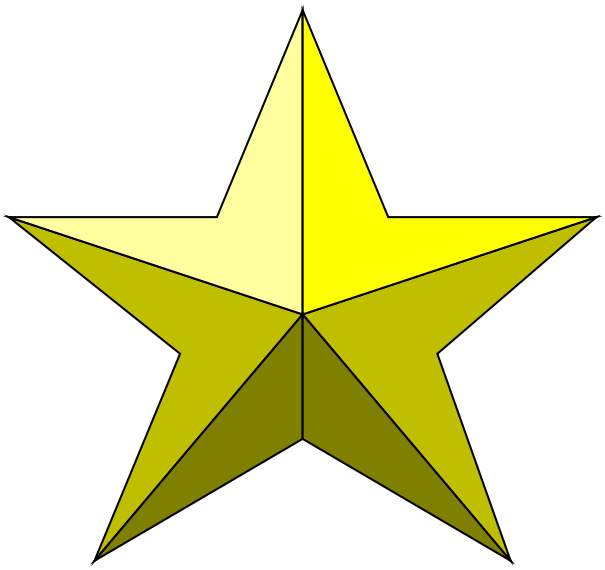
STARS II USER GUIDE



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INTRODUCTION

STARS II is the preeminent student admissions, registrations and tracking system especially designed for the unique processes of the Uniformed Services University. With the capabilities to perform both client and web based functionality, the STARS II system offers staff, faculty and students on-line information regarding courses, grades and applicant evaluation processing. Ultimately the STARS II systems will become apart of the Uniformed Services University Corporate Database.

USER GUIDE OVERVIEW

The STARS II User Guide is specifically designed to equip the user with instructions to successfully perform each function in the application. It is also a comprehensive reference for the user to assist with identifying screen and field definitions.

The User Guide is divided into three sections: Admissions, Registrar and Web components. Within each of these sections, the User Guide is subdivided into Tutorials and Screen References. Tutorials provide step-by-step details on how to perform the primary Admissions and Registration functions using the STARS II system. Secondly, the Screen References provides a pictorial view of each screen in the STARS II application; documentation of the data in each field in each screen; and describes the action the user takes to achieve successful results in completing a specific function.

CONVENTIONS

In this manual the conventions (styles) used are as follows:
Active Buttons, Bars and Menu Titles are indicated in Bold. Screen Names are listed below each screen and are marked as figures. ***Action words/phrases (indicating that you must perform some action) are indicated in Bold and Italics***. WARNINGS WILL BE HIGHLIGHTED AND IN ALL CAPS.

NAVIGATION

Basic windows functionality is required to use the STARS II system. It is recommended to utilize the Active Buttons at the bottom or the top of each screen to navigate through the application.

When using the web component, it is recommended to utilize the screen navigation buttons instead of your web browser controls.

STARS II SYSTEM FUNCTIONS

STARS II Main Menu: The purpose of the STARS II Main Menu is to log in to STARS II. The user will have access to the designated component of the system. This module consists of Medical Education, Graduate Education, Graduate School of Nursing, Student Status and Services, Administration, and Military Personnel Office.

Admissions: The purpose of the Admissions module is to access, send and receive data from the AMCAS processing center. This module also has the ability to view and update USU applicant records as well as the action codes for each applicant. The screens located in this module for testing are: Applicant Record, Personal Information, Academic Information, MCAT Information, All Applicant Records, View All Applicants Action Codes, View All Applicant Records, View All Action History.

Registrar's Office: Manages all student data such as grades, addresses, and students' academic progress. The purpose of the Registrar's module is to view, input, modify, all student related information.

Web Component: Provides web access to students, staff and faculty for the purpose of viewing grades, electronic submission of grades for verification, and viewing student photos.

Reports Module: In both the Admissions module and the Registrars module a number of predetermined reports are generated. The purpose of the Reports module is to produce a series of essential reports based on the information in the STARS II.

STARS II System Problems – Contact the UIS Helpdesk at 301-295-9800 for system problems.

ADMISSIONS OFFICE TUTORIALS

The tutorials provide guidance in the performance of routine functions in STARS II. Follow each step in succession to become familiar with the functionality of the system.

Tutorial 1: Log on to STARS II

To begin using the STARS II application, you must log on and connect with the Oracle database. Follow the steps in succession.

Step 1 *Double-click* on the STARS II icon on the desktop. You will then see the Oracle log in screen (Figure 1).

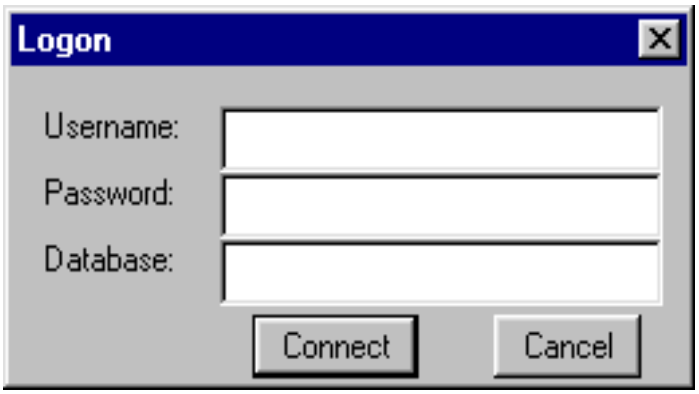


Figure 1: Oracle Log in Screen

Step 2 Enter the following data in the fields:
User ID: *Type* in your user name;
Password: *Type* in your password;
Connect: *Type* in USU.

Step 3 *Click* **Connect** to proceed.

Step 4 You will now notice the **STARS II Main Menu** (Figure 2).

Figure 2: Stars II Main Menu

Step 5 *Click* the Medical Education button.

Step 6 When you see the **Medical Education** Main Menu, *click* the **Admissions** bar (Figure 3) that will then take you to the **Admissions** Main Menu .

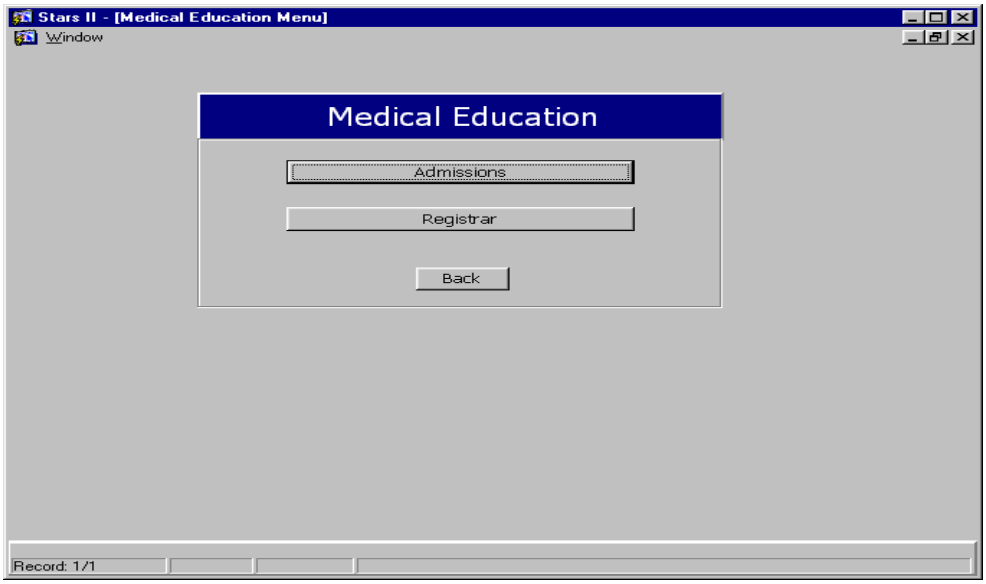


Figure 3: Medical Education Main Menu

Tutorial 2: Individual Applicant Search

This tutorial will guide you through each step to search for an individual applicant. You can also retrieve an applicant's record using this feature.

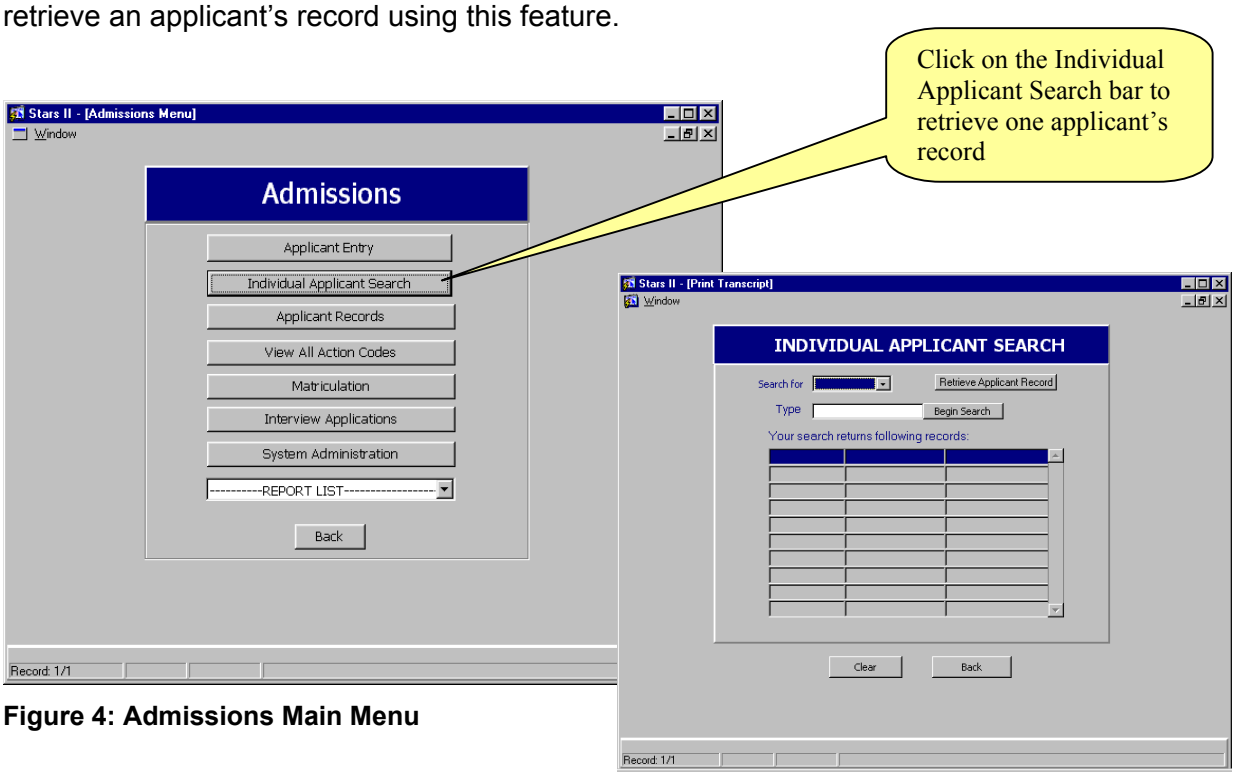


Figure 4: Admissions Main Menu

Figure 5: Individual Applicant Search

Step 1 *Select* the **Individual Applicant Search** bar, from the **Admissions** main menu.

Step 2 From the Search for menu drop down list, *choose* how you want to search.
Note: You may search by last name or social security number.

Step 3 *Enter* the Applicant's last name or the social security number, and *click* the **Begin Search** button.

Step 4 Once you locate the applicant you are looking for, *select* the applicant from the list (using the up and down arrow keys), then *click* on the **Retrieve Applicant Record** bar to access the applicant's record (Figure 5).

Tutorial 3: View an Applicant Record

The STARS II system permits Admissions Office personnel to electronically view and update an applicant's record. This tutorial will guide you through each step to access an applicant's record.

Step 1 From the **Admissions** Main Menu (Figure 4), *click* the **Applicant Records** bar. You will now see the View All Applicant Records screen (Figure 6).

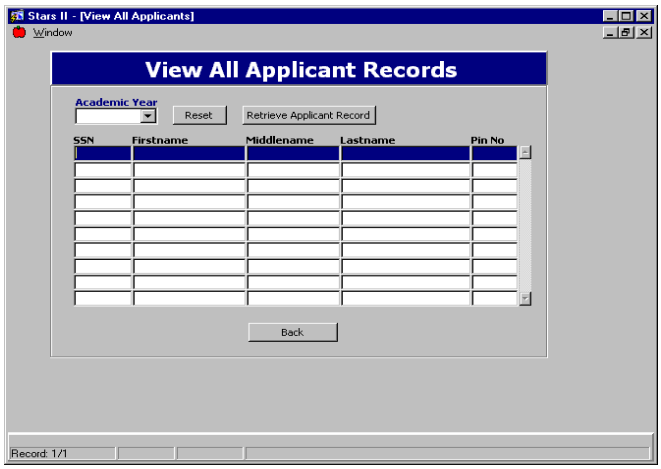


Figure 6: View All Applicant Records

Step 2 From the Academic Year down arrow, *select* an academic year. This action will display all applicant records for the selected year.

Step 3 *Click* once on an applicant's name to highlight the applicant. You will notice that the entire row of the applicant's name will be highlighted.

Step 4 *Click* on the **Retrieve Applicant Record** button to display the Applicant Record (Figure 7).

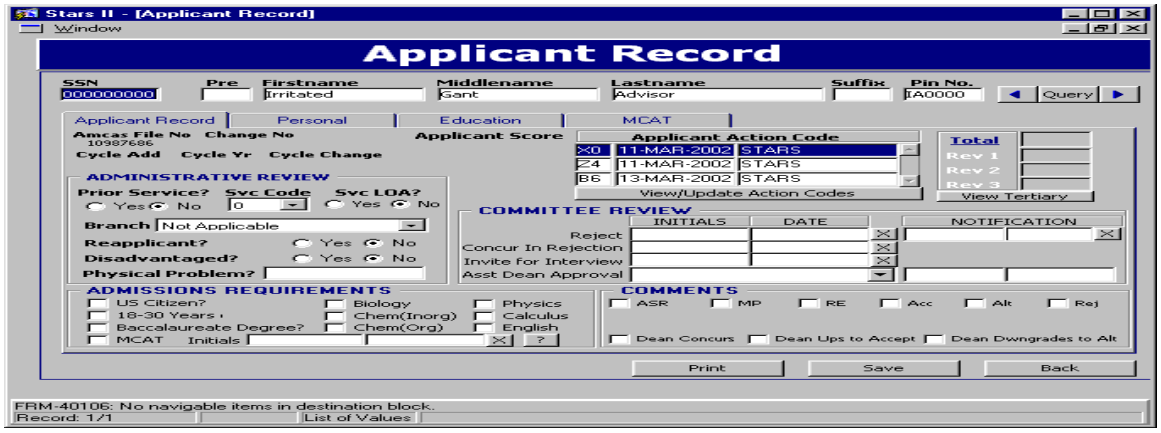


Figure 7: Applicant Record

Tutorial 4: View the Applicant Record (Personal Information, Education Information and MCAT Information

In this tutorial, you will view the additional three tabs in the applicant's record. The Applicant Record displays all data located on the hard copy file of the Applicant Record. The Personal Information, Education and MCAT Information provides additional data received from the AWS/AMCAS data file.

Step 1 From the Applicant Record screen, *click* the Personal, Education, or MCAT tab.

Step 2 You may view any information on any of these screens.

Step 3 To exit out of the Applicant Record, *click* the **Back** button.

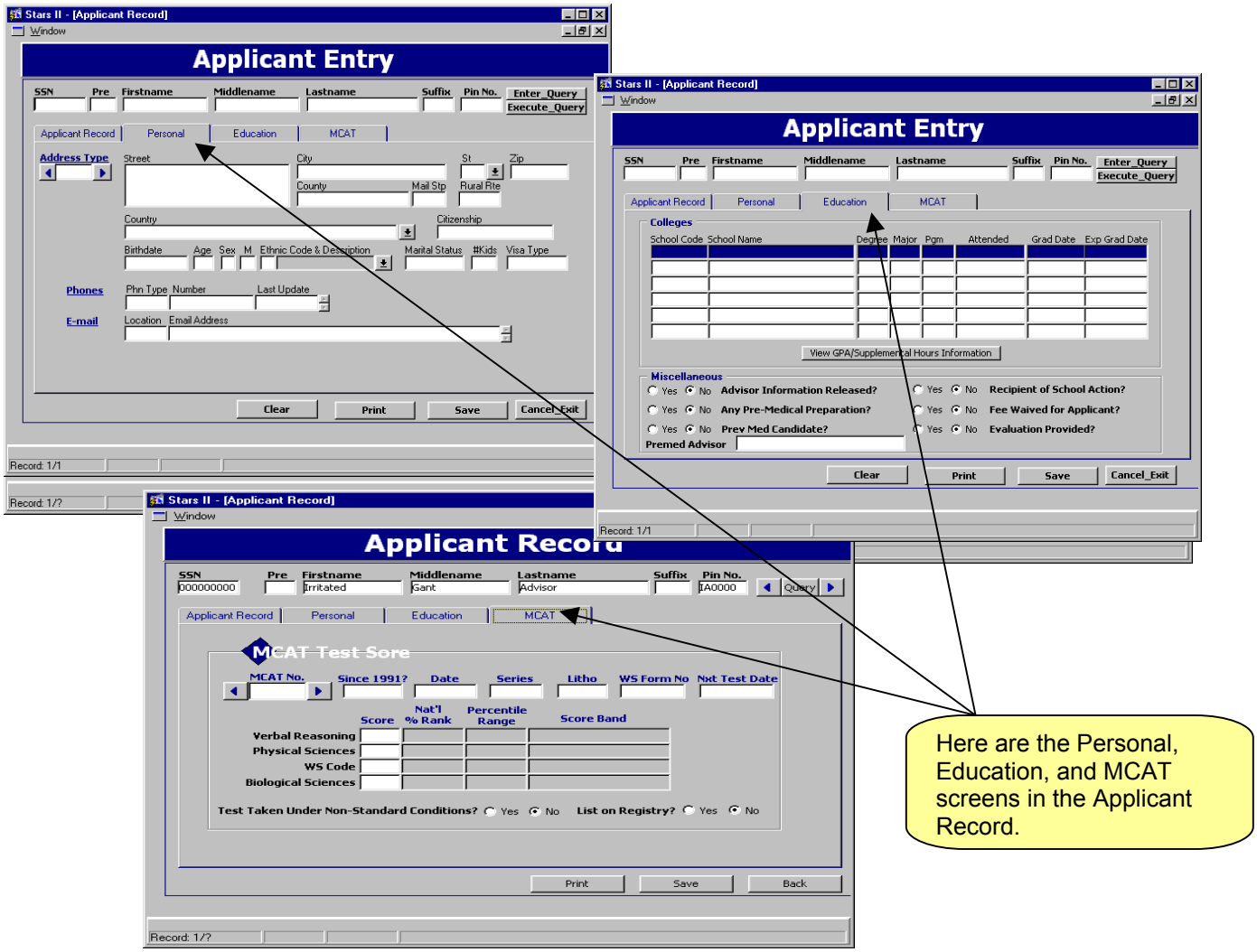


Figure 8: Applicant Record (Personal, Education, and MCAT Tab)

Tutorial 5: View Update Applicant Action Code

Step 1 From the Applicant Record screen, locate the Applicant Action Code section. *Click* on the **View/Update Action Code** button. The Admissions Action History screen appears (Figure 9).

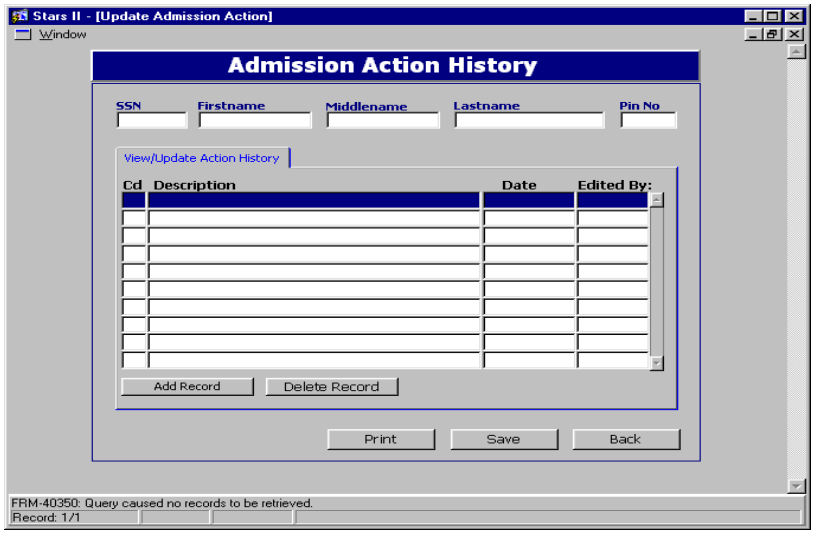


Figure 9: Admission Action History

Step 2 To enter a new code, *move* the cursor to the next available line.

Step 3 *Click* the **Add Record** button. This action automatically triggers the Action Descriptions screen to appear (Figure 10).

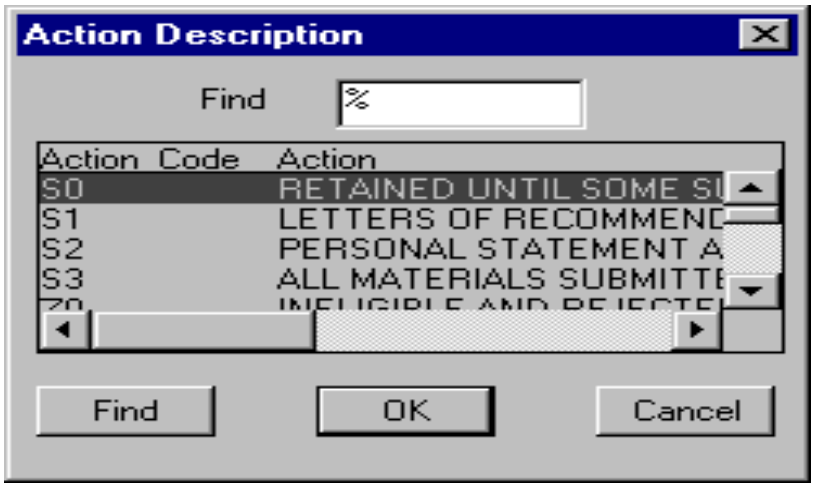


Figure 10: Action Description

Step 4 Use the up and down scroll bar to view the action descriptions. *Click* once to highlight the description then *click* **OK** to select the appropriate code and description.

Note: This screen also has a search feature. To activate the search feature, click once in the Find field with the % sign. Then enter the first letter or two of the code. Click on the Find button once and the descriptions beginning with the appropriate codes will appear. You will have to click once on the description to select it and then click OK to select the appropriate code and description. Notice the code and description appears on the Admission Action History screen.

Step 5 Once you have added a record, the date and your user id will come up in the field. If you need to clear a row, *click* the **delete** button.

Step 6 To save your changes, *click* the **Save** button.

Step 7 To print the Admission Action History, *click* **Print**.

Step 8 *Click* the **Back** button to return to the Applicant Record.

Tutorial 6: Administrative Review

Step 1 On the Applicant Record screen, locate the section titled Administrative Review (Figure 11).

Step 2 *Click* Yes or No to indicate the applicant's prior service.

Step 3 *Click* on the down arrow to select the appropriate service code.

Step 4 *Click* Yes or No to indicate if Service Letters of Approval are apart of the applicant's record.

Step 5 *Click* on the down arrow to select the appropriate branch of service of the applicant.

Step 6 *Click* on Yes or No to indicate if the applicant is a re-applying.

Step 7 *Click* on Yes or No to indicate if the applicant is Disadvantaged.

Step 8 *Click* in the field and *enter* applicant's physical problems if any.

Step 9 To save the data entered, *click* **Save**.

Step 10 To Print the Applicant Record, *click* **Print**.

Step 11 To return to either the View All Applicant Records screen or the Individual Applicant Search screen, *click* the **Back** button.

