CS Roles Security Dictionary

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSAD_Add_Applicant	AD Add Applicant	This role is intended for staff who are responsible for adding applications.	Add, u/d admission application data. U/d residency and admissions student group data; U/d test results; U/d external education data.	Admissions (AD) Counselors, AD staff, International Admissions counselors and staff
CU_CSAD_Administer_Admissions	AD Administer Admissions	This role is intended for staff who are responsible for administering Admissions and running high level Admissions processes.	Create mass change groups and run mass change for applicants; activate applicants; mass assign and release Service Indicators (exact SI depend on SACR security); u/d mass change results. Setup and process batch term activation; delete application (individually and in batch), run and view admissions funnel report, process student groups and view student groups by student; add, u/d admission extension information	Admissions (AD) Director and/or designate
CU_CSAD_Interface_Processing	AD Interface Processing	This role is intended for CAS/ASTA, visiting student and graduate student Admissions processing staff.	Add, u/d access to run Admissions Interface Audit Rpt; add, u/d access to the CAS and ASTA Search/Match fields; u/d access to ASTA, CAS, and Student Load suspense data	AD Counselors
CU_CSAD_Maintain_Applications	AD Maintain Applications	This role is intended for staff who are responsible for updating and correcting applications.	Add new students via admission applications, u/d external education information, u/d test results, add multiple academic programs, correction mode for admission actions, u/d student groups; Add, u/d student bio/demo data; view external education, test, and application summary data.	Admissions (AD) Counselors, AD staff, International Admissions counselors and staff
CU_CSAD_Setup_and_Config	AD Setup and Config	This role is intended for users who are responsible for setup and configuration of the Admissions module.	Add, u/d external education tables and rules, admissions action table, application center table, u/d AD Installation Defaults; add, u/d Program Action and Program Action Reason tables (tables shared with SR); add, u/d Student Response and Admission Comments tables, Basis of Admissions Table; add, u/d Test and Test Component tables; add, u/d admit type table and AD Recruiting set up tables; add, u/d, and run delivered Admissions and Recruiting reports.	AD Director and/or AD designate
CU_CSAD_Transfer_Credit	AD Transfer Credit	This role is intended for users who are responsible for updating transfer credit data and processes.	U/d additional test information; Add, u/d test credit batch process; Add test types, test components to tables, add, u/d all tranfer related courses and rules, define test credit rules; add student test and transfer data, post transfer and test data by student and/or in batch; u/d transfer credit evalution report.	AD Counselors, Tranfer Credit Evaluators
CU_CSAD_Mass_Change	Admissions Mass Changes	This role is intended for users who will run Mass Change in batch.	Add, u/d mass change definitions, run mass change process. U/d mass change results.	AD Directors
CU_CSAD_Test_Score_Maintain		Assign to staff that are responsible for updating academic test results.	U/d test results (for an individual student) on the Test Results page	AD Counselor, Transfer Credit Evaluators, International Admissions staff

CS Roles Security Dictionary

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSF_Administer_Student_Fin	SF Admin Student Financials	SF This high-level SF role should be assigned to users who manage SF processes.	Add, u/d payment plans, deferral contracts, and access to run the ReCalc payment plan process. Add, u/d invoices and invoice printing, u/d billing requests and bill cancellation. Add, u/d tuition calculation process, tuition lock process, u/d fees by student, run recalculation for cancellation process, and run process to calculate terms in residency. Access to add, u/d all functions related to posting of payments, including late fees, reversals, and payroll deduction. Add, u/d 1098-T processing functions (Manage Tax Reporting); add, u/d all functions related to Refunding of tuition and/or fees individually or by group.	Bursar/Manager
CU_CSSF_Allocations_Outbound	SF Allocations Outbound Intfc	SF Allocations Outbound Interface to SFA	Add, u/d the (also Display Only) Allocations outbound to SFA	Bursar staff
CU_CSSF_Administer_Cashiering	SF Administer Cashiering	This SF role should be assigned to users who administer cashiering functions.	U/d to void receipts, open and close, and reopen cashiers; print receipts individually and batch; approve department receipts; add, u/d the run Cashiering Report process	Bursar/Manager
CU_CSSF_Base_Student_Financial	SF Base Student Financials	SF This role should be assigned to all Student Financials users.	Add, u/d payment groups; u/d corporate invoices; add, u/d group charges and payment transactions; u/d SF posting activity; add, u/d group reports; u/d student fee, customer and corporate accounts, u/d tuition calc; u/d options fee overrides; view account summaries, due items by line, review calc messages, review fees after calculation and before posting.	Bursar/Manager
CU_CSSF_Cancellation	SF Cancellation	This SF role should be assigned to SF Cancellation users.	U/d enrollment cancellation process (which may lead to refunds).	Bursar/Manager, designees
CU_CSSF_Cashiering	SF Cashiering	This SF role should be assigned to users who perform cashiering functions.	Run Cashiering Report; run receipt by number and receipt by deposit ID reports; add student paymets, post payments, recalculate tuition; view tender by register, student payment detail info; post receipts and close cashiering offices.	Bursar/Manager, designees
CU_CSSF_Collections	SF Collections	This SF role should be assigned to users who perform collections functions.	Add, u/d collection agreements and payment distribution; generate and print invoices; create and print personal and corporate dunning letters; view customer and corporate collection summaries; run letter generation process; add, u/d collection updates	Bursar/Manager, designees
CU_CSSF_Corporate_Bills	SF Corporate Bills	This SF role should be assigned to users who perform corporate billing functions.	Add, u/d corporate billing requests; U/d SF Report and Template ID tbl	Bursar/Manager, designees
CU_CSSF_County_Chargeback	SF County Chargeback Bill	SF This role is intended for staff who are responsible for processing county chargeback.	Add, u/d County Chargeback billing and County chargeback billing report	Bursar/Manager, designees
CU_CSSF_Disbrsmnt_Rfnd_Inbound	SF Disbrsmnts & Rfnds Inbound	SF Disbursements and Refunds Inbound Interface	Display only Disbursements and Refunds interface (inbound)	Bursar/Manager, designees
CU_CSSF_Enrollment_Deposit	SF Enrollment Deposit	This role should be assigned to users who perform enrollment deposit functions.	Add, u/d (run) enrollment deposit process	Bursar/Manager, designees; International AD counselors

