Purpose of the SIS

1. Displays student academic data and records
2. Shows Student View of student records

Advisor Uses of the SIS

1. Advisors can locate and review overall student record and multiple details
2. Advisors can link to the AAR
3. Advisors can show students how to access information in the Student Center
   - AAR
   - Schedule and schedule details
   - Textbooks
   - Holds
   - Registration time
   - Assigned advisors or advising offices
4. Advisors can manage caseload and view student FLAGS through My Advisees

Student Uses of the SIS

In the Student Center, students can locate and review:

- Today’s Class Schedule
- Semester Class Schedule Details
- Permissions
- Holds
- Textbooks
- Enrollment Date
- Assigned Advisors or Offices
- Finances
- Personal Demographic Data
- FLAGS

Students can also link to:

- Academic Advisement Report
- What-if Advisement Report

Key Features of the SIS

1. Security Protected: use OTP to access student data
2. Stores a great deal of data:
   - My Advisees: list of assigned advisors which can be filtered, sorted, and downloaded
   - Student View: class schedule/permissions, holds, enrollment date, advisors, finances, demographic data
   - General Info: service indicators, student groups, personal data, contact details
   - Admissions: matriculation date, program, plan
   - Academics: past and current programs and plans (program plan stack), enrollment by term
   - Academics 2: AdRx, AAR, What-if AAR, term information, transfer/test credit, transcripts, ePortfolio
   - Transfer Credit: details of transfer and other credits
Resources for the SIS
SIS → SIS Training → SIS Job Aids/Training Resources: [https://ittraining.iu.edu/sis/default.aspx](https://ittraining.iu.edu/sis/default.aspx)

- General Job Aids – Administrative Center Job Aid (most useful for advisors): [https://ittraining.iu.edu/sis/sis_9_0_job_aids/cross_module_general_job_aids/admin_center/Administrative_Center.pdf](https://ittraining.iu.edu/sis/sis_9_0_job_aids/cross_module_general_job_aids/admin_center/Administrative_Center.pdf)
- General Job Aids – SIS Tips Job Aid (a few helpful reminders): [https://ittraining.iu.edu/sis/sis_9_0_job_aids/cross_module_general_job_aids/SIS_Tips_job_aid.pdf](https://ittraining.iu.edu/sis/sis_9_0_job_aids/cross_module_general_job_aids/SIS_Tips_job_aid.pdf)
- SIS Self Study: [https://ittraining.iu.edu/sis/self_study_training_materials.aspx](https://ittraining.iu.edu/sis/self_study_training_materials.aspx)
- ETC.

IU Equivalent Course Search (screen shot attached)
SIS → Main Menu → Curriculum Management → Course Catalog → IU Equivalent Course Search

Campus Codes, Icons, and Term Codes (attached)
SIS Practice Sheet (sample attached): to be customized by unit

Hints & Reminders for the SIS
(Add your own tips; contact OCSS@iu.edu to add them to the generic overview document.)

- The SIS “back” button tends to take you out altogether – so you have to start over

Questions?
Unit Contact: _____________________________ Campus Contact: _____________________________

OCSS@iu.edu
**Student Information System (SIS)**

**IU Equivalent Course Search**

**Overview**

Prior to enrolling, an advisor can check a course to see if it is equivalent to another course.

**Steps**

**IU Equivalent Course Search**

1. Navigate to: Curriculum Management > Course Catalog > IU Equivalent Course Search
2. Enter **Institution**, **Subject Area**, and **Catalog Number**.
3. Enter **Term**.

**NOTE:** The term that is entered will determine which effective dated row of the course equivalency group will be returned. It is extremely important that you enter the term for which the student is enrolled in the course or the term in which you think they will likely enroll. Otherwise the results may not be accurate.

4. Click **Search**.
5. If there are equivalent courses they will be displayed on the search results page.

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**Campus**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Institutional Code</th>
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<tbody>
<tr>
<td>IU Bloomington (IUB)</td>
<td>IUBLA</td>
</tr>
<tr>
<td>IU East (IUE)</td>
<td>IUEAA</td>
</tr>
<tr>
<td>IUPU Indianapolis (IUPUI)</td>
<td>IUINA</td>
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<tr>
<td>IUPU Columbus (IUPUC; extension of IUPUI)</td>
<td>IUCOA</td>
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<td>IU Kokomo (IUK)</td>
<td>IUKOA</td>
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<td>IU Northwest (IUN)</td>
<td>IUNWA</td>
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<td>IU South Bend (IUSB)</td>
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<td>IU Southeast (IUS)</td>
<td>IUSEA</td>
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<td>IUPU Fort Wayne (IPFW)</td>
<td>IUFWA</td>
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**“Negative” Service Indicator**

**“Positive” Service Indicator**

**Super FERPA**

**Look-up**

**Information**

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**SIS TERM CODES**

<table>
<thead>
<tr>
<th>First Number: Century</th>
<th>Middle Two Numbers: Calendar Year</th>
<th>Last Number: Term/Semester</th>
<th>EXAMPLES</th>
</tr>
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<tbody>
<tr>
<td>3 = 1900s</td>
<td>15 = 2015 16 = 2016</td>
<td>8 = fall (starts in month 8)</td>
<td>4148 = fall 2014</td>
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<tr>
<td>4 = 2000s</td>
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<td>2 = spring (starts in month 2 in some other PeopleSoft Institutions)</td>
<td>4152 = spring 2015</td>
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<td>5 = summer (starts in month 5)</td>
<td>4155 = summer 2015</td>
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# SIS PRACTICE

Look up these students, by UID, and find the following:

<table>
<thead>
<tr>
<th>UID</th>
<th>1st or 2nd 8-wks Classes?</th>
<th>Drops or Ws this semester?</th>
<th>Holds?</th>
<th>Class Permissions?</th>
<th>Student Groups?</th>
<th>Transfer, AP, Test Credits?</th>
<th>Declared Major(s)</th>
<th>Declared Minor(s)</th>
<th>Applied for Graduation?</th>
<th>Unit-specific Info</th>
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<tr>
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