



S3 Student Record Update Guide for Academic Advisors & Department Administrators

Carnegie Mellon University
University Registrar's Office

S3 Student Record Update Guide

Overview

The S3 Student Record Update Guide is an informational and instructional guide for the Carnegie Mellon University community of academic advisors and department administrators, created by the University Registrar’s Office to assist in navigating student record updates, specifically with changes to enrollment statuses and program codes in the S3 Admin Console.

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S3 Enrollment Statuses

Purpose, usage, and impact of enrollment statuses in the S3 Admin Console at Carnegie Mellon University

Enrollment Status

- An enrollment status is an indicator of a student's state of enrollment and registration ability for a given semester, represented via a 2-character code that works dynamically within S3 across other systems.
- **The accuracy and timeliness of updates is essential for their functions in student records and reporting.**
- See the [S3 Enrollment Status Index](#) for more detailed information about each status and its function.

Timeframe to Update Enrollment Statuses

- **Department administrators will have access to update enrollment statuses immediately upon semester record creation through the end of the semester course add deadline** (tenth day of semester-length classes).
- Past semester records, including ongoing semester records beyond the semester course add deadline, cannot be modified.
- **Changes can be made to multiple semester records at certain points in the year due to overlaps in course registration periods.** Always check that the correct semester record has been chosen in S3 when making changes.
- If updates are necessary after department access has closed for a semester, an *Academic Record Update* form submitted to the University Registrar's Office will be required.

Impacts of Enrollment Status Updates

Stellic Degree Audit Application

- Stellic is the degree audit application used at CMU by students and advisors to plan and measure progress towards meeting degree requirements.
- The student feed from S3 into Stellic uses either fall or spring as the current semester and has established dates for when it will switch between the two:
 - Fall record: July 1–December 31
 - Spring record: January 1–June 30
- **For a student to have an active Stellic account, they must have one of the following S3 enrollment statuses for the current semester:** AB, E1, G2, LA, LS, R1, R3, S1, S2, S3 or S4.
- Changing a student's enrollment status to one that is not listed here (e.g., F1) will update the student's Stellic audit to an "archived" status, and the student will no longer be able to access the application.

Other Systems, Processes, and Data Feeds

- Andrew account
- Course registration
- Enrollment verifications
- Federal compliance and reporting
- Financial aid
- ID cards
- International student visas
- Student health insurance
- Student Information Online (SIO)
- Tuition and fees

Status Changes Permitted

Effective August 2024, new S3 functionality permits academic advisors and department administrators to make updates in students records to and from certain enrollment statuses:

FROM (beginning status)			TO (new status)	
R2	Admission Deferred	→	R3	Eligible to Enroll
		→	F1 *	Forfeit
R3	Eligible to Enroll	→	R2 †	Admission Deferred
		→	F1	Forfeit
R4	Future Enrollment	→	R2	Admission Deferred
		→	R3	Eligible to Enroll
		→	F1	Forfeit
F1 ‡	Forfeit	→	R2	Admission Deferred
		→	R3	Eligible to Enroll
G2	Pending Graduation	→	R2	Admission Deferred
		→	R3	Eligible to Enroll
W1 §	Withdrawal/Administratively	→	R2 **	Admission Deferred
		→	R3 ††	Eligible to Enroll
		→	F1	Forfeit

* Forfeiting admission (F1) is usually limited to graduate student programs; forfeits for incoming undergraduate students should be made by the Office of Undergraduate Admission.

† Deferring admission (R2) is usually limited to graduate student programs; deferrals for incoming undergraduate students should be made by the Office of Undergraduate Admission.

‡ Changing an existing forfeit (F1) to a deferral (R2) or eligible to enroll (R3) tends to be used for scenarios in which a student has applied and been admitted into more than one graduate program at CMU; after one graduate department has forfeited the student, the other may need to update the status to R2 to R3.

§ Updating from an administrative withdrawal (W1) is rarely needed and is typically used for the purpose of making corrections to records. W1 does not indicate a formal separation from the university and is not equivalent to a university withdrawal (W2).

** Changing an administrative withdrawal (W1) to admission deferred (R2) is used in rare cases, particularly for graduate programs managing the records of students in integrated degree programs who have just completed their bachelor's degree and want to pause their studies prior to returning to begin the graduate-level portion of the program.

†† Changing an administrative withdrawal (W1) to eligible to enroll (R3) is uncommon but occasionally necessary for students who have had a delay in registration, especially during summer semesters.

Updating Enrollment Statuses

How to update enrollment statuses in S3 student records

- Log in to S3 Admin Console.
- Select the "Student" tab and search for the student using their Andrew ID and/or other criteria.

Carnegie Mellon University Jonelle Krise 16 Jan 2024 Feedback Permissions Help Logout

S3 Admin Console Search By Search Student by User ID Go

Prospect **Student** Course Admission Registrar Student Accounts Campus Life Config

Find a Student

LAST NAME (%) FIRST/PREFERRED NAME (%) **USER ID** CARD ID
andrewcarnegie0

ENTITY COLLEGE DEPARTMENT PROGRAM CLASS
Find Clear

NOTE: % character can be used for wildcard searching on fields labeled with (%).

1 match found

LAST NAME	FIRST NAME	PREFERRED NAME	USER ID	ENTITY	COLLEGE	DEPT	PROGRAM	CLASS	ENR STATUS	SEMESTER
Carnegie ESQ.	Andrew	Andy	andrewcarnegie0	01	CIT	ECE	PTM	Master	LA	S24

1 of 1 Pages of only 1 match found.

- Choose the correct student record by clicking their name or Andrew ID (in blue as seen above).
- In the student's record, select the "Academic Records" tab.

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S3 Admin Console Search By Search Student by User ID Go

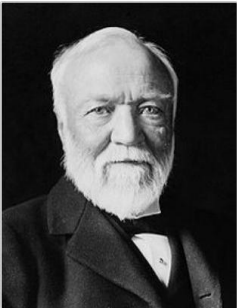
Prospect **Student** Course Admission Registrar Student Accounts Campus Life Config

Andrew Carnegie ESQ.

PREFERRED NAME USER ID PRONOUNCATION UNIVERSITY HOLD DIRECTORY RELEASE
Andy andrewcarnegie0 No Yes

Summary Profile **Academic Records** Memos Student Account Documents

Summary Information



Academic Summary

Semester S24 - Spring 2024	Enrollment Status LA - Leave of Absence	Units Carried 0.0
College CIT - Carnegie Institute of Technology	Department ECE - Electrical & Computer Engineering	Major ECE - Electrical and Computer Engineering
Class 10 - Master	Degree MS - Master of Science	Program PTM - Part-Time Distance Masters

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- Within "Academic Records," the screen will be open to "Status" under "Enrollment" by default. **Make sure the screen is displaying the correct semester to apply changes to.** Change to a different semester using the drop-down arrow, if needed.
- Select the intended enrollment status within the drop-down menu at the bottom.

