Jenzabar CX

Master Glossary

MASTER GLOSSARY

<Enter>
> The symbol in CX documentation that represents the Carriage Return, Enter, or Return key on the keyboard. Pressing <Enter> sends a message to the system to execute a command. *See also* enter.

abort
> To end the usage of a program or command before the program or command executes normally. A program or command can abort either because of user action or because of a processing error. *See also* cancel.

absolute hold
> A mechanism an institution uses to prevent a student who has not met some requirement (such as grade point average or paying fees) from performing some action, such as registering for courses or receiving a transcript. *See also* hold and *notation* hold.

academic calendar
> *See* standard academic calendar.

academic credit
> The unit of measure a student receives, representing a fulfilled course or subject requirement.

academic record
> A CX database record containing detail information, such as hours attended, points earned, and grade information. CX creates one academic record per program for each session the student attends. The transcript is the written academic record.

academic year
> The instructional year that is defined by an institution's valid sessions comprising a year. Typically, the academic year begins in the fall. *See also* school year.

accept
> 1. To determine a student has a reasonable chance for successful completion of a degree or certificate program at your institution, and to extend an offer of admittance to the student.
> 2. Within *elecapp*, to determine an electronically submitted application is genuine and worthy of legitimate consideration for admission to the institution.

access
> The retrieval of information from a storage place in a computer system.

access time
> The amount of time it takes to retrieve information, from the point of execution to the point of completion of the retrieval.

accomplishment
> An award, title, or achievement that an individual receives.

account
> *See* object.

account number
> *See* general ledger account number.

accountability
> The responsibility of a recipient organization to inform a donor about how the recipient organization is using the donor's gift, as well as the cost of raising it.

accounting journal

See journal.

Accounting office
> The office at an institution at which business transactions are recorded, summarized, analyzed, verified, and reported.

accounting policy
> A policy of a gift-supported organization to specify which types of gifts count toward a specific campaign goal and which types are excluded.

accounting procedure
> The technical aspects of implementing the accounting policy of an institution.

Accounting Query
> A CARS Solution program that enables you to view accounting transactions, entries, journals, accounts and documents.

accounting voucher
> *See* journal.

accounts receivable
> A method of maintaining accounting information about individuals or organizations that owe money to the institution. Balances due from debtors on current accounts.

accreditation
> Recognition by one or more of the six recognized Regional Accrediting Associations acknowledged by the U.S. Secretary of Education. An institution must apply for and fulfill the agency's standards of educational quality. A degree from an accredited institution is recognized nationwide.

accrual system
> A method of recording and apportioning expense and income for the period in which each occurs, regardless of the dated payment or collection.

acctspay
> CARS Solution program that creates invoices, records payment for purchases and relieves encumbrances.

accumulated depreciation
> The sum of all depreciation expense charges since a long-lived asset was acquired.

ACE
> A report writing and data extraction tool created by Informix, Inc. that creates reports, or generates output files that can be merged with a letter form. It can gather information from the database and supply it to the letter/label process using WP macros. Also a report created by the Informix tool that contains information stored in the CS database.

ACE report
> A report created by the Informix ACE Report writing tool from information stored on CARS Solution

achievement test
> A test administered in a variety of academic subjects and sometimes required by colleges for the purpose of placing students in freshman courses, not as part of the admission decision process.

acknowledgment letter
> A letter sent to a donor by or on behalf of the recipient, expressing appreciation for a gift and identifying how the gift will be used. An acknowledgment letter can be a form letter, but it is usually personalized.

ACT

See American College Testing.

active course

A course that a department offers for an upcoming or current academic year. *See also* banked course *and* inactive course

actual amount

An amount associated with invoices that have been entered into CX or with other financial postings, other than purchase orders, encumbrance amounts, or budget-type amounts. *See also* encumbrance amount.

ad hoc inquiry

A query for information for a specific one-time case.

Add mode

The mode in which a menu user can add a new record to the CX database (by bypassing the query).

addressee

The formal term for a person being addressed in a letter or on a receipt. In a joint address, the primary addressee is the first person who is addressed, and the secondary addressee is the second person who is addressed.

addressee style

The manner of addressing an individual. Examples of formal addressee style are "Mr." or "Dear Mr."; examples of informal addressee style are "Bill" or "Dear Bill."

adjusting entry

An entry not created by regular accounting activity (e.g., student payments or a payroll) that restates account balances. An example of an adjusting entry is the periodic charge for depreciation.

administrative cost

A payment made to an institution for the purpose of offsetting the administrative cost of the College Work-Study Program (CWSP), National Direct Student Loan Program (NDSL), Pell Grant Program, and Supplemental Educational Opportunity Grant Program (SEOG). Also called *expense allowance.*

Admission Entry

A CX program used to add, update, and maintain student admission information.

Admission record

A CX database record containing important admission information, such as a student's stage in the admission process and an institution's formal decision regarding a student's acceptance.

Admissions

An application developed by Jenzabar, Inc. that allows you to add, update, and maintain student admissions information.

Admissions record

A table that contains important admissions information, such as a student's stage in the admissions process and the formal decision your institution makes regarding a student's acceptance. *See also* record.

adr

A CX program that formats a name/address label or salutation based on the letter/label process being run, and the date when the process is run

adr run code

A code used to determine the format of labels and salutations, based on criteria specified in the ADR record. *See also* adr.

advance registration

A period of time for registering prior to the beginning of the session. For example, students can register in April for courses offered in the upcoming Fall session. Also called *preregistration.*

Advanced Placement (AP) credit

College credit earned by a high school student who achieves a high score on the Advanced Placement examination, which is administered by the College Scholarship Service. The AP examination is scored on a scale of 1 to 5, with 5 the highest. Each institution decides how much credit, if any, it will grant the student, based on the score the student achieves.

advising packet

A packet of information the Registrar provides to an advisor before each registration session. The packet includes a registration form, a list of completed courses, and a degree audit output form.

AFDC

See Aid to Families With Dependent Children.

Affidavit of Educational Purpose

See Statement of Educational Purpose.

agency

See deferment agency or third party.

aid form

A defined category of a financial aid type. For example, academic scholarships, assistantships, performance grants, and tuition wavers are aid forms of the grant aid type.

aid index

See Student Aid Index.

Aid Package Criteria table

The table in CARS Solution that defines the criteria (amounts, percentages, and priority) for packaging particular financial aid programs (e.g., Pell grant) within aid types (e.g., grants, loans, etc.).

Aid table

The table in CX that stores the aid codes for all financial aid programs awarding using CX.

Aid to Families with Dependent Children (AFDC)

A program that provides benefits to certain low-income families with dependent children.

aid type

A broad category of financial aid, such as jobs, loans, and grants.

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aid type

A broad category of financial aid, such as jobs, loans, and grants.

Aid Type table

The table in CARS Solution that stores codes that define aid types, such as jobs, loans, and grants.

allocate funds

To allot money to a budgeting account number. *See also* Budget Allocate.

alternate address
A second address (such as a summer residence) or an address that is too long to fit in the space provided in the ID record (such as an international address).

alternate address run code
A code indicating the category of addresses used in a mailing. For example, an institution can have an address format that is used for sending information to the students at their local addresses, and another that is used for sending information to students or their parents at their permanent addresses.

alternate calendar dates
Dates that comprise a timeline defined by an institution to govern the beginning and ending dates of registration events, such as adding and dropping courses, which occur on dates other than those set by a standard academic calendar. *See also* standard academic calendar.

alternate name
Another name an individual currently uses or might have used at an institution, such as a nickname or maiden name.

alternate refund dates
Dates that comprise a timeline defined by an institution to govern the beginning and ending dates of refund events, which occur on dates other than those set by the Standard Refund table.

alumni fund
An annual, organized effort by educational institutions (publicly as well as privately supported colleges, universities, and secondary schools) to obtain gifts from their alumni.

Alumni record
A CX database table that stores information about an alumnus, such as graduation year, class year, and alumni chapter.

American College Testing (ACT)
A test administered by the American College Testing Program, that measures educational development in English, mathematics, social studies, and the natural sciences. ACT scores range from 1 to 36, with 36 being the highest score.

American Standard for Coded Information Interchange (ASCII)
A standard for date representation used in the UNIX system. ASCII assigns sets of 0's and 1's to represent alphabetical characters, numerals, and standard special characters, such as #, $, %, and &.

annual fund gift
A gift designated for annual operating support of an institution.

annuity
A series of equal payments at fixed intervals; a dollar amount invested by an institution. The institution determines the gift portion based on annuity actuarial computation tables; income from the investment and a percentage of the principle goes to the donor until death, when all of it becomes the institution's.

anonymous class list
A form that lists random numbers to which an instructor can assign grades for students enrolled in a course. An anonymous class list is used in anonymous grading because it does not contain standard identification data that would normally appear on a class list (e.g., student's name, identification number, and social security number).

anonymous grading

A form of grading, used primarily by institutions such as law schools, by which grades are reported by faculty without knowing the student to whom the grade was given. Reports are published by system-generated random numbers instead of by student name.

AP credit
>*See* Advanced Placement (AP) credit.

appeal
>A specific means of soliciting funds from a group of constituents. An example of an appeal is a phonathon.

appeal letter
>A letter that requests a contribution to a cause.

appeal process
>The process by which an institution requests further consideration if it is dissatisfied wit the recommended funding levels it receives for the campus-based programs. The process by which a student contests a grade or other action by the academic institution.

application
>1. A form that a student completes and returns to an institution during the admission process. *See also* common application *and* complete application
>2. A group of one or more software programs that enables a user to perform a particular procedure, such as adding a course or collecting fee payments.

application coordinator
>The individual who serves as a liaison between a department and the CX coordinator at an institution. The application coordinator is a type of menu user who understands the CX table structure, defines table values, produces reports, and trains CX users within a specific administrative area of the institution.

application form
>1. A form that a student completes and returns to apply for admission to an institution.
>2. A group of one or more software programs that enables you to perform a particular procedure, such as adding admissions information.

application software
>Programs that instruct the computer to perform a task or a group of related tasks, such as keeping track of a student's academic progress or an institution's accounts and inventory.

apply
>To send an institution a completed application and other documents required for an admissions committee to make a formal decision regarding a student's acceptance.

appropriation
>Money set-aside by the congress for each federal student aid program for a given year.

approval
>1. Steps taken to gain the necessary approval "signatures" for a requisition, purchase order, or invoice payment
>2. CX program that enables individuals to use online features to approve requisitions.

approval process
>*See* approval.

approved need analysis system
>The process for computing expected family contribution that has been certified for use by the Department of Education

archiving

The act of storing a prior period's information on another disk or tape to free current computing resources.

argument
Specified data on which a particular command is to operate. An argument usually appears immediately after a command and can include numbers, letters, or text strings. For example, in the command "lpr –m myfile," "lp" is the command and "myfile" is the argument. *See also* command.

articulation
An agreement between two institutions relating to the transfer of course credit.

articulation program
An agreement between two institutions to use predefined codes to identify courses transferred between the two institutions. The codes help an institution receiving a transferred course to find an equivalent course in its own course catalog.

ASCII
See American Standard for Coded Information Interchange.

Assessment table
A CX table that defines the criteria used to determine whether a student is to charged and defines the information on which to base the charge. You must set up Assessment tables for each session and academic program in which automated student billing occurs.

assets
A probable economic future benefit obtained from a past transaction. Assets include case on hand in checking and savings accounts, trusts, stocks, bonds, other securities, real estate, home (if owned), income-producing property, business equipment, and business inventory.

assign
CX program that enables individuals to assign buying responsibilities to specific buyers.

assign buyer
A method by which the head of purchasing assigns individuals by station number to be responsible for buying items on specified purchase orders.

assignment
The pairing of an employee and a job or position on a campus. For example, Jane Doe may have an assignment as a part-time worker in the library. Assignment records and Assignment Calculation records contain information about the assignments at the institution.

assistantship
A type of student employment that usually refers to teaching or research assistant positions

asynchronous
Data transmission having no time-dependent pattern or cycle. When data is entered into a computer, the transmission of one data element is not dependent on the last or next character sent.

Audio Text/Bulletin Board system
A system used in conjunction with the IVR system that enables an institution to establish and maintain an information hotline via the telephone system. The Audio Text/Bulletin Board system provides callers with a variety of information services, such as sports scores, concert updates, and housing procedures. The Interactive Voice Response system supplied by EPOS, Inc., contains the Audio Text/Bulletin Board System.

audit

1. An independent examination of financial transaction, accounts, and reports and compliance with applicable laws and regulations to determine whether an institution is maintaining effective control over revenues, expenditures, assets, and liabilities; whether the institution is properly accounting for resources, liabilities, and operations; whether financial reports contain accurate, reliable and useful financial information and are presented fairly; and whether the institution is complying with applicable laws, regulations, and Department of Education directives. The audit also studies and evaluates the institution's internal accounting and administrative controls as well as policies, procedures, and practices used in administering student financial assistance programs.
2. A CX program that detects errors or inconsistencies in data, usually due to manual intervention in the database or system problems. When run in Update mode, the Audit program can correct many of the errors.
3. A type of grading used when a student takes a course but does not receive credit or a letter grade for the course. The course may or may not appear on the student's transcript.

audit allow flag
A field in the student Audit Input record that defines whether Degree Audit can process the subaudit for that student.

Audit Criteria record
A Degree Audit table entry referring to one or more specific Course Work or Exam records. Throughout the Degree Audit module, CX standard terminology refers to Criteria records as including both single and multiple courses and exams, with no distinction made based on the singular or plural form of the reference.

audit exceptions
Those items or areas found not to be in compliance with federal guidelines during an audit.

audit form screen
A screen file containing one component of the Degree Audit output form.

Audit Input record
A Degree Audit record defining which subaudits can be processed for a specified student.

audit output
The results of a student audit.

Audit Requirement record
A Degree Audit table entry defining the minimum number of course work hours, courses, sequences, or combination of any of these three that are necessary to complete part or all of a subaudit.

Audit Sequence record
A Degree Audit table entry defining the minimum-to-maximum number of completed course hours and/or courses that are necessary to complete an audit sequence.

Audit Subcriteria record
A Degree Audit table entry that refers to one or more specific Course Work or Exam records that is used as an alternative to satisfy a criteria specification. Throughout the Degree Audit module, CX standard terminology refers to Subcriteria records as including both single and multiple courses and exams, with no distinction made based on the singular or plural form of the reference.

auto-answer
A feature of some modems that enables a modem to answer a phone line when it rings.

auto-dial

A feature of some modems that enables a modem to place a call on command, then connect the call when the call is answered.

automated holds
> A feature that enables a user to create or update Hold records based on a student's outstanding balance as of a specified date. CX tracks the holds using Contact records.

average cost of attendance
> The average attendance costs for definitive groups of students, including tuition, fees, standard living expenses, and books and supplies.

award history
> *See* cumulative award history.

award letter
> A document issued to a student financial aid recipient that indicates the type, amount, and period for use of the funds awarded from various financial aid programs.

award modification revision
> An action by the financial aid office resulting in an increase, decrease, program substitution, or cancellation of a recipient's award. This may be necessitated by a change in the student's dependency status or a change in financial circumstances of the family or student.

award notification
> A document issued to a student that notifies the student that he/she has been awarded financial aid.

award notification cover letter
> A document issued to a student financial aid recipient that indicates the type, amount, and period for use of the funds awarded from various financial aid programs. This document accompanies the award notification form. *See also* award notification.

award notification form
> A document issued to a student that notifies the student that he/she has been awarded financial aid. *See also* award notification cover letter.

award year
> The financial aid award year for which the financial aid is awarded to the student.

axis
> The toggle for displaying the budget by function or by object in the Budget Allocate program. When you select the Axis command in the Allocate Budget screen, the screen toggles the display of the OBJ and FUNC fields, and accesses Query mode for you to enter a function or object value. The Allocate Budget screen displays the OBJ field for you to view the budget by object and the FUNC field for you to view the budget by function. *See Also* Budget Allocate.

background task
> Any processing request that a computer system can complete without tying up the terminal or requiring additional user intervention. This frees the terminal so that the user can do other tasks in the foreground (using the screen) at the same time. *See also* foreground task.

balance
> The dollar amount remaining after credits and debits have been applied to an account

balance code
> The code representing the balance against which entries are posted for a subsidiary. Examples include FINE for student fines, FEES for student fees, and SB for Session Billing.

balance period

The period for which a statement of financial condition is summarized or reported.

balance sheet
A financial statement that reflects the institution's financial condition as of a specific date.

balance sheet account
Any asset, liability, or net asset account that does not close at the end of the accounting period, and that is reported on the institution's balance sheet

banked accrual
A means of informing CX how an institution chooses to track an instructor's faculty load. Instructors can use banked accrual to accrue facility load for future use, based on a calculated value.

banked course
A course that a department chooses to maintain in a future catalog, but that will have no sections created for the present catalog. *See also* active course *and* inactive course.

banking functions
Processes that normally occur at a bank, after which some functions in the CX Cashier program are modeled. Such banking functions include making deposits and withdrawals.

bankruptcy
A discharge of a loan repayment responsibility obtained from a bankruptcy court. Loans discharged through bankruptcy are considered not to be in default. *See also* Bankruptcy Report Act.\

base budget
The budget from a pervious fiscal year (e.g., 0102) and the amount type (e.g., ACT for Actual) on which you are basing your current budget.

base product
See CX standard product

base year
1. The twelve-month period ending on the June 30 preceding the closing date for filing an institutional application for funds.
2. The twelve-month period ending on the December 30 preceding the beginning of the student application period.

Batch Fee Calculation
A non-interactive program which automatically distributes financial aid and cash payments to students' accounts in a table-driven priority order for a specified list of students.

batch process
A method by which data entered into the computer is not process immediately. Instead, the data is fed to an external storage device and is submitted for processing at a later time (such as at night, when the host computer is less heavily used). Batch processes may be executed in the background. *See also* background task.

batch system
See batch process.

baud
Bits per second; a unit of measurement that describes the rate at which data re transmitted from one device to another, such as computer to printer, computer to computer, or computer to terminal.

baud rate
A measure of the speed of data transfer from a computer to a peripheral device (such as a terminal) or from one device to another. Common baud rates are 300, 1200, 2400,

4800, and 9600. As a general guide, divide a baud rate by 10 to find out the approximate number of English characters transmitted each second.

beneficiary
An individual or organization that receives funds from any source

billing
The process of invoicing individuals or organizations for payment of assessed amounts.

Billing Parameters record
A CX record that defines several parameters required by the Billing program to calculate student charges. The information determines the academic program and session for which charges are to be calculated and identifies posting information. You can also use the Billing Parameters record to obtain information used for calculating interest charges on past due account balances. *See also* Interest Parameters record.

billing recipient
See Also record.

billing service
A business organization that services loan accounts (billing and receipting) for lenders. A fee may be charged for the service.

Binary Large Object (BLOB)
A free-format text record into which users can enter unlimited textual information, using the institution's text editor. Requisitioning uses BLOB fields, for example, to maintain detailed explanations for denied requisitions.

blanket purchase order
A type of purchase order used for a specific vendor with a fixed dollar amount, but not specified items.

BLOB field
A binary Large Object (BLOB) field having no fixed limit for the amount of text or graphics that can be placed in the field

block
The highest level of reporting used for customized report structures. *See also* group, schedule, *and* item.

borrower
The student or parent who has applied for the financial aid loan.

bridged course
A course that is set up to occur over a period of time (several sessions) in a sequence. The session and year in which the bridged course is offered can be different. However, a bridged course must be set up in the same catalog, and must have the same course and section number.

budget
A plan for future revenues and expenditures.

