



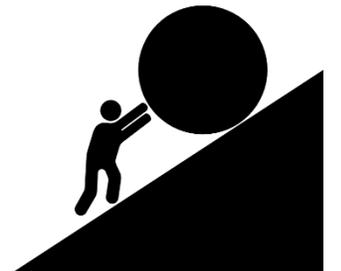
S3 Persistence Management User Guide

Condensed Version for Spring 2021 Preparation

The Persistence Management screens offer information about students who are separated from the university and are expected to return in a future semester.

The following authorized S3 user types can access this information:

- Associate Deans
- Assistant Deans
- Student Affairs Contacts, both College Liaisons and Housefellows
- Senior Student Affairs Professionals
- Enrollment Services Staff



As part S3 MyCommunity, the goals of the persistence screens are to:

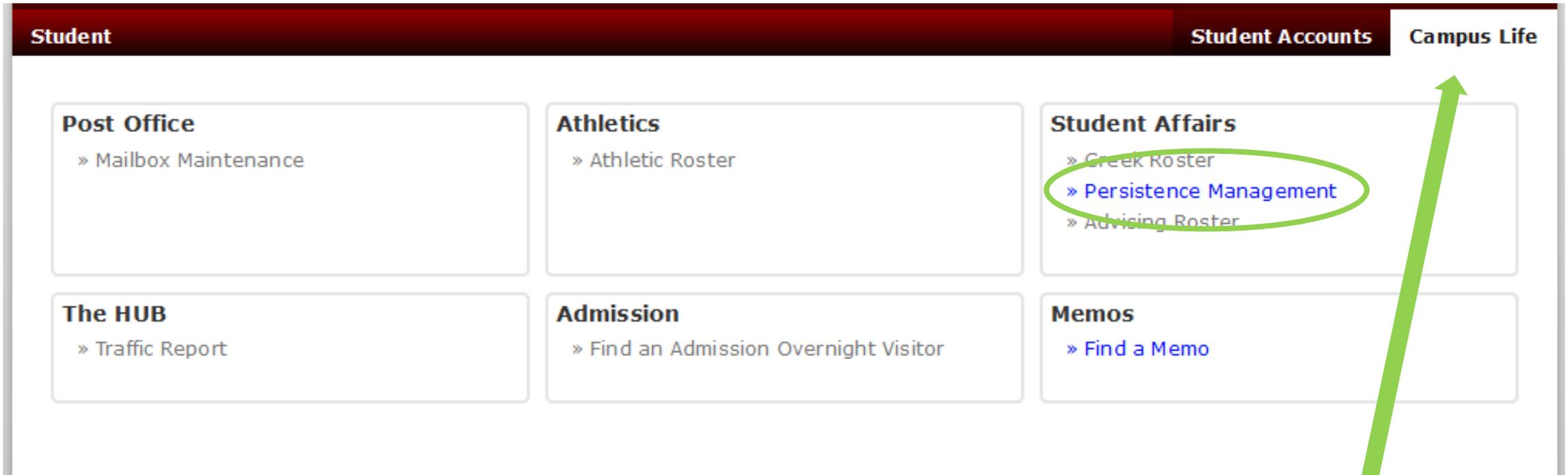
- 1. Improve the opportunity for shared responsibility for retention and persistence efforts**
 - Create a current and centralized list of students to engage regarding retention
 - Easier to “work the lists” through active student outreach and collaboration with other student support colleagues
- 2. Inform other student support colleagues via S3 Memos features**
 - S3 Memos are woven into the persistence screens allowing for notifications and task assignment
- 3. Dynamically update data on students separated from the university**
 - Users can view and update each student’s return status, as information is obtained



The persistence screens allow users to do the following:

- Access an up-to-date roster of separated students
 - *Users will only be able to view the students which they are already authorized to view in S3 (i.e., an associate dean in CFA will only see CFA students from the persistence cohort)*
- Filter and sort the roster for case management
- Navigate from the S3 roster to individual student records
- Add memos to a student's record with updates related to the separation and the plan to return (or not return)
- Use the information to appropriately make or request updates to a student's record including information about planned returns or to permanently exit a student who does not plan to return (i.e., complete withdrawal process)