Carnegie Mellon University 10 Jul 2024 Feedback Permissions ? Help Logout

S3 Admin Console Search By Search Student by User ID Go

Student Course Admission Registrar Student Accounts Campus Life

Andrew Carnegie ESQ.

PREFERRED NAME USER ID PRONOUNS PRONUNCIATION UNIVERSITY HOLD DIRECTORY RELEASE
 Andy andrewcarnegie0 he, him, his an-droo No Yes

Summary Profile **Academic Records** Memos Student Account Documents

Enrollment
 Status
 History
 Change History
 Verification
Grades & QPA
 Semester
 QPA Info
 Change History
 AP/Transfer Credit
Degree
 Degree Declaration
 Degree Certification
 Previous Degrees
 Academic Milestones
Schedule
 Course Schedule
 Wait, Drop, Withdraw
 Planned Schedule
Registration
 Student Registration
 Prerequisite Waivers
 Cross-Registration

Enrollment Status for semester: **Fall 2024**

Semester:	Fall 2024	Class Level:	First-Year
Degree:	Bachelor of Science (BS)	Program:	R24 Regular Undergraduate => F24
College:	School of Computer Science	Units Carried:	0.0
Department:	General Computer Science	Maximum Units:	54.0
Major:	SCS Undeclared	Expected Graduation:	Spring 2028
		Primary Advisor:	in your home department

Cleared: No
 Registered: No

Enrollment Status: **R3 - Eligible to Enroll**

Save Reset

- A "Change Authorized By" box will appear. Enter your Andrew ID and select "Save."

Enrollment Status for semester: **Fall 2024**

Semester:	Fall 2024	Class Level:	Master
Degree:	Master of Science (MS)	Program:	PTM Part-Time Distance Masters
College:	Carnegie Institute of Technology	Units Carried:	0.0
Department:	Electrical & Computer Engineering	Maximum Units:	49.0
Major:	Electrical and Computer Engineering	Expected Graduation:	Spring 2025
		Primary Advisor:	Bryttanie Reading
Cleared:	No	Second Advisor:	Kensee Lusebrink
Registered:	No		

Enrollment Status: **R3 - Eligible to Enroll**

Change Authorized By: jkris

Save Reset

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- If an “Action Prevented” message is received, see [S3 Permissions, Qualifiers & Error Resolution](#) for details.
- If the update is successful, a **green** banner will display at the top:

Enrollment Status for semester: **Fall 2024** ▼

✓ Successfully updated enrollment status for Fall 2024.

Semester:	Fall 2024	Class Level:	Master
Degree:	Master of Science (MS)	Program:	PTM Part-Time Distance Masters
College:	Carnegie Institute of Technology	Units Carried:	0.0
Department:	Electrical & Computer Engineering	Maximum Units:	49.0
Major:	Electrical and Computer Engineering	Expected Graduation:	Spring 2025
Cleared:	No	Primary Advisor:	Brytnie Reading
Registered:	No	Second Advisor:	Kensee Lusebrink
Enrollment Status:	R3 - Eligible to Enroll ▼		

10 Jul 2024

- In addition to the **green** banner, a **yellow** banner containing a reminder message will appear if there are other updates that may need to be made to the student's record.
 - **Future semester records:** If future semester records already exist in the student's record, the enrollment status update made to the current semester will not automatically carry over.

Enrollment Status for semester: **Summer 1/All 2024** ▼

✓ Successfully updated enrollment status for Summer 1/All 2024.

⚠ This student also has future semesters. Please review and update future semesters, as needed.

Semester:	Summer 1/All 2024	Class Level:	Doctoral
Degree:	Doctor of Philosophy (PHD)	Program:	DOC Doctoral Student
College:	School of Computer Science	Units Carried:	0.0
Department:	Computer Science	Maximum Units:	60.0
Major:	Computer Science	Expected Graduation:	Spring 2026
Cleared:	No	Primary Advisor:	in your home department
Registered:	No		
Enrollment Status:	R2 - Admission Deferred ▼		

15 Jul 2024

Reminder message to review future semester records following the enrollment status update

- Changes to any *existing* future semester record must be done individually by repeating the same process after switching to a new semester via the drop-down arrow beside “Enrollment Status for semester.”

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- **Declared degrees:** For some enrollment status updates, the declared degree(s) associated with the program they are forfeiting will need to be modified or deleted.

Enrollment Status for semester: **Fall 2024**

☒ **Successfully updated enrollment status for Fall 2024.**

Please update or remove degree declaration information.

Semester:	Fall 2024	Class Level:	Master
Degree:	Master of Science (MS)	Program:	PTM Part-Time Distance Masters
College:	Carnegie Institute of Technology	Units Carried:	0.0
Department:	Electrical & Computer Engineering	Maximum Units:	49.0
Major:	Electrical and Computer Engineering	Expected Graduation:	Spring 2025
Cleared:	No	Primary Advisor:	Bryttne Reading
Registered:	No	Second Advisor:	Kensee Lusebrink
Enrollment Status:	F1 - Forfeit		

10 Jul 2024

Reminder message to update current degree information and/or to remove a declared degree

- Degrees can be updated, added, and removed in "Degree Declaration," which can be found within the "Academic Records" tab under "Degree."
- To delete the degree, select "Degree Primary Degree" followed by "Remove Degree" and "Remove."

Summary Profile **Academic Records** Memos Student Account Documents

Enrollment

- Status
- History
- Change History
- Verification

Grades & QPA

- Semester
- QPA Info
- Change History
- AP/Transfer Credit

Degree

- Degree Declaration**
- Degree Certification
- Previous Degrees
- Academic Milestones

Schedule

- Course Schedule
- Wait, Drop, Withdraw
- Planned Schedule

Registration

- Student Registration
- Prerequisite Waivers
- Cross-Registration

Degree Declaration

Semester Info

Semester: **Fall 2024**

Primary Advisor: Bryttne Reading

Second Advisor: Kensee Lusebrink

Class: **10 - Master**

Degrees

▼ Master of Science in Intelligent Information Systems

Effective Semester: **Fall 2024**

Degree: **MS - Master of Science**

Home College: **SCS - School of Computer Science**

Home Department: **LTI - Language Technologies Institute**

Major: **IIS - Intelligent Information Systems**

Expected Graduation Semester: **F25 - Fall 2025**

Terminal Degree: ☒ Yes ☐ No

Primary Advisor: Bryttne Reading

Second Advisor: Kensee Lusebrink

Remove Degree

Are you sure you want to remove the **PRIMARY DEGREE**?

