

MyBU Student Glossary



/ [A](#) / [B](#) / [C](#) / [D](#) / [E](#) / [F](#) / [G](#) / [H](#) / [I](#) / [J](#) / [K](#) / [L](#) / [M](#) / [N](#) / [O](#) / [P](#) / [Q](#) / [R](#) / [S](#) / [T](#) / [U](#) / [V](#) / [W](#) / [X](#) / [Y](#) / [Z](#)

Term	Definition	Prior BU Equivalent Concept
3C's	A Campus Solutions system acronym for Communications, Checklists, Comments - A flexible way to send and track correspondence, lists of requirements, and notations for students and organizations. Checklist – a list of planned or completed action items that can be assigned to a user Comments – a notation field for additional comments on a user record Communications – a method to send and track communications to a user	N/A
3C Engine	The 3C engine is a rules-based PeopleSoft application engine that can be integrated with functional transactions to automatically insert or update communications, comments, and checklist records as the user interacts with students, suppliers, and employees.	N/A
3C Group	Used to assign user security to the relevant 3C functionality.	N/A
Academic Advising Report	Feature that identifies the courses required to complete the program/plan graduation requirements.	Degree Advice
Academic Calendar	Defines the dates that drive much of the day-to-day business at the institution, including dropping/withdrawing from classes and penalties a student may incur depending on the date of the enrollment action.	Academic Calendar
Academic Career	All the course work undertaken by a student that is maintained in a single record, e.g., Undergraduate, Graduate, Law, Medicine, etc.	N/A
Academic Group	Degree granting units at an academic institution. This level of conferring entity will improve reporting, and ease the grouping of	School or College

	students and courses, e.g., College of Arts & Sciences, School of Public Health.	
Academic Institution	The highest organization in the academic hierarchy.	The University
Academic Load	An indication of full-time or part-time enrollment based on the number of units a student is enrolled in during a particular term. Sometimes referred to as the Approved Academic Load.	Course Load
Academic Level	A classification referring to a specific stage within a student's academic program. It is commonly used to track a student's progress and determine their eligibility for certain courses, privileges, or academic requirement. (E.g., first year, second year, sophomore).	Class Year
Academic Organization	An entity that is part of the administrative structure within an institution. Data security to the course catalog and schedule of classes is set by academic organization. (E.g., English Department, History Department).	School or College; Department
Academic Plan	Area of study such as major or minor. All students must have an academic plan, even if it's Undeclared.	Major, minor
Academic Program	Entity to which a student applies to and from which they graduate, and includes a student's degree status at a school. Program also drives the set of policies that students will adhere to. (E.g., Undergraduate, College of Communication).	College/Program of Application or Admit (on application file)
Academic Standing	Represents a student's standing at the institution in a specific term for progression purposes, e.g., probation.	Academic Standing
Account Type	Broad categories of receivables.	N/A (not Account Type in mainframe - that is status)
Accounting Date	The accounting date determines the period in the general ledger to which the transaction is to be posted.	SAP Posting Date
Action Date	The date the information was updated in the system, or the date used to force a rule set.	N/A
Action Reason	Indicates why a particular program action was taken or offers further description of the program action.	N/A

Address Usage	A grouping of address types defining the order in which the address types are used.	N/A
Adjustment Calendar	The adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term.	Tuition Withdrawal Credit Schedule
Administrative Functions	Identify the variable data or key fields associated with specific functions in Campus Community. Administrative functions are defined for within/for each module.	N/A
Admit	The act of accepting a student to an academic program changing their status to "Admit" and enables enrollment deposit calculations. In MyBU Student this is considered a "Program Action."	Admit
Admit Term	The term that a student is officially admitted to.	SEM/YR (on application file)
Admit Types	Indicates the category of admit and dictates the admission requirements, such as first-year undergraduate, transfer undergraduate, graduate, etc.	Applicant Types
Application Center	Controls who can view application data. This can be done by careers, programs or admit types.	N/A
Application Number	Unique identifier assigned to each student application within the system. It serves as a reference number or tracking code to uniquely identify and differentiate one application from another. A student may have multiple application numbers; these will be distinct from their BUID.	N/A
Basis of Admissions	Represents general admission criteria, such as conditional admittance, grade point average, etc.	Basis of Admissions
Billing Career	The one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.	College Degree Program
Bio/Demo Data	The biographic and demographic data about a person, such as name, addresses, phone numbers, citizenship, email address, and ethnicity.	Bio/Demo Data