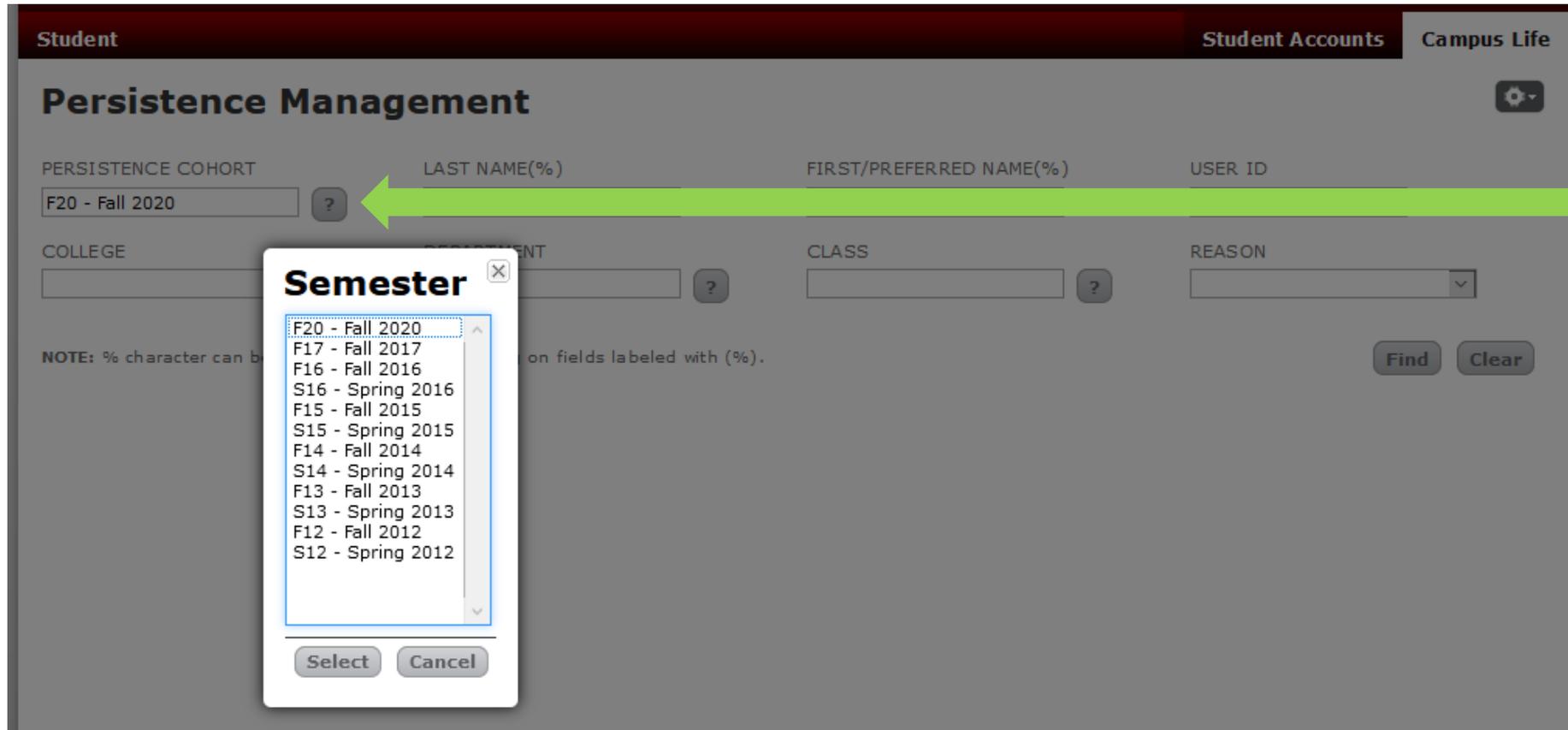




To get started, select the Campus Life tab in your S3 Admin Console and click the Persistence Management link.

Persistence Management

Find a Cohort



The screenshot shows the 'Persistence Management' interface. At the top, there are tabs for 'Student', 'Student Accounts', and 'Campus Life'. The main title is 'Persistence Management'. Below the title, there are several search fields: 'PERSISTENCE COHORT' (with a dropdown menu showing 'F20 - Fall 2020'), 'LAST NAME(%)', 'FIRST/PREFERRED NAME(%)', 'USER ID', 'COLLEGE', 'CLASS', and 'REASON'. A green arrow points from the right side of the image to the 'PERSISTENCE COHORT' dropdown menu. A 'Semester' dialog box is open, showing a list of semesters from 'F20 - Fall 2020' down to 'S12 - Spring 2012'. The dialog box has 'Select' and 'Cancel' buttons at the bottom. There are also 'Find' and 'Clear' buttons on the right side of the interface.

