UMS Reporting Terminology

The terms found here are largely used UMS wide. For information specific to standardized reporting (ie. IPEDS, CEDS, CDS) please click on External Education & Reporting Resources to go directly to the source websites.

Click a letter to go to the alphabetical listing for a term you'd like to find, or use Ctrl+F on your keyboard to search this page for the term you’d like to find.

Data Cookbook Implementation

As definitions are migrated from here to the Data Cookbook, both resources will be available. Those definitions which have been migrated and are currently in, or have been through, the approval workflow process in Data Cookbook are marked with an asterisk*. You can click on those definitions to take you directly to the Data Cookbook.

Data Cookbook is available to everyone with a maine.edu email address. To set up your account, go to ums.datacookbook.com.

A

Academic Career*

Academic Group*

Academic Level

Designates, with a two-character code, the student's year (by cumulative progress) within their academic career. Click for ACADEMIC_LEVEL field values.

Academic Load

Describes the amount of time a student is enrolled. Click for ACAD_LOAD field values.

Academic Organization

An Academic Organization is an institution, a college, a division, a department, a school and in some cases a subject.

Academic Plan

Identifies the field of study or curriculum a student has chosen to pursue within their Academic Program. Can be defined as Majors, Concentrations, Minors, Programs, Honors…. Plans are associated with either an Academic Career or an Academic Program. Click for ACAD_PLAN field values.

Academic Program*

Academic Sub-Plan
Academic Year

 Defines ACAD_YEAR and UM_ACADEMIC_YR.

 ACAD_YEAR begins in the fall, defines the fall, spring and summer term of one whole year and is defined by the year in which the terms finish. By that definition, Fall of 2017 commences the 2018 Academic Year.

 UM_ACADEMIC_YR is the calendar year in which the term is occurring. Since 1810 is fall of 2017, the Academic Year for 1810 is 2017. Click for expression coding that defines the UM_Academic_Yr Case Statement field.

Account

 Account is a chartfield which classifies the nature of a transaction into assets, liabilities, fund balances, revenues, expenses and transfers. The field value is most often ACCOUNT and is designated by a five-digit number.

Accounting ID

 Accounting ID is a ten digit number used by HR to identify an employee's payroll chartfield account. These values can be looked up in both the FN (using the GL Translate Tool) and HR (on the pay distribution detail page) databases.

Accounting Period*

 Accounting Period, at its most basic level, is a number defining each month based on the fiscal year used mainly in the Finance database. For instance, July is period 1, August is 2, etc.

 Additionally, Period 0 is populated by the financials system when the GL close process is run, and captures the roll forward of balances from one fiscal year to the next for assets, liabilities, equity, and project-to-date revenues and expenses.

 Click here for ACCOUNTING_PERIOD field values.

 The accounting periods described below are likely only used by the UMS Accounting Team.

 Period 999 is also populated by the financials system when the GL close process is run, and captures the closeout of revenues and expenses to the appropriate equity (3xxxx) accounts.

 Periods 997 and 998 are known as 'adjustment' periods. Currently, period 997 is used to close out stat accounts related to grant projects closed during the fiscal year. Period 998 is used to restate the data for a given fiscal year due to the required adoption of a new accounting standard.

 Please note that until recently (likely FY14), period 998 was used like 997 is currently being used. However, our first new accounting standard was implemented around that time which required restatement of a prior fiscal year period 997 was created and the use of 998 was changed - the restatement period needs to come last in the sequence.

Action Date

 The date that a change was keyed into the system.

Ad

Address

 There are many different address types which one person may have. To determine the address you are looking for, please refer to the Student Addresses & Residency page for more information.

Address Type

 A field of up to four characters represented by the field name ADDRESS_TYPE. Click for ADDRESS_TYPE field values.

Admissions Admit Gross
Applicants who have been admitted (even if the admission was subsequently revoked or the applicant withdrew).

**Admissions Admit Net**
Applicants who have been admitted (either conditionally or unconditionally) and have not subsequently withdrawn.

**Admissions Applicant**
Students officially considered applicants (excludes duplicates, etc).

**Admissions Applicant INC/COMP Total**
Applicants who have a complete or an incomplete application.

**Admissions Application Center**
Institution office where the application is being processed. Click for ADM_APPL_CTR field values.

**Admissions Application Complete Date**
The date all applicant materials have been received and the application is ready for an admission decision. Represented by the field values UM_COMPLETE_DATE and ADM_APPL_CMPLT_DT which are both date fields. Additionally, a Y will be found in the ADM_APPL_COMPLETE field once the application is received in its entirety. See also Application Date.

**Admissions Application Funnel**
Students in the admissions funnel including those who are not considered applicants.

**Admissions Application Number**
A unique eight digit number assigned to each application submitted. Represented by the field value ADM_APPL_NBR.

**Admissions Combined Counts in the Application Funnel**
Combined counts allow users to get around the issue of double-counting when a student has an application in both the summer and fall and the users only want to count the person once when combining summer and fall counts together. For example, if the admit term is a summer term and the student has an application for the corresponding fall, then the Applicant Combined Count is set to 0 for the summer and 1 for the fall. There is a combined count for each application funnel measure.

**Admissions Confirm Gross**
Applicants who have been admitted and have confirmed that they intend to enroll (by matriculating, declaring intent, paying a deposit, etc).

**Admissions Confirm Net**
Applicants who have been admitted, have confirmed that they intend to enroll, and have no subsequent action indicating that they have withdrawn or not attended.

**Admissions Confirm Net Enroll Away**
Applicants who are net confirmed and are currently enrolled at another UMS institution.

**Admissions Confirm Net Enroll**
Applicants who are net confirmed and are currently enrolled at this institution.

**Admissions Confirm Net Enroll UMS**
Applicants who are net confirmed and are currently enrolled at this institution or at another UMS institution.

Admissions Data Created By

Field containing the EMPLID of the person entering the data.

Admissions Date

UM_ADMIT_DATE is the date a particular application (student) was admitted. If a student has multiple applications, each application which was admitted would have it’s own admit date. This field is populated via the ACTION_DT field from the ADM_APPL_PROG table, where PROG_STATUS = 'AD' or PROG_STATUS = 'PM' or PROG_STATUS = 'AC'. AD = Admitted, PM = Pre-Matriculated (plans to enroll but the application hasn’t been passed to Student Records yet), AC = Active (a.k.a matriculated). See also Application Date.

Admissions Deny Net

Applicants who have been denied admissions (without subsequent reconsideration and admit).

Admissions Enroll Away

Applicants who are currently enrolled at another UMS institution.

Admissions Enroll

Applicants who are currently enrolled at this institution.