Budget Adjustment table
A CX table that sets the percentage or flat amount that you want adjusted in the base budget for the current budget period. If you want to make global adjustments to the budget using Global Adjustments process, the Budget Adjustments table must also contain an entry for the budget.

Budget Allocate
A CX program that enables you to enter a requested budget into the system. You can allocate money for the entire year, and the Budget Allocate program will automatically prorate the amount entered on a monthly basis. Budget Allocate places the budget data

that you enter into Budget Amount records and summarizes the data in Budget Summarization records.

Budget Amount record
A CX record that stores the budget data from General Ledger Account records. The Budget Basis program creates Budget Amount records, and you use the Budget Allocate program to modify Budget Amount records.

Budget Basis
A CX program that enables you to copy accounting information, in the form of General Ledger Amount records from the general ledger to create records as a basis for a new budget and comparative reporting. For example, you can use the current year budget as a starting point for the new budget. Using the Create Base Year Data screen, you can make an exact copy of the current budget.

Budget Calendar table
A CX table that specifies the beginning, ending, open, and close dates for a fiscal year for a budget. *See also* open balance period *and* closed balance period.

Budget Distribution table
A CX table that specifies how the system divides the yearly budget allocation into monthly budgeting. The entry for the fiscal year/amount type specifies percentages to be allocated for each period (e.g., Period 0-13) totaling 100 percent for the year. You should make entries to the Budget Distribution table if you use the automatic distribution feature of the Budget Allocate program.

budget parameter
A code that controls the display of budget information in the Budget Allocate program. *See also* Budget Parameter table.

Budget Parameter table
A CX table that controls the display of budget information in the Budget Allocate program. You can set up to four columns for displaying the current budget and previous budgets and for comparing and copying amounts.

budget request form
A worksheet report that contains historical and projected data that is used by budget managers to fill out requested budgets.

Budget Review
A CX record that stores summarized budget data from Budget Amount records. The system creates Budget Summarization records either by object or function, based on the Financial Statement table.

Budget Summarization table
A CX record that stores summarized budget data from Budget Amount records. The system creates Budget Summarization records either by object or function, based on the Financial Statement table.

budgeting pledge
A pledge to monitor budgeted payments by a non-individual donor (e.g., a church). A budgeted pledge is nonbonding.

buffer

1. A location in memory or an external storage in which information is temporarily held. The information is lost when the computer is turned off. Buffers are generally used between a computer and a printer.
2. A temporary storage area of the computer used by the vi editor to make changes to a copy of an existing file. When editing a file, its contents are read into a buffer, where changes are made to the text. For the changes to become a part of the permanent file, the buffer contents must be written back into the file.

bug
> An error that prevents a program from executing as documented. *See also* debug.

building fund campaign
> A capital campaign mounted specifically to raise funds for construction and/or renovation of buildings.

bursar
> The official on a campus who accounts for charges and payments on student accounts.

Bursar Query
> The CX program that enables you to view student account activity.

business assets
> Property that is used in the operation of a trade or business, including real estate, inventories, buildings, machinery, and other equipment, patents, franchise rights, and copyrights. Assets are considered in determining a family's expected contribution.

Business record
> A CX database record that contains background information about a company that has an ID record on the system. The record contains information, such as type and nature of business, and an ID number and name of the contact person at the company.

CAE/CASE
> *See* Council for the Advancement and Support of Education.

campaign
> An organized effort to solicit funds for an organization or institution.

campus incident
> *See* personal/campus incident.

campus-based aid
> Federal financial assistance administered by a college for students and their families. These funds are allocated in bulk by the federal government to an institution to award to selected students according to federal guidelines, but in amounts determined by the institution.

campus-based programs
> Federal student aid programs administered by institutions of postsecondary education. These programs include the following: Perkins Loan, College Work-Study Program (CWSP), and Supplemental Educational Opportunity Grant (SEOG).

cancel
> To exit the current screen or procedure without saving any added, changed, or deleted information and without executing any program.

cancellation of loan
> The condition that exists when a borrower fulfills the requirements to cancel or "write off" a designated portion of the principal and interest of a loan.

Candidates Reply Data Agreement (CRDA)

An agreement that allows students to defer attendance decisions at participating institutions until May 1. This enables students to hear from most of the institutions to which they have applied before selecting one for enrollment.

capital campaign

A fundraising campaign, usually extending over a period of years, to raise substantial funds to finance major projects and/or programs requiring extensive outlays of capital. A capital campaign is designed to obtain donations for capital rather than annual income.

capital fund gift

A special campaign for capital expenditure.

capital gain/loss

The difference between the book value of an asset (acquisition cost-accumulated depreciation) and the proceeds from disposal.

capitalize

To record the acquisition of a fixed or long-lived asset.

Career Placement

An application in CX that provides the processing capabilities for creating and maintaining information about students' career goals and skills, information about participating companies and available career positions within them, and creating and maintaining schedules of interviews between interviewers and students.

Career Position record

A CX database record that contains information about a job opening in a company that is participating in your institution's Career Placement program. The record contains information, such as the company ID, location, dates, and salary for the career position. *See also* Position Skills record.

Career record

A CX database record that contains information about a student's career expectations. A student's expectations for a career position may include the following: type of job, salary, the student's interests and skills, desired size of the company, and available date for employment.

Career Skill record

Contains information about students' skills, such as the codes of skills that they possess.

case statement

A detailed, carefully prepared document that sets forth the reasons an organization needs, and merits, financial support. The case statement documents the institution's services, human resources, potential for greater contributions, current needs, and future plans.

cash drawer

1. A physical drawer at an office in which money is kept for petty cash or for temporary safekeeping before being deposited in the bank.
2. A location in CX in which a logical collection of money is placed for tracking purposes.

cash receipt

A document acknowledging receipt of funds. The receipt lists the charge(s), remittance amount, form of payment, and any other information an institution chooses to include on the receipt.

Cash Transaction Type table

A CX database table that defines valid cash transaction types used at an institution.

Cashier

The CX program that is responsible for tracking monies received and expended.

Cashier journal
A journal to record cashier transactions.

Cashier session
The period of time during which a cashier makes entries into CX for a particular station and journal, using the Cashier program

Cashier voucher
A journal to record cashier transactions.

catalog code
A code that defines a particular institutional catalog.

CCS
See Computer Communications Specialists, Inc.

CEEB
See College Entrance Examination Board

CEEB number
A six-digit identification number that the College Entrance Examination Board assigns to an institution. The first two digits identify the state in which the institution is located, and the last four digits identify the institution.

center
See function.

Central Processing Service (CPS)
The organization with whom the government contracts to process financial need analysis information

Central Processing Unit (CPU)
The part of the computer that processes data and controls the sequence of operations performed by the computer.

Century Club
A designation used by an institution to honor donors who agree to make annual gifts at a specified level (in this case, $100), to assure regularity of income from this source and to induce others to make similar commitments.

CFAE
Council for Aid to Education

CGC
See computer-generated contact.

Challenge Grant
A grant made on condition that the recipient organization is able to raise additional matching funds from other sources. Such a grant is used to stimulate giving from other donors.

change order
A method for revising submitted purchase orders. Change orders reverse all accounting entries associated with the purchase order and remove associated encumbrances.

Chapel/Convocation
The area in the Student Affairs application that assists the Student Affairs office in maintaining information on student attendance and absences from Chapel and/or Convocation events.

Chapel/Convocation record

A CX database record containing information about a student's status with attendance and/or absences from chapel and/or convocation events.

character-based interface
A version of the CX menus and screens that accepts only keyboard input.

Charge table
A CX table that calculates the actual dollar amount of a fee based on information in the Assessment table. A Charge table entry must exist for every Assessment table entry that references a charge code.

charitable living trust
A trust accumulated by the deferred giving of part of an estate at a donor's death.

Chart of accounts
A CX report in the General Ledger and Reporting application that lists all the accounts your institution uses. Also the menu option where you can set up your accounts.

check group
A number of checks to be processed in a single run. The system assigns a unique number identifying each group.

check in
A MAKE target used after editing or revising a file. This process updates the revision history for the file and unlocks it. making it available for someone else to access. For example, a shell user would enter **make ci=myfile** at the prompt to check out a file. *See also* check out.

check out
A MAKE target used prior to editing or revising a file. This process gives the user exclusive write permission to the file and locks it so that no one else can access it. For example, a shell user would enter **make co F=myfile** at the prompt to check out a file. *See also* check in.

check refunding
A CX process that calculates and posts refundable financial aid for a student so that the Business office can provide a refund check to the student. *See also* refund.

church
The organized house of worship with which a student or alumni is affiliated. Also, a type of constituent that is a potential donor.

CIP
See Classification of Instructional Programs.

CIP Code
A number that identifies a program of instruction, such as mathematics, at an institution.

citizen
A person who owes allegiance to the United States. Most of the state and federal financial aid programs are available only to citizens, nationals, or permanent residents of the United States, citizens of the Northern Mariana Islands, permanent residents of the Trust Territories of the Pacific Islands, or those who are in the country for other than a temporary purpose. *See also* foreign student *and* national.

claim on accounts payable
The CX feature that automatically generates interdepartmental charges when an institution purchases goods and services on behalf of a specific department or departments.

claim on cash

The CS feature that automatically generates interdepartmental charges when an institution pays or receives cash on behalf of a specific department or departments.

class agent
An institution's designated alumnus whose responsibilities usually include contacting classmates to urge support of the alumni fund, capital campaign, or other institutional programs.

class list
A form that lists all students enrolled in a class by name, identification number, and/or social security number.

Classification of Instructional Programs (CIP)
A standard set of numbers used to classify courses at an institution. The numbers are assigned by the National Center for Education Statistics through the Department of Education.

clearance
See financial clearance.

CLEP
See College-Level Examination Program.

clock hour
A period of time equal to 50 to 60 minutes of class, lecture, recitation, faculty-supervised laboratory, shop training, or internship.

closed balance period
A balance period that is no longer open for posting. Payments and charges must be applied to an open balance period only. *See also* open balance period.

closing
1. All processes and procedures involved in preparing the cash drawer and other accounting stations for shut-down at the end of the day.
2. The completion of a journal.

cohort
A specific group(e.g., of students) established for tracking purposes.

collection agency
A business organization that accepts loan accounts that are delinquent or that are in default from lenders, and attempts to collect on those accounts. A fee is assessed for the service.

College Board
A nonprofit organization that facilitates communication between secondary schools and postsecondary institutions, and prepares students for admission into college and universities.

College Entrance Examination Board (CEEB)
One of several divisions of the College Board. The CEEB was founded to research aptitude testing and to develop and administer an appropriate test for admission to colleges.

College Scholarship Service (CSS)
A service that processes family financial information submitted on the Financial Aid Form (FAF) and disseminates the resulting Expected Family Contribution (EFC) information for a student to institutions and state and federal agencies specified by that student on the FAF.

College Work-Study Program (CWSP)
The program offering part-time work during the school year and full-time work during the summer to eligible students who are enrolled in classes at least half time. This is a

government-supported financial aid program administered through college financial aid offices.

College-Level Examination Program (CLEP)
> A program providing the opportunity for examinees to receive college credit for knowledge obtained independent of formal instruction. The test consists of five general examinations, several of which cover specific subjects. Some institutions grant college credit to students who earn certain scores on the exam(s).

column
> An element of data that contains a specific type of information the occurs in each of the table's rows. For example, one column in the ID record (id_rec) contains individuals' ID number (id), and another column contains individuals' names (fullname). *See also* rows.

column output
> The designation for the type of information that appears on accounting reports (e.g., annual budget, encumbered, year-to-date actual, current month, or prior year's actual). The General Ledger module supports a variety of column output through the use of reporting macros.

command
> A signal sent to the computer causing the performance or execution of a program or function. *See also* universal program command.

command line
> 1. The top one or two lines on the screen that provide a list of commands from which a menu user can select to execute a command or begin a procedure in CX. *See also* ring menu.
> 2. On the IVR system, the bottom line on the terminal screen that provides a list of commands from which to choose to execute a command or begin a procedure.
> 3. A line a shell user types at the prompt; the command line contains one or more commands, which are executed by pressing <ENTER>. The command line can also contain options and arguments. Typing a command line at the shell instructs the computer to perform one or more tasks. *See also* argument.

command line interpreter
> *See* shell.

Command mode
> In a text editor, a text editing mode in which each character typed is interpreted as an editing command. The Command mode enables the user to perform the following types of actions: move around in the buffer, delete text, or move lines of text.

comment field
> A BLOB field in Degree Audit tables and records reserved for comments related to the specific record or student.

comment line
> The second-to-last line on the screen on which guidelines for entering values in fields (or other helpful information) appears.

comment statement
> A source language statement that has no purpose other than to provide information on the source code following it. The statement defines the file, explains the functionality, or provides some other useful information about the program or process taking place.

comments
> *See* financial aid comments *and* diagnostic codes.

commercial lender

A commercial bank, savings and loan association, credit union, or mutual savings bank.

commodity codes
A standardized coding structure for items typically procured through purchasing departments.

common application
A standard admission application accepted by more than 100 institutions. The common application permits a student to make photocopies of one application, which can be sent to any institution in the Group

common macro
A macro that is used by many files and applications across CX.

commuter
A student who is enrolled in a course or courses at an institution but does not reside in housing provided by the institution.

commuting student
See commuter.

compatibility
The ability of anything in a computer system to work with anything else, such as a computer and a printer, or a particular program and a given computer.

compile
To translate a source computer program into an executable program (object program). To translate a ScriptWrite program written in English into a machine language program for the IVR system to execute.

compiler
A program that translates programming languages into machine code, which is more easily and quickly understood by the computer.

complete application
An applicant's file containing all documents necessary for an institution to make a decision regarding the applicant's admission status.

compliance
See compliance requirements *and* compliance sequence.

compliance requirements
An institution's enrollment requirements for a financial aid recipient. *See also* compliance restrictions *and* compliance sequence.

compliance restrictions
An institution's specific restriction(s) to the amount of financial aid that a student can receive. Restrictions are imposed on a student concerning amounts received as the student's lifetime maximum, current award, and prior awards. *See also* compliance requirements *and* compliance sequence.

compliance sequence
An institution's detailed compliance requirements in numbered sequences. All items with the same sequence number are included in a compliance sequence. Each sequence number is arranged chronologically. Once compliance is met for any one sequence item, the compliance is met for that compliance sequence. *See also* compliance requirements *and* compliance restrictions.

composite key
A key used to locate multiple table columns. *See also* key.

Computer Communications Specialists, Inc. (CCS)

The third-party software company responsible for the development of the IVR system.

computer language

Any set of characters used to form related commands or instructions that combine into meaningful communications acceptable to a computer.

computer mailing

A technique for large-volume solicitation of donors by mail through computer programming. The body of the text is largely impersonal, but these mailings can develop sources of support that can be expanded both in repeat gifts and in size of gifts.

Computer-Assisted Instruction (CAI)

A wide range of instructional software, including drill-and-practice, simulation, and educational games.

computer-generated contact (CGC)

The contact record generated by the Tickler program, rather than the contact record created by an individual or by some other CX SQL statement or program. *See also* contact record.

concurrent requisite

A requirement that a student must complete during the same session in which he or she is taking the course that has the concurrent requisite. *See also* corequisite *and* prerequisite.

configure

To set parameters to select options for adapting a system to the specific needs of an institution.

conflict

A problem that arises when a facility or instructor is scheduled for separate assignments at identical or overlapping times, or when a student registers for two separate meetings at identical or overlapping times.

Congressional Methodology

A method by which formulas applied to family financial information are used to calculate the expected family contribution toward a student's costs of attendance at an institution. These formulas are defined by the federal government and are used for awarding all federally-funded aid. In addition, either the Congressional Methodology or a close variant is used to award most state and institutional aid.

consortium agreement

A written agreement between at least two institutions, enabling an enrolled student in an eligible program at one institution to take courses at other institutions. The courses taken at other institutions apply toward the student's certificate or degree at the first institution.

constituent

A supporter or affiliate of an institution who is interested in the advancement or promotion of the institution; a potential or current donor.

contact

A type of incoming or outgoing correspondence between an institution and a student. Examples include telephone calls, letters, transcripts, and grade reports.

contact hour

The hours and minutes marking the amount of time a section meets. A section with twelve, one-hour meetings, for example, has a total of twelve contact hours.

Contact record

A CX database record that records the types of communication (e.g. letters) sent by an institution to a student, and from a student to an institution. *See also* computer-generated contact.

contact resource
The name of a contact; the term for any form of communication (e.g., telephone call, letter, personal visit, open house) between an institution and the individuals in its database. If the contact is a letter both codes are identical (e.g., Contact Resource=Letter Name). *See also* contact *and* Contact Record.

Contact table
A table containing the types of correspondence sent by your institution to a student or other recipient. *See also* contact.

context search
A technique for locating a specific pattern of characters (a string) when in a text editor. Editing commands that cause a context search scan the buffer, looking for a match with the string specified in the command.

continue
To select an incomplete journal in order to make additional entries in that journal or to reconcile the entries within the journal.

Continuing Year Grant (SEOG-CY)
A supplemental Educational Opportunity Grant (SEOG) that follows and continues a SEOG Initial Year Grant. *See also* Supplemental Educational Opportunity Grant *and* Initial Year Grant.

contract accrual
A means of informing CX how an institution chooses to track an instructor's faculty load. A fixed value, representing a faculty load that an instructor must carry, is written in the instructor's contract.

contribution
Any gift of money, equipment, property, or services to an institution.

control key (<Ctrl>)
A key used in conjunction with other keys to execute a command. For example, the control key used with the letter t key (e.g., <ctrl-t>) displays a Table Lookup window.

convention
A uniform set of symbols and words that Jenzabar, Inc. uses in documentation to assist CX users in using a specific guide. For example, **boldface type** is a symbol convention that represents text the user types into the system; *application* is a word convention that refers to one or more software programs that enable you to perform a particular procedure, such as entering student information.

Cooperative Education Program
A program authorized by Title VIII of the Higher Education Act.

cooperative work-study education
A program providing full-time paid employment related to a student's field of study. The student alternates between full-time work and full-time study. As a result, the Bachelor's program usually takes five years to complete.

coordinating official
An official at an institution who is responsible for the coordination of all federal and nonfederal student financial aid programs at the institution.

core guidelines
A group of courses that must be completed by a student in partial fulfillment for a degree.

corequisite

A requirement that a student must complete either prior to or during the same session in which he or she takes the course that has the corequisite. *See also* concurrent requisite *and* prerequisite.

co-signer
> *See* endorser.

cost of attendance
> The tuition and fees typically assessed to a student, together with the institution's estimate of other expenses reasonably related to attendance, including, but not limited to, the cost of room and board, reasonable transportation and commuting costs, and books and supplies. For purposes of Pell Grant awards, maximum allowances for some items are established by the Department of Education. Also called cost of education or educational expenses.

cost of collection
> Reasonable costs incurred by the use of a commercial skip-trace agency or collection agency.

cost of education
> *See* cost of attendance.

Council for the Advancement and Support of Education
> An organization that develops fundraising standards for higher education. If you change the Constituent Status table, run the Update Constituent Status program to update all existing Constituent Status codes.

