Appointments
 - Open Enrollment Start
 - Last Add Date
 - Late Registration Fee Start Date
 - Drop without Record End
 - Drop with W Grade End
 - Census Date
 - Final Grading Start
 - Final Grading End
 - Conferral Date
- Variations in needs for these dates have driven us to increase the number of Academic Calendars created in UR Student

Academic Calendars

- The structure of an academic calendar cannot be changed in the system once any of the following occurs for an academic year
 - A student is admitted into an academic period
 - A course section has been scheduled and remains un-cancelled for an academic period
 - A student is registered in a course section in an academic period
 - A student has received a disbursement, waiver (tuition award) or payment in an academic period
- It is important that academic calendars are defined accurately before the start of the year, and that any anticipated changes in calendar structure are communicated to the UR Student team far in advance of their intended use

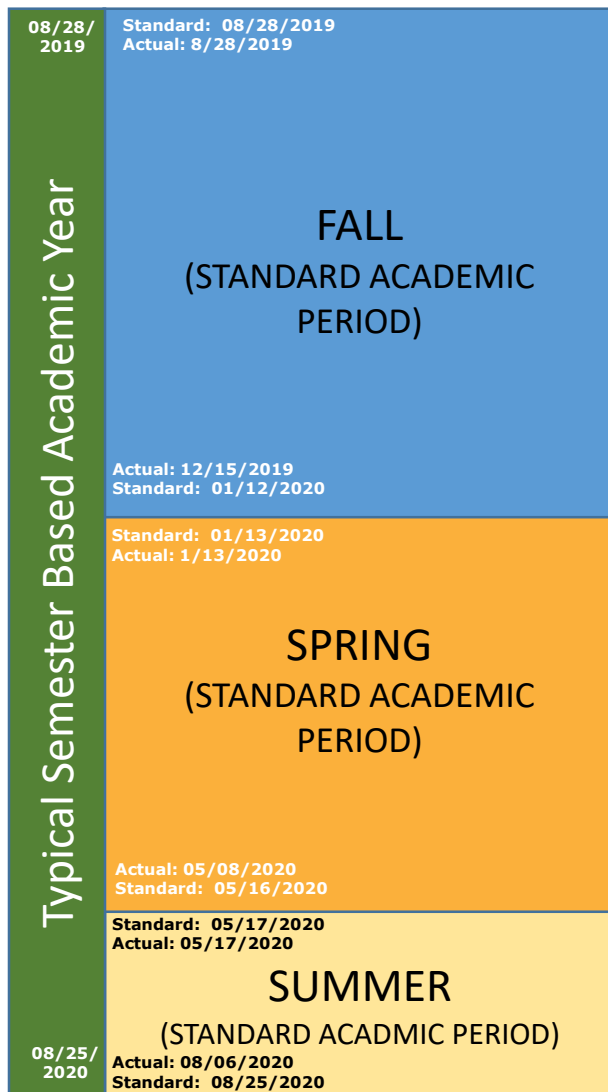
Academic Calendars – Implementation Strategy

- The UR Student system was configured with Academic Calendars at a more granular level than is required based on start date and end date only in support of the following goals
 - Flexibility to support differentiation in academic period date controls
 - Ability to define separate holiday calendars and policies to support the calculation of ‘instructional hours’ and in tuition refund processing
 - Support the possibility that our schools might change their semester begin and end dates in the future (as is being implemented at the Medical School at SMD)
- Schools will provide the processing dates to be used for their calendars and the calendars themselves will be maintained by the UR Student support center
- Dates must be defined for a calendar before the first transaction can be processed – schools should be working to define their operational calendars minimally one year and optimally two years in advance

Academic Unit / Level - Calendars

Academic Unit	Undergrad	Graduate	Medical	ECMS
University of Rochester				
College of Art, Sciences & Engineering	AS&E Semester Calendar	AS&E Semester Calendar	n/a	n/a
Eastman Community Music School	n/a	n/a	n/a	ECMS Annual Calendar
Eastman Institute for Oral Health	n/a	EIOH Semester Calendar	n/a	n/a
Hajim School of Engineering	AS&E Semester Calendar	AS&E Semester Calendar	n/a	n/a
Eastman School of Music	Eastman Semester Calendar	Eastman Semester Calendar	n/a	n/a
School of Arts & Sciences	AS&E Semester Calendar	AS&E Semester Calendar	n/a	n/a
School of Medicine & Dentistry	n/a	SMD-Graduate Studies Semester Calendar	Medical Semester Calendar	n/a
School of Nursing	Nursing Semester Calendar	Nursing Semester Calendar	n/a	n/a
Simon Business School	n/a	Simon Semester Calendar	n/a	n/a
Warner School of Education	n/a	Warner Semester Calendar	n/a	n/a

Semester Calendar – Example



- Courses are mapped to Academic Periods:
 - Fall
 - Spring
 - Summer
- Standard start and end dates are contiguous and not overlapping
- Actual start and end dates align with course section start and end dates for the year

Simon Calendar – Example (Fall 2019+)