Remove **Cancel**

Delete PRIMARY DEGREE

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- If the update is unsuccessful, a **red** banner will display at the top, and an error message will appear beside "Enrollment Status." Note: Staff may not always have the S3 permissions necessary to resolve these errors independently. See [S3 Permissions, Qualifiers & Error Resolution](#) for more information.
 - **Registration and waitlists:** Certain enrollment status updates cannot be made if the student is still registered for courses or on any waitlists for the semester.

Enrollment Status for semester: **Fall 2024**

Please fix validation errors

Semester:	Fall 2024	Class Level:	Master
Degree:	Master of Science (MS)	Program:	PTM Part-Time Distance Masters
College:	Carnegie Institute of Technology	Units Carried:	48.0
Department:	Electrical & Computer Engineering	Maximum Units:	54.0
Major:	Electrical and Computer Engineering	Expected Graduation:	Spring 2025
		Primary Advisor:	Bryttanie Reading
		Second Advisor:	Kensee Lusebrink
Cleared:	No		
Registered:	No		
	15 Apr 2024		
Enrollment Status:	F1 - Forfeit	This change cannot be made while the student is registered and/or on waitlists.	
Change Authorized By:	klusebri		

- To drop courses and/or waitlists: select the "Student Registration" screen, which can be found within the "Academic Records" tab under "Registration."
- Courses are dropped individually using the gear tool icon, selecting "Drop" and "Drop" again to confirm.

Student Registration for semester: **Spring 2024**

College:	Carnegie Institute of Technology	Primary Advisor:	Bryttanie Reading
Department:	Mechanical Engineering	Second Advisor:	Kensee Lusebrink
Program:	R20 Regular Undergraduate => F20		
Class:	Senior	Units Carried:	9.0
Enrollment Status:	Enrolled	Max Units:	54.0

Registration Hold

No registration holds for this student.

Schedule

COURSE #	SEC	TITLE	GRADE OPTION	UNITS	DAY	TIME	BLDG	ROOM	ADDED BY	WITHDRAWN
19351	A	APPLD MTH TCH PLY AN	L	9.0	MWF	09:00AM - 09:50AM	POS		Alex	No
39220	B	EXPERNTL LEARN II	P	0.0	TBA					

Waitlist

COURSE #	SEC	TITLE	UNITS
24251	A3	ELEC SENS ACT	3.0

Drop Course

Are you sure you want to drop:
Course **11851, Section A**
from **Andy Carnegie's** schedule?

Drop **Cancel**

Drop

Withdraw

Switch

Change Grade Option

Variable Units

Voucher for Pass / No Pass

Process Admin Drop Voucher

Process Admin Pass / No Pass Voucher

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- Similarly, for waitlists, drop each waitlisted course by using the gear tool, and select "Remove from Waitlist" followed by "Remove" to confirm.

Schedule Voucher Process

COURSE #	SEC	TITLE	GRADE OPTION	UNITS	DAY	TIME	BLDG/ ROOM	ADDED BY	WITHDRAWN
18989	SV	INTRO GRAD STUDIES	P	1.0	W	04:00PM - 04:50PM	B23 227	Kensee Lusebrink	No

[Add Course](#)

Waitlist

COURSE #	SEC	TITLE	UNITS	POSITION	INVITE
18658	SV	SFTW REQ AND INT DES	12.0	52	
49787	A	ARCHITECT & PROGRAM	12.0	3	

Remove From Waitlist

Are you sure you want to drop **Andy Carnegie** from the waitlist for 11642 A?

[Remove](#) [Cancel](#)

Register from WL

Remove from WL

Switch to other WL

- Financial holds:** Students with BB, S3, or S4 status cannot be updated to R3–Eligible to Enroll until their hold has been resolved with the [Student Accounts Office](#). The student should contact [The HUB](#) if they have questions.

Academic Records | Summary | Profile | **Enrollment Status** for semester: **Fall 2024**

Please fix validation errors

Semester: Fall 2024 | Class Level: Sophomore

Degree: Bachelor of Science (BS) | Program: R21 Regular Undergraduate => F21

College: Dietrich College of H&SS | Units Carried: 0.0

Department: General Dietrich College | Maximum Units: 52.0

Major: HSS Undeclared | Expected Graduation: Fall 2026

Primary Advisor: Kensee Lusebrink

Cleared: No

Registered: No

Enrollment Status: **R3 - Eligible to Enroll** This student has a StudentAccounts hold and cannot be made R3-Eligible to Enroll until the hold is resolved.

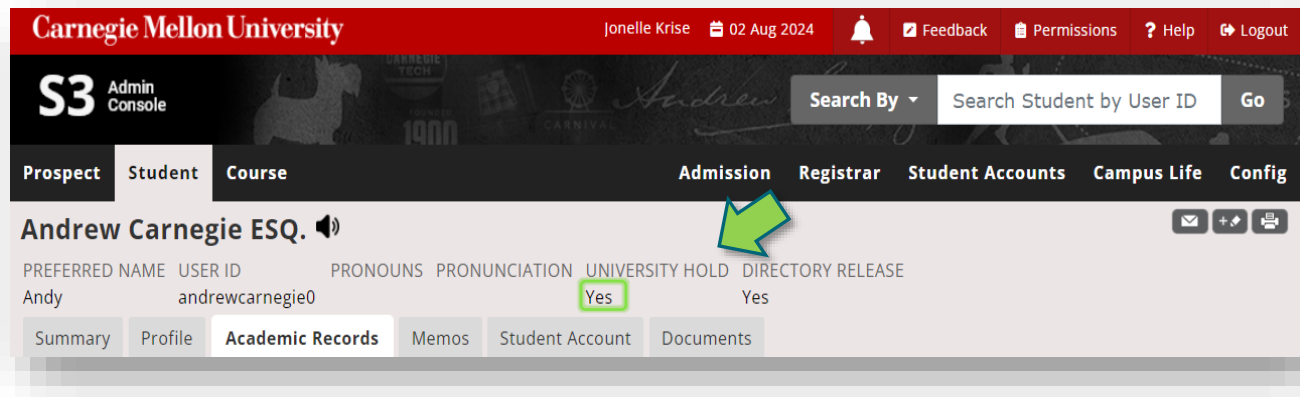
Change Authorized By: jkris

[Save](#) [Reset](#)

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- **Note:** A financial hold will also be visible at the top of the student's record.