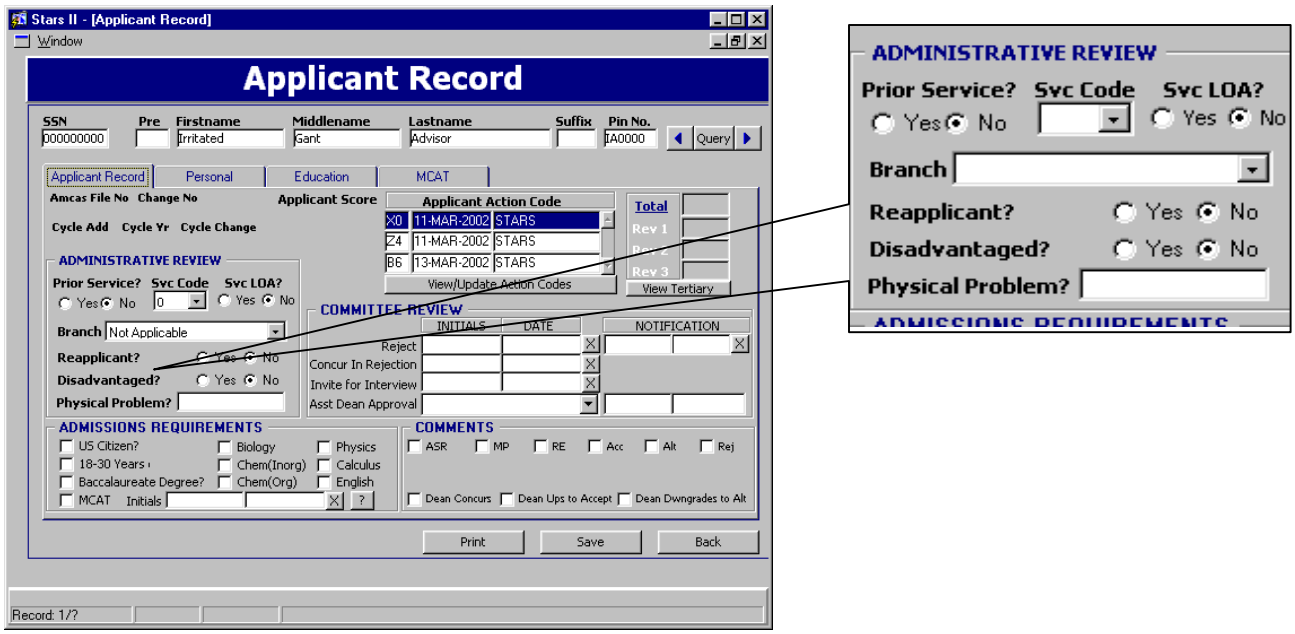


Figure 11: Administrative Review

Tutorial 7: Committee Review

Step 1 On the Applicant Record screen, locate the section titled Committee Review (Figure 12).

Step 2 To denote an applicant is rejected, *click* in the Reject field, then *click* in the date field to enter the date of this action.

Step 3 To denote concurrence in rejection, *click* in the Concur in Rejection field, then *click* in the date field to enter the date of this action.

Step 4 *Click* in the Invite for Interview field if applicant will be invited for interview, then *click* in the date field to enter the date of this action.

Step 5 *Click* once in the Notification field to indicate that correspondence has been sent to applicant.

Step 6 FOR ASST. DEAN ONLY *Click* on the down arrow in the Assistant Dean Approval field and *select* appropriate comment. Once a comment is entered, the signature and date will automatically be entered.

Step 7 To save changes, *click* the **Save** button.

Step 8 To Print the Applicant Record, *click* **Print**.

Step 9 *Click* the **Back** button to return to either the View All Applicant Records screen or the Individual Applicant Search screen.

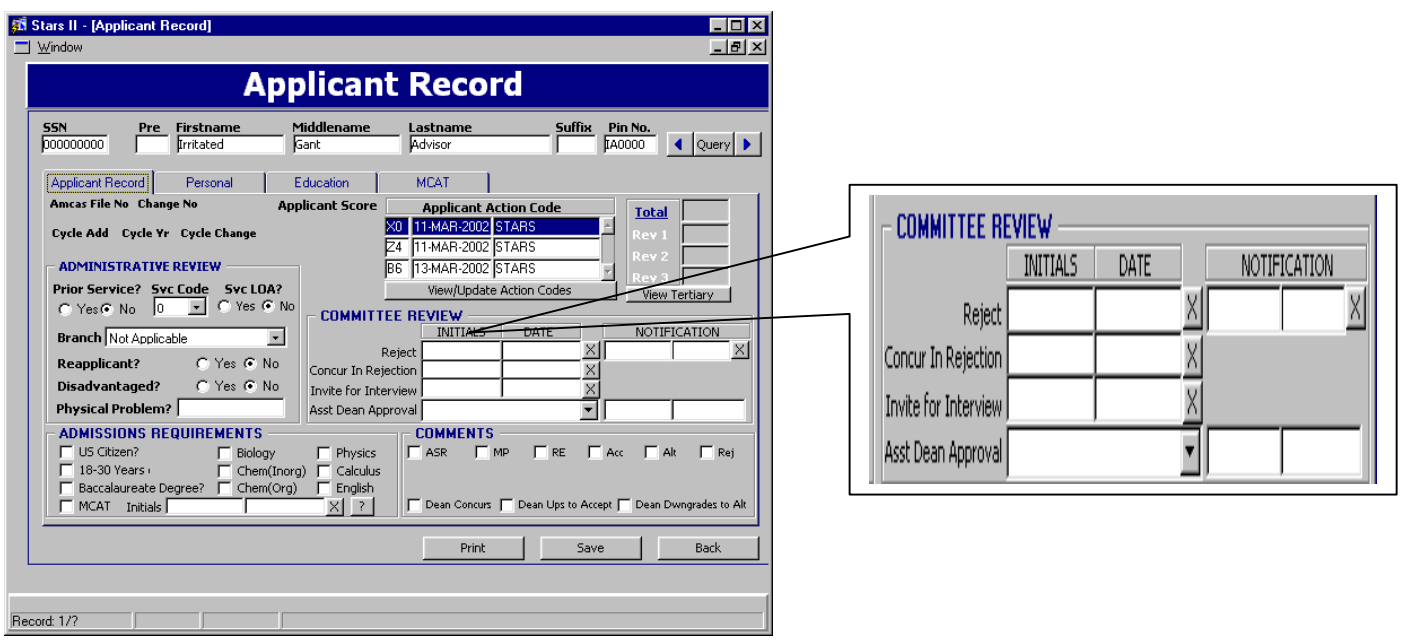


Figure 12: Committee Review

Tutorial 8: Admissions Requirements

Step 1 On the Applicant Record screen, locate the Admissions Requirements section (Figure 13).

Step 2 *Click* in each box to select admissions requirements that have been met.

Step 3 *Click* in the initial field and your user id will automatically appear.

Step 4 *Click* the **Save** button to save the data you just entered.

Step 5 To Print the Applicant Record, *click* the **Print** button.

Step 6 The **Back** button allows you to return to either the View All Applicant Records screen or the Individual Applicant Search screen.

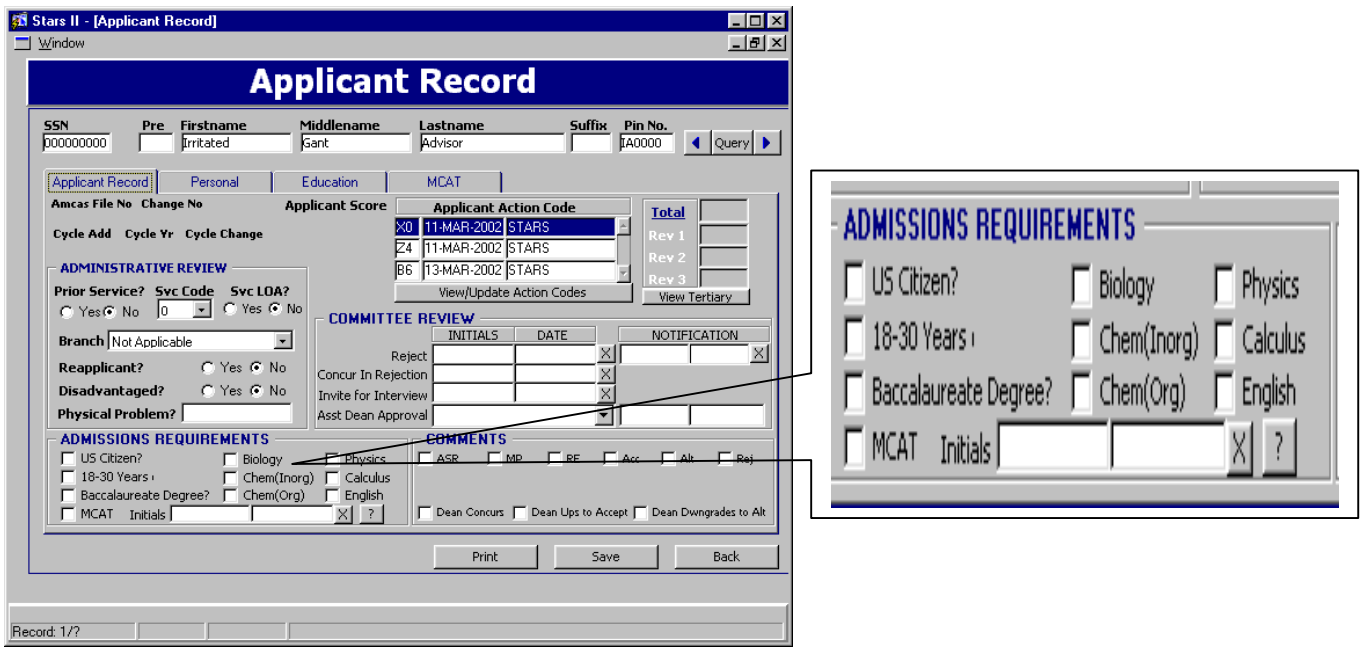


Figure 13: Admissions Requirements

Tutorial 9: Comments

Step 1 On the Applicant Record screen, locate the Admissions Requirements section (Figure 14).

Step 2 *Click* in each box to denote the appropriate comment type.

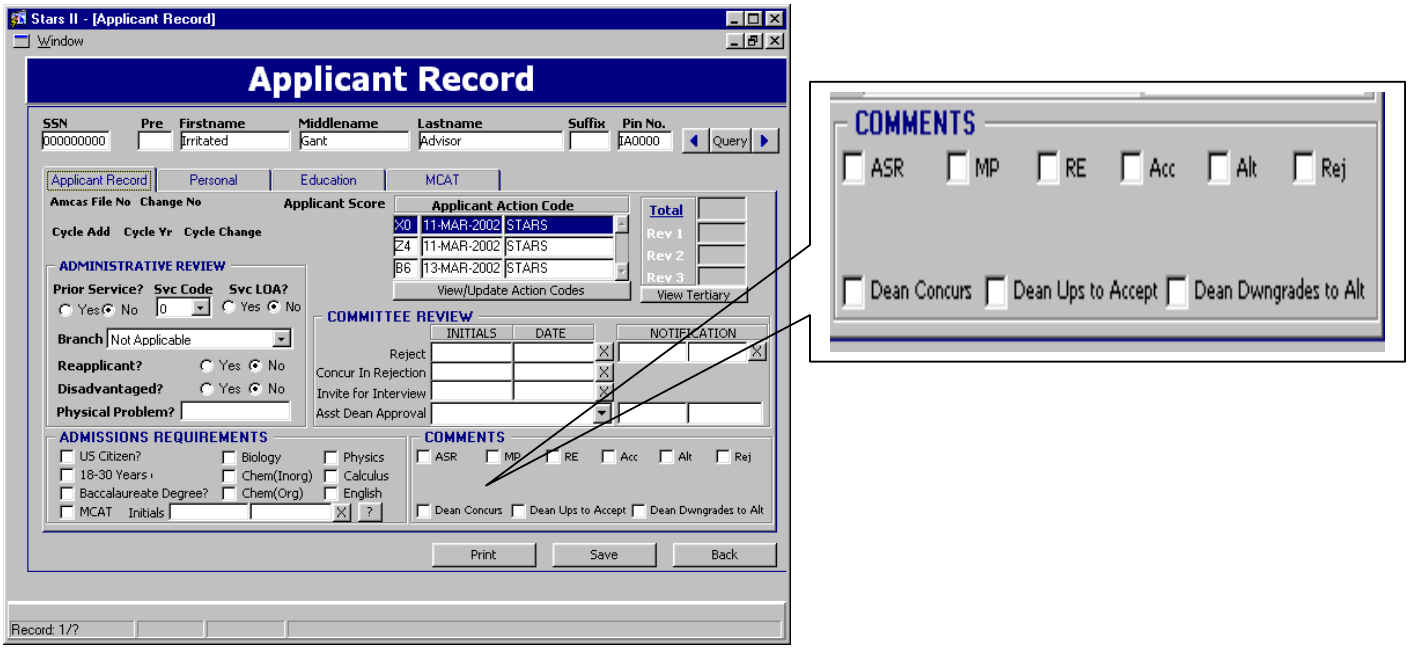


Figure 14: Comment Codes

Step 3 *Click* the **Save** button to save the data entered.

Step 4 To print the Applicant Record, *click* the **Print** button.

Step 5 *Click* the **Back** button to return to either the View All Applicant Records screen or the Individual Applicant Search screen.

Tutorial 10: Update Applicant's Personal Information (Address, Phone, etc.)

Step 1 From the Applicant Record screen, *click* the Personal tab of the Applicant Record.

Step 2 *Scroll* left or right in the Address Type field until you locate the type of address you want to enter.

Step 3 Update all the necessary information in the appropriate fields.

Step 4 *Click* the **Save** button to save updated information to the applicant record.

Step 5 *Click* on the Applicant Record tab to return to the Applicant Record or *click* the **Back** button which will return you to either the View All Applicant Records screen or the Individual Applicant Search screen.

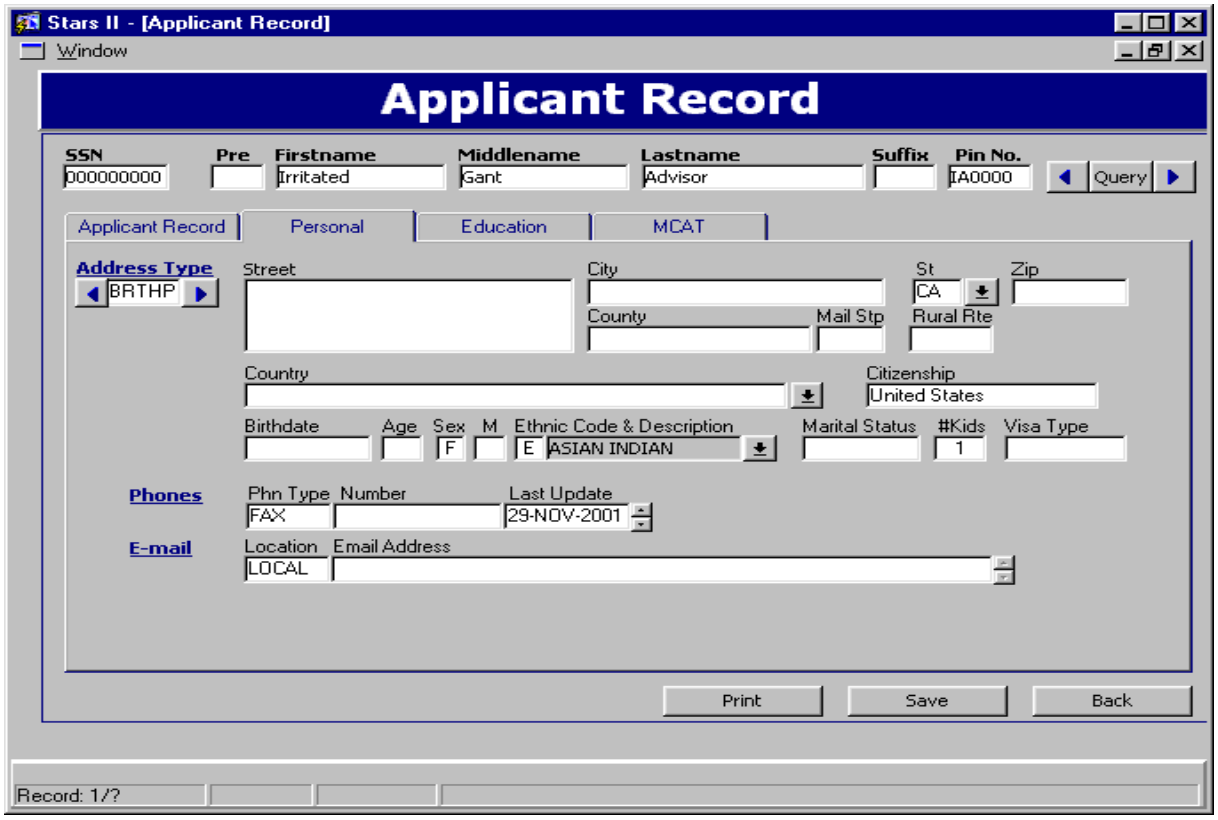


Figure 15: Applicant Record - Personal Tab

Tutorial 11: View/Update Applicant's Education Information

Step 1 From the Education Tab in the Applicant Record, *click* on the **View GPA/Supplemental Hours Information** button (Figure 16).

Step 2 After reviewing the GPA/Supplemental Hours Information, *click* **OK** to return to the Education tab of the Applicant Record.

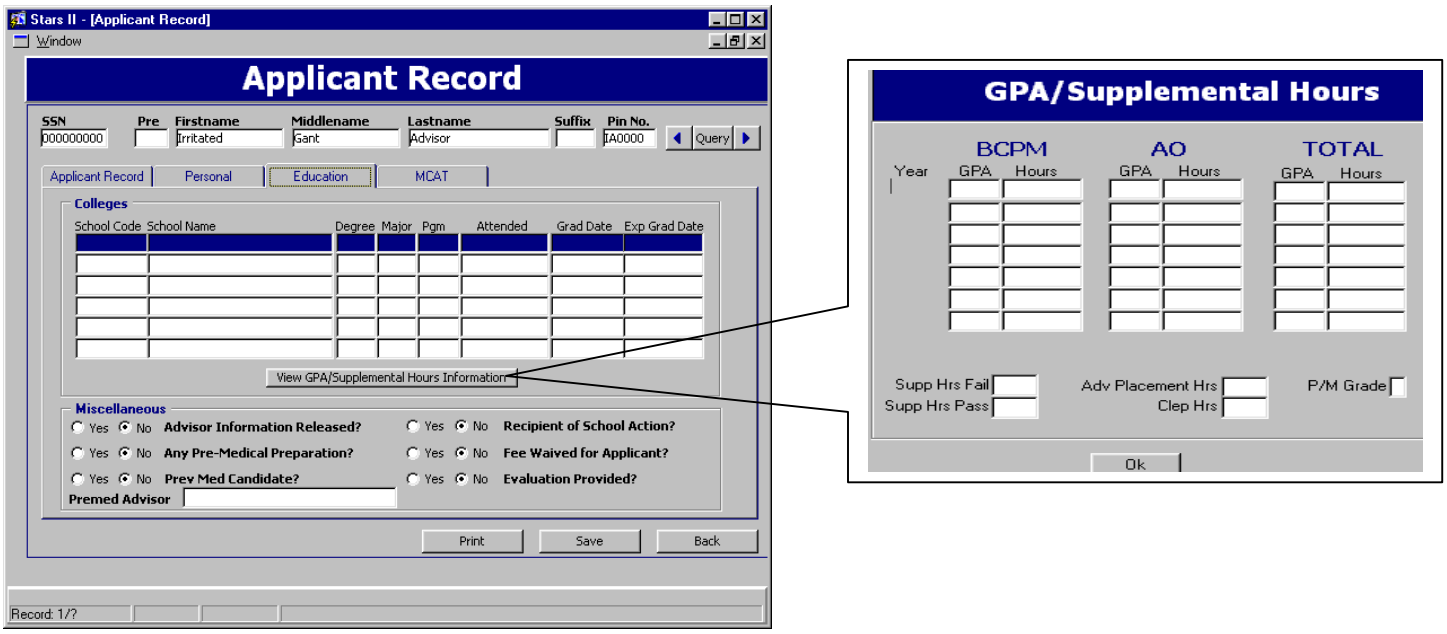


Figure 16: GPA/Supplemental Hours

Tutorial 12: Update Miscellaneous Education Information on Applicant Record

Step 1 From the Education Tab in the Applicant Record, locate the miscellaneous section (Figure 17).

Step 2 *Click* Yes or No to indicate the appropriate response to the questions in this section.

Step 3 *Type* the name of the applicant's advisor in the Premed Advisor field.

Step 4 Upon completion of all updates, *click* the **Save** button to save updated information to the applicant record.

Step 5 If you do not want to save the information you just entered, *click* the **Back** button, which will return you to either the View All Applicant Records screen or the Individual Applicant Search screen.

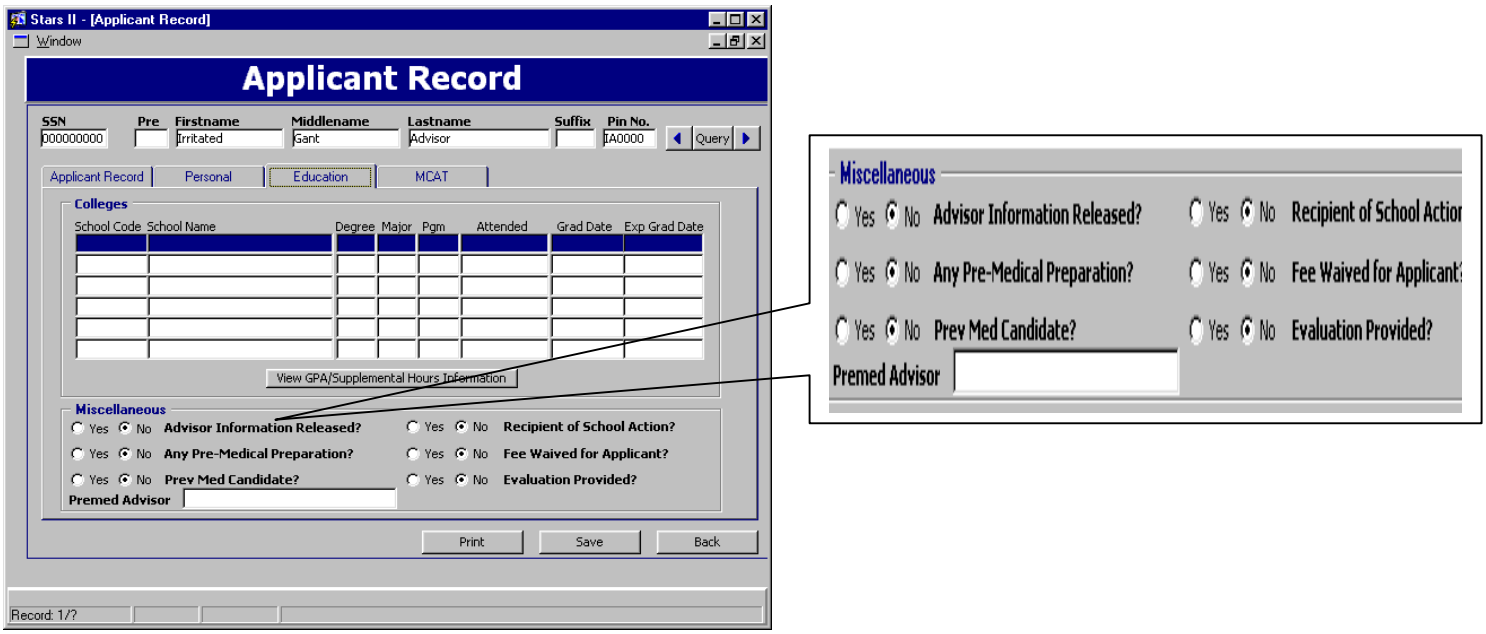


Figure 17: Miscellaneous (Education Tab)

Tutorial 13: Update MCAT Information on Applicant's Record

Step 1 From the Applicant Record, *click* the MCAT tab.

Step 2 Enter any changes necessary on this screen.

Step 3 Upon completion of all updates, *click* the **Save** button to save updated information to the applicant record.

Step 4 *Click* on the **Back** button to return to the View All Applicant Records screen.