Buildings	The physical places on campus that house rooms and facilities, e.g., Biological Science Center.	Building
Campus	Where the academic groups manage their courses, e.g., Charles River Campus, Medical Campus.	Campus
Campus Community	The module of MyBU Student used to create and update the records of people and organizations. Campus Community acts as a central hub by sharing data with all other modules, including Admissions, Advising, Financial Aid, Student Financials, and Student Records.	N/A
Campus ID	ID field refers to a unique identifier assigned to each student or individual within the system. It serves as a primary identifier for students and other members of the campus community and is used to track and manage their records, activities, and interactions within the institution.	BUID
Catalog Number	A number used in combination with a subject code (e.g., CASEN, CFAMU) to create a course.	Course Number
Checklist	A list of planned or completed action items that can be assigned to a user, including staff and faculty users.	Checklist
Class	A class represents an instance of a course offering and section in a specific term. When a class is saved, it is assigned a unique numerical identifier (e.g., 1002).	Class
Class Associations	How course components are set up to ensure related sections of the same course are displayed to students during enrollment.	N/A
Class Fee	A fee attached at the section level.	N/A
Class Number	A unique number assigned to a class.	N/A
Class Roster	A list of students enrolled in a class section.	Class List
Class Schedule	Class scheduling information by week or term.	Class Schedule
Combined Section	Combines two or more separate classes as one offering; linked by the Combined Section ID. This allows multiple 'classes' found on Class Search to behave as one class for enrollment	Similar in concept to Meets With/Cross listed classes

	and waitlist capacity purposes. Viewable from the Meetings tab of the Schedule of Classes page.	
Comments	A notation field for additional comments on a user record.	Notes
Communications	A method to send and track communications to a user, including staff and faculty users. Communications can include physical letters, emails, or in-person contacts that need to be tracked.	Communications
Component	Consists of one or more pages within the same window that along with related business logic pertain to a specific task or transaction. Usually these are related pages and may need to be completed together to support a process. Security is granted at the component and page level.	N/A
Connector Type	A logical operator is a Campus Solutions system concept to determine if some or all conditions in a statement are true. The two connector types are: AND - the process will succeed if all conditions are met. OR - the process will succeed if one or all the conditions are met. For example, a requisite condition could be set up to make students eligible to enroll in a course if they are: in their first year AND have an ACT Math score over 25; OR if they are in their second year AND have a GPA of 3.0.	N/A
Course Attributes	Configurable attributes to further describe courses in the course catalog, most often used for reporting purposes, e.g., HUB.	N/A
Course Catalog	The repository of all courses offered at the institution. The Catalog maintains the unique attributes of courses including Course titles and course descriptions.	Course Inventory
Course Component	Identifies the different section types of a course, e.g., lecture, lab, seminar, or tutorial.	Instruction Type
Course Equivalencies	Defines courses that are to be treated as equivalent from other institutions. This allows	N/A

	for pre or co-requisite checking and repeat course checking.	
Course Fee	A fee attached at the catalog level that applies to all sections of the offering.	N/A
Course ID	Permanent and unique number assigned to each course.	N/A
Course Offering	Used to distinguish between cross-listed courses and link variable data to each offering.	N/A
Data Row	A single record or instance of information, often representing a new action or event. E.g., a new row is added when a student changes their program. Rows function in concert with effective dating.	N/A
Degree	Credential awarded upon completion of the Program, e.g., Bachelor of Science, Juris Doctorate, Certificate, Master of Social Work.	Degree
Dynamic Date Rules	Rules that can be linked to courses and classes that will enable the system to dynamically calculate key deadline dates, e.g., refund date, grading date, etc.	Sessions
Effective Date	The date at which a piece of data is considered official or effective. MyBU Student uses effective dates to maintain a historical record of past data or to indicate a future change in data. Instead of deleting or overriding data, a new set of data is entered with a new effective date, which tells the system to use the new information from that date forward.	N/A
Enrollment Appointments	Date and time when a student or group of students can begin to register/enroll in the courses for a specific term.	Registration Start Date and Time
Enrollment Component	When scheduling classes with multiple components, one component must be defined as the Enrollment component – others would be defined as Non-Enrollment components, e.g., lab, seminar.	Credit Bearing Section (component)
Enrollment Request	An attempt to enroll or register in a particular class. An enrollment request ID number will be auto-assigned regardless of whether the request submission was successful.	Register or Add a Class
EMPLID	A single identification number for each person record, regardless of whether the person is a	N/A