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S3 Admin Console Search By Search Student by User ID Go

Prospect Student Course Admission Registrar Student Accounts Campus Life Config

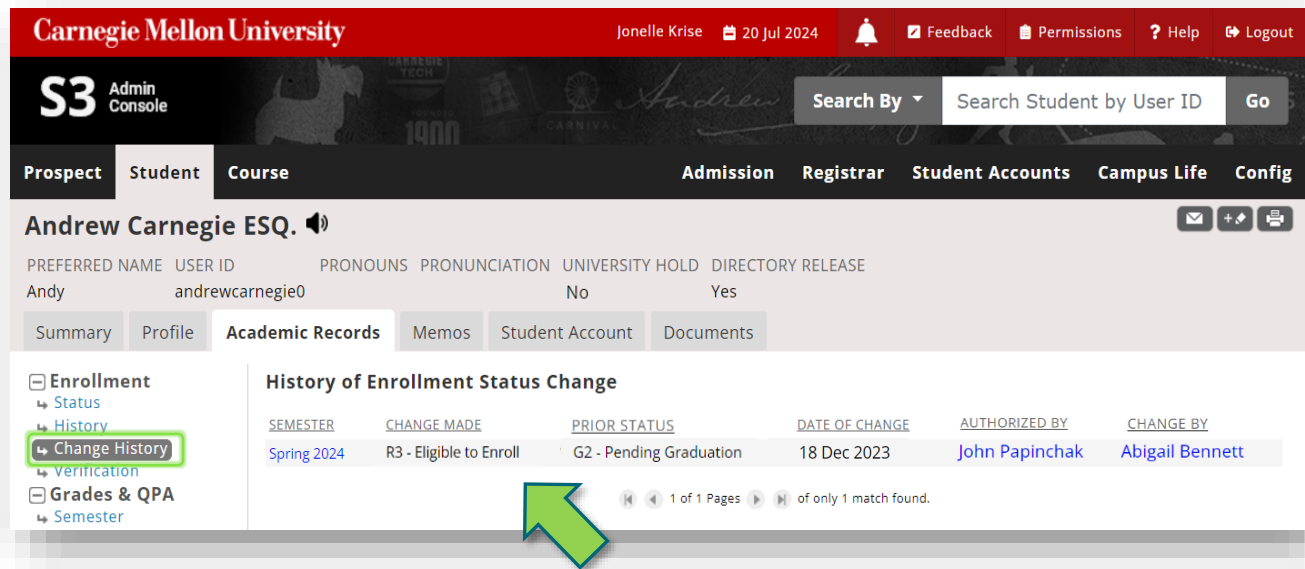
Andrew Carnegie ESQ.

PREFERRED NAME USER ID PRONOUNS PRONUNCIATION UNIVERSITY HOLD DIRECTORY RELEASE

Andy andrewcarnegie0 Yes Yes

Summary Profile Academic Records Memos Student Account Documents

- Once any errors or holds have been resolved, the enrollment status(es) can be successfully updated.
- For your reference: all enrollment status changes are recorded and visible within "Change History" located within the "Academic Records" tab under "Enrollment."



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S3 Admin Console Search By Search Student by User ID Go

Prospect Student Course Admission Registrar Student Accounts Campus Life Config

Andrew Carnegie ESQ.

PREFERRED NAME USER ID PRONOUNS PRONUNCIATION UNIVERSITY HOLD DIRECTORY RELEASE

Andy andrewcarnegie0 No Yes

Summary Profile Academic Records Memos Student Account Documents

Enrollment

- Status
- History
- Change History**
- Verification

Grades & QPA

- Semester

History of Enrollment Status Change

SEMESTER	CHANGE MADE	PRIOR STATUS	DATE OF CHANGE	AUTHORIZED BY	CHANGE BY
Spring 2024	R3 - Eligible to Enroll	G2 - Pending Graduation	18 Dec 2023	John Papinchak	Abigail Bennett

1 of 1 Pages of only 1 match found.

Form Submission Required

- In some cases, even if staff have S3 access and are within the timeframe to make updates, a form (or other document) may still need to be submitted.
- The most common scenarios include:
 - Academic or disciplinary action letters (drops and suspensions)
 - All But Dissertation status (including *In Absentia* changes)
 - Entity changes (i.e. moving from non-US to US program permanently)
 - Integrated degree programs (alternating between colleges/departments)
 - Leaves of absence and withdrawals
 - Record merges
 - Returning from leave or suspension

Enrollment Status Index

The following section is a comprehensive, descriptive outline of all S3 enrollment statuses, grouped by functional category.

STAT US	NAME	DESCRIPTION & FUNCTION
Standard Enrollment Cycle		
R1	Conditionally Enrolled [*]	- Partially enrolled; needs to register or pay account balance. - If not resolved: future semester record will be created as S3.
R2	Admission Deferred [†]	- Accepting admission into program but beginning in later semester. - No degree should be declared at this stage. - Course registration and waitlists must be removed. - After 2+ years: must be updated to F1.
R3	Eligible to Enroll	- Active record in good standing. - Ready to register/add units.
R4	Future Enrollment	- Placeholder for incoming students (usually graduate or pre-college). - Not to be used in place of deferred admission. - Used to create records ahead of enrollment as part of admissions process; prevents charges, account activity, registration, etc.
E1	Enrolled [‡]	- Indicates course registration and account in good standing. - Required for students to be reported as actively enrolled (e.g., NSC, NSLDS, federal census, enrollment verifications, etc.).
F1	Forfeit [§]	- Declining admission into program. - Declared degrees, course registration, and waitlists must be removed.
W1	Withdrawal/Administratively ^{**}	- Inactive semester; not enrolled. - For programs where summer registration is not required, summer statuses will remain W1.
Academic Actions^{††}		
D1	Drop/Academic Performance	Dropped from program and/or college due to poor academic performance and/or inadequate progress towards degree.
D2	Drop/Academic Integrity	Dropped from program and/or college due to academic integrity violation and/or disciplinary actions per DOSA.
S1	Suspension/Academic	Suspended from program due to poor academic performance and/or inadequate progress towards degree.

^{*}R1 is an automatic process managed by University Registrar's Office. It most commonly indicates a student is registered but has an account balance; however, it can also mean the account is in good standing but absent of course registration (this includes being solely on waitlists).

[†]Students are ineligible for R2 if they have attended any courses in the first ten days of the semester; leave of absence (LA) would be required instead.

[‡]E1 is an automatic process managed by University Registrar's Office. It is triggered by specific record/account conditions; status cannot be requested.

[§]Students are ineligible for F1 if they have attended any courses in the first ten days of the semester, withdrawal (W2) would be required instead.

^{**}W1 is an automatic process managed by University Registrar's Office. It is not a formal withdrawal from the university; status cannot be requested.

^{††}These requests must come directly from the department (for D1 or S1) or the Division of Student Affairs (for D2 or S2) via academic action letters.