Course record
> A CX database record that contains catalog information about a course (e.g., the course title).

course statistics
> Statistics stored in a Course Statistics record (cs_rec) pertaining to one or more courses (e.g., the collective performance of students in a course or courses by section, term, year, final and midterm grades, grade, major, student classification, midterm, cumulative, and final grade point averages). Each course has its own Course Statistics record, which should be removed to maintain the integrity of course statistics if the course has no students registered and no students on its wait list. Course statistics are typically as of some point in time (e.g., the end of a term) and serve as the basis for all term reports that are based on course statistics.

Course Work record
> A CX database record containing information about a course, specific to a student's enrollment in the course, such as credit hours, course codes, and grades. The system uses Course Work records to extract data to create transcripts and grade reports.

Course Work Substitution record
> A type of course work record used in Degree Audit to specify that one course is to be used in place of another course to satisfy audit requirements.

cover letter
> *See* award notification cover letter.

CPS
> *See* Central Processing Service.

CPU
> *See* Central Processing Unit

credit

1. A transaction affecting the right side of an account. A credit can be an addition to an account, a deduction from the amount otherwise due, or the sum of the items entered on the right side of an account.
2. A unit of coursework traced for the purposes of billing and for the satisfaction of graduation requirements.

credit by examination
> A method of enabling students to earn college credit based on the results of ACT or SAT scores, the ACT Proficiency Examination Program (PEP), the College-Level Examination Program (CLEP), the New York College Proficiency Examination Program, the New York Regents External Degree Examination Program, or an examination specially developed by an institution.

credit gift
> An acknowledgment gift allowing an institution to recognize all relations to a donor.

credit memo
> A method for crediting an amount back to an account that was overcharged or charged for goods that were not received.

cron
> A UNIX utility that runs other programs and executes the commands found according to time specification. The *cron* program can be set up so a series of tasks can be automatically run, usually overnight. The *cron* program should be used to handle as many routine tasks as possible, such as running reports or reviews, during nonprime hours.

cross-listed course
> *See* cross-listed section.

cross-listed section
> A section that shares the same meeting date and classroom (but not always the same course number) with another section. A student who is closed out of registration from one course section can register for a seat in a cross-listed section, if available.

cross-registration
> A method of registration that allows students to take courses for credit at another institution while attending an institution, without having to apply for admission to the second institution.

CRS
> A group of subroutines used by the IVR system that enables a student to add, drop, or request a list of courses in a section.

CSS
> *See* College Scholarship Service.

cumulative award history
1. A student's financial aid award(s) that was received at the current institution prior to implementation of CX.
2. Financial aid award(s) received at an institution from which the student transferred.

current operating gift
> A gift designated for current operating activities, rather than for capital.

current year
> A twelve-month period that ends on the June 30 immediately following the closing date for filing the institutional application for funds.

cursor

A movable marker on the screen indicating where the next character is to be entered, replaced, or deleted.

customer macro

A macro that is used by a particular program. *See also* macro.

customize

To alter any part of the CX base product in order for the system to better meet the needs of a particular institution.

CWSP

See College Work-Study Program

DA memo

A memo created specifically for donor accounting.

data

A collection of characters and/or digits, which the user enters into the system from the keyboard. The system uses data to complete specific tasks.

data dictionary

A program that lists and describes all data elements residing in a database. The data elements are often integrated directly into a database management system. Any change in the way the data is organized within the database is controlled by or reflected in the data dictionary.

data element

A single item of data in a record. For example, the zip code for a single customer in a mailing list is a data element.

data export/import

Taking data from a database table and writing it to an ASCII text file, or to a file that can be directly entered into one or more work processors, spreadsheet programs, or other database management systems (export). It also includes taking data from an ASCII text file and writing it to the database (import).

data file

See file.

data integrity

A feature that ensures that data being entered does not violate the integrity of the database. Most database management systems automatically verify that data entered for a column is consistent with its data type (e.g., if alphabetic characters are entered into a numeric column, an error message appears). *See also* domain integrity, entity integrity, *and* referential integrity.

data structure

The organization of the database, consisting of field names, types, and sizes.

data type

The predefined characteristic of a data element. For example, character items can contain any alphanumeric character; numeric items require numbers; logical items are true or false; date items require valid dates. Some database management systems do not differentiate between data types.

database

A collection of organized data that can be stored, sorted, and retrieved according to an institution's needs.

database manager

A program that allows the user to enter, organize, sort, and retrieve information.

DE vendor number

A six-digit number that is assigned to an institution and that is used by the Department of Education for identification purposes.

debit
A transaction affecting the left side of an account. Debits increase assets and expenses, and decrease liabilities, net assets, and income accounts.

debug
To correct problems in a computer program or system. *See also* bug.

default
1. A value or option that the system uses automatically when no other is specified.
2. The failure of a borrower to make an installment payment when due, or to comply with other terms of a promissory note. If the institution reasonably concludes from written contacts with the borrower that the borrower intends to repay the loan, the borrower is not considered in default. A loan that is discharged in bankruptcy is not considered to be in default.

default field
A field in which the system provides information automatically, so that the most common procedures can be performed efficiently. A user can override the defaults; however, the defaults are reset each time the user uses a program. A user can accept the default value by not changing it (by pressing <Enter> in Character mode, or by pressing <Tab> or clicking in another field in GUI mode). A user overrides the default value by entering an alternate choice.

default rate
An institution's default rate is determined by dividing the defaulted principal amount outstanding by the matured loans.

defaulted loan
A loan for which the borrower failed to make an installment payment when due and such failure persisted for 120 days in the case of a loan repayable in monthly installments, or for 180 days in the case of a loan repayable in less frequent installments.

defaulted principal amount outstanding
The total amount borrowed that has reached the repayment stage, minus any principal amount repaid or canceled on loans repayable monthly and in default at least 120 days, and repayable less frequently and in default at least 180 days.

deferment
An amount paid to an institution by a deferment agency or third party for payment of all or party of a student's fees. A deferment can be a repayable loan, a scholarship, or another type of financial assistance. *See also* loan.

deferment agency
A type of third-party source that pays all or part of a student's fees. *See also* third party.

deferment of loan
A condition during which interest and payments do not accrue; the repayment period is extended by the length of the deferment period.

deferment voucher
A written document from an agency promising to pay all or party of a student's fees.

deferred admission
A method of admission that allows a student who has been accepted to an institution to postpone admission for one year.

deferred gift

A written agreement by a donor of a future gift to an institution. For example, a deferred gift might be specified in a will.

deferred giving

A plan in which a donor makes a commitment to transfer something of value at a specified time, contingent upon a particular subsequent event, such as death.

Deferred Payments table

A CX table that defines the minimum, or deferred, payment computations. The deferred Payment table and the Payment Terms table (pay_term_table) control the computation of deferred payments for any given subsidiary balance. For example, if the DEFER field in the Payments Terms table contains the code "INCR", that value refers to the entries in the Deferred Payment table that control the computations of deferred payment plans. *See also* Payment Terms table.

definition line

A macro define statement that includes the macro name and the macro value. *See also* macro.

Degree Audit

A CX program that provides the capability of evaluating a student's course and exam work, and determining whether degree specifications have been satisfied. A check of a student's progress toward completing a degree. *See also* program review.

degree group

A group of students in an accelerated degree program. Students in a degree group of an accelerated degree program typically take a pre-defined group of courses in sequence, rather than simultaneously.

delimiter

Any character or symbol used to separate information in a record.

delinquency letter

See dunning letter.

delinquency rate on total loans delinquent

Principal payments delinquent as a percentage of a student's loans in repayment status (that is, the loan principal delinquent divided by the total loan principal in repayment).

delinquent borrower

An individual whose loan account becomes more than 120 days past due.

denomination

A religious organization uniting a number of congregations into a single legal and administrative body.

deobligation of funds

Federal funds allocated to an institution that are not needed and are being returned to the federal government for reallocation. Deobligation of funds is usually requested in mid-fiscal year and a deadline set so funds can be reallocated on a timely basis.

department

A group or entity within an institution, providing instruction in a particular subject.

dependent student

A student who is dependent upon his or her parents or guardian for financial support or who does not meet the criteria for classification as an independent student for purposes of awarding financial aid. *See also* independent student *and* student contribution.

deposit agreement

An agreement in which money is given to charity for investment. Proceeds go to the donor until death, at which time the proceeds then revert to the charity.

depreciation
The systematic allocation of the cost of an asset over its useful life.

designation
An indication of the manner in which a donor intends a gift to be used. *See also* restricted gift *and* unrestricted gift.

Detail
A command used in CX to move all or part of the data vertically to view information that does not completely fit on the screen at one time. In Character mode, the Scroll command performs this function.

detail record
A CX database record containing collections of related information that is used as supplemental data about an individual or an entity associated with an institution (e.g., Accomplishment detail record, Relationship detail record).

detail table
A database table that has been specified as a detail table for another table, called the *master* table. The detail table has child status to a master table

detail window
An overlay of a CX program screen that contains and displays a variable number of records, depending on the ID number with which it is associated. For example, the Involvements detail window associated with a particular ID will contain all the Involvement records for that ID, and the number of records can vary from every ID. In character mode, detail windows are called scroll screens.

development
The total process of organizational or institutional fundraising, which includes public relations and alumni affairs.

Development office
The organized division of an institution that is responsible for all facets of its development program.

diagnostic codes
Codes viewed in the Test screen of the Billing program that indicates how Billing has applied assessments to a student's billing information. Diagnostic codes assist you in determining how and why a student was charged based on values from the Assessment and Charge tables.

dialog
The set of interactions between the IVR system and a student.

dialog box
A rectangular box that always appears centered on the lower half of a screen (lines 13-22), and can contain a statement or a questions requiring an action. Valid action options are provided in the dialog box.

direct deposit
The payment of employees by depositing their salaries or wages directly into their bank accounts, instead of distributing payroll checks.

direct mail
A method of soliciting funds by mail.

Direct To State

A type of payment used by an institution to pay state-funded expenditures. The institution sends a grouping sheet directly to the state; the state then pays the vendor directly.

directed study

A course designed by an instructor. Students meet with the instructor for guidance in completing their assignments.

disburse

To pay out money from an account. Examples of disbursements in Cashier are travel advances, withdrawals from student accounts, and refunds.

disbursement

Money paid out from an account. Examples of disbursements in Cashier are travel advances, withdrawals from student accounts, and refunds. For financial aid purposes, an incremental amount of money released to the borrower (either student or parent).

disbursement schedule

A table, effective for a given academic year and published by the Secretary of Education, that indicates the amount of a student's Pell Grant that is paid to a three-quarter time or half-time student if the student is enrolled for the same number of months during an academic year as is required for a full-time student enrolled in the same program of study to complete a full year. This table is based on the student's expected family contribution, cost of attendance, and the part-time nature of the student's attendance.

disclosure statement

The Truth-in-Lending provisions of the Consumer Credit Protection Act requiring institutions to make a specific statement of disclosure regarding the finance charges on loans. Such disclosures must be made each time a loan commitment is made. Loans under Title IV are exempt from the Truth-in-Lending provisions. *See also* Truth-in-Lending statement.

discount

An amount deducted from a fee to lower the dollar amount an agency owes an institution or that an institution owes an agency.

disk

A magnetic device for storing information and programs accessible by a computer.

disk drive

A device that reads information from a disk and copies it into the computer's memory, and that writes information from the computer's memory onto a disk so that it can be stored.

disk operating system (DOS)

An operating system for computer systems that use disks for auxiliary storage of programs and data. The disk operating system keeps track of files, saves and retrieves files, allocates storage space, and manages other control functions associated with disk storage.

display

See screen.

Display mode

A mode in which a menu user can select a record from the database, but cannot add or update information to the record.

display-only field

A field containing information that can be viewed but not changed. The cursor will not move into a display-only field in any mode. *See also* view-only screen.

distributed processing

A way of updating an querying databases on connected computers of different types. Such computers can exist in different geographic locations. An example of distributed processing is the interaction between CX and the IVR systems.

division
An administrative or operating unit of an institution.

document
1. A printed form that provides evidence of cash transaction or registration information (e.g., invoice, receipt, statement, or student data sheet).
2. The source document for tracking transactions through the CX Solution Voucher program (e.g., CR for cash receipt; GR for gift receipt).

document numbering
A system of assigning consecutive numbers to documents for purposes of organization and tracking.

document station
A collection of form numbers identified by a unique number for the purpose of distinguishing one financial station from another.

document tracking
A CX financial aid process that keeps track of communication between the student and the institution. Document tracking records, for example, what documents have been submitted and how many times reminder letters have been sent to the student.

domain integrity
A type of data integrity that establishes a set of legal values (such as through a list, a range, or a Boolean expression). *See also* data integrity, entity integrity *and* referential integrity.

donation year
A period of time used for tracking donations (e.g., fiscal, calendar, academic).

donor
The individual, foundation, organization, or institution that makes a gift to an institution.

donor account
See donor holding account.

Donor Accounting
The CX program by which an institution records and reports gifts from donors and constituents.

donor accounting group
A batch of gifts or pledges to be recorded, receipted, acknowledged, and posted.

donor accounting voucher
A journal entry that debits a holding account and credits the revenue account designated for a particular gift.

donor classification
A category of contributors, grouped according to the amounts of previous gifts.

donor giving history
A record of gifts and pledges.

donor holding account
The general ledger account to which gifts are initially credited in the CX Cashier program

donor list
A list of contributors prepared for a particular purpose or in conjunction with list-building.

donor profile

Non-fundraising, non-development data about a donor, such as biographical or other characteristic information.

donor recognition

The policy and practice of providing recognition to donors for their gifts, such as an acknowledgment by card or letter at the time a gift is received, by sending personalized letters, by making personal or public expressions of appreciation directly to donors, by publishing lists of contributors, or by recognizing the donors in other appropriate ways.

DOS

See Disk Operating System.

dot command

A formatting command used by the NROFF text processor to signal where to insert text, fill partial lines to form full lines, or begin a new page.

download

The process of transferring data from another computer to the one requesting the transfer. *See also* upload.

downtime

Time during which a computer is not operating.

due diligence

The process by which extensive, persistent, and forceful procedures are used to collect student loans, with full and timely disclosure to student borrowers of their rights and obligations. Similar persistence in recruitment efforts for employees in accordance with EEOC guidelines.

due to/due from

The relationship that exists between self-balancing funds when entries affect accounts in two different funds.

dummy contact

A Contact record that does not create or record correspondence, but instead forces *tickler* to increase the time between contacts.

dunning letter

A form letter sent to an individual who is delinquent in paying his/her account balance.

Dupid

A CX program that identifies possible duplicate records. If the program identifies such records, the Jenzabar coordinator can resolve them manually or use the *mergeid* program to automate the process.

early action

A plan used by some Ivy League colleges to inform an applicant of acceptance, deferment, or rejection by mid-December, rather than the usual mid-April notification date. The applicant is not obligated to enroll if accepted. Applications must be submitted by November 1 and must be identified as early action.

early admission

A program of entry into college available to some high-ability students after junior year of high school.

early decision

A system in which a student who applies for admission and completes all admission requirements before a specified date is considered for an early selection process prior to other students who apply later. Upon notification of acceptance, the applicant accepts an obligation to decline any offers of admission from other institutions at a later date.

early entrance

An opportunity for a student to enroll at an institution before the student's senior year of high school.

EBCDIC

See Extended Binary Coded Decimal Interchange Code.

editor

An application program used to edit ASCII files.

Edlin

A text editor in DOS.

Education record

A CX database record that links a student to a school and contains information such as the identification number of a student, the identification number and CEEB number of a school, and the student's academic information, such as grade point average, major, and class rank.

education benefits

Funds (primarily federal) that are awarded to certain categories of students, such as veterans, children of deceased veterans or other deceased wage earners, and students with physical handicaps, to help finance their post-secondary education, regardless of their ability to demonstrate need in the traditional sense.

education expenses

See cost of attendance.

EEO

Equal Employment Opportunity. *See also* EEOC.

EEOC

The Equal Employment Opportunity Commission; the governmental agency charged with overseeing the fairness of employment practices.

EFC

See Expected Family Contribution

effective date

The date on which a registration activity becomes active. CX uses the effective date to calculate charges, such as refunds for dropping a course, and to determine drop or withdrawal status on a course.

effective family income

A family's annual adjusted family income, minus the federal income tax paid.

effective student income

The annual adjusted income of a student (or, if married, that of the student and spouse) minus the federal income tax paid.

EFM

See Estimated Federal Methodology

EFMS

See Estimated Federal Methodology – Simplified

EFT

See electronic file transfer

EIN

See employer ID number.

elective audit

An audit that evaluates a student's course work for required total hours earned beyond the major and minor audit specifications.

electronic file transfer

A method of sending files via modem that one computer to another. For financial aid purposes, an electronic file transfer includes the sending of a loan disbursement to an institution's specified location for release into the student account.

electronic mail

A system of sending and receiving messages, documents, or other information to other users through the computer, instead of on paper.

Electronic Student Aid Report (ESAR)

The name of this report has changed. *See* Institutional Student Information Report (ISIR).

eligible program

A program of education or training that complies with the procedures and regulations that govern the Title IV programs. The eligibility of a program determines whether a student in that program can receive federal financial assistance.

elm

A screen-oriented, character-based electronic mail processing system.

emergency loan

A loan generally provided by an institution to cover a student's unanticipated expenses. An emergency loan is usually handled as a short-term loan and is processed expeditiously without the traditional need requirement.

employee matching gift

A contribution made by an employee to an organization, matched by a similar contribution from the employer.

employee ID number

A nine-digit identification number that the Internal Revenue Service assigns to an entity that is a partnership, a corporation, or an individual doing business. Also called *federal tax ID number*.

employment expense offset

An allowance to meet expenses relating to employment when both parents are employed or when one parent qualifies as a surviving spouse or as head of a household under Section 2 of the Internal Revenue Code.

Employment record

A CX database record that links a student, alumnus, or parent to past and current sources of employment.

emulate

To cause a computer or device (printer or terminal) to imitate another computer or device, using certain software.

enable

To make active or available.

enable macro

A macro used to turn features of CX on or off (e.g., the block registration feature). *See also* macro.

encumbrance

A commitment of funds in anticipation of future invoices. Encumbrance amounts are created and posted to the general ledger.

encumbrance amount

A dollar amount representing a commitment of funds in anticipation of future invoices. Encumbrance amounts are created and posted to the general ledger. *See also* actual amount.

endorser
An individual who is secondarily liable for a loan obligation. Also called *co-signer.*

endowment
Monies invested by an institution to produce income to help meet institutional costs.

endowment fund
Funds an organization invests to produce income for operations and other approved purposes.

enrollment
The total number of students registered for a course.

enrollment management
The creativity, experimentation, and assessment of strategies involved in recruiting and retaining students.

Enrollment record
A CX database record containing a variety of enrollment data about a course.

enrollment status
1. A student's credit hour work load categorized as either full-time, three-quarter time, or half-time.
2. A tracking of recruitment efforts made in converting a contact name into an official student of an institution. The stages involved in this tracking represent specific, trackable milestones for monitoring and reporting purposes.

enter
To type in text, type the letter on the keyboard corresponding to the hot key, or highlight a command or an option and press <Enter>. Typing or highlighting information is not enough to send information to the system or to execute a command; the user must press <Enter> to initiate a response from the system. *See also* <Enter>.

