

Student Services 1 Training Manual

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Keyboard Shortcuts

Function	Menu Option	Keystroke Option
Cancel Query	Query/Cancel	Ctrl + Q
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6
Enter Query	Query/Enter	F7
Execute Query	Query/Execute	F8
Exit	File/Exit	Ctrl + Q
Insert Record	Record/Insert	F6
Next Block	Block/Next	Ctrl + Page Down
Next Field	Field/Next	Tab
Next Record	Record/Next	Down Arrow
Previous Block	Block/Previous	Ctrl + Page Up
Previous Field	Field/Previous	Shift + Tab
Previous Record	Record/Previous	Up Arrow
Rollback	File/Rollback	Shift + F7
Save	File/Save	F10
Select	File/Select	Shift + F3

Toolbar Buttons



Save



Rollback



Select



Insert Record



Delete Record



Previous Record



Next Record



Previous Block



Next Block



Enter Query



Execute Query



Cancel Query



Online Help



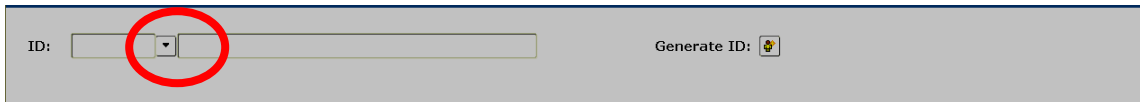
Exit

Searching for a Student

A person search may be performed using any form that has the ID field in the Key Block, such as **SPAIDEN**, **SPAPERS**, **GOAEMAL**, **SPAEMRG**, **SGASTDN**, **SGAADVR**, **SGASTDQ**, and **SPATELE**. The **Search** icon (**down arrow**) next to the ID field, will take you to an additional form, which allows you to enter information to perform a search. A search can be performed using a partial name or UNC Charlotte ID.

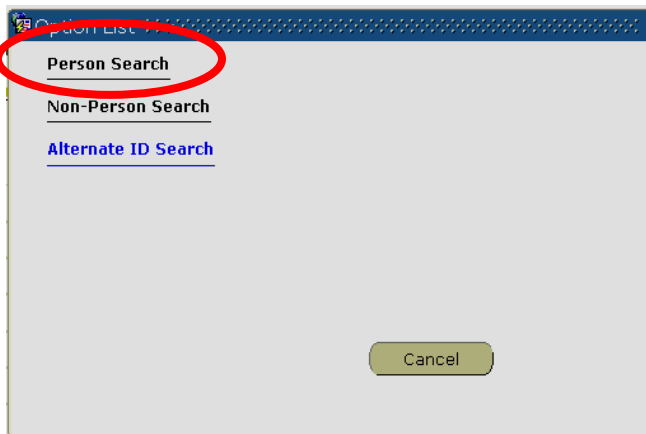
To initiate a search:

1. Click the **Search** icon (**down arrow**) next to the ID field to access the Person Search Form.



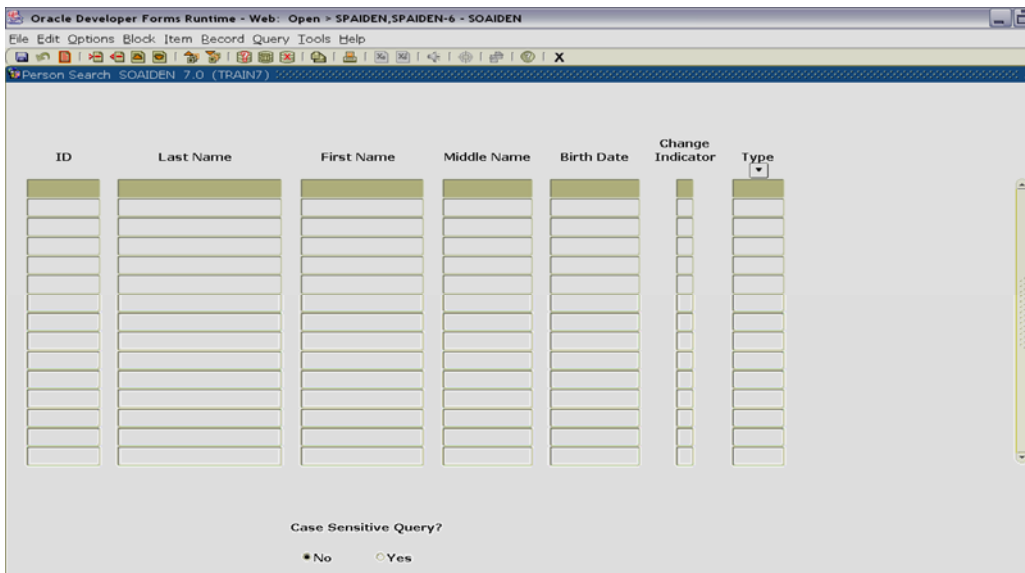
A screenshot of a form's ID field. The field is labeled "ID:" and contains a text input box with a small downward-pointing arrow icon to its right. This arrow icon is circled in red. To the right of the ID field is a "Generate ID:" button with a key icon.

