

Name	Description
3C	A flexible way to send and track correspondence, lists of requirements, and notes to students, staff, and organizations. 1. Communications – a method to send and track communications to a user; such as offers of admission, honours and awards, and scholarships. 2. Checklist – a list of requirements associated with admission to the University. 3. Comments – a notation field for additional comments on a user record.
3C Engine	An application that enables automation of 3C processes. The 3C engine automatically adds, deletes, and updates communications sent out, checklists, and comments. For example: following the run of the OUAC scan, all newly eligible applicants for admission will have an offer letter generated.
3C Group	A method of grouping users to control or restrict access to 3Cs, determined by security-based roles.
Academic Career	All the course work undertaken by a student that is maintained in a single record.
Academic Group	The highest-level division of the academic institution for academic structural purposes (i.e., Faculties). It is an entity used to group Academic Programs and Courses for statistical reporting and analysis.
Academic Load	Refers to the status of student (e.g., Full Time or Part Time)
Academic Organization	The department which has financial and work responsibility for an academic program, plan, or course. Defines how an academic institution is organized from an administrative perspective.
Academic Plan	The course of study a student follows to fulfill the requirements of a degree, such as a BA in English or an MSc in Chemistry. An academic plan is equivalent to a major, minor, or certificate.
Academic Program	The entity to which a student applies, is admitted, and ultimately graduates from. It is also a collection of rules that can tie academic plans with commonalities together.
Academic Requirements	Academic Requirements are the individual rules that a student must meet in order to graduate from their academic program and receive their degree.
Academic Subject	The specific areas of instruction that are offered by academic organizations (e.g., PSYC – Psychology).
Academic Sub-plan	An area of specialization within an academic plan. An academic sub-plan is equivalent to a co-op or thesis.
Academic Year	Academic year is the measure of the academic work to be accomplished by a student each year as defined by the University. The Academic year contains three terms. Each term contains at least 12 weeks of instructional time in which a full-time student is expected to complete at least 12 semester credits per term. It is the period of time between the start of the Fall Term and the end of the following Summer Term.
Admissions Checklist	Admissions Checklist is a checklist of actions which must be completed by a student to finalize admission to the University, such as providing test scores, transcripts, and paying application and enrolment fees.
Advisement Report	Advisement Report is a degree audit report that displays a student's progress toward graduation. The standard advisement report is accessible to students at any time via the Student Homepage.

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Advisement Report Types	The Advisement Report Type determines which classes are included in the report, and which rules are applied. A user's role determines which advisement report types are available and how they access them.
Aggregates	Aggregates is the term used to group certain awards under an aggregate type that allows staff to establish lifetime limits on award allocations. Aggregate functionality will be used to manage renewable awards or future term awarding.
Aid Year	Aid year is the period of time that generally aligns with the University's fiscal year: May 1st – April 30th. To accommodate a mid-aid year go-live, the 2018 aid year is the period of May 1st – December 31st. All converted financial aid data will be indicated as non-disbursing (as it has been disbursed from legacy). The 2019 aid year will be the period of January 1st to April 30th only. Going forward, the aid year will be referenced by the year at the end of the fiscal period (e.g., May 1, 2019 to April 30, 2020 will be referred to as the 2020 Aid Year).
Anticipated Aid	When an award is set up to be offered/accepted/authorized for a student, it appears to the student in his/her student account as 'Anticipated Aid' as the funds have not yet been disbursed yet. Once the funds are disbursed to the student account, anticipated aid expires from the student account view as it is now viewable in the student account directly. Anticipated aid, if not disbursed within a specific period of time (30 days from the date of disbursement), automatically expires.
Career	All coursework undertaken by a student (e.g., Undergraduate, Graduate, Law, and Education).
Cashiering	The process of opening a drawer and accepting payments.
Class Number	The unique number that identifies a specific course component for a specific term. (e.g., PSYC-1150-1, Spring 2018, Section 01, Class #1089)
Class Permission	Authorizations granted to students that enable them to enroll in class sections that they would otherwise not be able to enroll in.
Component	Components describe the way learning is achieved within a given course. In general, most courses contain a lecture component (LEC). They may also contain one or more other components, such as a laboratory (LAB).
Course ID	Item typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture and lab and usually are described with a subject area and catalog number. (e.g., PSYC-1150 Course ID: 003325)
Course List	Course List is a set of courses that can be taken to fulfill an academic requirement. Course lists can contain specified or unspecified (wildcard) courses.
Disbursement	Disbursement is the release of financial aid funds to individual student accounts. Funds are disbursed when the student's financial aid file is complete, and registration has been verified, and will occur within the third week from the start of the term for undergraduate students and as early as the first week of classes for graduate students, depending on the award.
Enrolment Appointment	The time during which a student can register for classes.
Financial Aid	Financial aid is the financial assistance in the form of scholarships, grants, fellowships, employment opportunities and educational loans from federal, provincial, and private sources.

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Grade Roster	The component that is used to assign final grades to students in a class. This is one of three options available to faculty.
Grants	Grants are the educational funds that do not require repayment from present or future earnings.
Group Processing	The process in which a bank (e.g., CIBC ISP) is placed on student accounts.
Item Type	Item type is an identifier that classifies an award, loan, grant, etc. on a customer's account. Item types enable staff to uniquely categorize what the student can see on his/her student account.
Item Type Code	The individual fees that are set up for payment and charges to a student.
Matriculate	Matriculate is the program action that accepts a student into an academic program and allows him/her to enroll.
Register	Refers to the in-system component that is used to record transactions and collect payments.
Requirement Groups	Academic requirement groups are the highest-level parent record. They consist of detail lines pointing to conditions, courses, and requirements, as well as parameters that include unit and course requirements. Requirement groups identify the student population to be evaluated in the audit or advisement process.
Requirement Lines	Within Academic Requirements, specific Requirement Lines outline rules that need to be satisfied. These may include minimum/maximum unit requirements, minimum GPA per units, etc., as well as courses that can satisfy a specific requirement.
Requisite	Requirement that must be completed prior to enrolment or concurrently (e.g. specific classes or number of units).
Reserve Capacity	Controls the number of spaces in a course for specific student groups. (e.g., there might be reserved spaces in a mathematics course divided among other programs. Even if the course enrolment is still open, the spaces reserved for a particular program may be taken.)
Residency	Refers to the status of fees (e.g., Domestic, International, US Good Neighbor).
Service Indicator	Indicators in UWinsite Student that allow you to impose holds or identify some special characteristic of a student. There are two types of service indicators – positive and negative. 1. A Negative Service Indicator is denoted by a small red “No” sign at the top of every page on the student’s record () 2. A Positive Service Indicator is denoted by a small red star at the top of every page on the student’s record ()
Student ID	Refers to a student number.
Term Activation	The process which enables a student to enroll in classes, post transfer credits, and calculate tuition for a term.
Term Fees	The individual charges that are contained in each tuition group.
Tuition Calculation	The process of calculating student tuition and fees.
Tuition Group	The summary of residency, load, and career. The basis of separation for tuition calculation.
Validation Appointment	A pre-enrolment process that students use to plan and store their courses for the upcoming term.