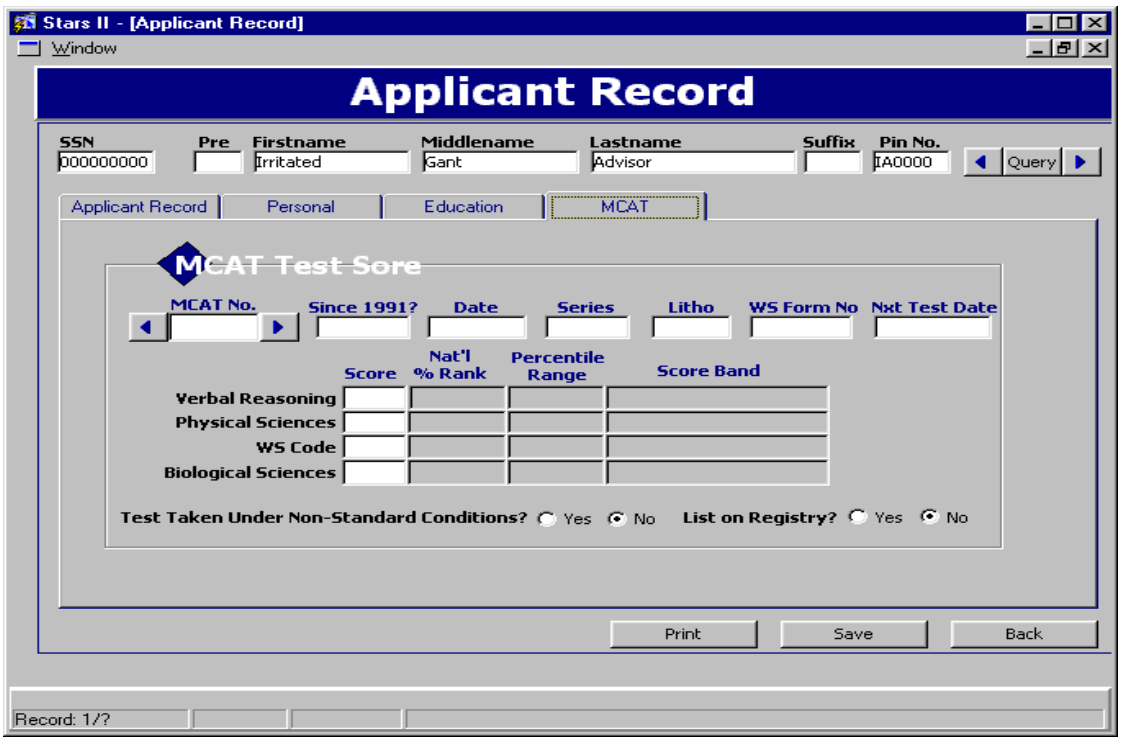


Figure 18: MCAT Tab

Tutorial 14: View All Applicant Action Codes

Step 1 From the **Admissions** Main Menu, *select* **View All Applicant Action Codes**. You should now see the View All Applicant Action Codes screen. (Figure

Step 2 *Click* the drop down arrow under the application year and *select* a year.

Step 3 Next, *select* an action code from the actions code drop down list.

Step 4 *Click* the query button to retrieve the complete list of students with that action code in that application year.

Step 5 **Highlight** the student you would like to view the history for and *click* the **Retrieve Action History** button. You will get the Admission Action History screen, which you may add, delete, or print the Action History.

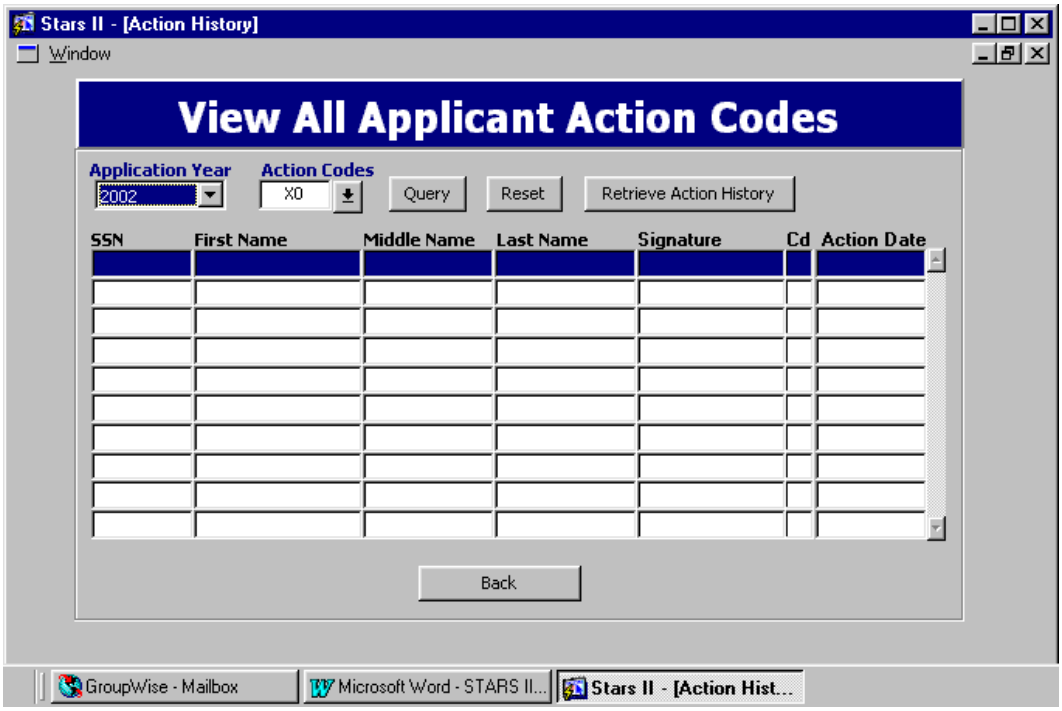


Figure 19: View All Applicant Action Codes

Tutorial 15: Matriculation By Action Code

Step 1 From the Admissions Main Menu, *click* the **Matriculation** bar. You will now see the screen, Matriculating All Applicants by Action Code. (Figure

Step 2 *Select* an application year from the drop down menu.

Step 3 *Select* an action code from action code drop down list.

Step 4 *Enter* a class year.

Step 5 *Enter* the expected Graduation date.

Step 6 *Enter* the date of matriculation.

Step 7 *Click* the **Query** button. You will now get a list of applicants who meet the criteria you have entered.

Step 8 Once you have verified the applicants to be matriculated, *click* the **matriculating** button. You will get a message indicating that the applicants have been matriculated successfully.

Step 9 Once the applicants have been matriculated, *click* the **back** button to return to the **Admissions** Main Menu.

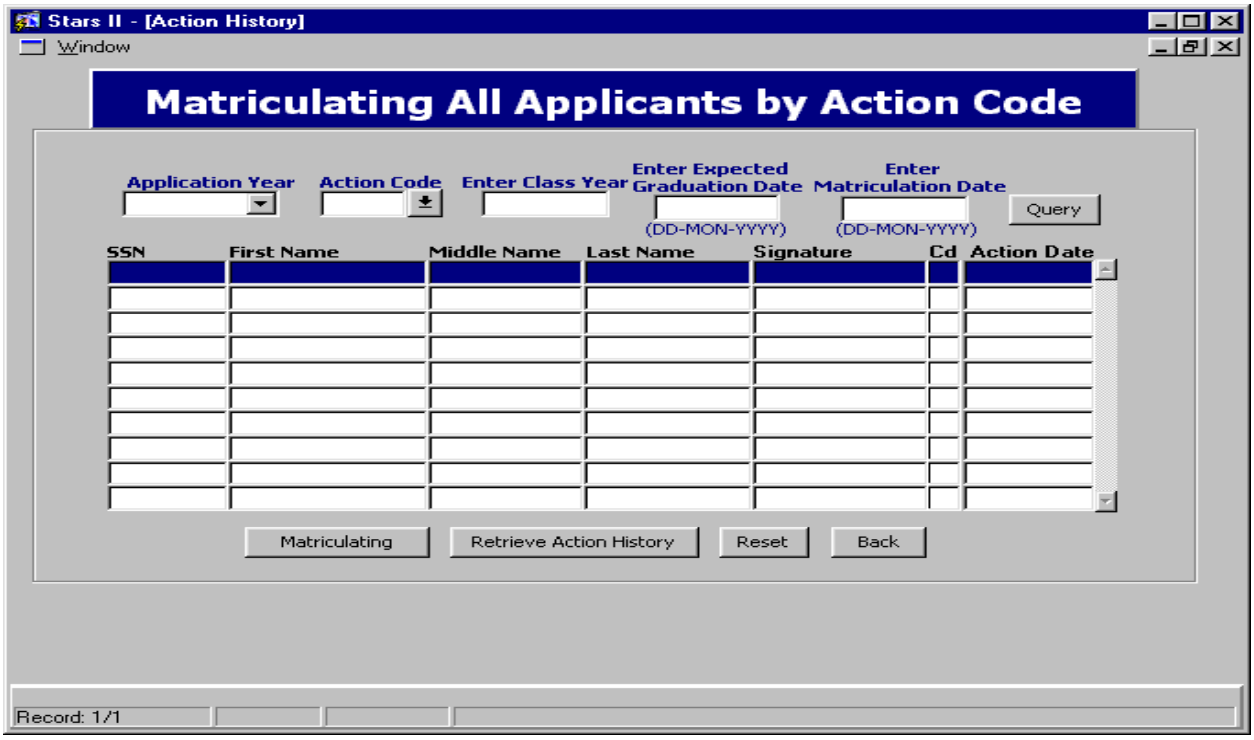


Figure 20: Matriculating All Applicants by Action Code

Tutorial 16: Interviewer Information

The Interviewer Information screen is a simplified input screen to record information about any individual who would be scheduled for applicant interviews, conducting Tertiary Reviews or reviewing applicant information as an Admissions Committee Member (ACM). Most of the fields in this screen are user input. Once information has been entered into the STARS II database from this screen, the data will be retained and is viewable in other screens such as the Interview Scheduling module.

Step 1 From the Admissions Main Menu, *select* the **Interview Applications** bar.

Step 2 Next, *select* the **Interviewer Information** bar. You will now see the Interviewer's Information screen (Figure 21).

Step 3 *Enter* all the information you have for the interviewer. ***Note: You must enter the SSN, Last Name, First Name, Birth Date, Category, and Role before you can move on***. The fields are listed below:

Step 4 Once all the interviewer's information has been entered, *click* the **Save** button to save the interviewer's information to the database.

Step 5 *Click* the **Back** button to return to the **Interview Applications** Main Menu.

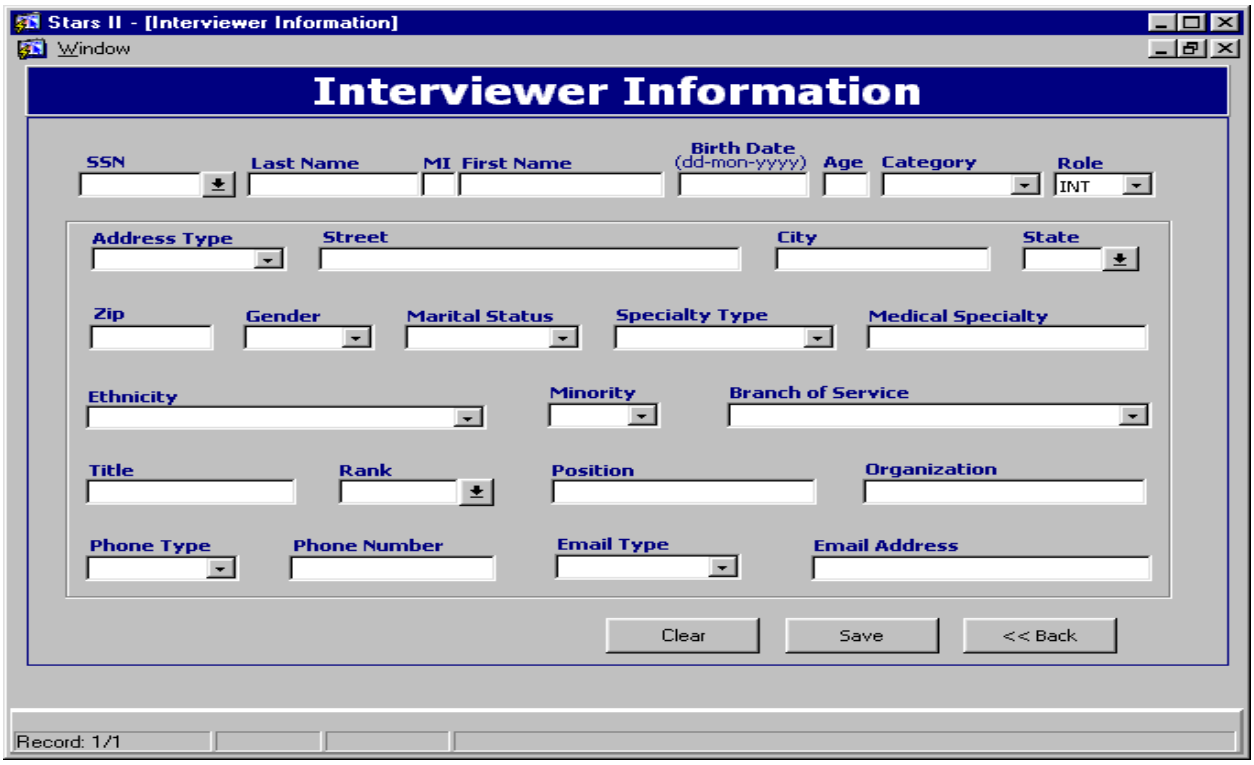


Figure 21: Interviewer Information

Tutorial 17: Scheduling An Interview (Interview Set-Up)

The Interview Scheduling module permits the user to schedule an applicant's first, second and tertiary interviews. The Interview Scheduling tabs are: Interview Set-Up (Figure 22) and View Interview Details (Figure 23).

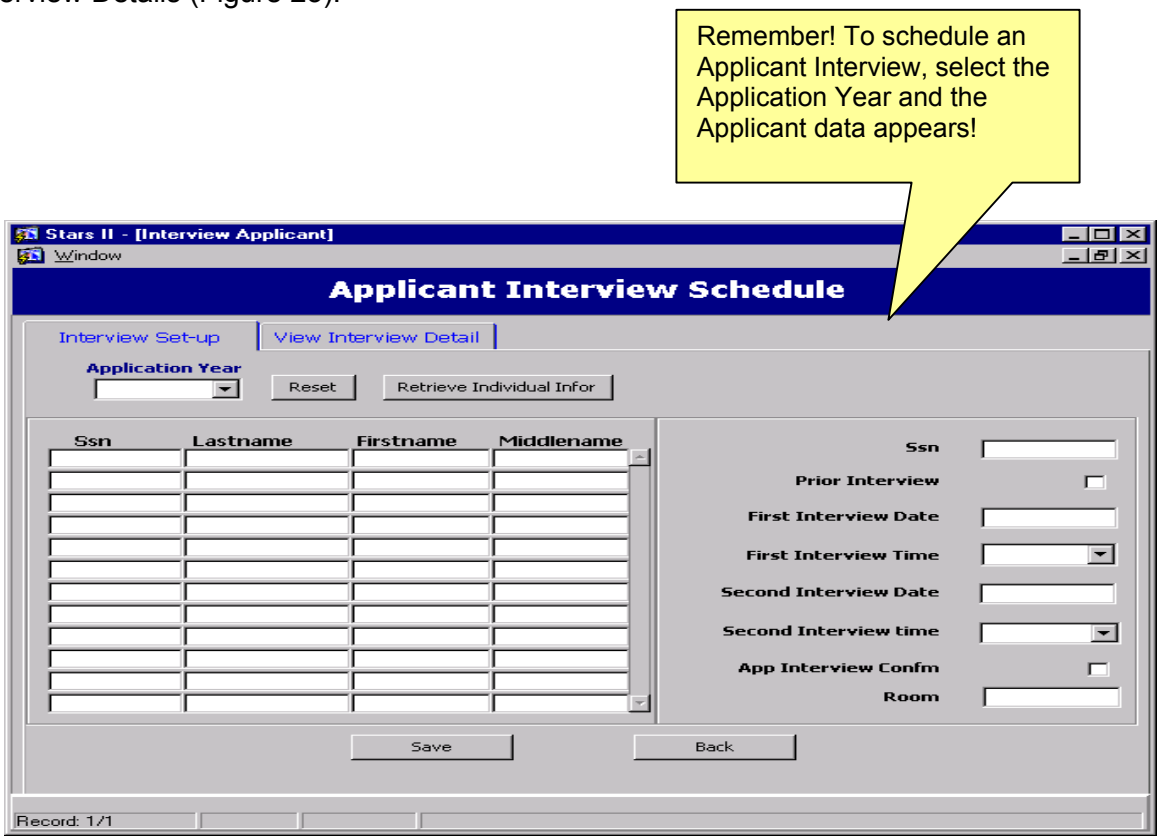


Figure 22: Applicant Interview Schedule (Interview Set-up)

Step 1 From the **Admissions** Main Menu *select* the Interview Applications bar

Step 2 *Click* on the **Interview Scheduling** bar

Step 3 *Select* a year from the Application Year pull down menu. Applicant data will appear on the screen.

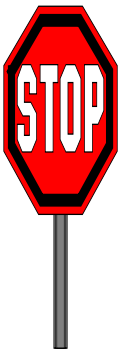
Step 4 To schedule an applicant for an interview, *complete* all the fields on the interview set-up tab (Figure 22):

SSN: The applicant's social security number will be filled in.
Prior Interview: *Click* the box if the applicant has had prior interview.
1st Interview Date: *Enter* the date of first interview.
1st Interview Time: *Click* the down arrow and *select* an interview time.
2nd Interview Date: *Enter* the date of second interview.

2nd Interview Time: *Click* the down arrow and *select* an interview time.
App Interview Confirm: *Click* the box if applicant has confirmed interview.
Room: *Type* the room number where the interview will be held.

Step 5 *Click* on the **Save** button to save interview schedule information.

Step 6 *Click* the **Clear** button to clear the information from the screen.



WARNING: YOU MUST CLICK ON THE **CLEAR** BUTTON TO CLEAR DATA FROM THIS SCREEN, THEN CLICK THE **BACK** BUTTON TO CORRECTLY COMMIT DATA TO THE STARS II DATABASE

Step 7 *Click* the **Back** button to return to the **Interview Applications** Main Menu.

Tutorial 18: Scheduling An Interview (View Interview Detail)

Step 1 From the Applicant Interview Schedule screen, *click* the View Interview Detail tab (Figure 23).

Step 2 *Select* the Application Year from the pull down menu

Step 3 If you need to change any information, *click* the field you need to change and *enter* the necessary changes. ***Note: You cannot change SSN, First Name, Last Name, or Interview Date 1.***

Step 4 *Click* on the **Clear** button to clear interview information. You will now be asked if you want to save the changes you have made.

Step 5 *Click* **Yes** if you want to save the changes and the screen will update and then clear the data or *click* **No** and the screen will only clear the data.

Step 7 *Click* the **Back** button to return to the **Interview Applications** Main Menu.

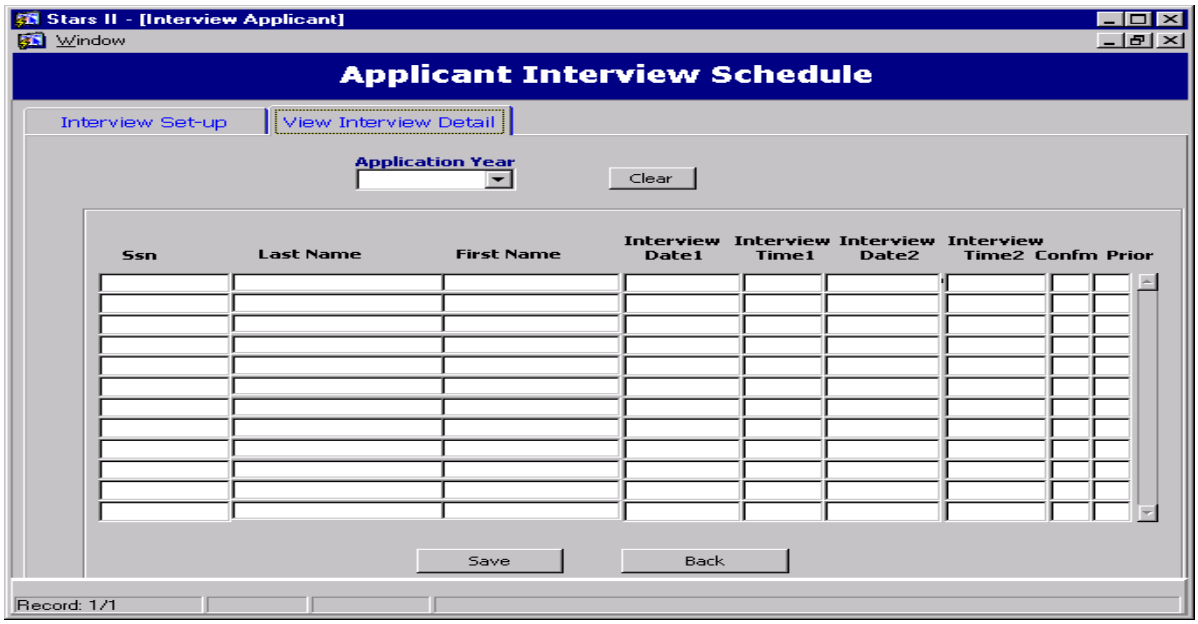


Figure 23: Applicant Interview Schedule (View Interview Detail)

Tutorial 19: Interview Evaluation

The Interview Evaluation component of the STARS II application consists of two main functions. First, an interviewer can record the pertinent information and evaluation of an applicant directly into the STARS II database. Secondly, the Admissions Office, Deans, and Admissions Committee members can view all Interview Evaluations. The Interview Evaluation consists of the following tabs: Interview Information, Narratives, Applicant Rating, Overall Assessment, and Summary.

For the Interviewer:

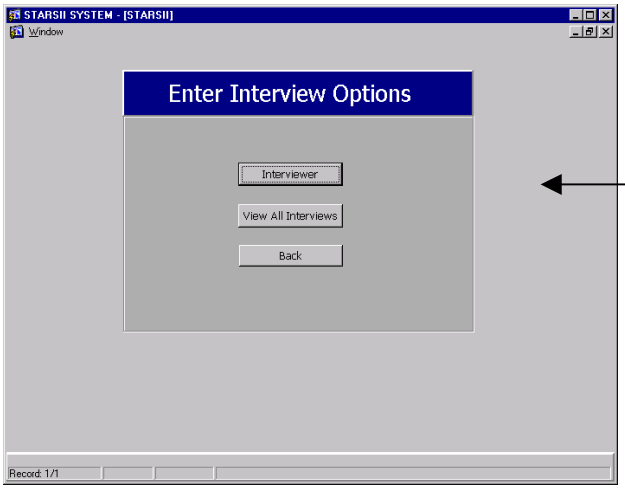
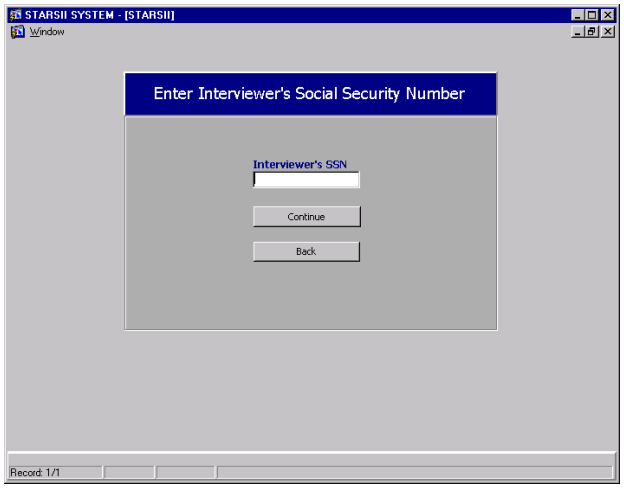


Figure 24: Interview Options

Figure 25: Interviewer's SSN



Step 1 From the **Admissions** Main Menu, select **Interview Applications** bar.

Step 2 *Click* on the **Interview Evaluation** bar, you will see the **Enter Interview Options** main menu (Figure 24).

Step 3 *Click* on the **Interviewer** button.

Step 4 *Enter* your social security number (Figure 25), then *click* on the **Continue** button.

Step 5 From the Application Year pull down menu (Figure 26), *select* the application year of the applicant interviewed.

Step 6 *Select* the Applicant you interviewed from the applicant list (Figure 27).

Figure 26: Interview Evaluation (Interview Information)

The **Interview Evaluation** can be completed during or anytime following the applicant interview.

Be sure to enter the **date** and **time** the actual Interview occurred.

