



Faculty Access to Student and Course Data

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Computer Services
Missouri State University
<http://www.csv.missouristate.edu>
901 S. National
Springfield, MO 65804

DOC006: Faculty Access to Student and Course Data
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Access to Student and Course Data

Missouri State University student and course information is stored on the mainframe and is available to faculty members that have acquired access.

How to Get Access

Currently employed, ranked faculty members may obtain access to the Student Data Base (STDT), the Student/Course File (STAR), the Course Data Base (CRSE), Computer Assisted Student Advisement (CASA), and Student Admission (STDA). No update capabilities are provided. To obtain online access, follow these steps:

1. Complete the *Request for Access to Student and Course Data Systems* form.
2. Forward the completed form to the Office of Enrollment Services, who will determine if the request meets the current policy for access.
3. Enrollment Services will forward the form to Computer Services for assignment of a sign-on password, if required, and update of the security system.

Computer Services will notify you when access is available.

Note: Forms may be obtained from the Office of Enrollment Services, Carrington Hall, room 308.

Available information

Ranked faculty will have access to the following systems and options:

STUDENT DATA BASE (STDT) Options

- 20 Cross Reference
- 21 Admission Data
- 22 Current Enrollment
- 23 Address Data
- 24 GPA Data
- 25 Student Locator Data
- 26 Advisement Data
- 27 Current Status
- 30 Grade Report
- 31 Student Status
- 32 Teacher Educ Data

STUDENT/CRSE FILE (STAR) Options

- 10 Inquire Primary
- 11 Inquire Semester
- 12 Inquire Comment
- 20 Institution Cross Reference
- 21 Inquire Institution
- 35 Prt SAS (Depts)
- 50 Student Cross Reference

COURSE DATA BASE (CRSE) Options

- 11 Credit Hrs & Inds
- 12 Concurrent Enr
- 13 Financial Data
- 14 Display Course
- 51 Meeting Times
- 52 Concurrent Enr
- 53 Financial Data
- 54 Comment
- 82 Course Enr Summary

Computer Assisted Student Advisement (CASA) Options

- AIB Admission Information
- BFB Bottom File
- CRB Conversion
- DAA Degree Audit Request Add
- DDB Degree Program Data
- DLB Degree Audit Listing
- DPB Degree Programs
- DSB Degree Program Summary
- ERB Exception Records
- GDB Graduate Data
- GPB GPA Summary
- GRB Grade Table
- RLB Browse Audit Request List
- RLC Change Audit Request List
- RPB Repeat Table

Student Admission (STDA) Options

- 60 Transfer Evaluation Display
- 70 Transfer Equivalency Display
- 80 Institution Display
- 90 Student Xref
- 91 Inst Xref

Note: When using option 22, you must suppress the comment area.

Accessing Information

Once you have accessed administrative CICS, follow these steps:

1. Enter a CICS transaction code (STDT, CRSE, or any code for which you are authorized). Most transactions display a menu screen that asks for an option and a social security number or some other field (this varies from one menu to another).
2. Select the option, type in the additional information, and press **Enter**. The inquiry screen displays.
3. To return to the menu from an inquiry screen, clear the screen. To invoke another CICS transaction, clear the menu screen, type in another CICS transaction, and press **Enter**.
4. To sign off from CICS, type LOGOFF from a cleared screen, and press **Enter**.

The screen changes.

5. On the next screen, type X and press **Enter**. You are now out of CICS.

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