It is imperative that all exercises be done in the ROSI ‘Training’ environment at Student Information Systems for Staff (SIS), using the SecurID card provided for training.

Do not attempt these exercises with your personal SecurID card.

Contact ROSI Help at rosi.help@utoronto.ca or visit www.sis.utoronto.ca to reserve a time.
Table of Contents

INTRODUCTION .................................................................................................................... 6

CONCEPTS.............................................................................................................................. 7
  CREATION OF REGISTRATION INFORMATION ................................................................. 7
  STUDENT DEGREE POST AND STATUS VALUES.......................................................... 7
  REGISTRATION INFORMATION IS RECORDED BY SESSION ....................................... 7
  ATTENDANCE CLASS IS CALCULATED BY THE SYSTEM FOR SOME DIVISIONS .......... 8
  YEAR OF STUDY IS CALCULATED BY THE SYSTEM FOR SOME DIVISIONS ................. 8
  STUDENT POST STATUS VALUES .................................................................................. 8
  TABLE 1: STUDENT DEGREE POST STATUS VALUES .................................................... 8

VIEWING REGISTRATION INFORMATION ........................................................................... 10
  TABLE 2: REGISTRATION STATUS VALUES ................................................................. 10
  MAINTAIN REGISTRATION INFORMATION SCREEN (4 A C B) .................................... 12
  TABLE 3: DESCRIPTION OF FIELDS ON THE MAINTAIN REGISTRATION INFORMATION SCREEN (4 A C B OR 4 A A B) .......................................................... 12
  BROWSE STUDENT REGISTRATIONS SCREEN .......................................................... 18
  TABLE 4: DESCRIPTION OF FIELDS ON THE BROWSE STUDENT REGISTRATIONS SCREEN .......................................................... 18

ADMISSIONS ROLLOVER PROCESS .................................................................................. 21
  MAINTAIN STUDENT POST INFORMATION SCREEN (4 A D A) .................................... 22
  TABLE 5: DESCRIPTION OF FIELDS ON THE MAINTAIN STUDENT POST INFORMATION SCREEN (4 A D A) .......................................................... 22
  HOW ROSI CREATES NEW REGISTRATION RECORDS ................................................. 26
  TABLE 6: BASIC STEPS IN THE ADMISSIONS CYCLE .................................................. 26

REGISTRATION ROLLOVER PROCESS .............................................................................. 28
  BATCH REGISTRATION ROLLOVER FOR RETURNING STUDENTS ............................. 28
  ON-LINE REGISTRATION ROLLOVER ........................................................................... 29
  NON-DEGREE SPECIAL STUDENT ................................................................................ 29
  NON-DEGREE SPECIAL STUDENT OR VISITING, SPECIAL ...................................... 29
**Create Registration Pop-up Screen** ................................................................. 30

**Returning Students** .......................................................................................... 31

**Online Transfer from Registration Pop-up Screen** ........................................... 32

**Table 7: Description of Fields on the Online Transfer from Registration Pop-up Screen** .............................................................................................................................. 33

**Checking the Rollover Process** ......................................................................... 34

**Modifying Registration Status** ........................................................................ 35

**Maintaining Registration Information Screen (4 A C B)** ................................ 36

**Exercise 2 – Viewing Registration Status** ......................................................... 38

**Exercise 3 – Modifying Registration Status** ..................................................... 38

**Exercise 4 – Adding a Registration Record for a Student Online** ....................... 38

**Viewing Attendance Class (Full- or Part-Time Status)** ..................................... 39

**Maintaining Registration Information Screen (4 A C B)** ................................ 40

**Modifying Attendance Class** .......................................................................... 41

**Exercise 5 – Viewing Full- or Part-Time Status** ................................................. 42

**Exercise 6 – Modifying Full- or Part-Time Status** ............................................... 42

**Viewing and Modifying Year of Study** ............................................................. 43

**Viewing Student Conditions** .......................................................................... 44

**Maintaining Student Conditions Screen (4 A E C)** ........................................ 44

**Table 8: Description of Fields on the Maintain Student Conditions Screen** .... 45

**Severe Conditions** ............................................................................................ 45

**Non-Severe Conditions** .................................................................................... 46

**Browse Student Conditions Screen (4 A E C)** ............................................... 46

**Browse Student Conditions by Organization** .................................................. 49

**Browse Student Conditions by Organization Screen (4 A E A)** ....................... 49

**Browse Student Conditions by POSt Code** .................................................... 50

**Browse Student Conditions by POSt Code Screen (4 A E B)** ......................... 50
APPENDIX A: ANSWERS TO EXERCISES ................................................................. 72
APPENDIX B: ROSI GLOSSARY OF TERMS ....................................................... 73
APPENDIX C: GETTING HELP ........................................................................... 74
INTRODUCTION

In previous registration courses, you learned how to view new and existing students’ registrations, add and modify academic activities, manage waiting lists and view and print class lists. Registration 15 looks at how you can maintain registration and degree Program of Study information for full- and part-time students throughout the academic period. In this course, you will learn about:

- viewing and modifying registration status
- Admissions rollover process
- Registration rollover process
- registering a student online
- viewing and modifying Attendance Class (full- and part-time status)
- viewing and modifying student conditions
- viewing and modifying student withdrawal information
- viewing a student’s registration status history
- viewing enrolment statistics

This course builds on the tasks and skills you have learned thus far in Registration and looks at some of the general maintenance involved with these functions. Before going into the specifics of this course, it is important to mention some key concepts.
CONCEPTS

Creation of Registration Information

In order for students to register and enrol in academic activities, a registration record must exist for them. For applicants offered admission to a Program of Study, the student information gathered during the Admissions cycle is copied into ROSI’s Registration module. This automated procedure is called the Admissions Rollover process. However, subsequent rollovers from previous registrations, which create new registration records for each session, are not an automatic process. At the start of each session, ROSI has to create registration records for students who are returning for the next session. The procedures for creating these registration records are called the Batch Registration Rollover process and the On-line Registration Rollover process.

Student Degree POS\(\text{St}\) and Status Values

As part of the rollover procedures, each student has a Student Degree POS\(\text{St}\) and a registration record in ROSI. Student POS\(\text{St}\) values indicate the current enrolment status of a student. However, changes to the Student POS\(\text{St}\) values are system-generated and cannot be changed online. For example, when degree conferral information is recorded on a student’s registration record, the status of the Student Degree POS\(\text{St}\) is automatically changed to Complete (CMP).

Registration Information Is Recorded by Session

In ROSI, registration information is recorded by session rather than by academic period. In other words, there are 2 sessions and 2 registration records for the academic period from September 2004 to April 2005. The processing of sessions is determined by the ACP (Academic Period) Duration, which is recorded in the degree POS\(\text{St}\) Offering and the student’s registration record. If ACP Duration is ‘2’, most of the information for the fall and winter registration records must be the same. If ACP Duration is ‘1’, the information for the fall and winter registration records can be different. When you update a student’s registration record for an academic year, you must update/verify both the fall and winter session information.

The ACP Duration field is used by Student Accounts for the purposes of fees assessment and to determine whether or not information in some fields must be consistent in the fall and winter sessions. See the field description on pages 15 and 16 for more information.
**Attendance Class Is Calculated by the System for Some Divisions**

The Attendance Class is copied from the applicant’s Admissions information when a registration record is first created. In subsequent registrations, the Attendance Class is copied from the last registration record as part of the rollover from prior registration procedures. For some divisions, Attendance Class is calculated by ROSI, based on the student’s activities. The PT/FT Calc Ind field on the *Maintain Degree POST Offering Screen (1 A A B)* indicates whether or not Attendance Class is calculated.

**Year of Study Is Calculated by the System for Some Divisions**

The Year of Study is copied from the applicant’s Admissions information when a registration record is first created. In subsequent registrations, the Year of Study is incremented or calculated. If Year of Study is calculated, the method of calculation is recorded on the *Maintain Degree POST Offering Screen (1 A A B)*.

**Student POST Status Values**

During the rollover from Admissions, a *Student POST* is created for each student along with a registration record for that session. The Student POST information is available on the *Maintain Student POST Information Screen (4 A D A)* in ROSI. After the initial creation, some fields on this screen are updated every time the prior registration rollover procedures are run for a student.

There are different statuses depending on whether the student POST is a Subject or Degree POST. Table 1 outlines the different statuses of a student degree POST. *REG 18: Managing Subject Program of Study Information* outlines the statuses of a Subject POST.

**Table 1: Student Degree POST Status Values**

<table>
<thead>
<tr>
<th>STATUS CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Active in/pursuing the POST</td>
</tr>
<tr>
<td>CMP</td>
<td>Completed the requirements of the POST</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawn – voluntary or mandated withdrawal from the POST</td>
</tr>
<tr>
<td>INA</td>
<td>Inactive POST – results from Change of POST</td>
</tr>
<tr>
<td>ADL</td>
<td>Indicates that a Student POST record has been deleted from Admissions. This status displays on the <em>Browse Student POST Information Screen</em>.</td>
</tr>
</tbody>
</table>
When a Student POST is created, the status is set to ACT (active). You cannot change a Student POST status; the changes are the result of another action and are system-generated. When you are maintaining information in the Registration module, you may trigger actions that will alter the status for a particular student. For example, when you record permanent withdrawal information for a student, the student POST status becomes WD (withdrawn).
VIEWING REGISTRATION INFORMATION

A student must have a registration record in ROSI with a registration status of “INVIT” or “REG” before the student can enrol in an activity.

You would want to look up a student’s registration status to:
- Make sure that a registration record exists for a given student, or
- Verify the current registration status before you make any changes.

There are six different registration statuses available in ROSI, and these are described in Table 2 below.

<table>
<thead>
<tr>
<th>Field Name (invited)</th>
<th>Description of Registration Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVIT</td>
<td>Indicates that the student has been invited to register. This status is created automatically through the Admissions rollover or the Registration rollover (batch or online).</td>
</tr>
<tr>
<td>REG (registered)</td>
<td>Indicates that a student has been registered. ROSI changes a student’s status from INVIT to REG automatically once the student pays academic fees. You can change the status manually if a student’s fees have been deferred or a student has proof of payment and the payment has not appeared in the system yet.</td>
</tr>
<tr>
<td>CANC (cancelled)</td>
<td>Indicates that a student’s registration has been cancelled. When a student or division cancels all academic activities before the academic cancel deadline, the system prompts the person to cancel the registration as well. ROSI maintains a record of the cancellation in the Browse Registration Status Information Screen (4 A B E).</td>
</tr>
<tr>
<td>DEREG (de-registered)</td>
<td>Indicates that a student has been deregistered. If a student has withdrawn from all academic activities for a session and has dropped at least one activity after the cancel deadline, ROSI deregisters the student. In other words – if the student has withdrawn from everything, and one or more activities have the status DROPPED, the student is deregistered. A deregistration (dropped activities’ enrolment information) appears on a student’s registration record and transcript.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description of Registration Statuses</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>FINCA (financially cancelled)</td>
<td>Indicates that a student’s registration has been cancelled for non-payment. For each session, Student Accounts schedules a batch procedure that cancels a student's registration for non-payment. In addition, a student's registration status can be changed manually from INVIT to FINCA using the Maintain Registration Information Screen (4 A C B or 4 A A B). Registration Subject POSts are deleted for the corresponding session but the Student Subject POSts remain ACTIVE.</td>
</tr>
<tr>
<td>ADMDL (cancelled in Admissions)</td>
<td>Indicates that a student’s registration has been cancelled in Admissions. This code is system-generated and is only visible on the Browse Registration Status Information Screen (4 A B E).</td>
</tr>
</tbody>
</table>

Registration information is stored in ROSI on the Maintain Registration Information Screen (Restrictive 4 A A B or Non-Restrictive 4 A C B). The restrictive and non-restrictive screens look identical, and for a detailed description of the differences, please turn to the Restrictive Versus Non-Restrictive Screens section in REG 4: Maintaining Student Enrolment Information.