Entitlement program
Assurance of funding by the Department of Education that is not dependent upon availability of institutional allocations of federal student aid funds. As long as a student applicant meets all eligibility requirements and is enrolled in an eligible program at an eligible institution, the student will receive the award for which he or she is eligible.

entity number
The identification number assigned to an institution by the Department of Education to account for federal funds.

entry
A balanced set of debit(s) and credit(s) that reflects accounting activity.

entry screen
A screen that may display profile information, such as name, identification number, and social security number if that information has been previously entered. Entry screens are designed for the following purposes:
- To be models of typical forms that come through an office
- To hold specific information about students, such as which church a student belongs to and which school a student attends
- To hold information about individuals and institutions, such as vendors and foundations
- To permit a person to add, update, or delete data in tables in the database

environment

Features that personalize an individual's login and allow the user to interact in specific ways with the UNIX operating system and the computer.

EPOS Corporation

The company that distributes the Firstline IVR system to the educational market.

equivalent course

A course using a level of instruction equal to that of another course with a different course title and number. Equivalent courses are evaluated the same when degree requirements for a student are determined.

erase

To delete an unposted accounting entry or transaction as if it never existed

error line

The bottom line on the terminal screen where field errors (such as "Do not enter negatives") appear in reverse video, accompanied by an audible tone.

error message

Notification from the system informing you of an unusual process occurring. An error message can appear on the comment line, on the error line, or in a dialog box.

ESAR

See Institutional Student Information Report (ISIR).

Estimated Federal Methodology – Simplified (EFMS)

A need analysis method that CX uses to estimate what a student's need will be, based on Federal Methodology – Simplified.

Estimated Federal Methodology (EFM)

A need analysis method that CX uses to estimate what a student's need will be, based on Federal Methodology.

ethnic

Of or relating to races or large groups of people classified according to common traits and customs.

Event record

A CX database record that contains information about scheduled events or, within Human Resource, a milestone in an employee's career at your institution.

executable file

A file that can be processed or executed by the computer without any further translation. When the filename is entered, the commands in the file are executed.

execute

To interpret a programmed instruction or command and perform the indicated operation(s).

exit interview

1. An interview conducted by the financial aid administrator or fiscal officer at an institution at the time a student borrower ends at least half-time enrollment at the institution. The borrower's financial responsibilities for repayment of the loan are discussed, and information about the student that may help the institution in collecting the loan is obtained.
2. The interview conducted with a departing employee, typically to review reasons for the employee's departure and to resolve the financial relationship between the employee and the institution.

Expected Family Contribution (EFC)

The amount that the parent(s) and student can reasonably be expected to pay for postsecondary education at an institution, as determined by the Department of Education. This amount is calculated from information submitted on the student's

Financial Aid Form, the Family Financial Statement, or any of the other accepted need analysis forms. The Expected Family Contribution is combined with financial aid to meet the cost of postsecondary education and remains constant regardless of the student's choice of schools.

expense allowance
See administrative cost.

Extended Binary Coded Decimal Interchange Code (EBCDIC)
A standard for data representation that prints a wide variety of symbols and letters in both uppercase and lowercase. *See also* ASCII.

extension
The last part of a filename (appearing after the ".") that usually denotes additional information about the file.

Facility table
A CX database record that contains information about classrooms and other facilities on the institution's campus(es). The table contains information on residence halls and other facilities, rooms, suites, and occupancy numbers.

FAF
See Financial Aid Form.

Family Financial Statement (FFS)
A document used by the American College Testing Program to analyze a family's potential contribution toward college expenses. The information is forwarded to institutions selected by the student.

family size offset
An allowance to meet the subsistence expenses of a family, including food, shelter, clothing, and other basic needs, as determined by the Department of Education.

FASB
See Financial Accounting Standards Board.

fatal error
An error that occurs when the system is missing information needed to continue processing, or when there is a program or database error. A message appears in a dialog box, error line, or electronic mail to notify the user of the error. The user must notify the CX coordinator at once to resolve the problem. *See also* field error, status message, *and* warning message.

federal capital contribution
The portion of a Perkins Grant Fund allocated to an institution by the federal government.

federal employer ID number (FEIN)
See employer ID number.

Federal Family Educational Loan Programs (FFELP)
The various Federal loan programs, e.g., Federal Stafford Loans and Federal Parent Loans for Undergraduate Students.

federal ID number
See employer ID number.

Federal Methodology – Simplified (FMS)

A method by which formulas applied to family financial information are used to calculate the expected family contribution toward a student's costs of attendance at an institution. It differs from Federal Methodology in that FMS requires that less financial information be used in EFC calculation. These formulas are defined by the Federal government and are used for awarding all Federally-funded aid. In addition, either the Federal Methodology – Simplified or a close variant is used to award most state and institutional aid.

Federal Methodology (FM)

A method by which formulas applied to family financial information are used to calculate the expected family contribution toward a student's costs of attendance at an institution. It differs from Federal Methodology – Simplified in that FM requires that more financial information be used in EFC calculation. These formulas are defined by the Federal government and are used for awarding all Federally-funded aid. In addition, either the Federal Methodology or a close variant is used to award most state and institutional aid.

Federal Pell Grant Program (FPELL)

Financial aid that the Federal government awards to a student for tuition, room and board, books, fees, and other educational expenses. The Federal Pell Grant is generally the foundation for a financial aid package and need not be repaid. The Federal Pell Grant is classified as an entitlement; the student establishes eligibility apart from the consideration of the cost of attending a particular institution, but the amount of the grant is determined relative to those costs.

Federal Perkins Loan (FPERK)

A low-interest, long-term loan that is offered by individual colleges and funded by the Federal government, and is based on financial need. A portion of a Federal Perkins Loan can be forgiven if a student teaches in a shortage field. Formerly National Direct Student Loan (NDSL) and National Defense Student Loan (NDSL).

Federal Plus Loan (PLUS)

A loan program authorized by Title IV, Part B, of the Higher Education Act as amended.

Federal Stafford Loan Program

A loan that participating lending institutions, such as banks, savings and loan associations, and credit unions, make available to students who demonstrate financial need. A student repays the loan after completing a program of study, or when he or she enrolls for less than half-time. Formerly *Guaranteed Student Loan.*

Federal State Incentive Grant Program (FSSIG)

Grants to students by states, up to a maximum of $2000 per year, as authorized by Title IV, Part A, of the Higher Education Act.

Federal Supplemental Educational Opportunity Grant Program(FSEOG)

Funds provided by the Department of Education to an institution whose students demonstrate financial need.

federal tax ID number

See employer ID number.

Federal Unsubsidized Stafford Loan

A loan similar to the Federal Stafford Loan Program (FSLP) except that the interest is not subsidized by the government. *See also* Federal Stafford Loan Program (FSLP).

Federal Work-Study Program (FWSP)

The program offering part-time work during the school and full-time work during the summer to eligible students who are enrolled in classes at least half-time. This is a government-supported financial aid program administered through college financial aid offices.

Fee Collection

An interactive program presenting the user with a student's charges for a specified session, allowing the user to apply payments to individual charges or to defer charges to an outside third party agency for payment.

Fee Options menu
A menu accessed from the Fees screen providing additional options associated with collecting fee payments from students.

Fees Screen
The first screen you encounter after leaving Registration, indicating you may now begin collecting payments for fees charged to a student.

fellowship
A grant of money for postgraduate study, which may require teaching or research.

FFELP
See Federal Family Educational Loan Programs.

FFS
See Family Financial Statement

FICE ID
The Federal Interagency Commission on Education number originally assigned by the Department of Education. *See also* OPEID.

field
The portion of an entry screen into which a user enters information. A title and brackets marking the space into which to enter information usually indicates the field. The information entered into a field can be any length, but it is considered to be single piece of data.

field error
An error that occurs when a user enters a field value that is not valid; as a result, a field error message appears on the error line. The field error message requires the user to select a valid code from those provided in the error message, a table lookup, or a query, and enter it into the field. *See also* fatal error, status message, *and* warning message.

field label
On a screen display, an identifying name with a field, (e.g., Name). *See also* field.

file
A collection of information. Files can contain data, programs, or other text. UNIX system files are accessed by name.

file system
A collection of files and the structure that links them together.

filter
A command that reads the standard input, acts on it in some way, and then passes the result to standard output.

Finance office
See Fiscal office.

Financial Accounting Standards Board (FASB)
The governing body of the accounting discipline, which sets standards and defines Generally Accepted Accounting Principles (GAAP), The FASB issues *statements* that define the requirements for GAAP. For example, FASB statement 117 requires that postsecondary institutions disclose if their accounts are permanently restricted, temporarily restricted, or unrestricted.

financial aid

A type of third-party source providing financial aid to a student for expenses related to the student's postsecondary education.

financial aid award
>An offer of financial or in-kind assistance to a student attending a postsecondary educational institution. This award may be in the form of one or more of the following types of financial aid: a repayable loan, a nonrepayable grant and/or scholarship, and/or student employment.

financial aid comments
>Comment text entered in the Financial Aid Entry program that is associated with a student's financial aid information.

Financial Aid Entry
>The CX application that allows you to enter and maintain financial aid award information.

Financial Aid Form (FAF)
>The College Scholarship Service's counterpart to the Family Financial Statement (FFS). Some institutions prefer applicants to use the FAF; others prefer the FFS (though many accept both).

financial aid methodology
>*See* financial aid need analysis methodology.

Financial Aid Need Analysis
>The CX application that assists in estimating a student's need for financial aid. The application also stores official need analysis data from the Department of Education. *See also* need analysis.

financial aid need analysis methodology
>The method of calculating a student's financial aid needs. *See also* Estimated Federal Methodology (EFM), Estimated Federal Methodology – Simplified (EFMS), Federal Methodology (FM), Federal Methodology – Simplified (FMS), Institutional Methodology (IM/IMS), *and* need analysis.

financial aid package
>A financial aid award to a student from a combination of two or more forms of financial aid (loans, grants and/or scholarships, or employment).

Financial Aid Packaging
>The CX application that automatically packages a student's financial aid. The application contains both online and batch processes.

Financial Aid Posting
>A CX process that automatically posts financial aid to a student's account. *See also* disbursement.

financial aid transcript
>A form used by institutions to collect data about any financial aid awards that a student received at other institutions.

financial clearance
>A status informing the CX menu user whether a student account is granted financial clearance. For example, an institution might require a student to have financial clearance before registering for further courses or before receiving an official transcript.

financial need
>The difference between an institution's cost of attendance and the family's ability to pay (e.g., expected family contribution).

finish

1. To complete the current screen or procedure by selecting Finish from the command line.
2. To select and finish making entries in a journal that was begun during a previous Cashier session but left incomplete.

FirstLine
>The name of the Interactive Voice Response (IVR) system developed by CCS, Inc.

FISAP
>Fiscal Operations Report for 200X – 200X and Application to Participate for 200X – 200X. *See* institutional application.

fiscal calendar
>CX database table that identifies accounting periods for the software. General ledger periods are typically defined by months, in addition to beginning adjusting and closing periods. Subsidiaries and Payroll have other specific periods. Student accounting periods are typically associated with academic terms of sessions.

Fiscal Calendar record
>A CX database record that identifies valid accounting periods for the CX software. General ledger periods are typically defined by months, in addition to beginning adjusting and closing periods. Subsidiaries and Payroll have other specific periods. Student accounting periods are typically associated with academic terms or sessions.

Fiscal office
>The office responsible for all activities related to the initial creation, follow-through, and closure of fiscal record.

fiscal procedures
>An established method of maintaining an internal control system of checks and balances to ensure that no office can both authorize payments and disburse funds to students.

fiscal year
>An accounting period of twelve months.

fixed asset
>An asset that is expected to have a useful life that extends beyond one year, and that is used in the pursuit of the institution's primary activities, e.g., buildings, equipment, and vehicles.

flat file
>A table or record that contains most or all of the information about an entity (e.g., a single table row containing all name, address, demographic, academic, billing, and alumni information for an individual). Within Recruiting/Admissions, flat files include Lead records and the Temporary Application records.

FM
>*See* Federal Methodology.

FMS
>*See* Federal Methodology – Simplified.

forced query
>An optional feature of CX that requires the user to perform a query before entering Add or Update mode. The feature helps to eliminate the potential for duplicate records for a single entity.

foreground
>The mode in which the UNIX command processor (shell) waits for a command or function to finish before prompting the user for another command.

foreground task

Any processing request that the system complete using the screen. As it completes a foreground task, the system cannot complete other processes on the screen (foreground) at the same time. *See also* background task.

foreign student
A student who owes allegiance to another country. Foreign students are not eligible for the basic federal programs; exceptions are made for noncitizens who owe permanent allegiance to the United States. *See also* citizen *and* national.

form
A data sheet that always assumes a prescribed format.

Form Entry
A CX program that allows you to order a form, view the history of form orders, and process holds for a student.

form of payment
The method of payment associated with a particular entry. Forms of payment can include cash, check, charge, or deferment.

form type
A two-character designation for a document used or created in CX.

Forms menu option
A menu option in the Registration application of CX that allows you to print a variety of data sheets containing a large amount of information (e.g., biographical) about one individual.

Forms Production System (FPS)
The CX program for printing forms, checks, receipts, and other output that always assumes a prescribed format.

formtype
A code for a type of form you select when you produce forms using the Forms Production System (FPS) screens (e.g., classlist, finalist, sdsbill).

foundation
Funds designated to provide perpetual support for an organization, or an institution supported in such a manner.

Fourth Generation Language (4GL)
A high-level (close to English) programming language that allows the user to access and format information stored in a database without having to write a program.

FPELL
See Federal Pell Grant Program.

FPERK
See Federal Perkins Loan

FPLUS
See Federal Plus Loan.

FPS
See Forms Production System.

fractional credit hours
Credit offered for the successful completion of a course that is less than one standard unit.

FSEOG
See Federal Supplemental Educational Opportunity Grant Program.

FSLP

See Federal Stafford Loan

FSSIG
> *See* Federal State Student Incentive Grant Program.

full-time student
> A student who takes an institutionally-defined minimum number of semester or quarter hours per academic term. A common value is 12 semester hours.

function
> The portion of an account number that pertains to the purpose of a charge (e.g., the department number).

function key
> A special key on the computer's keyboard designated to perform a specific task. For example, F1 is usually set to *finish* a screen in CX, meaning that the information is saved to the database.

fund
> A collection of assets, liabilities, and equity related to a specific subset of the activities of a nonbusiness organization. Examples include loan funds, agency funds, and endowment funds.

fund balance
> *See* net assets.

fundraising appeal
> 1. The presentation of the case for support of an organization.
> 2. A formalized effort to obtain gifts.

FWSP
> *See* Federal Work-Study Program.

GAAP
> *See* generally accepted accounting principles.

gain
> The amount by which disposal proceeds exceed book value. *See also* capital gain/loss.

GASB (Generally Accepted Standards Board)
> Governing body that issues statements that define accounting requirements for governmental entities and Public Institutions.

general audit
> An audit that evaluates the general education requirements that are common for all students.

general campaign
> The phase of a capital campaign that is directed toward the broadest possible audience or constituency.

General Education Development Tests (GED)
> A series of five tests that a student without a high school diploma can take to qualify for a high school equivalency certificate. The GED tests a student's correctness and effectiveness of expression, interpretation of reading matter in the social sciences and national sciences, interpretation of library materials, and general mathematical ability. Colleges often accept GED results as evidence of satisfactory high school completion.

General Electronic Support (GES)

Former PC-based financial aid software package provided by the Department of Education free of charge. It was designed to enable institutions to send and receive student financial aid information to and from the Central Processing Service (CPS). Now done by Title IV WAN. *See also* Title IV WAN.

general ledger
A record to which credits and debits are posted.

general ledger account number
A number, comprised of several segments, that is used to define the specific account to which funds are credited or debited.

General Ledger and Reporting
The CX module that performs accounting functions and provides account querying and reporting capabilities.

general revenue
Revenue received from sources other than students, invoiced agencies, and gifts.

generally accepted accounting principles (GAAP)
The basic set of rules for the accounting profession, consisting of both official pronouncements (standards) of private-sector and governmental agencies and uncodified practices and procedures of the accounting profession.

GI Bill benefits
Special assistance provided by the federal government to eligible veterans for the purpose of financing education or training.

gift
A voluntary, irrevocable transfer of something of value without consideration of reclaiming it at the time of transfer or any time in the future. If the individual making the gift entertains any ideas of reclaiming it, the transfer is not a gift.

gift aid
A form of financial aid that does not require a student to repay the loan, in terms of either money or work to be performed.

gift average
The average of gifts by donor categories or by all contributors to a campaign, project or annual funds.

gift form
A type of gift, such as cash, gift-in-kind, endowment, etc.

gift processing
The sequence by which gifts are received, recorded, transmitted for deposit, receipted, and acknowledged.

gift receipt
A form that is sent to donors (with copies to appropriate officials of the campaign and organization or institution), either separately or as an enclosure with the acknowledgment, officially recognizing the contributions.

Gift record
Current and cumulative records of contributions to an organization maintained on cards, in files, or in computer systems.

gift status
The status of a gift, as established through the CX Donor Accounting Entry program. Examples are posted and voided.

gift-in-kind

A contribution of equipment, supplies, or other property in lieu of money. Some corporation might also donate space or staff time as in-kind contributions. The donor might place a monetary value on in-kind gifts for tax purposes.

giving club
Categories of donors who are grouped and recognized by the recipient organization on the basis of similar gift level

global adjustment
An adjustment to the budget by multiplying the base year amount by the percent in the Budget Adjustment table.

GPA
See grade point average.

grace period
The period of time that begins when a loan recipient ceases to attend an institution at least half-time and that ends when the repayment period starts. Loan principal need not be paid and interest does not accrue during this period.

grade change mailer
A form that can be sent to student's to notify them of changes made to any information (e.g., grade codes, grading codes, counting codes, course hours values) affecting their grade point average.

grade mailer
See grade change mailer.

grade mailer software
A program that creates grade change mailers in CX.

grade point average
An indicator of a student's overall scholastic performance, computed by assigning a point value to each grade (for example: A=4, B=3, C=2, D-1), multiplying the point value for the grade by the number of credit hours or units for the class, adding the total, and then dividing the total by the number of credit hours or units.

grade report
The form that grade report software creates. The form contains information about grades for one or more students and/or courses, sections, and subsessions. CX allows you to produce forms that report grades for an individual student, all students in a selected course and section, all students in a subsession, or an entire class. The form can be for either midterm or final grades.

grade report software
A program that creates forms to report grades in CX.

grant
1. A type of financial aid that does not require repayment. A grant is usually awarded on the basis of need, possibly combined with some skills or characteristic the student possesses.
2. An allocation from a foundation, corporation, or government agency.

grant-in-aid
See grant.

Graphical User Interface (GUI)
A version of CX menus and screens that users access on personal computers (PCs). Characters and monitor displays appear in user-defined colors, and users enter data and commands using keyboard input or a mouse.

graphics

Pictorial displays on the screen, such as charts, graphs, and symbols.

GREET

A group of subroutines used by the IVR system to provide a caller with a greeting and a selection of vocabularies from which to choose.

group

The second highest level of reporting used for customized report structures. *See also* block, schedule *and* item.

Group Schedule record

A CX database record containing information about scheduled group gatherings.

grouping sheets

A summary of state funded expenditures. The state controllers office requires all state institutions to submit grouping sheets to be used as reference documents for vendor and payee information. The actual name for this summary may vary by state.

