

**Updated 02/09/2021**



## **Admission Roles**

### **NDUS AD ADMISSIONS COUNSELOR**

This role allows access to application entry, application maintenance, application interface suspense tables, education screens, test suspense, test results, academic interest, extracurricular activities, managing communications, checklists, comments and many inquiry screens in relation to admissions. It also consists of inquiry to some of the prospect screens.

### **NDUS AD ADMISSIONS INQUIRY**

This role allows staff to have access to a summary areas called applicant progression and application summary. It also allows you access to prospect summary, test results summary, education summary, checklist and communication summary and event summary.

### **NDUS AD ADMISSIONS REPORTS**

This role will allow users from other departments on campus to run Admission reports only instead of giving them other roles that have additional information that may not be necessary. This role was primarily established for Institution Research and Financial Aid offices to allow them to run reports at their own convenience.

**NDU Applications > NDU Admissions and Recruiting > Report:** Data Dump, Admission Extract, Admission Summary Report, Appl Referral Source, Applicants by status, Grad ADM Summary, Applicants missing Res Data, Auto Admit, Basis of Admission, Campus Security, Checklist Missing Items, Checklist with No Letter, IPEDS Admission Survey, Matriculated not Enrolled, Prevent Auto Admit, Received App Fees Applied, and Student Scholarship Data.

### **NDUS AD BANK OF ND**

This role provides access to the data generated from the Bank of North Dakota Application Month activities. The reports provide information about the applicants/students who utilized the BND application fee waiver program.

## **Updated 02/09/2021**

### **NDUS AD DIRECTOR OF ADMISSIONS**

This role is reserved for the director of admissions. It contains all accesses of admission counselor. It also allows access to set up information such as Enrollment Target Population, Enrollment Target Division, Enrollment Target Summary, delete applications, and revoke admission.

### **NDUS AD GRAD SCHOOL PROCESSING**

This role allows access to the application suspense table as well as access to run the process to post the applications. It also includes the NDU GRE Test Results Received report.

## **Campus Community Roles**

### **NDUS CC ADDRESS PHONE AU**

This role will give the users the ability to update addresses and phone numbers.

### **NDUS CC BIO DEMO AU**

This role gives the add/update capability to various items included under the Home – Campus Community – Personal Information and Personal Information (Student) menus. Included in this area are name, emergency contacts, addresses, phone, ethnicity, languages, religious preference, decedent data, communication preferences, marital status, country, gender, date of birth, birth information detail, military status, disability status, visa/permit data, citizenship, FERPA, relationships, drivers license data, photo, residency (initial entry only), athletic participation, extracurricular activities, honors and awards, licenses and certifications, memberships, publications, and seasonal address processes.

### **NDUS CC BIO DEMO DO**

This role gives display only capability to various items included under the Home – Campus Community – Personal Information and Personal Information (Student) menus. Included in this area are name, emergency contacts, addresses, phone, ethnicity, languages, religious preference, decedent data, communication preferences, marital status, country, gender, date of birth, birth information detail, military status, disability status, visa/permit data, citizenship, FERPA, relationships, drivers license data, photo, residency (initial entry only), athletic participation, extracurricular activities, honors and awards, licenses and certifications, memberships, and publications.

## **Updated 02/09/2021**

### **NDUS CC BOOKSTORE**

This role allows the user (bookstore employees) to create a flat file containing information about an institutions student, for a selected aid year and term, which have excess financial aid remaining after tuition and fees have been paid. This allows the user to run NDU Fin Aid Eligibility – BS for Barnes and Noble format and NDU Student Charge Limit – BS in legacy format.

### **NDUS CC COLLABORATIVE AU**

This role gives all campus users who need access to add or update the Collaborative Student page the needed security.

### **NDUS CC COLLABORATIVE CC**

This role provides access to enter and update the course information for the student.

### **NDUS CC COLLABORATIVE DO**

This role provides display only access to the Collaborative Student page and allows the user to run NDU Collaborative Student Report and NDU Collaborative Student Coursework.

### **NDUS CC COLLABORATIVE SF**

This role provides access to enter and update the fee information for the student/course.