In order to view a student's registration status, check the Registration Status field on the Maintain Registration Information Screen (4 A C B or 4 A A B). To reach the screen:
- Type 4 A C B or 4 A A B on the Direct Command Line and press [Enter]. The Maintain Registration Information Screen appears.
- Type D in <Action>
- Enter <Person Id>, <Session> and <POSt Cd>
- Press [Enter]
  System message “Registration… displayed successfully” appears at the bottom of the screen.
Maintain Registration Information Screen (4 A C B)

<table>
<thead>
<tr>
<th>Action (A,B,C,D,M)</th>
<th>Status Effective Date: 2003-01-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Person Id.: 70102___</td>
<td>ROSI TEST 70102</td>
</tr>
<tr>
<td>*Session Cd: 20039___</td>
<td>Level of Instr.: U ___ Redisplay Notices: _</td>
</tr>
<tr>
<td>POST Cd...: AS HBA__</td>
<td>Honours Bachelor of Arts</td>
</tr>
</tbody>
</table>

Registration Status......: INVIT
Candidacy POST Cd.......: AS HBA
Attendance Class.......: PT *Atten.Class Over Reason: __
Year of Study..........: 2 YOS Override...........: _
*Medical Cd / *Type......: _ / __ Funding Indicator.......: _
Regist Form Print Date.: Academic Standing Cd.:..
Reg fee Category.......: D *Over Reg Fee Category.: __
Incid. Fee Exempt Ind..: N Fee Invoice Date...........
Compulsory Fee Exmp Ind: N Over Fee End Session....
*Other Institution.......: ____ *Exchange Program.......
*Assoc Org Cd...........: NEW__ Other Inst. Student Id.: __________
ACP Duration...........: 2 Exempt SubjPOST Rstr Ind: C2
..Fee Assessment Code: ______ Direct

Command:
Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit flip pref RSPS RSP main
Registration 70102-20039-AS HBA displayed successfully

Table 3: Description of Fields on the Maintain Registration Information Screen (4 A C B or 4 A A B)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redisplay Notices</td>
<td>This field is used to retrieve error messages while trying to fill in this screen. Type Y in this field and press [Enter] and the error messages will display. Press [Enter] again to return to the screen.</td>
</tr>
<tr>
<td>Registration Status</td>
<td>The valid values are: INVIT (invited), REG (registered), CANC (cancelled), DERE (de-registered), and FINCA (financially cancelled).</td>
</tr>
<tr>
<td>Exempt SubjPOST Rstr Ind</td>
<td>Indicates whether the degree POST is exempted from Subject POST Code restrictions for course enrolments.</td>
</tr>
<tr>
<td>Status Override Date</td>
<td>This date field is used to retroactively backdate a student’s registration status change.</td>
</tr>
<tr>
<td>Candidacy POST Cd.</td>
<td>Identifies the POST Code to which the applicant is admitted and can either be an Admission POST or a Degree POST. For divisions that admit to an Admission POST and roll to a Degree POST, the Candidacy POST is the Admission POST. For divisions that admit</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>to a Degree POSSt and roll to the same Degree POSSt, the Candidacy POSSt is the Degree POSSt. The Candidacy POSSt in the Registration record may change when a change of POSSt is processed.</td>
<td></td>
</tr>
<tr>
<td>Candidacy Session Cd.</td>
<td>The first session that the student registered in the Candidacy POSSt.</td>
</tr>
<tr>
<td>Attendance Class</td>
<td>Indicates a student’s full- or part-time status. The valid values are: FT (full-time) and PT (part-time). For some divisions, Attendance Class is automatically calculated by ROSI based on the student’s activities. The field that stores the information that tells ROSI to automatically calculate Attendance Class is the PT/FT Calc Ind. field on the Maintain Degree POSSt Offering Screen (1 A A B). If the PT/FT Cal Ind. is Y, ROSI will automatically calculate the Attendance Classification based on course load. For divisions using the Trimester system for their Programs of Study, Attendance Class is automatically calculated, based on the student’s activities in each session.</td>
</tr>
<tr>
<td>Atten.Class Over Reason</td>
<td>Indicates that a student’s Attendance Classification should no longer be calculated automatically by the system for that session. There is a production request form to allow divisions to change this code in batch for a group of students.</td>
</tr>
<tr>
<td>Year of Study</td>
<td>Identifies the year in a Program of Study (Year 1, 2, etc.). The Year of Study is copied from the applicant's Admissions information when a registration record is first created. In subsequent registrations, the Year of Study can be incremented or calculated as part of the rollover from prior registration. The Year of Study calculations can be based on the number of registered/de-registered sessions or the number of course enrolments completed. For the calculations based on course enrolment, there is a Year of Study Table in ROSI (8 C A I), which lists the POSSt Codes and the number of credits required for each Year of Study.</td>
</tr>
</tbody>
</table>
| YOS Override        | The values for this field are ‘Y’ or blank. This field is used when the Year of Study calculation is based on the number of registered/deregistered sessions. When the value is ‘Y’, the Year of Study is calculated from the current session on using the Year of Study of this session as the base. Using the Person Id and the Candidacy POSSt/Session, all future registrations will have their
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Study</td>
<td><strong>Year of Study re-calculated.</strong> &lt;br&gt; If the value is already set to ‘Y’ and the Year of Study is changed, &lt;br&gt; the Year of Study is re-calculated for all future registrations for &lt;br&gt; the students with the candidacy POS/tSession. &lt;br&gt; This field cannot be used if the Year of Study calculation is based &lt;br&gt; on the number of course enrolments.</td>
</tr>
<tr>
<td>Medical Cd.</td>
<td><strong>Medical Cd.</strong> The Faculty of Medicine uses this field to record information about their students.</td>
</tr>
<tr>
<td>Medical Type Cd.</td>
<td><strong>Medical Type Cd.</strong> The Faculty of Medicine uses this field to record information about their students.</td>
</tr>
<tr>
<td>Funding Indicator</td>
<td><strong>Funding Indicator</strong> Indicates whether the student is eligible to receive funding in the current session. Valid values are Y (yes) and N (no).</td>
</tr>
<tr>
<td>Regist Form Print Date</td>
<td><strong>Regist Form Print Date</strong> This field is currently not in use.</td>
</tr>
<tr>
<td>Academic Standing Cd.</td>
<td><strong>Academic Standing Cd.</strong> This field displays an academic standing for a student. The standing is created as part of an academic audit procedure. Not all divisions run academic audits for their students. This field is sometimes blank.</td>
</tr>
<tr>
<td>Reg Fee Category</td>
<td><strong>Reg Fee Category</strong> This field is derived from the student’s immigration status. It is sometimes referred to as a Fee Assessment Indicator. The Registration Fee Category can be either Domestic or International and is derived each time the screen is displayed.</td>
</tr>
<tr>
<td>Over Reg Fee Category</td>
<td><strong>Over Reg Fee Category</strong> This field allows you to override a student’s current Registration Fee Category when necessary. In this case, you must also record an Over(ride) Fee End Session. The modification of the Over(ride) Registration Fee Category and the Over(ride) Fee End Session fields is limited to the unrestricted screen. On the restricted screen, these fields can be displayed but not changed. For domestic students, the only valid value of the Over Reg Fee Category is ‘EX’ to indicate a student is exempt from fees. For international students, valid values are EX and IE (international exempt). The student is exempt from international fees and will pay domestic fees or no fees if the indicator is set to EX (exempt). A Student Fee Exemption Reason Code must be recorded if you wish to override the Registration Fee Category; for details about this process, refer to REG 10: <strong>Student Fees</strong>.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Incid. Fee Exempt Ind.</td>
<td>Indicates whether or not students pay incidental fees. Often students participating in an official exchange program or visiting students are not required to pay incidental fees. ‘Y’ in this field indicates that fees are not charged.</td>
</tr>
<tr>
<td>Fee Invoice Date</td>
<td>Indicates the date on which a fee invoice was printed.</td>
</tr>
<tr>
<td>Compulsory Fee Exmp. Ind.</td>
<td>Indicates whether or not students are required to pay compulsory ancillary fees. These fees may be assessed for a course or Program of Study. If a student is to be assessed a compulsory ancillary fee, ‘Y’ is recorded in this field. ‘N’ indicates no fee is charged.</td>
</tr>
<tr>
<td>Over Fee End Session</td>
<td>Indicates the end session of a student’s fee exemption. This field must have a value if there is a value in the Over Reg Fee Category field.</td>
</tr>
<tr>
<td>Other Institution</td>
<td>This field is used for visiting students to indicate their home institution.</td>
</tr>
<tr>
<td>Exchange Program</td>
<td>Specifies the exchange program in which a student is participating. There is an inventory of exchange codes that define the exchange programs that U of T participates in. A student’s Registration Fee Category will be set to the fee category associated with the exchange program the student is participating in. The Incidental Fee Exempt Indicator, Compulsory Ancillary Fee Exempt Indicator and Administration Fee Exempt Indicator will be taken from the exchange record.</td>
</tr>
<tr>
<td>Assoc Org Cd</td>
<td>Identifies the organization with which a student is affiliated. The Organization Table lists available values, e.g. Arts and Science Colleges, School Boards, Affiliated Hospitals, etc. On the Maintain Degree POSSt Offering Information Screen, the Associate Org. Code Requirement field indicates whether an Associate Org. Code is required on the registration. If the indicator is set to ‘Y’, then an Associate Org Code is required. The Assoc. Org Code is recorded in the Admissions record and copied as part of the rollover procedure.</td>
</tr>
<tr>
<td>Other Inst. Student Id.</td>
<td>Indicates the educational institution in which a student is participating on an exchange program.</td>
</tr>
<tr>
<td>ACP Duration (Academic Period)</td>
<td>This field is controlled at the POSSt level by the Fixed ACP Indicator and at the student level by the ACP Duration. This field is used by Student Accounts for fees assessment purposes and to determine whether information in some fields must be consistent in the fall and winter sessions. At the POSSt level, the Fees</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Department sets up the ACP Duration on the <strong>Maintain Degree POSt Offering Fee Information Screen (4 B D A A H)</strong> by POSt Code and the valid values are ‘Y’ (Fixed) and ‘N’ (Non-fixed – variable).</td>
<td></td>
</tr>
</tbody>
</table>

On either of these screens, if the Fixed ACP Duration Indicator is ‘Y’, the POSt ACP Duration can be either ‘1’ or ‘2’. If the Fixed ACP Duration Indicator is ‘N’, the POSt ACP Duration field is left blank.

At the student level, the ACP Duration is viewed on the **Maintain Registration Information Screen (4 A A B or 4 A C B)**; the valid value for Fall/Winter registrations can be ‘1’ or ‘2’ depending on the Degree POSt Offering Fixed ACP Indicator.

For the POSt with a value for the Fixed ACP Indicator of ‘Y’, the student’s ACP Duration can be either ‘1’ or ‘2’, depending on the POSt ACP Duration value. For POSts with a non-fixed ACP (Fixed ACP Indicator of ‘N’), the student’s ACP Duration can be either ‘1’ or ‘2’. An exception to this is for summer registrations, where the ACP Duration is always ‘1’.

If a registration for a student exists in a Degree POSt with a non-fixed ACP Indicator, and the value for the ACP Duration on the student record is ‘2’, you will be able to change the value to ‘1’ when necessary.

**Warning:** The ACP Duration is tied to fees assessment, so it should be changed ONLY when necessary.

When the ACP Duration value is ‘2’, the values in fees-related fields in the registration record are kept the same for both Fall and Winter sessions.

For a fixed ACP Duration of ‘2’, the fees assessment is based on an academic period with the fall and winter fees considered together.

For a fixed ACP Duration of ‘1’, the fees assessment for the academic period of fall and winter is separate for each session. POSts with a fixed ACP Duration of ‘1’ are referred to as Trimester Programs.

If the ACP Duration is ‘1’ and not fixed, the fees assessment is flexible and the fall and winter sessions are individually assessed.

In divisions that allow only a fall or winter registration, the ACP Duration must be changed from ‘2’ to ‘1’ in order for correct fee assessments and refunds to take place.

| Fee Assessment | Used by SGS to track students requiring adjustment of fees. |
Field Name | Description
--- | ---
Code |  

Summer Fee Exempt Ind | Indicates whether or not a student is exempt from paying fees in a summer session. The values are 'Y' for yes, and 'N' for no. In some divisions, the fees paid in the fall and winter sessions are applied to the summer session too. In these cases, all students are exempt from paying fees for the summer registration. For example, most graduate students are exempt from paying fees in the summer session. This field can be set to 'Y' in a batch rollover procedure for the summer session when it applies to a large group of students; in this situation, an Over Reg Fee Category of EX and an Over Fee End Session Code for the summer session is also populated. When this field is changed from N to Y on-line, you must also manually add the Over Reg Fee Category and Over Fee End Session in order to update the Reg Fee Category.

