

**S.O.S.  
for  
S.I.S.**

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## SYSTEM BACKGROUND

SIS - Student Information System - is a system written by a company called Informs. It is based on an IBM mainframe computer housed in System Computing Services= building on the UNR campus in Reno. It is older technology by today=s standards, but Informs is working on a major rewrite due out in 2004-5. Informs continues to support the existing system. Besides the seven institutions in Nevada, Inform=s SIS customers include Columbia University, Ohio University, University of Maryland-College Park and University of Wisconsin-Parkside.

System Computing Services has customized the system extensively for the seven institutions. SIS users from all of the Nevada institutions meet monthly with representatives from System Computing to discuss problems and enhancements. Enhancements are prioritized by the institutions and System Computing.

Informs hosts an annual meeting for all of their SIS users. During this meeting, Nevada has a definite say in the direction of development. We also get to view and test the beta versions of the new system.

## FERPA

FERPA - the Family and Educational Rights and Privacy Act of 1974 - was created to protect student rights. Student records housed in SIS and Admissions & Records and are protected by FERPA. Some of the data in SIS is considered public: name, birth date, address, phone number, dates of attendance and degrees earned. Although this data is public, we still protect it. Students have access to their own records, but no one else - not even their parents - have rights to them. (There are exceptions)

Student data that does not fall into the >public= definition is severely restricted. This includes class schedules, grades, GPA and Social Security Numbers. There are situations where this data can be released to certain individuals; however, this is severely scrutinized. In addition, if a student has opted to NOT disclose public information, we must take all steps to protect that student=s anonymity, even to the point of refusing to acknowledge that the person is a student at CCSN. The proper response to an inquiry to a protected record is **AI don=t have any information regarding that person@.**

By signing your SIS account applications, you acknowledged that you would have access to private student information. You also acknowledged that you would protect this information. Make sure you don=t leave your SIS session unattended and don=t give out your password to others. Also, keep in mind that a SIS screen may show more than one student=s data (for example, ROS2). If a student is shown his/her grade on this screen, he/she can see all grades in the class - a FERPA violation.

When contacting a student over the phone, please do the following:

- \$ Be sensitive to the student=s situation - some family members may not approve of the student=s activities, etc.
- \$ Identify yourself as a representative from CCSN.
- \$ If you must leave a message, do not leave any protected data on the message - just request a return call.

If at any time a question arises concerning access or the privacy of a student=s records, refer the question to an administrator in the Admissions & Records office.

**When in doubt, don=t give it out!**

## GENERAL USAGE

The following are general instructions that apply to all SIS screens:

- \$ All characters entered in SIS are converted to uppercase characters.
- \$ Error and Informational messages may be displayed at either the top or bottom of the screen.
- \$ Always use the <TAB> key to navigate from field to field.
- \$ Use the <ENTER> key only when you want the computer to perform a function or command. The <ENTER> key is also used to page through long detail records.
- \$ All screens are accessible by four-character mnemonic screen names. The screen names are displayed on the far-right of the screen on the top line.
- \$ Screen titles are centered on the top line of each screen.
- \$ The function >S= (>Scan= or >Search=) works on nearly every screen.
- \$ All key fields are identified on SIS screens by the use of equal signs (=) as separators. When searching for a particular record, values in these fields are used to filter data. Likewise, if these fields should not be used as a filter, they must be cleared.
- \$ SIS supports >leafing= information from screen to screen. This means that a current student or class record remains active as you navigate through different screens.
- \$ Your SIS password expires every 60 days. You must change your password at this time. You will be automatically reminded prior to the expiration date. If too much time has elapsed, your account will be revoked. If you incorrectly enter your password three times, your account will be revoked. Passwords must be between five and eight characters, must begin with a letter, and can not be reused.
- \$ Term and semester are used interchangeably. The term value is made up of the 4-digit year and a 1-digit term code. Term codes are 1 for Spring, 2 for Summer, 3 for Fall.

SIS is comprised of different subsystems that interrelate with each other. We will be looking at Student Records and Class information.

## LOGIN SCREEN

This is the first screen you'll see when you start the terminal emulator (the program that accesses SIS). It displays the current date and time and name of the mainframe we use, >Bighorn=. Note the phone numbers at the bottom of the screen.

```
bighorn.nevada.edu
QWS3270 Edit View Options Tools Help
EMS1010A Enter your user ID.                               Date: 08/24/05
                                                           Time: 13:37:37
                                                           Terminal: TCP00632

  W e l c o m e   t o   B i g h o r n

*****  *****  *****  *****  *****  *****
*****  **   **   **   **   **   **   **   *
**  **  **   **   **   **   **   **   **
**  **  **   *****  *****  *****
**  *****  **   **   **   **   **
**   **   **   **   **   **   **   **   *
*****  *****  *****  *****  *****

S y s t e m   C o m p u t i n g   S e r v i c e s

Enter Logon information:
User ID . . . . _____
Password . . . . _____      New Password .
Application . . _____
Group . . . . _____

For logon instructions, press F1. For assistance, call the Reno Support
Center at 775-784-4357, or the Las Vegas Support Center at 702-895-4585.
```

### Logging In

The cursor will be in the **User ID** field. Enter your user ID, usually CAFxxx1 or CSGxxx1, etc. The >xxx= is typically your first, middle and last initial.

Press <TAB>. The cursor will move to the **Password** field.

Enter your password. Your password is not displayed. Press <Enter>.

### To change your password

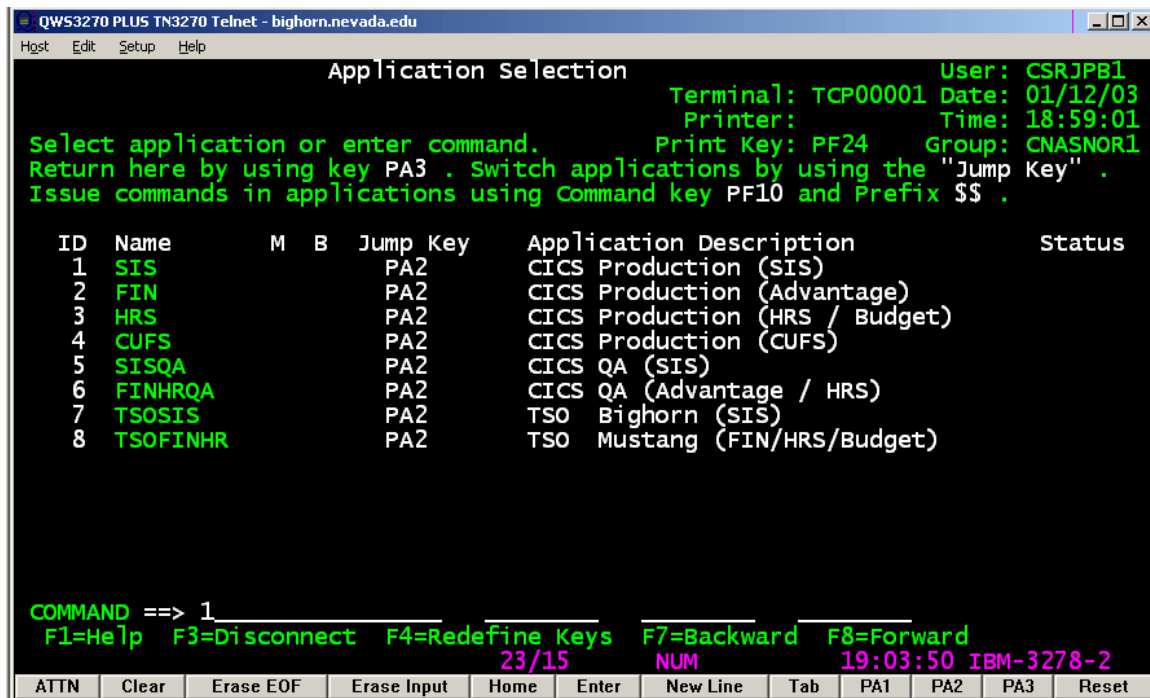
Instead of pressing <ENTER> after entering your current password, press <TAB>. The cursor will move to the **New Password** field.