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSF_GL_Interface	SF GL Interface	This role should be assigned to users who perform GL interface functions.	Add, u/d Generate Accounting enteries (GL Interface), run backout GL interface, review GL history and messages, run the Cashiering GL interface. Add, u/d (run) the following reports: Trial Balance (TB) by student, TB by Account, TB by Student item, TB by corporation, TB by corporation by Account, TB by coprporation by item. Add, u/d Batch publish	Bursar/Manager
CU_CSSF_Refunding	SF Refunding	SF This SF role should be assigned to users who perform refunding functions.	Add, u/d (run) the Campus refunding interface. U/d batch refunds, batch messages; run student refund cancellation; display eRefund messages; display the following refund inquiries: review student by date, review student by ID, corporate refunds by date, corporate refunds by ID; u/d (and process) cancel corporate refunds, U/d corporate refunds, student refunds, cancel student refunds. Run the following reports: Indiv. refunds, organization refunds, refunds by date, completed refunds, summary refund reports. Add, u/d request refund update.	Bursar/Manager
CU_CSSF_SFA_Inbound	SF SFA Inbound	Student Financials SFA Inbound	Add, U/D the RunCtl for Disbursements and Refunds interface	Bursar/Manager
CU_CSSF_SFA_Outbound	SF SFA Outbound	Student Financials SFA Outbound	Add, U/D the Allocations Outbound SF process	Bursar/Manager
CU_CSSF_Sallie_Susp	SFSallie Mae Inbound Intfc	SFSallie Mae Inbound Interface. This role is intended to be assigned to users who are responsible for processing Sallie Mae inbound files and processes.	Add, u/d the Sallie Mae suspense file and interface.	FA or SF?
CU_CSSF_Setup_and_Config	SF Setup and Configuration	Student Financials Setup and Configuration	Add, u/d the following: GL fields table, speed type tbl, runctl for Chartfield validation and GL Term copy; Add, u/d, Correction of Aging, Business, Customer message sets, Invoice Layout, Billing types, Message types, Invoice ID numbers. Add, u/d, and correct Fee related tables and processes (to include course and class fees, waivers, adjustment calendars, tuition group priority); add, u/d collection criteria tables; add, u/d correct SF setup values including item types, tuition groups, charge priority lists, SF Business unit; payment priority. Add, u/d waiver form table; Add, u/d tables related to credit card payment set up; Add, u/d set up tables for tax reporting (1098); Add, u/d set up of cashiering and registers	Bursar and/or Bursar designees
CU_CSSF_Stud_Acct_Stmt_Rpt	SF Student Acct Statement Rpt	Student Account Statement Report	Add, update, run the Validation sticker report	
CU_CSSF_Stud_Recv_Rpt	SF Student Receivables Report	Student Financials Student Receivables Report	Add, update, run the student receivables report	Bursar / various
CU_CSSF_Student_Bills	SF Student Bills	This SF role should be assigned to users who perform student billing functions.	Run and print student billing invoices	Bursar / various
CU_CSSF_Summary_Of_Grants	SF Summary Of Grants	Student Financials Summary of Grants	Run the summary of grants report	Bursar / various