	student, faculty, or staff. Even if a person has multiple roles at the institution, they will still have one EMPLID. Pronounced “em pull eye dee”.	
Equation Variable	A user defined code that tuition calculation can use to calculate fees and waivers.	N/A
External Education	The records, transcripts, and other data that come from institutions outside of the home institution, such as high schools or other colleges/universities.	Basis of Admission and/or Previous Degree
Expected Graduation Term	The term a student is expected to graduate.	Projected Graduation / Expected Graduation (Semester)
External Organizations	The schools, businesses, or non-profit organizations that conduct business with the institution	CEEB
External Subject	The general subject areas that are defined for the purpose of managing transcripts from external institutions.	External Subject
Facility	A room or grouping of rooms, such as Angel Hall 420B or Simons 211. For the purpose of scheduling, it can be treated as a single entity or as multiple rooms/components.	Classrooms, Offices, etc.
Faculty Center	Self-service component where faculty can manage class, student, and advisee related activities.	Faculty/Staff Link
Grade Roster	Screen that is used to enter grades into the system.	Grading or Gradesheet
Graded Component	Every course has a graded component. Classes assigned the graded component have electronic or printed grade rosters generated at the end of the class or term in preparation for grade entry.	Graded Section
Grading Schemes/Basis	A grouping of grading based at the institution and linked to academic programs and courses. It defines the various ways courses are graded, e.g. letter grades, pass/fail, audit (a student could have a different Grading Basis than what’s set of the course).	N/A
Holiday Schedules	The schedule of academic holidays for the institution. Holiday schedules are assigned to	Included in Academic Calendars

	academic programs and used for class scheduling purposes.	
Hub Requirements	Refers to either specific or collective Hub requirements that students must fulfill to complete their general education (BU Hub) requirements. In MyBU Student, Hub Requirements are identified as Course Attributes.	BU Hub Units, Hub Units
Instruction Mode	How a class is typically taught, e.g., online.	N/A
Item Type	A 12-digit transaction code. Item types can include categories of charges, payments, financial aid, refund, deposits, write-offs and waivers.	Item Code
Joint/ Combined Exam	Allows for multiple classes (many sections of a course) to share an exam time and room. View if enabled for a class from the Exam tab of Schedule of Classes page.	Group Exam
Legacy	Commonly used to refer to the old system being replaced by MyBU Student.	Mainframe
Level Rule	Rules configured to automatically calculate the appropriate level of a student.	Class Year Rules
Load Rule	Rules configured to automatically calculate the appropriate load of a student, e.g., full time, part time.	N/A
Location	This is used in conjunction with campus to refer to where the course is being taught.	Campus Code
Look Up Tables	Values configured to meet BU requirements.	N/A
Matriculate	The action that places a student into an academic program and allows them to enroll. In MyBU Student, this is a program action that transitions ownership for the student's information from admissions to student records.	Matriculation
Milestones	Records and tracks non-course requirements completed by a student during their program of study. Milestones may appear on the transcript. Milestones record the completion of requirements without units, e.g., dissertation, thesis, recital, qualifying exams	Academic Projects
Modules	The applications which comprise MyBU Student. The six core modules are Admissions,	N/A

	Advising, Campus Community, Financial Aid, Student Financials, and Student Records	
My Planner	A registration preparation option. A student can add classes to their planner and add them from their planner to their schedule once their enrollment appointment opens.	Registration Planner
Navigation	The path to any given page in MyBU Student. The navigation appears at the top of menus in the blue area.	N/A
Override	Overrides are used by administrators (or those with override security) to bypass specific enrollment restrictions.	Override
Permission List	Permission Lists are the building blocks of MyBU Student security. Permission Lists primarily contain authorizations for page access. Permission Lists are granted to Role which are in turn granted to Users to provide access to pages, components, processes, or reports. Permission Lists can be configured to meet BU's requirements for user access.	N/A
Person Record	Data in MyBU Student that uniquely identifies a person. Includes bio/demo information, e.g., name, birth date, citizenship, gender, ethnicity, address, and telephone number. Each person only has one person record in MyBU Student.	N/A
Plan Types	The different kinds of academic plans, e.g., major, minor, certificate.	Major, Minor, Certificate
Process Instance	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report run through the Campus Solutions system Process Scheduler.	N/A
Process Job	Links process definitions into a job request and process each request serially or in parallel. Initiates subsequent processes based on the return code from each prior request.	N/A
Process Monitor	All jobs that run in the Campus Solutions system are listed in process monitor under your user ID.	N/A
Program Action	The action being done to the student record to record the progression of either an application	Program Change

