



SIS+ (Student Information Sys) Manual

Department of Computer Science and Information Technology

University of the District of Columbia

All student advisors of the program are full-time faculty members of the program.

Starting:

- Go to <http://sis.udc.edu>
- “Run” to the pop-up Launcher warning window
- Click “Production – UDC” or “C-UDC Extranet Access” in the list
- Type “z”
- Press “F3” key
- Type “zctl”
- System Number: 1
- Your Operator Number: <put your number here>
- Your Password: <put your passwd here>

Ending Current Session:

- Just close the window

Cont.

Major Screens (tasks):

- ➔ **Screen “102”:** Allows you to search Campus ID by Student Name
- ➔ Screen “1F2”: Allows you to search Campus ID by Faculty Name
- ➔ Screen “103”: Personal Student Data (e.g., address, phone, Per-semester “PIN” for registration, etc)
- ➔ Screen “1F3”: Personal Faculty Data (to add a new faculty member, such as an adjunct faculty member, SSN and birth date are required; for PIN, put any 6-digit positive integer value)
- ➔ **Screen “104”:** Register, Add, or Drop courses for the advisee
- ➔ **Screen “105”:** All courses given a term (two digit year immediately followed by “F” for Fall, “M” for Summer, or “S” for Spring); “COURSE” can be used for search by a course prefix of any number of digits; Keep pressing “Enter” to see the list
- ➔ **Screen “107”:** Display enrolled students given a course number and term
- ➔ Screen “109”: Display the student’s registered courses (given SID and TERM)
- ➔ Screen “111”: Display the student’s Major and Academic Status
- ➔ **Screen “136”:** Transcript (must give SID and Career – either U for undergraduate or G for graduate)
- ➔ Screen “137”: Display all changes of grades
- ➔ Screen “139”: Display all registration transactions for a given term
- ➔ **Screen “143”:** Transfer Credit Awarded
- ➔ **Screen “148”:** Registration Bars, Holds, and Comments (used when you cannot register the student on Screen 104)
- ➔ Screen “CDA”: Conditional Drop/Add of Courses for the advisee
- ➔ Screen “221”: Displays detailed test scores
- ➔ **Screen “407”:** Tuition and Fee -- Bill
- ➔ **Screen “408”:** Displays a detailed billing transactions

Cont.

Advanced Tasks:

- ➔ Screen “12R”: Display/Add/Drop Prerequisite, given a course and term
- ➔ Screen “129”: Course add/drop for a given term
- ➔ Screen “130”: Course Section Meeting Schedule
- ➔ To drop a student from a course w/ refund: (1) Screen “SEC” with a complete “Course” input (e.g., 352811101); (2) put “d” in Fct (Function); (3) put “407” in Screen without changing anything else; (4) put “408” in Screen.
- ➔ To Cancel a course: (a) Drop every student as described above using Screen 107; (2) Drop the course from the term’s course list by putting “d” in Function on Screen 129

- SIS+ help: Ms. Ritha Haiden (202) 274-6085
- Admissions Office: Bldg 39/Room A12, (202) 274-6110
- ELS Office: Bldg 41/Room 426, (202) 274-7405
- Financial Aid Dept.: 39/101, 274-5060
- Immunization
(UDC Health Center): 44/A33, 274-5030
- Library
(Learning Resources): 41/LRD Lobby, 274-6370
- Registrar’s Office: 39/A08, 274-6200
- Student Accounts: 39/A09, 274-5168
- International Student
Admission/Office: Ms Conquest at (202) 274-6112