### **NDUS CC CONSTITUENT STAGING**

This role is used for loading/posting test scores. This role includes ACT Suspense Reports and Test Results.

### **NDUS CC DA ADMINISTRATOR**

This role is used with Delegated Access Administration. Gives the ability to Review Shared Information by the Campuses.

### **NDUS CC DELETE RUN CONTROLS**

This role gives the ability to delete personal run controls.

### **.NDUS CC EXTERNAL ORG CODES**

This role provides a list of correct external organization codes by state/school.

### **NDUS CC EXTRACURR ACT AU**

This role gives the user the ability to add or update the extra-curricular activities for a student.

## **Updated 02/09/2021**

### **NDUS CC IMAGENOWBIODEMO SCRAPE**

This role is used with ImageNow. Allows campus users to scrape identifying information (keys) from a person when saving information from CS into ImageNow.

### **NDUS CC IMAGENOW EXTORG SCRAPE**

This role is used with ImageNow. Allows campus users to scrape identifying information (keys) for a business/school when saving information from CS into ImageNow.

### **NDUS CC INTERNATL STUDENT AU**

This role gives add/update access to various items under the Campus Community>SEVIS menus. Included in this area are folders for the I-20 form, F/M alerts, F/M Full Course Exceptions, DS-2019 forms, J Alerts, SEVIS Import, SEVIS Maintenance, Personal Information with Citizenship/Passport Data and with Visa/Permit Data having correction access, Search Tools with Dependent Search, Reports, and Pages for Employment Authorizations, View SEVIS Events History and SEVIS External System Export.

### **NDUS CC INTERNATL STUDENT DO**

This role gives display only and add/update access to various items under the Campus Community>SEVIS menus. Included in this area are folders for the I-20 forms with I-20 Form being display only and View I-20 form being add/update, F/M Full Course Exceptions which are display only, DS-2019 Form which is display only, SEVIS Maintenance which is display only, Search Tools with Dependent Search being add/update, Reports with both being add/update, and Pages for Employment Authorizations which is display only and View SEVIS Events History which is add/update.

### **NDUS CC NATIONAL ID REPORTS**

This role will track the changes made to a National ID for students and tracks discrepancies in National ID data stored for a student at a specified institution during a specified time period.

### **NDUS CC ND HS STUDNT DIRECTORY**

This role provides the bio-demo information for the North Dakota 10<sup>th</sup> and 11<sup>th</sup> graders.

### **NDUS CC PHONE EMAIL HISTORY**

This role provides users a history of phone number and email address changes.

## **Updated 02/09/2021**

### **NDUS CC PRIMARY NAME CHANGE**

This role gives add/update access to the primary name field on the Home – Campus Community – Personal Information – Add/Update a Person and Biographical (names) menus. Access to this security role should be restricted to a limited number of people on each campus.

### **NDUS CC PRIMNAME CHANGE CORR**

This role gives the ability to correct history on the primary name field on the Home – Campus Community – Personal Information – Add/Update a Person and Biographical (names) menus. Access to this security role should be restricted to a limited number of people on each campus.

### **NDUS CC PROCESSES**

This role allows the user to run the following Campus Community Processes: Run Control Delete, Complete/Uncomplete Letter, Communication/Checklist Delete Process, Update Checklist Due Date.

### **NDUS CC RESIDENCY ADD**

This role is needed to update the record of a student with prior residency data. It is used in conjunction with either roles NDUS CC BIO DEMO AU or NDUS CC RESIDENCY CORRECTION.

### **NDUS CC RESIDENCY CORRECTION**

This role gives a person correct history access to the residency field on the Home – Campus Community – Personal Information (Student) – Identification (Student) menu. This access should be restricted to a limited to a select few people from each campus who are allowed to change the history of a student's residency.

### **NDUS CC REVERSE TRANSFER**

This role provides information regarding students currently attending NDUS four year institutions who have transfer credit from other select institutions. The other select institutions include NDUS two-year institutions, North Dakota Tribal colleges and select Minnesota two year institutions.

### **NDUS CC SERVICE INDICATORS**

This role allows a campus user to place and release service indicators for both students and organizations. This role could be used for campus personnel who need no other access but need to be able to place a service indicator.