2. Click **Person Search** from the Options list.



A screenshot of a search options menu. The menu is titled "Person List" and contains three options: "Person Search", "Non-Person Search", and "Alternate ID Search". The "Person Search" option is circled in red. A "Cancel" button is located at the bottom of the menu.

3. This will open the Person Search Form (**SOAIDEN**).



A screenshot of the Oracle Developer Forms Runtime window for the "SOAIDEN" form. The window title is "Oracle Developer Forms Runtime - Web: Open > SPAIDEN,SPAIDEN-6 - SOAIDEN". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The main area displays a table with the following columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, and Type. The table has 10 rows of empty input fields. Below the table, there is a "Case Sensitive Query?" section with radio buttons for "No" (selected) and "Yes".

Searching for a Student

Wildcards:

The wildcard “%” can represent any number of characters in the selected position.

- Querying “sm%h” would return Smith, Smooth, and Smertsworth, but not Smythe.

The wildcard “_” (underscore) represents a *single* character in the selected position.

- Querying “sm_th” would return Smith, but not Smooth.

To search using a last name:

1. In the **Last Name** field on the Person Search Form (**SOAIDEN**), enter the last name of the student.
2. Execute the query by clicking the **Execute Query** icon (or press **F8**).
3. Double-click on the ID number of the student for whom you are searching.
4. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

To search using a partial last name:

1. In the **Last Name** field on the Person Search Form (**SOAIDEN**), enter the partial last name of the student.
2. You must use the wildcard “%” to represent the unknown characters.
 - Querying “Cov%” will search for all people with last names that start with “Cov.”
3. Execute the query by clicking the **Execute Query** icon (or press **F8**).
4. Double-click on the ID number of the student for whom you are searching.
5. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

To search using a partial UNC Charlotte ID:

1. In the ID field on the Person Search Form (**SOAIDEN**), enter the partial UNC Charlotte ID.
2. Use the wildcard “%” to represent the unknown characters.
 - Use “80021%” to search for all UNC Charlotte IDs that start with “80021”
3. Execute the query by clicking the **Execute Query** icon (or press **F8**).
4. Double-click on the ID number of the student for whom you are searching.
5. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

Viewing a Student's Address

The General Person Identification Form (**SPAIDEN**) is used to maintain biographic/demographic information for all persons associated with UNC Charlotte.

The screenshot displays the SPAIDEN 7.3 (BANTEST7) application window. At the top, the ID field is set to 800066393 and the name is Covert, Robert L. The 'Address' tab is selected, showing fields for From Date (23-JUL-2005), Address Type (DD - Direct Deposit), Sequence Number (1), Street Line 1 (9201 University City Blvd), City (Charlotte), State or Province (NC - North Carolina), ZIP or Postal Code (28223), and Telephone Type (DD - Direct Deposit). A 'Last Update' box shows the user as FRSCVT and the activity date as 23-JUN-2005. A vertical scroll bar is visible on the right side of the form.

1. Access the General Person Identification Form (**SPAIDEN**) from the General Menu.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you don't know the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
3. Perform a **Next Block**.
4. Select the **Address** tab.
 - The address information will be displayed.
 - Use the scroll bar to the right or the down arrow to view additional information.
5. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-4.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

Viewing Student Biographic Information

The screenshot shows the 'General Person Identification SPAIDEN 7.3 (BANTEST7)' application window. At the top, the 'ID' field contains '800066393' and the name 'Covert, Robert L.'. A 'Generate ID' button is visible. Below the ID field are tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical' (selected), 'E-mail', and 'Emergency Contact'. The 'Biographical' tab contains various fields: Gender (radio buttons for Male, Female, Not Available), Birth Date, Age, SSN/SIN/TIN, Deceased Date, Confidential (checkbox), and Deceased (checkbox). Other fields include Citizenship (US), Marital Status, Religion (UN), Legacy, Ethnicity (W), New Ethnicity (None), and Ethnicity and Race Confirmed (checkbox). Veteran-related fields include Veteran File Number, Veteran Category (None), and Active Duty Separation Date. A 'Last Update' box shows the User and Activity Date (09-NOV-1959). At the bottom, there is a 'Race' dropdown menu and a table with columns for 'User' and 'Activity Date'.

