

MyClarion Terminology 101

Contents

General MyClarion System Terminology	1
Common PeopleSoft Terminology	1
Academic Structure.....	1
Term Codes	2
Campus Community.....	2
EMPLID.....	2

General MyClarion System Terminology

MyClarion is the Clarion University student information system – our version of the Oracle PeopleSoft software package. All access to the system is via the fully web-based MyClarion portal (see www.clarion.edu/myclarion for more information). MyClarion includes three primary areas:

- Student Center – the component used by students to access registration, grades, financial aid, bills/payments, and related information system services.
- Faculty Center – the component used by faculty to access schedules and class rosters, process grades, access advisee information, and related information system services.
- Campus Solutions – the complete administrative interface for all student system functions, generally accessed by administrative and academic department staff.

Common PeopleSoft Terminology

As with any software package, you will see some core terminology throughout many areas of the system. This section details PeopleSoft terminology that is fundamental to common areas of the MyClarion system.

Academic Structure

PeopleSoft Terminology	MyClarion Description (Example)
Institution	Clarion University. (CLARU)
Academic Organization	Department
Academic Career	Undergraduate (UGRD) Graduate (GRAD)
Academic Program	College (College of Arts and Sciences)
Academic Plan	Major (BA in English)
Academic Sub-Plan	Concentration (Writing)
Term	Semester (Spring, Summer, Fall, Winter); denoted by 4-digit code (See “Term Codes”)

Term Codes

(Note: You do not need to memorize the codes; generally anywhere that a Term Code is needed you will be presented with a drop down list that includes a description of the term).

In PeopleSoft, the word “term” refers to the four major academic calendar units of time in the academic year: Spring Term, Summer Term, Fall Term, and Winter Term. Each term will have at least one session. In MyClarion, the Fall, Spring, and Winter terms consist of only one session each. However, the Summer term consists of three sessions (Session 1 = the three week pre-session, Session 2 = the first 5 week session, and Session 3 = the second five week session).

Term codes are limited to 4 numeric characters. MyClarion term codes follow the format of MYYT, where M = 1 for the 1900's or 2 for the 2000's, YY = last two digits of the year, and T = single digit term code with 1 = Spring, 5 = Summer, 8 = Fall, 9 = Winter.

Examples:

Term Description	MyClarion Term Code
Summer 2011	2115 (sessions 1, 2, 3)
Fall 2011	2118
Winter 2011	2119
Spring 2012	2121

Campus Community

Campus Community is a module within Campus Solutions that is shared across various functional areas of the system. Campus Community is used to manage bio-demographical data (name, address, phone, etc.), comments, and other shared elements within this system.

EMPLID

The PeopleSoft term for our Clarion ID -- the unique numeric identifier assigned to each person record within the system. In PeopleSoft menu's, you may see “EmplID” and “ID” used interchangeably.