### **NDUS CC SERVICE INDICATOR RPT**

This role allows access to the NDU Service Indicator Report only. This report provides a list of students with the specified service indicator at your campus. Requires Service Indicator security in order to process for specified indicator.

## **Updated 02/09/2021**

### **NDUS CC SHARED HS DATA**

This role provides view only access to the NDU High School Data page and the ability to run the NDU HS Data Comparison report.

### **NDUS CC SSN UPDATE**

This role gives the user the add/update capability in the field of SSN (NationalID) located under the Home – Campus Community – Personal Information menu.

### **NDUS CC STUDENT ADDRESS REPORT**

This role allows the user access to run specific Campus Community reports. They include: the Minnesota Reciprocity Semester report; the MSEP Student Data report, the NDU Address Type Listing report, the NDU WUE report. This role also gives access to the NDU Student Email process.

### **NDUS CC STUDENT BIODEMO REPORT**

This role gives the user access to run specific Campus Community reports. They include: the Solomon Amendment report, the Homeland Security report, the Bio-demo extract, the Open Doors report, the Campus Process Duplicates Report, the Name Change report, and the FERPA restrictions report.

### **NDUS CC STUDENT HEALTH AU**

This role gives add-update access to various items under the Home – Campus Community – Personal Information (Student) – Health Information (Student) menus. Included in this area are accommodation data, immunizations and health, and various health exams. This also allows access to Checklists.

### **NDUS CC STUDENT HEALTH DO**

This role gives display only access to various items under the Home – Campus Community – Personal Information (Student) – Health Information (Student) menus. Included in this area are accommodation data, immunizations and health, and various health exams.

### **NDUS CC STUDENT LOAN SRV CTR**

This role is given to the Student Loan Service Center people. This role gives access to Names, Addresses, Term History and Perkins Loan information.

### **NDUS CC STUDENT PHOTO**

This role provides access to the campus user to view photos available in PeopleSoft.

### **NDUS CC STUDENT SERVICE CENTER**

This role allows administrators and support teams to assist the students with a central view of the data, similar to what the student is viewing.

**Updated 02/09/2021**

## **Financial Aid Roles**

### **NDUS FA DIRECTOR WITH SETUP**

This role is designed to be given to Directors and a limited number of employees designated by the directors. It provides full access to all Financial Aid functions within the office and will also allow the user to create or modify set up for Financial Aid Item Types, budgets and other set up that is school specific. Includes Collaborative Report, update access to service indicators, update access to 3Cs and inquiry to selected Student Records screens.

### **NDUS FA DIRECTOR W/O SETUP**

This role is intended for all employees in the Financial Aid Office who will be processing financial aid. It will give the employee update access to all functions performed in the financial aid office except set up; it gives inquiry only access to set up screens. Otherwise, it has all the same access as the Director with set up role.

### **NDUS FA LONG INQUIRY**

This role allows access all the financial aid inquiry navigations. This role may be given to those employees with a need to look at but not process financial aid.

### **NDUS FA OVERRIDE**

This role will be provided on a limited basis. It gives the user the ability to override packaging and disbursement edits and will be given only to those employees appointed by the Director to exercise professional judgment.

### **NDUS FA PERKINS LOANS**

This role is designed for people outside of the Financial Aid office who process Perkins Loan Master Promissory Notes or run selected reports pertaining to students with Perkins Loans.

### **NDUS FA SHORT INQUIRY**

This role allows access to the Financial Aid Status inquiry screen, which provides summary information for packaging/verification status, checklists, communications, FA Term, ISIR Comments, CPS Database Matches, and aid awarded. It also provides access to Award Summary, Authorizations/Disbursement and Loan Application Summary inquiry screens.

**Updated 02/09/2021**

## **Student Financial Roles**

### **NDUS SF ACCOUNTANT**

This role is given to those responsible for reconciling bank accounts and SF transactions. It will allow users to run all customized NDU reports, have all view only access on the inquiry role, have access to the PS Check Recon process, and have access to the Reconciliation Report.

### **NDUS SF ALL NDU REPORTS**

This role will allow users to run all customized reports: AGING, Collaborative, International Taxable Aid, Credit History, GL Reconciliation, and Outstanding Tuition/Fees Report.