Enter your new password, then press <ENTER>. A message will display across the top of the screen instructing you to re-enter your new password to validate it.

Re-enter your new password and press <ENTER>. Your password has been changed.

## ENTERING SIS

The following screen is displayed after successfully logging in. This screen provides the menu items for SIS, CUFS and HRS.



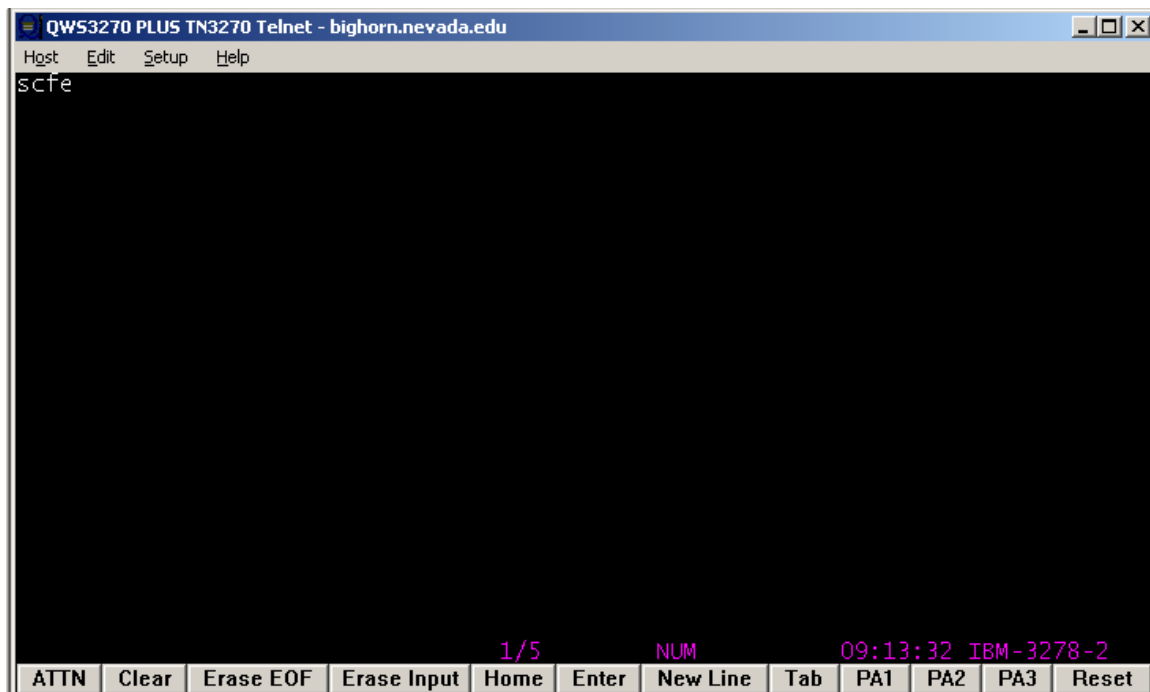
```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
Application Selection
User: CSRJPB1
Terminal: TCP00001 Date: 01/12/03
Printer: Time: 18:59:01
Print Key: PF24 Group: CNASNOR1
Select application or enter command.
Return here by using key PA3 . Switch applications by using the "Jump Key" .
Issue commands in applications using Command key PF10 and Prefix $$ .

ID Name M B Jump Key Application Description Status
1 SIS PA2 CICS Production (SIS)
2 FIN PA2 CICS Production (Advantage)
3 HRS PA2 CICS Production (HRS / Budget)
4 CUFS PA2 CICS Production (CUFS)
5 SISQA PA2 CICS QA (SIS)
6 FINHRQA PA2 CICS QA (Advantage / HRS)
7 TSOSIS PA2 TSO Bighorn (SIS)
8 TSOFINHR PA2 TSO Mustang (FIN/HRS/Budget)

COMMAND ==> 1
F1=Help F3=Disconnect F4=Redefine Keys F7=Backward F8=Forward
23/15 NUM 19:03:50 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The cursor is on the COMMAND line.

Type **1** then press <ENTER>. The following screen appears.



```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
scfe
1/5 NUM 09:13:32 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

Press <TAB>. Note that the cursor may not move.

Type *SCFE* and press <ENTER>. The **INFO** screen appears. You are now in SIS!

## INFO SCREEN

The **INFO** screen contains information regarding FERPA. This is typically the starting place for navigating through SIS. If you don't start here, chances are that you were not logged out correctly the last time you were in SIS. Please see the section on Logging Out.

```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION:          ** SCS INFORMATION **          01/13/03 CJPB B221 0 INFO
-----
H- OFFICE-CODE= ****          GENERAL SIS          SIS CCSN-PROD

      SEQ#          INFO (HIT ENTER TO SCROLL FOR MORE INFO)
=====
01-   001          ***** NOTICE *****
02-   002
03-   003          YOU ARE ATTEMPTING TO ACCESS INFORMATION THAT IS PROTECTED
04-   004          BY FEDERAL PRIVACY LAW. DISCLOSURE TO UNAUTHORIZED PARTIES
05-   005          VIOLATES THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
06-   006          (FERPA). YOU SHOULD NOT ATTEMPT TO PROCEED UNLESS YOU ARE
07-   007          SPECIFICALLY AUTHORIZED TO DO SO AND ARE INFORMED ABOUT
08-   008          FERPA. WHEN ACCESSING THE SYSTEM, YOU MUST ACCESS ONLY THAT
09-   009          INFORMATION NEEDED TO COMPLETE YOUR ASSIGNED OR AUTHORIZED
10-   010          TASK. YOU MAY COMMUNICATE THE INFORMATION ONLY TO OTHER
11-   011          PARTIES AUTHORIZED TO HAVE ACCESS IN ACCORDANCE WITH THE
12-   012          PROVISIONS OF FERPA. IF YOU HAVE ANY QUESTIONS ABOUT THOSE
13-   013          PROVISIONS, PLEASE CONTACT THE CAMPUS REGISTRAR'S OFFICE.
14-   014          ENTER - FOR MORE INFO          F8 OR SISM - FOR SIS MAIN MENU
15-   015

                                1/12          NUM          09:12:22 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

## SRCH SCREEN

The SRCH screen lists students based on search criteria entered.

The screenshot shows a terminal window titled "QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu". The main display area contains the following text:

```
FUNCTION: _          *** SEARCH ***          01/13/03  US01  B010  0  SRCH
-----
H-  SEARCH: NA          START.: TEST          COUNTRY.:
   SHOW.:             TYP:                   ADDR-TYP:
-----
NAME/ID/MISC ID      SSN/AKCO      ADDRESS/PHONE          SAPFEA
-----
01- TEST, JOE
   C000007922        111111111      TEST
   NORTH LAS VEGAS  NV 89030        YNNNNN
   ( ) -            ( ) -            USA  MA
02- TEST, STAFF
   C000008298        100203000      TEST STAFF
   NORTH LAS VEGAS  NV 89030        NNNNYN
   ( ) -            ( ) -            USA  MA
03- TEST AGE, TEST AGE
   C000008307        C000008307     -
   NORTH LAS VEGAS  NV 89030        YNNNNN
   ( ) -            ( ) -            USA  MA
04- TEST GPA, TEST GPA
   C000008311        C000008311     -
   NORTH LAS VEGAS  NV 89030        YNNNNN
   ( ) -            ( ) -            USA  MA
05- TESTDARS, JUAN A
   C000007493        000007493      3200 TABOR AVE
   NORTH LAS VEGAS  NV 89030-8721  YNNNNN
   (702) 642-7580  ( ) -            USA  MA
-----
1/12          NUM          09:16:37 IBM-3278-2
```

At the bottom of the screen is a control panel with the following buttons: ATTN, Clear, Erase EOF, Erase Input, Home, Enter, New Line, Tab, PA1, PA2, PA3, and Reset.

The cursor is at the **FUNCTION** prompt.

No function is necessary. Press <TAB> to move the cursor to the **SEARCH** field. Valid values for the **SEARCH** field are:

- ID* for Student ID
- SS* for Social Security Number
- NA* for Student Name

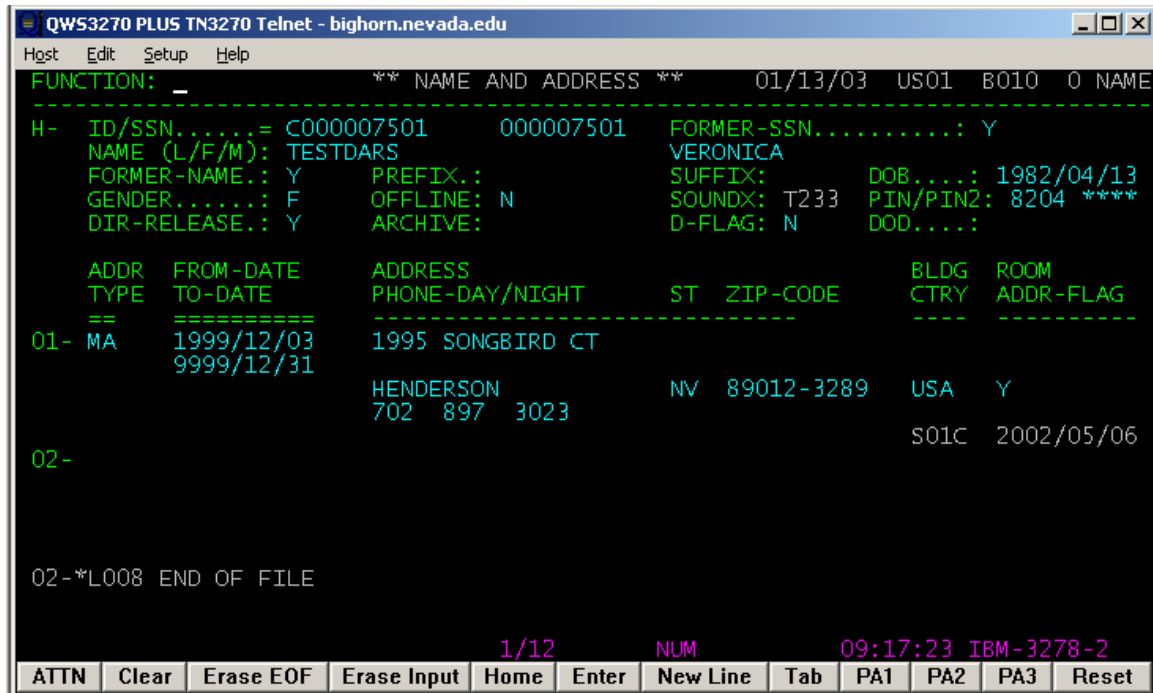
After entering one of the above values, press <TAB> to move the cursor to the **START** field. Enter the value you are searching for. You only need to enter enough of a value to search on. SIS will return all records that begin with the value you entered in **START**. For example, if you were searching for a student with the last name of >Baker=, all you would need to enter is *bak*, etc. You can be more specific if you want to by entering the entire last name, a comma then any portion of the beginning of the student=s first name (ex: *baker, mic* would return Michael Baker, Michelle Baker, etc.). When entering SSN, do not use dashes. Once you entered a **START** value, press <ENTER>. All matching records will be displayed.

Use <ENTER> to continue to the next page of returned records.

This screen is used to find a student record. You can search for student records based on Student ID, Social Security Number or Student Last Name. You can >leaf= to other student-related screens from here. Move the cursor to the desired student record before entering a function/screen name. This will bring the selected student=s record forward.

## NAME SCREEN

The **NAME** screen displays individual student data including address, birth date and phone numbers.



```
QW53270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: -                ** NAME AND ADDRESS **                01/13/03  US01  B010  0  NAME
-----
H-  ID/SSN..... = C000007501    000007501    FORMER-SSN.....: Y
    NAME (L/F/M): TESTDARS      VERONICA
    FORMER-NAME.: Y             PREFIX.:
    GENDER.....: F             OFFLINE: N
    DIR-RELEASE.: Y           ARCHIVE:
                                SUFFIX:
                                DOB.....: 1982/04/13
                                SOUNDX: T233   PIN/PIN2: 8204 ****
                                D-FLAG: N     DOD.....:

    ADDR  FROM-DATE  ADDRESS  BLDG  ROOM
    TYPE  TO-DATE   PHONE-DAY/NIGHT  ST  ZIP-CODE  CTRY  ADDR-FLAG
    ==  =====
01- MA   1999/12/03  1995 SONGBIRD CT
      9999/12/31
                                HENDERSON  NV  89012-3289  USA  Y
                                702  897  3023
                                S01C  2002/05/06

02-

02-*L008 END OF FILE

                                1/12          NUM          09:17:23 IBM-3278-2
ATTN  Clear  Erase EOF  Erase Input  Home  Enter  New Line  Tab  PA1  PA2  PA3  Reset
```

The only valid function on this screen is **S**. You can search for either Student ID or SSN. Remember to clear the key field you are not using.

Pay particular attention to the **DIR-RELEASE** field. This Yes/No value determines whether the student has agreed to release this information. If this value is **N**, you **CAN NOT** give out any information on this student.

There are two lines reserved for street address above the city, state and ZIP fields. It is also possible that a student will have multiple addresses listed. The only one that should be used is the one marked with a **MA@** in the **ADDR TYPE** field.

Daytime phone numbers are listed first. Evening phone numbers are listed below the daytime phone. If there are extensions for either phone number, it is listed following the phone number.

Students can modify their addresses via the Web Registration system.

## TOOK SCREEN

The **TOOK** screen contains class and grade information, by semester, for a student.

```

QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION:          *** TOOK ***          01/13/03  US01  B010  0 TOOK
-----
H- ID.. = C000007505  C000007505, JAMES W      SSN: 000007505  DIR-REL: Y
  TERM= 2000 3      FALL
      DIVISION: SS      SCHOOL: AHSS      S-STATUS: Nw      B-PGRM: AA A02
      CAMPUS...:      DEPT...:      STANDING: U 01

      CLASS-ID          UNIT          GRD ORG POINTS          RP RT M PF PRE
      ===== = =====  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
      01- ANTH 103 931 SC 3.00 RG B 9.00 N N N C N Y 2000/09/05
          CULTURAL ANTHROPOLOGY ANTH U 2000/12/21
      02- MATH 93D 931 SC 3.00 RG A 12.00 N N N C N Y 2000/09/05
          PRE-ALGEBRA MATH U 2000/12/21
      03-
      04-
      05-

          1/12          NUM          09:17:46 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
  
```

The only valid function on this screen is **S**. You may search for a Student ID or SSN, Term (semester) and Class ID. There are many key fields on this screen - be sure to clear the ones you do not want to use when selecting a record.

Once a student=s records are displayed, pressing <ENTER> on this screen with nothing else on the **FUNCTION** line will page through the student=s records, one semester at a time.

This screen includes the student=s degree program (**B-PGRM**).

Classes are listed in alphabetical order by class prefix (discipline), then by course ID number, then by section. Credits for these classes are listed under the **UNITS** field. The dates for the class are listed on the far right column.

The student=s grade is listed under the **ORG/REV** field. The top line, **ORG**, represents the original grade that was given. If there has been a grade change, it will be displayed on the second line under the original grade.

## TKTS AND TKNT SCREENS

These screens are essentially the same as the **TOOK** screen. The only available function for these screens is **S**. Record selection works the same as **TOOK**.

The **TKTS** screen shows only work that has been transferred into CCSN.