S2	Suspension/Disciplinary	Suspended from program due to academic integrity violation and/or disciplinary actions per DOSA.
Student Separations		
LA	Leave of Absence	- Temporary student-initiated separation from CMU. - Limited to 2 years.
LN	Leave Non-Degree^{††}	- Only used for non-degree students. - Temporary pause in studies for certificate-seeking students - Prevents new record creation for cross-registration (PCHE^{§§}) and general non-degree students.
LS	Leave/Student Affairs	- Temporary separation from CMU with DOSA disciplinary action. - Limited to 2 years.
W2	Withdrawal	- Permanent student-initiated separation from CMU. - Declared degree must be removed.
W3	Student Affairs Withdrawal	- Permanent separation from CMU with DOSA disciplinary action. - Declared degree must be removed.
Administrative / Account Holds^{***}		
BB	Ineligible to Enroll	- Often indicates a financial hold, which prevents registration. - Becomes placeholder for inactive (non-enrolled) student records.
S3	Suspension/Administrative	- Financial hold on account. - Is usually LA or S1 status prior to hold.
S4	Suspension/Admin Restriction	- Financial hold on account. - Is usually LS or W3 status prior to hold.
Graduation / Certification^{†††}		
G1	Graduated	- Degree is certified. - Indicates student has graduated.
G2	Pending Graduation	- Degree is partially certified. - Indicates student is expected to graduate.
Doctoral Students		
AB	Absentia	- For doctoral students/programs only. - Used for <i>In Absentia</i> options within All But Dissertation status. - Not to be used in place of a leave of absence; students are still expected to be active and engaged in research/dissertation work.
Other^{†††}		
DS	Deceased	Registrar update only.

^{††} LN is not a formal leave of absence; only department administrators managing certificate programs may use this status; no leave of absence form is required to initiate this status, and no petition to return form is required for the student to return to studies.

^{§§} PCHE: LN is used to halt future semester record creation for students who have taken a CMU course via the Pittsburgh Council on Higher Education.

^{***}All statuses under "Administrative/Account Holds" are a part of automatic processes managed by the Student Accounts Office.

^{†††}All statuses under "Graduation/Certification" are a part of automatic processes managed by the University Registrar's Office. Neither has an impact on whether the student graduates and/or has a degree certified, as it is a process tied to timing and reports at a certain point in the semester. The statuses of students who are certified past the point in the semester at which these updates are made automatically may not be updated to G1 or G2.

^{†††}Limited to usage by the University Registrar in rare cases.

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IN	Inactive	• Registrar update only; limited usage.
QQ	No Permit Register/HUB	• Registrar update only; rare usage.

S3 Program Codes

Purpose, usage, and impact of enrollment statuses in the S3 Admin Console at Carnegie Mellon University

Program Code

- A program code indicates a student's association to the university and academic pursuits for a given semester via a 3-character code that works dynamically within S3 across other university systems.
- They tie individual student records to internal university systems for the determination of tuition and fees, health insurance eligibility, degree validation, and government census reporting among other things.
- All program codes are linked directly to the broader academic offering.
- **The accuracy and timeliness of updates is essential for their functions in student records and reporting.**

Timeframe to Update Program Codes

- **Department administrators will have access to update program codes immediately upon semester record creation through the end of the semester course add deadline** (tenth day of semester-length classes).
- Past semester records, including ongoing semester records beyond the semester course add deadline, cannot be modified.
- **Changes can be made to multiple semester records at certain points in the year due to overlaps in course registration periods.** Always check that the correct semester record has been chosen in S3 when making changes.
- If updates are necessary after department access has closed for a semester, an *Academic Record Update* form submitted to the University Registrar's Office will be required.

Impacts of Program Code Updates

In addition to the degree-focused academic offering, the program code provides detailed information about the student's studies:

- Location: campus, international, remote, etc.
- Type of attendance: full-time, part-time, hybrid, internship, research, study abroad, etc.
- Type of program: degree-seeking, non-degree, certificate, PCHE, exchange program, pre-college, etc.

Other Systems, Processes, and Data Feeds

- Andrew account
- Enrollment and degree verifications
- Federal compliance and reporting
- ID card access
- Student health insurance
- Student Information Online (SIO)
- Tuition and fees

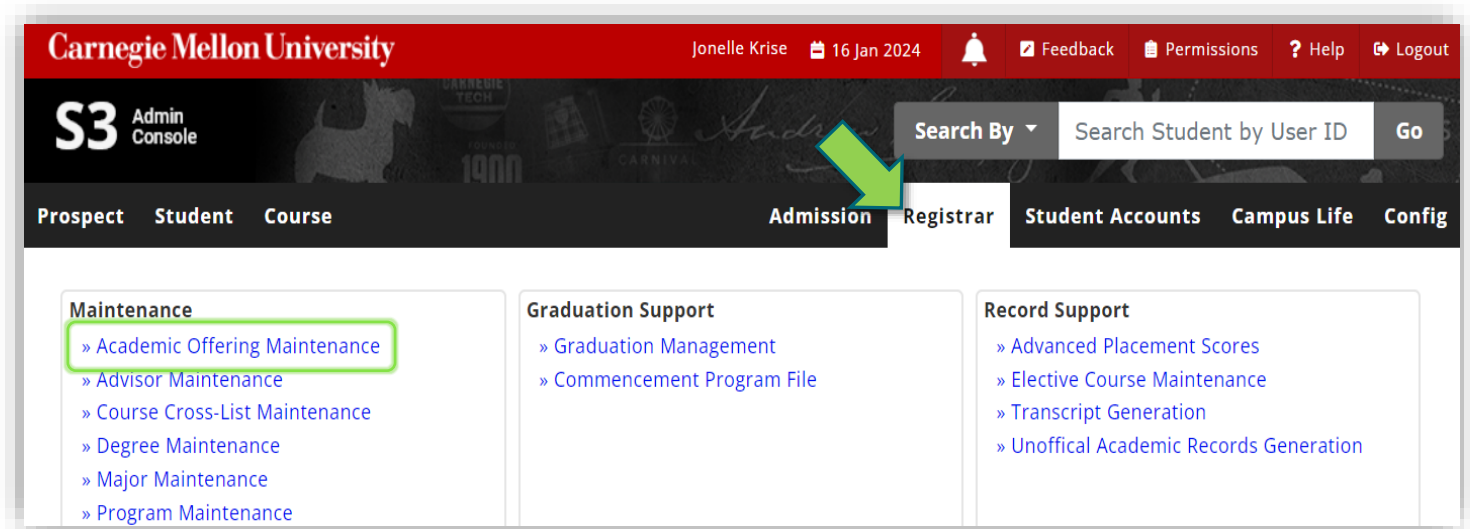
Academic Offerings

- An academic offering is the unique combination of a student's program code, college, department, major, and degree.
- Within the offerings, program codes commonly identify cohorts of students and determine specific tuition and fee charges associated with each degree offering.
- New offerings and, consequently, new program codes are added when academic departments decide to create a new major, change a degree title, add a part-time option, etc.