Admissions Enroll on Add/Drop

Applicants who were enrolled at this institution on the add-drop date.

Admissions Enroll on Census

Applicants who were enrolled at this institution on the census date.

Admissions Inquiries

This is an admissions term describing students that have had contact with the institution. They oftentimes represent students who have submitted test scores, attended an event, or sent a request.

Admissions Suspects

This is an admissions term describing students that have not had any contact with the institution. They oftentimes represent purchased names and are considered pre-inquiry.

Admissions Type*

Admissions Withdraw After Admit

Applicants who withdrew after being admitted.

Admissions Withdraw After Confirm

Applicants who withdrew after being confirmed.

Admissions Withdraw Before Admit

Applicants who withdrew before being admitted.

Admissions Withdraw Total

Applicants who withdrew before or after being admitted.
Admit Term

Advisement Status (no definition)

Click for ADVIS_STATUS field values.

Advisor ID (no definition)

A seven digit number, not EMPLID.

Alias

When working in Query you will often see names of fields prefaced by a letter, such as A.EMPLID or A.LAST_NAME. This “A” portion is called an “Alias”. When building code the Query tool needs to know which table a field came from, as often different tables use the same field names. Rather than put the actual table name in front of the field, an Alias is assigned to that table name, and the alias is pre-pended to the field names. It is more useful to programmers who actually type code, because there is less typing involved, but it can be helpful to you when you are using fields from different tables with similar names.

Annual Base Benefits Rate (ABBR)

This is a manually enabled field. ABBR is specific for each employee record. It is set to the same amount as annual rate unless it is overridden for benefits purposes. Please contact your Human Resources Office for a more detailed explanation of Annual Base Benefit Rate.

ABBR includes benefits eligible stipends (stipends must be for full year). Manual overrides should occur to account for mutual reduction of hours, voluntary reduction of hours, and if appointments are for less than 12 months and the pay is to be paid over the same period of time. ABBR should also be manually adjusted if there is a regular employee record, and an additional single temporary employee record where salary should not be included in ABBR.

Back to top

Annual Rate

Annual rate of pay. This is a system set field. There is an annual rate for each employee record (emplrecd). For monthly staff the standard hours for the employee record do not affect annual rate. For hourly staff the standard hours for the employee record do affect annual rate.

Monthly staff – (comprate * 12)

Hourly staff – (comprate * standard hours * 52 weeks)

Application Data

Information entered at time of student application that has no specific other data definition may be found here.

Family or relevant relationships indicated on the student application are represented in the PEOPLE_RELATION and GUARDIAN_RELATION fields. Click for PEOPLE_RELATION & GUARDIAN_RELATION field values.

Application Date

One of a group of UM_ date fields which define the status of the student’s application for admission. See also Admissions Date. These fields are derived from the ADM_APPL_PROG table ACTION_DT field, and each one indicates a different PROG_ACTION and/or PROG_STATUS for that date. Click here for PROG_ACTION - Program Action field values and here for PROG_STATUS - Program Status field values.

UM_APP_DATE and ADM_APPL_DT both contain the date an application is received. If someone applied using the Common App, it is the date the person clicked the submit button on the Common App. UM_APP_DATE is populated directly from the ADM_APPL_DT field in the ADM_APPL_DATA table.
UM_COMPLETE_DATE is the date all application materials have been received and the application is ready for an admission decision. See also Admissions Application Complete Date

UM_DENY_DATE - Date a particular application is denied. This field is derived from the ACTION_DT field in the ADM_APPL_PROG table where PROG_ACTION = 'DENY'

UM_DEIN_DATE - Date an application is updated to Pre-Matriculated. This field is derived from the ACTION_DT field in the ADM_APPL_PROG table (or ACAD_PROG table) where PROG_ACTION = 'DEIN'

UM_MATRIC_DATE - Date the applicant indicated they plan to enroll. When a record is marked as matriculated it moves the data to the Student Records side and allows the person to register for classes. This field is derived from the ACTION_DT field in the ADM_APPL_PROG table (or ACAD_PROG table) where PROG_ACTION = 'MATR'

UM_NETCONFIRM_DATE - A value in this field means the applicant record is marked as matriculated and the person can register for classes. If this field has a date of 1/1/1901 and UM_GROSSCONFIRM_DT has a date other than 1/1/1901 then the person was at one time matriculated but is no longer. This field is derived from the ACTION_DT field in the ADM_APPL_PROG table (or ACAD_PROG table) where PROG_STATUS = 'PM' and PROG_ACTION = 'ACTI' (or PROG_ACTION = 'MATR' where the ACTION_DT is after cancellation or discontinue actions).

UM_GROSSCONFIRM_DT - This field holds the matriculation date for people who withdrew their application. For example, if a student paid the matriculation fee on 12/12/17 and on 12/31/17 withdrew that application, the UM_GROSSCONFIRM_DT field would hold the 12/12/17 date. This field is derived from the ACTION_DT field in the ADM_APPL_PROG table (or ACAD_PROG table) where PROG_STATUS = 'PM' and PROG_ACTION = 'ACTI' (or PROG_ACTION = 'MATR').

Application Method

Application methods indicate how or in what form you received these applications. Represented by the ADM_APPL_METHOD field.

Archive Date - Ach Date

Sets the date for which you want to see data from an archive table. Archive tables are updated daily with any data that has changed.

Articulation

Or more specifically course articulation, is the process of comparing the content of courses that are transferred between postsecondary institutions such as TAFE institutes, colleges or universities. In other words, course articulation is the process by which one institution matches its courses or requirements to course work completed at another institution. Students use course articulation to assure that courses they complete will not have to be repeated at the institution to which they are transferring. See also Articulation Term.


B

BI

Business intelligence, or BI, is an umbrella term that refers to a variety of software applications used to analyze an organization’s raw data. BI as a discipline is made up of several related activities, including data mining, online analytical processing, querying and reporting.

Billing Career (no definition)

BILLING_CAREER field values are the same field values as Academic Career.

Bio-Demographic (bio-demo)

Basic information about an individual, including name, address, telephone number(s), email address, gender, ethnicity, etc.
Birth Country

Country of birth. BIRTH_COUNTRY uses same field values as COUNTRY.

Birth Date

Date of birth. BIRTHDATE is entered as a standard date field: MM/DD/YYYY.

Birth Place

City of birth. BIRTHPLACE is a 30 character variable text field.

Birth State

State in which person was born. BIRTHSTATE is entered using STATE field values.

BOT

Beginning of term.

Business Unit*

In HR

Business unit is a chartfield which defines the home campus of an employee and is the same as Institution.

Click here for HR BUSINESS_UNIT prompt table values. These same values are used in the ESTABID - Establishment ID field which is used for the Delaware Study.