### **NDUS SF CAMPUS SUPER USER**

The person that has this role most likely has participated in the configuration of their campus set up. They understand how to set up Item types, knows how the overall charge priority does and payment overall priority. This role also allows the setup of tuition calculation and term fee structure. This role also allows adding update just about every SF permission list. This role can set up payment plans, close the cashiering office, and run GL and Cashiering GL interfaces. This role also allows access to run queries to perform check reconciliation, create refund checks in batch, online and create short term loans. It also allows the user to navigate to the page where a service indicator can be placed or released.

### **NDUS SF CASHIER**

The person who will get this role is most likely the front end person, the cashier. This role allows inquiring on the tender keys. This role allows the use of deferral contracts, payment plan, and third part contracts. Cashiers can also run billing and generate invoices for both external organizations and students. Cashiers can perform group and corporate postings, check cashing, student and non-student payments, departmental receipts, void receipts, corporate payments, and run query manager. Cashiers have access to view enrollment and program plan stack. Cashiers can also post and release service indicators and place comments on students.

### **NDUS SF CASHIER WO POST TRANS**

This role is a copy of the NDUS SF CASHIER role but does not allow posting transaction and group posts.



## **Updated 02/09/2021**

### **NDUS SF COLLECTOR**

This role allows inquiry to several items for example: run credit history on more than one person if necessary. The Collector would be responsible for customer collection efforts and running the letter generation process. This role can update third party contracts, deferral and payment plans, bill customers and generate invoices.

### **NDUS SF CORRECT HISTORY**

This role allows correct history access on item types and tuition groups. Correct history access allows the ability to change any prior effective dated setup.

### **NDUS SF EQUATION VARIABLE**

This role will allow users (depts.) to place Waivers only on student's accounts.

### **NDUS SF INQUIRY ONLY**

This role is given to those most likely not working in the business Office, but need capability to inquire on students accounts.

### **NDUS SF MID LEVEL**

The person that has this role could be management level or head front line person. This role allows inquiry just about on every SF permission list. Some options this role allows are: Billing Messages, run credit history, inquire on the various payment plans (payment plans, deferral contracts, and third parties), write-offs, refunds and group posting. It also allows the user to navigate to the page where a service indicator can be placed or released.

### **NDUS SF REMOTE DATA ENTRY**

The remote data entry role allows outside departments other than the Business office to create and post groups. This is beneficial for departments like housing and the bookstore. This role also performs all cashiering duties as well. This role will also be able to add students to 3<sup>rd</sup> party contracts and payment plans.

### **NDUS SF SECONDARY NDU REPORTS**

This role will allow users from other departments on campus to run this report only instead of giving them other roles that have additional information that may not be necessary. This role was primarily established for the International offices to allow them to run the International Taxable Aid report at their own convenience.

### **NDUS SF SPECIAL CASHIER**

This role will allow users to void old receipts. This is needed by cashiers who should have only this access.

**Updated 02/09/2021**

## **Student Records Roles**

### **NDUS SR ACAD ADVISEMENT AU**

(This role is intended for and should be limited to campus staff who maintain academic advisement setup.)

Add and update academic advisement setup.

**Academic Advisement:** Academic Requirements, Advisement Reports, Summaries

**Setup SACR>Product Related>Academic Advisement:** Define Tests for Advisement – view only

### **NDUS SR ACAD ADVISEMENT CORR**

(This role is intended for and should be limited to campus staff who create and maintain academic advisement setup.)

Add, update, and correct academic advisement setup.

**Academic Advisement:** Academic Requirements, Advisement Reports, Summaries, Advisement Processes

**Setup SACR>Product Related>Academic Advisement:** Define Tests for Advisement – view only

### **NDUS SR ADMINISTRATION**

(This role is intended for and should be limited to Department Administrative Assistant, Department Chair, Administration, Institutional Research, and Super Advisor.)

View student records for student service and administrative purposes.