```

QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: _          *** TOOK - TRANSFER ***          01/13/03  US01  B010  0  TKTS
-----
H-  ID..= C000007512  C000007512, KATHLEEN M          SSN: 000007512  DIR-REL: Y
   TERM= 1995 3      FALL
   DIVISION: SS      SCHOOL: AHSS      S-STATUS: NW      B-PGRM: AA A02
   CAMPUS...:                DEPT...:          STANDING: U 01
   CLASS-ID          UNIT          GRD ORG POINTS          RP RT M PF  REQ  BEGIN-DATE
   ===== = =====  TYPE UNITS          SYS REV SUBJECT OK  EFF-DATE  LEV  END-DATE
01-  SOC 101 001 SC 2.66  RG TC 0.00 Y N N T N Y 1995/09/05
   OH-CCC : SOC 101          U 1995/12/20
02-
03-
04-
05-
02-*L008 END OF FILE

1/12          NUM          09:18:34 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
  
```

The **TKNT** screen shows only non-transfer work for a student.

```

QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: _          * TOOK - NO TRANSFER *          01/13/03  US01  B010  0  TKNT
-----
H-  ID..= C000007512  C000007512, KATHLEEN M          SSN: 000007512  DIR-REL: Y
   TERM= 2000 2      SUMMER
   DIVISION: SS      SCHOOL: AHSS      S-STATUS: NW      B-PGRM: AA A02
   CAMPUS...:                DEPT...:          STANDING: U 01
   CLASS-ID          UNIT          GRD ORG POINTS          RP RT M PF  REQ  BEGIN-DATE
   ===== = =====  TYPE UNITS          SYS REV SUBJECT OK  EFF-DATE  LEV  END-DATE
01-  HIST 101 621 SC 3.00  RG C 6.00 N N N C N Y 2000/06/05
   U S HISTORY I          HIST          U 2000/07/13
02-  MATH 112 021 SC 3.00  RG W 0.00 N N N C N N 2000/06/05
   INTERMEDIATE ALGEBRA  MATH          U 2000/08/12
03-  SPH 101 621 SC 3.00  RG F 0.00 N N N C N Y 2000/06/05
   ORAL COMMUNICATION    SPH          U 2000/07/13
04-
05-

1/12          NUM          09:18:53 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
  
```

## STIM SCREEN

This screen shows a student's schedule for each semester.

```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: _          ** STUDENT SCHEDULE **          01/13/03  US01  B010  0  STIM
-----
H- ID. = C000007512  C000007512, KATHLEEN M          SSN: 000007512  DIR-REL: Y
  TERM= 2000 2      SUMMER
  CLASS ID          NAME
  DATES            HRS   CALL#  WK  INSTRUCTOR          STAT
===== = =====
01- HIST 101      621  U S HISTORY I          C000001630, PAT
    2000/06/05 2000/07/13    3.00 62435  *6  T R    0940A 0100P HN B 206  C
02- MATH 112      021  INTERMEDIATE ALGEBRA          C000002913, LORA
    2000/06/05 2000/08/12    3.00 63574  **  M W    0940A 1140A HN B 210  C
03- SPH 101      621  ORAL COMMUNICATION          C000000054, HARVEY A
    2000/06/05 2000/07/13    3.00 62479  *6  MTWR   0700A 0840A HN B 205  C
04-
05-
04-*L008 END OF FILE

                                1/12          NUM          09:19:15 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The only valid function on this screen is **S**. You may search for either a Student ID or SSN. Term (semester) and Class ID are also key fields and can further refine the search. There are many key fields on this screen - be sure to clear the ones you do not want to use when selecting a record.

This screen includes all information for the classes the student is enrolled in. Classes are listed in alphabetical order by class prefix (discipline), then by course ID number, then by section. For each class, the instructor, class dates, credits, call number, class meeting days and location are listed.

Also, note that the directory-release flag, **DIR-REL** is present on this screen. Refer to the instructions for the **NAME** screen for more information.

## INQR SCREEN

This screen displays a consolidated view of a student's information.

The screenshot shows a terminal window titled "QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu". The main content is a registration inquiry for a student named KATHLEEN M. with SSN 000007512. The screen displays various fields such as BIRTHDATE, RESIDENCY CODE, STREET ADDRESS, CITY NAME, DAYTIME PHONE, NIGHT PHONE, VISA CODE, VETS CODE, and HOLD COUNT. At the bottom, there is a control bar with buttons for ATTN, Clear, Erase EOF, Erase Input, Home, Enter, New Line, Tab, PA1, PA2, PA3, and Reset. The status bar shows "1/12", "NUM", "09:20:06", and "IBM-3278-2".

```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: *REGISTRATION INQUIRY* 01/13/03 US01 B010 0 INQR
-----
SSN: 000007512 C000007512, KATHLEEN M ID: C000007512
STUDENT: Y APPLICANT: N PROSPECT: N FIN AID: Y ENTRANT: N ALUMNI: N
BIRTHDATE.....: 1970/02/06 DIRECTORY RELEASE INFO: Y
RESIDENCY CODE: NV RESIDENT-STATE OF NEVADA
STREET ADDRESS: 301 TAYLOR ST APT 214
CITY NAME.....: HENDERSON NV 89015-5425 USA
DAYTIME PHONE.: 702 558 0388 NIGHT PHONE..:
VISA CODE.....:
VETS CODE.....:
HOLD COUNT: REG GRADES DIPL TRAN CERTIF FIN-AID MISC-1 MISC-2
00 00 00 00 00 01 00 00
1/12 NUM 09:20:06 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The only valid function for this screen is **S**. You may search for Student ID or SSN.

This screen contains information from the **NAME** screen and includes residency and student hold information. It also displays the directory-release flag.

## EMAL SCREEN

This screen displays the student's e-mail address(es).

```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: _          ** E-MAIL **          01/13/03  US01  B009  0  EMAL
-----
H- ID.= C000000012 C000000012, SYLVIA A          SSN: 000000012  DIR-REL: Y

      CODE E-MAIL ADDRESS                      A LMOD
      ==  -----
01- EM1  CCSN_STUDENT@AOL.COM                    Y S01C
02-
03-
04-
05-
06-
07-
08-
09-

02-*L008 END OF FILE

1/12          NUM          14:12:43  IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The only valid function for this screen is **S**. You may search for either Student ID or e-mail code.

This screen contains any (and all) e-mail addresses collected for a student. Each e-mail address is assigned a different code - the default entry is **EM1**.

Students can provide this address when they complete the Admissions forms and can also add/change this from Web Registration.

## CALL SCREEN

This screen lists classes by semester and call number.

```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: _ * CALL NUMBER XREF * 01/13/03 CJPB B432 0 CALL
-----
H- TERM= 2003 1 SPRING

CALL
NUMBER CLASS ID CLASS TITLE
=====
01- 23600 AUTO 263B 001 AUTO ELEC/ELECTRON II/POW
02- 23602 AUTO 263B 002 AUTO ELEC/ELECTRON II/POW
03- 23604 AUTO 296B 001 WORK EXPERIENCE II
04- 23606 AUTO 297B 001 WORK EXPERIENCE III
05- 23608 AV 100 550 AVIATION ORIENTATION
06- 23610 AV 110 550 PRIVATE PILOT GROUND SCHL
07- 23612 AV 110 551 PRIVATE PILOT GROUND SCHL
08- 23614 AV 111 550 PRIVATE PILOT CERTIF LAB
09- 23616 AV 112 550 HUMAN FACTORS AND SAFETY
10- 23618 AV 114 550 APPLD NAVIGATION CRS CNTY
11- 23620 AV 214 550 AERODYNAMICS
12- 23622 AV 220 550 AIR TRANSPORTATION
13- 23624 BIOL 100 001 GEN BIOLOGY FOR NON-MAJOR
14- 23626 BIOL 100 002 GEN BIOLOGY FOR NON-MAJOR

1/12 NUM 09:21:41 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The only valid function for this screen is **S**. You may search for either Student ID or e-mail code.

This screen is used for selecting a specific class in a semester. Classes are listed by call number in numerical order. You can **>leaf=** to other class-related screens from this screen.

## CSUM SCREEN

This screen shows a summary of classes offered in a semester.