The BUSINESS_UNIT field in the HR database aligns with the job record, additional pay assignment, or position record for the employee or position. This should be used for table join purposes when joining employee data using the UM_FGLEMPLY_VW - Human Resources employee data flat file.

In Finance

One of the chartfields, business unit is an organizational unit that maintains its own set of books. Each Institution is a Business Unit and they are designated the same. Click here for Business Unit field values.

Click here for Finance BUSINESS_UNIT prompt table values. These values are good for all of the finance fields below.

Note: In June 2018, a new business unit, MCV09, was added to our financials system (e.g., general ledger, AP, etc.) for use in FY19 and beyond. This new business unit is NOT a part of the University of Maine System (UMS) legal entity or reporting unit; therefore you should not include it in data pulled for the UMS. Creation of this new business unit requires you to make one or both of the following changes to the queries/reports that you run to ensure that data for MCV09 is not included.

In the Finance database, the BUSINESS_UNIT_GL field aligns with the accounting chart fields of the transaction and should be used for all accounting tables to join with BUSINESS_UNIT.

The two business unit values would be different for an employee that works at one campus based on their job data but is being paid (or partially paid) from a combo code affiliated with another campus.

Another situation where different business unit values occur is with benefits and tax transactions. The employee works at a campus (say UMS06) but the benefits and taxes are recorded under a University Services CF combination (UMS08).

For BUSINESS_UNIT_IU, the IU stands for Inter Unit. If a journal has multiple lines with chart fields from different business units, inter-unit entries are needed to keep the credits and debits balanced within a business unit.

For BUSINESS_UNIT_PC the PC stands for Project. The PROJECT table is keyed by business unit and project id. To join back to the project table to get the project description, you would use this business unit. By convention you should not mix project IDs with chartfields from different campuses even though the system supports it.
Campus

Individual administrative unit and location that is part of an Academic Institution. In general, a Campus is a separate physical entity that operates as an administrative unit or provides a dedicated function for an Institution. Click for CAMPUS field values by Institution.

Campus Solutions (Student Data) Database

One of three University of Maine System Oracle PeopleSoft databases, this one containing student data for the system and frequently referred to as CS. See also Financials and Human Resources databases.

Catalog Number

The three-digit number assigned to a course in the course catalog. It is represented by the field name CATALOG_NBR. Beginning with 0, the first number designates the level of the course and increases as the level increases.

CATALOG_NBR field values begin with a space. Example: ' 101' most likely to insert a space between SUBJECT and CATALOG_NBR. (eg. 'ENG 101').

Census*

Chart of Accounts

A Chart of Accounts represents how financial information is gathered, stored, combined and used within a general ledger. PeopleSoft Financials enables the University of Maine System to define a Chart of Accounts that suits its business needs in an efficient and flexible manner.

ChartFields*

Back to top

Churn

Churn is a term that refers to how often students change majors.

CIP Code

The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education’s National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000. For information about these early revisions to the CIP, click here or access specific links to historical versions from the resources page. For information about versions after CIP 2000, click the ‘change year’ link on this site to see the available versions.

Citizenship Status

The status under which a person lawfully resides in the United States. Click for CITIZENSHIP_STATUS field values. Values differ between institutions. Click for historical citizenship status information.

City

Part of an address describing an area where people live or work. City is associated with many different data entry screens and circumstances such as city of residence, birth, last school attended or mailing address.

Class*

Commitment Accounting/Commitment Control
Commitment accounting is an integral part of budgetary control. By establishing and tracking commitments to spend and receive amounts—and by checking these amounts against budgets—an organization can readily report on and control future spending and revenue.

Understanding PeopleSoft Commitment Control

Common Data Set

The Common Data Set (CDS) initiative is a collaborative effort among data providers in the higher education community and publishers as represented by the College Board, Peterson's, and U.S. News & World Report. The combined goal of this collaboration is to improve the quality and accuracy of information provided to all involved in a student's transition into higher education, as well as to reduce the reporting burden on data providers. Click here for a list of Common Data Set definitions and here for the Common Data Set Website.

The CDS is a set of standards and definitions of data items rather than a survey instrument or set of data represented in a database. Each of the higher education surveys conducted by the participating publishers incorporates items from the CDS as well as unique items proprietary to each publisher. Consequently, the publishers' surveys differ in that they utilize varying numbers of items from the CDS.

Back to top

Completion Term

Represents the term of degree completion. Completion term may sometimes be entered by the registrar to show the completion term when the student marched for graduation, even if the student did not complete the degree requirements until a semester or two later. COMPLETION_TERM uses STRM field values.

County

County of residence. This is a unregulated text field and is not reliable for reporting. Click for values entered for Maine to see why.

Country

The field COUNTRY indicates the country of residence from the home address of the student. Click for COUNTRY field values.

UM_COUNTRY_USA - This is the country from the Citizenship table and is USA when there is a row in the table with USA as the country, otherwise it is blank.

UM_COUNTRY_OTH - This is the country from the Citizenship table when there is a row in the table with a country other than USA. In some cases there are multiple rows in the Citizenship table with a country other than USA. The country to be selected for the UM_Country_Oth field will be based on the following order of precedence for the associated Citizenship_Status:

a. N
b. Blank
c. Any other status

This field is used to identify the Country of Alien Temporary students.

Coverage Code (no definition)

Click for COVRG_CD field values.

Credit Hour*

Criteria

Criteria are the “what do you want” part of Query, the filter used to include or exclude data from your report. Criteria can be as simple as STATE = "ME" or as complex as STATE = 'ME' and POSTAL = '04401' and ADMIT_TYPE in ('FYR', 'TFR') and ADMIT_TERM = '0610'. Defining your criteria is one of the most important parts of writing a query.
Dashboard

A data dashboard is an information management tool that visually tracks, analyzes and displays key performance indicators (KPI), metrics and key data points to monitor the health of a business, department or specific process. A data dashboard is the most efficient way to track multiple data sources because it provides a central location for businesses to monitor and analyze performance. Real-time monitoring reduces the hours of analyzing and long lines of communication that previously challenged businesses. Find samples on the Data Dashboards page.


Database

A structured collection of records or data that is stored in a computer system.