GSL

Guaranteed Student Loan. *See* Stafford Loan.

Guaranteed Student Loan (GSL)

See Stafford Loan.

guarantor

The guarantee agency responsible for approving student loans and insuring them against default. Guarantors also oversee the student loan process and enforce federal and state rules regarding student loans.

GUI

See Graphical User Interface.

hardware

The physical apparatus that makes up a computer, including silicon chips, transformers, boards, and wires. Hardware also refers to equipment such as the printer, modem, and screen.

Health Entry

A part of the Student Affairs application that provides the processing capabilities for entering student health and health provider information as a student progresses through an institution.

Health Services

The area in the Student Affairs application that assists the Health Services office in the gathering of information about students' visits to the institution's health center, and information about student's health providers.

Health Services record

A CX database record containing personal health data about a student's visits to the institution's medical facility.

help screen

A screen that provides the user with helpful information related to a specific screen the user is using.

highlight

To move the cursor so that a command or option becomes enclosed in a colored box, or contrasts with other commands or options. To execute a command, the user must highlight it and then press <Enter>.

historical aid

See cumulative award history.

hold

1. A restriction an institution uses to permanently or temporarily prevent a student who has not met some requirement from performing an action.
2. A status flag applied to a requisition that halts the approval process until the requisition is released and resubmitted for approval
3. *See also* absolute hold *and* notation hold.

horizontal approval

A method of approval where multiple people approve the requisition, simultaneously. All approvals must be obtained before the requisition is marked approved.

hot key

The capitalized and highlighted letter of some commands or options on the command line, in ring menus, or in dialog boxes. Pressing the hot key replaces highlighting the command or option and pressing <Enter> or clicking a mouse.

hourly accrual

A means of informing the system how an institution chooses to track an instructor's faculty load. Hourly accrual is one method of calculating faculty load, by assigning a certain number of hours of instruction to a certain amount of faculty load.

Housing Entry

A part of the Student Entry program that provides the processing capabilities for entering student housing information as a student progresses through an institution. *See also* Student Entry.

ICC

See Institutional Capital Contribution.

ICL

Income Contingent Loan.

ID

See identification number.

ID record

1. A CX database record, associated with an identification number, that contains personal data about an individual or organization, such as address, phone number, and date of birth. CX uses this record to access and process additional information.
2. On the IVR system, a record used to determine which modules a caller has permission to access.

identification number

A number assigned to each individual and organization associated with an institution for the purposes of identifying or classifying them, and tracking information that relates to them.

ID-type

A command that, when selected, provides you with information about how individuals and organizations are associated with your institution.

IM

See Institutional Methodology.

imprest checks

A type of check used by an institution to pay state-funded expenditures. The institution pays the vendors and sends a grouping sheet to the state. The institution then receives reimbursement from the State.

IMS

See Institutional Methodology.

in default

> *See* default.

inactive course
> A course that a department is discontinuing. An inactive course appears in the current catalog, but does not roll over to the next catalog. *See also* active course *and* banked course.

incident
> *See* Personal/Campus Incident.

include statement
> A statement in a macro file that gives the path name of a file that is to be included in the macro definition file of note (e.g., m4_include(M4PATH/custom/client.m4)).

income supplement
> The dollar amount from a family's discretionary net worth that can be added to the family's available income to produce an adjusted available income.

incoming contacts
> Those contacts which are received in an institution's office by telephone, mail, or visit. *See also* contact *and* outgoing contacts.

incomplete
> To leave a journal before finishing it. This allows the CX menu user to make more entries in the journal, or reconcile the journal, at a later time.

incomplete journal
> A journal in the general ledger that has not been finished. This allows the CX menu user to make more entries in the journal, or reconcile the journal, at a later time.

independent student
> A student who demonstrates that he or she is not financially dependent upon his or her parents, according to the federal guidelines for purposes of receiving financial aid. *See also* dependent student *and* student contribution.

independent study
> A system that allows a student to earn credit through self-designed or self-paced course work, which is usually planned and evaluated by a faculty member.

index
> A table containing key fields and addresses or records.

information box
> A box on the screen providing you with helpful information that you can view but not change. An example is the information box in the Profile Information window that appears when you select **Options** followed by **Profile info**, from the Financial Aid Need Analysis Information screen.

INFORMER
> A utility supported by Informix, Inc. that identifies and updates selected fields in a file, such as a contact record. INFORMER can be used to add, update, or delete large groups of records that can then be used to identify students who are to receive certain correspondence (like transcripts, grade reports, and letters).

Informix, Inc.
> The supplier of INFORMIX, a product line owned IBM.

Initial Year Grant (SEOG-IY)

The first Supplemental Educational Opportunity Grant (SEOG) awarded and paid to a student by an institution for either an academic year or a portion of an academic year (if the student is not enrolled for the entire year). *See also* Supplemental Educational Opportunity Grant *and* Continuing Year Grant.

initialization parameters
The variables that define values used by Interactive Degree Audit.

inquiry
A prospect who expresses interest in a particular institution.

insert mode
A text editing mode in which the user inserts or enters text before the current cursor position in the buffer.

install
1. The target process within the MAKE processor that makes a file or program available for use from within the menu. This also performs any translation or compilation needed on the file or program.
2. The command used in Financial Aid Packaging to create an actual financial aid package from a simulated financial aid package.

installed aid package
An actual financial aid package that has been created from a simulated financial aid package for a student.

institution
An established organization of postsecondary education that supports all operating functions, e.g., a college or university.

institutional application
The annual application form that institutions use to apply to the federal government for funds to participate in federal student assistance programs, specifically Perkins Loan (PERK), Supplemental Educational Opportunity Grant (SEOG), and College Work-Study Program (CWSP). Also called *Fiscal Operations Report for 200X-200X and Application to Participate for 200X-200X* (FISAP).

Institutional Capital Contribution (ICC)
The portion of a fund contributed by an institution, or a specific amount provided by an institution to augment such fund. In the case of a Perkins Loan, this amount must be equal to at least one-ninth of the federal contribution.

institutional fees
Registration charges that an institution collects from students, such as parking, student government, and new student orientation fees, that are not tuition- or course-specific.

Institutional Methodology (IM/IMS)
An alternative technique for assessing and awarding an institution's private financial aid resources. Includes Institutional Methodology or Institutional Methodology – Simplified.

institutional self-help need
The sum of the self-help need of an institution's eligible graduate and undergraduate students. *See also* self-help need.

Institutional Student Information Report (ISIR)
The official notification sent electronically to an institution regarding the results of processing the student's financial aid application. The report shows the Student Aid Index and must be submitted to the Financial Aid office at the institution at which the student enrolls in order for the student to receive payment under the Federal Pell Grant program.

Instructor of record

An employee of an institution who is the primary individual assigned to teach a course or provide instruction.

interactive

The capability of an operating system (such as UNIX) of handling immediate-response communication between the operator and the computer. A user can respond to the computer using the CX screen package.

Interactive Degree Audit

A tool that allows the user to access Degree Audit to complete several functions interactively from the same program screen.

Interactive Voice Response system (IVR)

A system by which an individual can access general information or perform registration processing (e.g., adding classes, dropping classes, listing current schedule, etc.) via the telephone. *See also* Audio/Bulletin Board system.

interdisciplinary

Using knowledge from several different academic fields in a single program or course.

Interest Parameters record

A CX record that defines several parameters required by the Billing program to calculate interest charges on past due account balances. *See also* Billing Parameters record.

interface

An electronic connector between the computer and its peripheral devices.

Interviewee record

A CX database record that contains information about a student who is scheduled to be interviewed by an individual(s) conducting interviews on campus for the Career Placement program. The record also contains information that ties the interviewee's schedule with an interviewers schedule, including an assigned interview number, data, and time. *See also* interviewer record.

Interviewer record

A CX database record that contains information about a company that is conducting interviews for a specific position on campus for the Career Placement program. The record also contains information about the interviewer's interview sign-up schedule and interview schedule. *See also* Interviewee record.

invoice

A document that is sent to an organization or individual, containing an itemized list of charges for goods or services. Invoices in CX cause the issuance of checks and the creation of accounting transactions.

involvement

Participation by students in activities (academic, athletic, or other) approved by an institution.

IPEDS

Integrated Postsecondary Education Data System. This is a method of reporting institutional enrollment information to the United States government.

irregular pledge

A pledge that does not have a regular pledge schedule. For example, if a donor gives a gift of $1000 on March 1 and he pledges to pay $100.00 on April 1, $450.00 on May 1, and the remaining $450.00 on October 1, this becomes an irregular pledge.

ISIR

See Institutional Student Information Report.

ISQL

A utility supported by Informix, Inc. that identifies and updates selected fields in a file, such as a Contact record. ISQL can be used to add, update, or delete large groups of records that can then be used to identify students who are to receive certain correspondence (like transcripts, grade reports, and letters).

item

The lowest level of reporting used for customized report structures. *See also* block, group, *and* schedule.

IVR

See Interactive Voice Response system.

Jenzabar coordinator

The individual who serves as a liaison between an institution and Jenzabar.

Jenzabar CX

A fully integrated campus administrative computer system designed for use by both management and staff. Using a true relational database and the UNIX operating system, CX provides table- and menu-driven application software and numerous system-wide utilities. *See also* CX standard product.

Jenzabar CX standard product

The Jenzabar product that comprises the standard configuration of software modules and enabled product features that are distributed to clients when the software is installed.

Jenzabar CX system administrator

The individual at an institution who is fiscally responsible for the operation and maintenance of all computer hardware, the operating system, and other system software (including the Jenzabar CX application software).

Jenzabar system coordinator

The individual who serves as a liaison between an institution and Jenzabar.

joint

Handling of multiple donors for one gift where both primary and the secondary parties receive credit for the same gift.

journal

A set of entries and transactions that are associated by the same journal number as a way of grouping entries.

journal entry

See entry.

key

A data element whose value can be used in finding a row of data. A key defines the information in which you want to search, and the order in which you want to process information in a table. The primary key must contain a unique value.

key entry

The key or key combination that executes a command or function.

key value

One of the fields by which a user can search for a record in a particular data file.

labels

A CX program that takes name/address blocks and formats them into the label format specified (e.g., 1-up, 3-up, or oversize).

late registration

A period of time after the first day of class during which a student registers for a course in that session.   An institution may charge an extra fee for late registration.

lead

An individual who has the potential of becoming a student at an institution, but who has not yet expressed interest in the institution. Lead records are traditionally purchased from ACT or SAT and consist of Education, ID, and Profile records. *See also* ID record *and* Profile records.

ledger
See general ledger.

lender
A private financial institution, such as a bank, credit union, or savings & loan association that provides funds to a student or parent for an educational loan. **Note**: Some education institutions now participate in the Federal Direct Loan program and no longer use a private lender since loan funds are provided by the U.S. government.

letter codes
Eight-character codes (in upper-case letters) that you assign to identify a letter or contact. These codes are the filenames by which the system locates and processes the letters, and by which the programs find the contacts which are to be made.

letter of credit
A document that authorizes a recipient organization to submit payment vouchers through its local commercial bank to a Federal Reserve Bank or branch for deposit of cash in the recipient's local bank account. The letter of credit is a commitment, certified by an authorized official of the Department of Education, indicating a dollar amount available to a designated recipient for a specified time period.

Letter Production System (LPS)
The CX program that is used for printing already-formatted letters and/or labels. LPS handles starting and stopping, printing to multiple printers simultaneously, and reprinting. Using macros and ACE reports, data is extracted from the database and made available for merging into customized form letters.

Letters menu option
A menu option in the Registration application of CX that allows you to print three basic types of letters: Dean's list, Probation, and Course Cancellation.

liability account
Obligations arising from past transactions to transfer assets or services to other entities or individuals in the future.

library macro
See macro.

life income
A donation distributed so that the donor receives interest receipted as 100% income. There are no restrictions on the use of the principal.

load
To enter a program that an external storage device into the computer.

LOAD
A group of subroutines used by the IVR system to determine and confirm a student's program and subprogram, if an institution uses multiples programs and/or subprograms.

loan
An advance of funds, evidenced by a promissory note and requiring the recipient to repay the specified amount(s) under prescribed conditions.

local customization
A change that an institution makes to macros, screen, reports, forms, and programs to better meet its individual needs in CX.

local function

A flag in an entry program that adds a function to the program to perform necessary business logic in the program. Two types of local functions exist; special functions which operate at the table/row level, and check functions, which are triggered when the user modifies the value of a column. Located in def.c file of an entry program, special functions are specified in the file name array, and check functions are specified in the check field array. Typically, locally created functions are located in the select.c or chklocal.c source files in the program.

local phrase
A phrase in the IVR system that varies from institution to institution and that an institution can customize to meet its own specific needs. Local phrases can include the names of courses, programs, sessions, subsessions, and holds information. Phrase numbers 2000-2500 of the IVR system contain local phrases.

login
The procedure used to access CX through the UNIX operating system.

login name
A string of characters used to identify a user. Each operator or user name is different from any other.

login permission
Permission(s) associated with an individual's user ID that identify a set of tasks the individual is permitted to perform. Employees and faculty at an institution can have different levels of login permissions, which are assigned by the institution. *See also* permission *and* security.

logout
To break the connection between a user and a computer (or a specific computer application), usually by entering control characters, entering a logout command, or closing a window.

long-lived asset
See fixed asset.

loss
The amount by which book value exceeds disposal proceeds. *See also* capital gain/loss.

LPS
See Letter Production System.

lpsrun
A script used for scheduling all letters that need to be run for a particular tickler system. LPSRUN creates the parameters used in LTBRUN and starts up all the parameters needed.

ltbrun
A script (LeTters and laBels) that prompts the user for all information needed to run the complete letter/label run.

m4 macro
A word consisting of uppercase letters and underscores, used in place of a text string within a source files and translated by the MAKE processor. *See also* macro.

m4_keepif/ m4_keepend statement
Macro processor statements used to tailor the CS standard product to meet the needs of an institution.

macro
An instruction that causes the execution of a predefined sequence of instructions in the same source language. A macro consists of uppercase letters and underscores, and is used in place of a text string within source files. CX expands the macro to the longer text

during the installation process for a file. Macros can be collected in a common area (library) on the system.

magnetic stripe reader
The device into which an authorized individual slides a credit card to obtain an authorization code for collecting payments from an individual. The device on which the magnetic stripe reader is attached may also allow the authorized individual to type the credit card number, rather than slide the credit card through the magnetic stripe reader.

mail
See electronic mail.

mail merge
See Letter Production System.

main menu
The first menu that appears after a menu user logs in. The menu user can access other menus or screens from the main menu.

major
An area of concentration in a particular field of study.

major audit
An audit that evaluates degree requirements for a specified major.

major gifts
Usually, the third tier of giving to a campaign, including gifts of substantial magnitude.

MAKE processor
A computer application that simplifies and maintains changes in the software. Used with the Revision Control System (RCS), the MAKE processor maintains a history of software modifications and allows for previous versions to be retrieved. Used with macros, the MAKE processor simplifies the editing of source files and then expands the macros before translating the source file.

master menu
The top menu on the hierarchical menu structure.

master table
A database table that has been specified as the master of at least one other table, called a detail table. A master table has the parent status over the detail table. *See also* detail table.

matching gift
1. A gift made on the condition that it is matched within a certain time period, on a dollar-for-dollar basis, or in accordance with some other formula.
2. A gift made by a corporation matching a gift by one of its employees. Corporations match in response to the amount contributed by an employee to encourage employee giving e.g., matching one-to-one, two-for-one, or three-for one.

matching pledge
A means of monitoring payments by a second party, according to payments of a first party.

matriculation
Enrollment to an institution as a degree candidate.

matured loan
The total principal amount of all loans made, minus the principal amounts of loans, to a student who is either enrolled as at least a half-time student in an institution, or still in his or her first grace period.

MDE

See Multiple Data Entry.

meeting
>The time of day and the days of the week during which a section of a course meets. A meeting includes all meeting times, even those that meet sporadically.

Meeting record
>A CX database record containing course meeting information, such as the time of day and the days of the week that a section meets. *See also* meeting.

menu
>1. A list of options from which the menu user makes a selection to access other menus, programs, or functions. The menu appears on the screen and is available only outside of a program. *See also* master menu *and* main menu.
>2. A list of options that the IVR system speaks that correspond to a group of tasks a student can perform in the CX Registration program.

MENU
>A ScriptWrite program that controls the Audio Text/Bulletin Board system in the IVR system. An institution can add voice applications, such as the CX Registration program, to MENU.

menu bar
>The horizontal bar on the GUI window display that contains the names of all the menus for an application.

menu option
>One of several choices on a menu. Select a menu option by pressing or clicking on the letter associated with the option.

menu user
>Any individual who uses CX through menu options, rather than from the UNIX shell. Menu users include application coordinators, administrative assistants, and data entry operators.

menu-driven
>A characteristic of CX, by which the menu user selects options from the main menu, causing the display of subsequent menus or screens that contain more detailed features of the selected option.

method
>*See* packaging method.

microcomputer
>A small computer similar to a minicomputer; however, only one person uses the microcomputer, which has less capacity than the minicomputer.

minicomputer
>A small computer than can support multiple terminal devices. Minicomputers are rapidly becoming increasingly powerful.

minor audit
>An audit that evaluates degree requirements for a specified minor.

missing grade list
>A list of students who have not received grades in a class for which they registered. A missing grade list can be useful when you want to find out which students' grades might not have been entered by your office or which instructors did not report their cards.

mode

A method of operation within an application or a screen. The user can perform different functions within a particular program or screen, depending on the mode in which the user is working.

modem

A MOdulator-DEModulator unit that transmits and receives data to and from computers via telephone lines. The modem changes digital signals into electrical frequencies that can be transmitted over telephone wires, and then the electrical frequencies are converted back into digital signals.

module

A group of several CX programs that are functionally related and, therefore, are used to perform a set of related tasks.

monitor

See screen.

multiple appeals

1. Simultaneous or overlapping fundraising appeals made by one organization with the consequence that the same constituencies receive more than one appeal from the same cause.
2. Multiple appeals to the same constituency for competing purposes.

Multiple Data Entry (MDE)

A procedure for incorporating and transmitting Pell Grant data elements through other approved need analysis data collection documents, so that applicants can apply for both the Pell Grant and other financial assistance by completing one form. The need analysis service transmits the Pell Grant data to the Pell Grant Processing Center; students receive their Pell Grant eligibility notifications directly from that agency.

multiplex

A hardware device that enables several terminals to share the same transmission line.

multitasking

The ability of some computers to perform two or more functions or tasks simultaneously. For example, a computer could perform word processing capabilities in the foreground, while sorting a database file in the background.

multi-user

The ability of an operating system to support several users on the system simultaneously.

NAF

See Need Analysis form.

national

A citizen of the United States, or a noncitizen who owes permanent allegiance to the United States. *See also* citizen *and* foreign student.

National Direct Student Loan Program (NDSL)

See Perkins Loan.

National Student Loan Data System (NSLDS)

The Department of Education system that tracks student loans.

NDSL

National Direct Student Loan Program. *See* Perkins Loan.

need

See financial need.

need analysis

A system for estimating a student applicant's need for financial assistance to help meet his or her educational expenses. A need analysis consists of calculating the applicant's

and/or the family's ability to contribute to the student's educational expenses, based on Department of Education specifications.

need analysis calculation methodology
    See financial aid need analysis methodology.