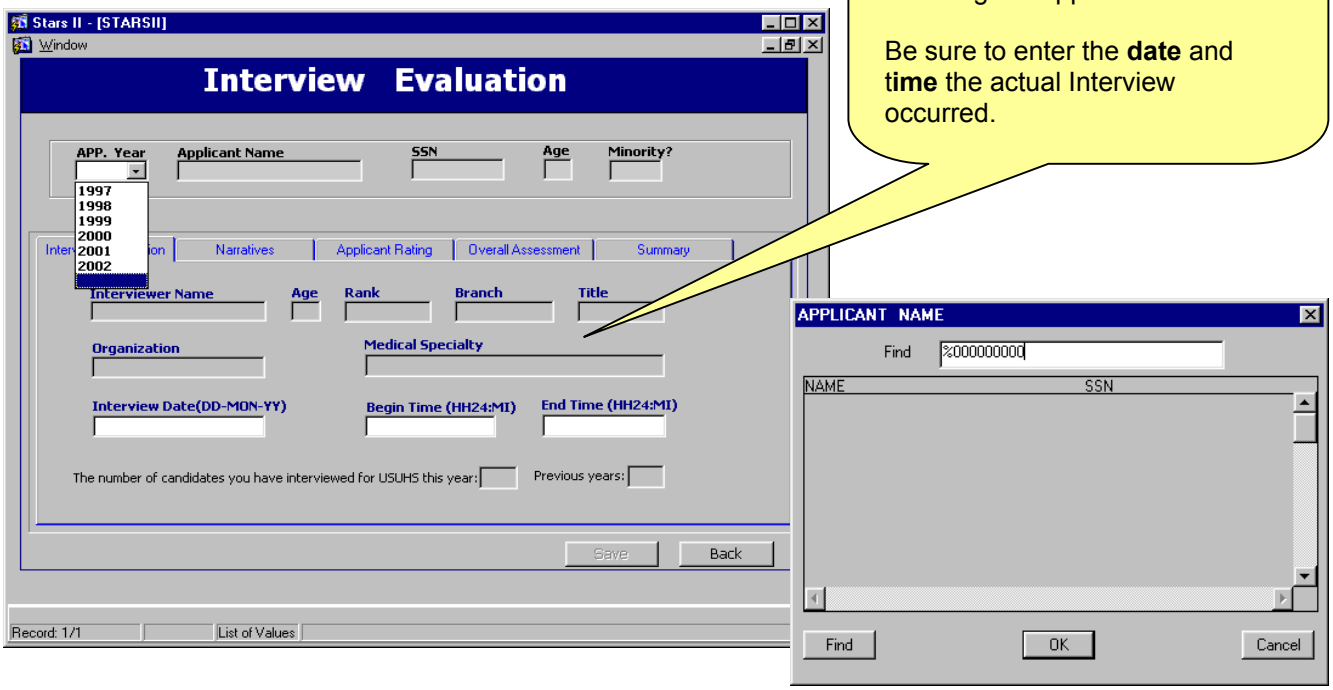


Figure 27: Applicant List

Step 7 *Enter* the interview date, begin time and end time of the day you conducted the interview. ***Note: The interview time on this screen must be entered in military time.***

WARNING: DO NOT CLICK THE SAVE BUTTON AT THIS TIME !!

Step 8 From the Interview Evaluation screen, *click* on the Narratives tab (Figure 28).

Step 9 *Select* the category for which your comments will be entered.

Step 10 *Enter* comments in the box below the Narrative topic.

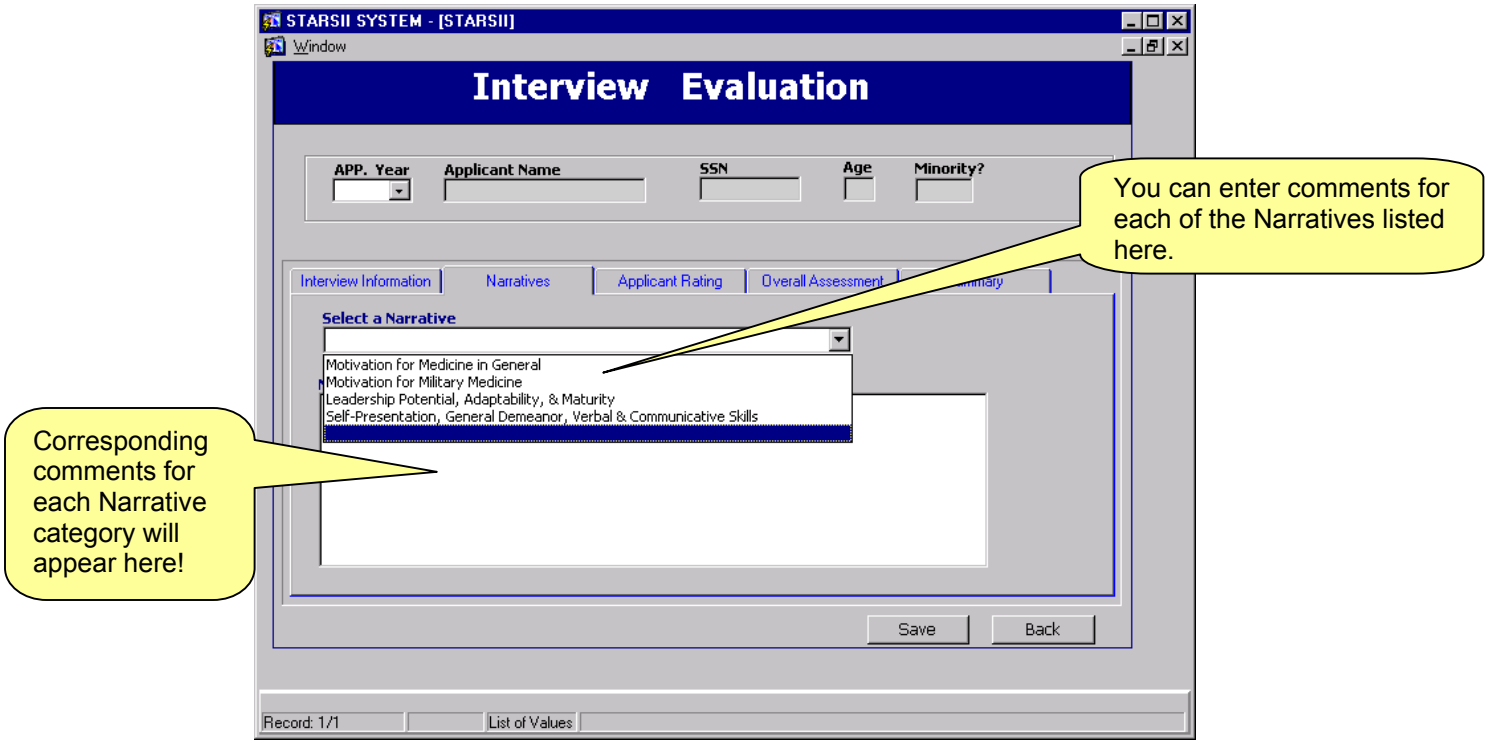


Figure 28: Interview Evaluation (Narratives)

Step 11 *Click* on the tab titled Applicant Rating (Figure 29).

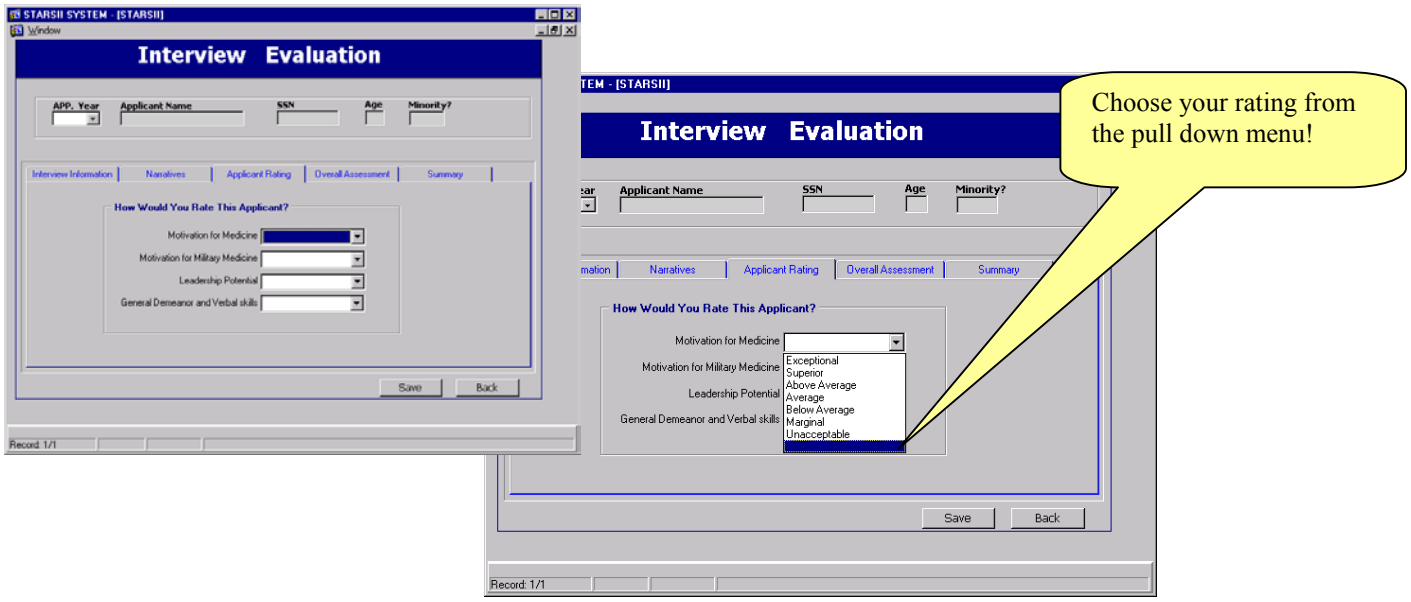


Figure 29: Interview Evaluation (Applicant Rating)

Step 12 For each category, rate the applicant by *selecting* only one rating from the pull down menu

Step 13 *Click* on the Overall Assessment tab (Figure 30), to enter your overall assessment of the applicant. ***Note: you can click only one assessment option!!***

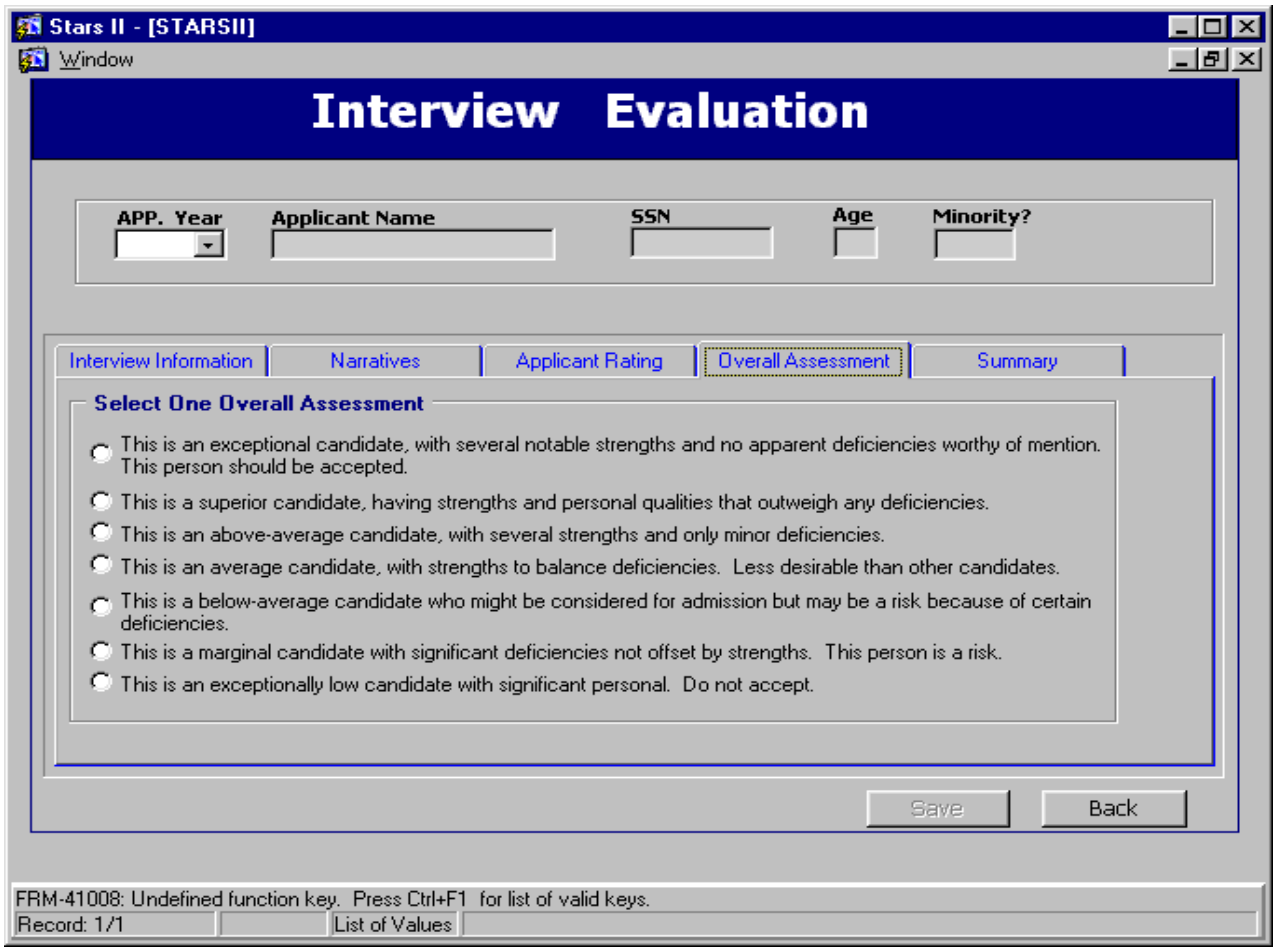


Figure 30: Interview Evaluation (Overall Assessment)

Step 14 *Click* on the Summary tab (Figure 31) to enter comments to summarize your impressions of the applicant.

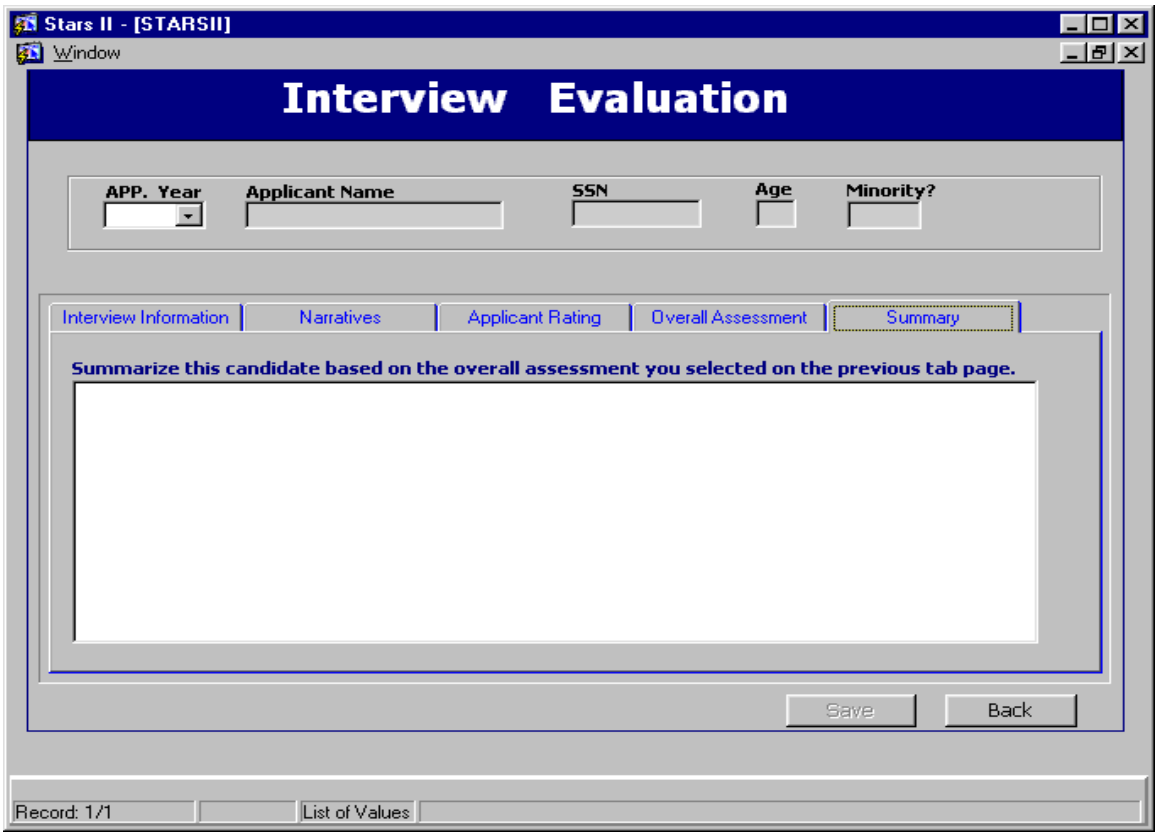


Figure 31: Interview Evaluation (Summary)

Step 15 *Click* the **Save** button to save your evaluation!!

Tutorial 20: View All Interviews

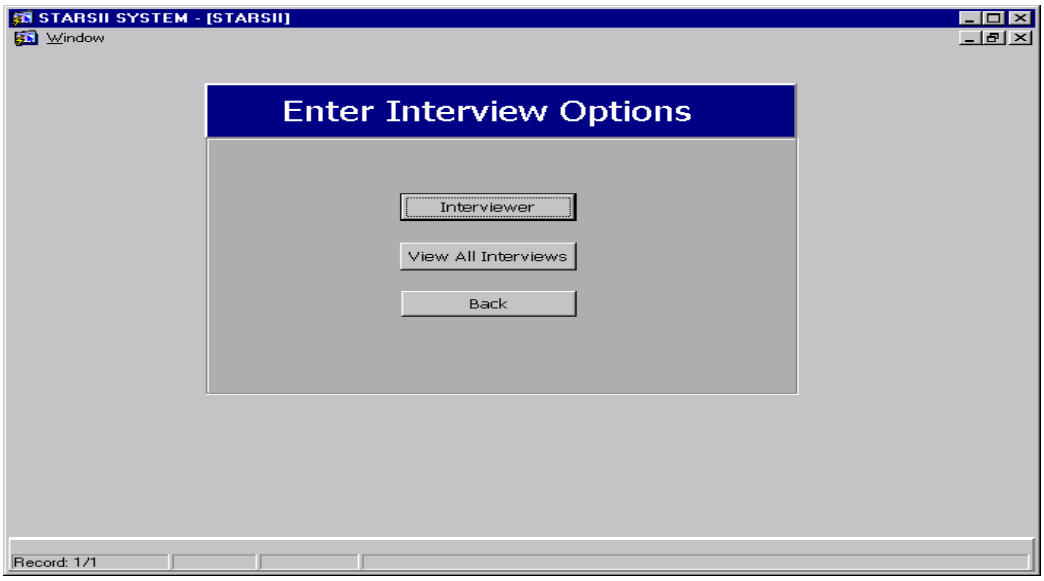


Figure 32: Interview Options

Step 1 From the **Admissions** main menu, select Interview Applications bar.

Step 2 *Click* on the **Interview Evaluation** bar, you will see the **Enter Interview Options** menu (Figure 32).

Step 3 *Click* the **View All Interviews** button.

Step 4 *Select* the Application year, then *select* the applicant name whose interview comments you would like to review.

Step 5 When the Interviewer Name window pops up, *select* the interviewer whose comments you would like to view.

Step 6 To go back to the Enter Interview Options screen, *click* the **Back** button.

Tutorial 21: Tertiary Review

The Tertiary Review module is designed to retain comments and evaluation information entered by the Tertiary reviewer. A Tertiary reviewer will be permitted to review the comments about the applicant made by other reviewers.

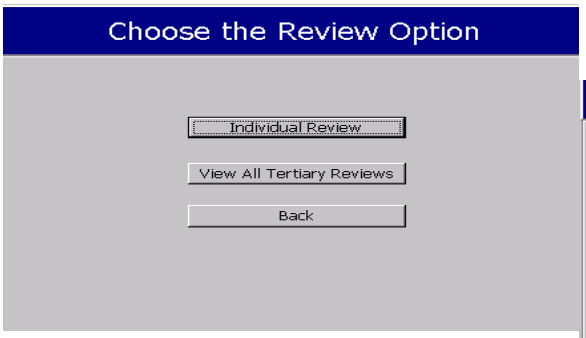


Figure 33: Tertiary Review Options

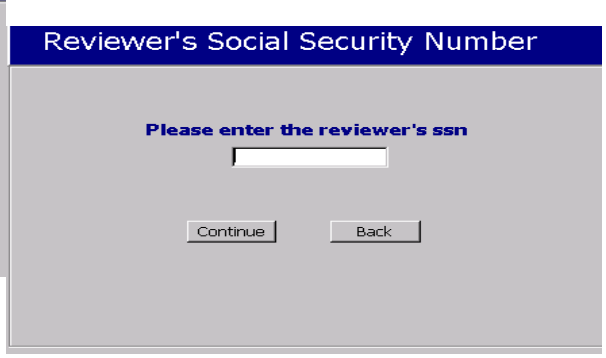


Figure 34: Tertiary Reviewer's SSN

Step 1 From the **Admissions** main menu, *select* the **Interview Applications** bar

Step 2 From the **Interview Applications** main menu, *select* the **Tertiary Review** bar

Step 3 *Select* the **Individual Review** bar (Figure 33).

Step 4 *Enter* your social security number (Figure 34), then *click* on the **Continue** button

Step 5 In the Tertiary Review screen (Figure 35), *select* an applicant year from the drop down list.

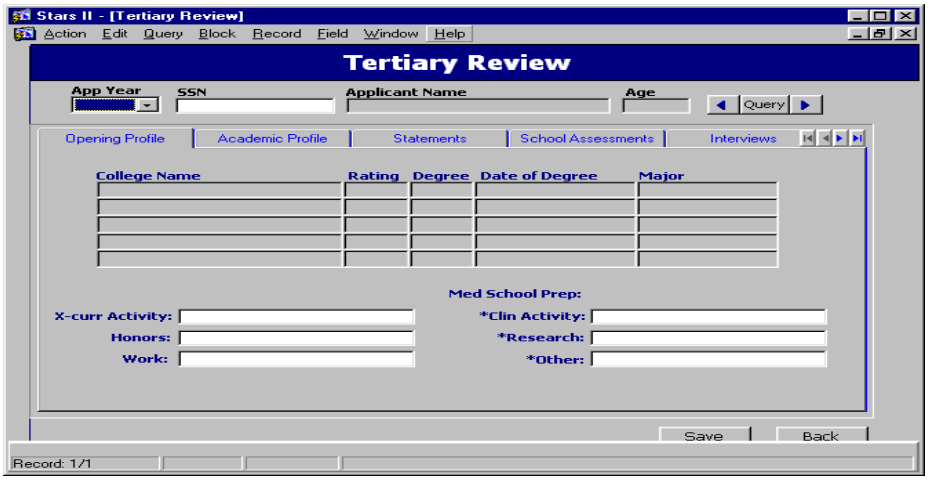


Figure 35: Tertiary Review (Opening Profile)

Step 6 *Click* on the **Query** button to retrieve the applicant information you want to review. All of the applicant information will display.

Step 7 *Click* on the Academic Profile tab (Figure 36) to view applicant's scores (all scores are retrieved from the pull down menu). You may also enter additional comments if applicable.

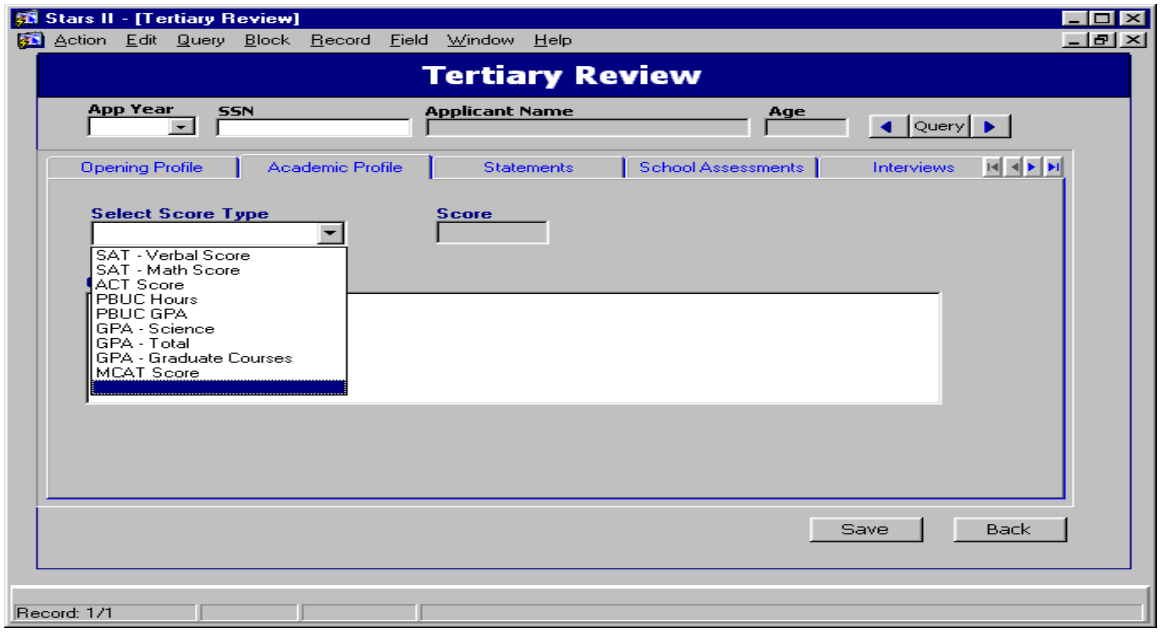


Figure 36: Tertiary Review (Academic Profile)

Step 8 *Select* the Statements tab to review AMCAS and USU statements (Figure 37).

Figure 37: Tertiary Review (Statements)

Step 9 *Select* the School Assessments tab (Figure 38) to enter comments regarding the applicant's letters of recommendation.