**NDU Application>Student Records>Inquire:** Study List Print

**NDU Application>Student Records>Report:** Section Status Report

**Campus Community:** Service Indicators

**Curriculum Management:** Course Catalog, Schedule of Classes, Enrollment Requirements, Class Roster, Sections of a Class, Instructor Schedule, Grade Roster , Dynamic Dates, Facility and Event Information

**Record and Enrollment:** Student Milestones, Enrollment Request Search, Student Term Information, Career and Program Information, Student Groups, Enrollment Summaries, Term Processing, Graduation, Transfer Credit Evaluation, Test Results, Student Background Information (Advisor), Term Activation.

**Academic Advisement:** run advisement reports and view setup

Transcript request is not included in this role.

Additional security needed for student groups, advisement report types, service indicator place or release, test ID's for test results and milestones.

## Updated 02/09/2021

### **NDUS SR BHE ACADEMIC STRUCTURE**

(This role is intended for and should be limited to the BHE coordinator of academic programs.)

Correction for academic program, plan, and subplan structure. View degree table, subject table, organization table, academic group table, level/load rules, and grading scheme table.

**Set up SACR:** Academic Structure

### **NDUS SR COLLEGE SCHEDULER**

This role gives the ability to enter terms and run the process to build the College Scheduler Course Catalog and Course Listing for Schedule Planner.

This is a bolt-on.

### **NDUS SR COURSE MAINTENANCE**

(This role is intended for and should be limited to campus staff who create or maintain the schedule of classes and/or course catalog.)

Add and update course catalog, term schedule, and waitlist processing.

**Curriculum Management:** Course Catalog, Schedule of Classes, Roll Curriculum Data Forward, Enrollment Requirements, Combined Sections, Dynamic Dates, Facility and Event Information

**Records and Enrollment:** Term Processing, Waitlist

**NDU Applications > Student Records:** Term Schedule report, Course Enroll Section Status report, Delete 12am Prior Term

**Set Up SACR:** Foundation Tables, Academic Structure,

**Tree Manager:** Tree Viewer

### **NDUS SR DEGREE PLANNER**

This role is given to the Civitas Degree Map administrators at each institution in order to maintain and manage the Civitas Degree Map Active Directory Group via Campus Solutions.

### **NDUS SR DEGREE POST**

(This role is intended for and should be limited to campus staff who post or maintain student degrees.)

Add, update, and correct degrees awarded and student program/plan.

**Records & Enrollment > Career & Program information:** Student Program/Plan

**Records & Enrollment > Graduation:** Student Degrees, Honors and Awards, Graduation Report

**Records & Enrollment > Enroll Students:** Student Milestones

**Updated 02/09/2021**

### **NDUS SR DIRECTORY INFORMATION**

View student records for student service and administrative purposes.

**NDU Application>Student Records>Report:** Section Status Report

**Curriculum Management:** Course Catalog, Schedule of Classes, Enrollment Requirements, Class Roster, Sections of a Class, Instructor Schedule, Dynamic Dates, Facility and Event Information

**Record and Enrollment:** Student Milestones, Career and Program Information, Student Groups, Enrollment Summaries, Term Processing, Graduation, Student Background Information (Advisor), Term Activation.

Additional security needed for student groups.

### **NDUS SR ENROLLMENT SUMMARY**

(This role is intended for staff who need to view a student's class schedule.)

View the Enrollment Summary (class schedule).

**Records & Enrollment>Enrollment Summaries:** Enrollment Summary and Study List Report.

**Curriculum Management:** Class Roster

### **NDUS SR FACULTY**

View class information and advisee records.

Add and update advisor holds for assigned advisees.

Enter and approve grades.

**NDU Applications > NDU Student Records > Report:** NDU Course Section Status Rpt

**Self-Service > Faculty Center:** all areas for classes

**Self-Service > View My Advisees:** all areas for advisees, includes transcript request.

Additional security needed for service indicators, student groups and milestones.

### **NDUS SR LEARNING MGMT SYSTEMS**

(This role is intended for and should be limited to campus staff who manage enrollments in the learning management systems.)

Run reports to extract data needed for Learning Management Systems.

View class rosters.

