PeopleSoft 9
Admissions with Campus
Community

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Student Training Guide

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Overview

Campus Community is used by all functional areas (admission, records, financial aid, student financials), housing data such as biographical, addresses, health, identification and participation information. It includes functionality and processes for service indicators, communications, checklists (student “to-do’s”), and comments used by all areas.

The 3Cs—communications, checklists, and comments—are a flexible way to track and analyze correspondence, lists of requirements, and notes about the student, staff, constituents, and organizations in your database. Communication management enables you to fully manage all types of contacts inside and outside the university. Checklist management enables you to create lists of requirements and monitor their status. Comments creation enables you to attach notable remarks about individuals and organizations. Also, there is new functionality offered with the 3Cs called Population Select which allows you select a group of students you want to assign one of the 3Cs.

Objectives

By the end of this chapter, you will be able to:

- Navigation Tips and Tricks
- Updating Name and Addresses
- Review Comments, Communications and Checklists (3Cs) Concept
- 3Cs Population Select – New Functionality
- Service Indicators
- Other Personal Information
Updating Name and Address Data

To update name and address data on an applicant, go to Campus Community > Personal Information > Add/Update a Person. (If you are admission user, this can also be done through Application Maintenance > Maintain Applications.)

I. NAME UPDATE:

➢ **Click the NAMES link on the Biographical Detail page; this will bring you to the NAMES page.**
THIS PERSON CURRENTLY HAS ONE NAME TYPE (PRIMARY)

TO CHANGE DATA FOR AN EXITING NAME TYPE:

- To change the Primary Name, click the Name History link on the Names page; you will be brought to the Name Type History page.

- Make sure your cursor is in the latest effective dated row (if there is more than one row), and click the button.
Click the **Edit Name** link on your new effective dated row; you will be brought to the Names Detail page.

The data from the previous row will be populated. Make the change and click the **OK** button.

Click the **OK** button on both the Name Type History and Names pages.

Click **Save** on the Biographical Details page.
TO ADD A NEW NAME TYPE:

- **In the Names box, under Add/change a name, select the Type of Name you wish to add.** In our example below, we are adding a Preferred name.

- **Populate the name fields for that name type.**

- **Click the Submit button and you will see that the new Name Type is added as a new row under Names.**
II. ADDRESS UPDATE

To update an existing address:

- Go to the Addresses tab.
- Our example person below currently has two Address Types (Home and Mailing).
- To update one of these, click on the Edit/View Address Detail link on the row of the address you wish to update. You will be brought to the Address History page.

- Click the OK button.
- Click Save on the Biographical Details page.
➢ MAKE SURE YOUR CURSOR IS IN THE LATEST EFFECTIVE DATED ROW (IF THERE IS MORE THAN ONE ROW), AND CLICK THE + BUTTON.

➢ CLICK THE UPDATE ADDRESSES LINK ON YOUR NEW EFFECTIVE DATED ROW. YOU WILL BE BROUGHT TO THE EDIT ADDRESS PAGE.

➢ THE DATA FROM THE PREVIOUS ROW WILL BE POPULATED. MAKE THE CHANGE AND CLICK THE OK BUTTON.

➢ CLICK THE OK BUTTON ON THE ADDRESS HISTORY PAGE.

➢ CLICK Save on the Addresses page. You will see the updated address displayed under “Current Addresses.”
TO ADD A NEW ADDRESS TYPE:

- On the Addresses page, under “Add Address Types,” select the address type you wish to add (you might need to scroll down to find it). In the example below we are adding a “Work” Address Type.

- Under “Add Address,” click the Edit Address link. You will be brought to the Edit Address page.
On the Edit Address page, enter the new address, and then click the **OK** button.

On the Addresses page, click the “Submit” button under “Add Address.”

Click **Save** on the Addresses Page. You will see your new Address Type row added under Current Addresses. (You might need to click View All or use the scroll arrows to see it.)
Review 3Cs Concept

**NAVIGATION:** Campus Community > Checklists; Comments; Communications

The main concepts for Checklists, Comments, and Communications are:

**Checklists** – Manage a list of steps that must be performed, or documents that need to be provided, or communications that may occur for a student

1. Adding checklists - can be done manually (student by student), or by Population Selection/3Cs Engine
2. Updating checklists - can be done manually (student by student) or via a batch process
3. Reviewing checklists – users can see checklist summaries per student, or query checklist statuses; students can see their checklists in the Student Center

**Comments** – Track comments entered for a student

1. Adding comments - can be done manually (student by student), or by Population Selection/3Cs Engine
2. Reviewing comments – users can see comments for a particular student (students cannot see comments)

**Communications** – Generate and track communications for a student (e.g., sending letters or emails, tracking incoming or outgoing phone calls)

1. Adding communications - can be done manually (student by student), or by Population Selection/3Cs Engine
2. Generating communications – process to extract salutation, address, and other data for letters/email to students (data is then merged in Microsoft Word)
3. Tracking communications – users will have a history of all communications (e.g., when the communication was added, when it was sent, and by what method)

Many PeopleSoft pages have an icon that will automatically take you to the appropriate 3Cs and carry over the variable data.

- add a communication

- add a checklist

- add a comment

**Note:** The SISS Office can help you with the set-up necessary to use 3Cs functionality. Access to particular 3Cs is restricted by security groups; users in one office cannot see another office’s 3Cs unless they have access to them.
Population Select for 3Cs

The SISS Office can set up a 3Cs Event ID for your office. This specifies which communication(s), checklist(s), or comment(s) (or any combination of the three) will be added to students when the 3C Engine process (shown below) is run by your office. This process uses Population Selection (based on a query or external file) to select the population of students who should be assigned the 3Cs specified by the Event ID. You can schedule the process to run on a regular basis and/or run it ad hoc whenever you’d like.

Service Indicators

NAVIGATION: Campus Community > Service Indicators (Student)

Use service indicators to provide or limit access to services for a student. Service indicators can be holds to prevent an individual from receiving certain services or positive indicators to designate special services to be provided. Service indicators consist of one or more impact values identifying the types of specific services that are restricted or provided.

Examples of negative service indicators include no check cashing privileges, grade or transcript holds, and denied registration for classes. Positive service indicators might include refunding privileges, use of payment plans, insurance enrollment, and immunization status.
Other Personal Information

Identification
- Residency Data
- Citizenship
- Driver's License Data

Participation Data
- Athletic Participation
- Extra-Curricular
- Honors and Awards
- Licenses and Certificates
- Memberships
- Publications

Health Information
- Immunizations and Health Data
SISS Office Homepage - Please visit for more information about the V9 Upgrade and Training!

Our web site is http://www.sisoffice.duke.edu

SISS Users List Serve

If you are not already subscribed to the SISS Users List Serve, please do the following:

Send an email to majordomo@duke.edu with one of the following messages:

To receive SISS mail at the address from which you’re sending your mail, simply say “subscribe” followed by the list’s name:

subscribe siss-users@duke.edu

If for some reason you wish to have the mailings go to a different address (a friend’s address, a specific other system on which you have an account, or an address which is more correct than the one that automatically appears in the “From:” header on the mail you send), you would add that address to the command:

subscribe siss-users@duke.edu plh0824@msn.com (your email address)