1. Access the General Person Form (**SPAIDEN**) from the General Menu.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instruction).
3. Perform a **Next Block**.
4. Select the **Biographical** tab.
 - The biographic information will be displayed.
 - Use the scroll bar to the right or down arrow to view additional information.
5. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

Please Note:

If the student has a directory restriction on their record, the word **Confidential** will be at the top of **every form** with the ID field in the key block. A directory restriction prohibits you from sharing any student information with other individuals or offices. If a student is requesting information, they must show identification in order to receive any information.

Viewing a Student's Telephone Number

General Person Identification SPAIDEN 7.3 (BANTEST7)

ID: 800066393 Covert, Robert L. Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

Telephone Type: PR Permanent Telephone: 704 - 1234567 Primary Unlisted Inactivate
International Access:
Comment:
Address Type: PR Permanent Sequence: 3 Activity Date: 28-JUL-2006 User: MESANBUR

Telephone Type: MA Local Mailing Address Telephone: 704 - 7654321 Primary Unlisted Inactivate
International Access:
Comment:
Address Type: MA Local Mailing Address Sequence: 2 Activity Date: 28-JUL-2006 User: MESANBUR

Telephone Type: CELL Cellular Phone Telephone: 704 - 5557777 Primary Unlisted Inactivate
International Access:
Comment:
Address Type: Sequence: Activity Date: 28-JUL-2006 User: MESANBUR

1. Access the General Person Form (**SPAIDEN**) from the General Menu.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you don't know the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
3. Perform a **Next Block**.
4. Select the **Telephone** tab.
 - The telephone information will be displayed.
 - Use the scroll bar to the right or the down arrow key to view additional information.
5. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

Viewing a Student's E-mail address

General Person Identification SPAIDEN 7.3 (BANTEST7)

ID: 800066393 Covert, Robert L. Generate ID:

Current Identification Alternate Identification Address Telephone Biographical **E-mail** Emergency Contact

E-mail Type: U UNC Charlotte
E-mail Address: rlcovert@uncc.edu
 Preferred Inactivate Display on Web URL
Comment:
Activity Date: 19-FEB-2006 User: SCTCVT

E-mail Type: P Personal
E-mail Address: email@yahoo.com
 Preferred Inactivate Display on Web URL
Comment:
Activity Date: 28-JUL-2006 User: MESANBUR

E-mail Type:
E-mail Address:
 Preferred Inactivate Display on Web URL
Comment:
Activity Date:
User:

1. Access the General Person Form (**SPAIDEN**) from the General Menu.
2. In the ID field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
3. Perform a **Next Block**.
4. Select the **E-mail** tab.
 - The e-mail information will be displayed.
 - Use the scroll bar to the right or down arrow to view additional information.
5. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

Viewing Student Emergency Contact Information

The screenshot shows the 'General Person Identification SPAIDEN 7.3 (BANTEST7)' interface. At the top, the 'ID' field contains '800066393' and the name 'Covert, Robert L.' is displayed. A 'Generate ID' button is visible. Below the header, a navigation bar includes tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', and 'Emergency Contact', with the latter being the active tab. The main form area contains the following fields: 'Priority' (with a help icon), 'Contact Last Name' (Lear), 'First Name' (Sandy), 'Middle Initial' (K), 'Relationship' (A Aunt/Uncle), 'Address Type' (checkbox and dropdown), 'Street Line 1', 'Street Line 2', 'Street Line 3', 'City', 'State or Province' (checkbox and dropdown), 'ZIP or Postal Code' (checkbox and dropdown), 'Nation' (checkbox and dropdown), and 'Telephone' (304 - 9832046). A 'Last Update' box on the right shows 'User' and 'Activity Date' (14-MAR-2006). A vertical scroll bar is on the right side of the form.