Select a semester from the dropdown menu for the Persistence Cohort that you wish to view.

When students separate from the university, or their [enrollment status](#) changes to certain select criteria, they are added to the Persistence Cohort for that semester.

Note: Visiting/Non-Degree students are not included in Persistence Cohorts. Persistence Cohorts will only include Pittsburgh-campus undergraduate and graduate degree-seeking students.

Persistence Management

View a Cohort

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Student Student Accounts Campus Life

Persistence Management

PERSISTENCE COHORT: ?

LAST NAME(%):

FIRST/PREFERRED NAME(%):

USER ID:

COLLEGE: ?

DEPARTMENT: ?

CLASS: ?

REASON:

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

You can filter the cohort by selecting additional categories.

9 matches found

LAST NAME	FIRST NAME	PREFERRED NAME	USERID	ENTRY COHORT	COL	DEPT	CLASS	NEXT SEM	ENR STATUS	REASON	LAST CONTACT BY	LAST CONTACT DATE	EXPECTED RETURN
Albertson	Albert	Al	testid1	F17	CIT	ECE	5	F20	LA				S21
Catson	Cat		testid2	F17	CIT	C00	1	F20	LA				Graduated
Lawson	Lily		sample1		CIT	BMD	10	F20	LA	Military...	John Papinchak	29 Oct 2020	
Linson	Linore		sample2		CIT	ECE	10	F20	LA				
Michaels	Mickie		sample3	F15	CIT	MEG	2	F20	LA	Academic	Kurt Larsen	17 May 2017	F17
Norberts	Nora		sample4	F14	CIT	ECE	10	F20	LA	Suspensi...			S22
Oscar	Olidia		sample5	F12	CIT	MEG	2	F20	LA	Academic	Eric Grotzinger	25 Nov 2015	Withdrawn
Robertson	Robert	Bob	fakeid1		CIT	BMD	20	F20	LA	Administ...			Withdrawn
Sky	Blue		fakeid2		CIT	INI	10	F20	LA				

1 of 1 Pages of 9 matches found.

TIP: [View a listing of S3 codes and descriptions](#) for enrollment statuses.

Enrollment status codes for separations are LA, LS, S1, S2, S3, S4 and W1. An R3 enrollment status is used when the student is eligible to return.

ENR STATUS indicates the student's enrollment status for the NEXT SEM semester.

Note: The ENR STATUS and NEXT SEM columns will be updated during the next scheduled S3 release in early December 2020.

Persistence Management

Sort a Cohort

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Student | **Student Accounts** | **Campus Life**

Persistence Management

PERSISTENCE COHORT: ?

LAST NAME(%):

FIRST/PREFERRED NAME(%):

USER ID:

COLLEGE: ?

DEPARTMENT: ?

CLASS: ?

REASON:

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

9 matches found

LAST NAME	FIRST NAME	PREFERRED NAME	USERID	ENTRY COHORT	COL	DEPT	CLASS	NEXT SEM	ENR STATUS	REASON	LAST CONTACT BY	LAST CONTACT DATE	EXPECTED RETURN
Albertson	Albert	Al	testid1	F17	CIT	ECE	5	F20	LA				S21
Catson	Cat		testid2	F17	CIT	C00	1	F20	LA				Graduated
Lawson	Lily		sample1		CIT	BMD	10	F20	LA	Military...	John Papinchak	29 Oct 2020	
Linson	Linore		sample2		CIT	ECE	10	F20	LA				
Michaels	Mickie		sample3	F15	CIT	MEG	2	F20	LA	Academic	Kurt Larsen	17 May 2017	F17
Norberts	Nora		sample4	F14	CIT	ECE	10	F20	LA	Suspensi...			S22
Oscar	Olidia		sample5	F12	CIT	MEG	2	F20	LA	Academic	Eric Grotzinger	25 Nov 2015	Withdrawn
Robertson	Robert	Bob	fakeid1		CIT	BMD	20	F20	LA	Administ...			Withdrawn
Sky	Blue		fakeid2		CIT	INI	10	F20	LA				

1 of 1 Pages of 9 matches found.

You can sort your results by clicking on any of the column headings.

Click on a student's name to navigate directly to that student's record.

To prepare students who may be returning for the spring 2021 semester, **we recommend reviewing and contacting students in each priority persistence cohort.** Doing so will help support their return and persistence to graduation.

If a student plans on continuing their separation...