Data Mart

The access layer of the data warehouse environment that is used to get data out to the users. The data mart is a subset of the data warehouse and is usually oriented to a specific business line or team. This enables each department to isolate the use, manipulation and development of their data. Organizations build data warehouses and data marts because the information in the database is not organized in a way that makes it readily accessible, requiring queries that are too complicated or resource-consuming. While transactional databases are designed to be updated, data warehouses or marts are read only. Data warehouses are designed to access large groups of related records. A data mart is basically a condensed and more focused version of a data warehouse that reflects the regulations and process specifications of each business unit within an organization. Each data mart is dedicated to a specific business function or region. This subset of data may span across many or all of an enterprise’s functional subject areas. (Data mart. (2017, June 6). In Wikipedia, The Free Encyclopedia. Retrieved 18:45, June 12, 2017, from https://en.wikipedia.org/w/index.php?title=Data_mart&oldid=784026518)

Data Warehouse

A system used for reporting and data analysis, and is considered a core component of business intelligence.[1] DWs are central repositories of integrated data from one or more disparate sources. They store current and historical data in one single place[2] and are used for creating analytical reports for knowledge workers throughout the enterprise. (Data warehouse. (2017, June 9). In Wikipedia, The Free Encyclopedia. Retrieved 18:46, June 12, 2017, from https://en.wikipedia.org/w/index.php?title=Data_warehouse&oldid=784756786)

University of Maine System ITS Data Warehouse - Analytics Workshop notes (4/2/18)

Date of Death

DT_OF_DEATH is a standard date field in the Campus Solutions Database, and indicates the date of a student's death while enrolled.

Degree

An academic rank earned after completion of a course of study. Click for DEGREE field values.

Degree Checkout Status

The status of the student applying to graduate school. Field values may be found in the translation tables.

Degree/Certificate-Seeking Students
Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.

**Degree-Seeking Students**

Students enrolled in courses for credit and recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. High school students also enrolled in postsecondary courses for credit are not considered degree seeking.

**Degree Success**

Degree success means that a student graduated at a degree level that is equal to or greater than the original intended degree level. If a student entered the institution intending to seek an associate degree and graduated with either an associate or baccalaureate degree, that would be considered a degree success. If a student entered the institution intending to seek a baccalaureate degree and graduated with an associate degree, that would not be considered a degree success.

**Denormalization**

Denormalization is a strategy used on a previously-normalized database to increase performance. In computing, denormalization is the process of trying to improve the read performance of a database, at the expense of losing some write performance, by adding redundant copies of data or by grouping data.[1][2] It is often motivated by performance or scalability in relational database software needing to carry out very large numbers of read operations. Denormalization should not be confused with Unnormalized form. Databases/tables must first be normalized to efficiently denormalize them.


**Department (DeptID)**

One of the chartfields, department tracks information according to the divisional breakdown of Business Unit. In the Human Resources database, it is represented by an alpha code of up to 10 characters. In the Financials database, it is represented by a seven-digit numerical code. DEPTID can be used to indicate who is responsible for or affected by a transaction. The fieldname in HR is DEPTID, and in Finance can be DEPTID or DEPTID_CF, the CF standing for ChartField. To differentiate between the databases, the DEPTID field in HR is frequently labelled as DEPTID_HR.

**DESCR - Description**

In the context of data, the DESCR describes a code. For instance, the institution code UMS01 would have a DESCR of University of Maine at Augusta. To figure out what the DESCR in a record is describing, run it in a query.

**Distance Education**

At the University of Maine System (UMS), distance education is a term used to describe a class that is delivered at an off-site location or is delivered using electronic communication or technology. In the case of a class that is delivered using technology, the source of the information (instructor) and the learners are separated by time and/or distance, or both.

Identification of Distance Education students in reporting has become increasingly difficult as the number of courses and types of delivery have grown. See the Distance Education, Coding Distance Education Courses and Students, and Distance Education Calculations pages for additional information and help with coding for Distance Ed.

**Drop Out**

A student that is not enrolled, not active, formally withdrawn from the institution – kept in the initial cohort.
Early College

Students enrolled in college courses while still in high school or sometimes the summer after graduation. Early College is coded by different names depending on the institution.

Be aware that last school attended data is not collected for Early College students as they do not enroll through the standard enrollment process.

For census reporting, only students that are recorded in PeopleSoft are captured. Any students that are entered into PeopleSoft after census, even if they started classes before census, will not be captured.

Early College Programs

Academ-e: The first early college distance education program in Maine, the University of Maine Academ-e offers courses for university credit to Maine high school juniors and seniors through internet-based "online" technologies.

Bridge Year: Provides an optional path for high school students that allows for the completion of an Associate’s degree in half the time for a fraction of the cost. Immediately following high school graduation, these students will have enough credits to complete an Associate degree within 12-months. Bridge Year students typically take two semesters of college credit in the fall semesters. Bridge year is a relatively new program, starting in Fall 2013 at UMaine, Fall 2014 at UMA, and Fall 2016 at USM.

Aspirations: The high school aspirations program raises educational aspirations of Maine high school juniors and seniors by offering an opportunity to experience college by registering for college courses at a reduced tuition rate.

Dual Enrollment: Dual enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers. Students gain exposure to the academic challenges of college while in their supportive high school environment, earning transcripted college credit at the time they successfully pass the course. Dual enrollment partnerships differ from other models of early study/aspirations enrollment because high school instructors teach the college courses.

Education Level

The education level is the education level corresponding to the individual tied to education level in the query, whether student or employee. Education level is not always known or populated. The education level may have a two-digit code from 01 to 22 with three letters A, T, and U also existing as set values for the field. The translation table will provide descriptions for each letter or number. Click for EDUCATION_LVL field values.

Effective Date*

Effective Term

Effective term will return data in the given table corresponding to the chosen term or conditions placed on the term. EFFECTIVE_TERM uses STRM field values.

Employee Status *(no definition)*

Employee payroll status. Click EMPL_STATUS for field values.

EMPLID*

Encumbrance*

Enterprise Solutions

Software, also known as enterprise application software (EAS), is computer software used to satisfy the needs of an organization rather than individual users. Such organizations would include businesses, schools, interest-based user groups, clubs, charities, or governments. Enterprise software is an integral part of a (computer-based) information system.
EOT
End of term.

ERP
Enterprise Resource Planning. It refers to the systems and software packages used by organizations to manage day-to-day business activities, such as accounting, procurement, project management and manufacturing. ERP systems tie together and define a plethora of business processes and enable the flow of data between them. By collecting an organization’s shared transactional data from multiple sources, ERP systems eliminate data duplication and provide data integrity with a “single source of truth.” (www.oracle.com)

Establishment ID
Indicates where an employee is located.

Ethnicity
An ethnic group or ethnicity is a category of people who identify with each other based on similarities such as common ancestral, language, social, cultural or national experiences. Click ethnicity for associated fields and field values.


ETHNIC_GROUP - Ethnic Group - Single digit number from ETHNIC_GRP_TBL - Ethnic Group Table. Click for field values.

ETHNIC_GRP_CD - Ethnic Group - Short text for ethnic group name. Click for field values.