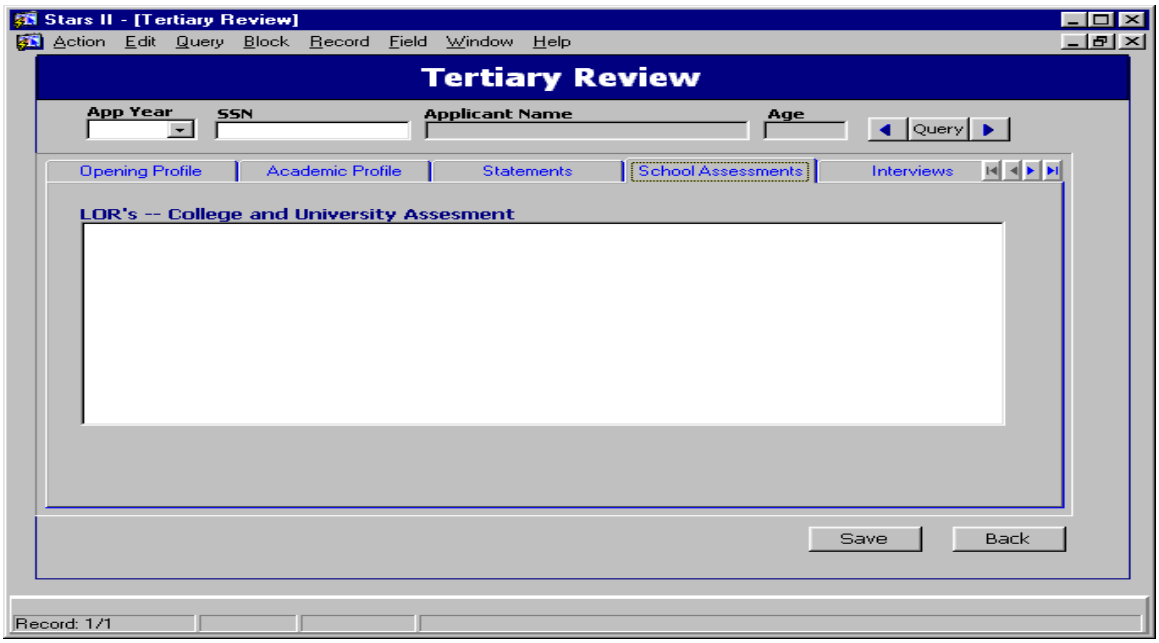


Figure 38: Tertiary Review (School Assessments)

Step 10 *Click* on the Interview tab (Figure 39) to review and enter comments regarding the applicant's interview.

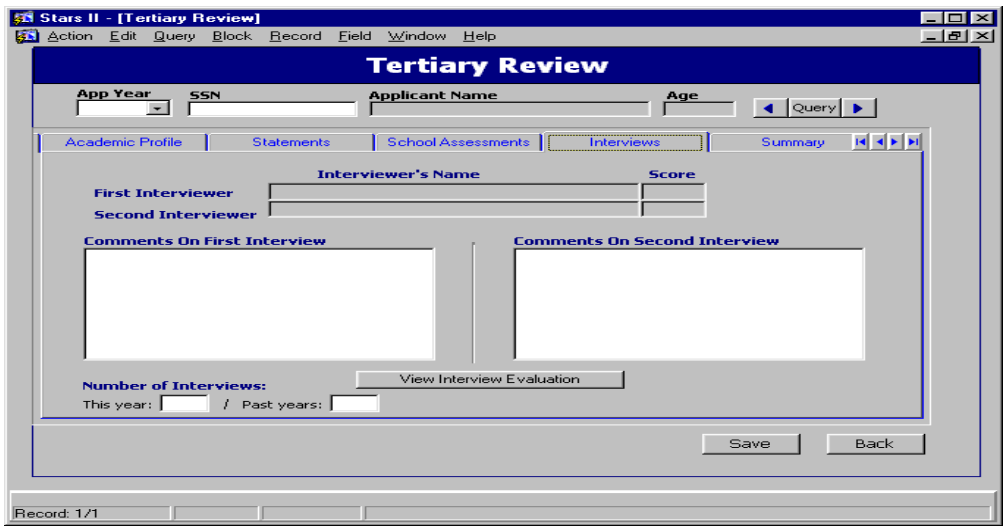


Figure 39: Tertiary Review (Interviews)

Step 11 *Click* on the **View Interview Evaluation** button to review all information entered by first and second interviewers.

Step 12 *Select* the interviewer whose comments you would like to review first from the pop up box, then *click* **Ok**.

Step 13 *Click* the **Back** button to return to the Tertiary Review.

Step 14 *Click* on the Summary tab (Figure 40).

Step 15 *Choose* a button to accept, make an alternate, or reject the applicant.

Step 16 *Select* a score from the drop down menu.

Step 17 *Enter* any additional comments in the comment area.

Step 18 *Click* the **Save** button to save your work.

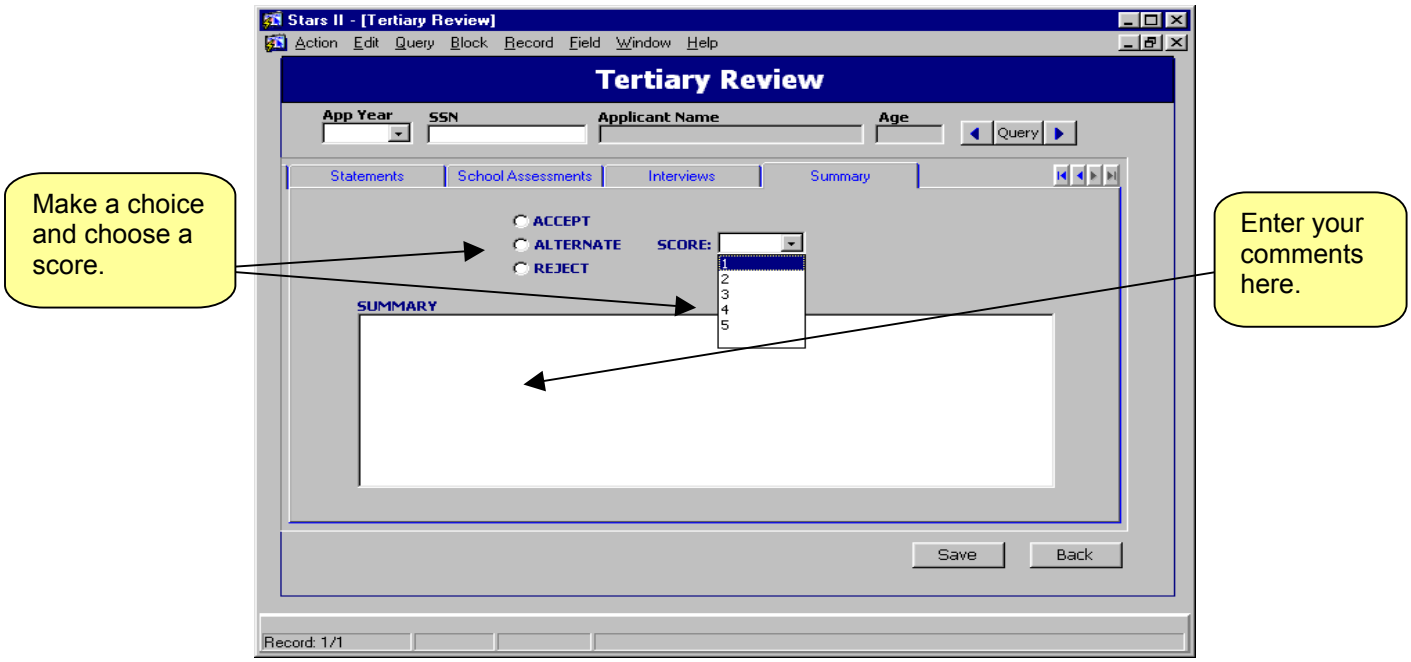


Figure 40: Tertiary Review (Summary)

Tutorial 22: View All Tertiary Reviews

All of the Tertiary reviews can be viewed in this module. Access to the View All Tertiary Reviews component of STARS II is restricted to the Admissions Office management and staff, in addition to the Admissions Committee Members.

Step 1 From the Admissions Main Menu, *select* the **Interview Applications** bar.

Step 2 *Click* on the **Tertiary Review** bar.

Step 3 *Click* on the **View All Tertiary Reviews** bar to access the View Only screen (Figure 41).

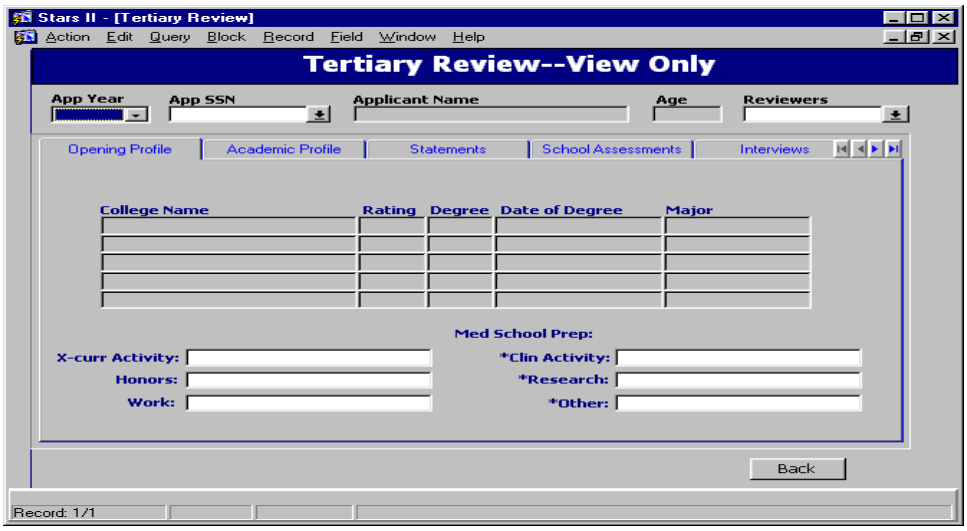


Figure 41: Tertiary Review --View Only

Step 4 From the Application year drop down list, *select* an applicant year.

Step 5 *Click* on the down arrow in the App SSN box. You will now see the window pop up listing the applicants who have been reviewed.

Step 6 *Select* the applicant you want to review. All of the applicant information will display.

Step 7 *Click* on the Reviewers drop down list (Figure 42).

Step 8 *Select* the reviewer whose comments you would like to review then *click* **OK.** The applicant's Opening Profile is now viewable.

Step 9 *Click* on the Academic Profile tab to view applicant's scores (all scores are retrieved from the pull down menu).

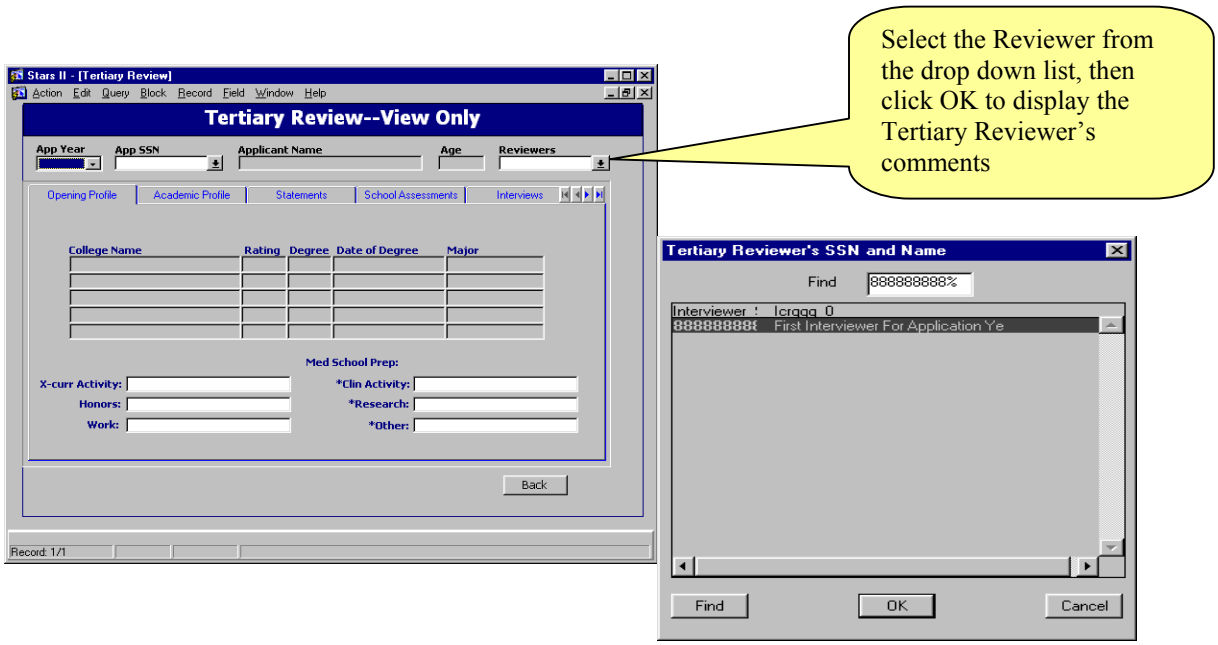


Figure 42: Tertiary Review - View Only (Tertiary Reviewer's SSN and Name)

Step 10 *Select* the Statements tab to review AMCAS statements and USU statements.

Step 11 *Select* the School Assessments to view comments regarding the applicant's letters of recommendation.

Step 12 *Click* on the Interviews tab to review comments regarding the applicant's interview.

Step 13 *Click* on the **View Interview Evaluation** button to review the first and second interviews.

Step 14 *Select* the Interviewer from the pop up box, then *click* **OK**.

Step 15 *Click* on any of the tabs to review interview information.

Step 16 *Click* the **Back** button to return to the Tertiary Review.

Step 17 *Click* the Summary tab to review the Tertiary Reviewer's summary.

Step 18 *Click* the **Back** button to return to the **Choose the Review Options** main menu.

Tutorial 23: Consultation Card

The Consultation Card menu provides information regarding the Applicant Assessment and consultation by the Office of Recruitment and Diversity (ORD). The Admissions Office has access to this module, and the Dean for Admissions and Academic Records is permitted to enter data as well.

Step 1 From the **Admissions** main menu, *click* on the **Interview Applications** bar.

Step 2 From the **Interview Applications** menu, *click* on the **Consultation Card** bar to access the **Applicant Consultation** (Figure 43) screen.

Step 3 *Select* an Applicant Year from the pull down menu, then *click* on the **Query** button to retrieve an applicant name and related data.

Step 4 *Enter* comments from the Administrative Review conducted by the Dean for Admissions and Academic Records in the Administrative Review section (Figure 43). ***Note: Each tab (Primary Consultation, Secondary Consultation, Tertiary Consultation and ORD Review) allows Administrative Review comments to be added.***

Step 5 *Click* the **Save** button to save all comments. You will get a message that the transaction is complete and the records have been applied and saved.

Step 6 *Click* the **Back** button to return to the **Interview Applications** menu.

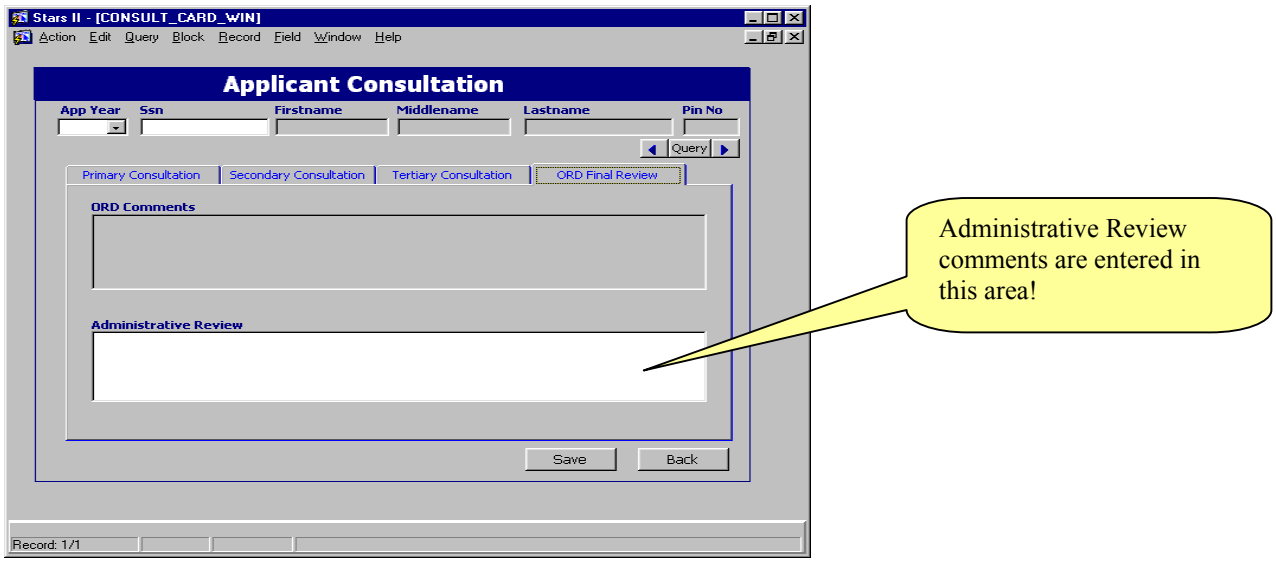


Figure 43: Applicant Consultation Card

OFFICE OF THE REGISTRAR TUTORIALS

The tutorials provide guidance in the performance of routine functions in STARS II. Follow each step in succession to become familiar with the functionality of the system. All functions are initiated from the **REGISTRAR'S OFFICE** MAIN MENU.

Tutorial 1: Log on to STARS II

To begin using the STARS II application, you must log on and connect with the Oracle database. Follow the steps in succession.

Step 1 *Double-click* on the STARS II icon on the desktop. You will then see the Oracle log in screen (Figure 44).

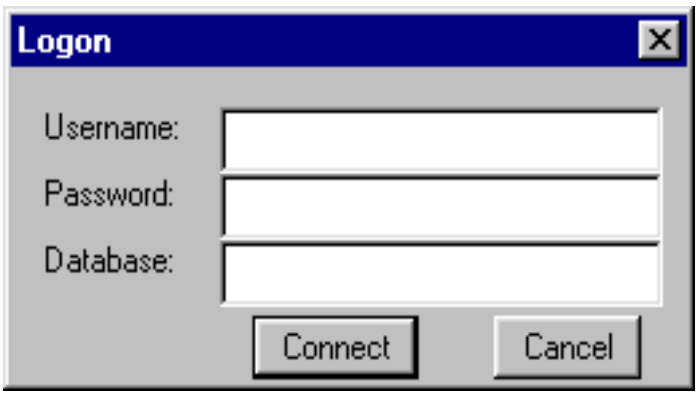


Figure 44: Oracle Log in Screen

Step 2 Enter the following data in the fields:
User ID: *Type* in your user name;
Password: *Type* in your password;
Connect: *Type* in USU.

Step 3 *Click* **Connect** to proceed.

Step 4 You will now notice the **STARS II** main menu (Figure 45).

Figure 45: Stars II Main Menu

Step 5 *Click* the Medical Education button.

Step 6 When you see the **Medical Education** main menu, *click* the **Admissions** bar (Figure 46) that will then take you to the **Admissions** main menu .

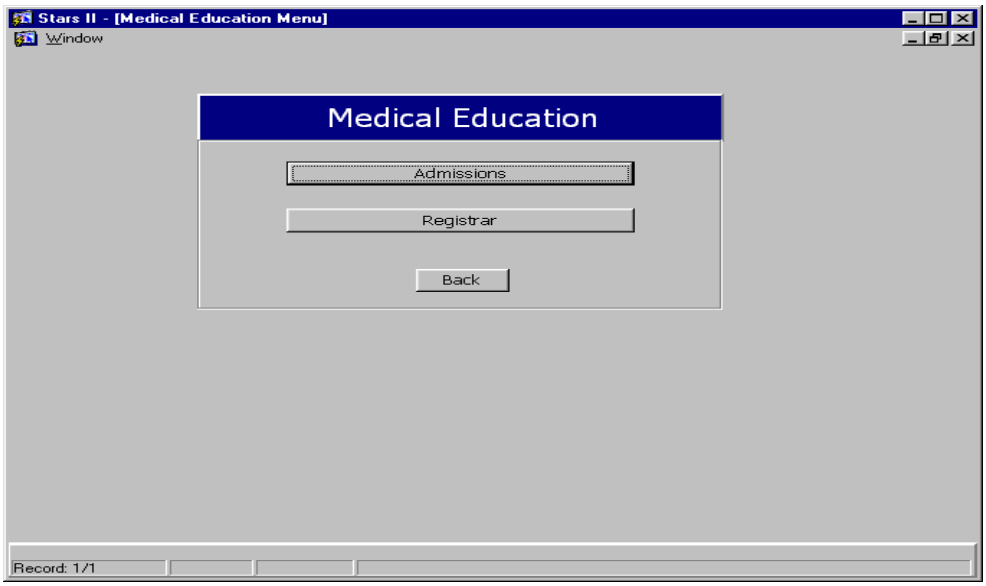


Figure 46: Medical Education Main Menu

Tutorial 2: Manage Student Record

Step 1 *Click* on the down arrow (Figure 47) under **Manage Student Records**.

Figure 47: Registrar's Office Main Menu

Step 2 *Select* **Information** which then displays the Student Information Screen (see figure 48).

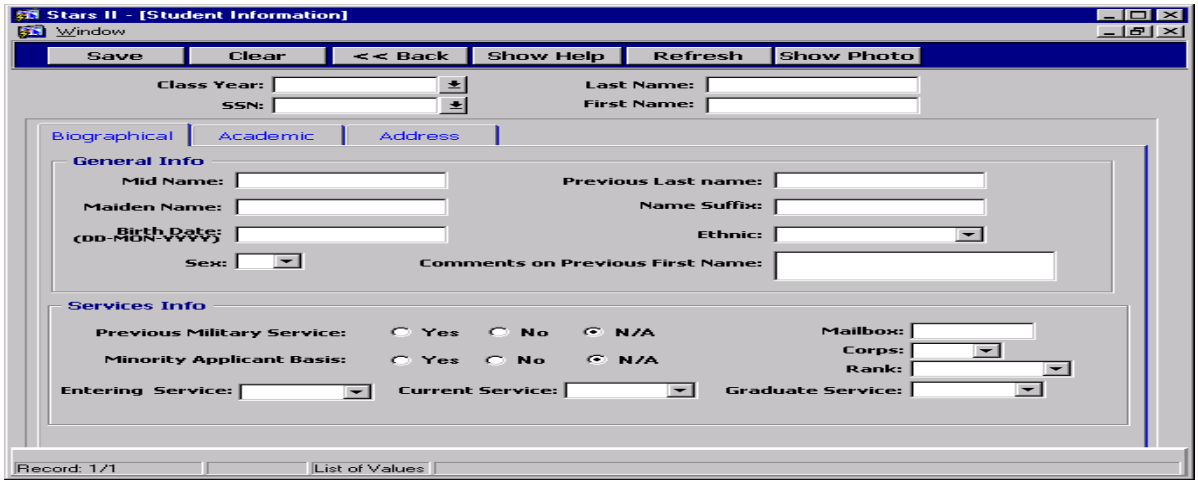


Figure 48: Student Information

Step 3 *Select* a class year from the pull down menu.

Step 4 *Click* the down arrow under SSN.

Step 5 *Select* a student from the student list (Figure 49), then *click* **OK**. You will now return to the Biographical Tab on the Student Information screen where you will see the student information has been filled in.

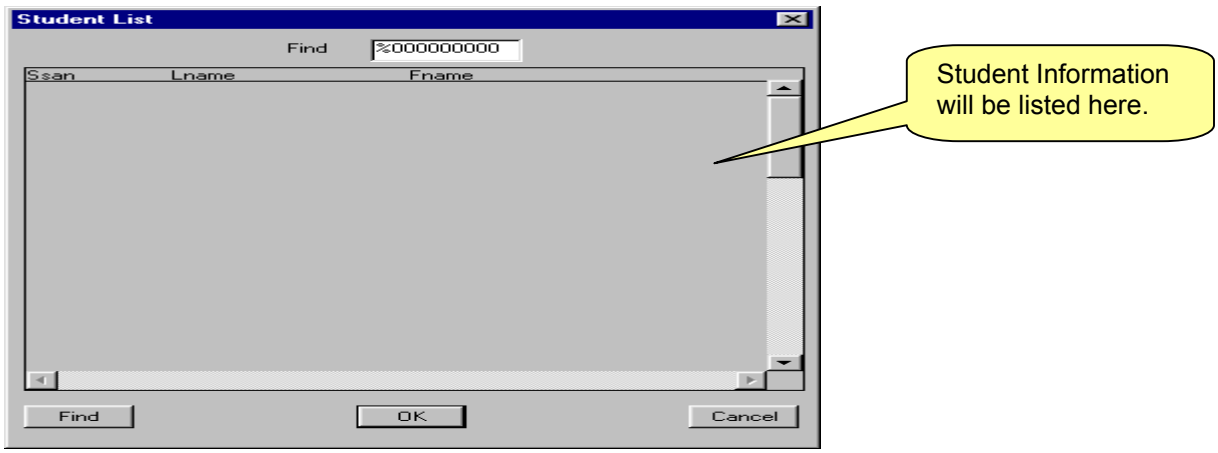


Figure 49: Student List

Step 6 *Update* any fields you need to on the Biographical tab. Use the drop down menus to get additional information on certain fields.