```

QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: - *CLASS SUMMARY SCREEN* 01/13/03 CJPB B430 0 CSUM
-----
H- TERM= 2002 3 FALL
CLASS ID SUB STATUS NUMBER ENROLL MAX ENROLL ATTMP COUNT CALL NUMBER N CALL NUMBER WAIT
=====
01- CIT 101 300 OPEN 6 32 0 31288 N
02- CIT 101 301 OPEN 8 32 0 31290 N
03- CIT 101 302 BLOCK 2 25 0 31209 N
04- CIT 101 501 OPEN 8 9 2 31292 N
05- CIT 101 550 CANCEL 0 15 1 31294 N
06- CIT 101 600 FULL 10 9 2 31296 N
07- CIT 101 701 OPEN 17 20 0 32709 N
08- CIT 101 710 CANCEL 0 20 1 31298 N
09- CIT 101 711 CANCEL 0 20 0 31300 N
10- CIT 101 751 OPEN 18 20 0 37386 N
11- CIT 101 780 OPEN 0 20 0 31139 N
12- CIT 101 801 OPEN 26 28 10 31302 N
13- CIT 101 802 OPEN 26 28 5 31304 N
14- CIT 101 803 OPEN 21 26 1 31306 31308 N
15- CIT 101 804 OPEN 26 28 6 31308 N
-----
1/12 NUM 11:13:04 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
  
```

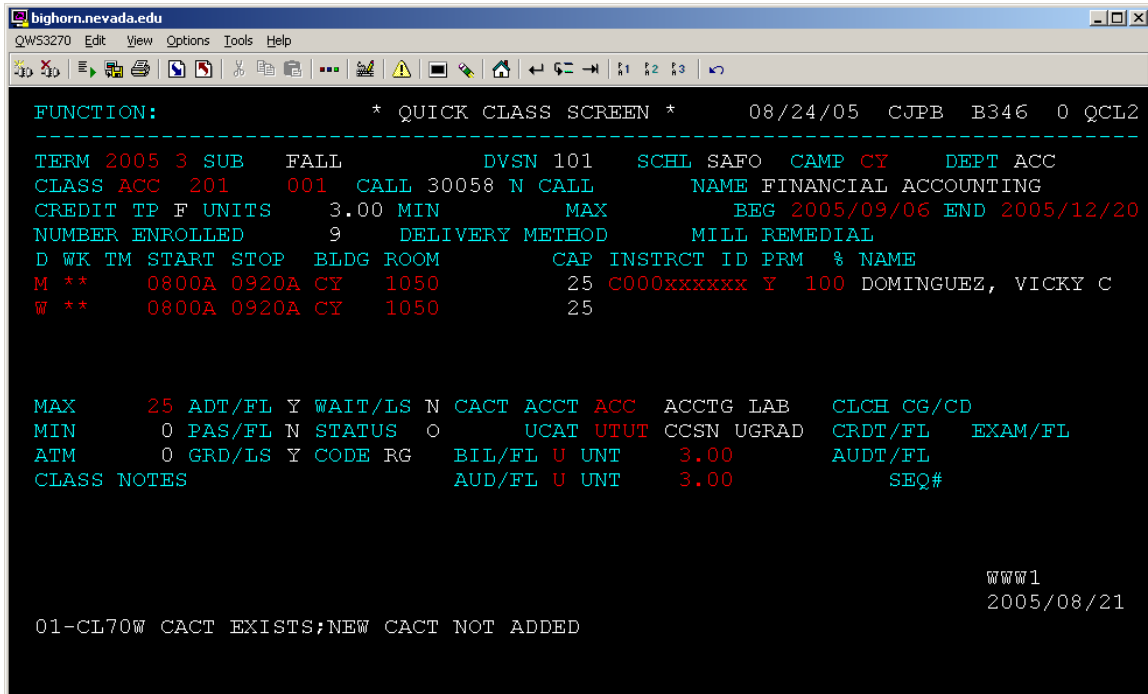
The only valid function on this screen is **S**. Key fields are **TERM** and **CLASS ID**.

The screen includes the following fields:

<b>STATUS</b>	Values are FULL, OPEN, BLOCK and CANCEL.
<b>NUMBER ENROLL</b>	Number of students enrolled in the class.
<b>MAX ENROLL</b>	Maximum number of students for this class.
<b>ATTMP COUNT</b>	Number of attempted enrollments for this class.
<b>CALL NUMBER/ N CALL NUMBER</b>	The call number is listed here. If another class has been created to handle an overflow of students (box car), the linked call number is shown in the <b>N CALL NUMBER</b> field.
<b>WAIT</b>	This is a Yes/No field to show if a wait list exists for this class.

## QCL2 SCREEN

This screen displays details for a specific class.



```
FUNCTION:                * QUICK CLASS SCREEN *                08/24/05  CJPB  B346  0  QCL2
-----
TERM 2005 3 SUB        FALL                DVSN 101    SCHL SAFO  CAMP CY    DEPT ACC
CLASS ACC 201        001  CALL 30058 N CALL        NAME FINANCIAL ACCOUNTING
CREDIT TP F UNITS    3.00 MIN            MAX            BEG 2005/09/06 END 2005/12/20
NUMBER ENROLLED      9    DELIVERY METHOD        MILL REMEDIAL
D WK TM START STOP  BLDG ROOM            CAP INSTRCT ID PRM  % NAME
M **   0800A 0920A CY   1050                25 C000xxxxxx Y  100 DOMINGUEZ, VICKY C
W **   0800A 0920A CY   1050                25

MAX      25 ADT/FL Y WAIT/LS N CACT ACCT ACC  ACCTG LAB  CLCH CG/CD
MIN       0 PAS/FL N STATUS  O   UCAT UTUT  CCSN UGRAD  CRDT/FL  EXAM/FL
ATM       0 GRD/LS Y CODE  RG   BIL/FL U UNT   3.00      AUDT/FL
CLASS NOTES                AUD/FL U UNT   3.00      SEQ#

WWW1
2005/08/21

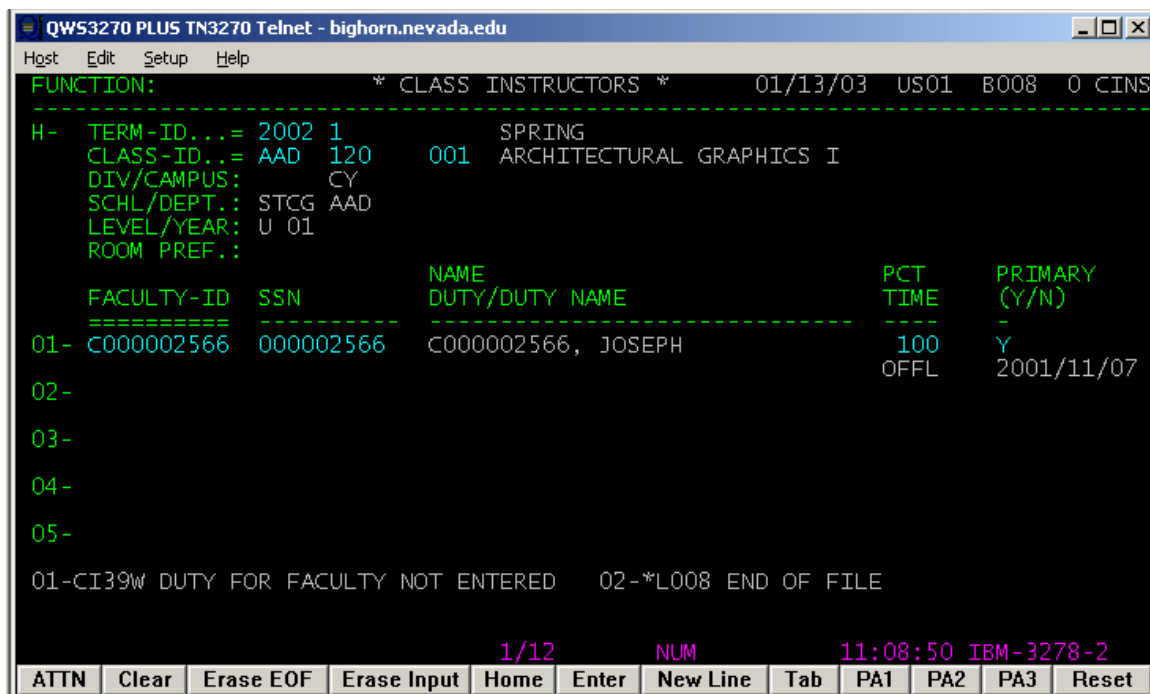
01-CL70W CACT EXISTS;NEW CACT NOT ADDED
```

The only valid function for this screen is **S**. Key fields are **TERM** and **CLASS**.

This screen is a custom-made screen comprising of elements from a number of other SIS screens. It includes the class title, credits, number of students enrolled, delivery method (web, etc.), days and times the class meets, location(s), instructor, maximum class size, lab fee and class notes.

## CINS SCREEN

This screen lists the instructor(s) for a class.