DESCR50 - Description for ETHNIC_GRP_CD. Click for field values.

UM_ETH_GRP_DESCR - Ethnic Group Descr - Field from the translate value for ETHNIC_GROUP (XLATLONGNAME in PSXLATITEM where fieldname = 'ETHNIC_GROUP' and fieldvalue = 'ETHNIC_GROUP' value)

UM_ETHNIC_GRP_DESC - Calculation based on UM_STUD_EXTRACT table fields. Click here for calculation.

UM_MULTIPLE_ETHNIC - Multiple Ethnic Groups - This field flags those with more than one non-hispanic race. Y if more than one non-Hispanic ETHNIC_GROUP, otherwise N

HISP_LATINO - Flag. Y if person has any ETHNIC_GROUP = '3' Hispanic or Latino, otherwise N

UM_ETHNIC_DESCR - Ethnic Description (comes from ETHNIC_GRP_TBL - Ethnic Group Table, field DESCR50)

ETHNIC GRP - Calculated Discoverer field that places students in IPEDS categories. Click for field values.

ETHNIC GRP SORT – Calculated Discoverer field that places students in sorted IPEDS categories. Click for field values.

ETL = Extract/Transform/Load
The process by which information is transformed from a data source to a Data Warehouse or Data Mart.

External Organization
A secondary or post-secondary institution not part of the UMS. This is designated by the 11 character alpha-numeric field, EXT_ORG_ID.
Fall cohort

The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year. (IPEDS & UMS-EMC)

Fall Enrollment (EF)

This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other formal award; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit. Institutions report annually the number of full- and part-time students, by gender, race/ethnicity, and level (undergraduate, graduate, first-professional); the total number of undergraduate entering students (first-time, full-and part-time students, transfer-ins, and non-degree students); and retention rates. In even-numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. Also in even-numbered years, 4-year institutions are required to provide enrollment data by gender, race/ethnicity, and level for selected fields of study. In odd-numbered years, data are collected for enrollment by age category by student level and gender.

Field

One particular type of information within a table. LAST_NAME is a field within the NAMES table, as are FIRST_NAME, NAME_PREFIX, and NAME_TYPE. In Excel, a field is akin to a column. One field in one row is like one cell – A1, D72, Q4.

Financial Aid Item Type

Financial aid item types are selected item types that your institution has assigned to the funds awarded as financial aid. The item type is used to map the financial aid award transaction to the appropriate general ledger account during the general ledger process. The way item types are classified governs whether they are considered as financial aid item types. Click Financial Aid Item Type Fields Commonly Used to Identify Aid in Reporting for more information.

Financials Database

One of three University of Maine System Oracle PeopleSoft databases, this one containing financial data for the system and frequently referred to as FN. See also Campus Solutions (Student Data) and Human Resources databases.

First Generation

An individual both of whose parents did not complete a baccalaureate degree; or in the case of any individual who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree.

First generation students are identified by the calculated field UM_FIRST_GEN. Click for field calculations.

Below is a chart of how some institutions code for first generation students. Information was compiled by campus IR and registrars for EAB in spring, 2018.

<table>
<thead>
<tr>
<th>University</th>
<th>How do you track first generation students?</th>
<th>Which tables do you use and which fields and codes indicate a first generation student?</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMPI</td>
<td>That information is stored in the PS_STDNT_GRP5 table. A first-generation student is indicated by the existence of a record in that table with the student's ID, an institution code of UMS01, and a STDNT_GROUP code of FGEN.</td>
<td>Admissions codes this information based on applicant-reported information on the admissions application. They put them in a Student Group called FGEN.</td>
</tr>
<tr>
<td>UMA</td>
<td>How reliable</td>
<td></td>
</tr>
<tr>
<td>UMM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

First-Year Student & First-Time Student

A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours. For more information, field values and code, click First-Time and First-Year Students.
FISAP

The Fiscal Operations Report and Application to Participate (FISAP) is used by schools to apply for Campus-Based Program funding for the upcoming award year and to report Campus-Based Program expenditures for the previous award year. A school must complete and submit the FISAP via the Common Origination and Disbursement (COD) System at https://cod.ed.gov. To view FISAP Form and Instructions for archived years, click here. A number of reporting tables contain FISAP fields which pull directly from the FISAP submissions.

Fiscal Year*

Flat File

A file containing rows of data which may or may not have structured relationships. Flat files are not hierarchical, and therefore extremely difficult to search. They can be sorted, making your search easier, but due to the lack of indexing, they are cumbersome.

FTE - Full Time Equivalency*

Full-time student

Full-time undergraduate students can be registered for sufficient credits each semester to complete their academic programs in four years (eight regular semesters). For most programs, this means students must average 15 credits per semester to earn the minimum of 120 credits required for graduation. Some programs require more than 120 credits.

The University treats undergraduate students registered for 12 or more credits as full-time students for purposes of calculating student financial aid, determining eligibility for campus housing, athletic eligibility, veteran’s benefits, student fees, and for all other activities which vary according to enrollment status. Failure to register for at least 12 credits per semester will jeopardize eligibility in the above mentioned areas. Classes taken with an Audit status (no grade or credit hours earned) are not counted when determining enrollment status. Students who will be less than full time and are receiving financial aid should report a “change in enrollment plans” when accepting their financial aid through MaineStreet’s Student Self-Service. The Office of Student Financial Aid will receive this information and if required will update the financial aid award. If the award is adjusted the student will receive an email notification.

• Undergraduate—A student enrolled for 12 or more semester credits.
• Graduate—A student enrolled for 9 or more semester credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
• Doctor’s degree - Professional practice — As defined by the institution – same as the graduate definition.

Fully Enrolled Date

The date that the system considers the student fully enrolled for financial aid load calculations and billing purposes. The system, by default, sets the student's fully enrolled date to the corresponding date for the session, as defined in the academic calendar. You can override this date.

If you override the fully enrolled date because the student's account is due a refund, you must recalculate the student's tuition. You can calculate a student's tuition through the Tuition Calculation page in Student Financials.

For Data Entry: Enter the date on which the students who are active in the specified term for the specified academic career are considered fully enrolled in the specified term. As of this date, the students' coursework appears on their transcripts when you enter the Obey Enrollment on Transcript Date check box on the Enrollment/Statistics page of the Transcript Type component. This date is also used for financial aid load calculations and billing purposes.

The above definitions are from Oracle.

UMS05 uses UM_ENROLL_DATE (directly drawn from the FULLY_ENRL_DT field in the STDTNT_CAR_TERM table) specifically to enter the date of the last day to drop for refund. I do NOT know if other institutions use it similarly, but it would make sense that if they don't drop by that date, they are fully enrolled.