Need Analysis form (NAF) (changed from need analysis document)
    The original form completed by an applicant and family for one of the need analysis processors. The need analysis document is the foundation for all need analysis computations performed by the agency implementing a need analysis system, and contains all the information necessary to compute effective family contribution.

Need Analysis Form record
    A CX database record containing information supplied by the student on the need analysis form (NAF).

need analysis method
    See financial aid need analysis methodology.

need analysis processor
    A standardized application of need analysis. The American College Testing Program and the College Scholarship Service provide two of the most widely-used need analysis processors.

need method
    A need analysis method that CX uses to estimate what a student's need will be. *See also* Estimated Federal Methodology, Estimated Federal Methodology – Simplified, Federal Methodology, *and* Federal Methodology – Simplified.

needs assessment
    Analysis of a campaign's table of needs, which becomes the basis for explaining why each project is necessary. The needs assessment also provides a persuasive rationale for the funder's consideration.

negation criteria
    A criteria that will not satisfy the specifications of a sequence or requirements in Degree Audit.

net amount
    The dollar amount remaining after any deductions have been made.

net asset
    The portion of fund equity available for appropriation, computed as total assets-total liabilities. Formerly known as *Fund Balance*.

network
    A number of computers linked together to share information or peripheral devices.

network database
    A structure in which any data can be linked to any other data, providing that the programmer designed the database to do so.

nominal account
    An expense or revenue account that is closed into a fund balance account at the end of the accounting period.

Noncatalog record
    A CX database table used to store information about a course taken at another institution and associate the course with an equivalent course that exists in the current catalog (crs_rec) of the institution to which the course is being transferred. The system extracts data from Noncatalog records (non_cat_rec) to create transcripts.

nonfederal audit

An audit of an institution's student financial aid programs, conducted by an independent auditor, to determine the fiscal integrity of financial transactions and reports and their compliance with applicable laws and regulations.

noninstruction assignment
An assignment an instructor completes that is not considered part of a usual regimen of teaching duties. Examples of noninstruction assignments include serving on a committee and chairing a department.

non-overall subaudit
A type of subaudit that evaluates only specified Course Work and Exam Criteria records.

nontaxable income
All income received that is not reported to the Internal Revenue Service. Nontaxable income includes Social Security benefits, welfare payments, untaxed capital gains, interest on tax-free bonds, unemployment compensation, and military and other subsistence and quarters allowances.

nontraditional course
A course that does not share the same beginning and ending dates as a standard or traditional course.

nontraditional enrollment
See open enrollment.

notation hold
An unmet obligation that appears on a student's record but that does not restrict a student from registering for courses. After the obligation is met, the hold is lifted from the student's record. An example of a notation hold is a student's failure to sign a required form. Also called *warning hold. See also* absolute hold *and* hold.

nroff
The UNIX text formatter that merges name/address data with form letters or with a single letter. The *nroff* program can also produce a formatted online copy or a printed copy of a file. *See also* text formatter.

NSLDS
See National Student Loan Data System.

null
Pertaining to a negligible value or a lack of information; empty. A zero or a blank are not considered null because they convey information: a numerical value and a space between words, respectively.

numbering
See document numbering.

object
A segment of the general ledger account number, designating a classification or expenditure type. Examples include office supplies or salaries.

online
Being in direct communication with a computer.

online mail
See electronic mail.

online registration
A type of registration that involves using interactive terminals to register students for courses.

OPEID

The Office of Postsecondary Education Identification number originally assigned by the Department of Education in their Office of Student Financial Assistance. *See also* FICE ID.

open admission policy
A policy that allows all high school graduates admission to an institution. Often, institutions with open admission also have programs that admit students without high school diplomas.

open balance period
A balance period that is open for posting. *See also* closed balance period.

open enrollment
A type of registration that can be accomplished at any time within a given session, independent of the academic calendar requirements. Also called *nontraditional enrollment.*

open purchase order
A type of purchase order used repeatedly for a specific vendor with no fixed dollar amount.

operating system
Software that controls the execution of programs and commands. When a computer system is turned on, the operating system is the first program executed. All subsequent programs are loaded and supervised by the operating system. The UNIX operating system supports CX.

Operator Form Request
See Form Entry.

option
1. A word or phrase in a menu or in a dialog box that a user can select to execute a function.
2. A special instruction that modifies how a command runs from the UNIX shell. An option is a type of argument that follows a command and that is preceded by a minus sign (-). A shell user can specify more than one option for any command in the UNIX system. For example, in the command: "IS –I –a directory, " "-I" and "-a" are options that modify the "Is" command. *See also* argument.

optional entry field
A field into which entry of information is optional. To choose not to enter information into the field, press <Tab> to leave the field blank (or to accept a default value, if there is one) and move to the next field. *See also* required entry field.

optional field
A field into which entry of information is optional. To choose not to enter information into the field, press <Tab> to leave the field blank (or to accept a default value, if there is one), and move to the next field. *See also* required field.

originator
The bank or financial institution that administers the financial aid loan.

other accrual
Any faculty load accrual method that is not banked, contract, hourly, or overload. For example, other accrual can be used to identify an instructor's preparation time or a course section canceled because of low enrollment.

outgoing contacts

Any contacts originating at an institution that require an action (e.g., a letter, telephone call, or visit) to be initiated by the institution's staff. *See also* contact *and* incoming contacts.

output
Data transferred from storage (e.g., a computer) to an output device (e.g., a printer).

Output Parameters and Scheduling window
A standard CX window that enables users to do any of the following:
- To designate the type of output a process creates
- To execute processes in the background
- To schedule processes for later execution

overall subaudit
A type of subaudit that evaluates all course work and exam records for total earned hours and required GPA.

overaward
The condition that exists when an institution provides a student with campus-based assistance that, in combining the resources the student receives from federal and nonfederal sources, exceeds the difference between the student's cost of education and the expected family contribution.

overload accrual
A method of faculty load accrual used for tracking overtime load values.

override
To change a value in a field or parameter from the default value to a value the user specifies.

Package
The command used in Financial Aid Packaging to package additional awards to a student's existing financial aid awards. When you select the command, Financial Aid Packaging assigns additional awards to fulfill the objectives of a packaging method, provided that the student has an unmet need. This command does not affect manually entered financial aid. *See also* Repackage.

package group
A selected group of students to be packaged or to have their aid package simulations installed.

packaging
See financial aid package.

packaging criteria
The criteria for packaging a specific financial aid program (e.g., Pell grant). For example, packaging criteria include the maximum lifetime amount, minimum and maximum yearly amounts, and recommended and incremental rounding amounts.

Packaging Group
A selected group of students to be packaged or to have their aid package simulations installed.

packaging method
A set of packaging objectives used to simulate aid packages or to simulate aid fund requirements. A package method also establishes the need method (e.g., Federal Method) used to determine the packaging requirements for a student. *See also* financial aid package.

Packaging Method table

The table in CX that defines the financial aid packaging methods, including the associated packaging code, year, and program. *See also* packaging method.

packaging objectives
The requirements for a mix or ratio of financial aid types within a packaging method. A packaging objective defines the ratio of financial aid for a given financial aid type that makes up a portion of the package. For example, to set up a financial aid package consisting of 20% jobs, 30% loans, and 50% grants, you must define an objective for each of the three aid types. Packaging objectives also set the minimum and maximum award amounts for each aid type.

Packaging Objectives table
The table in CX that defines the packaging objectives (amounts, percentages, and priority) for aid types defined in the Aid table. *See also* packaging objectives.

page
The contents of a single window or screen. If CX is maintaining more information than can appear in the window or screen, users can scroll forward or backward page by page, displaying additional windows or screens containing information.

parameter
A variable in the system that is given a constant value for a specific program. A parameter can be a menu item or a field for which the user specifies a value or for which the system provides a value when the menu or field is interpreted. The user can set values in parameters to determine which functions the system is to perform and how to perform those functions.

parent
A student's mother, father, or legal guardian. In CX, an adoptive parent is considered to be the student's mother or father.

parent contribution
For dependent students, the amount the parent(s) is expected to contribute toward the student's educational costs from all earnings, previous savings, and other resources such as social security or Veterans and War Orphans benefits. *See also* dependent student *and* student contribution.

parity
A method used by a computer for checking that the data received matches the data sent.

parse
To separate into components, In CX *elecapp* processing, for example, information in the apptmp_rec is parsed into multiple CX database records (e.g., id_rec, profile_rec, aa_rec, etc.)

partitioning
Subdividing a storage area into smaller units that are allocated to specific jobs or tasks.

password
A value that is associated with a username and used to access the computer operating system.

past-due loan
A loan for which payment has not been received by the scheduled due date.

Payall
The command option that allows you to pay all of a student's fees (from either the Prior Balance screen or the Fees screen) at once. The system assumes the student is paying these fees with cash, check, money order, or charge, and assumes fees paid by deferments or financial aid have been reconciled before selecting Payall.

Payment Form table

The CX database table that defines valid forms of payment codes.

payment period
1. The time over which a gift is expected to be received.
2. A semester, trimester, or quarter for which financial aid funds are paid to a student. For institutions not using those academic periods, it is the period between the beginning and midpoint or between the midpoint and the end of the academic year.

payment schedule
The schedule that the Secretary of Education publishes annually to enable the financial aid administrator to relate the cost of attendance to the Student Aid Index to determine the student's scheduled Pell Grant award.

Payment Terms table
A CX table that defines the payment terms provided to students by an institution. The Payment Terms table and the Deferred Payment table control the computation of deferred payments for any given subsidiary balance. For example, if the DEFER field in the Payment Terms table contains the code "INCR", that value refers to the entries in the Deferred Payment table that control the computations of deferred payment plans. *See also* Deferred Payments table.

PC Transmit (pcxmit.scp)
A CX program run on a PC enabling users to send financial aid information to the CPS and to receive processed information back from the CPS.

Pell Grant
See Federal Pell Grant program.

Pell Grant Aid Index
See Student Aid Index.

Pell Grant Processing Center
The agency responsible for processing Pell Grant data using Multiple Data Entry (MDE) and for notifying students of their eligibility to receive a Pell Grant award.

Pell Grant Program
Financial aid the federal government awards to a student for tuition, room and board, books, fees, and other education expenses. The Pell Grant is generally the foundation for a financial aid package, and need not be repaid. The Pell Grant is classified as an entitlement; the student establishes eligibility apart from consideration of the cost of attending a particular institution, but the amount of the grant is determined relative to those costs.

Pennsylvania Higher Education Assistance Agency Aid Application
An application used by Pennsylvania residents to determine eligibility for state aid. This application is also used by schools in Pennsylvania to award institutional or campus-based aid.

PEP
See Proficiency Examination Program.

perform
An interactive program supplied by Informix that is used to add, update, or delete records within a database. One application of *perform* is the adding of contact records.

Perform Screen
A type of data entry screen with optional master and detail levels. The Perform screen does not provide a table lookup capability, as the program screen does. *See also* perform.

period-end

The end of the accounting cycle (e.g., the fiscal year end).

period-end processing
> The accounting activity required at the end of the accounting cycle (e.g., the closing of nominal accounts and the rolling forward of balance sheet accounts to the new accounting period.

peripheral device
> Auxiliary devices under the control of the main computer, used mostly for input, output, and storage functions. Examples include terminals, printers, and disk drives.

PERK
> *See* Perkins Loan.

Perkins Loan (PERK)
> A low-interest, long-term loan that is offered by individual colleges and funded by the federal government, and that is based on financial need. A portion of a Perkins Loan can be forgiven if a student teaches in a shortage field. Formally *National Direct Student Loan (NDSL).*

permanently restricted
> A FASB classification of fund assets indicating that the asset has a particular designated use, according to the donor source of the asset.

permission
> An access mode, associated with directories and files, that permits or denies system users the ability to read, write, and/or execute the directories or files. Each operator determines the permissions for directories or files by changing the mode for each with the "chmod" command. *See also* login permission *and* security.

Personal Identification Number (PIN)
> 1. A number used to uniquely identify a faculty member or student so they can use Faculty/Student Web Access or Web Registration. A faculty member or student must enter a valid username and PIN combination in order for the system to allow Web access or process Web registration.
> 2. A number used by the IVR system to uniquely identify a student. An institution can use the student's ID number as the PIN. A student must enter a valid social security number and PIN combination in order for the IVR system to process registration.

personal incidents
> *See* Personal/Campus incident.

Personal/Campus Incident
> The area in the Student Affairs application that assists the Campus Security office in the collecting of incident information on the institution's campus to comply with the Right to Know Act, Criminal Awareness provision (PL101-142).

Personnel/Payroll
> The CX program by which an institution processes employees, their earnings, their deductions, and their paychecks.

phonathon
> A fundraising effort in which volunteers solicit gifts or pledges by telephone.

phonetic matching
> A type of name search during which the system searches not only for names that literally match a request, but also for names considered to be a phonetic match. For example, a phonetic match for **Smith, Jon** might be **Smythe, John**.

phrase

A spoken word or sentence stored by the IVR system that is identified by phrase number and used by ScriptWrite programs to produce audio responses for callers using the IVR system.

phrase number
A number that identifies a phrase in a vocabulary, as stored on the IVR system. ScriptWrite programs use phrase numbers to access phrases for the IVR system to respond to callers.

PIN
See Personal Identification Number.

pledge
1. A signed and dated legal commitment to make a gift over a specified period, payable according to terms set by the donor.
2. The total value of such a commitment.

pledge card
A printed form used by solicitors in seeking what is most often a legally binding commitment from a prospect.

pledge reminder
A reminder of pledges made, including a statement of pledge and outstanding balance.

pledge status
The status of a pledge, as recorded on CX. Examples of status types are Void, Complete, Discontinue, Hold, Incomplete, and Outstanding.

pledge type
A method of CX uses to describe the type of pledge commitment. Examples are MTCH for matching, and BGT for budgeted.

PLUS
See Plus Loan.

Plus Loan (PLUS)
A loan program authorized by Title IV, Part B, of the Higher Education Act as amended.

PO
See Purchase Order.

pop-up window
A small window that overlays a portion of a related GUI window, usually in response to a command selected from the GUI window. In character format, windows perform the function of pop-up windows.

port
A connector on a controller to which various peripherals can be connected. The number of ports determines how many devices can be connected to a controller.

Position Skills record
A CX database record that contains information about skills required for a career position in a company that is participating in your institution's Career Placement program. The record contains information, such as the position skill code and types of skills for this position. *See also* Career Position record.

post
To save journal entries to the general ledger. When a payment is received or sent, a record of the transaction is made in the appropriate account during posting.

posting

Recording gifts received through the mail by date and amount.

Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test (PSAT / NMSQT)

The shorter version of the Scholastic Aptitude Test (SAT) that is administered annually in October at high schools to assist juniors and their counselors in making college plans. The PSAT/NMSQT is also the qualifying exam for scholarships awarded by the National Merit Scholarship Corporation, as well as other organizations.

premium

Any type of merchandise which is typically provided on a complimentary basis in exchange for a gift at a certain level. Charitable institutions need to track both the fair market value of such gifts for gift receipting purposes as well as the actual cost to determine their net income.

Pre-Noncatalog record

A CX database table used to store information about a course taken at another institution and associate the course with an equivalent course that exists in the current catalog (crs_rec) of the institution to which the course may be transferred.

preregistration

See advance registration.

prerequisite

A requirement that a student must complete before registering for a particular course. *See also* concurrent requisite *and* corequisite.

Pre-Transfer Course Work record

A type of course work record (precw_rec) used to specify courses that are being considered for transfer from another institution.

primary addressee

See addressee.

primary vendor

See vendor.

print priority code

A code that determines the order in which Degree Audit components will be printed.

prior balance

A total of all charges accrued up to the current billing period. Generally, all prior fees must be paid before a student can accrue additional fees.

Privacy Acts

Collective statutes that serve to protect an individual from the release of specified data without the individual's prior written consent.

process

Any task that the system completes in response to an action from the user.

process priority code

A code that determines the order in which Degree Audit components will be processed.

Proficiency Examination Program (PEP)

A test administered in the health professions to measure prior experience obtained through both classroom and work experience.

Profile record

A CX database record containing demographic information for only an individual; this demographic information includes age, sex, date of birth, and state of residence. The Profile record is often used in conjunction with the ID record.

program

1. A specifically-grouped sequence of instructions that a computer interprets and executes.
2. The degree-granting entity of an institution. Examples include the undergraduate and graduate programs.

program authorization

A document issued by the Department of Education, Law Enforcement Assistance Administration, or Public Health Service notifying an institution of the funding level authorized for that institution in any one or more student financial aid programs.

Program Enrollment record

A CX database record containing specific program information, such as major, minor, degree, and date of graduation. CX creates on Program Enrollment record for each student in a program for each site. The existence of a Program Enrollment record indicates a student is fully admitted to the institution and eligible to register for classes.

Program Participation Agreement

A written agreement that institutions must sign to participate in any of the Title IV student assistance programs other than the State Student Incentive Grant Program (SSIG). The Program Participation Agreement makes the initial and continued eligibility of the institution to participate in the Title IV student assistance programs conditional upon compliance with the provisions of the applicable laws and program regulations. Formerly *Terms of Agreement*.

program regulations

The body of specific written procedures for implementing federal legislation. The financial aid administrator of an institution must comply with these regulations in administering the aid programs.

program review

The process in which the activities of one or more of the financial aid programs of an institution are reviewed to ensure that they comply with federal or state law or regulations and/or institutional policy. The review might also include a review of management and administrative capabilities. *See also* degree audit.

program review exception

Institutional policies, procedures, or actions relative to student financial aid programs that are cited as the result of a program review as being contrary to the laws or regulations governing such programs.

program screen

A screen developed by Jenzabar and used by CX application programs to display information extracted from more than one table. Menu users typically interact with program screens, rather than with Informix PERFORM screens. *See also* PERFORM screen.

project

See subfund.

promissory note

A legal document that binds a borrower to the repayment obligations and other terms and conditions that govern a loan program.

prompt

1. A cue displayed on the screen by the shell, indicating that the shell is ready to accept the next command. The prompt can be a character or a series of characters. For example, the UNIX default prompt is the dollar sign character ($). Also called *shell prompt.*
2. An instruction on the comment line or in a dialog box that instructs a menu user to enter specific information or commands.

proposal
> A written request or application for a gift or grant that includes why the project or program is needed, who will carry it out, and how much it will cost.

proprietary source
> Application code for which Jenzabar has exclusive rights. It cannot be modified by users. It is distributed through SMOs as compiled objects in the Objects directory. The Procedures directory contains an Objectlist file and the README references the use of a 'smodoproc' command to install the proprietary objects.

prospect
> 1. A student who might potentially attend a particular institution.
> 2. Any logical source for potential support, whether an individual, an organization, or the government (at all levels).

prospect profile/donor profile
> A research report detailing all of the pertinent facts about a prospective donor, including resources, relationships, and past giving.

prospect rating/prospect ranking
> A procedure for evaluating the giving potential of prospects by knowledgeable members of a campaign organization.

prospect research
> The continuing search for new and pertinent information on prospects and contributors. Prospect research includes the identification of new individual, foundation, and corporate prospects.

prospecting
> The process of identifying potential donors.

prospective student
> An individual who has contacted an institution participating in a Title IV student financial assistance program for the purpose of requesting information concerning admission to the institution.

pull-down menu
> A window containing additional options, which appears when a menu user selects a command from the command line or ring menu on a screen. The pull-down menu appears in the upper right corner of a screen or, if the command line is a ring menu, immediately below the command line. The user selects an option from the pull-down menu to execute a function or begin a process.

purchase order
> A legally binding contract between parties agreeing to a price, item(s), and terms. Generally sets up an encumbrance for the amount ordered.

quarter system
> A system that divides the nine-month academic year into three equal parts of approximately 12 weeks each. Summer quarters, if any, are usually the same length as each of the other three quarters. Credits are granted as quarter hours (three quarter hours equal two semester hours).

quasi-endowment

A temporary investment that operates like an endowment, but that can be reversed at any time.

query

A procedure used to request the system to perform a database search, based on specific search criteria.

query letter

A brief letter of inquiry sent to a foundation outlining an organization's activities and its need for funding. The purpose of a query letter is to determine whether it would be appropriate, in the view of that foundation, for the organization to submit a formal grant proposal. Some prospects prefer to be approached in this way before receiving a formal proposal.