	(i.e., admit, admit revocation, conditional admit, defer decision, etc.) or student program (i.e., active, suspended, discontinued, plan change, data change, etc.)	
Program Action Reasons	The notations in MyBU Student that provide the reason for a program action. For example, an application may be denied admission (program action) because they failed to send their final high school transcripts (program action reason).	Codes
Program Status	A calculated value based upon the series of program actions in MyBU Student that have occurred in either the application for admission or the student program record. The program status is used to determine if a student is still 'active' in the application/student program.	Program Status
Program/Plan Stack	As a student modifies their program/plan during their career at the institution, MyBU Student keeps a dated record of those changes. Those changes are found in one single record that has multiple "rows" of data. Each row of data in the stack is a change in either the Academic Program or Plan. The combined rows are called the Program/Plan Stack. A student can have more than one program/plan stack.	Program of Study
Purge Process	A set of steps the system executes to remove values from tables in the database.	N/A
Query	The graphical tool for building online reports of information stored in the database.	N/A
Quick Admit	The process in MyBU Student that creates a person record and a program plan stack without a formal admission process. Used in cases where the student is not entering a degree program.	N/A
Quick Enroll	The Quick Enroll component enables you to enter, update, and post class enrollment requests for both new and continuing students on a student-by-student basis.	Registration or Add a Class
Repeat Checking	Process for enforcing the institution's course repeat policy at the time of course enrollment and for processing information about a	N/A

	repeated course at the time that grades are posted; also occurs at the time transfer credit is recorded.	
Requirement Term	The term associated with the catalog year, determining degree requirements or conditions that must be fulfilled by a student.	N/A
Requisites	All course restrictions including pre-requisites and co-requisites, and special conditions.	Requisites
Reserve Capacities	Blocks of seats reserved for specific groups of students for specific periods of time.	Reserved Seating
Role	The security object granted to users to provide access to MyBU Student pages and components. Roles are made up of "one-to-many" permission lists. Each user will likely be granted "one-to-many" roles. Roles can be configured to meet BU's requirements for user access.	N/A
Row Level Security/Data Security	Row Level Security or Data Security are interchangeable terms that refer to securing access to rows of data on tables. In MyBU Student, there are several types of row level security, some of them applying across the Academic Org structure, while others are specific to certain modules or functionality.	N/A
Run Control ID	A unique value users assign to processes they run in MyBU Student. Run Control IDs make it easier for users to repeat processes without having to reenter all the relevant parameters. Each user can only see and use Run Control IDs they have created.	N/A
Search/Match	The MyBU Student process that searches for and identifies duplicate records in the Campus Solutions and IAM (Identity Access & Management) databases.	Search/Match
Session	A period of time within a term during which the institution holds classes. A term must have at least one session.	Sessions (when referring to summer)
Service Indicators	The flags that provide or limit services and access for a student user. There are two types of service indicators - positive and negative. Negative Service Indicators create holds that prevent the student from engaging in specific	Holds

	processes or services, such as registration for classes or library privileges. Positive Service Indicators are used to identify specific populations of students to facilitate a process, or for reporting.	
Service Impact	An action triggered by a Service Indicator. For example, a Service Indicator that reflects non-payment of account balances by a student may result in a Service Impact that prohibits registration for classes.	N/A
Shopping Cart	Enables students to plan enrollment in class sections for a particular term. Students can validate their class sections to check for common problems such as time conflicts and prerequisites. Students can add classes to the shopping cart using My Planner or the My Requirements feature.	N/A
SpeedKey	A user-defined shorthand key that designates several Chart Fields to be used for GL processing.	N/A
Student Center	A self-service component where students manage their academic activities.	Student Link
Student Groups	Identifies a group of students of similar affiliations, e.g., International students, VA, reduce tuition.	N/A
Student Services Center	A 360° view of a student's information. Most of the information is displayed exactly as the student views it in their Student Center (student's self-service).	N/A
Subject	Specific areas of instruction offered by academic organizations.	Subject
Table Set	A means of sharing similar sets of values in control tables, where the data values are different but the structure of the tables are the same.	N/A
Term	A period in which students are enrolled, billed, and academic statistics accumulated. May have one or many sessions. Different careers can have different term structures.	Semester
Term Activation	Creates a term record for an individual or a group of students. Term activation is required for enrollment calculation and tuition.	Semester Rollover

Term Value	A 4-digit code which describes a period of time in which classes are scheduled and students register and statistics are calculated Winter(1), Spring(3), Summer(5), Fall(7).	Semester/Year Code
Time Periods	Time periods secure access to various enrollment functions by enrollment access ID and define how enrollment action reasons relate to the dropping of classes.	N/A
Translate Tables	Configurable field values delivered in the Campus Solutions system.	N/A
Tree	A data structure that incorporates hierarchical relationships among components. For example, tree structures are used for accounting units, corporate divisions, projects, reporting groups, account numbers, departments, and academic organizations.	N/A
Tuition Calculation	The calculation of fees based on student related criteria.	Course Charge Generator (CCG)
Tuition Group	Students fall into tuition groups based upon student characteristics such as academic program. Tuition groups have various term fees attached to them as well as waivers.	Charge ID Logic
Unit	The number of credit hours a class is worth.	Credit
User Defaults	User defaults enable the entry of often used values or defaults to save data entry and error time.	N/A

[Back to Top](#)