**NDU Applications > Student Records:** eCollege API Extract, Web CT

**Curriculum Management > Class Roster:** Class Roster, Print Class Roster

**Curriculum Management > Schedule of Classes:** Print Class Schedule

### **NDUS SR MANAGEMENT**

(This role is intended for the campus Registrar, Assistant Registrar, or other academic records office management staff. This role includes all access contained in SR Student Services and SR Administration)

Add, update and correct student records data, academic calendar, term/session tables, and term schedule. View setup tables and run processes and reports.

## Updated 02/09/2021

**NDU Applications > Financial Aid:** State Grant Verification reports

**NDU Applications > Student Financials:** NDU Withdrawal Report

**NDU Application>Student Records>Inquire:** Study List Print, Academic Records Review

**NDU Application>Student Records>Process:** Populate Special GPAs

**NDU Application>Student Records>Setup:** view NDU non-degree classes

**Campus Community:** Service Indicators, External Org display, Collaborative Rpt, 3Cs

**Records and Enrollment:** all areas, includes transcript request.

**Curriculum Management:** all areas

**Academic Advisement:** run reports and view setup

**Student Financials > Tuition & Fees:** Tuition Calculation

**Set Up SACR:** Foundation Tables, Academic Structure, Term Setup, Common Definitions, Student Group Table, Service Indicator Table, Product Related-Student Records.

**Tree Manager:** Tree Viewer

**Parchment Transcripts:** NDU Parchment Parameters, Transcript Requests, Transcript Stats

Additional security is needed for transcript types (OFFIX, UNOFOX, ADVIX, etc.), service indicator placement or release, student groups, enrollment (ENRL, ENRN, FULL, FWOOG, NONE), test ID's for test results, and milestones.

### NDUS SR PERMISSION

(This role is intended for and should be limited to campus staff who manage class permissions.)

Add, update and correct class permissions and generate class permission numbers.

**Records and Enrollment:** Class Permissions

### NDUS SR REPORTING BOHE

(This role is intended for and should be limited to Board of Higher Education, Registrar, and Institutional Research staff.)

Run reports for State Board of Higher Education reporting purposes.

**NDU Applications > Student Records:** BHE Annual Graduates List, BHE ANNUAL DEGRE/NON DEGR, BHE ANNUAL HEADCOUNT, BHE Create Enrollment File, BHE Degree/NonDegree HC, BHE Annual Degree/Non Degree HC, NDU Enrollment Reports, BHE Programs Offered/Completed, BHE Transfer Tracking

### NDUS SR REPORTING ENROLLMENT

(This role is intended for and should be limited to Registrar's Office and Institutional Research staff.)

Run reports for enrollment reporting purposes.

**NDU Applications > Campus Community > Reports:** Vocational Report

**NDU Applications > Student Records > Reports:** 3<sup>rd</sup> Wk Reports, Academic Standing Report, AP Test Results Received, Classification GPA Summary, Course Enroll Section Status, CUM Hours/GPA, Grade Distribution Report,

## Updated 02/09/2021

Grads by Major and Minor, Instructor Detail Report, List of Repeated Courses, System Data Extract, Term Schedule Report, MaSU Scholarship GPA Inquiry, NSC Degree Verification, Majors/Minors Report, Cum and Inst GPA Report, New Enrl Stdnt Misc Info, Returning Enrl Stdnt Misc, List of Students with RTK, New Students Not Enrolled, List of Students Enrolled, Credits by Res, Instr Mode, Loc, Students Final Course Drop

**Academic Advisement > Advisement Processes** (for processing special GPAs): Generate Report Requests, Generate Advisement Reports, and Print Batch Reports

### **NDUS SR REPORTING FEDERAL**

(This role is intended for and should be limited to Registrar's Office and Institutional Research staff.)

Run reports for federal and IPED reporting purposes.

**NDU Applications > Student Records > Report:** IPEDS Degree Completions, IPEDS GRS, IPEDS Non Dup Student Count, IPEDS GRS 200, IPEDS Retention Rate

**NDU Application > Student Records > Process:** NDU Transfer Out Batch

**NDU Applications > Financial Aid > Report:** IPEDS FA Information

### **NDUS SR STUDENT SERVICES**

(This role is intended for and should be limited to Registrar's Office and other staff maintaining student academic records. This role includes everything in SR Administration)

Add and update student records data. View setup tables academic calendar, term session tables, and run some processes and reports.