Query mode

The mode in which a user can select Query to search for a record from the database.

QuickMate

The CX GUI-formatted product; CX in GUI (Graphical User Interface) mode.

quota

The amount of gift money expected from a fundraising effort or specific division of the funds raised.

RCS

See Revision Control System.

read-only

The capability of getting information from a computer storage place (e.g. disk) without being able to change that information. Read only devices do not permit correcting or updating information after it has been entered.

receivable account

See accounts receivable.

Receiving record

A document identifying all items received under a specified packing slip. The receiving record includes information about the quantity and condition of each item, as well as whether the item is associated with a specific purchase order.

recompile

To redo the translation of a source computer program into an executable program (object program).

reconcile

To account for all fees and payments by applying each payment to specific fees.

record

A collection of related data arranged in logical groups that the system uses for processing. A CX record contains information that changes on a regular basis and is denoted with the _rec extension.

recoverability

The ability of a system to prevent data from being lost due to a power failure or any other cause.

Recruiting/Admissions

See Admissions.

recurring entries

Accounting entries that occur repetitively (e.g., monthly adjustments or allocations. The CX program Recurrent enables you to store and reuse recurring entries).

reference number

A number used to identify a course during registration, scanning, or when callers register for courses using the Interactive Voice Response (IVR) system. The system uses the reference number to find and display a corresponding course.

reference source
>*See* referral.

referential integrity
>A type of data integrity that ensures that each foreign key value has a matching primary key value from the same domain. *See also* data integrity, domain integrity, *and* entity integrity.

referral
>The person, organization, or service from which a student learned about an institution.

Refund table
>A CX table that establishes a refund schedule for any charge to be refunded to a student. You must create the Refund table as well as the Assessment and Charge tables for each session, subsession, year, and program. The Refund table enables you to enter a refund schedule that lists refundable percentages that are valid for specific date ranges.

refundable financial aid
>*See* refund.

Regional Accrediting Association
>One of six accrediting agencies of education (recognized by the Secretary of Education) responsible for the institutions in a specific area of the country.

REGIST
>An IVR program that interfaces with the Registration program in CX. REGIST is capable of running in a standalone environment, in which case it will log on to the mainframe, start Registration, and accept and validate student social security and identification numbers. If REGIST is not running as a standalone, but in conjunction with other IVR programs (for example, MENU and CX MENU), it will not validate the student social security and identification numbers. In either case, the program will translate data from the user to the CX Registration program and vice versa, allowing the student to perform telephone registration.

registrar
>The administrative officer whose responsibility is to maintain the official Academic records.

Registration
>An application in CX that provides the processing capabilities for creating and maintaining catalogs and course schedules, registering students for courses, creating grade reports and transcripts, and monitoring academic progress.

Registration Permission table
>A CX database table that stores identification information regarding which individuals have permission to register students using online registration.

REGMENU
>A group of subroutines used by the IVR system to provide a student with registration information, such as the number of credit hours, audit hours, and courses the student is registered for, as well as instructions and options for adding and dropping courses.

regular pledge
>A pledge that has a regular payment schedule. For example, if a donor pledges a total of $1000, a regular payment schedule might consist of ten payments of $100.00 or five payments of $200.00 each due at regular intervals.

regular student

A student who is enrolled or accepted for enrollment in an eligible program at an institution of higher education for the purpose of obtaining a degree or certificate.

reimbursement
Payment of an amount to an individual or entity for an expenditure that is already paid.

reject
1. To determine a student does not have reasonable chance for successful completion of a degree or certificate program at your institution, and to inform the student that the institution declines his/her request for admittance.
2. Within *elecapp*, to determine an electronically submitted application is not genuine or worthy of legitimate consideration for admission to the institution.

relation
A file containing the elements, or records, of data. Also called *table*.

relational database
A collection of data viewed in two-dimensional tables consisting of columns and rows. All operators manipulate these tables. CX uses a relational database which retains all the institutional data used in daily processing.

relationship
A connection between two or more individuals; a specific instance or type of kinship.

remittance
The dollar amount an institution receives from an individual or organization for payment of an owed amount.

remote system
A computer system other than the one on which the operator is working.

Repackage
The command used in Financial Aid Packaging to create a new financial aid package that does not necessarily contain aid from a student's existing aid package. When you select Repackage, Financial Aid Packaging erases a student's existing package and repackages the student's awards based entirely on the objectives of a selected package method. This command does not affect manually entered financial aid. *See also* Package.

repayment schedule
A plan, which should be attached to the promissory note at the time a borrower ceases at least half-time study, that sets forth the principle and interest due on each installment and the number of payments required to pay the loan in full. In addition, the repayment schedule should include the interest rate, the due date of the first payment, and the frequency of payments.

repeatable course
A course a student can take multiple times for additional credit. All grades received from a repeatable course count in the student's grade point average.

repeated course
A course a student can repeat to improve the grade received the first time in the course, not to earn additional credit.

report generator
A program with the capability to pull out data from the database, perform calculations, and print the results in a desirable format, including headers, footers, totals, etc. The report can be in the form of a pre-printed form, a mailing label, columnar data, or nested data. ACE is an example of a report generator.

Reports menu option

A menu option in CX that allows you to print specific information about many individuals.

Request for Proposal (RFP)
A document outlining project specifications and application procedures for the benefit of an agency or organization that might be qualified to submit a bid for a contract or grant program. Some foundations issue RFP's in specific fields, but many prefer to consider proposals that are initiated by applicants.

required entry field
A field into which the user is required to enter information; the user cannot press <Tab> to move the cursor to the next or previous field. If no entry is made in this field, the cursor remains in the field and an audible tone sounds. (The user cannot exit the screen without completing the field entry or canceling the procedure.) *See also* optional entry field.

required field
A field into which the user is required to enter information. The user cannot exit the screen without completing the field entry or canceling the procedure. *See also* optional field.

requisite
Any requirement that a student must complete to fulfill registration requirements associated with a course. *See also* prerequisite, corequisite, *and* concurrent requisite.

requisition
A form used to request that an item be considered for purchase, to request a check for reimbursement, or to request an item from inventory at a central store or bookstore.

requisition number
A system generated number assigned to a requisition

requisition type
A code identifying the various types of requisition forms.

residency requirement
The period of time, set by each state, that families or students must reside in the state before being considered eligible for state aid.

resident student
A student who does not live at home (with parents or guardian) during the academic year. An off-campus resident student is one who does not live in the institutionally-provided housing. An on-campus resident student is one who lives in housing facilities owned and/or maintained by the institution.

resource
Any of the following: funds the student is entitled to receive from a Pell Grant, regardless of whether the student applies for such funds; a waiver of tuition and fees; a scholarship or grant, including a Supplemental Educational Opportunity Grant (SEOG) or athletic scholarship; a fellowship or assistantship; insurance programs for the student's education, including any social security educational benefits not included in computing Expected Family Contribution (EFC); Stafford Loan or Plus Loan; long-term loans, excluding Stafford Loan and PLUS, made by the institution; net earnings from employment, including any part of an independent student's net earnings (that is, gross earnings minus taxes and job-related costs) not included as part of the student's EFC; and veterans' benefits (except that part included as part of the student's EFC).

response time
The time that elapses between key entry and computer response. Response time can vary from instantaneous to lasting several minutes, depending on the complexity of the transaction and the number of terminals sharing the lines.

restricted

See permanently restricted *and* temporarily restricted.

restricted fund
> A fund in which the principal and earnings are bound by donor guidelines as they relate to investment and/or expenditure.

restricted gift
> A gift for a specified purpose, which is clearly stated by the donor (e.g., a research project). *See also* unrestricted gift.

restrictions
> *See* compliance restrictions.

Revision Control System (RCS)
> A program that tracks all software changes through a series of library-like functions, such as checking in and checking out a file. The RCS automates the storing, retrieval, loggin, identification, and merging of revisions of ASCII text files. RCS is useful for managing files that are revised frequently.

ring menu
> A line of commands on a character-based screen in which moving the cursor highlights the next command in either direction. There can be more commands than appear on the command line at one time; if this is so, ellipses (…) show that there are more commands in the indicated direction. Activate commands on the ring menu either by highlighting the command and pressing <Enter>, or by pressing the key on the keyboard corresponding to the highlighted hot key. *See also* command line.

rolling admission
> A system some institutions use for reviewing applications as they are received, as well as notifying applicants of admission decisions as soon as the decisions are made. When an institution reaches its admission quota, it does not review any further applications.

routine
> A set of instructions to carry out a specific task. Programs are composed of many routines. *See also* utility.

row
> A group of related information about a single entity in a table. For example, a row in the ID record (id_rec) contains information about a single individual. *See also* column.

row output
> The designation for the lines on accounting reports. For example, on an object report, the row output is a line for each fund/function/object/subfund.

rule of thirds
> A formula that is widely used in constructing gift range tables. The rule of thumb is that about ten donors account for the first third of funds raised during a capital campaign; about one hundred donors provide the next third of funds. Any failure in achieving the objective of the top third can be compensated for by exceeding the objective of the middle third. The bottom third, however, cannot make up for failure in the top or middle thirds.

run code
> A code that directs the user to the ADR record that tells the system how to build addresses, labels, and salutations.

runtime
> The duration of time for a program to execute a function

runtime parameter

A value passed with a parameter to a specific program. For example, to access a form directly in Student Entry, you enter the **–f** parameter with a runtime parameter that specifies a form name (e.g., **stuentry –f studata_1**). *See also* parameter.

salutation
>The greeting (e.g., Dear Jane) that appears immediately before the body of a letter to address the person by whom the letter is intended to be read.

SAR
>*See* Student Aid Report.

SAT
>*See* Scholastic Aptitude Test

satisfactory progress
>The progress required of a financial aid recipient in acceptable studies or other activities to fulfill a specified educational objective within a specific time, as defined by the institution.

scan form
>A special form that can be marked so it can be processed using optical scanning equipment.

scan input file
>The file that results from processing scan forms through scanning equipment.

scan list
>A class list that is printed on a scan form.

scanable class list
>*See* scan list.

schedule
>The third-highest level of reporting used for customized report structures. *See also* block, group, *and* item.

scheduled Federal Pell Grant
>The amount of the Federal Pell Grant that is paid to a full-time student for a full academic year. The scheduled award is derived by relating the aid index and the total allowable cost of attendance and relating those to the amount on the payment schedule.

schema
>A file that lists the structure of a database or a table. A table schema lists the column names, data types, data lengths, indexing, and other information about the structure of a table.

scholarship
>A form of financial assistance that does not require repayment or employment, and that is made to a student who shows potential for distinction, usually in academic performance, at an institution.

Scholastic Aptitude Test (SAT)
>An entrance examination for college admission that the Education Testing Service administers to measure students' educational development in the verbal, mathematics, reading, and vocabulary areas, as well as on the Test of Standard Written English (TSWE). SAT scores are reported on a scale of 200 to 800; TSWE scores are reported on a scale of 20 to 60+.

School record
>The CX database record that contains information about a school, such as identification number, location, type, and enrollment.

school year

A period of time, generally not less than 8 months, in which a full-time student is normally expected to complete the equivalent of two semesters, two trimesters, three quarters, or 900 clock hours. Also called *academic year*.

screen
The part of a work station or computer terminal on which information is displayed. *See also* window.

screen editor
An editing program on which text is operated, relative to the position of the cursor on the screen. Changes are viewed on the screen as they are made. An example of a screen editor is vi. Also called *visual editor*.

script
1. A series of commands required to complete a specific process.
2. A program or procedure, made up of ScriptWrite commands, that operates on the IVR system and controls the interaction between a caller and the IVR system.

ScriptWrite
A high-level language developed by CCX that is used to create applications to run on the IVR system.

Scroll
See detail.

scroll screen
A data entry screen (or view-only screen) that enables you to view, add, or update information that currently does not appear on the screen. A scroll screen holds multiple-item information, such as student interests or involvements, and is always found in entry program (e.g., ID entry, Admissions Entry, or Constituent Entry).

scrolling
A program-specific function that allows the user to scroll, or move the cursor up and down, through a screen of information. If more information is contained on the scroll screen than appears on the screen at one time, then as new lines are displayed on the screen, the same number of lines temporarily disappear from the screen. Scrolling regions appear on character-based screens.

SDS
See student data sheet.

secondary addressee
See addressee.

secondary vendor
See vendor.

section
A division of a course that provides a set range of conditions (such as session, year, facility, time of day, and days of the week) that determines when and how the course is to meet.

Section record
A CX database record containing specific information about each section of a course, such as session, year, reference number, and phrase number. One Section record exists for every section an institution offers in a session.

section tuition code
The code for a block of courses with a fixed tuition (e.g., an emergency medical technician program).

security

Restricting database access. *See also* login permission *and* permission.

select
    1. To execute a command or option by performing the required keystrokes, pressing the key(s) corresponding to the hot key, or highlighting the command or option and pressing <Enter>.
    2. A relational term for choosing a record or set of records that meet some criteria.

select statement
The statement from the Standard Query Language (SQL) that specifies what data are to be obtained from the database.

self-help assistance
Funds provided through the work and effort of a student, including savings from past earnings, income from present earnings, or a loan to be paid from future earnings.

self-help expectation
The assumption that a student has an obligation to help pay for a portion of his or her education. A standard self-help expectation is frequently imputed in the analysis of student resources. *See also* summer savings.

self-help need
The need for funds from work and loan sources. *See also* institutional self-help need.

semester system
A system that divides the academic year into two equal segments of approximately 18 weeks each. Summer sessions are shorter and require more intensive study.

SEOG
See Supplemental Educational Opportunity Grant Program.

SEOG-CY
See Continuing Year Grant.

SEOG-IY
See Initial Year Grant.

sequential access
A means of recalling records in the same order in which they are stored in the file, beginning with the first record. *See also* tape.

serial number
The document number that identifies allocations awarded to an institution to operate campus-based programs.

session
The period of time (such as Fall, 200X) for which students attend courses and an institution registers and bills students. A session can be a semester, trimester, or quarter. *See also* term.

setup
The preparation of the system programs, fields, and tables for CX to function according to specifications.

shell
A UNIX program that handles the communication between the operator and the computer. The shell translates commands into a language understandable by the computer, and executes the appropriate program. Also called *command line interpreter*.

shell prompt
See prompt.

shell user

A person at an institution who accesses CX from the UNIX shell. Shell users include the Jenzabar coordinator, CX system administrator, and assistant(s) to the Jenzabar coordinator. Also called *system user*.

shorthand codes

Abbreviations appearing in the window containing a general ledger description in the CX Cashier program, describing the general ledger account number to which an entry is posted.

simulation

The packaging or repackaging of a student's aid package that does not affect the actual package. Aid simulations use separate award fund totals and aid records that those used by actual financial aid. Simulations can assist in determining award fund allocation requirements and in modeling student aid packages using various packaging methods.

Simulation record

The CX database record that Financial Aid Packaging creates as a simulation of the student's financial aid package. *See also* simulation.

site

One of two or more independent degree-granting institutions that are governed by one central administration; a consortium where each of the member institutions grants its own degrees, but is administered by a central agency or administrative staff.

Site record

A CX database record containing information identifying the sites with which a student is associated.

slave printer

A printer that is assigned to only one computer or terminal and is not shared with or accessible to other users.

SLS

Student Loan for Undergraduate Students

social security educational benefits

Benefits paid to enable an eligible student to pursue full-time postsecondary education. The intent and reason for the benefits are found in the basic condition for entitlement: The student is a dependent child or a worker whose earnings are lost due to death, disability, or retirement.

solicitation

An appeal for a donation from a constituent.

sort

To arrange information in a prescribed manner.

sortpage

A program that sorts the output generated by ACE after the ADR process is run. This is necessary because ADR may result in different names and addresses and *sortpage* can use these ADR names and address in sorting. In this way, *sortpage* can use ADR-produced addresses in its sort (which is the address actually used in the mailing), rather than the address straight from the ID record.

source code

Input to a compiler that is written in a source language (such as English). The source code must be translated to machine language (or object code) by a compiler before the computer can execute the program.

source code report

An analysis of source codes or keys to indicate the profitability of each list used in a fund requesting mailing.

source file
A file that contains high-level programming language acceptable as input to a translator.

source language
The original language in which a program is written.

source program
See source code.

sourcing
A technique for reading one letter into another that allows for customized letters for a homogeneous group of recipients (e.g., all incoming freshmen receive a departmental letter, but the department varies with the freshman's intended major).

Special Condition Application
A form used in the Pell Grant Program to report verifiable changes in a family's financial circumstance. Formerly *Special Condition* form.

Special condition Form
See Special Condition Application

special file
A file (called a device drive) that is used as an interface to an input/output device, such as a user terminal, a disk drive, or a line printer.

special function flag
See local function.

spooler
A program or peripheral device that allows a computer to produce hardcopy on a printer while completing another task.

SQL
See Standard Query Language.

SQL Statement
A utility supported by Informix, Inc. that identifies and updates selected fields in a file, such as a Contact record. SQL statements can be used to add, update, or delete large groups of records that can than be used to identify students who are to receive certain correspondence (like transcripts, grade reports, and letters).

SSIG
See State Student Incentive Grant Program (SSIG).

Stafford Loan
A loan that participating lending institutions, such as banks, savings and loan associations, and credit unions, make available to students who demonstrate financial need. A student repays the loan after completing a program of student, or when he or she enrolls for less than half-time. Formerly *Guaranteed Student Loan.*

standard academic calendar
A timeline defined by an institution to govern the beginning and ending dates of events associated with registration (add, drop, etc.). CX uses the standard academic calendar dates to determine events such as when a session is open for registration and when courses may be added or dropped. *See also* alternate calendar dates.

standard maintenance allowance

An allowance against income for the basic costs of maintaining family members in the home. The allowance is based upon consumption and other cost estimates of the Bureau of Labor Statistics for a family at the low standard of living.

standard product
The CX product that comprises the standard configuration of software modules and enabled product features that are distributed to clients when the software is installed.

standards of giving
Arbitrary but generally realistic assessment of giving potential to groups or categories of prospects based on past performance and other criteria.

State Student Incentive Grant Program (SSIG)
Grants to students by states, up to a maximum of $2,000 per year, as authorized by Title IV, Part A, of the Higher Education Act.

statement
A list of financial activity, including charges and payments, for a given date range (non session-and year-specific).