```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: * CLASS INSTRUCTORS * 01/13/03 US01 B008 0 CINS
-----
H- TERM-ID... = 2002 1 SPRING
  CLASS-ID... = AAD 120 001 ARCHITECTURAL GRAPHICS I
  DIV/CAMPUS:  CY
  SCHL/DEPT.: STCG AAD
  LEVEL/YEAR: U 01
  ROOM PREF.:
  FACULTY-ID  SSN      NAME          PCT     PRIMARY
  =====  =====  -----  TIME    (Y/N)
  -----  -----  -----  -----  -----
01- C000002566  000002566  C000002566, JOSEPH    100     Y
                                OFFL    2001/11/07
02-
03-
04-
05-
01-CI39W DUTY FOR FACULTY NOT ENTERED  02-*L008 END OF FILE
1/12 NUM 11:08:50 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

Valid functions for this screen are *S*, *ADD*, *C* (Change) and *DEL* (Delete). Key fields are semester, class and faculty ID.

This screen shows all instructors for a given class. Multiple instructors are listed in ID order. The screen includes a flag for the primary instructor (**PRIMARY Y/N**) and shows the teaching load as a percentage (**PCT TIME**).

### Add an instructor

Search for the desired class. Type *ADD* on the **FUNCTION** line.

Press <TAB> to move the cursor to the **FACULTY-ID** field. Enter the faculty=s ID number.

Press <TAB> to move the cursor to the **PCT TIME** field. Enter *100* if this is the only instructor. Otherwise enter any fraction of 100. The total value for all instructors must equal 100.

Press <TAB> to advance to the **PRIMARY** field. Enter *Y* if this is the primary instructor, otherwise enter *N*. Press <ENTER> to save the addition.

### Delete an instructor

Search for the desired class. Type *DEL* on the **FUNCTION** line. **DO NOT PRESS <ENTER> YET!**

If there is a single instructor for this class, press <ENTER> now.

If there are multiple instructors on this screen, you must tell SIS which one to delete. SIS uses reverse logic here. SIS deletes the record whose value is displayed in the key field, **FACULTY-ID**. To protect a record from being deleted, clear the first character (or more) of the **FACULTY-ID(s)** to keep. Now press <ENTER>.

### Changing information

The only values on **CINS** that may be changed are the non-key fields. Search for the desired class. Type *C* on the **FUNCTION** line.

Press <TAB> to move the cursor to the field that needs to be changed. Type the changed value over the existing value. If there are additional characters left over in the field, fill in the remainder of the field with spaces.

Press <ENTER> to save your changes.

## RTIM AND FTIM SCREENS

These screens show all details for a particular room (RTIM) or instructor (FTIM).

**RTIM Screen:**

```

FUNCTION: *** ROOM TIME *** 01/13/03 CJPB B430 0 RTIM
-----
H- TERM= 2002 3 ROOM-ID= CY 1227 PHILOSOPHICAL&REGIONAL STUDIES

WEEK DAY START END CLASS-ID START-DATE END-DATE
CODE CODE TIME TIME CLASS-ID START-DATE END-DATE
=====
01- ** M 0800A 0920A HIST 101 001 2002/09/03 2002/12/19
02- ** M 0930A 1050A HIST 101 002 2002/09/03 2002/12/19
03- ** M 1100A 1220P HIST 217 002 2002/09/03 2002/12/19
04- ** M 1230P 0150P HIST 102 001 2002/09/03 2002/12/19
05- ** M 0200P 0320P HIST 217 005 2002/09/03 2002/12/19
06- ** M 0430P 0550P HIST 101 005 2002/09/03 2002/12/19
07- ** M 0600P 0720P ENG 101 017 2002/09/03 2002/12/19
08- ** M 0730P 0850P ENG 101 018 2002/09/03 2002/12/19
09- ** T 0800A 0920A HIST 101 010 2002/09/03 2002/12/19
10- ** T 0930A 1050A PHIL 102 004 2002/09/03 2002/12/19
11- ** T 1130A 0120P PSC 101 003 2002/09/03 2002/12/19
12- ** T 0200P 0320P HIST 101 007 2002/09/03 2002/12/19
13- ** W 0800A 0920A HIST 101 001 2002/09/03 2002/12/19
14- ** W 0930A 1050A HIST 101 002 2002/09/03 2002/12/19
  
```

**FTIM Screen:**

```

FUNCTION: *** FACULTY TIME *** 01/13/03 US01 B008 0 FTIM
-----
H- TERM-ID= 2002 1 SPRING OFFICE: TSO TECH SERV
FAC-ID.= C000000066 000000066 PHONE.:
NAME...: C000000066, VIRGINIA A

CLASS-ID MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
STAT START-DATE WEEK-CODE WEEK-CODE WEEK-CODE WEEK-CODE WEEK-CODE
END-DATE FROM TO FROM TO FROM TO FROM TO FROM TO
=====
01- CIT 101 111 ** **
O 2002/01/22 1100A 1220P 1100A 1220P
2002/05/14
02- CIT 101 117 ** **
O 2002/01/22 0200P 0320P 0200P 0320P
2002/05/14
03- CIT 101 120 ** **
O 2002/01/22 0330P 0450P 0330P 0450P
2002/05/14
  
```

1/12 NUM 11:19:59 IBM-3278-2

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

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## SHOP SCREEN

This screen is used to find open classes.

```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: go_          ***SHOP***          01/13/03 CJPB B430 0 SHOP
-----
***SELECT COURSE/CLASS***

TERM-ID.....: 2002 3
PERSON-ID/NAME/SSN:
COURSE-ID.....: phil 101
SECTION-NUMBER.....:
STATUS O/F/C/R/B/*:          TIME CHECK:

***SELECT MEETING TIME***

          WEEK  TIME  START  END
          CODE  CODE  TIME   TIME
          ---  ---  ---    ---
MONDAY...:
TUESDAY..:
WEDNESDAY:
THURSDAY.:
FRIDAY...:
SATURDAY.:
SUNDAY...:
01-*L008 END OF FILE

          1/14          NUM          11:18:29 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The only valid function for this screen is *GO*.

### Find an open class

Type *GO* on the **FUNCTION** line.

Press <TAB> to move the cursor to the **TERM-ID** field. Enter the desired term (year and term/semester code).

Press <TAB> to move the cursor to the **COURSE-ID** field. Enter the desired class. Section numbers are not necessary.

Press <ENTER> to start shopping. If open classes are found, the following screen is displayed.