- ▶ update the reason for their leave and expected semester of return on their persistence record (*see Edit Reason for Leave on page 11 of this guide*)

If a student plans on returning...

- ▶ update their expected semester of return and ask that they complete and submit a [Petition to Return from Leave of Absence form \(pdf\)](#) (ideally, prior to registration, which begins Nov. 30)

If a student has decided to withdraw from CMU or has transferred to another institution...

- ▶ update their expected semester of return to “Return Not Expected” and ask that they complete and submit a [Withdrawal form \(pdf\)](#) (you may also complete and submit this form on their behalf)

In all cases in which you engage with a student...

- ▶ update the Last Contact Info with your information and the date of the contact (*see Add Last Contact on page 12 of this guide*)

Persistence Management

Navigate the Student's Record

Andrew Carnegie ESQ.    

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

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

Student Affairs
Persistence

Persistence Cohort for semester: **Fall 2020** 

SEM	COL	DEPT	CLASS	ENR STATUS	PROGRAM	SEM UNITS
F20	CIT	ECE	10	LA Leave of	ECE/SE Standard Program - PIT	0.0

Contact Info

Permanent Address: CARNEGIE WEAVING, DUNFERMLINE 00000 GB
and Int. Phone: Last updated on 05 Sep 2017 12:08 PM EDT

Mobile Phone: Personal Email: acesq@andrew.cmu.edu **Edit Contact**

Persistence Info

Reason for Leave

Reason: Economic /Financial Expected Return: F21 - Fall 2021 **Edit Reason**

Last Contact Info

Last Contact By: Last Contact Date: **Add Last Contact**

Memos

94 matches found **Add Memo**

DATE	AUTHOR	DOMAIN	TOPIC	SUBJECT	PREVIEW	ATTRIBUTES
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Be sure to select the semester for which you wish to view information about the student, as they may be included in a Persistence Cohort for multiple semesters.

There are a number of actions you can take on a student's persistence record - some actions automatically insert a memo and some do not.

Persistence Management

Edit Reason for Leave

The screenshot displays the 'Edit Reason for Leave' dialog box in two states. In the first, the 'Reason' dropdown is open, showing options like 'Administratively Withdrawn', 'Economic /Financial', and 'Personal'. In the second, the 'Expected Return' dropdown is open, showing options like 'Withdrawn', 'Return Not Expected', and 'S21 - Spring 2021'. A green arrow points from the second dialog to the 'Edit Reason' button in the background interface.

Clicking the Edit Reason button will allow you to edit the reason for the student's leave, as well as the expected return date or situation.

A memo **is** automatically inserted when the reason for leave and/or expected return information is updated.

TIP: If you learn that a student is going to withdraw from the university, the student will need to complete/submit a Withdrawal form in order for the withdrawal to happen officially. Similarly, if you learn that a student will return, the student will need to complete and submit a Petition to Return from Leave of Absence form. Learn more about these processes on [The HUB website](#).

Persistence Management

Add Last Contact

Andrew Carnegie ESQ.

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

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

Student Affairs Persistence

Persistence Cohort for semester: Fall 2020 Spring 2021 Fall 2020

SEM COL DEPT CLASS ENR STATUS PROGRAM SEM UNITS 0.0

Edit Last Contact Info

Last Contact By: jip7p
Last Contact Name: John Papinchak
Last Contact Date: 04 Nov 2020

Save Cancel

Reason for Leave
Reason: Personal
Return: F21 - Fall 2021

Last Contact Info
Last Contact By: Janet Pe
Last Contact Date: 04 Nov 2020

Memos
94 matches found

DATE AUTHOR DOMAIN TOPIC SUBJECT PREVIEW ATTRIBUTES

Click the Add Last Contact button if you engage with the student, and add your Andrew UserID and the date the contact took place.

A memo **is** automatically inserted when Add Last Contact is updated.

Note: A more detailed version of this user guide will be published after the next S3 release scheduled for early December 2020 when additional features will be added to the Persistence Management screens.

Thank you for your support of the Student Services Suite (S3) and for using S3 Persistence Management. For additional questions or comments, use the Feedback link, which can be found in the top right corner of your S3 Admin Console homepage.



Be sure to stay tuned to the [S3 Updates webpage](#) for release summaries, user documentation, training sessions, and more.



Follow [@CarnegieMellonS3](#) on Facebook and [Instagram](#), or [@S3CMU](#) on Twitter, for news and updates!