Statement of Educational Purpose
A document that the student financial aid recipient signs, indicating his or her agreement to use the financial aid funds awarded for educational or educationally-related purposes only. The statement must be signed by a student who receives assistance from Pell Grant Program (PELL), Supplemental Educational Opportunity Grant (SEOG), College Work-Study Program (CWSP), Stafford Loan, or State Student Incentive Grant Program (SSIG). Formerly *Affidavit of Educational Purpose*.

Statement Parameters record
A CX record that defines several parameters required by the Statement program to create statements.

station
See document station.

status line
See comment line.

status message
A message appearing on the comment line to inform the user of the current status of a program; however, the user is not required t make an action. The message appears when the user selects a command or option, types data, or presses a key. *See also* fatal error, field error, *and* warning message.

sticky ID
An optional feature in CX that causes the system program screens to display the last used ID number. This feature is useful when a user must perform multiple tasks with a single ID.

storage device
Any peripheral device that stores information, such as a disk or tape.

strategy
An institution's policy for corresponding with individuals or organizations (e.g., recruits, students, financial aid recipients, donors, or alumni), entered in tables so the Tickler program can interpret that policy.

string

A designation for a particular group or pattern of characters, such as a word or phrase, that might contain special characters. In a text editor, a context search interprets the special characters and attempts to match a specified string with an identical string in the editor buffer.

structure

The hierarchy f blocks, groups, schedules, and items that enable users to create customized reports in compliance with FASB 117.

Structured Query Language (SQL)

A data sublanguage used to access data from a database. SQL can be used either interactively (directly from a screen) or embedded in a program. SQL is the standard database language, monitored by the American National Standards Institute (ANSI).

Student Academic record

See Academic record.

Student Affairs

The CX application that assists the Student Affairs and/or Housing office of an institution in maintaining information on campus life, student counseling, and personal incidents. The primary purpose of Student Affairs is to enable the gathering of all necessary information, external to academic, about students attending the institution.

Student Aid Index

A numeric value reported on the Student Aid Report (SAR) that is used to determine the amount of Pell Grant a student is eligible to receive. The Student Aid Index also roughly indicates the financial contribution expected from the student and family according to the data provided by the family and the federal financial aid formulas.

Student Aid Report (SAR)

The official notification sent to a student regarding the results of processing the student's Pell Grant application. The report shows the Student Aid Index and must be submitted to the Financial Aid office at the institution at which the student enrolls in order for the student to receive payment under the Pell Grant program.

Student Billing

The CX program by which an institution bills and receives payments from students; prints student data sheets, statements, and receipts; and generates refunds for dropped classes.

Student Confirmation Report

A document usually sent to educational institutions twice per year, that indicates all Stafford Loan borrowers presumed to be enrolled in an institution. The institution is required to provide certain information about each borrower. The report assists the lenders in monitoring the enrollment status of student borrowers for repayment purposes.

student contribution

For dependent students, the amount the student is expected to contribute toward educational costs from summer earnings, previous savings, and other resources, such as social security, Veterans, and War Orphans benefits; for independent students, the total funds available to the student to meet living and educational costs during the year. *See also* dependent student *and* independent student.

student data sheet (SDS)

A printed form that contains a listing of a student's identification information and classes for a given session and year. The student data sheet can also contain billing information, such as charges, payments, and financial aid, as well as a cash receipts.

Student Entry

A part of the Registration and Student Affairs application in CX that provides the processing capabilities for entering all aspects of student information as a student progresses through an institution.

student expense budget
See cost of attendance.

student financial aid
Funds awarded to a student to help meet postsecondary educational expenses. These funds are generally awarded on the basis of financial need and include scholarships, grants, loans, and employment.

Student Housing and Events
The area in the Student Affairs application that assists the Housing office in the gathering of information about students' housing at the institution, and the scheduling of events and group gatherings at the institution.

Student Personal Incident record
A CX database record that contains information about incidents that occur on campus and/or are associated with a student.

Student record
A CX database table that stores student information, such as major, advisor, and grade information.

Student Reporting record
A CX database record that stores static enrollment data. The Student Reporting record (sturpt_rec) enables you to produce student enrollment reports for both traditional and nontraditional (e.g., accelerated degree) students.

student resources
All taxable and nontaxable income and assets acquired by the student. *See also* student contribution.

Student Services
The area in the Student Affairs application that assists the Student Affairs office in the gathering of information, external to academic, about students, including vehicle registration and student government information.

Student Services record
A CX database record containing information about students, external to academic; such as housing, meal plan and vehicle registration. One Student Services record may be created for each session the student attends.

student statistics
Statistics (e.g., a student's grade pint average) pertaining to one or more students including term and cumulative statistics of data in a student's Academic record (stu_acad_rec), Student Statistics record (stu_stat_rec), and Program Enrollment record (prog_enr_rec). Grade report and grade change mailer information is based on student statistics; therefore, student statistics should be updated before creating these types of documents.

Student Validation Roster
A document generated at the end of each fiscal year by the Department of Education and mailed to each institution that made Pell Grant awards during that year. The Student Validation Roster verifies each student recipient's status and the actual amount paid to each student. The report also helps to reconcile the institution's Pell Grant account each year.

Subaudit record

A Degree Audit table entry that stores information about a specific audit.

subcriteria
See Audit Subcriteria record.

subfund
A component of the account number that relates to a particular project. In CX, subfunds are self-balancing, that is, the financial transactions between subfund accounts and non-subfund accounts automatically create due to/due from entries.

submenu
A menu that a menu user accesses from the main menu or another submenu.

subroutine
See routine.

subscription
An assignment indicating where a report or correspondence is to be sent. Subscription records are a means for sending periodical-type mailings (e.g., monthly, quarterly, or annual mailings). When using Subscription records, the system does not keep a specific record each time a mailing is sent out, in contrast to the Contact records, which the system uses to track each mailing.

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An assignment indicating where a report or correspondence is to be sent. Subscription records are a means for sending periodical-type mailings (e.g., monthly, quarterly, or annual mailings). When using subscription records, the system does not keep a specific record each time a mailing is sent out (this is in contrast to the contact records, which the system uses to keep specific records of each mailing).

subsession
A portion of a session contained within another session.

subsidiary
A detailed financial ledger, subdivided by student ID number or vendor ID number, that contains a specific entity's financial activity; e.g., charges and payments. For example, in the S/A (Student Accounts) subsidiary, the system tracks charges and payments for specific students by ID.

Subsidiary Account Query
A CX program that enables you to view subsidiary account activity.

Subsidiary Account record
A CX table that defines a student's subsidiary account.

Subsidiary Association record
A CX table that associates the codes of the Subsidiary Balance and Subsidiary Total records.

Subsidiary Balance Forward
The CX program that enables you to consolidate all subsidiary balances into a single session's accounting records.

subsidiary balance period
See balance period.

subsidiary number
The number identifying the subsidiary to which an entry is posted to CX. For student accounts, the subsidiary number is the student ID number. For vendor accounts, the subsidiary number is the vendor ID number.

suffix

A person's title, which occurs after the actual name of the person (e.g., Esq.)

summary record
Any record that contains totals or high level information supported by more detailed information found in other CX records.

summary report
An abbreviated report of a type of information, as opposed to a detail report of the same type of information

summer savings
The amount a student is expected to save from summer employment to help meet educational and living expenses for the following academic year. The expectation of summer savings reflects the philosophy that students are responsible for a portion of their educational expenses. *See also* self-help expectation.

superuser
In Unix, a login for which directory and file permissions are ignored, allowing an individual to access all directories and files in the system.

supplemental allocation
Funds provided by the Department of Education to an institution in response to a second or subsequent application for funds within one fiscal year.

Supplemental Educational Opportunity Grant Program (SEOG)
Federal gift assistance awarded by an institution to students who demonstrate financial need. Funds are allocated to institutions from two separate authorizations, e.g., initial year (IY) and continuing year (CY). *See also* Continuing Year Grant *and* Initial Year Grant.

suspended task
A task that is temporarily abandoned while a user performs another task or completes another process.

sustaining fund
One of several designations used by organizations to describe annual funding programs.

system
The computer and its peripheral devices or accessories (including software).

system administrator
See Jenzabar system administrator.

system coordinator
See Jenzabar system coordinator.

system message
See fatal error, field error, status message, *and* warning message.

system specification
A description of how to implement the specific requirements of altering the base system to meet the needs of an institution.

system user
See shell user.

table
A collection of data stored in the database in rows and columns and available for ready reference. Jenzabar defines what is contained in each table. An institution can add columns to a table or can add tables to the database. A CX table contains information that remains static and is denoted with the _table extension.

Table Lookup

A command that a menu user can select in order for a window to appear on the screen. The Table Lookup window provides a list of valid codes that the user can enter into the field the cursor was in when Table Lookup was selected. The Table Lookup command is available from program screens, but no from PERFORM screens.

tape
A device on which information is stored outside of the computer. Tapes offer the advantage of portability; however, they are slow because all data is sequential. The reader cannot instantly move to the correct data record; instead, the reader must first wind the tape to the correct spot. *See also* sequential access.

target
1. Any specific objective in a fundraising program or campaign.
2. A prospect.
3. A campaign goal.
4. The goal of the MAKE processor.

taxable income
Income earned from wages, salaries, and tips, as well as interest income, dividends, alimony, estate or trust income, business or farm profits, and rental or property income.

telethon
A fundraising program that is broadcast over a television station for the purpose of having viewers call an announced telephone number and make pledges to support the activity for which the telethon is being conducted. Amounts of the pledges, names of the donors, and total commitments attained are often announced periodically during the course of the program. The telethon is usually enhanced with personal appearances of celebrities.

temporarily restricted
A FASB classification of fund assets indicating that the asset has a particular designated use for a specified time period, according to the donor source of the asset.

temporary file
A file created for a specific process and then abandoned when the process is complete.

term
See session.

terminal
See screen.

terminate
1. To void all entries in a journal and erase any record of that particular journal from the CX.
2. To end an employment relationship with an employee.

Terms of Agreement
See Program Participation Agreement.

Test of English as a Foreign Language (TOEFL)
A test designed to help foreign students demonstrate their ability to understand the English language. Many institutions require foreign students to take the TOEFL, which is sponsored by the College Board and the Graduate record Examination Board, as a routine part of the application process.

text
Words, letters, and numbers that appear on a screen. Text does not include graphics, which is made of lines, shapes, and symbols.

text editing

A capability of word processors that permits easy changes to be made to written material stored in computer memory.

text formatter

A program that prepares a file of text for printed output. To use a text formatter, the file must also contain some special commands for structuring the final copy; these special commands tell the formatter to justify margins, start new paragraphs, set up lists and tables, place figures, etc. An example of a text formatter is *nroff*. *See also nroff and troff.*

Text Input mode

A text editing mode in which text is added into the buffer. To execute a command, the user must leave the input mode.

third party

An individual or organization, other than the institution or a student, who pays all or part of a student's fees. *See also* deferment agency.

Third Party Billing

A non-interactive program to generate an invoice form and a corresponding general ledger receivable due from a specified list of third party agencies.

throughput

The total amount of useful processing carried out by a computer system in a given time period.

tickler

The CX program that automatically schedules documents for the document production process. The *tickler* program creates communications strategies that specify the documents to be sent to each correspondent in the intended audience, along with the timing and circumstances for sending each.

tickler strategy

See strategy.

title

1. A designation of dignity, honor, distinction, or preeminence attached to a person's name and preceding it.
2. A job title reflecting nature of the individual's duties.

Title IV programs

Programs that are administered by the Department of Education, authorized under Title IV of the Higher Education Act, and funded annually by Congress. Title IV programs include the Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study Programs (FWSP), Federal Pell Grant, Federal State Student Incentive Grant (FSSIG), Federal Stafford Loan, Federal Supplemental Loans for Students (FSLS), and Federal FPLUS programs.

Title IV WAN (Wide Area Network)

A PC-based financial aid software package provided by the Department of Education fee of charge. It was designed to enable institutions to send and receive student financial aid information to and from the Central Processing Service (CPS).

TOEFL

See Test of English as a Foreign Language.

toggle

To move between two or more screens, parts of screens, or modes.

toolbar

The area at the top of the screen that provides icons representing some or all of the commands available for the screen. *See also* command, command line, *and* ring menu.

Touchtone telephone registration

See Interactive Voice Response system.

tracer Information
A body of data used by a loan collection officer to locate financial aid recipients who have entered either the delinquent or the default stage of the loan.

transaction
A credit or debit to an account; one line or component of a journal entry.

transcript
The official record of a student's course work at an institution.

Transcript
A module in the Registration application in CX that provides the processing capabilities for creating and printing students' transcripts.

transfer
To move dollar amounts or balances between general ledger accounts.

transfer of funds
The exchange of dollar amounts between student aid programs, such as CWS to SEOG, or SEOG to CWS, as permitted by statute.

transfer student
A student who withdraws from one institution and enrolls at another.

Translation table
A table, accessed by ScriptWrite, that contains information for a script to translate information from one form to another. For example, the IVR system translates "FA" into a phrase number representing the word "Fall".

travel advance
Monies disbursed to an employee of an institution for costs associated with travel, before that travel occurs.

trial balance
An internal financial statement that contains account balances and verifies that the fund accounts are in balance.

trimester system
A system that divides the academic year into three equal segments, creating a continuous academic calendar of three semesters, each approximately 18 weeks in length. Credits are usually granted in semester hours.

troff
A text formatter available as an add-on to the UNIX system. The *troff* program drives a phototypesetter to produce high-quality printed text from a file. *See also* text formatter.

trunk telephone line
The telephone lines connecting an institution's offices to the IVR system. Each trunk line can consist of or support multiple telephone lines, which in turn can be connected to the IVR system.

trust
An arrangement in which one or more persons or institutions hold and manage property for the benefit of others. The person establishing the trust is known as the settlor, donor, trustor, grantor, or creator; the person or financial institution holding legal title to the property is the trustee;; the person or institution benefited by the trust is the beneficiary. Trusts can be revocable or irrevocable, and funded or unfounded.

Truth-in-Lending statement
A document provided to a loan recipient to delineate the interest rate and other information relative to the loan the student receives. The Consumer Credit Act requires

the use of this statement. The Title IV loan programs are exempt from compliance with Truth-in-Lending.

underutilization

 The situation in which an institution does not spend its total allocation for an award period, thereby leaving fund balances at the close of that period.

uniform methodology

 A consistent method for determining a student's and/or family's ability to pay for postsecondary education. This method is used by the major need analysis services and many institutions and state agencies.

unitrust

 A form of deferred giving in which money is held in a fund from which the income is given to the organization upon the death of the donor.

universal program command

 A command that has the same use and the same keystroke(s) throughout all programs and screens.

UNIX

 An operating system and utility software that controls all input and output in a multi-user, multi-tasking environment. UNIX allows limited computer resources to be shared by several users. CX uses the UNIX operating system.

unmet need

 The difference between a student's total available resources (including awarded aid) and the total cost for the student's attendance at a particular institution.

unrestricted

 A FASB classification of fund assets indicating that the asset has a no particular designated use, according to the donor source of the asset.

unrestricted gift

 A gift made unconditionally. *See also* restricted gift.

Update mode

 The mode in which a user can change information that already exists in a record.

upload

 Transferring data to another computer from the one requesting the transfer. *See also* download.

user-friendly

 Software or hardware that is designed to be used easily, without the user having to remember complex procedures.

username

 The user's login name used with a password to access a computer operating system. It is also used to identify the user in electronic mail, on screens, or on reports. Defined by the Computer Center, usernames are often a variation of the user's first and last names or initials (e.g., jdoe).

utility

 Software used to carry out routine functions or to assist a programmer or system user in establishing routine tasks.

validate

 A group of subroutines used by the IVR system to ensure that the social security number and PIN number that a student enters are a valid combination together.

validation

The process of verifying information submitted on the Pell Grant application, by comparing specified documents to the data on the Student Aid Report (SAR).

variable hours course
A course for which the student determines the amount of credit to be earned.

vendor
1. A person, company, corporation, entity, store, shop, etc. that provides goods or services for purchase.
2. Anyone paid through accounts payable. CX maintains a Vendor record to track information about vendors, but does not require the record to pay any individual or supplier through the Accounts Payable module.

vertical approval
A method of approval where the first person who approves a requisition will be the one with the lowest limit, and the last person necessary for approval will be the one with the highest limit. This sequence is based on the total cost of the items being requisitioned. The first approval must be obtained before the next approver receives the requisition.

Veterans Educational Benefits
Assistance programs for veterans and service persons for education or training, including G.I. Bill benefits, Dependents Educational Assistance Program benefits, and Veterans Administration Contributory benefits.

vi editor
A text editor in UNIX. *See also* screen editor *and* WPVI.

view only
A screen on which a user can only view information no change, delete, or add to it. *See also* display-only field.

view-only screen
A screen on which a user can only view information, not change, delete, or add to it. *See also* display-only field.

visual editor
See screen editor.

vocabulary
A group of phrases, accessed by ScriptWrite programs, that contains the words and sentences the script uses to reply to callers. An institution can use up to three vocabularies (e.g., English, Spanish, French).

voice application
An application consisting of automated telephone dialogs that can respond to callers and provide a variety of information services. The IVR system is an example of a voice application. *See also* Interactive Voice Response system.

void
To cancel an entry within a journal.

voucher
The CX program that enables users to create and post journal entries, set up cash and other special purpose accounts, and query accounting information.

voucher
A set of posted general ledger entries. *See also* journal.

W-2
The name for the federal form that reports the earnings and withholdings of employees.

waitlist

1. A reserve of students considered suitable for enrollment but not accepted. If sufficient numbers of accepted students do not enroll, colleges admit students from the wait list.
2. A reserve of current students who want to enroll in a course that has reached its maximum enrollment (i.e., the course is closed).

walk-in registration

A type of registration that occurs when an institution admits students and registers them for courses simultaneously. Students go directly to the Registration office and register, without first going to the Admission office.

warning hold

See notation hold.

warning message

A message that appears in a dialog box for the purpose of telling the user to make a required action or decision. *See also* fatal error, field error, *and* status message.

wildcard

A symbol (*) used to tell the system to search for all records that meet some minimum search criteria. For example, to select all individuals whose names begin with "Sm" and end with any other combination of characters, use the wildcard specification "Sm*.*"

will

A mechanism for providing deferred gifts, which are not received by the institution until the deceased donor's estate is settled.

window

1. A portion of the screen, superimposed over the current screen contents, that provides either additional information to a user (e.g., Table Lookup window), or additional fields into which a menu user enters data.
2. A frame in which CX menus and screens appear in GUI mode. *See also* detail window, entry screen, *and* pop-up window.

withdraw

To drop a course after the last drop date, resulting in a withdraw status ("W") appearing on the Registration screen and on the student's transcript.

word processor

A program that allows the user to write, edit, or rewrite text. The text can be saved on a storage device and printed out. A word processor allows the user to make changes in the same text without retyping the whole page.

WPVI

The CX version of a word/text processor. WPVI is able to quickly call up a document (using the UNIX screen editor, vi), modify it, test it, and make it available for use in the batch letter-writing process. WPVI is also capable of producing form letters and documents

write-off

An elimination of an item from the books of account.

year-end

The end of the accounting cycle. *See also* period-end processing.

year-end giving

The practice of making gifts in the last few months of a calendar year to take advantage of potential tax deductions.