Simon School of Business Academic Year	7/22/2019	Standard: 7/22/2019 Actual: 8/26/2019	Actual: 7/22/2019 Pre-FALL Actual: 8/22/2019
		FALL (STANDARD ACADEMIC PERIOD)	Actual: 8/26/2019 FALL A
			Actual: 10/23/2019
			Actual: 10/28/2019 FALL B
		Actual: 12/19/2019 Standard: 1/12/2020	Actual: 12/19/2019
		SPRING (STANDARD ACADEMIC PERIOD)	Standard: 01/13/2020 Actual: 1/13/2020
			Actual: 01/13/2020 SPRING A
			Actual: 03/05/2020
			Actual: 03/16/2020 SPRING B
		Actual: 05/07/2020 Standard: 05/18/2020	Actual: 05/07/2020 Standard: 05/18/2020
	Standard: 05/19/2020 Actual: 05/19/2020	SUMMER (STANDARD ACADEMIC PERIOD)	
7/16/2020	Actual: 07/09/2020 Standard: 07/21/2020		

- Course Sections are mapped to the Non Standard Academic Periods, when they exist (Fall 2019 and later):
 - Pre Fall
 - Fall A
 - Fall B
 - Spring A
 - Spring B
 - Summer
- Reporting is facilitated through the Standard Academic Periods
 - Fall
 - Spring
 - Summer
- Dates align such that Fall A, Fall B and Fall C dates fall within the Fall window, etc.
- Students are admitted to the Standard Academic periods. This means that the declare date for all students will align with the standard start dates for
 - Fall
 - Spring
 - Summer
- This means that entering PhD and EMBA students will have a declare date earlier than their typical start of classes
- Note that this calendar will be in place for Fall 2019 going forward. Earlier data was converted using the Quarter Calendar

Academic Calendar – where do I see it?

View Academic Calendar:

← View Academic Calendar

Academic Calendar

Academic Calendar Name: Semester Calendar

Non-Instructional Days: Undergraduate Holiday Calendar

3 items

Period Type on Calendar	Period Type	Standard Period	Considered Summer for Financial Aid
...	Fall	Yes	
...	Spring	Yes	
...	Summer	Yes	Yes

54 items

Academic Year	Start Date	End Date	Academic Periods
1971-1972 Semester Calendar	09/21/1971	09/18/1972	Fall 1971 Spring 1972 Summer 1972
1972-1973 Semester Calendar	09/19/1972	09/04/1973	Fall 1972 Spring 1973 Summer 1973
1973-1974 Semester Calendar	09/05/1973	09/03/1974	Fall 1973 Spring 1974 Summer 1974
1974-1975 Semester Calendar	09/04/1974	09/02/1975	Fall 1974 Spring 1975 Summer 1975
1975-1976 Semester Calendar	09/03/1975	09/07/1976	Fall 1975 Spring 1976 Summer 1976
1976-1977 Semester Calendar	09/08/1976	09/06/1977	Fall 1976 Spring 1977 Summer 1977

Note: Calendars can also be seen as assigned to an Academic Unit using View Academic Unit | Policies | Calendar Policy

Academic Calendar – where do I see it?

View Academic Calendar:

← View Academic Calendar

Academic Calendar

Academic Calendar Name: Simon Calendar

Non-Instructional Days: Simon Non-Instructional Calendar

8 items

Period Type on Calendar	Period Type	Standard Period	Considered Summer for Financial Aid
...	Pre-Fall		
...	Fall	Yes	
...	Fall A		
...	Fall B		
...	Spring	Yes	
...	Spring A		
...	Spring B		
...	Summer	Yes	Yes

1 item

Academic Year	Start Date	End Date	Academic Periods
2019 - 2020 Simon Academic Year	07/22/2019	07/16/2020	Pre-Fall 2019 Simon Fall A 2019 Simon Fall 2019 Simon Fall B 2019 Simon Spring 2020 Simon Spring A 2020 Simon Spring B 2020 Simon Summer 2020 Simon

Note: Calendars can also be seen as assigned to an Academic Unit using View Academic Unit | Policies | Calendar Policy

UR Student – Active Student Definition

- **An Active Student is a student that was converted into the transactional portion of UR Student.**
 - Students converted as active are those that we expect to need to transact against in UR Student
 - The determination of who is an Active Student will be made when we extract data from ISIS in late January in support of the February go live date
 - We anticipate approximately 21,000 students will be converted into the active student repository
 - This does not mean that the student is currently ‘on campus’
- **Students that are not converted as an Active Student will be converted as an Historical Academic Record**
 - Primary function is to be able to produce an academic transcript
- **Only students with data in the SIS will be converted into UR Student (students prior than 1986 will remain in OnBase)**

UR Student – Active Student Definition

■ Active Students (~21,000 students):

- Currently matriculated in a program of study
- Have been registered as a Non Matriculated student in the last two years
- Have been withdrawn in the last 2 years
- Have been placed on leave of absence in the last 3 years
- Is an incoming student
- Have taken classes at ECMS in the last 2 years **
 - If the student has taken only ECMS coursework in the last 2 years, only the ECMS coursework will be converted as Active.
 - Any matriculated programs attempted or completed at the University outside of the 2 year window would be converted as a historical academic record. We expect 2-3,000 students to be converted in this manner. We refer to these student as **'Bifurcated'**
- Have an outstanding balance or are currently registered with a collection agency on behalf of the University

UR Student – Active Student Definition

- If a student converted as an historical academic record returns to the University, that student's historical academic record can be associated with the new record for that same student in the active student repository
 - Activate Historical Academic Record
- **Transcripts**
 - The NSC Transcript Request service will continue to be used
 - The UR Transcript will be produced against either the active student repository or the historical academic records repository (it cannot combine the two)
 - Bifurcated Students (ECMS/Historical Combination) – the NSC transcript service will return the Historical Academic Record version of the transcript (as that is the most likely version a student would be requesting).
 - An ECMS transcript could always be generated internally
 - Workday is currently evaluating the ability to produce