Step 7 *Click* the Academic tab (Figure 50) and makes any necessary changes.

Step 8 If you need to remove a term/decel status, *click* the **remove** button to the left of that row.

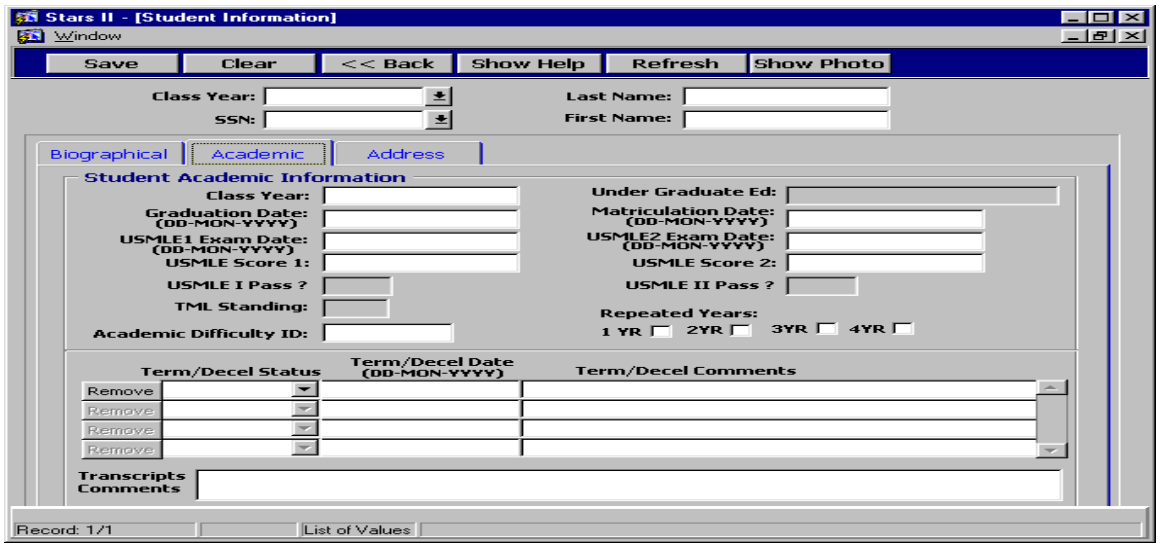


Figure 50: Student Information (Academic)

Step 9 *Enter* any transcript comments in the appropriate section.

Step 10 *Click* the address tab (Figure 51) to update address information.

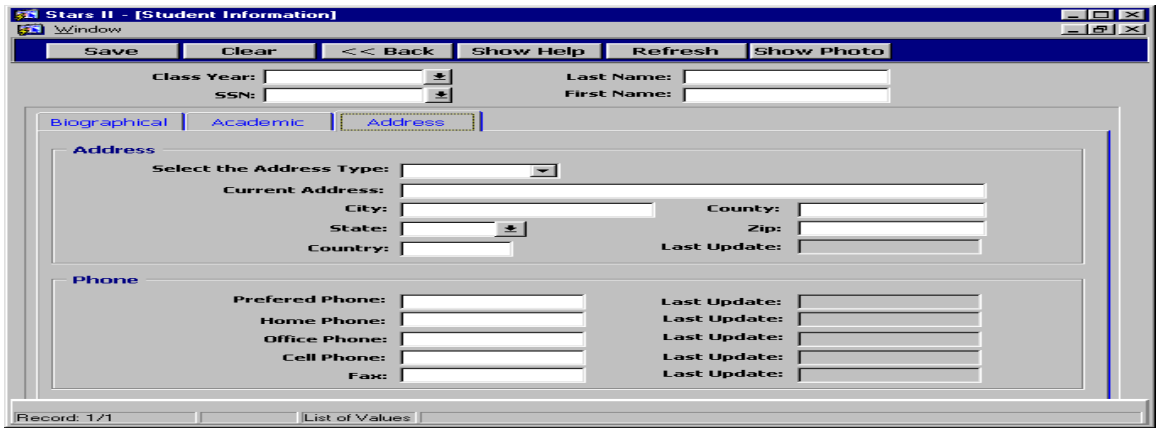


Figure 51: Student Information (Address)

Step 11 *Click* the **Save** button to save the changes you have made.

Step 12 *Click* **Clear** button to clear the data from the Student Information screen.

Step 13 *Click* the **Back** button to return to the **Registrar's Office** main menu.

Tutorial 3: Manage Student Information Grade by Class

This section allows you to view and/or update grades by course number and academic year. On this screen, you also have a choice of verifying student grades all at once or by individual student.

Step 1 From the **Manage Student Records** menu, *click* on the down arrow and select **Grade by Class**.

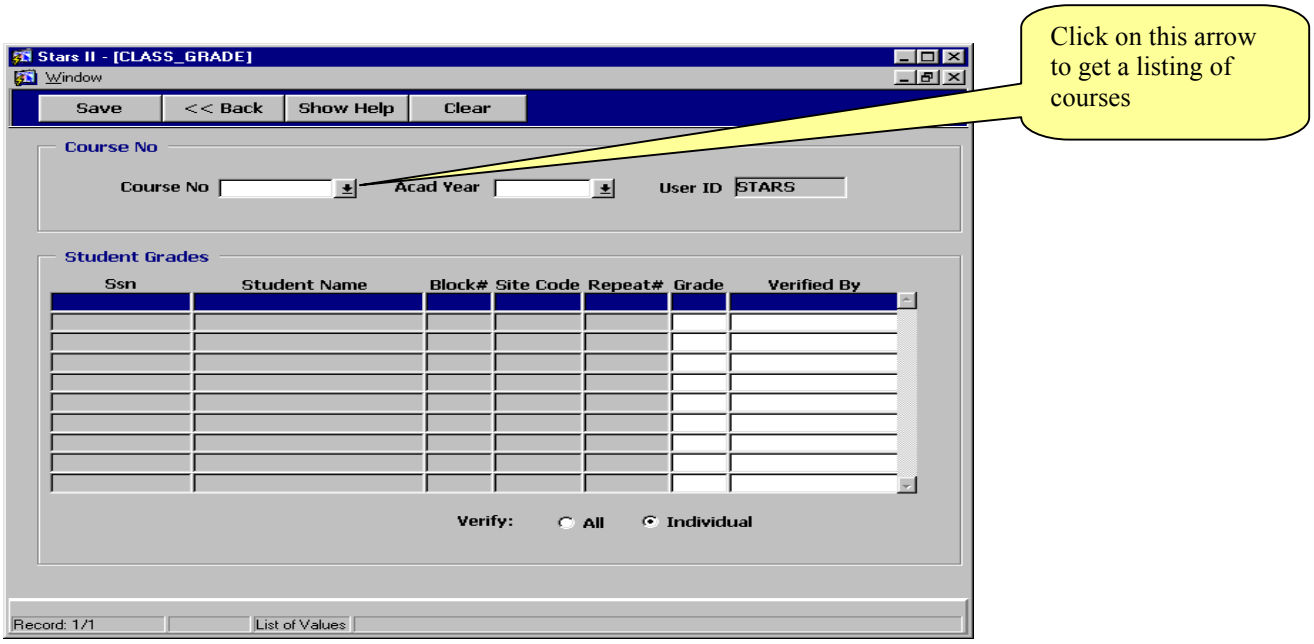


Figure 52: Grade By Class

Step 2 *Click* on the Course No pull down arrow (Figure 52). This action generates the Course List.

Step 3 *Select* the course no. (Figure 53), then *click* **OK**

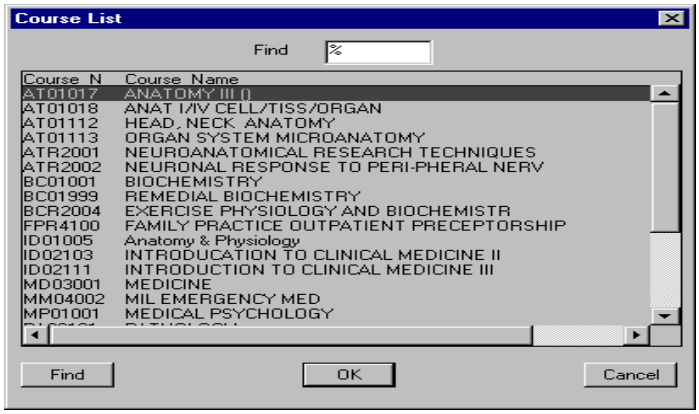


Figure 53: Course List

Step 3 *Select* an Academic Year. All grades and related data for the selected course appears.

Step 4 *Update* grades by entering the correct grade in the grade field.

Step 5 *Click* the verified field to enter your user id. This will automatically enter your user id for you.

Step 6 *Click* the **Save** button to the save the grades you have entered.

Step 7 When you are asked if you want to save the changes you have made, *click* **YES**.

Step 8 If you need to enter grades for another course, *click* the **Clear** button and repeat steps 2-7.

Step 9 *Click* the **Back** button to return to the **Registrar's Office** main menu.

Tutorial 4: Manage Students Grade by Individual Student

Step 1 Under **Manage Student Records**, *click* on the down arrow and *select* **Grade by Individual Student**.

Step 2 When you see the Medical Student Grade screen (Figure54), *click* on the SSN down arrow, which displays the student list screen (Figure 49).

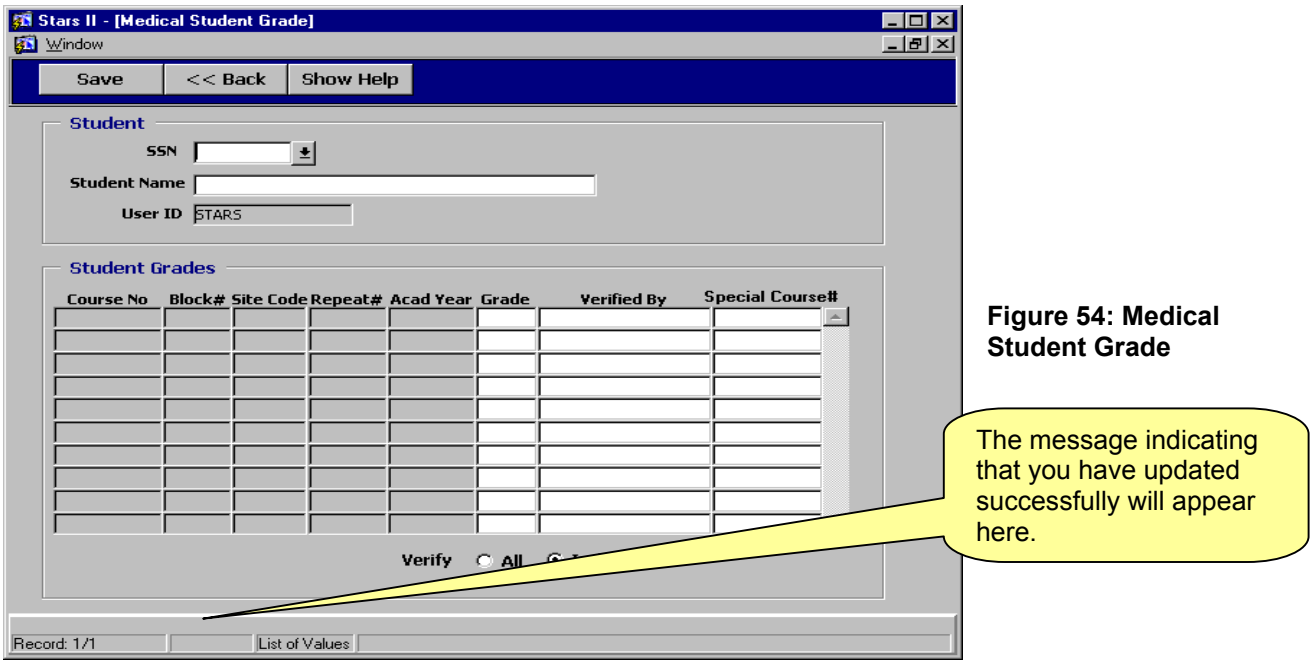


Figure 54: Medical Student Grade

Step 3 *Select* a student, then *click* **OK.** The student data automatically appears.

Step 4 Once you have verified/changed the student's grade, *click* the **Verified By** field. Your name will automatically appear in this box. You can also verify the grades all at once by clicking the verify all selection.

Step 5 *Click* **Save** to save the information you have entered.

Step 6 *Click* **YES** to confirm that you do want to save changes. You will see a message in the bottom left corner of your screen indicating the grades were successfully updated.

Step 7 *Click* the **Back** button to return to the **Registrar's Office** main menu.

Tutorial 5: Manage Students USMLE Scores by Class

Step 1 From the **Manage Student Records**, *click* **USMLE Scores by Class**, you will then see the USMLE Score screen (Figure 36) appear.

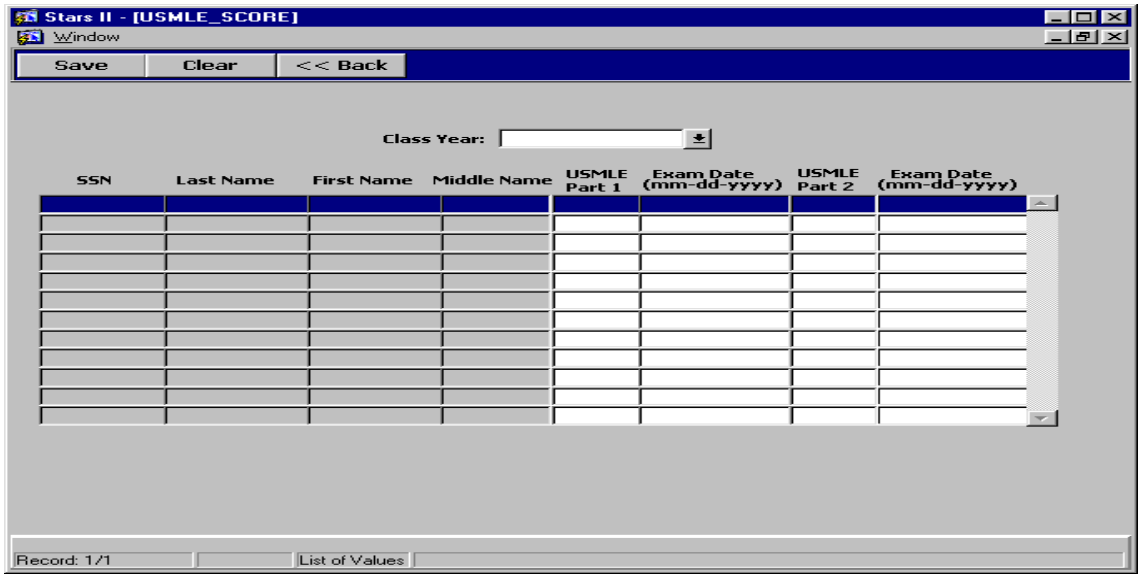


Figure 55: USMLE Score

Step 2 *Click* on the Class Year down arrow. *Select* a Class Year, then *click* **OK**. The student data will display.

Step 3 You can make changes to USMLE scores and exam dates if necessary by *typing* the updated information.

Step 4 *Click* the **Save** button to save changes. You will get a message indicating that the scores have been updated successfully.

Step 5 *Click* the **Back** button to return to the **Registrar's Office** main menu.

Tutorial 6: Student Mailing Address Labels

Step 1 From the **Manage Student Records** menu, *click* on the down arrow.

Step 2 *Select* **Student Mailing Address** Labels.

Step 3 In the Report Parameter screen (Figure 56) titled Student Mailing Address, *enter* the class year in the **P Class Year** field to get the desired mailing labels.

Step 4 *Click* on the traffic light symbol (Figure 56) to run the report.

Step 5 *Click* File, then print to print the labels.

Step 6 *Click* **X** to close the report screen.

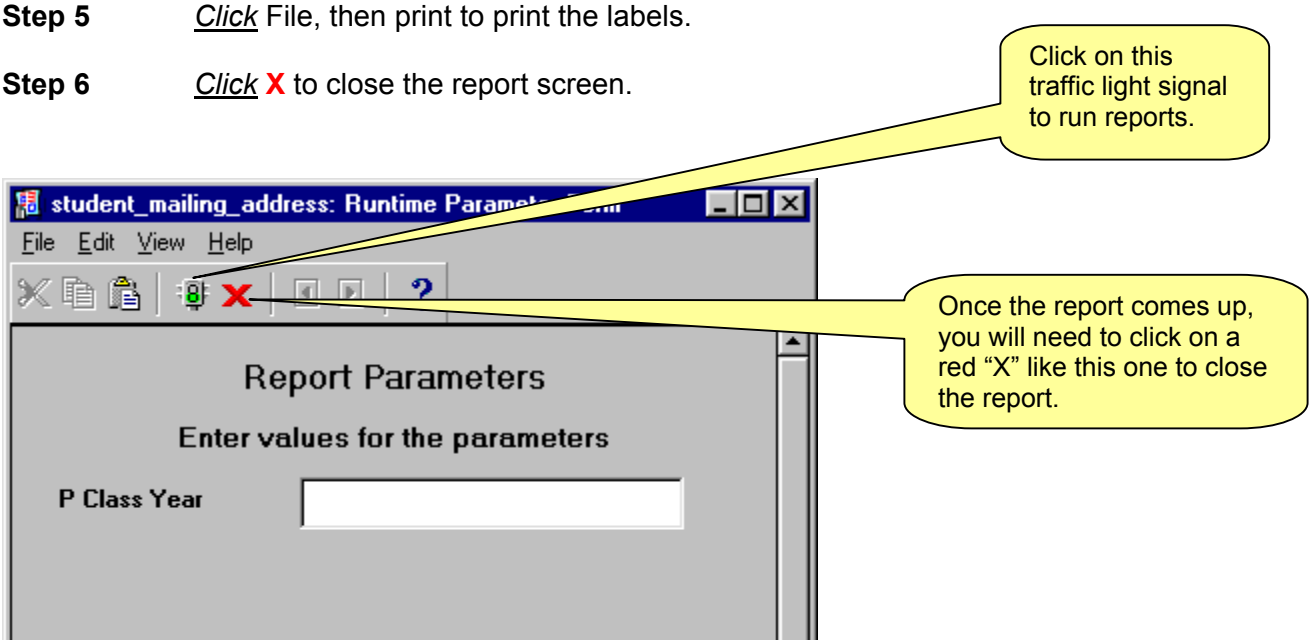


Figure 56: Report Parameters

Tutorial 7: Student USU Box Labels

Step 1 From the **Manage Student Records** menu, *click* on the down arrow.

Step 2 *Select* **Student USU Box Label**.

Step 3 In the Report Parameter screen (Figure 56) titled Student USU box, *enter* the class year in the **P Class Year** field to get the desired labels.

Step 4 *Click* on the traffic light symbol (Figure 56) to run the report.

Step 5 *Click* File, then print to print the labels.

Step 6 *Click* **X** to close the report screen.

Tutorial 8: Student SSN and Service Labels

Step 1 From the **Manage Student Records** menu, *click* on the down arrow.

Step 2 *Select* **Student SSN/Service Label**.

Step 3 In the Report Parameter screen (Figure 56) titled Student SSN label, *enter* the class year in the **P Class Year** field to get the desired labels.

Step 4 *Click* on the traffic light symbol (Figure 56) to run the report.

Step 5 *Click* File, then print to print the labels.

Step 6 *Click* **X** to close the report screen.

Tutorial 9: Register 1st Year Students

Step 1 **Register Students** is an option on the **Registrar's Office** main menu. Find it and *click* on the down arrow.

Step 2 *Select* the **1st Year**. This will take you to the Register Students screen (Figure 57).

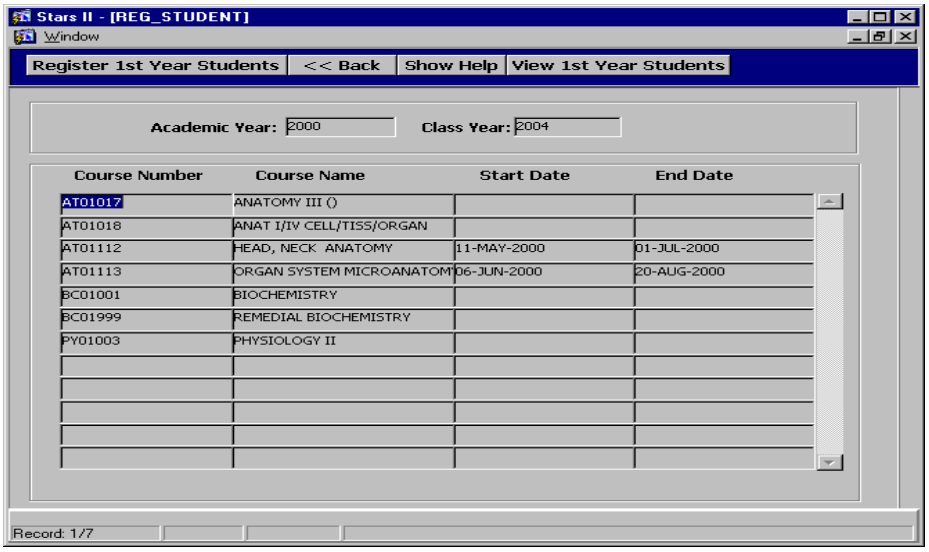


Figure 57: Register 1st Year Student

Step 3 *Type* the academic year you want to view.

Step 4 *Type* the class year you want to view.

Step 5 *Click* on the **View 1st Year Students** bar to view all students to be registered. You will get a window listing all the students (Figure 58).

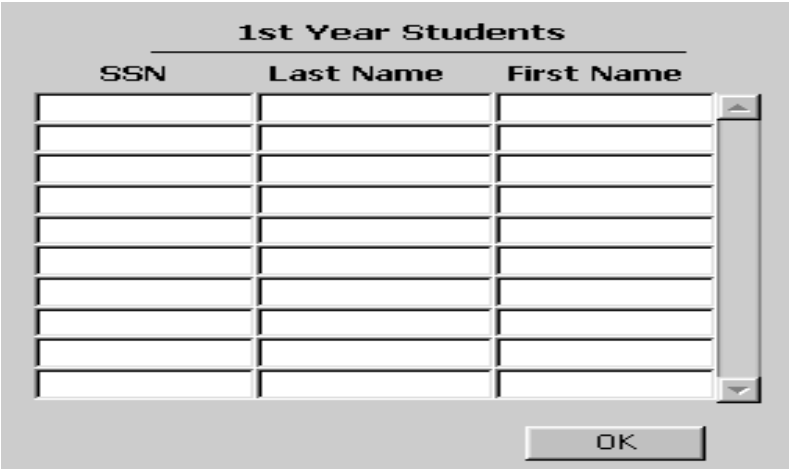


Figure 58: 1st Year Students

Step 6 Once you have verified the students that will be registered, *click* **OK** (Figure 58) to exit from the 1st Year Student window.

Step 7 *Click* the **Register 1st Year Students** bar (Figure 57) to register all 1st Year students. ***Note: This process will take a few moments. When this process is complete, you will see a message at the bottom of the screen indicating how many students have been registered.***

Step 8 *Click* the **Back** button to return to **Register's Office** main menu.

Tutorial 10: Register 2nd Year Students

Step 1 Locate the **Register Students** option and *click* on the down arrow.

Step 2 *Select* the **2nd Year**. This will take you to the Register Students screen (similar to Figure 57).

Step 3 *Type* the academic year you want to view.

Step 4 *Type* the class year you want to view.

Step 5 *Click* on the **View 1st Year Students** bar to view all students to be registered. You will get a window listing all the students (Figure 58).

Step 6 Once you have verified the students that will be registered, *click* **OK** (Figure 58) to exit from the 1st Year Student window.

Step 7 *Click* the **Register 1st Year Students** bar (Figure 57) to register all 1st Year students. ***Note: This process will take a few moments. When this process is complete, you will see a message at the bottom of the screen indicating how many students have been registered.***

Step 8 *Click* the **Back** button to return to **Register's Office** main menu.

Tutorial 11: Register 3rd Year Students

Step 1 Locate the **Register Students** option and *click* on the down arrow.

Step 2 *Choose* the **3rd Year**. The 3rd Year Student Courses Registration screen (Figure 59) will appear on the screen.