Functional Expense Category

In Financials, a functional expense classification is a method of grouping expenses according to the purpose for which the costs are incurred. The classifications tell why an expense was incurred rather than what was purchased. (From NACUBO's Financial Accounting and Reporting Manual (FARM) for higher education)
Like other public institutions of higher education, the University of Maine System uses the following primary functional expense categories:

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Operations and Maintenance of Plant
- Scholarships and Fellowships
- Auxiliary Enterprises

A single functional expense classification is associated with each department chartfield value in our general ledger system. The functional expense classification of a given department chartfield value can be identified in one of two ways:

1. The node on which the department value resides in the UMS_DEPT_F tree, which arranges the department chartfield values by the above noted functional expense classifications. The primary expense classification is identified by a 4 digit alpha numeric tree node value beginning with 'EX' followed by 2 numbers that represent the primary classification, e.g., EX10 for instruction, EX20 for research, EX30 for public service, etc.
   a. Under each primary classification, there may be 2 or more sub classifications which are 6 digits. The first 2 digits are 'EX', followed by the two digit value from the primary classification, followed by an additional 2 digits representing the sub classification. For example, under the primary classification of EX20 we have the sub classifications of EX2010, EX2020, and EX2030.

2. Each department chartfield value carries the attribute 'EXPENSE_CODE' that identifies the functional expense sub classification for the department value. These 4 digit values coincide with the last 4 digits of the 6 digit tree node values mentioned in #1 above.

Please note that sometimes there is a discrepancy between a department's classification per the tree versus the attribute. This occurs if we correct a department's functional expense classification in the tree, but forget to update the attribute value. For reporting, the classification in the UMS_DEPT_F tree should trump the classification per the attribute.

Although not included in the reporting of the UMS' expenses, the UMS also uses a primary functional expense classification for those department chartfield values associated with monies we hold on behalf of external entities in an agency capacity. These departments are used with funds 50 or 51. In the UMS_DEPT_F tree, these agency departments are under the primary node EXAG. The corresponding EXPENSE_CODE attribute value is '0000'.

Field values for Expense Codes in the UM_GLQ_REPRTING - Ledger Data and UM_GLQ_REPR T_VW - Ledger Data tables.

- UM_DEPT_EXP2 - 2-Digit Department Expense Cd
- UM_DEPT_EXP2_D - 2-Digit Department Expense Cd
- UM_DEPT_EXP4 - 4-Digit Department Expense Cd
- UM_DEPT_EXP4_D - 4-Digit Department Expense Cd

Fund*

Represented by the field name FUND_CODE, fund is a required, two-digit chartfield code used for financial reporting which varies based on different types of projects and programs. Some examples of projects and programs are: Perkins Loan, Nursing Loan, and University Loan.

The list of fund code descriptions is here.

Back to top

G

Grade

The letter grade received in a course, and represented by the field CRSE_GRADE_OFF - Official Grade. Click for CRSE_GRADE_OFF field values.

Grade Point

The numerical value assigned to a letter grade received in a course. See also credit hours for information on reporting specific student credit hour information.
When available, GPA is listed, however not all high schools calculate a GPA, so it is not required for admission. Students that move from high school to high school frequently do not have a GPA, nor do students who attend a post-grad school (e.g. Fryeburg Academy).

\[ \text{GRADE_POINTS} = \text{Grade Points} - \text{Total grade points for the term excluding transfer grade points.} \]

\[ \text{TRF_GRADE_POINTS} = \text{Transfer Grade Points} - \text{Transfer grade points from transfer credit hours taken for the term.} \]

\[ \text{Cumulative GPA} - \text{The student's cumulative grade point average over all semesters queried.} \]

\[ \text{Current GPA} - \text{CUR_GPA is grade points divided by units passed toward GPA (GRADE_POINTS / UNIT_TAKEN_GPA).} \]

H

HCM

Human Captial Management (HR). Oracle’s HR module in PeopleSoft.

Head Count or Headcount

Reporting of the number of people in an instance. Unduplicated headcount refers to having removed any duplicate entries for a person (who may appear multiple times if multiple semesters of data are included, a student has multiple majors, etc.)

Highest Education Level

The highest education a student (in CS database, from the application for admission) or employee (in HR database, from the job application) applicant has attained. It is designated by the HIGHEST_EDUC_LVL in both databases. Click for HIGHEST_EDUC_LVL field values.

Highest education information is also collected for parents at the time of student application. Click for FATHER_GRADE_LVL and MOTHER_GRADE_LVL field values.

Home Campus

1) For those receiving aid, home campus is the campus which awards the aid; 2) for those not receiving aid, the campus of matriculation and active status is the home campus. (UMS Note: based on this definition, a student should be “counted” for retention purposes at that institution at which s/he is both matriculated and actively enrolled and is counted as a part of the original cohort.)

Human Resources Database

One of three University of Maine System Oracle PeopleSoft databases, this one containing employee data for the system and frequently referred to as HR. See also Campus Solutions (Student Data) and Financials databases.

Back to top

I

In-state student

A student who is a legal resident of the state in which he/she attends school.

In-state tuition

The tuition charged by institutions to those students who meet the state’s or institution's residency requirements.

Initial cohort

A specific group of individuals established for tracking purposes. For the Graduation Rates component of IPEDS, the initial cohort is defined as all students who enter an institution as full-time, first-time degree/certificate-seeking students during either (1) the fall term of a given academic year, or (2) between September 1st and August 31st of the following year.
**Institution Last Attended**

The last postsecondary institution a student attended before transferring to another postsecondary institution; for retention and reporting purposes of transfer students, refer to this definition.

**Institutional Student Information Record (ISIR)**

Institutional Student Information Records or ISIRs, contain processed student information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and National Student Loan Data System (NSLDS) financial aid history information. ISIRs are sent electronically to schools by the Central Processing System (CPS). For more information, refer to the Federal Financial Aid (Information for Financial Aid Professionals-IFAP) website. Click here for known Data Governance Issues.

**Instructor Load Factor**

**Job Indicator**

Each employee position is designated either primary or secondary. If an employee holds more than one position, only one of those is designated as primary, and the remaining job or jobs are designated as secondary. The primary job is the position you hold where you are physically located. This is represented by the JOB_INDICATOR field by a P for Primary or an S for Secondary.

PRIMARY_JOB_IND is a yes (Y) or no (N) field which indicates the primary job with a Y and all secondary job. This flag is used to determine benefits and retirement eligibility by the benefits and payroll departments. Most reporting relies on the proper use of this flag.