1. Access the General Person Form (**SPAIDEN**) from the General Menu.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
3. Perform a **Next Block**.
4. Select the **Emergency Contact** tab.
 - The emergency contact information will be displayed.
 - Use the scroll bar to the right or the down arrow to view additional information.
5. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

Viewing General Student Information

General Student: SGASTDN 7.3 (BANTEST7)

ID: Covert, Robert L. Student Summary Term: View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: Student Status: From Term: To Term:
Student Type: Residence:
Fee Assessment Rate: Class:
Full or Part Time:

Additional Information

Site: Session:
Block: Citizenship: United States Citizen

Curricula Summary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Admission Type: Admission Term: Matriculation Term:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

1. Access the General Student Form (**SGASTDN**) from the General Menu.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
 - To view a summary of all general student information, click the **Student Summary** search icon. This will bring up the form **SGASTDQ** (see page 13 for additional instructions).
3. In the **Term** field, enter the term you want to view.
 - If no term is entered in the **Term** field, all of the general student records will be displayed back to the earliest record on file.
4. Perform a **Next Block**.
 - The student's general student records will be listed in the information block.
 - Use the scroll bar or the down arrow key to navigate through the student's records.
5. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-4.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

Viewing a Summary of a Student's Information

Note: The person must be a student to be queried on this form.

General Student Summary SGASTDQ 7.3 (BANTEST7)

ID: 800066393 Covert, Robert L. Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code:

Student Summary			--- Academic Standing ---				---Progress Evaluation---			Combined Academic Standing				
From Term	To Term	Student Status	Student Type	Residence	Code	Term	Code	Term	Code	Code	Term	Code	Code	Term
200650	999999	IS	C	R		200610								
200610	200650	AS	C	R		200610								
200580	200610	IS	C	R		200580								
200570	200580	IS	C	N		200510								
200550	200570	IS	C	N		200510								
200510	200550	IS	C	N		200510								
200480	200510	IS	G	N		200480								

Curricula Summary - Primary

Priority Term: 1 200650 Program: ITSC-MS Catalog: 200610 Student Type: Graduate Level: Campus: Rate: College: Information Technology Degree: MS Admission Type: Admission Term: 200480 Matriculation Term: 200480

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200650	MAJOR	Information Technology	Information Technology	

1. Access the General Student Summary Form (**SGASTDQ**) from the General Menu.
 - You may also access this form from the **Summary Search** icon on the form **SGASTDN**.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
3. Perform a **Next Block**.
 - A summary of the student's general records will be listed in the information block.
 - Use the scroll bar or down arrow key to view all of the student's records.
4. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-3.
5. To return to the General menu, click the **Exit** icon (or **Ctrl-Q**).

3. Select **End Advisor**.
4. Click the **Rollback** icon (or **Shift-F7**), then perform a **Next Block**.
5. Place the cursor in the **ID** field and enter the ID of the advisor to be assigned to the student.
6. Leave the **Code** field blank and check the **Primary** box.
7. Click the **Save** icon (or **F10**).

Changing an advisor:

Scenario 1 (Term and From Term fields **do** match)

1. Perform steps A through D (on page 14).
2. If the **Term** field in the top portion of the form **does** match the term in the **From Term** field, select the line to remove and click the **Delete Record** icon (or **Shift-F6**).
3. Place the cursor in the **ID** field and enter the ID of the new advisor to be assigned to the student.
4. Leave the **Code** field blank and check the **Primary** box.
5. Click the **Save** icon (or **F10**).

Scenario 2 (Term and From Term fields **don't** match)

1. Perform steps A through D (on page 14).
2. If the **Term** field in the top portion of the form does **not** match the term in the **From Term** field, click **Maintenance**.
3. Select **End Advisor**.
4. Click the **Rollback** icon (or **Shift-F7**), then perform a **Next Block**.
5. Place the cursor in the **ID** field and enter the ID of the new advisor to be assigned to the student.
6. Leave the **Code** field blank and check the **Primary** box.
7. Click the **Save** icon (or **F10**).

Removing an advisor:

Scenario 1 (Term and From Term fields **do** match)

1. Perform steps A through D (on page 14).
2. If the **Term** field in the top portion of the form **does** match the term in the **From Term** field, select the line to remove and click the **Delete Record** icon (or **Shift-F6**).
3. Click the **Save** icon (or **F10**).

Scenario 2 (Term and From Term fields **don't** match)

1. Perform steps A through D (on page 14).
2. If the **Term** field in the top portion of the form does **not** match the term in the **From Term** field, click **Maintenance**.
3. Select **End Advisor**.
4. Click the **Save** icon (or **F10**).