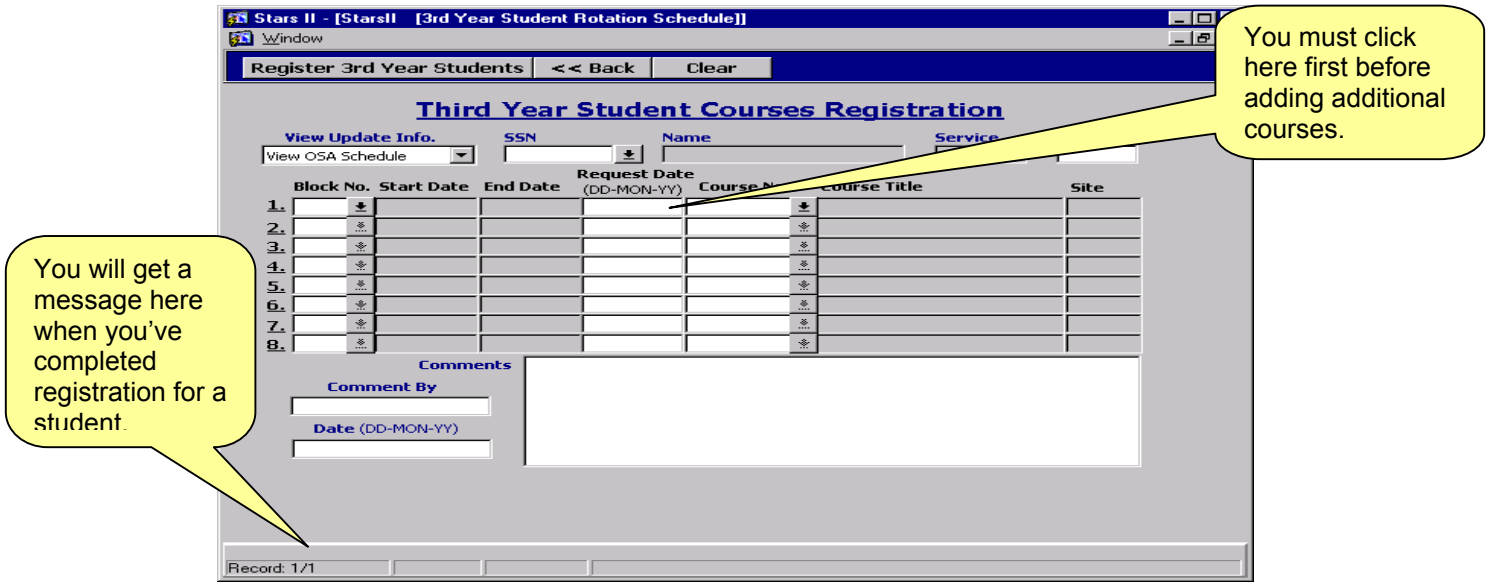


Figure 59: Third Year Student Course Registration

Step 3 *Select* the class year from the drop down menu.

Step 4 *Select* the student by *clicking* the down arrow in the SSN field. You will now see a window with a listing of students.

Step 5 *Select* a Student from the drop down list. Student information will automatically be filled in on the screen.

Step 6 To add a new course, you must *click* the request date field first.

Step 7 Then, *click* on the drop down list in the field Block No. and *select* the appropriate Block No. (Figure 60).

Step 8 *Select* the Course No. from the drop down list (Figure 61).

Step 9 *Enter* Comments if appropriate.

Step 10 *Click* in the **Comment By** field and *type* your name.

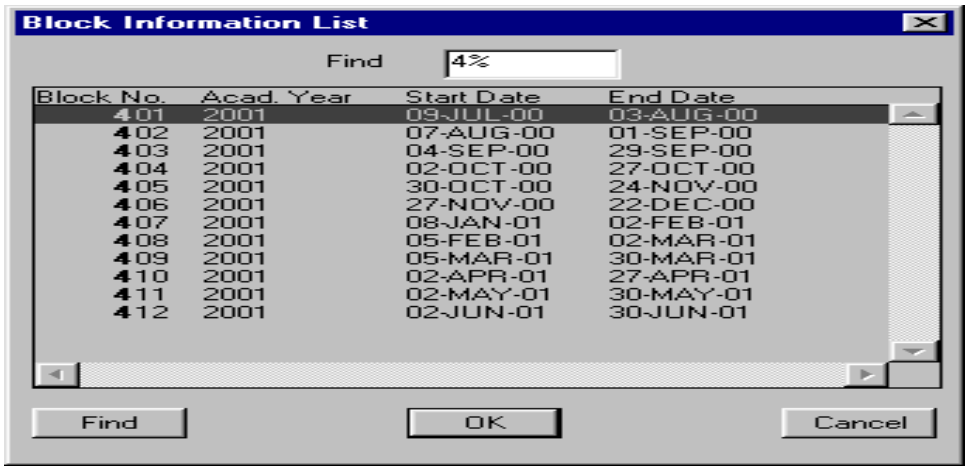


Figure 60: Block Information List

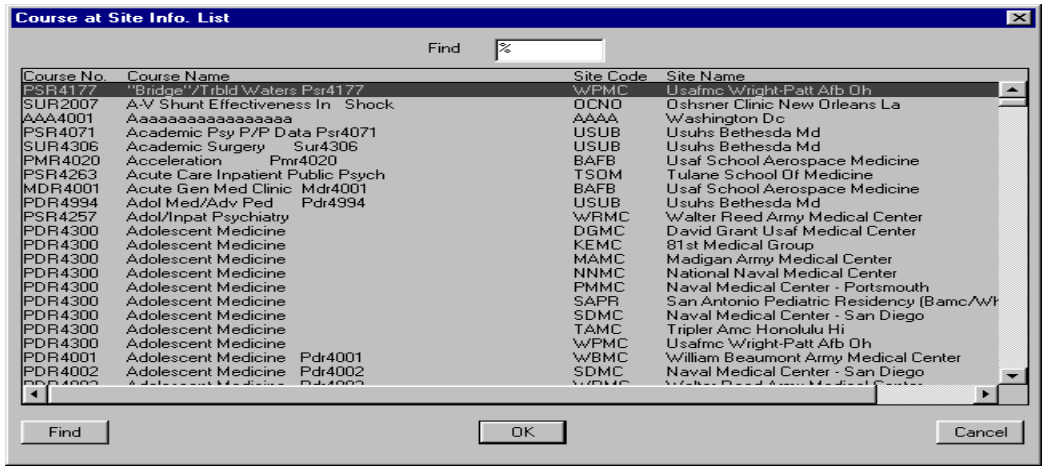


Figure 61: Course List w/Site Information

Step 11 <u>*Click*</u> the bar **Register 3rd Year Students.** ***Note: This process will take a few moments. When this process is complete, you will see a message at the bottom of the screen indicating students have been successfully registered.*** (Figure 59)

Step 11 <u>*Click*</u> the **Clear** button to clear the screen of data and register another student.

Step 12 <u>*Click*</u> the **Back** button to return to the **Registrar's Office** main menu.

Tutorial 12: Register 4th Year Students

Step 1 Under the **Register Students** option, *click* on the down arrow.

Step 2 *Choose* the **4th Year**. The 4th Year Student Courses Registration screen (similar to Figure 59) will appear on the screen.

Step 3 *Select* the class year from the drop down menu.

Step 4 *Select* the student by *clicking* the down arrow in the SSN field. You will now see a window with a listing of students.

Step 5 *Select* a Student from the drop down list. Student information will automatically be filled in on the screen.

Step 6 To add a new course, you must *click* the request date field first.

Step 7 Then, *click* on the drop down list in the field Block No. and *select* the appropriate Block No. (Figure 60).

Step 8 *Select* the Course No. from the drop down list (Figure 61).

Step 9 *Enter* Comments if appropriate.

Step 10 *Click* in the **Comment By** field and *type* your name.

Step 11 *Click* the bar **Register 4th Year Students.** ***Note: This process will take a few moments. When this process is complete, you will see a message at the bottom of the screen indicating students have been successfully registered.***

Step 11 *Click* the **Clear** button to clear the screen of data and register another student.

Step 12 *Click* the **Back** button to return to the **Registrar's Office** main menu.

Tutorial 13: Maintenance (For Registrar Only)

This particular function will allow the Registrar **ONLY** to update registration, the academic calendar, and the course template.

Step 1 *Select* **Maintenance (For registrar Only)**. This will take you to the WIN_Maintenance screen.

Step 2 *Click* the arrow on the SSN field and *select* the student whose registration you want to update. At this point, the student name and information will appear on the screen.

Step 3 You may update all applicable fields. The system will not allow you to change the start date or end date.

Step 4 *Click* the **Save** button. You will see a message in the bottom right corner informing you that the registration for this student has been successfully updated.

Step 5 Once you have finished updating a student, you may *click* the **Clear** button to update another student or you may *click* **Back** button which will take you back to the Registrar's Office main menu.

Tutorial 14: Third Year Rotation Schedule

Step 1 On the **Registrar's Office** main menu, locate the Rotation Schedule list. *Select* **3rd Year.** You will now see the Third Year Student Rotation Schedule screen (Figure 62).

Step 2 *Click* on the Class Year drop down menu and *select* a class year.

Step 3 Using the drop down list under the SSN field, *select* the student you want to view.

Step 4 All student information will appear on your screen, you may make changes/updates to every field except the start and end dates. ***Note: When you are updating or overwriting a block number, the request date will automatically be entered.***

Step 5 To add another block, make sure to *click* the request date field first.

Step 6 *Click* on the block number drop down arrow and *select* a block number from the list.

Step 7 *Click* the course number drop down arrow and *select* a course to enter.

Step 8 *Enter* any comments in the comments box

Step 9 *Click* in the Comments By field and *type* your name.

Step 10 *Click* **Save** to save the student information. You will get a message at the bottom of your screen indicating that the students have been successfully registered.

Step 11 *Click* **Clear** to clear the screen if you have more students to register.

Step 12 *Click* **Back** to return to the **Registrar's Office** main menu.

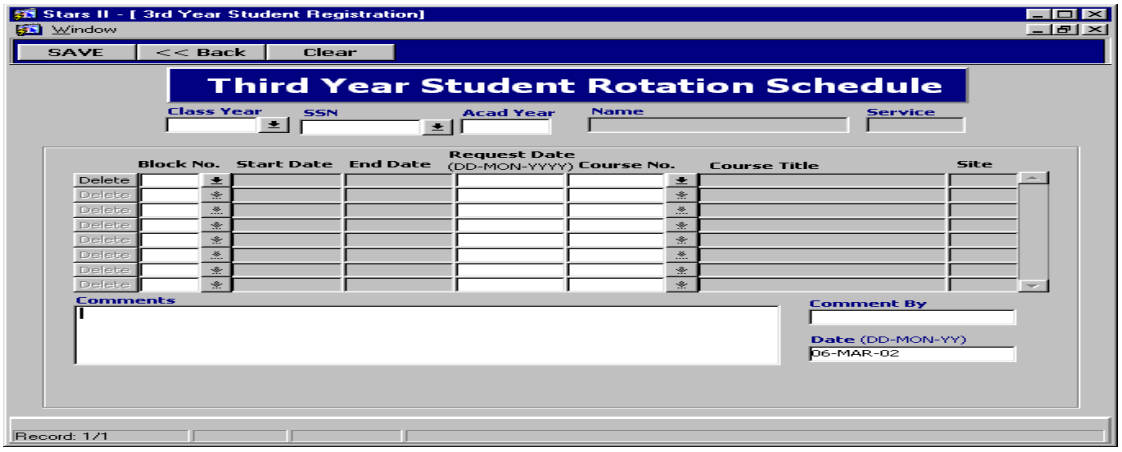


Figure 62: Third Year Student Rotation Schedule

Tutorial 15: 3rd Year Students Rotation Schedule by Class Year (Report)

Step 1 Locate the Rotation Schedule option. *Select* **3rd YR. STU. BY CLASS YEAR.**

Step 2 When the parameter screen pops up, *type* in the class year.

Step 3 Next, *type* in the academic year.

Step 4 *Click* on the traffic light symbol to run the report. This will generate the Third Year clerkship rotation report.

Step 5 Once the report has run, you may view or print the report. You can also change the page settings on the report. Once you are done with the report, *click* the **X** to the close the report.

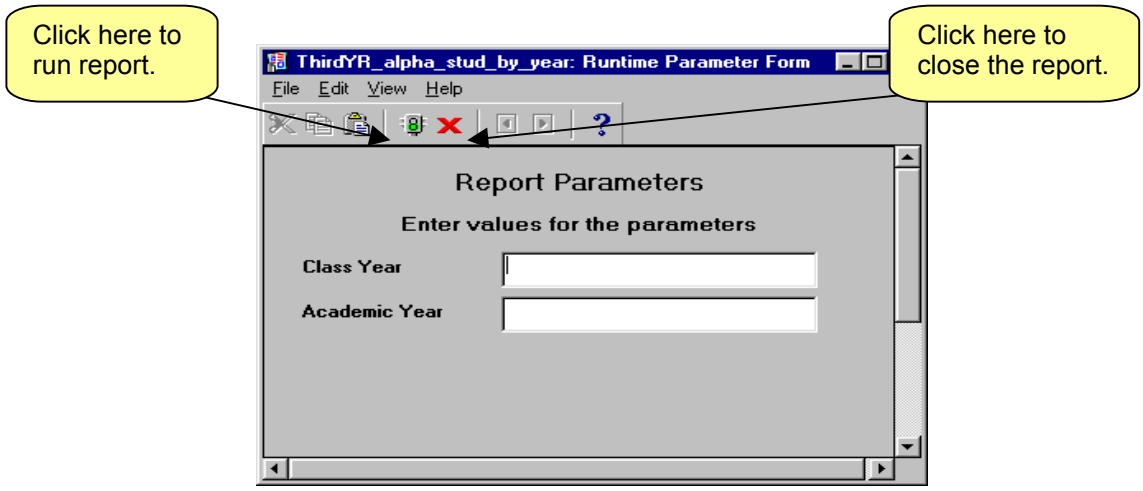


Figure 63: Report Parameters

Tutorial 16: Third Year Schedule By Department (Report)

Step 1 *Select* **3rd YR. Schedule By Dept.** from the **Rotation Schedule** option.

Step 2 When the parameter screen pops up, *select* a department from the drop down menu.

Step 3 *Click* on the traffic light symbol to run the report. This will generate the 3rd year courses listed by block and rotation.

Step 4 Once the report has run, you may view or print the report. You can also change the page settings on the report. Once you are done with the report, *click* the **X** to the close the report.

Tutorial 17: Fourth Year Rotation Schedule

Step 1 Under the **Rotation Schedule** option, *select* 4th **Year.** You will now see the Fourth Year Student Rotation Schedule screen (Figure 64).

Step 2 *Click* on the Class Year drop down menu and *select* a class year.

Step 3 Using the drop down list under the SSN field, *select* the student you want to view.

Step 4 All student information will appear on your screen, you may make changes/updates to every field except the start and end dates. ***Note: When you are updating or overwriting a block number, the request date will automatically be entered.***

Step 5 To add another block, *click* the next blank field under the block number.

Step 6 *Click* on the block number drop down arrow and *select* a block number from the list.

Step 7 *Click* the course number drop down arrow and *select* a course to enter.

Step 8 *Enter* any comments in the comments box

Step 9 *Click* in the Comments By field and *type* your name.

Step 10 *Click* **Save** to save the student information. You will get a message at the bottom of your screen indicating that the students have been successfully registered.

Step 11 *Click* **Clear** to clear the screen if you have more students to register.

Step 12 *Click* **Back** to return to the **Registrar's Office** main menu.

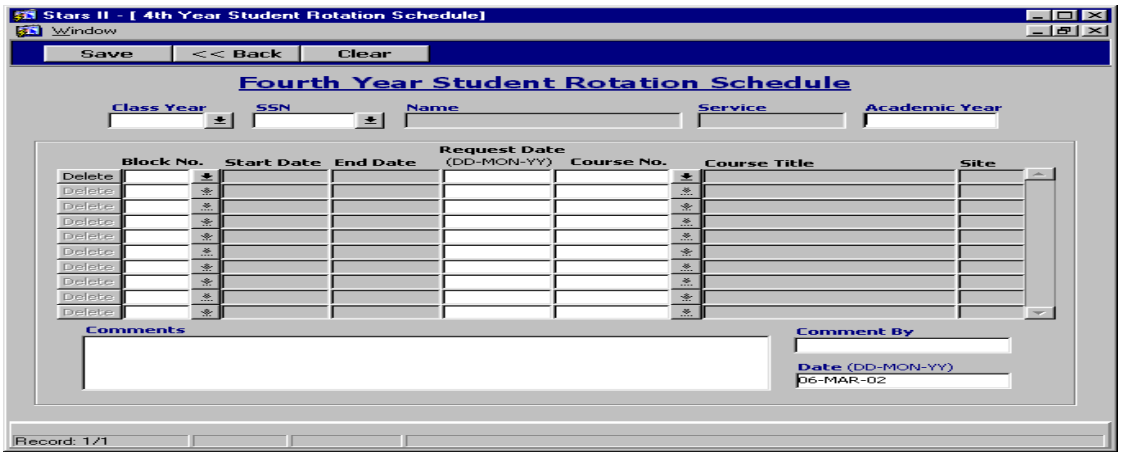


Figure 64: Fourth Year Student Rotation

Tutorial 18: Fourth Year Schedule By Individual (Report)

Step 1 Locate the Rotation Schedule list and *select* **4th YR Schedule By Individual.** You will get the Print 4th Year Schedule By Individual screen (Figure 65).

Step 2 *Select* from the drop down list how you want to search. Your options will be: Last Name, SSN or Class Year.

Step 3 Next, *type* in the information you want to search for (this will depend on what you are searching by).

Step 4 *Click* the **Search** button. You will get a list of students that meet your search criteria.

Step 5 *Highlight* the student you want and *click* the **Print Report** button. A Report Parameter screen will pop up with the student's SSN highlighted (Figure 65).

Step 6 *Enter* the class year for the student.

Step 7 *Enter* the academic year you would like to view.

Step 8 *Click* on the traffic light symbol to run the report. This will generate the 4th year schedule for the selected student.

Step 9 Once the report has run, you may view or print the report. You can also change the page settings on the report. Once you are done with the report, *click* the **X** to the close the report.

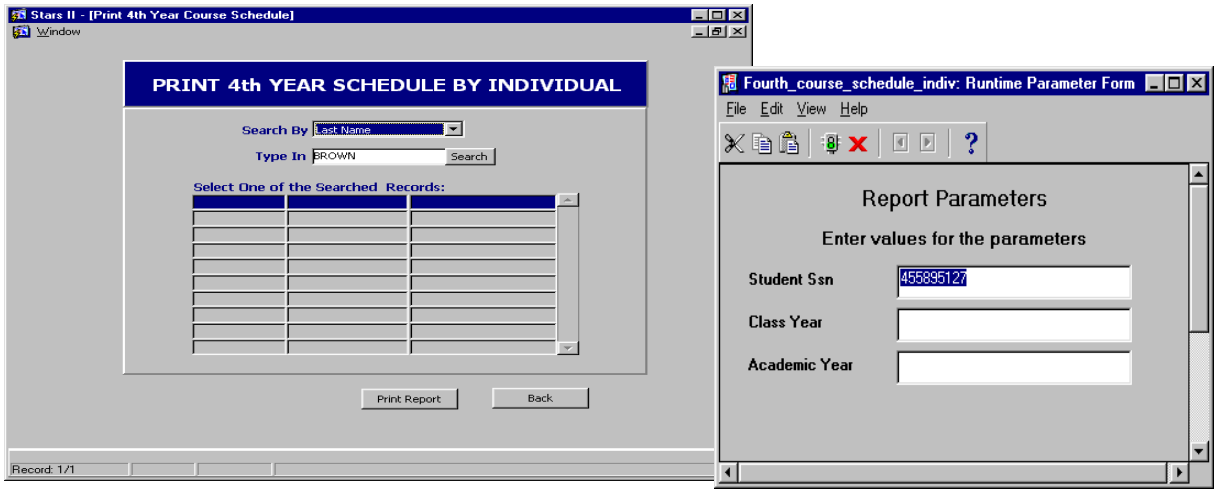


Figure 65: Print 4th Year Schedule By Individual

Tutorial 19: Fourth Year Schedule By Department (Report)

Step 1 *Select* **4th YR Schedule By Department** from the **Rotation Schedule.** You will get a report parameter screen (Figure 66).

Step 2 *Select* the department name from the drop down menu.

Step 3 *Enter* the class year for the student.

Step 4 *Enter* the academic year for the student.

Step 5 *Click* on the traffic light symbol to run the report. This will generate the Senior Electives Schedule by Department.

Step 6 Once the report has run, you may view or print the report. You can also change the page settings on the report. Once you are done with the report, *click* the **X** to the close the report.

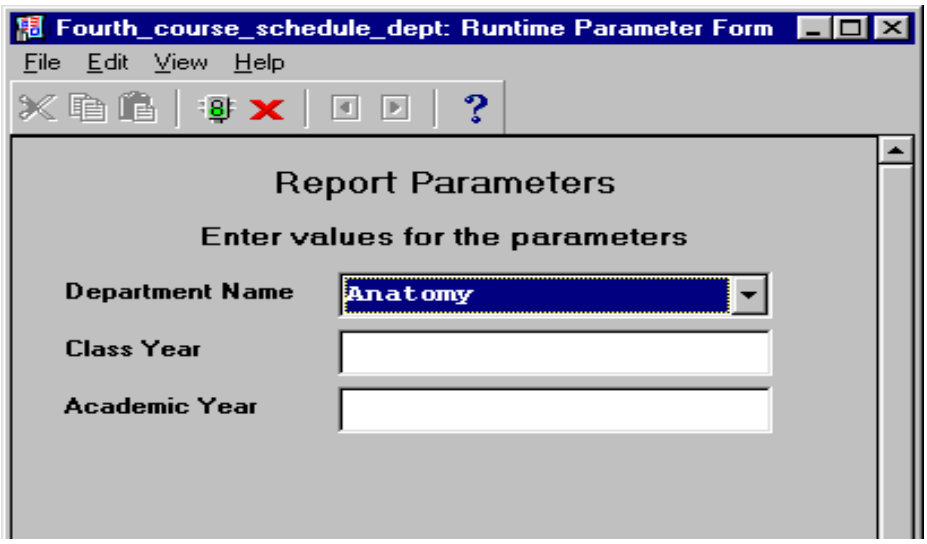


Figure 66: Report Parameters

Tutorial 20: 4th Year Schedule (Report)

Step 1 Under the **Rotation Schedule** list, *select* **4th YR Schedule Report.** You will get a report parameter screen (Figure 67).

Step 2 When the parameter screen comes up, *type* in the class year.

Step 3 Then, *type* in the academic year.

Step 4 *Click* on the traffic signal symbol to run the report.

Step 5 Once the report has run, you may view or print the report. You can also change the page settings on the report. Once you are done viewing/printing the report, *click* the **X** to the close the report.

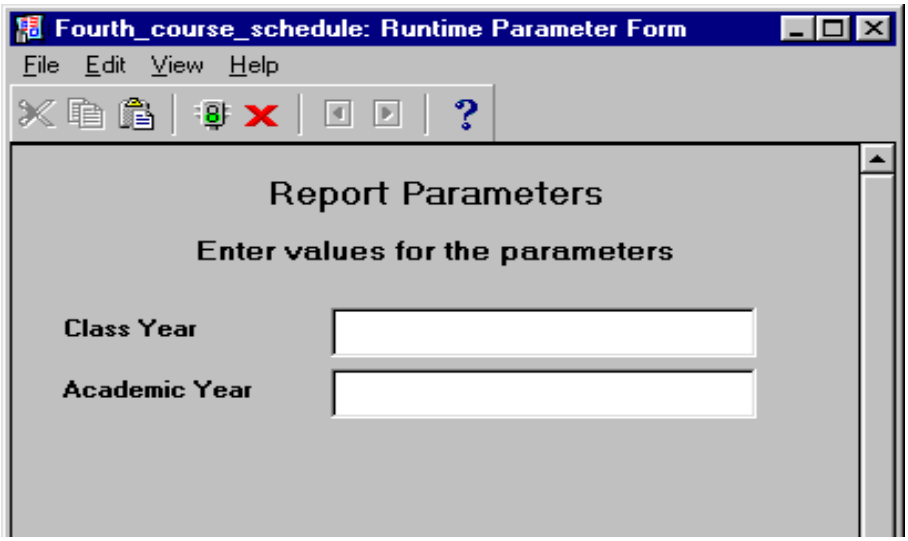


Figure 67: Report Parameters

Tutorial 21: Lottery Numbers (For Office of Student Affairs)

This tutorial will guide you through the process of automating the lottery number assignment/selection process.

Step 1 *Select* **Lottery Number** from the **Rotation Schedule.** You will get the Lottery Numbers Menu.

Step 2 *Click* the **Application** button. You will be taken to an Excel worksheet where you will find a table of lottery numbers.