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CU_CSSF_Third_Party	SF Third Party	This role should be assigned to users who perform third party billing functions.	Add, u/d 3rd party contracts, item types, charges. U/d recalculation and review of third party contracts by contract; post corporate transactions.	Various
CU_CSSF_Tuition_Calc_Rpt	SF Tuition Calc Verification	SF This role is intended for staff who are responsible for processing tuition calculation verification reports.	Run the tuition calculation verification reports.	Bursar
CU_CSSF_ePayment_Reconcil	SF ePayment Reconciliation	This role should be assigned to users who perform e-payment reconciliation.	U/d epayment transactions; review pending transactions; add, u/d to process credit cards and electronic checks; u/d transaction logs, agreement inquiry, and purchase items.	Bursar
CU_CSSF_Conversion	SF Conversion	None	Crosswalk tables to legacy data	
CU_CSSF_Book_Voucher_Outbound	SF Book Voucher Outbound	None	No menu items attached	
CU_CSSF_Country_Chargeback	SF County Chargeback Bill	None	No menu items attached	
CU_CSSF_Book_Voucher_Inbound	SF Book Voucher Inbound	None	No menu items attached	
CU_CSSR_3C_Setup_and_Config	SR 3C Setup and Configuration	SR This role is intended for staff who are responsible for maintaining setup and configuration values for 3C (Comments, Communications, Checklists).	Add, u/d Event Definition; u/d 3Cs trigger table; add, u/d 3Cs Engine Parameters; run 3Cs engine (assigns Comment, Communication, or Checklist); add, u/d Batch Service Indicator Assign process	Managers and/or Directors in AD, SR, SF
CU_CSSR_ACAD_ASTA_INTFC	CUNY ASTA Interface	None in CS	Crosswalk table legacy curriculum codes and legacy degree codes and CUNY translate sets	
CU_CSSR_ACAD_CAS_INTFC	CUNY CAS Interface	None in CS	Crosswalk table legacy curriculum codes and legacy degree codes and CUNY translate sets	
CU_CSSR_ACAD_Conversion	Academic Structure Conversion	None in CS	Crosswalk of legacy data - for conversion only	
CU_CSSR_Acad_Advisor_Maintain	SR Academic Advisor Maintainer	This role is assigned to staff who are responsible for maintaining academic advisors for a student	U/d and correction access to Student Advisor where advisor(s) are assigned to a student.	Academic Department staff
CU_CSSR_Admin_Crse_Catlg_VIEW	View of Admin Course Catalog	Assign to staff who need display only access to view and print course catalog and schedule of classes	Display course catalg, print course catalog, display enrollment requirements, display class schedule	Academic Department staff, Registrar, Curriculum update staff
CU_CSSR_Administer_Class_Sched	SR Administer Class Schedule	Administer Class Schedule	Add, u/d class schedule, run class notes and exam code reports, add to class notes, exam codes, and global notes tables.	Registrar staff, curriculum staff, academic department staff (if decentralized schedule building)
CU_CSSR_Administer_Crse_Catalg	SR Administer Course Catalog	SR Administer Course Catalog	Add, u/d course catalog, print course catalog, add, u/d enrollment requirements, view enrollment requirement summary; u/d schedule of classes	Curriculum update staff
CU_CSSR_Administer_Fac_Wkld	SR Administer Faculty Workload	SR Administer Faculty Workload	Add, u/d faculty assignment types and instructor assignment class necessary for maintaining faculty workload.	May differ by institution. Typically Academic Affairs and/or individual colleges/faculties

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_Administer_Grades	SR Administer Grades	Assign to staff who administer the grading processes of posting grades, assigning the missing immunization grade , and running the grade lapse process.	Run Post grade processes, run the grade lapse process, missing immun. Grade assignment process	Registrar
CU_CSSR_Administer_NSC	Administer NSC Functionality	This role is intended for people who will be responsible for exchanging information with the National Student Clearinghouse.	Add, u/d SR Cube, Define Stat periods and Stat types; run the consolidated stats process; u/d student stat data related to process; add, u/d the NSC report	IR designate and/or Registrar
CU_CSSR_Administer_Roster	SR Administer Roster	Assign to those who create, view, and print grade, class and attendance rosters	Create, U/d and print grade rosters, create and U/d class rosters, generate attendance rosters, run the midterm deficiency report.	Registrar and/or academic departments
CU_CSSR_Administer_Term_Setup	SR Administer Term Setup	SR Administer Term Setup; Term/Session and Academic Calendar	Add, u/d Term/Session and Academic Calendars	Registrar or Student Affairs designate
CU_CSSR_Base_Student_Records	SR Base Student Records	SR This role should be assigned to all Student Records users.	Display student grades, u/d term statistics; conduct a class search, add, u/d class details, u/d course catalog details; run appointment date by majors report, run SF service indicators report	Registrar staff designate
CU_CSSR_Block_Enroll_Maintaine	SR Block Enrollment Maintainer	This role should be assigned to people who will manage and maintain block enrollments.	Add, u/d create class block; add, u/d create student block; add, u/d block enrollment merge; add, u/d CUNY student block process	Registrar staff designate
CU_CSSR_Class_Maintainer	SR Class Maintainer	SR This role is intended for staff who are responsible for maintaining classes.	Add, u/d class waitlists, add, u/d class permissions, add, u/d enrollment blocks; run block enrollments merge process	Registrar staff designate (and/or academic department staff if schedule is decentralized)
CU_CSSR_Class_Schedule	SR Class Schedule	Assign to staff who add, u/d combined sections, class section, schedule new courses, and print the delivered class schedule report.	Add, u/d combined sections; print class schedule; add, u/d class sections, schedule new courses	Registrar staff designate
CU_CSSR_Combined_Sections	SR Combined Sections	Assign to staff who update the class Sections Combined table.	U/d sections combined table	Registrar staff designate
CU_CSSR_Configure_Facilities	SR Configure Facilities	Assign to those who configure Facilities (buildings, rooms, room characteristics) and run facility reports. These are assigned at the class schedule.	Create, u/d facility table, including buildings, room characteristics, and run related facility reports.	Facilities Director and/or designates
CU_CSSR_Coord_Faculty_Workload	SR Coordinate Faculty Workload	SR Coordinate Faculty Workload	Run (add, u/d) the delivered Instructor/Advisor (SR727) and Instructor/Advisor Role (SR727A) reports; U/d Instructor/Advisor Table and Approved Courses page; U/d Instructor Schedule; Add, u/d Term Workload.	Academic Department Chair and/ department instructor scheduling staff