[F9] Brings you to the **Browse Registration Subject POSt Status Screen** that displays a history of Registration Subject POSsts for the displayed Session and POSst.

[F10] Brings you to the **Browse Registration Subject POSt Screen** that displays the associated Registration Subject POSsts for the displayed Session and POSst.

When a student is active in more than one POSt, ROSI lists them all on the **Browse Student Registrations Screen**. To reach this screen:

- Type **4 A A B** or **4 A C B** on any Direct Command Line and press [Enter]
  The **Maintain Registration Information Screen** appears.
- Type **B** in `<Action>`
- Enter the `<Person ID>` and `<Session Cd>` (optional)
  If no Session Cd is entered, the list of student registrations will begin with the current session
- Press [Enter]
  The **Browse Student Registrations Screen** appears.
**Browse Student Registrations Screen**

This list pops up to show the student's registration records for various sessions.

---

<table>
<thead>
<tr>
<th>Session</th>
<th>POS</th>
<th>Assoc Org</th>
<th>FT PT</th>
<th>Reg Sts</th>
<th>Stud Sts</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>19979</td>
<td>SC</td>
<td>NDEG</td>
<td>PT</td>
<td>INVIT</td>
<td>ACT</td>
<td>-----------</td>
</tr>
<tr>
<td>19981</td>
<td>OIIS BED</td>
<td>FT</td>
<td>REG</td>
<td></td>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td>19985</td>
<td>OIIS BED</td>
<td>FT</td>
<td>REG</td>
<td></td>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td>19989</td>
<td>FT</td>
<td>REG</td>
<td></td>
<td></td>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td>19991</td>
<td>FT</td>
<td>REG</td>
<td></td>
<td></td>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td>19995</td>
<td>FT</td>
<td>REG</td>
<td></td>
<td></td>
<td></td>
<td>-----------</td>
</tr>
</tbody>
</table>

*** End of Data ***

Person Id: 9999999909  Session Cd: 19979  Post Cd: SC  NDEG

Direct Command:
Enter=PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11
help  retrn quit        flip        bkwrd frwrd
Position cursor or enter screen value to select

Table 4: Description of Fields on the Browse Student Registrations Screen

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Displays all sessions with a registration record for a student.</td>
</tr>
<tr>
<td>POS</td>
<td>Displays the POS Codes associated with each session.</td>
</tr>
<tr>
<td>Assoc Org.</td>
<td>Displays the Associated Org. for each session when one exists.</td>
</tr>
<tr>
<td>FT PT</td>
<td>Displays the Attendance Class for a student. Valid values are: FT (Full-time) and PT (Part-time).</td>
</tr>
<tr>
<td>Reg Sts</td>
<td>Displays the Registration Status for each session. The values are: INVIT (invited), REG (registered), CANC (cancelled), DEREGL (de-registered), FINCA (financially cancelled), and ADMDL (admission cancelled)</td>
</tr>
<tr>
<td>Stud Sts</td>
<td>Displays the current status of a student's degree POS.</td>
</tr>
</tbody>
</table>
To view information on one of the POSs listed:

- Click your cursor anywhere along the line of the POS you want to view and press [Enter]

You will be returned to the **Maintain Registration Information Screen** where you'll be able to view details about the POS you have selected.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditions</td>
<td>An asterisk in this field indicates that a Condition Code exists for a student.</td>
</tr>
</tbody>
</table>
Exercise 1 – Viewing Registration Information

1. Go to the Maintain Registration Information Screen (4 A C B). View registration information for Person ID 70102 for the fall 2003 session. Enter the POSSt Code AS^HBA.

2. Use the Browse function to select a second POSSt Code, a PhD in Astronomy (AT^PHD) for 20039.

There are no answers to this exercise.
ADMISSIONS ROLLOVER PROCESS

The Admissions rollover process is an automatic process in ROSI. When new students apply for admission to the university, divisions process their application information and offer successful applicants’ admission to a Degree Program of Study (POST). Some divisions also offer admission to a Candidacy Subject POST.

ADM 12: Admission to a Subject POST outlines these procedures.

For a student to be invited to register, the student information gathered during the Admissions cycle must be copied into ROSI’s Registration module. This copying process, which is called the “Rollover from Admissions”, creates an active Student Degree POST and in some cases, an active Student Subject POST and a registration record for that session in a Degree POST. Some divisions may admit to an Admission POST (a stream within a Degree POST) and then roll the Admission POST to a Degree POST in Registration. The Admission POST becomes the Candidacy POST. Once an Invite-to-Register record (INVIT) is created for the Degree Program of Study, students may begin enrolling in academic activities, providing they are within the dates specified by the Sessional Events Table (1 A C A).

During the rollover from Admissions, a Student Degree POST is created for each student. Student POST information is updated every time the prior registration rollover procedures are run for a student. If a student is enrolled in more than one Degree POST, two of these screens will exist, one for each Degree POST. In some cases, academic activities are also added for a student as part of the Admissions or prior registration rollover procedures. For a discussion on adding compulsory activities, please see REG 4: Maintaining Student Enrolment Information.
Maintain Student POSt Information Screen (4 A D A)

<table>
<thead>
<tr>
<th>Field Type</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Person ID</td>
<td>Unique numerical code to identify a person in ROSI.</td>
</tr>
<tr>
<td>Required</td>
<td>POSt Cd</td>
<td>Identifies the Degree Program of Study with an existing registration record for a student. A student can have more than one Student POSt record.</td>
</tr>
<tr>
<td>System Displayed</td>
<td>POSt Title</td>
<td>Displays the Form Title recorded for the POSt Code in Resources.</td>
</tr>
<tr>
<td>System Displayed</td>
<td>Surname</td>
<td>Displays a student’s surname associated with the Person Id.</td>
</tr>
<tr>
<td>System Displayed</td>
<td>Given Name</td>
<td>Displays a student’s given name associated with the Person Id.</td>
</tr>
<tr>
<td>System-Display</td>
<td>Level of Instruct</td>
<td>Displays the Level of Instruction recorded on the Maintain Degree POSt Basic Information Screen (1 A A A). The values are: U (undergraduate) and G (graduate).</td>
</tr>
<tr>
<td>Field Type</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>System-Displayed</td>
<td>Student Status Cd</td>
<td>Indicates the status of the Degree POST. The values are ACT (Active), CMP (Complete), WD (Withdrawn), INA (Inactive), and ADL (Deleted from Admissions).</td>
</tr>
<tr>
<td>System displayed</td>
<td>Student Type</td>
<td>Indicates whether a student is a new or a returning student. Values are NE (New) and RE (Returning). This information could be misleading. If a student does not register in the session that he/she is first admitted to and the record is subsequently rolled over, this field displays RE for returning although this is the first registration.</td>
</tr>
<tr>
<td>System displayed</td>
<td>Year of Study</td>
<td>Displays the Year of Study for a student. This field is updated as part of the prior registration rollover procedures.</td>
</tr>
<tr>
<td>System displayed</td>
<td>POST Start Ses. Cd</td>
<td>This field displays a student’s start session in the POST.</td>
</tr>
<tr>
<td>System displayed</td>
<td>Total Session Cnt</td>
<td>Identifies the number of sessions that a student has registered in this degree program. This field is updated as part of the prior registration rollover procedures.</td>
</tr>
<tr>
<td>System displayed</td>
<td>Full Time Ses. Cnt.</td>
<td>Identifies the number of sessions that a student has registered full-time in this Program of Study.</td>
</tr>
<tr>
<td>System displayed</td>
<td>POST Requirements Session Cd.</td>
<td>For degree audit purposes, a session recorded in this field indicates that this session, instead of the POST Start Session, should be used to assess completion of the degree requirements for a student.</td>
</tr>
<tr>
<td>System displayed</td>
<td>POST Requirements Met (Y/N)</td>
<td>Indicates whether or not a student has fulfilled the degree requirements for this Program of Study. Not all divisions update this field.</td>
</tr>
<tr>
<td>Field Type</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>System displayed</td>
<td>Last Permitted Reg. Session</td>
<td>There are degree programs that must be completed in a finite number of years. The Program of Study time limit (number of elapsed years) is recorded on the <strong>Maintain Degree POSt Basic Information Screen</strong> (I A A A).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there is no time limit for a program, the value in this field is 99. Where there is no time limit, the value may be set to 99. For divisions in which time limits exist for completing programs and/or specializations, the TIME LIMIT YEARS field on the Maintain Subject POSt and Degree POSt Basic Screens will be used to determine the LAST PERMITTED REG. SESSION on the Maintain Student POSt Information Screen.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In situations where a student is enrolled in a Degree POSt and Subject POSt and a time limit exists on both the POSt Codes, the greater value will be used to determine the LAST PERMITTED REG. SESSION. When a Subject POSt Code with a greater value than a Degree POSt Code is deleted, the LAST PERMITTED REG. SESSION will be reset to the value of the Degree POSt Code. However, the value of the LAST PERMITTED REG. SESSION will never be greater than the last registration session.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The last permitted registration session is the last session in which a student is allowed to register in a degree program. The rollover of prior registration checks this field and blocks the rollover if the time limit is up. If a student is granted an extension (additional time), this field can be changed and a rollover will occur.</td>
</tr>
<tr>
<td>System displayed</td>
<td>Graduate Basis of Adm Equivalent</td>
<td>These values can be recorded in the Admissions module and displayed or changed here. Values allowed for the Graduate Basis of Admission Equivalent field are: M - Students are admitted on the basis of the equivalent of a University of Toronto Master's degree. 3 - Students are admitted on the basis of the</td>
</tr>
<tr>
<td>Field Type</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Equivalent degree</td>
<td></td>
<td>equivalent of a University of Toronto 3-year Bachelor's degree. 4 - Students are admitted on the basis of the equivalent of a University of Toronto 4-year Bachelor's degree.</td>
</tr>
<tr>
<td>System displayed</td>
<td>Last Prog Report Req. Session</td>
<td>This field is not in use.</td>
</tr>
<tr>
<td>System displayed</td>
<td>Thesis Option CD</td>
<td>When the value in the Thesis Requirement field on the Maintain Degree POS  St Offering Information Screen (1 A A B) is OPT or YES, this field indicates whether the student has chosen the thesis option or the non-thesis option of the program. The valid values are: THE - Thesis COU - Course PRJ - Project Blank - Thesis option not selected. When the Thesis Rqt is YES for either Degree POS (1 A A B –Maintain Degree POS  St Offering Information Screen) or Subject POS (1 A A C B- Maintain Subject POS  St Offering Information Screen), Thesis Option Cd on Student POS  St will now be THE.</td>
</tr>
<tr>
<td>Optional</td>
<td>POS Start Ses. CD for Fees</td>
<td>Indicates a start session different than the POS  St Start Session that will be used for fees assessment purposes. This would be used, for example, for students with transfer credits, to group them with the correct cohort of students when fees are assessed by session of admission.</td>
</tr>
<tr>
<td>System displayed</td>
<td>Inactive Session CD</td>
<td>Indicates the session in which a Student POS  St should be inactivated. The field is normally blank. The field is populated by the Change of POS  St (CHOP) program when a CHOP is done for a future session. The field is checked by the Transfer from Previous Registration program and if the target session is later than the session in this field, the creation of the registration will fail. SIS runs a program after the beginning of each session to inactivate</td>
</tr>
</tbody>
</table>
Field Type | Field Name | Description
---|---|---
| | Student POSts; this means when a CHOP to a future session is performed, the Student POSt will remain active until this session is reached and SIS runs the program to inactivate Student POSts.

**How ROSI Creates New Registration Records**

Table 6 below shows the basic steps in the Admissions cycle. ROSI creates registration records for new students for degree and subject POSt Codes at different times within the cycle. The point at which the registration record is created depends on the combination of the student's Level of Instruction (undergraduate or graduate) and Attendance Classification (full- or part-time).