**Join**

A join specifies how records in your query are related. This is the connection between fields on one record and fields on another record. This is an area to be extremely careful in, because a bad join can do things like return no rows, take forever to run, or bring the entire database crashing down. Careful planning and research often eliminate these potential hazards. Click on SQL Joins for a diagram to assist you with joins.

**Journal Line Reference**

Designated by the field name JRNL_LN_REF, this (up to 10) character field contains an employee’s EMPLID followed by a dash and a single digit job code. Found in the frequently used table UM_HR_ACCTG_LN - Payroll Accounting Line, (among many others) this field can be used to join employee data to UM_FGALLJOB_VW (FIN) and UM_FGLEMPLOY_VW in order to attach the payroll feed to indicate where employees are being paid from. Click for the specific coding required.

**Key Field**

A key is a field that helps to uniquely identify a row within a table. Each table has a key; in many cases a combination of keys is needed to uniquely identify a row. The EMPLID field is often a key because it is a unique piece of information. In some situations EMPLID is not enough to identify a unique row. In the NAMES table, for example, one person may have Primary, Preferred, and Degree name rows. Each of these would have the same EMPLID. Additional keys are needed. For NAMES, the field NAME_TYPE is a key as well as the field EFFDT (Effective Date). In combination, these fields uniquely identify rows of data within the NAMES table.

**Last School Attended**
The last school attended (LSA) comes from what the applicant puts on their application and is entered at the Shared Processing Center. It is designated by the field LAST_SCH_ATTEND - Last Schol Attended. Rules are, if they are a first-year applicant then the last school attended is the high school. If a transfer, then it is a college. Sometimes campuses change the admit type when more information comes in and forget to update the LSA. Shared Processing runs data quality checks periodically and fix what’s in this field when necessary.

**Level**

Similar to academic career, usually only referring to undergraduate or graduate.

**LISTSERV**

LISTSERV is a mailing list program that was popular in the early days of the Internet. It was developed by Eric Thomas in 1985, but was not widely released until he made several revisions to make message distribution more efficient. The "Revised LISTSERV" program was released in June of 1986. It soon became the standard mailing list tool for BITNET, a network of United States universities.

Simplicity and automation were the main reasons LISTSERV grew in popularity. For example, it works over standard email, meaning you do not need special software to use the service. It allows you to subscribe and unsubscribe by simply sending an email to the correct email address. Once you subscribe to a LISTSERV list, you can send messages to all other members and receive messages from everyone who is subscribed to the list. Subscriptions and message distribution are handled automatically by the LISTSERV program.

LISTSERV provided an efficient medium for group discussions years before social media was available. But as email evolved, so did LISTSERV. Over the years, more complex mass mailing systems have largely taken the place of LISTSERV. Even so, several universities, including the University of Maine System, still maintain LISTSERV servers, many of which have tens of thousands of subscribers.

**NOTE:** "LISTSERV" is sometimes used synonymously with "mailing list," but they are not the same thing. LISTSERV is a program that provides automated mailing list functionality. Many other mailing list programs and services besides LISTSERV are also available. ([TechTerms - The Tech Terms Computer Dictionary; 7/31/18](https://techterms.com/definition/listserv))

For additional information, see the [UMS Service Catalog listing for LISTSERVE](https://techterms.com/definition/listserv).

**Lost Admits**

Lost admits are students who apply and are accepted at UMS but do not enroll.

**M**

**Matriculated**

**Metadata**

Data about data; information about the data and where it is stored.

**N**

**National ID**

Oracle/PeopleSoft's term for Social Security number.

**Non-degree-seeking student**

A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.

**Nonresident alien**
A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) noncitizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Onward

Onward is a form of conditional admission. When the student has performed satisfactorily, the admission is changed to regular admission. (UMS)

Onward Program Students

The Onward Program is an UM program and is not a form of conditional enrollment. Onward students often lack the academic credentials required to be accepted to the University in the traditional manner, or may simply need extra help. Students accepted into the Onward Program attend the University of Maine, and generally spend most of their first year taking courses to prepare them for college level classes. Upon completion of these classes, Onward students do not need to reapply to the University. They simply begin to take courses toward their intended degree.

Operating Unit*

Optional three-digit chartfield which can be used to indicate a location, such as a center or campus, within a business unit.

Out-of-state student

A student who is not a legal resident of the state in which he/she attends school.

Out-of-state tuition

The tuition charged by institutions to those students who do not meet the institution’s or state’s residency requirements.

Plan Type (no definition)

Click here for PLAN_TYPE field values.

Program*

Program is a chartfield that tracks reserves, endowments, designated funds, loans, gifts and other sources of funds that need to be tracked across multiple departments or projects. It is used to track various fees and waiver programs.

Program Action, Reason and Status (See also Program Actions & Reasons)

These values are updated when adding or changing the program of a student. Data entry instructions can be found in the Program Addition process document.
Below is an image of the Application Program Data screen where the Program Status (PROG_STATUS), Program Action (PROG_ACTION) and Action Reason (PROG_REASON) are initially entered upon a new student's admission to a program.

Because this is displaying the entering of a new application, the Status (PROG_STATUS) field automatically displays Applicant (AP) and the Program Action displays Application (APPL).

The default for the Action Date is today's date. This is the date that the action was actually entered into the system.

If there is an Action Reason (PROG_REASON) associated with the Program Action that you selected, you can select the appropriate reason value. Action Reasons enable you to record a brief explanation of why the Program Action took place.

Program Integration

Program Integration is a group that was formed in response to the 2014 APRIP (Academic Portfolio Review and Integration Process) which was an effort to restructure University of Maine System Academics to enhance quality and expand access to its collective portfolio while achieving necessary fiscal efficiencies. PI supports optimal decision-making outcomes in the APRIP process by collaborating across all campuses in order to ensure data accuracy and pro-actively meet APRIP information needs.

Project*

Project is a chartfield which is required for all capital projects, grants and contracts and any other projects that accumulate revenues and expenses over multiple fiscal years.

Query

Noun: an instance of questioning. verb: pose a question or request for information. In PeopleSoft, Query Viewer and Query Manager are the tools used to extract data from the PeopleSoft databases.

Readmit Student

A student who has previously attended the reporting institution but withdrew or transferred to another institution and has since re-enrolled at the reporting institution. For the purpose of retention / persistence studies, readmits should be counted with their initial/original entering class.

Record
Sometimes known as a Table - A collection of similar data within a PeopleSoft database. Records are comprised of rows of data, and each row is comprised of fields. The collection of all records comprise the data within the database. NAMES is a record that holds all name parts for all name types in PeopleSoft. A good way to visualize a record is to think of it as an Excel spreadsheet with columns and rows. Each holds specific pieces of information – names, addresses, careers, programs, plans, etc – and are connected together by relationships between certain bits of data.