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_Crs_Catalog_Maintainer	SR Course Catalog Maintainer	Assign to staff that are responsible for maintaining the course catalog for each institution, including Blackboard Interfaces.	Run Blackboard interface and create outbound Blackboard file; view individual student's enrollment summary and student's term statistics; run and print a student study list; u/d a student's historical enrollment; Class and catalog search; create additional class permissions; create and purge waitlists	Curriculum update staff and Registrar staff
CU_CSSR_EndTrm_Act_Maintainer	SR End of Term Activities	Assign to high level staff who are responsible for processing and maintaining end of term activities, including related processes and running of related reports.	Can run reports for displaying the values in the following set up tables: Requirement Desig Tbl, Time Period Tbl, Grade Basis Table, Grade Table, Grade Basis Choice, Degree Honors Table, Unit Conversion Tbl, Data Dictionary, Repeat Scheme Tbl, Grade Basis Map Detail, Repeat Code Tbl; view individual student's enrollment summary and term statistics; Run the term w/d process, run the student incomplete process, search for student term data; Run the graduation report; view/audit changes to student degree table; run CPE eligibility report, run repeat policy report, view pre-req compliance report; Run student block process, Run the pre-req compliance select process, run the student block process. U/d repeat rules and run repeat checking process; Run waitlist purge, drop purge, and wish list purge processes; Add and u/d student honors/awards and academic standing; create Blackboard user file and run Blackboard outbound interface	Registrar and/or registrar designate
CU_CSSR_Enroll_Appt_Maintainer	SR Enrollment Appointment	Assign to staff responsible for maintaining student enrollment appointments.	Run processes to update enrollment limts and to assess holds; u/d student (appt) blocks and processing priorities; u/d student enrollment appointment by student; u/d appointment limit table; u/d appointment table; run and appointment assignment process.	Registrar and Admission Director and/or staff

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_Enroll_Stdnt_Maintain	SR Enroll Students Maintainer	This role is intended to be assigned to staff who are responsible for enrolling students.	Add, u/d Quick Enroll, Enrollment Request, and Mass Enrollment functions. Add (via Quick Admit) Address, Bio data, Program/Plan, Regional, and Visa Permit Data. Add, u/d Student Study List, u/d student Enrollment Summary, Term Statistics, and Historical Course Enrollment	Registrar staff, academic department staff, academic advisors, peer advisors
CU_CSSR_Enrollmnt_Reqst_Viewer	SR Enrollment Request Viewer	This role is intended to be assigned to staff who have a need for viewing enrollment requests.	Display existing enrollment requests (and update them if they have enrollment access IDs that allow them to enroll students via SACR security).; run and print enrollment verifications.	Registrar staff, academic department staff, academic advisors, peer advisors
CU_CSSR_Enrollmnt_Requirements	SR Enrollment Requirements	This role is intended to be assigned to staff who are responsible for maintaining Enrollment Requirements.	Add, u/d enrollment requirements (course related pre-requisites and co-requisites).	Curriculum update staff
CU_CSSR_Enrollmnt_Verification	CU_CSSR_Enrollmnt_Verification	SR Enrollment Request Viewer. This role is intended to be assigned to staff who have a need for viewing enrollment requests.	Display existing enrollment requests (and update them if they have enrollment access IDs that allow them to enroll students via SACR security).; run and print enrollment verifications.	Registrar staff, academic department staff, academic advisors, peer advisors
CU_CSSR_Faculty_Workload_IR	SR Faculty Workload IR	SR This role is intended to be assigned to staff in Institutional Research who are responsible for running the CUNYfirst-to-IR interface for Faculty Workload processes.	Run the CUNYfirst-to-IR interface for Faculty Workload processes.	IR designate
CU_CSSR_Faculty_Workload_Intfc	SR Faculty Workload Interface	SR Faculty Workload Interface	Run workload data outbound to Institutional Research and inbound class data interface.	IR designate
CU_CSSR_Faculty_Workload_Rpts	SR Faculty Workload Reports	SR Faculty Workload Reports		
CU_CSSR_Faculty_Wrk_Intfc_I537	SR Faculty Workload I537		Run the I537 Faculty Workload Interface.	IR designate
CU_CSSR_Grade_Maintainer	SR Grade Maintainer	SR This role is intended for staff who are responsible for maintaining student grades.	View individual student's grades and term statistics; Run the following reports: Grading Scheme Tbl, Grade Basis Choice, Grade Basis Table, Grade Table, Grade Basis Map Detail	Registrar and/or registrar designate
CU_CSSR_Grade_Reports	SR Grade Reports	Grade Reports	U/d the grade change audit report; run/produce the student grade report by term (and by career, program, or student group)	Registrar and/or registrar designate
CU_CSSR_Graduation_Maintainer	SR Graduation Maintainer	SR This role is intended for staff who are responsible for processing and maintaining graduation activities.	Update/display student incompletes; u/d student term information; u/d term history and cumulative stats for individual students; u/d/corr. Academic standing, term withdrawal (W/D), term activation; Run term withdrawal process and view term withdrawal run status information.	Registrar and/or registrar designate; graduation evaluators