Step 3 On the menu bar, *click* **Data**.

Step 4 When the drop down menu pops up, *highlight* **Get External Data**. You will get another menu.

Step 5 *Click* **Run Saved Query**.

Step 6 *Double-click* on **Query from STARS Lottery**.

Step 7 *Highlight* cells A1 and B1.

Step 8 *Click* **OK**.

Step 9 To print the lottery table, *highlight* the section you want to print and *click* **File**, then **Print**.

Step 10 To exit from the lottery table, *click* **File**, then *click* **Exit** at the bottom of the file menu. You will be taken back to the Lottery Numbers Main menu.

Step 11 *Click* **Exit** to return to the **Registrar's Office** main menu.

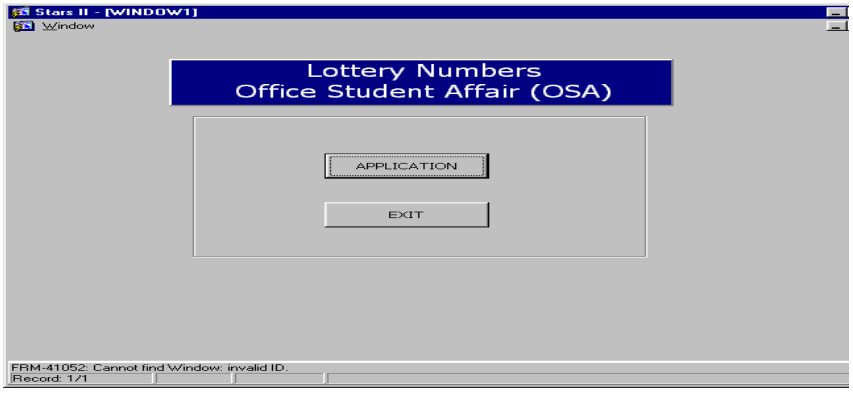


Figure 68: Lottery Numbers

Tutorial 22: Block Number Entry (For Office of Student Affairs)

This tutorial walks you through the process of entering new blocks or updating existing blocks for each academic year.

Step 1 Locate the **Rotation Schedule** option and *select* **Block Number Entry.** You will get the Block Table Information Entering Form (Figure 69).

Step 2 *Enter* the academic year, then *click* the **Execute Query** button.

Step 3 To enter additional block numbers, *click* in the next blank field and *enter* a block number.

Step 4 Next, *enter* the start date.

Step 5 Then, *enter* the end date.

Step 6 When you have finished making entries, *click* the **Save** button. You will see a message at the bottom of the screen indicating that the block has been updated.

Step 7 *Click* the **Back** button to return to the **Registrar's Office** Main Menu.

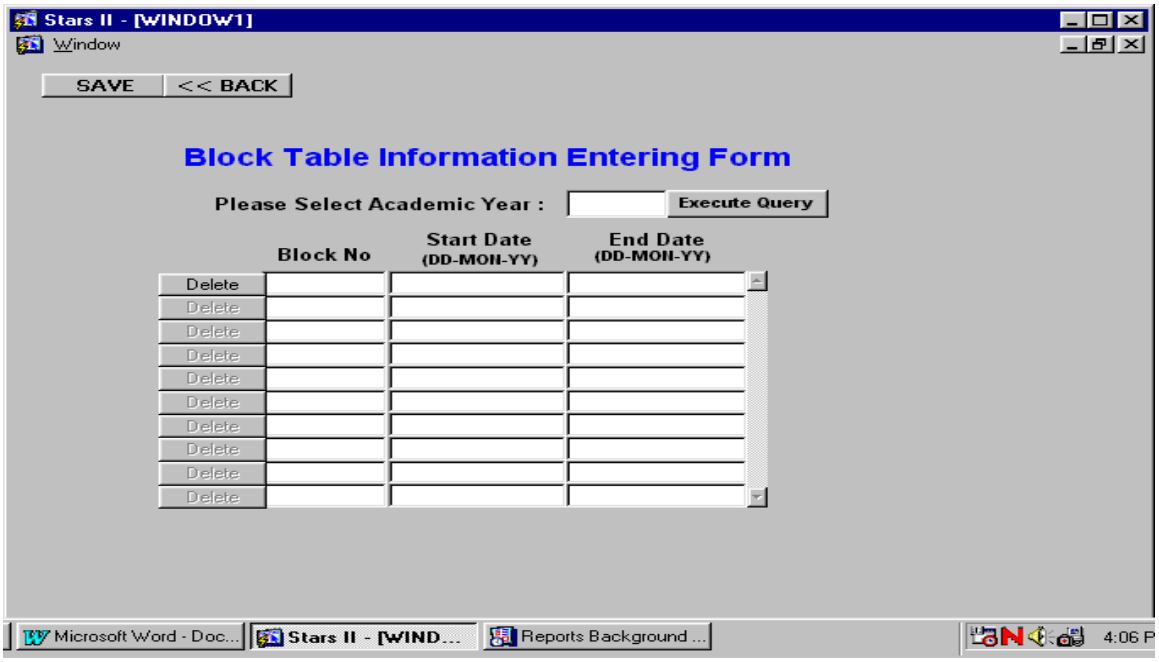


Figure 69: Block Table Information Entering Form

Tutorial 23: Viewing and Printing 3rd and 4th Year Student Lists

This tutorial guides you through the steps of viewing and printing both the 3rd and 4th Year Student Lists.

Step 1 Locate the Rotation Schedule list and *select* **List of 3rd & 4th YR Students**.

Step 2 When the View 3rd & 4th Year Student Information screen (Figure 70) comes up, *click* one of the boxes on the screen.

Step 3 If you choose List 3rd Year or 4th Year Students, you will get a window that lists all the students in that year.

Step 4 *Select* a student and *click* **OK**. It will take you to the student information screen. ***Note: Clicking cancel will also take you to the student information screen.***

Step 5 To go back to the **View 3rd & 4th Year Student Information** menu, *click* the **Back** button.

Step 6 *Click* the **Print the 3rd or 4th Year Students** button to print that list of students to the screen.

Step 7 Once the report has printed to the screen, you may print the report to paper. ***Note: You may also change the page settings on the report before you print.*** Once you are done with the report, *click* the **X** to the close the report.

Step 8 *Click* **Exit** to return to the **Registrar's Office** main menu.

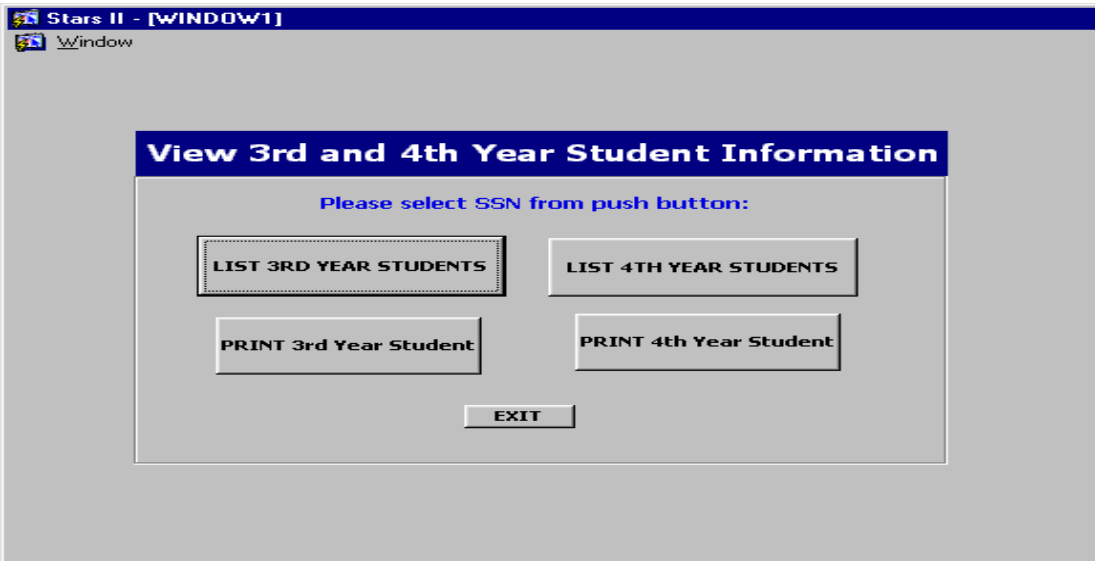


Figure 70: View 3rd and 4th Year Student Information

Tutorial 24: View Class Standing

Step 1 From the **Manage Classes** option, *select* **View Class Standing**.

Step 2 When the Class Standing window (Figure 71) appears, ***select*** the class year you would like to view from the drop down menu.

Step 3 Now, *click* **OK.** You will get a listing of the students in that class year along with their Cumulative GPAs and their class standing for each year.

Step 4 *Click* **Clear** to clear the screen and select another class year.

Step 5 *Click* the **Back** button to return to the **Registrar's Office** main menu.

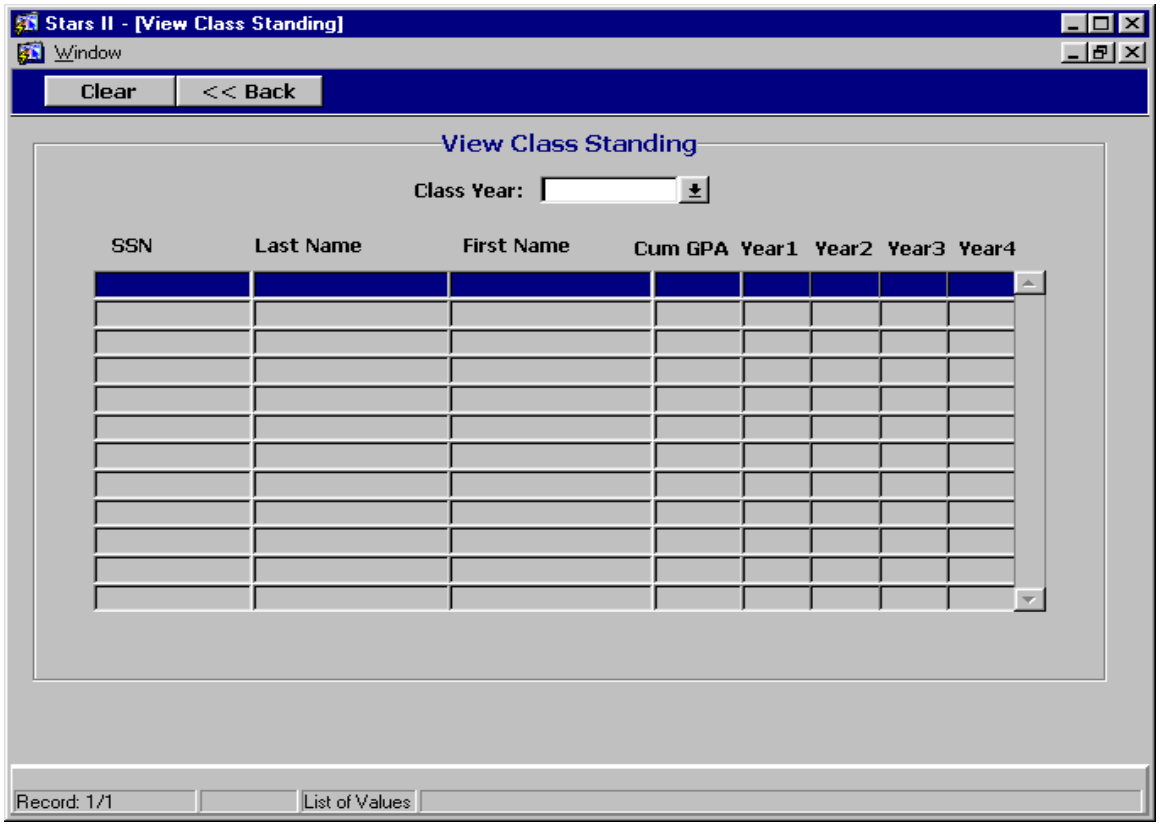


Figure 71: View Class Standing

Tutorial 25: Graduate A Class

Step 1 *Choose* **Current Graduate Year** from the **Graduate a Class** option. You will see the Medical Students Graduation Date Entry screen (Figure 72).

Step 2 *Select* a search option. You may search by Last Name, SSN or Class Year.

Step 3 If you are going to search by last name or SSN, enter that in the appropriate field (Figure 72) and *click* the **Search** button. If you are searching by class year, *click* the down arrow, *select* a year and *click* **OK**.

Step 4 *Enter* the graduation date for the student(s).

Step 5 All students in the class will have a check in the box next to their name. To deselect a student, *click* on the checkbox. You can also deselect the entire class by clicking the Uncheck All.

Step 6 Once you have verified all the students that you want to graduate, *click* the **Save** button. You will then get a message indicating that the students have been graduated successfully.

Step 7 *Click* the **Exit** button to return to the **Registrar's Office** main menu.

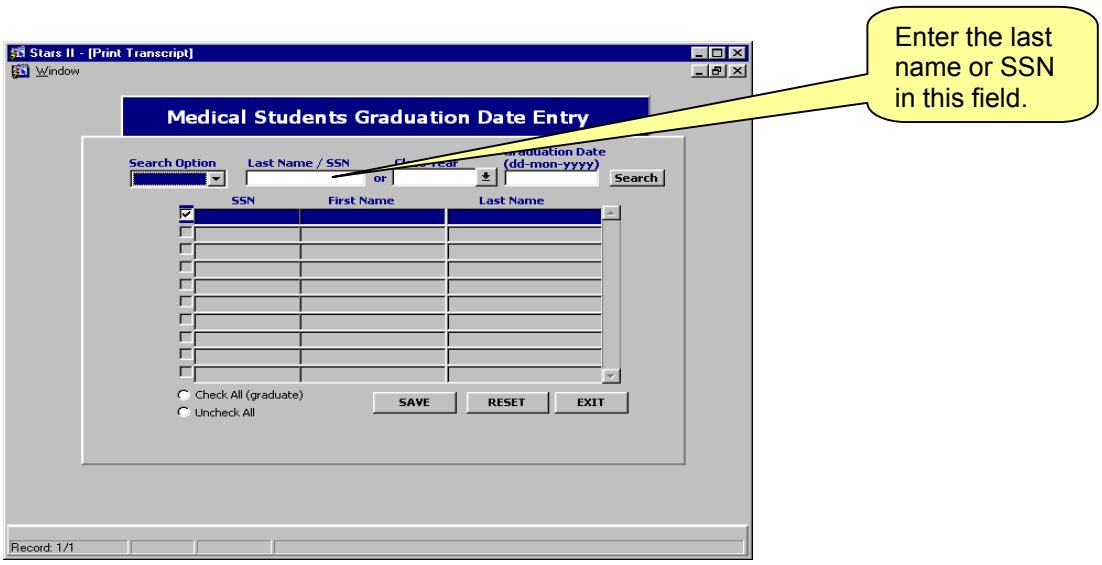


Figure 72: Medical Students Graduation Date Entry

Tutorial 26: Adding and Updating Courses

Step 1 *Choose* **Add/Update Courses** from **Course Catalog Maintenance**. You will see the Medical Education Registration Office Course Information Screen (Figure 73).

Step 2 From the pull down arrow, *select* the desired course number.

Step 3 Then, *click* **OK** to display course data. Current information will automatically be filled in.

Step 4 *Enter* new information or *update* the following fields:

Course No.	*Click* the drop down arrow.
Dept	*Click* the drop down arrow and *select* a department.
Dept Code	*Enter* department code if applicable.
Course Name	*Enter* course number if applicable.
Course Desc.	*Enter* course description if applicable.
Credit Hours	*Enter* credit hours if applicable.
Grade Type Code	*Select* grade type from the drop down menu.
Duration	*Enter* duration of course.
Course Status	*Choose* course status.
Catalog	*Choose* whether this course should be in the catalog.
Faculty	*Click* the drop down arrow and *select* a faculty member.
Faculty SSN	This will show up when you choose a faculty member.
Start Date	*Enter* the start date (mm-dd-yyyy) for the course.
End Date	*Enter* the end date (mm-dd-yyyy) for the course.
Course Coordinator	*Enter* the course coordinator name.
Site Code	*Click* on the drop down arrow and *select* a site code. (This information is updated in a different form.)

Step 5 *Click* **Save** button to save updates. You will get a message at the bottom of your screen indicating that Course Update was successful.

Step 6 *Click* **Clear** to remove information from screen and update another course.

Step 7 *Click* the **Back** button to return to the **Registrar's Office** main menu.

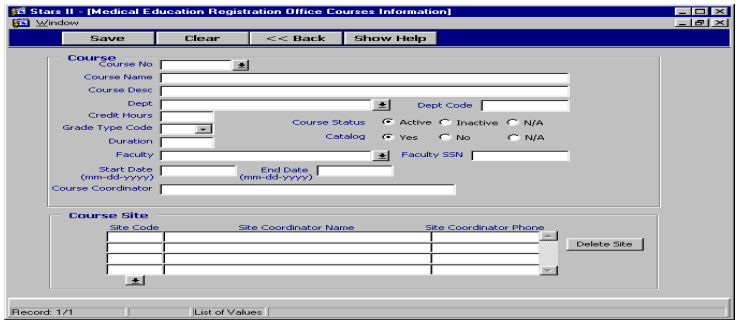


Figure 73: Medical Education Registration Office Course Information

Tutorial 27: Adding and Updating Site Information

Step 1 *Choose* **Add/Update Courses** from the **Course Catalog Maintenance** option. The Site Information Entry/Update screen will open up (Figure 74).

Step 2 From the pull down arrow, *select* the desired site code.

Step 3 Then *click* **OK** to display site data.

Step 4 To update any field, just *type* in the new information.

Step 5 *Click* the **Save** button to save updates. You will get a message at the bottom of your screen indicating that the site info has been saved/updated successfully.

Step 6 If you need to update another site, *click* the **Clear** button.

Step 7 *Click* on the **Back** button to return to the **Registrar's Office** main menu.

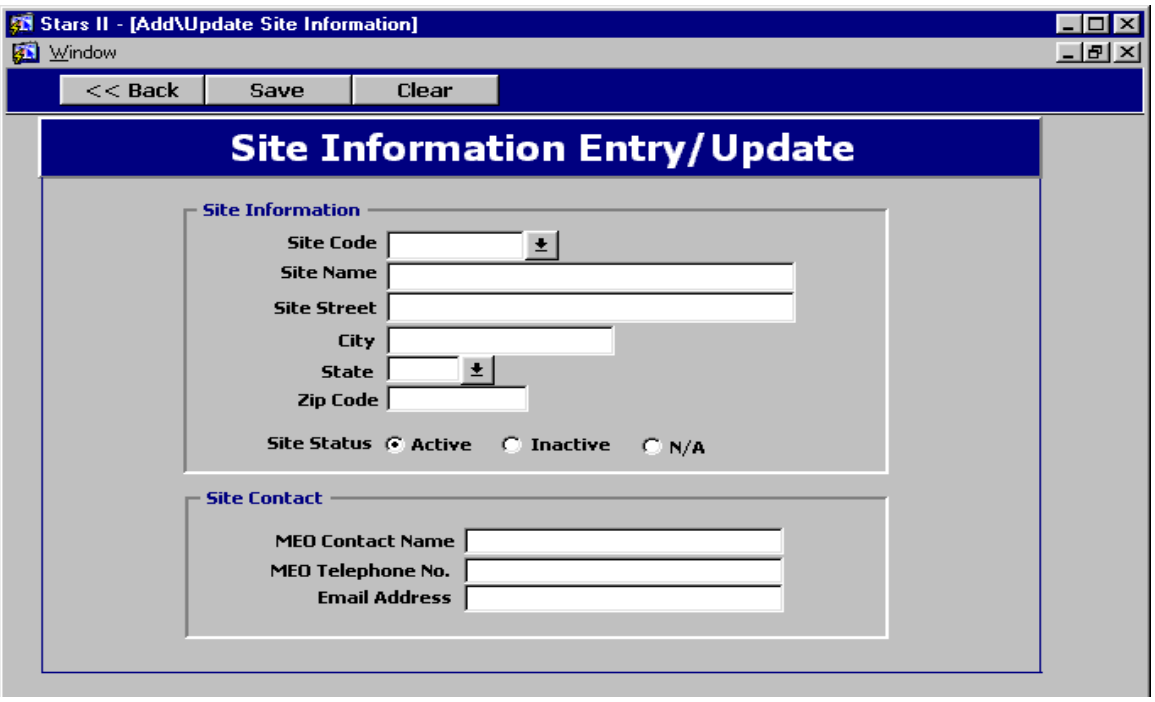


Figure 74: Site Information Entry/Update

Tutorial 28: Student Locator

Step 1 From the **Student Locator** option, *select* **Student Locator Subsystem.**

Step 2 When the student Locator screen (Figure 75) comes up, *select* the student you want to locate from the drop down SSN list.

Step 3 *Click* **OK** and the student information will appear on the screen.

Step 4 To locate another student, *click* **Clear**, then *click* **No**.

Step 5 To return to the **Registrar's Office** main menu after you have located a student, *click* **Back**, then *click* **No**.

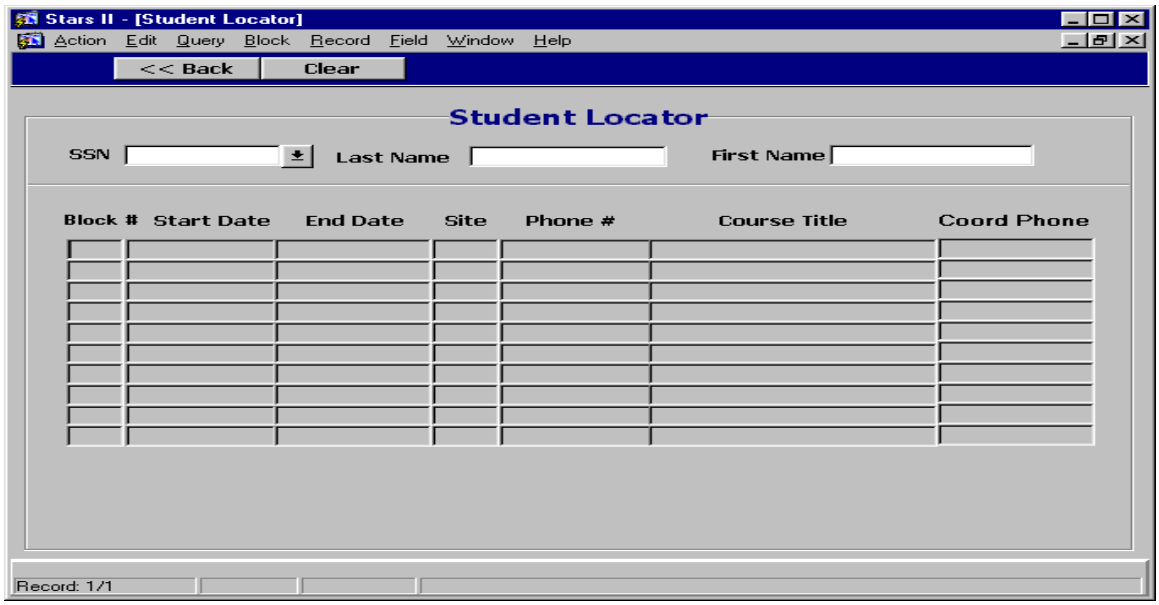


Figure 75: Student Locator

Tutorial 29: Registrar's Office Reports

This tutorial guides you through the process of running reports that have been created in the Reports section of the Registrar's Office main menu. These are standard reports that would be run frequently and offer ease of use to our STARS II users.

Step 1 From the Registrar's Office Main Menu, *select* Reports. The pull down arrow then displays all available reports.

Step 2 *Highlight* the desired report to be generated. ***Note: Some reports will require that you enter a parameter such as a class year, gender, or service. To run those reports, you will need to click on the traffic light symbol as you have in previous tutorials.***

Step 3 Once the report has printed to the screen, you can view or print the report.

Step 4 *Click* the **X** to close the report**.**

Report Name	Automatic Run	Parameters Required	List of Parameters Required
1st Year Course Roster	X		
2nd Year Course Roster	X		
Student SSN Label		X	CLASS YEAR
Student Mailing Address	NOT AVAILABLE AT THIS TIME		
Student USU Box		X	CLASS YEAR
Class Roster		X	CLASS YEAR
Course Information	NOT AVAILABLE AT THIS TIME		
Grade Distribution		X	CLASS YEAR
GPA Report By Class Year		X	CLASS YEAR
Total Student Analysis	X		
Student Information By Class	NOT AVAILABLE AT THIS TIME		
Transcript By Individual		X	*SEARCH BY:* LAST NAME SSN CLASS YEAR
Transcript By Class		X	CLASS YEAR
Transcript By Service		X	CLASS YEAR SERVICE
Transcript By Gender		X	CLASS YEAR GENDER
Lottery Report	NOT AVAILABLE AT THIS TIME		

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