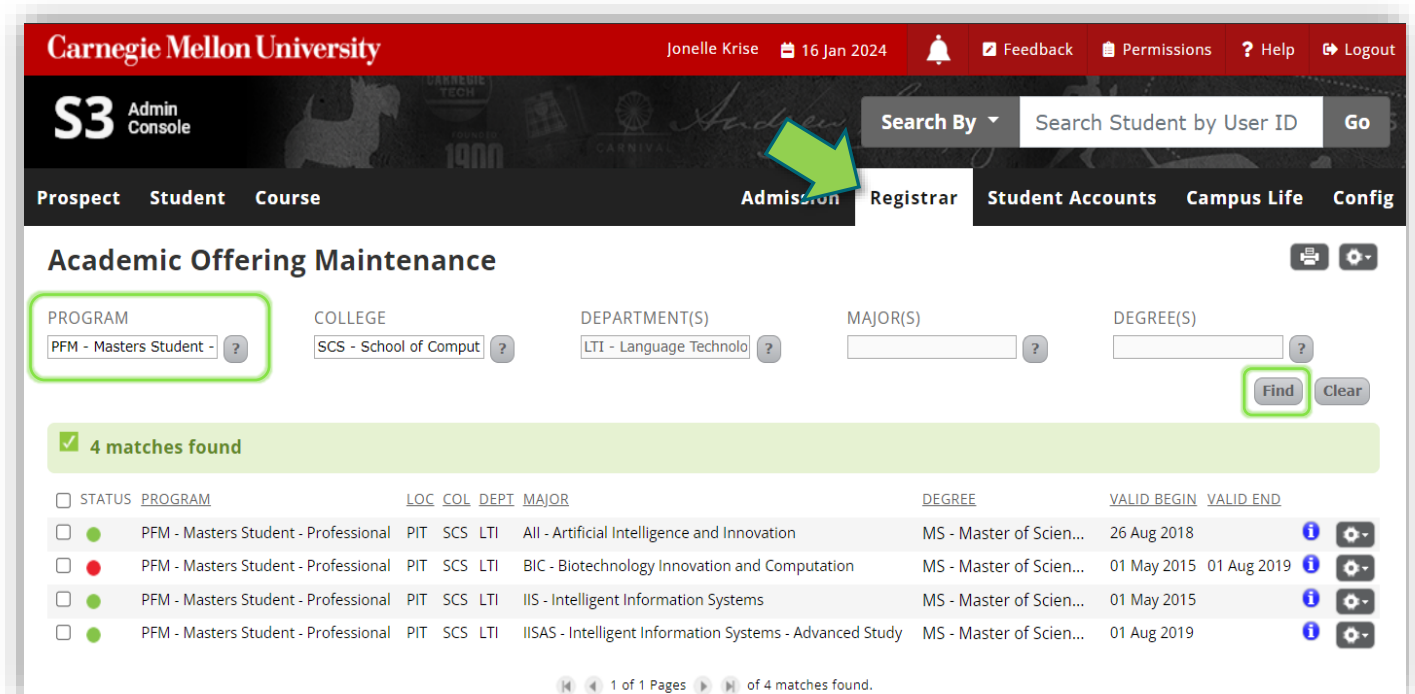
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- All program code options — both active and inactive — can be searched and verified in S3 using the “Registrar” tab followed by “Academic Offering Maintenance.”



- Options available for program codes and overall academic offerings can be identified via searches.
- Green** means the offering is valid; **red** means the offering is invalid.



In this example, the results indicate that **PFM**-coded students in SCS LTI can have **AII**, **IIS** or **IISAS** as valid majors, but they cannot have the **BIC** major because it is no longer listed as a valid offering.

- If a program code has been created for a department (via the NAPP process) but is not appearing within searches, send an email to cmuregistrar@andrew.cmu.edu to request the offering be added by registrar staff. Be sure to include all components: program code, college, department, major, degree, and effective semester/date.

Updating Program Codes

- Log in to S3 Admin Console.
- Select the "Student" tab and search for the student using their Andrew ID and/or other criteria.

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S3 Admin Console Search By Search Student by User ID Go

Prospect **Student** Course Admission Registrar Student Accounts Campus Life Config

Find a Student

LAST NAME (%) FIRST/PREFERRED NAME (%) **USER ID** CARD ID
[] [] andrewcarnegie0 []
ENTITY COLLEGE DEPARTMENT PROGRAM CLASS
[] [] [] [] []
NOTE: % character can be used for wildcard searching on fields labeled with (%). Find Clear

✓ 1 match found

LAST NAME	FIRST NAME	PREFERRED NAME	USER ID	ENTITY	COLLEGE	DEPT	PROGRAM	CLASS	ENR STATUS	SEMESTER
Carnegie ESQ.	Andrew	Andy	andrewcarnegie0	01	CIT	ECE	PTM	Master	LA	S24

1 of 1 Pages of only 1 match found.

- Choose the correct student record by clicking their name or Andrew ID (in blue as seen above).
- In the student's record, select the "Profile" tab.

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S3 Admin Console Search By Search Student by User ID Go

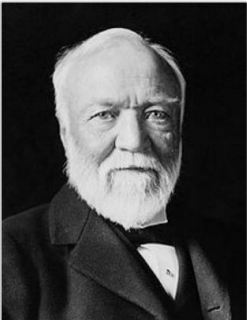
Prospect **Student** Course Admission Registrar Student Accounts Campus Life Config

Andrew Carnegie ESQ.

PREFERRED NAME USER ID PRONOUNS PRONUNCIATION UNIVERSITY HOLD DIRECTORY RELEASE
andrewcarnegie0 No Yes

Summary **Profile** Academic Records Memos Student Account Documents

Summary Information



Academic Summary

Semester S24 - Spring 2024	Enrollment Status LA - Leave of Absence ⓘ	Units Carried 0.0
College CIT - Carnegie Institute of Technology	Department ECE - Electrical & Computer Engineering	Major ECE - Electrical and Computer Engineering
Class 10 - Master	Degree MS - Master of Science	Program PTM - Part-Time Distance Masters

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- Within "Profile," the screen will be open to "Academic Info" under "Student Profile" by default. **Make sure the screen is displaying the correct semester to which you will apply changes.** Change to a different semester using the drop-down arrow, if needed.
- Select "Edit" located on the lower right side of the screen.