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_Instructor_Advisor	SR Instructor / Advisor	SR Instructor / Advisor	Update/display the Instructor/Advisor Table.	Instructor/Advisor Table is generally maintained by functional staff in areas that schedule classes (Registrar), or by Academic department staff. Instructors, once hired through HR, are manually added to this table by the CS "side". This table requires monitoring as instructor availability (and job status) changes and therefore instructors may need to be inactivated.
CU_CSSR_Instructor_Advsr_CORR	SR Instructor / Advisor CORR	SR Instructor / Advisor CORR	Add, u/d, must make corrections to the Instructor/Advisor Table	Registrar, academic department staff
CU_CSSR_Milestone_Maintainer	SR Milestone Maintainer	SR This role is intended for staff who are responsible for maintaining student milestones.	Add, update/display, and correction for student milestones, including attempts and advisors and completion information.	May differ by institution, but is typically done at the academic department level.
CU_CSSR_ProgPlan_Maintainer	Maintain Acad Prog/Plan	Maintain Students' academic program and plan information.	U/d and run the Auto Student Discontinue process; u/d View student groups by student; Add, correction, u/d student careers, program, plan, and subplan, student degrees, student attributes, by student.	Registrar
CU_CSSR_Roll_Curriculum_Forwrd	SR Roll Curriculum Forward	Assign to staff who run processes to update the class schedule with course catalog changes, copy class schedule data from term to term , update workload and run the process to copy/update workload data	Roll Curriculum Forward – update class schedule by rolling crse catalog changes; copy term class schedule to a future term class schedule, update workload; process (cpy/update) workload data	Registrar
CU_CSSR_SKAT_Inbound	SR SKAT Inbound		Add, u/d SKAT inbound Interface; display only the additional test information page	Testing Centers, Admissions
CU_CSSR_SKAT_Interface	SR SKAT Interface Processing	SR This role is intended for staff responsible for SKAT interface processing. It includes access to both the inbound and outbound interfaces, as well as the CPE Eligibility Report.	Access to run both the inbound and outbound interfaces, as well as the CPE Eligibility Report.	Testing Centers, Admissions
CU_CSSR_SKAT_Outbound	SR SKAT Outbound	None in CS		Testing Centers, Admissions

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_Setup_and_Config	SR Setup and Configuration	SR This role is intended for staff who are responsible for maintaining very high level Student Records setup and configuration values	Add, U/D, correction (and running of set up value reports) for the following areas: Time period table, degree honors table, unit conversion table, GPA table, Program reason table, Grade category table, instruction mode, enrollment reason, grading scheme tbls, program action reason tbl, INSTALLATION SA. Add, u/d Runctl for delivered SA set up reports. Add, U/d student records set up values including course catalog, class schedule, exam code, enrollment action, repeat scheme tbl, milestone tbl, class and global notes tbls, instructor/advisor table, repeat rules tbl. Add, u/d student group tbl, student attribute tbl, honors/awards tbl, requirement designation tbl, transcript type tbl, academic standing rules tbl, enrollment action reason tbl.	Registrar and/or Student Affairs director
CU_CSSR_Setup_and_Config_Rpts	SR Setup and Config Reports	SR This role is intended for staff who have a need to run Student Records setup reports.	Add, u/d run delivered Student Records setup reports to review set up values.	Registrar and/or Student Affairs director
CU_CSSR_Stdnt_Grp_Maintainer	SR Student Group Maintainer	SR This role is intended for staff who are responsible for maintaining student groups.	Add, update/display batch assignment of student groups; view student group by student; Add, update/display student programs, plans, subplans, student attributes, student degrees, update/display student careers. Update/display, correction of student advisor information; update/display person communication, checklists, comments.	The designate for any area that regularly uses Student Groups
CU_CSSR_Term_Activate_Maintain	SR Term Activate Maintainer	SR This role is intended for staff who are responsible for maintaining term activation for students.	Update/display (for a single student) term activation, override term unit enrollment limits, number of terms in residence, term control dates (override term calendar dates), apply study agreements related to external organizations; Set up and process batch term activation.	Registrar and/or registrar designate

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_Term_Withdrawal	SR Term Withdrawal	This role should be given to people who will be executing the term withdrawal processes.	U/d and correction of student term and cumulative statistics, term withdrawal (allows student to be withdrawn when the process is run), student academic standing, and student special GPA.	Registrar
CU_CSSR_Transcript_Maintainer	SR Transcript Maintainer	This role is intended for staff who are responsible for processing and maintaining transcript requests	Add, update/display batch transcript requests, update/display existing transcript requests, u/d transcript text (non-term specific text for display on individual student transcript - not associated with a particular term enrollment); run the transcript report purge process.	Registrar and/or registrar designate
CU_CSSR_Transfer_Credit_Maint	SR Transfer Credit Maintainer	This role is intended for users who are responsible for configuring transfer credit rules. This may include staff in admitting offices as well as registrar's offices.	Add, u/d transfer credit information (manual entry and rule based); add, u/d transfer credit; run and view transfer credit summary. Add, u/d test results, test credits, other credits (ie, military, work experience); run related summary reports. Batch post transfer, test, and other credit. Add, u/d, correction of test types, test tables, test rules, transfer credit rules, external subject tables for entering and processing of transfer and test credit.	Transfer Credit Evaluators - Registrar's and/or Admissions offices
CU_CSSR_Update_Instructr_Wrkld	SR Update Instructor Workload	Update Instructor Workload data on the Instructors for Meeting Patterns page of the Class Schedule	U/d instructor workload on schedule of classes, display global and class notes, display course details, class associations, requisite summary, class associations, combined sections	Instructor Workload administrator. This may vary by institution. May be at Provost, Academic Affair, College, or Department level.
CU_CSSR_View_Course_Cls_Setup	SR View Course / Class Setup	View Course / Class Setup	Display course catalog, class schedule, enrollment requirements	View only - all staff may benefit
CU_CSSR_View_Faculty_Workload	SR View Faculty Workload	Assign to staff who need display only access to Faculty workload information	Display only access to Faculty workload information	Instructor Workload administrator. This may vary by institution. May be at Provost, Academic Affair, College, or Department level.

