



ONBOARDING TRAINING MANUAL
CTCLINK AND CAMPUS SOLUTIONS
CORE'S PLACE IN IT

CTCLINK AND CS CORE'S PLACE IN IT

Define ERP to Identify PILLARS

For a better understanding of what **Campus Solutions Core (CS)** is, it is good to first take a look at the **ctcLink** (PeopleSoft) system as a whole. PeopleSoft is an Enterprise Resource Planning (ERP), which is a system to integrate internal and external management of information across an entire organization (in our case, across Washington's Community and Technical College System). SBCTC has branded the PeopleSoft implementation for our organization as **ctcLink**.

PeopleSoft ERP, typically described as an enterprise resource planning platform, includes a variety of functionally integrated applications that manage all aspects of a production-based or distribution business. Our system is configured to support many aspects of financial management, human resources, supply chain management, and campus solutions. For the Washington State Community and Technical College system, **ctcLink** (PeopleSoft) is divided into *three* pillars: **Financial Management (FIN)**, **Human Capital Management (HCM)**, and **Campus Solutions (CS)**. Due to the complexity and volume of unique users working in Campus Solutions, the CS pillar is broken out into three separate areas to be supported individually. The three areas of CS include Campus Solutions Core, **Financial Aid (FA)** and **Student Financials (SF)**. Each pillar contains a number of modules. Modules are broken down further into functions. Functions are organized into a group of processes.

The key thing here is that the **ctcLink** system ties together many business processes (functions) and enables data flow between them. Following our established business processes for collecting shared transactional data from multiple sources eliminates data duplication, and data integrity is provided with a single source.

Define CS Core to Identify MODULES

For the purpose of support and documentation, we now know that the **ctcLink** system consists of three (3) pillars that are separated into five individually supported areas. Within each pillar there are several modules that have been selected for implementation in the system. A module is a group of functions and processes that are related to each other. For example, the CS Core area contains the following modules (in alphabetical order):

3Cs: Comments, Communications, and Checklists - The functions of this module are as follows: PeopleSoft's Campus Community module efficiently handles information and communication with individuals through its features, known as the 3Cs: Communications, Checklists, and Comments. Furthermore, integrating Message Center, a HighPoint product, elevates our communication capabilities. Ultimately, the choice of tool depends on the user's specific requirements.

Academic Structure - The functions of this module are as follows: The Academic Structure module is a vital part of the Campus Solutions Pillar. The Academic Structure forms the foundation for other Campus Solutions modules (including downstream module setup and functions) and is tailored to the requirements of Washington State's community and technical colleges. The Academic Structure module encompasses the institution's campuses, academic

programs, and subject areas. It plays a crucial role in the course catalog, class schedule, grading scheme, and associated tables, serving as the cornerstone of an academic institution.

Academic Advisement - The functions of this module are as follows: In PeopleSoft, the powerful Academic Advisement module is designed to effectively assign students an advisor, manage advisees, and generate comprehensive Academic Advisement Reports (AARs), also known as degree audits. The AAR provides a detailed overview of academic program requirements, and staff and students can use this tool to monitor the student's progress toward a degree or certificate.

Admissions - The functions of this module are as follows: PeopleSoft's Student Admissions module manages and tracks admissions activities and data, from applications to test scores. Once admitted, the information becomes a student record, and academic program information is created for the student in the Records and Enrollment module. Quick Admit a Student is technically part of the Records & Enrollment module. Using the Quick Admit a Student component bypasses admissions. You can add a new student's personal data to Campus Solutions, activate a student into an academic career (Undergraduate or Continuing Education), define their residency classification, determine their tuition costs, and activate a student for enrollment within a term (quarter).

Campus Community - The functions of this module are as follows: PeopleSoft's Campus Community module manages global biographic and demographic information about people, provides staff with a focused view of multiple areas within a student's record, and offers communication functions for staff to communicate with students. It includes 3Cs (**C**ommunications, **C**hecklists, and **C**omments). Some of the most visited pages in Campus Community include Search/Match, Student Services Center, Service Indicators, and Add/Update a Person. Campus Community allows you to track and update information about your institution's individuals and organizations after you create records.

Curriculum Management - The functions of this module are as follows: Curriculum Management encompasses various components such as Course Catalog, Schedule of Classes, Enrollment Requirements (prerequisites and corequisites), PERC (Post Enrollment Requirement Checking), tracking Student Alerts for students who may be showing signs of needing additional help, and creating/maintaining grade rosters for classes.

Student Records - The functions of this module are as follows: PeopleSoft's Records and Enrollment module is an all-encompassing solution for managing student records and enrollment activities. It includes Enrollment, Term Activation, Student Program/Plan, Student Groups, Transcripts, Term History, and Student Milestones. It supports beginning-of-term and end-of-term processes, such as Waitlist management, Enrollment Appointments, Transfer Credit Evaluation, and Graduation tracking and processing.

Campus Solutions Core - Campus Solutions Core offers modules for recruiting and admissions, student records, academic advisement, course catalog management, enrollment processes, and student data tracking. These modules provide tools for managing various aspects of a student's academic career, from application processing to graduation.

With PeopleSoft's Campus Solutions, the following process examples are available in the system.

- Accessible through the ctcLink Student Homepage, students can conveniently view their Academic Advising Report (AAR) and strategically plan their enrollment for upcoming terms. The **AAR** is continuously updated in response to actions such as grade postings or academic program changes, ensuring that students always have access to the latest version. Students can also run What-If AARs to understand how their coursework may apply to a different academic program's requirements.
- The Maintain Applications page in the **Student Admissions** module allows you to view and update admission applications.
- In the **Campus Community** module, biographic and demographic data is stored by person rather than by academic institution. Staff can use Search/Match to search for existing persons across the whole system to avoid creating duplicate IDs and overwriting records.
- 3C Communication involves two steps within the **Communications/Campus Community** module: Run 3C Engine to assign the communication to the student and Communication Generation to send that communication to the student.
- In the **Curriculum Management** module, you can schedule classes, manage class associations and permissions, review course and class fees, cancel classes, and notify students of class changes. Additionally, you can copy class data from the previous term and apply it to all your class sections for upcoming terms.
- Maintain a student's academic program and plan on the Student Program/Plan page in the **Student Records** module. Student Program/Plans are maintained for academic careers in PeopleSoft: Undergraduate and Continuing Education.