```

QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION:          **AVAILABLE CLASSES**          01/13/03  CJPB  B430  0  ACLS
-----
H-  TERM= 2002 3  ID=
    CLASS ID      CLASS NAME
    CONFLICT/STATUS/CALL#/INSTRUCTOR
    DATES          HRS      #ENRL  MAX      WK  DAY      FROM  TO      BLDG
=====
01- PHIL 101  N11  INTRO TO PHILOSOPHY          **  T      0600P 0915P  NELL
    O 98046  STAFF, STAFF
    2002/09/16 2002/12/06  3.00   16      20
02- PHIL 101  001  INTRO TO PHILOSOPHY          **  M W      0930A 1050A  CY
    O 35334  RAULS, NORMAN
    2002/09/03 2002/12/19  3.00   26      35
03- PHIL 101  002  INTRO TO PHILOSOPHY          **  M W      1230P 0150P  CY
    O 35336  RAULS, NORMAN
    2002/09/03 2002/12/19  3.00   31      34
04- PHIL 101  003  INTRO TO PHILOSOPHY          **  T R      1230P 0150P  CY
    O 35338  RAULS, NORMAN
    2002/09/03 2002/12/19  3.00   24      30
05- PHIL 101  101  INTRO TO PHILOSOPHY          **  R      0600P 0850P  HN C
    O 35340  TIERNO, JOEL
    2002/09/03 2002/12/19  3.00   24      30

                                1/12          NUM          11:18:46 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

```

All open classes are displayed here. Press <ENTER> to navigate through the list.

If no open classes are available, a >Line not found= message will appear at the bottom of the screen.

To return to the top of the list, clear the class field in the first detail line and press <ENTER>.

## ROST AND/OR ROS2 SCREENS

These screens are very similar and display class rosters.

```
QW53270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: **ALPHABETIC ROSTER** 01/13/03 US01 B008 0 ROST
-----
H- TERM...= 2002 1 SPRING STATUS: N
  CLASS...= SOC 101 004 PRIN OF SOCIOLOGY
  FAC-ID...:
  G-SYSTEM: RG REG GRADES

  NAME ID STAN UNITS MTH ACT APPL
  =====
01- C000000033, BRUCE P C000000033 U 01 3.00 -- N
02- SMITH, MARY C000007918 U 01 3.00 -- N
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
03-*L008 END OF FILE 03-RO44W NO PRIMARY INSTRUCTOR

1/12 NUM 11:17:20 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

```
QW53270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: * ALT ROSTER & PRINT * 01/13/03 US01 B008 0 ROS2
-----
H- TERM...= 2002 1 SPRING STATUS: N
  CLASS...= SOC 101 004 PRIN OF SOCIOLOGY
  FAC-ID...:
  G-SYSTEM: RG REG GRADES PRINTER ID:

  NAME ID SSN PHONE NUMBER
  =====
01- C000000033, BRUCE P C000000033 000000033 702 293 4636
02- SMITH, MARY C000007918 251063902 702 333 6789
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
03-*L008 END OF FILE 03-RO44W NO PRIMARY INSTRUCTOR

1/12 NUM 11:17:31 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The only available function for these screens is **S**. Key fields are TERM and CLASS.

Students are listed alphabetically by last name.

## AENR SCREEN

This screen lists the students who have attempted to enroll in a class.

```
QWS3270 PLUS TN3270 Telnet - bighorn.nevada.edu
Host Edit Setup Help
FUNCTION: *ATTEMPTED ENROLLMENT* 01/13/03 US01 B008 0 AENR
-----
H- TERM...= 2002 1 SPRING
  CLASS...= SOC 101 004 PRIN OF SOCIOLOGY CALL= 20036
  CLASS STATUS= F

*** THIS SCREEN DISPLAYS THE IDS OF STUDENTS WHO HAVE ATTEMPTED ***
*** ENROLLMENT IN A FULL OR CANCELLED CLASS. ***
*** THIS IN AN INQUIRY ONLY SCREEN. ***

PERSON ID PHONE NUMBER STATUS
DATE ATMPT BILL PROGRAM/STANDING
=====
01- C000000002 BUD, STANLEY W 702 369 7357 F
    2001/11/30 UND U 01
02- C000000044 C000000044, ROBERT D 702 731 0852 F
    2001/11/30 UND U 01
03- C000007918 SMITH, MARY 702 333 6789 F
    2001/11/30 AGSA01 U 01
04-