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_View_Setup_and_Config	SR View Setup & Configuration	SR This role is intended for staff who have a need to display Student Records setup and configuration values.	Display only data on the following pages: Time Period Table, Degree Honors Table, Cum. GPA Table, Unit Conversion Tbl, Installation Student Admin, Instruction Mode Tbl, Complete Grade Flag Tbl, Grade Category Tbl, Program Action Tbl, Program Action Reason Tbl. Run and display the following reports: Grade Basis Tbl, Grade Basis Choice report, Program Reason Table report, Program Action Tbl report, Enrollment Reason Tbl, Time Period Tbl, Req. Designation Tbl, Data Dictionary, Grading Scheme Tbl, Course Course Attribute Tbl, Course Attribute Values Tbl, Degree Honors Tbl, Repeat Code Tbl, Repeat Scheme Tbl, Term Type tbl, Grade Tbl (all delivered reports except Data Dictionary report).	Registrar, Student Affairs staff
CU_CSCC_Administer_Immuniz	CC Administer Immunizations	This role is intended to be assigned to staff who are responsible for maintaining the Immunization Table.	Add, u/d data on the Immunization Table.	Health Center Director, AD Director. This is related to students and not employees.
CU_CSCC_Barcode_Vendor	CC Barcode Vendor	This role is intended for users who are responsible for creating data extracts which are provided to barcode vendor.	Add, u/d, and run the Barcode Vendor extract.	unknown
CU_CSCC_Disability_User	CC Disability User	This role limits access to CS disability data.	Add, u/d, and correct student group data (for SACR accessible student groups); Add, u/d population selection file definition; process student groups using population selection; Add, u/d Relationships and relationship detail; U/d Accomodation data; Add, u/d Diagnosis Category Table, purge disability data, run the disability summary report.	Student Services Director
CU_CSCC_Immunizations	CC Immunizations	CC This role is intended for staff who are responsible for updating immunization data for individual students. This role also provides view only access to the Immunization Table.	Add, u/d immunization data for individual students. U/d the Immunization Table.	Health Center Director, AD Director
CU_CSCC_SEVIS_F-VISA	CC SEVIS F VISA	This role should be assigned to users who are responsible for maintaining a student's F VISA information.	Add, u/d student's F VISA information.	AD Counselor, International Student staff
CU_CSCC_SEVIS_Import	CC SEVIS Import	This role should be assigned to users who are responsible for importing SEVIS files and data.	Run the SEVIS import/export process; U/d the SEVIS file upload and download results. Run visa/passport expiration process, u/d Citizenship/Passport data, U/d and correction of Visa/Permit Data; Add, u/d, correct SEVIS Master page data (Bio/Demo, Address, Registration, Program, Financial, Dependents, Employment); U/d SEVIS ID maintainence; Add, u/d SEVIS external extract	International Student Director and/or designate