**Table 6: Basic Steps in the Admissions Cycle**

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Student (Applicant) applies to the U of T</td>
<td></td>
</tr>
<tr>
<td>Step 2</td>
<td>Staff receives and processes the application</td>
<td>Affects Admissions Module</td>
</tr>
<tr>
<td>Step 3</td>
<td>Staff offers the successful applicant admission to a Degree Candidacy POSt, and in some cases, a Subject Candidacy POSt, and assigns an admit decision in ROSI.</td>
<td>Affects Admissions Module</td>
</tr>
<tr>
<td>Step 4 Accept Offer</td>
<td>Only full-time undergraduate degree candidates must accept their admission offer before rollover; full-time and part-time graduate or part-time undergraduate candidates can accept their admission offer after rollover. Graduate applicants must accept an offer to an area of specialization before a Student Subject POSt is rolled over in registration.</td>
<td></td>
</tr>
</tbody>
</table>
| Step 5 Rollover | ROSI automatically creates the following:  
- an active Student POSt  
- in some cases, a Subject POSt is created or rolled over from a Candidacy Subject POSt record.  
- an invited registration in the session of the candidacy with any compulsory activities | Affects Registration Module |
<p>| Step 6 | Full-time and part-time graduates, and part- | |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept Offer</td>
<td>time undergraduates must accept their admission offer after rollover</td>
<td></td>
</tr>
<tr>
<td>Step 7</td>
<td>Students begin enrolling in academic activities and staff can perform activity maintenance, i.e., adding and dropping activities, etc.</td>
<td></td>
</tr>
</tbody>
</table>

For full-time undergraduate students, when an Admit decision has been assigned for a Degree Program of Study (Degree POSit), they are sent an Offer of Admission. The applicant must accept this Offer of Admission and send it to the Ontario Universities’ Application Centre (OUAC), which forwards this information to the university. Once an acceptance is recorded, a registration record is created for the applicant, and he/she can enrol in academic activities.

By contrast, ROSI immediately creates a registration record with a status of INVIT (Invited) once an Admit decision has been assigned to part-time undergraduates and all graduate students. This triggers the rollover process within ROSI.

In some divisions, admission to a Degree and Subject POSit occurs at the same time for certain Degree POSits. When an applicant is admitted and accepts admission to a Program of Study (Degree POSit), an invite-to-register record is created in Registration with a corresponding area of specialization (Subject POSit). At the same time, a Registration Subject POSit is created for each registration session.

In other divisions, admission to a Degree and Subject POSit is a two-step process. Admission to the Program of Study (Degree POSit) occurs before admission to the Subject POSit. An Invite-to-Register record is created for the Program of Study (Degree POSit). An admission offer goes out to the applicant who must accept the offer to the Degree and Subject POSit before a corresponding Student Subject POSit and Registration Subject POSit are recorded in Registration.

Although the timing varies among divisions, a Candidacy Subject POSit is rolled over from the Admissions module to the Registration module in ROSI. The Candidacy Subject POSit in Admissions becomes a Student Subject POSit in Registration and a corresponding Registration Subject POSit is created. The Student Subject POSit is linked to the Degree POSit and session by the Registration Subject POSit.
REGISTRATION ROLLOVER PROCESS

The rollover of data from Admissions is an automated process. However, the subsequent rollovers from previous registrations, which create new registration records for each session, are not an automatic process. At the start of each session, ROSI has to create registration records for students who are returning for the next session. When these procedures are initiated for the upcoming sessions, the student’s POSt Code information is updated, and the registration record in the new session is created and set to “invited to register”. Rollovers occur for the fall and winter sessions when the ACP Duration is fixed at either ‘1’ or ‘2’. If the ACP Duration is ‘1’, a rollover can occur for only the Winter session. This process can be accomplished in one of two ways: either by the Batch Registration Rollover process or the On-line Registration Rollover process.

Batch Registration Rollover for Returning Students

The Batch Registration Rollover process occurs when a division requests the rollover for all of their returning students. The basic steps involved in creating registration records for returning students using the Batch Registration Rollover process are:

- Each faculty determines which of its students will be invited to register for the next session.
- An authorized user in the faculty creates a dataset or requests that one be created. The dataset is a list of all the students who will be invited to register. The set of students included in this dataset is at the discretion of the user. The dataset contains a list of Person IDs and POSt Codes.

Example of a Dataset
9999999901ER   BA4
9999999902ER   BA
9999999903ER   BA

Note: Each faculty will use different criteria when selecting the students they want to invite to the next session. To select the students, you can use one of the Registration downloads: Download Registration Information (4 F D) or Generalized Production Download (4 F F). For example, one set of criteria might be to take only those students who are registered in the current session; another may be to take those students who were registered in the two most recent sessions. The rollover process will use the most recent registration for a student in the POSt to create the invited registration for that session.

- Once the dataset (list of students) is created, the division’s ROSI Business Process Representative fills out a Production Request Form, located on the web at: http://www.sis.utoronto.ca/rosi/production_request_forms.html and
sends it to the SIS client rep. The SIS client rep ensures that the procedure is run to create the invite-to-register records for that session.

**On-line Registration Rollover**

The registration rollover is done online in the following situations:

- for non-degree special or visiting students
- for returning students who may have been absent for a number of sessions and consequently have been omitted from the batch rollover.

The on-line registration rollover procedure is performed from either the **Maintain Registration Information Screen (4 A A B or 4 A C B)** or the **Browse Student Activities Screen (4 A C A or 4 A A A)**.

**Non-Degree Special Student**

In some divisions, a registration record can be created for non-degree special students because they do not go through the same formal Admissions procedure as regular students. Before a registration record can be created, information in the Admissions module must be checked to see if any candidacy information exists. If no candidacy information exists for the session and POSt, a registration record can be created using the on-line procedure. In these situations, the following steps should be taken.

1. Check Candidacy Status using the **View Admissions Data Screen (3 G)**. Check candidacies set to Y to see if the Candidacy Status has been recorded appropriately in order to create the invited registration.

2. If you are authorized to modify the Candidacy Status, you can do it on this screen.

3. If you are not authorized, contact someone in Admissions and ask them to update the information to trigger the rollover. Changing a candidacy status in the Admissions module will trigger the Admissions rollover process as previously discussed.

4. Once ROSI has created a registration record, you can begin enrolling the student in activities.

**Non-Degree Special Student or Visiting, Special**

The following on-line procedure can be used to create an invite-to-register record for a student who is being registered in a Degree POSt for which a candidacy record is not required. This procedure normally applies to non-degree special students or non-degree visiting students in divisions where such students do not go through a formal Admissions procedure. Visiting students are pursuing a degree at another institution and receive credit for completing courses taken at U
of T from their ‘home’ institution. In most divisions, non-degree visiting students do not go through a formal Admissions procedure, and a registration record is created on-line using these procedures.

- Go to either the Browse Student Activities Screen (4 A A A or 4 A C A) or the Maintain Registration Information Screen (4 A A B or 4 A C B)
- Enter the student’s <Person ID>, <Session Code> and <POSt Cd>
- Press [Enter]

The Create Registration Pop-Up Screen appears.

Create Registration Pop-Up Screen

Create Registration

A registration record will be created for the following Person and POST in session(s):

<table>
<thead>
<tr>
<th>Person Id: 9999999901</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST.......: EN NDEGV</td>
</tr>
<tr>
<td>Attendance Class: FT_</td>
</tr>
<tr>
<td>Assoc Org Cd: _____</td>
</tr>
<tr>
<td>Reg. Status for Fees Exempted POSt: _____</td>
</tr>
</tbody>
</table>

- Enter the <Associate Org. Code> only if the value in the Associated Org Code Required field on the Maintain Degree POSt Offering Information Screen is Y (Yes)
  If an Associated Org. Code is not recorded in this field when the value in the Associated Org Cd Required field is Y (Yes), the rollover will fail. However, if the value in the Associate Org. Code Required field is N (No), leave the field blank on the Create Registration Pop-Up Screen and the rollover will occur.

- Change the <Attendance Class> field if the value is different from the default value of FT
  This field defaults to FT for full-time. You may change this value to PT for part-time if required.

- Enter the <Reg Status for Fees Exempted POSt> only if a student is exempt from paying fees
  A student’s registration status is automatically set to INVIT unless a student is exempt from paying fees. If you record REG here, you can create a registration record with a status of REG. A visiting student may be exempt from paying fees because the fees are paid at the home institution.

- Press [Enter]
The system message “Registration record has been created, please verify” appears.

- Confirm that the student is now **Invited to Register** by checking that **INVIT** is showing in the Registration Status field on either the **Maintain Registration Information Screen (4 A C B or 4 A A B)** or the **Browse Student Activities Screen (4 A C A)**
  
  If you used the **Browse Student Activities Screen** to confirm a Registration Status of INVIT, then you can continue by enrolling the student in academic activities.

**Returning Students**

In some cases, the Student Web Service (SWS) may prevent a student from enrolling in an activity because ROSI has not created a registration record for the student for that session. If this occurs, you can create the registration record online to ensure that the student is invited to register, and then the student can enrol in activities.

For students registered in a Trimester Program (Degree POSts with a fixed ACP Duration of ‘1’, a registration is created for both the Fall session and the Winter sessions when creating a Fall registration. However, when creating a Winter registration, ROSI does not go back and create the Fall session as it would if the Degree POSt were one with a fixed ACP Duration of ‘2’. ROSI only creates the registration for the Winter session.

The on-line rollover registration procedure for returning degree students and non-degree or visiting students is the same. However, a different pop-up screen appears for returning students. More information is required for these students, so there are more options to specify in this procedure. The steps below are the same as the ones on the production request form that is used to roll over students’ records using a dataset.

- Go to the **Browse Student Activities Screen (4 A A A or 4 A C A)** or the **Maintain Registration Information Screen (4 A A B or 4 A C B)**
- Enter the `<Person ID>`, `<Session Code>` and `<POSt>`
- Press [Enter]
  
  The **Online Transfer from Registration Pop-Up Screen** appears.
Online Transfer from Registration Pop-Up Screen

A registration record will be created for the following Person and POST in session(s): 20029
20031
Person Id: 999999903
POST.....: AS   BSC
Increment Year of Study: N
Calculate Year of Study: Y
Attendance Class.......: *_
Copy Associated Org Cd.: N
Copy Exchange Id.......: N
Summer Fee Exempt Ind.: N
Reg. Status for Fees Exempted POST: _____
Press Enter to proceed, PF2 to exit.

- Record Y or N in <Increment Year of Study>, <Calculate Year of Study>, <Attendance Class> and <Summer Fee Exempt Ind> and press [Enter]
  The message “Registration record has been created, please verify” appears.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increment Year of Study</td>
<td>Divisions that increment the Year of Study for each academic period, enter ‘Y’ in the Increment Year of Study field. The rollover will create the registration for the student with Year of Study incremented by 1, using the year from the most recent registration as the base. When the maximum number of years for the program is reached, the year increment will stop. Divisions that calculate Year of Study enter N in this field.</td>
</tr>
<tr>
<td>Calculate Year of Study</td>
<td>Divisions that calculate Year of Study based on the number of credits attained by the student enter ‘Y’ in this field. The rollover will create the registration for the student with Year of Study based on the number of credits attained by the student in the POSt to-date, including any activities in which the student may be enrolled in the current session and any activities which are from a POSt in the same POSt Change Group. Calculate Year of Study may also be based on the number of registrations. This method of calculating Year of Study is recorded in the Calculate Year of Study Method field on the Maintain Degree POST Offering Information Screen (1 A A B).</td>
</tr>
<tr>
<td>Attendance Class</td>
<td>The Attendance Class field defaults to an asterisk (*) indicating that Attendance Class is to be copied from the student’s previous record. Other possible values are: FT = Full-time status and PT = Part-time status</td>
</tr>
</tbody>
</table>
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Associated Org. Cd.</td>
<td>Y or N indicates whether or not the Associated Org. should be copied from a previous registration. If the value in the Associate Org. Code Required field on the Maintain Degree POST Offering Information Screen is Y (Yes), a rollover will fail unless the value in the Copy Associated Org. Cd. field is Y also.</td>
</tr>
<tr>
<td>Copy Exchange Cd.</td>
<td>Indicates whether or not the Exchange Code recorded on the previous registration record should be copied.</td>
</tr>
<tr>
<td>Summer Fee Exempt Ind.</td>
<td>Indicates whether a student is exempt from paying academic fees for a summer session only. Refer to <strong>REG 10: Student Fees</strong> for details.</td>
</tr>
<tr>
<td>Reg. Status for Fees Exempted POST</td>
<td>A student’s Registration Status is automatically set to INVIT, unless a student is exempt from paying fees. If a student is exempt from paying fees, you can create a registration record with a status of REG. This procedure checks that the Incidental Fee POST Group Indicator is AEXMP and the Tuition Fee POST Group Indicator is TEXMP for these students.</td>
</tr>
</tbody>
</table>

### Checking the Rollover Process

To check that ROSI created a registration record for the next session:

- Go to the **Maintain Registration Information Screen (4 A C B or 4 A A B)**
- Enter the `<Person ID>`, `<POST Code>` and `<Session Code>` for the registration record you want to check.
- If there are compulsory or continuing activities to be added, check the **Browse Student Activities Screen (4 A C A or 4 A A A)**.