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S3 Admin Console Search By Search Student by User ID Go

Prospect Student Course Admission Registrar Student Accounts Campus Life Config

Andrew Carnegie ESQ.

PREFERRED NAME USER ID PRONOUNS PRONUNCIATION UNIVERSITY HOLD DIRECTORY RELEASE
 Andy andrewcarnegie0 Yes Yes

Summary **Profile** Academic Records Memos Student Account Documents

Student Profile
 Academic Info
 Biographical Info
 Address Info
 Family & Friends Info

Academic Info for semester: **Spring 2024**

Program:	PTM - Part-Time Distance Masters	Entity:	01 - CMU Pittsburgh
College:	CIT - Carnegie Institute of Technology	Currency:	USD
Department:	ECE - Electrical & Computer Engineering	First Admit Semester:	F00 - Fall 2000
Major:	ECE - Electrical and Computer Engineering	First Semester Enrolled:	F00 - Fall 2000
Degree:	MS - Master of Science	Last Semester Enrolled:	S23 - Spring 2023
Expected Graduation Semester:	S25 - Spring 2025	Last QPA Semester:	N11 - Summer 2 2011
Class:	10 - Master	Primary Advisor:	Brytnie Reading
QPA Scale:	4+ - 4 Plus-Minus Grading Scale	Second Advisor:	Kensee Lusebrink

Edit

- An "Edit Academic Info" window will open.
- Program codes will be updated at the "Program" field. Two options are available to make the update.

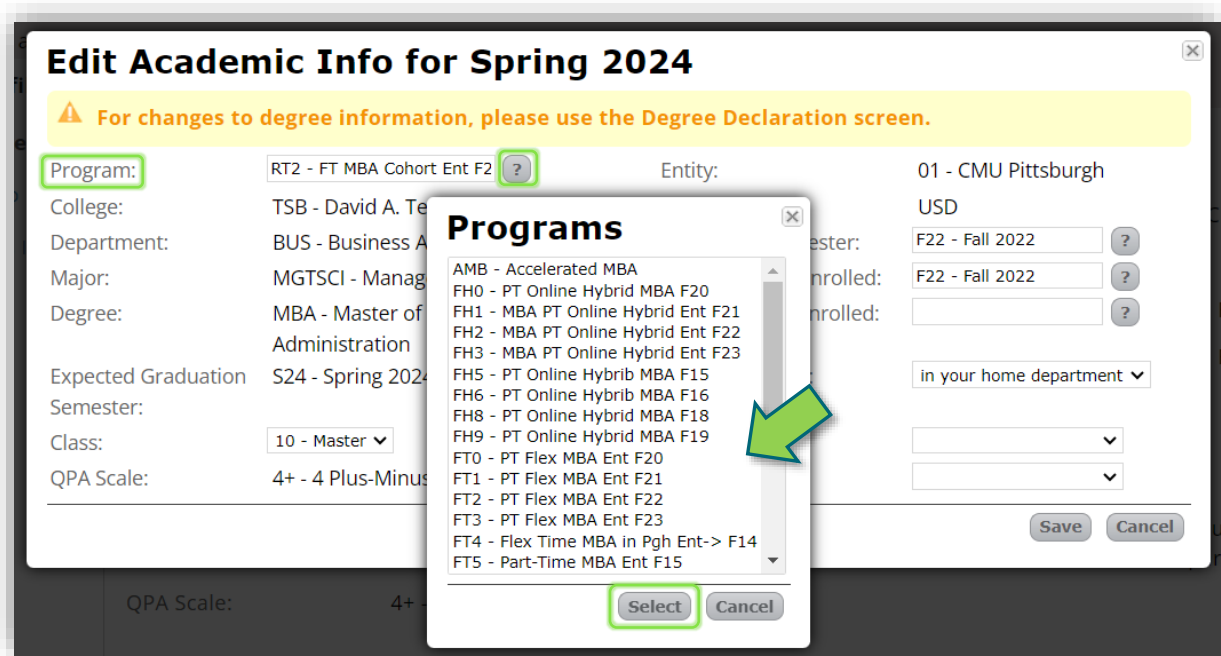
Edit Academic Info for Spring 2024

For changes to degree information, please use the Degree Declaration screen.

Program:	R21 - Regular Undergraduat ?	Entity:	01 - CMU Pittsburgh
College:	SCS - School of Computer Science	Currency:	USD
Department:	HCI - Human-Computer Interaction	First Admit Semester:	F21 - Fall 2021 ?
Major:	HCI - Human-Computer Interaction	First Semester Enrolled:	F21 - Fall 2021 ?
Degree:	BS - Bachelor of Science	Last Semester Enrolled:	?
Expected Graduation Semester:	S25 - Spring 2025	Primary Advisor:	?
Class:	3 - Junior	Second Advisor:	?
QPA Scale:	4 - 4.0 Grading Scale	Third Advisor:	?

Save Cancel

- **Option 1:** If the correct program code is known, place the cursor into the text field, clear the text, begin typing the new code, and select the correct one when it begins to auto-populate.
- **Option 2:** Select the  icon beside the line to view the menu of the options existing within the record's current degree information. Then, select the desired code from the list.



Edit Academic Info for Spring 2024

⚠ For changes to degree information, please use the Degree Declaration screen.

Program: RT2 - FT MBA Cohort Ent F2  Entity: 01 - CMU Pittsburgh

College: TSB - David A. Tepper School of Business

Department: BUS - Business Administration

Major: MGTSCI - Management Science

Degree: MBA - Master of Business Administration

Expected Graduation Semester: S24 - Spring 2024

Class: 10 - Master

QPA Scale: 4+ - 4 Plus-Minus

Programs

- AMB - Accelerated MBA
- FH0 - PT Online Hybrid MBA F20
- FH1 - MBA PT Online Hybrid Ent F21
- FH2 - MBA PT Online Hybrid Ent F22
- FH3 - MBA PT Online Hybrid Ent F23
- FH5 - PT Online Hybrid MBA F15
- FH6 - PT Online Hybrid MBA F16
- FH8 - PT Online Hybrid MBA F18
- FH9 - PT Online Hybrid MBA F19
- FT0 - PT Flex MBA Ent F20
- FT1 - PT Flex MBA Ent F21
- FT2 - PT Flex MBA Ent F22
- FT3 - PT Flex MBA Ent F23
- FT4 - Flex Time MBA in Pgh Ent-> F14
- FT5 - Part-Time MBA Ent F15

Select Cancel

Save Cancel

- After choosing the correct program code, click "Select."
- If the program code needed is not populating or visible, it may be due to one of the following conditions:
 - **Invalid academic offering**
 - Verify that the code combination is valid and active. See [Academic Offerings](#) for more information.
 - Confirm the student's degree/academic info matches the full offering intended.
 - **Valid code with new academic offering (e.g., new major created by department)**
 - Request a new and/or updated offering, if needed.
 - This is most likely to occur when a department has recently begun a new program for students involving a new major, certificate, attendance option, study abroad location, etc.
 - **Dual degrees**
 - Check the "Degree Declaration" page found within the "Academic Records" tab.
 - If two degrees are listed, the program code failing to populate may be associated with the "secondary" degree rather than the "primary" one.
 - Depending on S3 access, you may be able to move the degrees around (the "primary" degree becomes the "active" one to make updates to), but if not, submit this request in a form instead; registrar staff will be able to override the errors.
 - **Entity changes**
 - An "entity" refers to the rate of currency used for the program location.
 - Entity changes are required when the tuition, fees, and services connected to a student's program will be converting from a U.S. to a non-U.S. location or vice versa.
 - **When an entity change is required, the request should be made via form submission.** Note: this update is coordinated alongside the Student Accounts Office and may be delayed by several days.