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSCC_SEVIS_J-VISA	CC SEVIS J VISA	This role should be assigned to users who are responsible for maintaining a student's J VISA information.	Add, u/d student's J VISA information.	AD Counselor, International Student staff
CU_CSCC_SEVIS_Setup_and_Config	CC SEVIS Setup and Config	This role should be assigned to users who are responsible for maintaining SEVIS setup and configuration values.	For foreign nationals - U/D and correction of External System ID; add, U/D, correction of site activity table; U/D SEVIS visa tables, I-20 Template; SEVIS program sponsor table, International organization tbl; Correction of SEVIS Event Type tbl. Run passport expiration process/rpt; Add, u/d citizenship, passport, and visa data; run process to export SEVIS data; Add, U/D, and correct SEVIS Master data.	International Student Director
CU_CSCC_Veteran_Rep	CC Veteran Affairs Represntve	This role is intended for users who are responsible for maintaining Veterans Affairs data.	U/d Veteran's information, run delivered veteran's report.	Veterans Services Director/staff
CU_CS_CC_POI_Update			Not found	
CU_CS_CC_POI_View			Not found	
CU_CS_CC_Student_Update			Add, u/d basic student data - Address, Biographic data, Regional data, Visa/Permit data. U/d Search/Match.	Admission staff, Registrar staff (department staff if policy allows it)
CU_CS_CC_Student_View			Not found	
CU_CS_CC_POI_Personal_Info			Not found	
			Not found	
CU_CS_CC_POI_Personal_Info_VW			Not found	
CU_CS_CC_POI_PersonInfo_Corr			Not found	
CU_CS_CC_Student_Personal_Info			Not found	
CU_CS_CC_Stud_Person_Info_VW			Not found	
CU_CS_CC_Stud_Person_Info_Corr			Not found	
CU_CS_CC_Student_Heath_Update			Not found	
CU_CS_CC_Student_Health_View			Not found	
CU_CS_CC_POI_Health_Update			Not found	
CU_CS_CC_POI_Health_View			Not found	
CU_CS_CC_Sevis_High_Level			Not found	
CU_CSSS_Central_Setup_and_Conf	CS SS Central Setup and Config	CS SS Central Config; this role is intended to be assigned to users who are responsible for maintaining the Self Service configuration.	Add, U/D set up tables in the Define Student Adminstration and U/D Runctl of delivered SR set up reports; U/D student service center set up; U/D specification of User Defaults;	May choose to remove set up access to Define Student Adminstration as this is commonly managed by SMEs and Academic Affairs or Registrars
CU_CSSS_Student_Srvcs_Center	CS Student Services Center	CS Student Services Center. This role is intended to be assigned to administrative staff who need to view information about a student via Student Services Center.	U/d of student Emergency Contact information, Demographic Data, display of transfer credit report, financial aid summary, financial summary, course and class history, student's current class schedule, view grades, view account summary, view enrollment appointment, view exam schedule, and view admissions summary.	Students, administrative and advisement staff who assist students with basic queries or academic advising information.

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSCS_Common	CS Common role for CS users	Common Role For CS users (Not Self-Service Users). This role should be assigned to all CS users with the exception of Self-Service users.	Display FERPA data; add, u/d Service Indicators, view Service Indicator summary; u/d user defaults	All staff (SI security limits view and update ability)
CU_CC_God_Panel	CU: CC God Panel	None in CS	Add, u/d using the Enrollment page.	Registrar (Assign only to very high level Registrar staff who need enrollment access with no edits. Enrollment, unit limits, grading basis, number of units, and GRADES can be manipulated here without usual restriction. Grade changes after the term ends and forward are normally done here.)
CU_CSCC_ External_Org_CAS_ASTA	CU: Ext Org CAS/ASTA Processing	None in CS	Add, u/d the Level/Load Rules Tbl; add, u/d the Grading Scheme Tbl; add, u/d the Grading Scheme Tbl. Add, u/d access to the following tables: Academic Institution Tbl, Campus Tbl, Academic Subject Tbl, Academic Career, Program, Plan, and SubPlan Tables, Academic Group Tbl, Academic Organization Tbl. Add, u/d and correction access to the Organization Tbl and Organization School Data tbl. Add, u/d to Country tbl, u/d Citizen Status, and add, u/d Visa/Permit Table. (Country, Citizen Status, and Visa/Permit tables are found in the Setup HRMS component)	Registrar, HR Director
CU_CSCC_Citizenship_Data	CU: Citizenship Data	None in CS	U/d Citizenship and Passport data for an individual student	International Offc staff
CU_CSCC_Common_Definitions	CU: CC Common Definitions	None in CS	Add, u/d access to Student Group Table and the Service Indicator Cd Table.	Registrar, Bursar, Student Affairs
CU_CSAD_ALL	CU: Admissions All Reports	None in CS	Add, u/d the following CUNY custom reports: Cashiering rpt (CU R925), Modified Class Schedule rpt (CU R926), Admissions Extention Info rpt (CU R916), 3rd Party contract Txn rpt (CU R920CMP), Student Refund list rpt (CU R924), Admissions Interface Audit rpt (CU R891), SR Svc Indicator (CU R895A), SF Svc Indicator (CU R895B), Student Waiver (CU R896), Appointment dates by major (CU R900), List of Txns by Term, Item Type (CU R819RUNCNTL).	

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSAD_LTD (not found in PRD)				
CU_CSAD_ONLY	CU: Admissions Only Reports	None in CS	Add, u/d Admission Extension Info Rpt; Add, u/d Admissions Interface Audit Rpt	AD Director, AD counselors, AD staff
CU_CSSF_ALL	CU:Stud Financials All Reports	None in CS	Add, u/d the following CUNY custom reports: Cashiering rpt (CU R925), Modified Class Schedule rpt (CU R926), Admissions Extention Info rpt (CU R916), 3rd Party contract Txn rpt (CU R920CMP), Student Refund list rpt (CU R924), Admissions Inteface Audit rpt (CU R891), SR Svc Indicator (CU R895A), SF Svc Indicator (CU R895B), Student Waiver (CU R896), Appointment dates by major (CU R900), List of Txns by Term, Item Type (CU R819RUNCNTL).	
CU_CSSF_LTD (not found in PRD)				
CU_CSSF_ONLY	CU:Stud Financials Only Report	None in CS	Add, u/d the following CUNY custom reports: Cashiering rpt (CU R925), 3rd Party contract Txn rpt (CU R920CMP), Student Refund list rpt (CU R924), SR Svc Indicator (CU R895A), SF Svc Indicator (CU R895B)	Bursar, bursar staff
CU_CSSI_ONLY	CU: Service Indicators ONLY	None in CS	Add, u/d SR and SF Service Indicator Reports	Registrar/staff, Bursar/staff, Admissions staff
CU_CSSR_ALL	CU:Student Records All Reports	None in CS	Add, u/d the following CUNY custom reports: Cashiering rpt (CU R925), Modified Class Schedule rpt (CU R926), Admissions Extention Info rpt (CU R916), 3rd Party contract Txn rpt (CU R920CMP), Student Refund list rpt (CU R924), Admissions Inteface Audit rpt (CU R891), SR Svc Indicator (CU R895A), SF Svc Indicator (CU R895B), Student Waiver (CU R896), Appointment dates by major (CU R900), List of Txns by Term, Item Type (CU R819RUNCNTL).	
CU_CSSR_LTD	CU:Student Records LMTD Report	None in CS	Add, u/d SR and SF Service Indicator Reports	Registrar/staff, Bursar/staff, Admissions staff
CU_CSSR_ONLY	CU:Student Records Only Report	None in CS	Add, u/d SR and SF Service Indicator Reports, Modified Class Schedule Report, and the Appointment Dates by Major report	Registar and ?
CU_CSSR_Health_Services	CU: Health Services	None in CS	Add, u/d SR and SF Service Indicator Reports	Registrar/staff, Bursar/staff, Admissions staff