**Note:** Even if severe conditions exist for an applicant, the registration rollover process will still create an ‘INVIT’ registration record for the upcoming session. Examples of severe conditions include suspension, failed language competency test, etc. The registration status must be changed to FINCA to prevent the student from enrolling in academic activities.
MODIFYING REGISTRATION STATUS

Modifying a student’s registration status is necessary when the registration status has changed for any reason. For example, if a student has paid academic fees for the session, the fee payment triggers a change in the student’s Registration Status from *Invited* to *Registered*. You can change the status manually if a student's fee has been deferred or if a student has proof of payment, and the payment has not appeared in the system yet.

Remember that in ROSI, you modify registration information by session, not by academic period. If your division works on an academic-period basis, you need to ensure that the registration information is consistent for both the fall and winter sessions.

As you learned in *REG 4: Maintaining Student Enrolment Information*, there are two versions of the Maintain Registration Information Screen - restrictive (4 A A B) and non-restrictive (4 A C B). The restrictive screen prevents you from entering registration and enrolment information after the sessional event deadline has passed, whereas the non-restrictive screen allows you to enter the information after the deadline has passed. You need to have sufficient security clearance to use the non-restrictive screen.

If you are cancelling a student’s registration, you have to make sure that all of the student’s academic activities have been cancelled before you proceed.

When you cancel or drop all of a student’s activities, you are prompted to cancel or deregister the student’s registration as well. If you cancel the registration from the Browse Student Activities Screen (4 A C A), ROSI cancels the registration for both the fall and winter sessions.

The registration status can be cancelled for a single session using the Maintain Registration Information Screen. The registration status for the Fall and Winter sessions can be different if the ACP Duration for the POSI is a fixed duration of ‘Y’ or a non-fixed duration of ‘N’. The ACP Duration is controlled at the POSI level by the Fixed ACP Indicator and at the Student level by the ACP Duration.

At the POSI level, the Fixed ACP Duration Indicator is maintained by the Fees Department and the valid values are ‘Y’ (Fixed) and ‘N’ (Non-fixed – variable).

On either of these screens, if the Fixed ACP Duration Indicator is ‘Y’, the POSI ACP Duration can be either ‘1’ or ‘2’. If the Fixed ACP Duration Indicator is ‘N’, the POSI ACP Duration field is left blank.

At the student level, the ACP Duration is viewed on the Maintain Registration Information Screen (4 A A B or 4 A C B); the valid value for Fall/Winter
registrations can be ‘1’ or ‘2’ depending on the Degree POST Offering Fixed ACP Indicator.

If the ACP Duration for the POST is ‘Y’ for a fixed duration, ROSI will not allow a different registration status for the Fall and Winter Sessions. See the definition of ACP Duration in Table 3 on pages 15 and 16 for more information.

If you are cancelling the Fall session only, you can put 1 in the ACP Duration field. If you are cancelling both the Fall session and the Winter session for the student, you will need to specify whether the student is a 1- or 2-session student because they will have different refund schedules.

If students in your division have a fixed ACP Duration, you cannot change the value from ‘2’ to ‘1’ in the ACP Duration field on the Maintain Registration Information Screen. If you need to make this type of change, consult the Office of Student Accounts.

To modify the record from the Maintain Registration Information Screen:

- Type 4 A C B or 4 A A B on the Direct Command Line and press [Enter]
  The Maintain Registration Information Screen appears.
- Type M in the <Action> field
- Type the new Registration Status in <Registration Status>
- Press [Enter]
  The system message “Registration modified successfully” appears at the bottom of the screen.

Maintain Registration Information Screen (4 A C B)
Exercise 2 – Viewing Registration Status

If you are not already there, go to the Maintain Registration Information Screen.

1. How many registration statuses are there?
2. What are they?
3. Display registration information for Person ID 70106 with POSt AS^^^HBA. Select the Fall 2003 session.
4. What is the student’s Registration Status?

See Appendix A on page 64 for answers to this exercise.

Exercise 3 – Modifying Registration Status

1. Using the same Person Id, register the student.
2. Cancel the student’s registration.
3. The student changes his/her mind and pays their fees. Now re-register the student.

See Appendix A on page 64 for answers to this exercise.

Exercise 4 – Adding a Registration Record for a Student Online

1. Using Person ID 70104 and POSt Code MS^^^MUSP, add a registration record for the Fall Session 2003.
2. What is the Registration Status for the record you have just created?

See Appendix A for answers to this exercise.
VIEWING ATTENDANCE CLASS (FULL- OR PART-TIME STATUS)

Attendance Class applies to all students and applicants. It indicates whether a student or applicant is applying for or attending part-time or full-time studies at the university. Attendance Class is copied from the applicant’s Admissions information when a registration record is first created. In subsequent registrations, Attendance Class is copied from the last registration record as part of the rollover from prior registration procedures.

For some divisions, Attendance Class is automatically calculated by ROSI, based on the student’s activities. The field that stores the information that tells ROSI to automatically calculate Attendance Class is the PF/FT Calc Ind. field on the Maintain Degree POST Offering Screen (1 A A B). If the PT/FT Calc Ind is Y, ROSI will automatically calculate the Attendance Classification, based on the course load.

The way the activities are counted depends on the value of the fixed ACP Duration for the POST Code. If the value of the ACP Duration is ‘2’, the student’s activities for both sessions (Fall and Winter) are included in the calculation. If the value of the ACP Duration is ‘1’, the count is based on a single session. There is a batch procedure that allows you to change the value of the PT/FT Calc Ind from Y or N for a group of students.

The automated calculation of Attendance Class cannot be used in divisions where Attendance Class is not based on course load.

You can view a student’s full- or part-time status on the Maintain Registration Information Screen (4 A C B or 4 A A B) in the Attendance Class field.
Maintain Registration Information Screen (4 A C B)

<table>
<thead>
<tr>
<th>Action</th>
<th>Status Effective Date: 2003-01-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Person Id.:</td>
<td>ROSI TEST 70102</td>
</tr>
<tr>
<td>*Session Cd.:</td>
<td>Level of Instr.: U</td>
</tr>
<tr>
<td>POST Cd.:</td>
<td>Honours Bachelor of Arts</td>
</tr>
<tr>
<td>Registration Status:</td>
<td>INVIT</td>
</tr>
<tr>
<td>Exempt Subject Rstr Ind:</td>
<td>C2</td>
</tr>
<tr>
<td>Attendance Class:</td>
<td>PT</td>
</tr>
<tr>
<td>Year of Study:</td>
<td>Academic Override: 2</td>
</tr>
<tr>
<td>*Medical Cd / *Type:</td>
<td>Academic Override: _</td>
</tr>
<tr>
<td>Reg fee Category:</td>
<td>*Over Reg Fee Category: __</td>
</tr>
<tr>
<td>Incid. Fee Exempt Ind:</td>
<td>Over Fee End Session: ______</td>
</tr>
<tr>
<td>Compulsory Fee Exempt Ind:</td>
<td>Exempt Subject Rstr Ind: __</td>
</tr>
<tr>
<td>*Other Institution:</td>
<td>*Exchange Program: ____</td>
</tr>
<tr>
<td>*Assoc Org Cd.:</td>
<td>Other Institution: Assoc Org Cd: NEW__</td>
</tr>
<tr>
<td>ACP Duration:</td>
<td>Summer Fee Exempt Ind: N</td>
</tr>
<tr>
<td>Fee Assessment Code:</td>
<td>Fee Invoice Date: __</td>
</tr>
</tbody>
</table>

Direct Command: ____________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit flip pref RSPS RSP main

Registration 70102-20039-AS HBA displayed successfully
MODIFYING ATTENDANCE CLASS

Modifying Attendance Class is necessary when students change from full-time to part-time studies or vice versa. Changing Attendance Class is done using the Maintain Registration Information Screen (4 A C B or 4 A A B).

Maintain Registration Information Screen (4 A C B)

To modify the Attendance Class:

- **Type 4 A C B or 4 A A B** on the Direct Command line and press [Enter]
- The Maintain Registration Information Screen appears.
- **Type M in <Action>**
- Enter a new value in <Attendance Class>
- Enter a value in <Atten. Class Over Reason> if the Attendance Class is automatically calculated so that the system does not override the value you have recorded.
  A value in this field indicates that a student’s Attendance Classification should no longer be calculated automatically by the system for that session.
- **Press [Enter]**
  The system message “Registration…modified successfully” appears at the bottom of the screen.
Exercise 5 – Viewing Full- or Part-Time Status

1. Go to the Maintain Registration Information Screen and display the registration information for Person ID 70106. Select registration information for the Fall 2003 session and the student's POS AS HBA.

2. What is the student’s Attendance Class?

See Appendix A on page 64 for answers to this exercise.

Exercise 6 – Modifying Full- or Part-Time Status

1. Change the Attendance Class.

There are no answers to this exercise.
VIEWING AND MODIFYING YEAR OF STUDY

Year of Study is copied from the applicant’s Admissions information when a registration record is first created. For these students, the value in the Year of Study field is usually ‘1’. In subsequent registrations, Year of Study can be incremented or calculated as part of the rollover from prior registration procedures.

For some divisions, Year of Study is automatically calculated by ROSI, based on the number of registered sessions or counting the number of credits the student has earned. The Calculate Year of Study field and the Calculate Year of Study Method fields on the Maintain Degree POSit Offering Screen (1 A A B) are used by ROSI to determine whether to do the calculation and which method to use. If the value in the Calculate Year of Study field is Y and the value in the Calculate Year of Study Method field is ‘C’, ROSI uses the Maintain Year of Study Table (Resources) to set the Year of Study based on the number of credits earned. If the value in the Calculate Year of Study Method field is S, ROSI calculates the Year of Study by incrementing the count every three sessions.

If the value in the Calculate Year of Study field is N, no automated calculations occur. However, in the rollover procedures, the Year of Study can be incremented by 1, using the year from the most recent registration as the base.

The Year of Study can be modified on the Maintain Registration Information Screen (4 A C B or 4 A A B) the same way that Attendance Class is modified. If your POSit Offer record is set up to calculate Year of Study by counting the number of sessions, a value of Y in the YOS Override field results in the system using the new value in Year of Study to determine the calculation instead of going back to the first registration.

There are batch procedures to recalculate Year of Study for categories of students.
**VIEWING STUDENT CONDITIONS**

A student condition is a requirement that must be met either by an applicant prior to registration or by a student during registration. Conditions may be assigned in Admissions when the applicant is admitted to a Program of Study or after a student has registered in a POSt.

Conditions assigned to an applicant or student usually come from a set of “pre-specified” conditions residing in the Conditions Inventory. Conditions may also be “free-form”. Free-form conditions are only used when the condition is a one-time occurrence for a specific student and there is no code in the Conditions Inventory to satisfy the current circumstance. The Condition Code for a free-form condition is ‘999’.

There are two types of conditions:
- Severe conditions, which block Registration Status changes and
- Non-Severe conditions, which allow Registration Status changes

Conditions are viewed and maintained in ROSI on the **Maintain Student Conditions Screen (4 A E C)**. This screen gives details about conditions that have been applied to a student’s registration record.

```
SRP0070  ***** Student Information System *****  SRM0701
Aug 20,05 - MAINTAIN STUDENT CONDITIONS - 11:58 AM

Action (A,B,C,D,M,P): _
   Person Id...: 9999999905_
*POSt CD.....: EN PHD__ POSt Title: PHD - English
*Condition CD: ABA        Condition Type: N
Surname...: TEST05 Rosi
Given Name: 
Condition Description: Final Official Transcripts by Sept.____
Added by Userid......: XXXXXXX
To be Satisfied By Date: 2002-02-12      Satisfied Date: __________

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF5---PF7---PF9---PF10--PF11--PF12---
confm help retrn quit       flip pref                                main
Record    displayed successfully
```
To display a student’s conditions
- Enter information in <Person Id>, <POSt Cd>, and <Condition Cd>

If you do not know the information for all these key fields, then it is best to browse the list of conditions, which is covered on page 44.

