

Campus Solutions Functional Access Description

Florida A&M University (FAMU)

MODULE	NO.	ROLE NAME	ROLE DESCRIPTION
ADM		UNDERGRADUATE ADMISSIONS TASKS	
	1	Telephone/Service Excellence Rep	Provide basic information for callers
	2	Document Management	Uploads and scans applications and supporting documents
	3	Admissions Processing	Processes the applications
	4	Admission View	View only for applications
	5	Slate	
	6	CollegeNet	
	7	All Student Center Student	
G_ADM		GRADUATE ADMISSIONS TASK	
	1	Telephone/Service Excellence Rep	Provide basic information for callers
	2	Document Management	Uploads and scans applications and supporting documents
	3	Admissions Processing	Processes the applications
	4	Admission View	View only for applications
	5	Graduate Academic Program <ul style="list-style-type: none"> • Graduate Architecture • Graduate Social Sciences Arts and Humanities • Graduate Education • Graduate Distance Learning Business • Graduate Distance Learning Nursing • Graduate Distance Learning Public Health • Graduate Environmental Science • Graduate College of Agriculture and Food Science • Graduate FAMU-FSU Engineering • Graduate Journalism and Graphic Communications • Graduate Pharmacy • Graduate Allied Health Science • Graduate Science and Technology • Graduate Business Administration 	
	6	Graduate Academic Program Level <ul style="list-style-type: none"> • Dean • Graduate Dean • Program Recommender • Reviewer 	

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L_ADM	LAW ADMISSIONS TASKS		
	1	Telephone/Service Excellence Rep	Provide basic information for callers
	2	Document Management	Uploads and scans applications and supporting documents
	3	Admissions Processing	Processes the applications
	4	Admission View	View only for applications
		Slate	
	5	CollegeNet	
	6	All Student Center Student	
AA	ACADEMIC ADVISOR		
	1	Academic Advisor	Substitute courses for students, enroll a student and produce an unofficial transcript, access SR pages in Advisement Can advise students but also handle administrative issues relating to advisement.
	2	Service Indicators	This role is assigned to add/remove academic holds as indicated. CC Service Indicators
	3	FAMU SAP (View Only)	
	4	Assign students	
	5	Student Service Center	
	6	Academic Program <ul style="list-style-type: none"> • Agriculture and Food Science • Allied Health • Architecture • Business & Industry • Education • Environment • FAMU-FSU Engineering • Journalism and Graphic Communications • Nursing • Pharmacy • Science and Technology • Social Sciences, Arts, and Humanities 	
	7	Change of Major (special training)	This role will give employees access to update Career and Program Change. (Major Change)

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SFS	Student Financial Services		
	1	SF Administrator (Internal)	Director/Assoc Dir/Asst Dir Run processes for student financials, perform set up, back up for running/setting up cashiers
	2	SF Assistant Controller (Internal)	Access to functions deemed necessary for the Assistant Director within Student Financials, including but not limited to Cashiering, Collections, and Refunds.
	3	SF Cashier (Internal)	Student Financials Cashiering Office, Cashier (staff responsible for running cashiering.)
	4	SF Billing Operator (Internal)	Student Financials Billing Operator
	5	SF Collections (Internal)	Student Financial Services Collections
	6	SF Departmental Group Post (Special Training)	Ability to maintain student charges and receivables by performing batch(group postings
	7	SF Processor (Internal)	This will allow the department to run the following process: Credit History
	8	SF Meal Plan	Ability to set up and maintain student meal plan financial information
	9	SF Parking Process	Ability to run the process for Student Enrollment Parking and Export Parking Payments
	10	SF Refund Processor (Internal)	Ability to process student refunds within Student Financials
	11	SF Housing	Ability to set up and maintain student Housing facility plan financial information. Including assessing fines for damage and/or other disruptions
SR	STUDENT RECORDS		
	1	SR Administrator (Internal)	Power User: All functions in the Registrar's Office.
	2	SR Staff (Internal)	Core Office User: Most functions in the Registrar's Office.
	3	SR Registrar Class Scheduler (Internal)	
	4	SR Coordinator	This role will allow a Department coordinator to assign an Advisor to students, to be advised, run department Grade Reports, Advise students, term activation, register students, and run unofficial transcripts.
		SR Course Withdrawal Administrator (Internal)	Ability to administer course withdrawals.
	5	SR Course Withdrawal Approver (Special Training)	Ability to approve course withdrawals

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	6	SR Graduation Approval (Special Training)	First Level approval for graduation request (normally designee appointed by Dean of College/School)
	7	SR Academic Dean	update schedules and instructor workload, inquire, assign students to advisors, and enroll students.
	8	SR Attendance Recorder (special training)	Ability to record class attendance for instructors
	9	SR Front Desk – Office Inquiry (Internal)	Respond to inquiries at the front desk.
	10	SR Class Schedule (Approved by Registrar)	
	11	SR Department Scheduler/Curriculum Management (Special training)	Schedules classes, assigns facilities, assigns instructors to classes
	12	SR Department Scheduler2/Curriculum Management (Special training)	Schedule classes, update facilities, may assign instructors, does not update course catalog
	13	SR Department Scheduler3/Curriculum Management (Special training)	No Access to Maintain Schedule of classes, update facilities, may assign instructors, do not update course catalog
	14	SR AOR Department Representative (designated by Academic Affairs)	Access for department designees to enter Assignment of Responsibility information for faculty within their respective departments/colleges/schools.
	15	SR Quick Admit	Ability to add and activate new students into an academic career, program, and term.
	16	SR Quick Enroll	Ability to add or update enrollment request transactions for a student.
	17	SR Law Coordinator (Internal)	
	18	SR Law Registrar (Internal)	Role of College Registrar to approve Course Withdrawal Requests from LAW students.
	19	SR Law Student Appointment (Internal)	Ability to assign and edit enrollment appointments on a student-by-student basis.
	20	SR Law Associate Dean	Role for Associate Dean - Student Services to approve Course Withdrawal Requests from Law students.
	21	SR Law – Record Attendance (designated by Law Registrar)	Attendance recording by class and class roster view only
		SR Law Academic Dean	College of Law Dean of Academic Affairs Class Enrollment Status Report, Class Roster, and view of Course Catalog
	22	Faculty/Instructor	will allow a professor to view their courses and class rosters and input grades for quizzes, tests, and final grades. It also allows an instructor to email students.
CSI		CAMPUS SOLUTIONS INQUIRY	
	1	Admissions	

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	2	Student Financials	
	3	Student Records	
	4	View FERPA Information	
	5	Query Viewer	