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU_CSSR_Acad_Advisement_Config	CU_CSSR_Acad_Advisement_Config	None in CS	Add, u/d, correction to Academic Requirement Groups, Academic Requirements, Course Lists, Entity Groups, Course Share Sets, Requirement Usages.	Graduation Evaluators
CU_CSSR_Admin_Crse_Catalg_CORR	Admin Course Catalog - CORR	SR Administer Course Catalog with CORRECTION	Add, u/d, correction to Course Catalog and Course Equivalency table; u/d Course Catalog Details; U/d Enrollment Requirement Summary; Run and print delivered Course Catalog report, Browse Catalog,	College Curriculum manager
CU_CSSR_Create_Maintain_Org	CU: Create/Maintain Orgs	None in CS	Add, u/d Organization Table, u/d Organization Location Detail, u/d Organization School Data.	AD Director, Registrar, Transfer Credit manager
CU_CSSR_Create_Maintain_Org_Vw	CU: Create/Maintain Orgs View	None in CS	Display only access to the Organization Table, Organization Location, and Organization School Data Tables.	Registrar/staff, AD staff
CU_CSSR_ProgPlan_Maintain_CORR	Maintain Acad Prog/Plan - CORR	Maintain Students' academic program and plan information. - With CORRECTION mode.	U/d and run the Auto Student Discontinue process; u/d View student groups by student; Add, correction, u/d student program, plan, and subplan, student degrees, student attributes, u/d Student Career by student.	Registrar and/or Registrar designate
CU_CSSR_ProgPlan_Maintainer_VW	Maint Acad Prog/Plan View Only	View Only - Maintain Students' academic program and plan information.	Assign to staff who need to view student career and program, plan, and subplan information, and (view) student by student group.	Wide range across colleges - AD, Registrar, Bursar, FA, academic departments and advisors
CU_CSSR_Transcript_Correction	CU: Transcript Correction	None in CS	Assign to staff who must add, u/d, and correct student program, plan, subplan, attributes, and degrees.	Registrar, graduation staff
CU_CSSR_Term_Withdrawal	SR Term Withdrawal	This role should be given to people who will be executing the term withdrawal processes.	Add, u/d (run) the Term withdrawal/Cancellation process; u/d (view) the Term Withdrawal run status. U/d and correction (by student) of student term and cumulative statistics, term withdrawal (allows student to be withdrawn when the process is run), student academic standing, student special GPA, and term activation.	Registrar and/or Registrar designate
CU_CSSR_View_Enrollment_Rqst	(DELETE)	SR Enrollment Request Viewer. This role is intended to be assigned to staff who have a need for viewing enrollment requests.		

Role Title	Role Short Descr	Role Long Description	Role Explanation	Usually Assigned To:
CU CS Common	Common Role For CS users	Common Role For CS users (Not Self-Service Users)		
CU_CSSR_Transfer_Credit	(DELETE)	SR This role is intended for users who are responsible for updating transfer credit data and processes. This may include staff in admitting offices as well as registrar's offices.		
CU CS SS Guest	CS Guest	Student Administration and Contributor Relations. Do not modify. CS sample role for self-service.		
CU CS SS Advisor	CS Advisor	Self Service Advisor. This role is intended to be assigned to staff who are identified as advisors to students. Its primary purpose is to grant access to the student advisement center.		
CU CS SS Alumni	CS Former Student	Student Administration and Contributor Relations. Do not modify. CS sample role for self-service.		
CU CS SS Central Conf setup	CS SS Central Config	CS SS Central Config; this role is intended to be assigned to users who are responsible for maintaining the Self Service configuration.		
CU CS SS Instructor	CS Instructor	CS Instructor (Faculty) self-service		
CU CS SS Student	CS Student	CS Student Self-Service		
CU CS SS Student Srvcs Center	CS Student Services Center	CS Student Services Center. This role is intended to be assigned to administrative staff who need to view information about a student via Student Services Center.		
CU_CSSR_Grade_Mass_Change	(DELETE)	SR This role is intended for users who are responsible for mass change processing of grades.		