The Maintain Student Conditions Screen appears with a description of the condition being applied to the student’s registration record. Table 8 gives a detailed description of the fields on this screen.

Table 8: Description of Fields on the Maintain Student Conditions Screen

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition Type</td>
<td>Indicates whether the condition is Severe or Non-severe.</td>
</tr>
<tr>
<td></td>
<td>Severe conditions block a Registration Status change but do not block enrolment in an activity.</td>
</tr>
<tr>
<td></td>
<td>Non-severe conditions will allow a registration change, but you get a warning message that a non-severe condition exists.</td>
</tr>
<tr>
<td>Condition Description</td>
<td>For pre-specified conditions residing in the Conditions Inventory, the description of the condition displays automatically and is a non-fillable field.</td>
</tr>
<tr>
<td></td>
<td>For free-form conditions, this field is required and is where you enter your own description of the Condition Cd 999.</td>
</tr>
<tr>
<td>To be Satisfied by Date</td>
<td>Indicates the deadline for a student to satisfy the condition.</td>
</tr>
<tr>
<td>Satisfied Date</td>
<td>Displays the date on which the condition was satisfied. If the field is blank, then the condition is still outstanding.</td>
</tr>
</tbody>
</table>

Severe Conditions

When a severe condition is assigned in Admissions, it does not block a rollover from Admissions to Registration, and a Registration Status of INVIT is created. The To Be Satisfied By Date field on the Maintain Student Conditions Screen must be before the start of a session for the condition to be meaningful at the time of changing the Registration Status from INVIT to REG. If the date is before the start of the session, an INVIT to REG status is blocked when a student with a severe condition makes a fees payment. If a student makes a fees payment when a current registration already exists, the Registration Status will change from INVIT to REG. If for a student/POStcode combination the to-be-satisfied-date is less than the start date of the registration session and the satisfied-on-date is blank the condition will be considered; if it does not fit into that criteria it is simply ignored.
Once a severe condition has been assigned to a student’s record, ROSI stops the creation of subsequent registrations if the condition has not yet been satisfied. If you assign the condition after the registration and future sessions have already been created, you will not get a warning message that such a condition exists.

A severe condition does not block activity enrolment.

*Non-Severe Conditions*

A non-severe condition does not block Registration Status changes, but you do get a warning message that a non-severe condition exists. If you have difficulty changing a student's Registration Status, check to see if the student has a severe condition applied to his/her registration record.

A non-severe condition does not block activity enrolment.

If you don’t know the value of all the key fields (Person Id, POSt Cd, Condition Cd) to look up a student’s condition, it’s best to browse through the list of conditions, and select the one you wish to view.

To browse a list of conditions:

- Type **B** in *Action*
- Enter the *Person Id*
- Leave *POSt Cd* and *Condition Cd* blank
- Press [Enter]

The **Browse Student Conditions Screen** appears with a list of conditions that have been applied to the student’s registration record.

**Browse Student Conditions Screen (4 A E C)**

<table>
<thead>
<tr>
<th>POST CD</th>
<th>Condition CD</th>
<th>Condition</th>
<th>To Be Satisfied</th>
<th>Satisfied On Date</th>
<th>Added By Userid</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>HBA</td>
<td>AAE</td>
<td>N</td>
<td>2002-02-06</td>
<td>XXXXXXX</td>
</tr>
</tbody>
</table>

**End of Data***
The screen consists of two panels. The first panel displays the Condition Code, Condition Type, the date by which the condition must be satisfied (To Be Satisfied by Date), and if applicable, the date on which the given condition was satisfied (Satisfied on Date).
- Press [F11] to view Panel 2
  The second panel shows the Condition Code and its corresponding description.

### Browse Student Conditions Screen (4 A E C)

<table>
<thead>
<tr>
<th>POST</th>
<th>Condition</th>
<th>Condition Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>HBA</td>
<td>AAE</td>
</tr>
</tbody>
</table>

---

*Person Id: 9999999905_ *POSt CD: __________ *Condition Cd: ___

Direct Command:

```
help  retrn quit        flip        bkwrd frwrd       left  right main
```

Position cursor or enter screen value to select

- Press [F10] or [F11] to return to Panel 1

There are two other screens to view student conditions:

- **Browse Student Conditions by Organization Screen (4 A E A)**
- **Browse Student Conditions by POSt Code Screen (4 A E B)**

ROSI displays a list of all students with conditions outstanding for a given Organization or POSt, and you can select the student with which you want to work. ROSI displays only students who have outstanding conditions. If the deadline to satisfy a condition has passed, or if the student has already satisfied the condition, ROSI will not display it when you browse this way.
Browse Student Conditions by Organization

The Browse Student Conditions by Organization Screen (4 A E A) provides you with a list of students within a specified Organization that have conditions applied to their registration records. It also allows you to select an individual record to display or modify.

To view the Browse Student Conditions by Organization Screen:

- Type 4 A E A on the Direct Command Line and press [Enter]
  The Browse Student Conditions by Organization Screen appears.
- Enter an <Org. Cd>
- Type U or G in <Level of Instruction>
- Enter information in <Condition Cd> and <Condition Type> to narrow your search or leave them blank

<table>
<thead>
<tr>
<th>Act</th>
<th>Surname</th>
<th>Given Name</th>
<th>Person ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TEST 30301</td>
<td>ROSI</td>
<td>30301</td>
</tr>
<tr>
<td>2</td>
<td>TEST 30302</td>
<td>ROSI</td>
<td>30302</td>
</tr>
<tr>
<td>3</td>
<td>TEST 30303</td>
<td>ROSI</td>
<td>30303</td>
</tr>
<tr>
<td>4</td>
<td>TEST 30304</td>
<td>ROSI</td>
<td>30304</td>
</tr>
<tr>
<td>5</td>
<td>TEST 30305</td>
<td>ROSI</td>
<td>30305</td>
</tr>
<tr>
<td>6</td>
<td>TEST 30306</td>
<td>ROSI</td>
<td>30306</td>
</tr>
<tr>
<td>7</td>
<td>TEST 30307</td>
<td>ROSI</td>
<td>30307</td>
</tr>
<tr>
<td>8</td>
<td>TEST 30308</td>
<td>ROSI</td>
<td>30308</td>
</tr>
<tr>
<td>9</td>
<td>TEST 30309</td>
<td>ROSI</td>
<td>30309</td>
</tr>
<tr>
<td>10</td>
<td>TEST 30310</td>
<td>ROSI</td>
<td>30310</td>
</tr>
<tr>
<td>11</td>
<td>TEST 30311</td>
<td>ROSI</td>
<td>30311</td>
</tr>
</tbody>
</table>

- Press [Enter]
  The screen displays a list of students who have conditions applied to their registration records in the specified Organization.

To view a student’s conditions:

- Type S in the <Action> field to the left of the student’s surname
- Press [Enter]
  The Browse Student Conditions Screen displays a list of conditions for the student you’ve selected. To select a specific condition, place your cursor anywhere along the line of the condition you wish to view and press [Enter]. The details appear on the Maintain Student Conditions Screen.
**Browse Student Conditions by POSt Code**

The **Browse Student Conditions by POSt Code Screen (4 A E B)** lists students with outstanding conditions applied to their registration records by POSt Code.

<table>
<thead>
<tr>
<th>Act</th>
<th>Surname</th>
<th>Given Name</th>
<th>Person ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>TEST 30301</td>
<td>ROSI</td>
<td>30301</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30302</td>
<td>ROSI</td>
<td>30302</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30303</td>
<td>ROSI</td>
<td>30303</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30304</td>
<td>ROSI</td>
<td>30304</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30305</td>
<td>ROSI</td>
<td>30305</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30306</td>
<td>ROSI</td>
<td>30306</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30307</td>
<td>ROSI</td>
<td>30307</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30308</td>
<td>ROSI</td>
<td>30308</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30309</td>
<td>ROSI</td>
<td>30309</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30310</td>
<td>ROSI</td>
<td>30310</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30311</td>
<td>ROSI</td>
<td>30311</td>
</tr>
<tr>
<td>_</td>
<td>TEST 30312</td>
<td>ROSI</td>
<td>30312</td>
</tr>
</tbody>
</table>

*POSt CD: AS   HBA__ *Condition CD: ___  Condition Type: _  Satisfied: _

Again, you can select the student by typing S in the Action field and pressing [Enter]. This displays the **Browse Student Conditions Screen** where you can select the condition you wish to view by placing your cursor anywhere along the line and pressing [Enter]. ROSI displays the details of the student condition on the **Maintain Student Conditions Screen**.
MODIFYING STUDENT CONDITIONS

There are instances when the student's condition may change, and it is necessary to update the condition information. You may need to do this if:

- a student has satisfied an existing condition
- you need to correct student condition information
- you need to add a new condition to a student’s record

In order to add a condition to a student’s record that already has existing conditions, you need to modify the record using the Maintain Student Conditions Screen (4 A E C).

- Type 4 A E C on the Direct Command Line and press [Enter]
  The Maintain Student Conditions Screen appears.
- Type M in <Action>
- To add a pre-specified condition, enter information in <Person Id>, <POSt Cd>, <Condition Cd> and <To Be Satisfied by Date>
  To add a free-form condition, enter 999 in Condition Cd and a description of the code in Condition Description.
- Press [Enter]
  System message “Record modified successfully” appears at the bottom of the screen.

Maintain Student Conditions Screen (4 A E C)

```
SRP0070             ***** Student Information System *****            SRM0701
Aug 20,05   - MAINTAIN STUDENT CONDITIONS - 10:41 AM

Action  (A,B,C,D,M,P):     M
Person Id....: 9999999906_
*POSt Cd.....: AS   HBA POSt Title:
*Condition CD: AAE        Condition Type: N
Surname...: Test06
Given Name: Rosi
Condition Description: OAC Biology requirement_________________
Added by Userid......: XXXXXXX
To be Satisfied By Date: 2000-10-18   Satisfied Date: 2000-10-14

Direct Command: ____________________________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  help  retrn  quit    flip  pref                                main
Record displayed successfully
```
To add a condition to a student’s record:

- Type 4 A E C on the Direct Command Line and press [Enter]

  The Maintain Student Conditions Screen appears.

- Type A in <Action>
- Enter the <Person Id>
- Enter the <POSSt Cd>

- On <Condition Cd>, press [F1] to view a list of possible values and choose the value by clicking on it and pressing [Enter]
- Enter information in <To be Satisfied Date> in the format yyyy-mm-dd
- Press [Enter]

  System message “Message added successfully” appears.

**Load Student Conditions in Batch**

The Load Student Condition Screen (4 A E D) allows you to upload a set of student conditions in ROSI. You need to create a dataset of Person IDs and POSSt Codes.

The input dataset must consist of:

- Person Id (10 characters; includes leading zeroes)
- POSSt Code (upper case only)

**Load Student Condition Screen (4 A E D)**

```
SRP0090             ***** Student Information System *****            SRM0901
Aug 20,05           - LOAD STUDENT CONDITION -                   05:35 PM
User: Xxxxxxxxx

*Session Code: ______
*Condition CD: ___
To be Satisfied By Date: __________
Dataset Name: __________________________

Submit (Y/N): N

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit        flip                                      main
```

You must type information in all of the fields on the screen. When you are finished filling in the information, type Y in the Submit (Y/N) field and press [Enter]. ROSI displays a confirmation message.
Download Student Conditions to TSO Dataset or to PC/LAN (Excel Spreadsheet)

There is also the Student Conditions download that can be used to create a TSO dataset (4 F J G) or to create a local dataset to your PC/LAN (4 F K E) using Entire Connect. This download allows you to view conditions by different selection criteria. It provides the flexibility of selecting Condition Codes by Primary, Secondary and Associated Organizations. The download provides a listing of all students with conditions that may or may not be outstanding.

Student Conditions TSO Dataset Screen (4 F J G)

<table>
<thead>
<tr>
<th>SRP0472</th>
<th>***** Student Information System *****</th>
<th>SRM4721</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20,05</td>
<td>- Student Conditions TSO Dataset -</td>
<td>05:54 PM</td>
</tr>
</tbody>
</table>

Selection Criteria:
*Session Code: ______
*Primary: _____ *Second: _____ *Co-Sec: _____ *Assoc: _____
*Condition Code: ___
Only Select Outstanding Conditions: _
Output Dataset Name: __________________________
Print (Y/N): N
Submit (Y/N): N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit flip main
Exercise 7 – Viewing Student Conditions

1. Go to the Maintain Student Conditions Screen and display the Condition Code AAH for Person ID 70106. The student’s POSCd is AS\\^\^HBA.