04-*L008 END OF FILE

1/12 NUM 11:15:19 IBM-3278-2
ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset
```

The only available function for this screen is **S**. You may search for a class by semester. Students are listed in order of their Student ID.

All students who have attempted to enroll in this class are listed here. If a student makes multiple attempts at this screen, they are only recorded one time. If a student attempts another class section, they are counted one time for that class, too. Note the **DATE ATMPT** field.

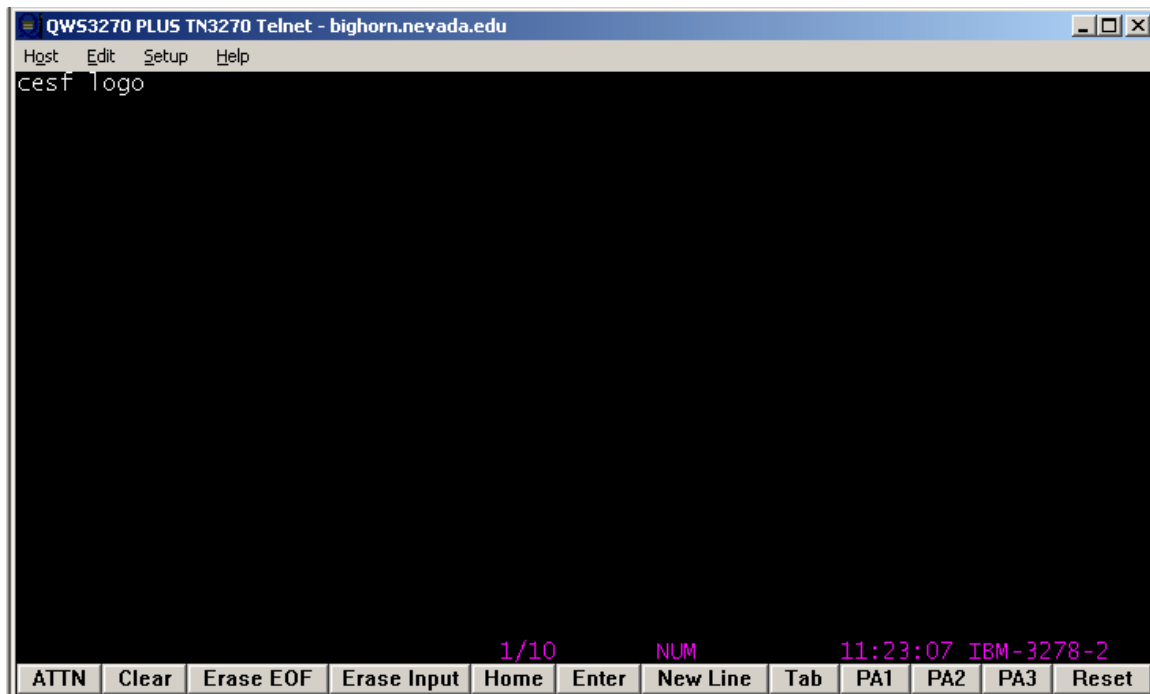
Note that student phone numbers are available. The class status, **STATUS**, is recorded when the attempt was made.

## LOGGING OFF

This is one of the most important steps and is most often overlooked.

From anywhere in SIS, press <F3>. You will be returned to a blank screen.

Press <TAB>. Type *CESF LOGO* and press <ENTER>.



You will be returned to the Application Selection screen.

Press <F3> again.

You will now be returned to the login screen. Close the terminal emulator window.

## PROBLEMS AND REMEDIES

Problem	Remedy
My password is revoked.	Call Connie Lohrke or me to have it reset. Try to use your SIS account at least once every 60 days.
My password is rejected.	Call Connie Lohrke or me to have it reset. Try to use your SIS account at least once every 60 days.
Unauthorized or unknown user	The security system does not recognize your user ID. Typically, there is an extra, inadvertent space in that field. Remove the space and try again.
I get a message saying I=m already logged in at another terminal.	Call 895-4585 and ask to have your user ID reset. They may ask which mainframe you are on - Bighorn. They will also need your User ID. This problem usually occurs when an abrupt interruption in communication occurs - power outage, network dropped, etc. It will self-correct in approx. 20 minutes.
<p>I get an &gt;action unauthorized= error and the screen is unusable.</p> <p>and/or</p> <p>I get an error beginning with &gt;Abend=...</p>	<p>Do the following:</p> <ul style="list-style-type: none"> <li>- Disregard whatever is showing on the screen – treat it as a blank screen.</li> <li>- Press &lt;F3&gt;. Most likely you won't see a change.</li> <li>- Enter SCFE and press &lt;ENTER&gt;. It is possible that the cursor will be in an existing field on the screen – enter it anyway and press &lt;ENTER&gt;.</li> </ul> <p>You should now be back to the <b>INFO</b> screen.</p>
I can't print the screen.	<p>Printing is a function of your computer, not SIS. Try the following:</p> <ul style="list-style-type: none"> <li>- Be sure you can print to your printer from another application like Word.</li> <li>- Use the 'Print Screen' menu option as well as the &lt;PRINT SCREEN&gt; key on the keyboard – on or the other may work.</li> <li>- Go through your menu options on the SIS window. Find the one for the printer and make sure your printer is selected. If it says 'default printer', select your printer anyway. If you still can't print, try selecting another printer (if available).</li> </ul>
I get a 'connection' error.	Your 'host' must be defined as <b>bighorn.nevada.edu</b> . This can be found in your menu options. If you were recently connected but lost the connection, open an Internet browser and navigate to a website external to CCSN. If you cannot get to the website, the Internet connection is unavailable and SIS will not work.

## HOST ON-DEMAND

IBM's "Host On-Demand" (HOD) is a web-based application that allows users to access a mainframe application such as SIS. One of the benefits this application has is that users can access SIS anywhere they can get an Internet connection (home, away from the office, etc.). Another benefit of HOD is that all data transmitted between SIS and the user's computer is encrypted for security.

**NOTE:** as of Aug. 2005, the current version of Host on Demand is incompatible with Java V2 JRE SE 5 and/or 1.5. You may uninstall this from your computer through the Control Panel, Add/Remove Programs. Updates to Java programs are usually automatic. If you are planning to use HOD often, you may want to disable Java's automatic updates.

### Installation

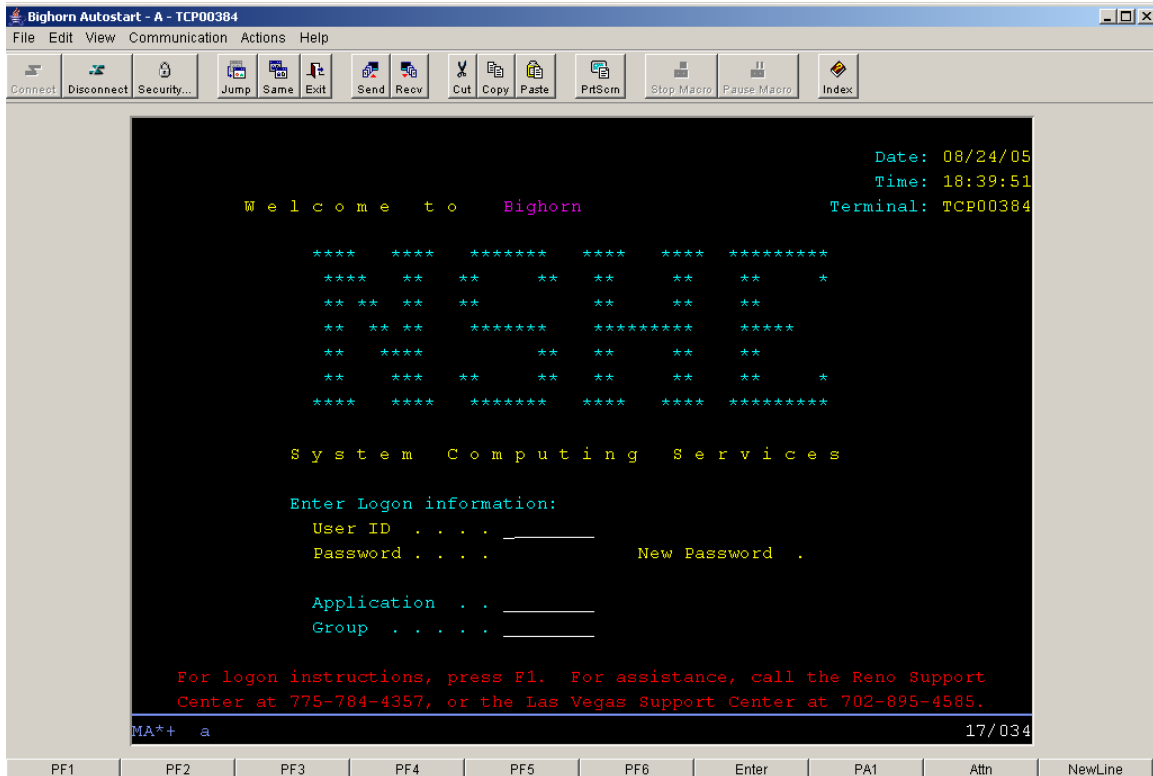
1. Open Internet Explorer. Other Web browsers may work, but Internet Explorer definitely works. Go to <http://bighorn.nevada.edu>. The System Computing Services AzSeries System Software page is displayed. Click on the "Host on Demand" link.
2. The "Host On-Demand" page is now displayed. Click on "Student Information System (SIS) (Bighorn)".
3. A Security Warning window may pop up. You should see "IBM" mentioned in this window. This is normal and you should click on the **Yes** button.
4. A message window will appear stating that the client is going to be installed. Click on "OK".
5. Another Security Warning window may appear, again representing IBM. Click on the "Yes" button. If this same window pops up again, continue to click on the "Yes" button.
6. IT MAY TAKE A MINUTE OR TWO before the Host On-Demand window appears showing the progress of the installation. Once the installation is complete, you may see a window stating "Cached client installation complete." It also instructs you to restart you Web browser. Click on the "OK" button and then close your Internet Explorer.

### Alternate Installation

If the installation fails, it could be your computer's configuration or the web browser itself. Return to the web address above and try the "WINDOWS – JAVA V2 JRE Standard Edition". Follow the prompts to install this on your computer. If any Java, HOD and/or IBM pop-up windows appear, click on the "Yes" or "OK" options. After installation, return to the website above and try the You may get message windows related to HOD and/or IBM - click the "Yes" button on these and continue the installation similar to steps 3-6 above.

## Running HOD

Repeat steps 1 and 2 in **Installation** above. If you plan to use this frequently, you may want to bookmark this web page. The same Security Warning window seen above may appear again. Click on the **Yes** button. In a few seconds, a SIS window should appear.



Nearly everything in HOD works the same way as it does on your work computer. There may be differences if you have redefined keys, but all screen functions should be identical.

There is a set of menu options across the top of the screen and some tool bar icons directly below them. You should be able to use SIS without ever needing to use the menu items. Use the **Edit** menu item, then choose **preferences** to change the appearance of the HOD window. You can use the **PrtScrn** button to send the contents of the screen to your printer.

When you are done using your HOD SIS session, logout of SIS as instructed earlier. When you are back at the login screen, just click on **X** in the upper right corner of your window. An **IBM WebSphere Host On-Demand** may still be open in your Web browser. You may surf to a different Internet location or close the window from here.