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- Once the program code is available and has been selected, the next steps prior to saving will be determined by whether the student has a degree declared or not.
 - For **undeclared** degrees, S3 will prompt all fields to be filled in: program, college, department, major, degree, expected graduation semester, class, QPA scale, and primary advisor (and secondary and third advisors, if known).
 - For **declared** degrees, S3 will prompt the class level to be (re)selected using the “Class” drop-down list and a primary advisor using the “Primary Advisor” drop-down list. If the advisor is not known, choose “in your home department.”

Edit Academic Info for Spring 2024

⚠ For changes to degree information, please use the Degree Declaration screen.

Program:	RT5 - FT MBA Cohort Ent-> ?	Entity:	01 - CMU Pittsburgh
College:	TSB - David A. Tepper School of Business	Currency:	USD
Department:	BUS - Business Administration	First Admit Semester:	F22 - Fall 2022 ?
Major:	MGTSCI - Management Science	First Semester Enrolled:	F22 - Fall 2022 ?
Degree:	MBA - Master of Business Administration	Last Semester Enrolled:	?
Expected Graduation Semester:	S24 - Spring 2024	Primary Advisor:	in your home department ▼
Class:	10 - Master	Second Advisor:	▼
QPA Scale:	10 - Master	Third Advisor:	▼

Save Cancel

- Select “Save.” The window will close automatically.
- Changes to any *existing* future semester record must be done individually by repeating the same process after switching to a new semester via the drop-down arrow beside “Academic Info for semester” within the “Profile” tab.

S3 Permissions, Qualifiers & Error Resolution

Where to view S3 permissions (qualifiers and groups) and how to resolve common errors

Viewing S3 Permissions

- Users can view their permissions — qualifiers and user groups their S3 access is connected to — under the “Permissions” tab, which can be found at the top of their S3 screen.

Permissions for Jonelle Krise

Qualifiers Groups

My Qualifiers

AdminDeptLevel
Identifies the student level the user has access to. Value: ADMIN USERS DEPARTMENT LEVEL
G

AdvisorDepartment
Identifies the departments to which a user has access
DEPARTMENT
(all)

AdvisorRole
Evaluates advisor roles that a user has access to.
ADVISOR ROLE ADVISOR ROLE CATEGORY
(all) (all)

EnrStatusChange
Identifies the enrollment status changes the user is allowed to make.
ENROLLMENT STATUS CHANGE
F1 to R2
F1 to R3
G2 to R3
R2 to F1
R2 to R3
R3 to F1
R3 to R2
R4 to F1
R4 to R2
R4 to R3
W1 to F1
W1 to R2
W1 to R3

IIT-UpdateProgram
Checks if it is time to update a student's program code & enrollment status

IsClassChangeValid
Evaluates the class change being requested for the student is valid

IsCollegeCurrent
Checks if the college is current

IsCurrentOrFutureSemester
Checks if the semester being updated is a current or future semester.

IsDepartmentCurrent
Checks if the department is current

IsEnrolled
Checks if the student is enrolled

IsEntitySame
Checks if a student's program change is in the same entity as the current program

Examples of permissions and qualifiers staff have been granted and user groups (groups of users with the same S3 access) where they have been assigned.

Error: “Action Prevented”

- The “Action Prevented” message indicates a user does not have the permissions necessary to make enrollment status updates to a student’s record.
- Details include why this action has failed and the specific qualifiers that are necessary to proceed with making the desired changes.
- If you notice that you have been given the qualifier(s) necessary to make the change and should not be receiving the error, use the feedback button to describe the issue in detail for the Enrollment Systems team to investigate further.
- If a qualifier is missing (e.g., you are a secondary advisor but have not been given access to change enrollment statuses that you have received training and approval for), contact the University Registrar’s Office.

Action Prevented

Not Authorized for this activity.

Resource Description: Update enrollment status

Access restricted because the following qualifiers failed:

1. Evaluates whether the user is a Primary or Secondary advisor for the student. (ref: IsMyMajorAdvisee).
2. Evaluates the student population to which a user has access to for certain screens & actions. (ref: GeneralStudent). [i](#)

If you feel this is in error, click [here](#) to send feedback.

To review your Groups and Qualifiers, click 'OK' and click on 'Permissions' in the upper-right corner of S3.

OK

Error: Course Belongs to Another Department

- Department users only have access to manage courses within their own department.
- If a course belonging to another department must be removed from a student's record, S3 will prevent this action, which will consequently prevent the enrollment status from being updated.
- In these cases, the department the course belongs to may be contacted for assistance in dropping the course:
 - Appropriate staff to contact can be found by referencing the "[Academic Departments Contact List](#)." *
 - This list is always located under "Registrar Help Guides" within the "Staff & Faculty Forms, Guides & Documents" section of the Office of Enrollment Management website: cmu.edu/es/forms
- **Alternatively: Department users maintain the option to request an enrollment status change via form submission to the University Registrar's Office.** Courses will be removed from the student record, when necessary, as part of standard processing.
- ***Note:** If your own department information is incorrect or outdated, please provide the updates needed via email to cmuregistrar@andrew.cmu.edu, including the following details:
 - Staff name
 - Andrew ID
 - Phone
 - Office/building location
 - Department
 - Degree level and/or role (*e.g., MS advising, course management, etc.*)

Error: Unable to Delete "2nd Degree"

- If an error prevents the degree from being deleted due to a "2nd degree" that is not visible on the Degree Declaration screen, please request the enrollment status update via a form instead.
- Resolving this error requires additional steps taken by registrar staff, which can be most efficiently managed via form submission.
- This error is rare but most commonly occurs in records of students who have switched from pursuing a doctoral degree to pursuing a master's degree.

Semester Enrollment Cycle