2. What is the severity of this condition? What requirement does the student need to fulfill to satisfy this condition and by what date?

See Appendix A for answers to this exercise.

Exercise 8 – Modifying Student Conditions

1. Change the record to reflect the fact that the condition has been met.

2. Add a new condition.

There are no answers to this exercise.
### BROWSE PURGED STUDENT CONDITIONS HISTORY

The Browse Purged Student Conditions History Screen (4 A E E) is used to browse purged conditions. The conditions may or may not have a date recorded in the ‘Satisfied on Date’ field.

**Browse Purged Student Conditions History Screen (4 A E E)**

```
SRP0125             ***** Student Information System *****
Jan 9,06             - BROWSE PURGED STUDENT CONDITIONS HISTORY -      2 more >

<table>
<thead>
<tr>
<th>Added</th>
<th>Person ID</th>
<th>POST CD</th>
<th>Cond CD</th>
<th>by UserID</th>
<th>Userid</th>
<th>Hist By</th>
<th>Hist Tmst</th>
<th>Cond Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>30050</td>
<td>HS</td>
<td>PHD</td>
<td>A$$</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>2001-06-22-14.36.13.400000</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>
```

If you enter a Person Id at the bottom of the screen, the list will begin with the student you entered. You do not need to enter a POST Cd or Condition Cd.

The screen consists of 3 panels. Press [F11] to move to the right through the panels. The second panel gives the English description of the Condition Code and the third panel shows the dates associated with the condition.
MODIFYING STUDENT WITHDRAWAL INFORMATION

The Maintain Student Withdrawal Information Screen (4 A D D) records withdrawal and leave information. In some divisions, for example SGS, graduate students are required to maintain registration until completion of the program. Students must get permission to interrupt registration or to go on leave. This information can be recorded in ROSI.

There are two types of withdrawals - Temporary and Permanent. When you enter a Temporary withdrawal, the value in the Student Status field remains Active to indicate that the student is still active in the POSt, and you are required to enter a date in the Expected Return field. However, when you enter a Permanent Withdrawal, the value in the Student Status field changes to WD and the student is not expected to register in the POSt again.

Those of you working for SGS will probably use this screen more often since graduate students tend to take leaves and are permitted to withdraw for various reasons during their studies.

Maintain Student Withdrawal Information Screen (4 A D D)

It is always best to browse withdrawal information for a student because you only need to know the Person ID and POST Code. To be able to display withdrawal information, you’d also have to enter the Date of Withdrawal, which is difficult to remember.
To browse withdrawal information:

- Type **4 A D D** on the Direct Command Line and press `[Enter]`
  The *Maintain Student Withdrawal Information Screen* appears.
- Type **B** in `<Action>`
- Enter the `<Person Id>` and `<POST Cd>`
- Press `[Enter]`
  The *Browse Student Withdrawal Information Screen* appears, where you can click on the withdrawal information you wish to view and press `[Enter]` to view the details on the *Maintain Student Withdrawal Information Screen*.

### Table 9: Description of Fields on the Maintain Student Withdrawal Information Screen

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Date</td>
<td>System-generated field that indicates the date you recorded the withdrawal.</td>
</tr>
<tr>
<td>Student Status</td>
<td>Below the key information, the Student Status is displayed. In this case the status is Active. Whenever you enter a Temporary withdrawal, the Student Status field remains Active. In fact, a withdrawal can only be processed if the Student Status field is Active.</td>
</tr>
<tr>
<td>Level of Instruction</td>
<td>G for Graduate or U for Undergraduate</td>
</tr>
<tr>
<td>POST Start Session</td>
<td>Indicates the session in which the student started the Program of Study.</td>
</tr>
<tr>
<td>Registration Session, Status, Attendance Status</td>
<td>Registration Session, Status and Attendance Status are based on the student’s current registration in the specified Program of Study. If there is no current registration and status in that program, then asterisks (*) will display in these fields.</td>
</tr>
<tr>
<td>Category</td>
<td>T for Temporary or P for Permanent.</td>
</tr>
<tr>
<td>Reason</td>
<td>Reason given for a voluntary withdrawal. The reasons could be: AD Admissions Generated DE Deceased FD Financial Difficulties GL General Leave PL Parental Leave PR Personal Reasons</td>
</tr>
<tr>
<td>Type</td>
<td>Categorization of the type of student withdrawal DE = Deceased FD = Faculty/Department Decision UA = University/Applicant Decision UN = Unknown VO = Voluntary</td>
</tr>
<tr>
<td>Effective Date</td>
<td>The effective date of a student’s withdrawal from a Program of Study or from the University. Format: yyyy-mm-dd</td>
</tr>
<tr>
<td></td>
<td>This date appears on the student’s transcript.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Number of Leave Sessions</td>
<td>Indicates the number of sessions that a student will be on an authorized leave of absence. Session is defined as one of fall, winter or summer.</td>
</tr>
</tbody>
</table>

To add a temporary withdrawal:
- Type 4 A D D on the Direct Command Line and press [Enter]
  The Maintain Student Withdrawal Information Screen appears.
- Type A in <Action>
- Enter the <Person Id>
- Enter the <POST Cd>
- Type T in <Category>
- Enter a reason in <Reason>
- Enter the type of withdrawal in <Type>
- Enter a date in <Effective Date> in the format yyyy-mm-dd
- Type 1, 2 or 3 in <Number of Leave Sessions>
  This field is only used for temporary withdrawals.
- Press [Enter]
  The system message verifies that the temporary leave was added successfully.

The following fields are calculated automatically for temporary withdrawals:
- Last Permitted Reg Session
- Leave Start Date
- Expected Return Session
- Must Return Session

To add a Permanent Withdrawal:
- Type 4 A D D on the Direct Command Line and press [Enter]
  The Maintain Student Withdrawal Information Screen appears.
- Type A in <Action>
- Enter the <Person Id>
- Enter the <POST Cd>
- Type P in <Category>
- Enter a reason in <Reason>
- Enter the type of withdrawal in <Type>
- Enter a date in <Effective Date> in the format yyyy-mm-dd
- Press [Enter]
  System message verifies that the Permanent Withdrawal was added successfully.

When you record a permanent withdrawal, the value in the Student Status field is changed to Withdrawn (WD).
Note: When you temporarily or permanently withdraw students, their Registration Status is not cancelled automatically; therefore, you need to manually adjust the Registration Status on the sessional registration record (Maintain Registration Information Screen (4 A A B or 4 A C B)) in order to generate a refund if it is appropriate before entering the withdrawal.

For permanent withdrawals, the student Subject POS is deleted if it does not match another active Degree POS and the Registration Subject POS is deleted from the current session and all future sessions if the Status Effective Date is on or before the sessional MO6 date. The Registration Subject POS is deleted only from future sessions if the Status Effective Date is after the sessional MO6 date.
**Exercise 9 – Modifying Student Withdrawal Information**

1. Go to the **Maintain Student Withdrawal Information Screen (4 A D D)**. Use Person ID 70202. The student's POSst Code is HS^^^MA. Use the browse function.

2. What is the Effective Date for this withdrawal?

3. What is the status for this student?

4. Purge the temporary withdrawal and add a permanent withdrawal for this student. What is the status for this student now?

See Appendix A for answers to this exercise.
MAINTAIN GRADUATE STUDENT EXTENSION

The Maintain Graduate Student Extension Screen (4 A D E) was designed for the School of Graduate Studies to capture the number of requested extension sessions. Once the extension information is added the program will make the appropriate adjustments to the student's POSl Last Permitted Registration Session and the student's Registration information (if applicable) to reflect that an extension has been granted.

Maintain Graduate Student Extension Screen (4 A D E)

It is always best to browse extension information for a student because you only need to know the Person ID and POSl Code.

To browse extension information:
- Type 4 A D E on the Direct Command Line and press [Enter].
  The Maintain Graduate Student Extension Screen appears.
- Type B in <Action>.
- Enter the <Person Id> and <POSl Cd>.
  Press [Enter].
The **Browse Graduate Student Extension Screen** appears, where you can click on the extension information you wish to view and press **[Enter]** to view the details on the **Maintain Graduate Student Extension Screen**.

**Table 10: Description of Fields on the Maintain Graduate Student Extension Screen**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Effective Date</td>
<td>This field indicates the date the extension is in effect.</td>
</tr>
<tr>
<td>Student Status</td>
<td>Below the key information, the Student Status is displayed. Extensions can only be processed if the Student Status field is Active.</td>
</tr>
<tr>
<td>Level of Instruction</td>
<td>G for Graduate or U for Undergraduate</td>
</tr>
<tr>
<td>POS Start Session</td>
<td>Indicates the session in which the student started the Program of Study.</td>
</tr>
<tr>
<td>Registration Session</td>
<td>Indicates the Registration session for the student (if a record exists for the session which includes the extension effective start date)</td>
</tr>
<tr>
<td>Registration Session, Status, Attendance Status</td>
<td>Registration Session, Status and Attendance Status are based on the student’s current registration in the specified Program of Study. If there is no current registration and status in that program, then asterisks (*) will display in these fields.</td>
</tr>
<tr>
<td>Last Permitted Registration</td>
<td>The rollover from Admissions populates this field with a session code if a Maximum Year of Study, time limit is recorded for the POST on the, Maintain POST Basic Information Screen., A further registration rollover will not take place for a student who has reached this time limit.</td>
</tr>
<tr>
<td>Extension Start</td>
<td>The effective date of a student’s extension. Format: yyyy-mm-dd</td>
</tr>
<tr>
<td>Fee Assessment Cd</td>
<td>This field is used by SGS to identify student records that require fee adjustment. Please note that Fee Assessment Cd is not required on this screen but it will populated automatically if already entered on the Maintain Registration (4ACB or 4AAB) and a sessional registration record exists for the session of the extension's effective start date. If not there, then it can be added on this screen for students only with registration status of REG and INVIT. If the student's registration status is FINCA and an attempt is made to add this code, an error message will appear at the bottom of the screen and block the user from adding Fee Assessment information. If no registration record is found for the student, an appropriate message will also be displayed at the bottom of the screen.</td>
</tr>
<tr>
<td>Number of Extension Sessions</td>
<td>The number of sessions that a student will be on an authorized extension. Session is defined as one of Fall, Winter or Summer. The value must be between 1 and 12, and cannot be less than a previously entered value.</td>
</tr>
</tbody>
</table>
To add an extension:

- Type **4 A D E** on the Direct Command Line and press [Enter]
  
  The **Maintain Graduate Student Extension Information Screen** appears.
- Type A in <Action>
- Enter the <Person Id>
- Enter the <POSt Cd>
- Enter a reason in <Reason>
- Enter the type of withdrawal in <Type>
- Enter a date in <Effective Date> in the format yyyy-mm-dd; if not entered it will be defaulted to today’s date
- Type 1, 2 etc <Number of Extension Sessions> the spaces below (see 1st Extension, 2nd etc) will be populated automatically with ‘X’ beside the appropriate field
- Press [Enter]
  
  The system message verifies that the extension was added successfully.

The following fields are calculated automatically for the extensions:

- Student Status - note that this function can be used only for students with status of ACT (Active)
- POSt Start Session
- Registration Session - if a record exists for the session which includes the Extension Effective Start Date
- Last Permitted Registration Session
- Registration Status
- Attendance Status
- Level of Instruction
- Extension Start
- Fee Assessment Code - only if already exist on 4 A C B/4 A C A

The Maintain Graduate Extensions program function will use the Effective Start Date of the extension to determine student's Registration status, current Registration Session, Attendance and the Level of Instruction. The student's Last Permitted Registration session and the Extension Start session are automatically calculated using the value of the start date and the number of input extension sessions entered when processing an extension.

An existing extension can be purged by the authorized user. When this occurs, the automated extension routine will recalculate the Last Permitted Registration session based on the highest value of the extension session quantity for that student. It will also set the Last Permitted Registration session equal to the last extension session being deleted.
If this is the last extension record being deleted, the Fee Assessment Code on the student's registration record will be set to blank, if applicable. Purging extensions will not adjust the registration record. 4 A C B or 4 A A B should be checked to insure that students are not REG or INVIT for sessions after the new Last Permitted Registration Session.
VIEWING REGISTRATION STATUS HISTORY

Thus far, you have been looking at ways to keep a student’s registration record up to date. In order to get a snapshot of a student’s registration history where you can view a complete listing of the student’s entire registration status history, you need to use the **Browse Registration Status Information Screen (4 A B E)**.