Remedial Course
Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. There are no earned degree credits. Generally, the term Developmental is used. They are identified at the course level. Currently, course numbers under 100 are reserved for remedial courses and the grading basis is non-credit.

Requirement Term
See Term.

Residence
A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

Residency
Student's official residence at time of admission. Click for more information and residency field values including Admissions Residency (ADMISSION_RES), Financial Aid Federal Residency (FIN_AID_FED_RES), Financial Aid State Residency (FIN_AID_ST_RES), Tuition Residency (TUITION_RES), Admissions Residency Exception (ADMISSION_EXCPT), Financial Aid Federal Residency Exception (FIN_AID_FED_EXCPT), Financial Aid State Residency Exception (FIN_AID_ST_EXCPT) and Tuition Residency Exception (TUITION_EXCPT). Click here to see RESIDENCY_OFF table.

Resident alien (and other eligible non-citizens)
A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

Retention rate
A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall. UMS NOTE: When tracking retention, student groups shall be clearly defined, according to the definitions listed within this Data Dictionary. For example, first-time, degree/certificate-seeking undergraduate students include even those students who are not considered first-year, freshman undergraduate students due to earning more than 30 college credits before graduating high school. In addition, the student status (full- or part-time, degree or non-degree) should be based on the prior year's fall status, even if this has changed by the current year (e.g., if a student has gone from part-time to full-time, report them as part of the part-time cohort).

Role: Security-related term
Describes how people access specific functions within Oracle/PeopleSoft to perform their job duties. A Role is a grouping of functions that can be assigned to users who perform the same type of work

Row
Field Data - One occurrence of all fields in a database table. Using the Excel example, a row would be all the cells in row 1: A1, B1, C1, D1, etc.

Row Check*
Run Control ID

An ID the PeopleSoft system requires every user to have in order to run scheduled queries and SQR reports. A Run Control ID tells the system the settings with which you want to run a report. It is a database record that provides values for the settings. Instead of entering them each time, you create a Run Control ID with those settings. The settings (such as day and time to run, institution, term) are saved by the Run Control ID so that they do not have to be re-entered each time you use it to run the specified query. You can use the same ID to run a different query, thereby changing the settings to match the new query. Run Control IDs have a 30 character limit and are not easy to delete. They are specific to each user and cannot be seen by anyone else. See your supervisor to set up a Run Control ID with you.

Back to top

S

SaaS

Software as a Service (Cloud Model). Software that is licensed by subscription and centrally hosted. Users typically access the service via web browser and do not own copies of the software.

Salary Administration Plan (no definition)

Click here for SAL_ADMIN_PLAN field values.

Salbase

SAT Scores

The SAT is a standardized test widely used for college admissions in the United States. Introduced in 1926, its name and scoring have changed several times; originally called the Scholastic Aptitude Test, it was later called the Scholastic Assessment Test, then the SAT I: Reasoning Test, then the SAT Reasoning Test, and now, simply the SAT.

The SAT is owned, developed, and published by the College Board, a private, non-profit organization in the United States. It is administered on behalf of the College Board by the Educational Testing Service, which until recently developed the SAT as well. The test is intended to assess students’ readiness for college. (Wikipedia contributors. "SAT." Wikipedia, The Free Encyclopedia, 23 Jul. 2018. Web. 23 Jul. 2018.)

The newly developed test uses different scoring than previous SATs. To convert scores, concordance tables have been provided by the College Board to assist with the conversions. Additionally, the UMS has written a report to translate traditional scores to the new values using the UM_SAT_CONCORD table which was created for this purpose.

SCC District

SCC_District - District - This field contains no data and is not used.

SF - Student Financials

SQR

A specialized programming language for accessing, manipulating, and reporting enterprise data. With SQR, you build complex procedures that perform multiple calls to multiple data sources and implement nested, hierarchical, or object-oriented program logic. With SQR, you design reports by defining the page size, headers, footers, and layout. (https://docs.oracle.com/cd/E41633_01/pt853pbh1/eng/ptsql/concept_TheSQRLanguage-c07b18.html)

How to run an existing SQR report in PeopleSoft

SR - Student Records

Back to top

State
State code associated with a specific country, military base or tax district. Click for USA field values as a representative sample.

Statistics Code

The statistics code is basically a mechanism for storing 'memo only' or non-monetary data for an account code with which we want to relate it. When a statistics code is used in a journal it updates the ledger and records a value with the rest of the CF combination that's not part of the balance for that chartfield combination. These are stored as statistics and are used by the allocation process to calculate journal entries to distribute costs or revenues.

A key area we use statistic codes is with our endowment pool. We pool our endowment monies for investment purposes; thus, we need to track what portion of the endowment pool is held by each endowment program. We use account 12160-Invested in Endowment Pool to record the corpus amount (e.g., original gift) of each endowment program. This endowment corpus is considered an asset of the University. We use statistics code ‘EPS’ with account 12160 to house the number of endowment pool shares held by each endowment program. The shares stored in the statistics code are not an asset; thus, to ensure that they are not included in the asset total when we pull data for account 12160, we need to use the criteria ‘STATISTICS_CODE = ’. If we did not use this criteria, for the below endowment program, the query would incorrectly add the EPS share balance of 1424.87 to the corpus balance of $250,007.72, giving us an incorrect asset total. See here for more information about endowment fund.

Stop out

A student who left the institution and returned at a later date (leave of absence).

Student Level

Student Level is typically defined in the UMS as either an undergraduate or graduate student. The STUDENT_LEVEL field is derived from MaineStreet data to represent Student Level for reporting. Click for STUDENT_LEVEL SQL and more information.

Study Abroad*

T

Table

See Record: collection of related fields

Transactional Data

In the context of data management, it is the information recorded from transactions. A transaction, in this context, is a sequence of information exchange and related work (such as database updating) that is treated as a unit for the purposes of satisfying a request. Transactional data can be financial, logistical or work-related, involving everything from a purchase order to shipping status to employee hours worked to insurance costs and claims to student enrollment information. As a part of transactional records, transactional data is grouped with associated master data and reference data. Transactional data records a time and relevant reference data needed for a particular transaction record. (Transactional data. (2013, July). Posted by: Margaret Rouse, Contributor: Matthew Haughn, In TechTarget, Whatis.com. Retrieved 18:49, June 12, 2017, from http://whatis.techtarget.com/definition/transactional-data)
**Term or STRM**

**Transfer-in Student**
A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

**Transfer-out Student**
A student that leaves the reporting institution and enrolls at another institution.

Back to top

**U**

**Union Code** *(no definition)*
Click here for UNION_CD field values.

**Unit**
For GPA, one unit is equal to one credit hour.

**Back to top**