**NDU Application>Student Records>Inquire:** Study List Print, Academic Records Review

**Campus Community:** Service Indicators, External Org display, Collaborative Rpt, 3Cs

**Records and Enrollment:** most areas, includes transcript request

**Curriculum Management:** most areas

**Academic Advisement:** run report and view setup

**Student Financials > Tuition & Fees:** Tuition Calculation

**Set Up SACR:** Foundation Tables, Academic Structure, Term Setup, Common Definitions, Student Group Table, Service Indicator Table, Product Related-Student Records.

Additional security is needed for transcript types (OFFIX, UNOFX, ADVIX, etc.), service indicator placement or release, student groups, enrollment (ENRL, ENRN, FULL, FWOOG, NONE), test ID's for test results, and milestones.

## Updated 02/09/2021

### **NDUS SR TRAN CRS ARTIC AU**

(This role is intended for and should be limited to campus staff who maintain transfer articulation setup.)

Add and update transfer equivalency setup.

**Records and Enrollment > Transfer Credit Rules:** Course Transfer Rules, Test Transfer Rules – view only, Program/Source Equivalency, Program/Test Equivalency – view only, Test Component – view only, Test Table – view only, Transfer Subject Area, Transfer Review History – view only.

### **NDUS SR TRAN CRS ARTIC CORR**

(This role is intended for and should be limited to campus staff who maintain transfer articulation setup.)

Add, update, and correct transfer equivalency setup.

**Records and Enrollment > Transfer Credit Rules:** Course Transfer Rules, Test Transfer Rules – view only, Program/Source Equivalency, Program/Test Equivalency – view only, Test Component – view only, Test Table – view only, Transfer Subject Area, Transfer Review History, Copy Subject Areas, Schools By Group – view only.

### **NDUS SR TRANSCRIPT BATCH**

(This role is intended for department administrative staff who have a need to run multiple transcripts and should be limited because it cannot be secured by academic org) **Staff should have only one of NDUS SR Transcript Batch or NDUS SR Transcript Request but not both**

**Records and Enrollment>Transcripts>Batch Transcripts>Process Transcripts**

### **NDUS SR TRANSCRIPT REQUEST**

Request an academic transcript or an academic requirements report.

**Records & Enrollment > Transcripts:** Request Transcript Report (XML)

Additional security for transcript report – UNOFX, ADVIX, etc.

**Academic Advisement > Student Advisement:** Request Advisement Report, Request Multiple Reports

Additional security for academic requirements report – ADXIP, ADXNP, ADXPL, etc.

### **NDUS SR TRNSCRPT RQST ALL INST**

Produce a transcript from any NDUS institution for NDUS transcript exchange purposes.

**NDU Applications>NDU Student Records>Report>NDU Rqst Transcript-Any Institution**

## **Updated 02/09/2021**

### **NDUS SR VA BENEFITS**

(This role is intended for campus staff who certify Veteran's Benefits)

**Records & Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Veterans Benefit Setup:** Veterans Instruction Mode Map (display only), Payment Mapping, Net Tuition & Fees Setup

**Records & Enrollment > Enrollment Reporting > Veterans Benefit Reporting:** Veterans Benefit Summary, Create/Update Term Process, Enrollment Certification, Rollover Benefit Summary, Veterans Tuition Worksheet, Veterans Payment History

**Student Financials>Tuition and Fees>Review Fees After Calculation**

## **Other Roles not pertaining to specific modules**

### **NDU DNA INQUIRY**

This role is used to display DNA Control and Audit Information.

### **NDU DNA PROCESSING**

This role is used to reserve, assign and edit user IDs and select notices to be sent to an e-mail address.

### **NDUS QUERY VIEWER**

This role is intended for users who have a specific need to run and schedule queries.

### **NDUS RAPID PROVISIONING**

This role gives the ability to create an on-demand NDUS User ID. It is used in conjunction with Admissions and Student records roles.

### **NDUS STARFISH**

This role is for users to access Starfish who have no other Campus Solutions role. Role of NDUS USER is also needed with this role.