To view a student’s registration status history:

- **Type 4 A B E** on the Direct Command Line and press **[Enter]**
  - The **Browse Registration Status Information Screen** appears.
- **Enter the <Person ID> and <Session Code>**
- **Press [Enter]**
  - The screen gives a history of registration status information for the specified student for the requested session.

### Browse Registration Status Information Screen (4 A B E)

<table>
<thead>
<tr>
<th>Session CD</th>
<th>POST CD</th>
<th>Attend. CD</th>
<th>Regist. CS</th>
<th>Status CD</th>
<th>Status Date</th>
<th>Status Time</th>
<th>Status Userid</th>
<th>Status Eff Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>19979</td>
<td>AS</td>
<td>HBA</td>
<td>FT</td>
<td>CANC</td>
<td>1998-10-13</td>
<td>10.32.04</td>
<td>XXXXXXX</td>
<td>1998-10-13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>INVIT</td>
<td>1998-10-13</td>
<td>10.30.30</td>
<td>XXXXXXX</td>
<td>1998-10-13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CANC</td>
<td>1998-10-13</td>
<td>10.30.03</td>
<td>XXXXXXX</td>
<td>1998-10-13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REG</td>
<td>1997-09-19</td>
<td>02.02.02</td>
<td>XXXXXXX</td>
<td>1997-09-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>INVIT</td>
<td>1997-09-19</td>
<td>01.01.01</td>
<td>XXXXXXX</td>
<td>1997-09-19</td>
</tr>
</tbody>
</table>

*Person Id: 9999999901_ *Session Cd: 19979_ *POST Cd: __________

The screen shows each status that has been applied to a registration record, the effective date (Status Date field), the actual date when the changes took place (Status Eff Dt field), and the User ID of the person who entered the change (Status Userid field).

**Note:** You can view the status history for only one session per student at a time.
Note: As of October 26, 2007 a history of changes to Registration Status, Attendance Class, Year of Student and Exchange Id are maintained in the same table (SIS.REG_STS) in which the above information is stored. The data can be queried to determine the user id and datestamp of changes to these four new fields but the fields are not visible in ROSI:

REG_STS_IND (1 CHAR)
EXCHANGE_ID (5 CHAR)
ATTENDANCE_CLASS (2 CHAR)
YEAR_OF_STUDY (1 CHAR)

Exercise 10 – Viewing Registration Status History

1. Go to the Browse Registration Status Information Screen and enter the Person ID 70106. View information for the Fall 2003 session. How many different registration statuses does this student have?

2. What is the effective date that the registration status changed from Invited to Registered?

3. What is the actual date that the registration status changed from Invited to Registered?

4. Redo this exercise using the Fall 2002 session.

See Appendix A for answers to this exercise.
VIEWING ENROLMENT STATISTICS

Thus far, this study guide has been concentrating on an individual student’s registration record. The View Enrolment Statistics Screen (4 G) provides enrolment statistics for the total number of students enrolled for a given session. It can also be used to gather statistics on students who fit a certain profile.

View Enrolment Statistics Screen (4 G)

<table>
<thead>
<tr>
<th>Session Code: 19979</th>
<th>POST Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Type:</td>
<td>NE/RE: ___</td>
</tr>
<tr>
<td>Attendance Class:</td>
<td>FT/PT: ___</td>
</tr>
<tr>
<td>Registration Status Code:</td>
<td>REG__</td>
</tr>
<tr>
<td>Gender: M/F/U:</td>
<td>___</td>
</tr>
<tr>
<td>First Language: ENG/FRE/OTH/UNK: ___</td>
<td></td>
</tr>
<tr>
<td>Year Blank: 133</td>
<td>Year 3: 13 Year 7:</td>
</tr>
<tr>
<td>Year 0: 61</td>
<td>Year 4: 17 Year 8:</td>
</tr>
<tr>
<td>Year 1: 33</td>
<td>Year 5: 10 Year 9:</td>
</tr>
<tr>
<td>Total Enrolment: 267</td>
<td></td>
</tr>
</tbody>
</table>

Direct Command:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit flip pref ---main---

In reference to the screen above, when the Year of Study is omitted on a candidacy record, the student’s enrolment is categorized as either Year Blank or Year 0 on the View Enrolment Statistics Screen, depending on how the division likes to record this information.

Enrolment statistics are not calculated in real time. They are extracted weekly and stored until the next update. ROSI stores three sets of statistics:

- Current session statistics
- Previous session statistics
- Next session statistics

To view enrolment statistics:

- Type 4 G on the Direct Command Line and press [Enter].
  The View Enrolment Statistics Screen appears.
- Enter the required <Session Code>
• Enter information in any of the other fields to narrow your search
  If you leave them blank, ROSI will show statistics for all students in all divisions
• Press [Enter]
  The bottom half of the screen displays data that matches the criteria that was specified in the key fields on the top half of the screen.

Exercise 11 – Viewing Enrolment Statistics

1. Go to the View Enrolment Statistics Screen. Using Session Code 19979, how many students are registered? How many Year 5 students are registered? How many part-time students are registered? How many students are invited to register?

2. How many graduate students are registered (Primary Org SGS) for Session Code 19979? Why are there 42 graduate students registered in Year blank?

See Appendix A for answers to this exercise.
ABSENCE DECLARATION – USER GUIDE

As part of the University’s preparation for the possible effects of H1N1 features have been developed on the SWS to allow students to make an absence declaration due to illness. Registrars will be able to maintain and view these declarations using the View/Maintain Absence Declaration by Student (4 A K A) and View/Maintain Absence Declaration by Confirmation Number (4 A K B) functions on ROSI. The former function will allow users to view and add/delete an absence declaration based on student number and the latter will allow them to view/delete existing absence declarations using a confirmation number.

A user will be able to update data on these screens only for students owned by their division (the Primary, Secondary, or C-Secondary Org codes of the student Degree POST must match that for the user’s security access in ROSI). A user can only add/delete data for an absence if the student has a registration record with a status of REG or INVIT in the current session.

The View/Maintain Absence Declaration by Student function at 4 A K A will initially present a user with a listing of all existing absences for a student (if any), which can be modified to mark it as deleted. (Marking an absence as deleted will simply set the ‘Mark as Deleted’ field with a ‘Y’, it will not remove the absence record from the database.) A student may have multiple absence declaration records:

List Declaration of Absences by Student Number Screen (4 A K A)

<table>
<thead>
<tr>
<th>Mark</th>
<th>Absence Date</th>
<th>Confirmation Number</th>
<th>Create Date</th>
<th>UID</th>
<th>Delete Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>2009-01-01</td>
<td>5663</td>
<td>SDSPTJL</td>
<td>2009-09-30</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>2009-07-07</td>
<td>5671</td>
<td>SDSPTJL</td>
<td>2009-10-01</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>2009-10-01</td>
<td>5664</td>
<td>SDSPTJL</td>
<td>2009-09-30</td>
<td></td>
</tr>
</tbody>
</table>

*** End of Data ***

Person Id: 99999999_ Start Date(YYYY-MM-DD): 1900-01-01
Direct Command: ____________________________________________________________
Add Modify PF4-add
This is also the screen that is used to add one or more absence declarations either by issuing an ‘A’dd command next to an existing record, or hitting the PF4 button. When adding an absence record the user is required to specify the date on which the absence began (the ‘Absent On’ field) and may optionally specify an end date if the absence was prolonged. If no end date is specified the system will populate this field with the same date as that entered for the ‘Absent On’ field. The date entered can be in the future, present, or the past and the maximum number of days that can exist between an ‘Absent On’ date and the ‘to’ date is 32 days:

The View/Maintain Absence Declaration by Confirmation Number function at 4 A K B allows a user to browse existing absence declaration records by their confirmation number. This screen can be used to view existing absence records or to mark them as deleted:

Note: “Current POS(t(s):)” on the screens display all student’s registration POS(t)s with a status of INVIT or REG in the current session.

Note: if a student is dually registered, staff from both divisions can perform update on this student. If a student does not have any INVIT/REG registration in the current session, only a REG/* user can perform update on this student.

Restrictions on sessional events do not apply to the ROSI online function.
List Declaration of Absences by Confirmation Number Screen (4 A K B)

SRP0693  ***** Student Information System *****  SRM6931
Oct 2, 09  - MAINTAIN DECLARATION OF ABSENCES -  9:28 AM

Action (C,D,M,N)  _

Confirmation#: 5663______

Person Id..: 99999999   Given Name: Test
Surname...: Case

Current POSt(s): AS   HBA

Absent Date: 2009-01-01
Marked as Delete: _

Created By: SDSPJTC   Created Timestamp: 2009-09-30-14.43.28.340194
Deleted By:           Deleted Timestamp:

Direct Command:
Enter=PF1--PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
confm help retrn quit        flip pref                                main

Confirmation# 5663 displayed successfully
APPENDIX A: ANSWERS TO EXERCISES

Exercise 2: Viewing Registration Status
1. Five
2. INVIT, REG, CANC, DEREG, FINCA
4. INVIT

Exercise 3: Modifying Registration Status
2. Modify the Registration Status to INVIT and then modify again to REG. (Press [Enter] when pop-up warning is displayed for non-severe condition).

Exercise 4: Adding a Registration Record for a Student Online
2. INVIT

Exercise 5: Viewing Full- or Part-Time Status
2. FT (full-time)

Exercise 7: Viewing Student Conditions

Exercise 9: Modifying Student Withdrawal Information
3. Active (ACT)
4. Withdrawn (WD)

Exercise 10: Viewing Registration Status History
1. Three
2. Today’s date
3. Today’s date
4. Three registration statuses: CANC, REG, INVIT
Effective Date is the same as the actual date: Jan. 10, 2003

Exercise 11: Viewing Enrolment Statistics
1. 267, 10, 74, 56
2. 63. Applications were entered in the ROSI system with a blank record for Year of Study
APPENDIX B: ROSI GLOSSARY OF TERMS

The following are new terms that are associated with the material in this course.

Attendance Classification (Attendance Class)
This term applies to all students and applicants. It indicates whether a student or applicant is attending or applying for part-time or full-time studies at the university.

Session
There are three sessions per year:
- Fall Session (September - December), i.e. equivalent to the current 1st term of the Winter Session
- Winter Session (January - April), i.e. equivalent to the current 2nd term of the Winter Session
- Summer Session (May - August)

Exchange ID
Identifier of an official exchange program established between the University of Toronto and another university, country, or government agency.

Degree POSt
Program of Study (POSt) with variable components, and with or without subject areas specified.

Subject POSt
The variable subject area that complements Degree POSts. Students may be associated with one or more Subject POSts.
APPENDIX C: GETTING HELP

There are three main avenues of help available for ROSI users. The Table below describes the types of questions you might have and the proper channel to take to get your questions answered. An explanation of the types of queries is provided for clarity purposes.

<table>
<thead>
<tr>
<th>Type of Query</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Queries</td>
<td>ROSI Help: <a href="mailto:rosi.help@utoronto.ca">rosi.help@utoronto.ca</a></td>
</tr>
<tr>
<td>Business Process Queries</td>
<td>Divisional ROSI Business Process Representative</td>
</tr>
<tr>
<td>Access to ROSI Queries</td>
<td>Divisional Access Control Representative</td>
</tr>
</tbody>
</table>

**System Queries**

Email the ROSI Help Desk for any system problems. System problems arise when ROSI is not working as it should or where unexpected error messages occur.

In addition, ROSI Help can be of assistance in the case where you know what the business process is that you are following but do not know or cannot remember how to accomplish it in ROSI.

**Business Process Queries**

Business Process questions are handled by your Divisional ROSI Business Representative when advice is needed on how to conduct that business. Questions of this nature relate to your division's business rules, i.e., how your division processes, records, performs, enrols, etc. The Divisional Rep is the person who contacts the SIS Client Representative.

**Access to ROSI Queries**

For access to ROSI, whether first-time access or replacing a lost card, call your Divisional Access Control Representative. To find out who your Divisional Access Control Rep is, check the web site at the following address: [http://www.utoronto.ca/security/ams_rosi/access_rep.htm](http://www.utoronto.ca/security/ams_rosi/access_rep.htm)