

Role Title	Role Explanation	Usually Assigned To:
<b>Common Roles</b>		
CU CS Common	Common Role For CS users (Not Self-Service Users)	
CU CS SS Student Srvcs 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 ServicesCtr Ce	
<b>Self-Service Roles( Faculty Advisor and Faculty)</b>		
CU CS SS 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 Instructor	CS Instructor (Faculty) self-service	
CU CS SS Student	CS Student Self-Service	
<b>SR (Students Records "Registrar")- Faculty</b>		
CU_CSSR_Coord_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
CU_CSSR_Faculty_Workload_Rpts	SR Faculty Workload Reports	
CU_CSSR_Update_Instrucr_Wrkld	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_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_View_Faculty_Workload	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 Explanation	Usually Assigned To:
CU_CSSR_Instructor_Advsr_CORR	Add, u/d, must make corrections to the Instructor/Advisor Table	Registrar, academic department staff
<b>SR-Class Schedule</b>		
CU_CSSR_Admin_Crse_Catlg_VIEW	Display course catalog, print course catalog, display enrollment requirements, display class schedule	Academic Department staff, Registrar, Curriculum update staff
CU_CSSR_Administer_Class_Sched	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_Catlg	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_Admin_Crse_Catlg_CORR	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_Administer_Term_Setup	Add, u/d Term/Session and Academic Calendars	Registrar or Student Affairs designate
CU_CSSR_Roll_Curriculum_Forwrd	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
<b>SR-Enrollment</b>		
CU_CSSR_Enroll_Appt_Maintainer	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
CU_CSSR_Enroll_Stdnt_Maintain	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

Role Title	Role Explanation	Usually Assigned To:
CU_CSSR_Enrollmnt_Reqst_Viewer	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	Add, u/d enrollment requirements (course related pre-requisites and co-requisites).	Curriculum update staff
<b>SR- Registrar Roles</b>		
CU_CSSR_Base_Student_Records	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_Acad_Advisor_Maintain	U/d and <b>correction</b> access to Student Advisor where advisor(s) are assigned to a student.	Academic Department staff
CU_CSSR_Administer_Grades	Run Post grade processes, run the grade lapse process, missing immun. Grade assignment process	Registrar
CU_CSSR_Administer_Roster	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_NSC	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_Block_Enroll_Maintaine	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_Configure_Facilities	Create, u/d facility table, including buildings, room characteristics, and run related facility reports.	Facilities Director and/or designates
CU_CSSR_Crs_Catalog_Maintainer	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 & purge waitlists	Curriculum update staff and Registrar staff

Role Title	Role Explanation	Usually Assigned To:
CU_CSSR_EndTrm_Act_Maintainer	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 & 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_Grade_Maintainer	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	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_Grade_Maintainer	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_Stdnt_Grp_Maintainer	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, <b>correction</b> of student advisor information; update/display person communication, checklists, comments.	The designate for any area that regularly uses Student Groups

Role Title	Role Explanation	Usually Assigned To:
CU_CSSR_Term_Activate_Maintain	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
CU_CSSR_Term_Withdrawal	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	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	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_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_CSSR_ProgPlan_Maintain_CORR	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

Role Title	Role Explanation	Usually Assigned To:
CU_CSSR_ProgPlan_Maintainer	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_ProgPlan_Maintainer_VW	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
<b>Admissions Office Roles</b>		
CU_CSAD_Add_Applicant	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	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_Maintain_Applications	Add new students via admission applications, u/d external education information, u/d test results, add multiple academic programs, <b>correction</b> 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_Mass_Change	Add, u/d mass change definitions, run mass change process. U/d mass change results.	AD Directors
CU_CSAD_Transfer_Credit	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 evaluation report.	AD Counselors, Tranfer Credit Evaluators
CU_CSAD_Test_Score_Maintain	U/d test results (for an individual student) on the Test Results page	AD Counselor, Transfer Credit Evaluators, International Admissions staff

Role Title	Role Explanation	Usually Assigned To:
CU_CSSR_Create_Maintain_Org_Vw	Display only access to the Organization Table, Organization Location, and Organization School Data Tables.	Registrar/staff, AD staff
<b>Campus Community (Shared Data) Roles</b>		
CU_CSCC_Administer_Immuniz	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	Add, u/d, and run the Barcode Vendor extract.	unknown
CU_CSCC_Citizenship_Data	U/d Citizenship and Passport data for an individual student	International Offc staff
CU_CSCC_Disability_User	Add, u/d, and <b>correct</b> 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	Add, u/d immunization data for individual students. U/d the Immunization Table.	Health Center Director, AD Director
CU_CSCC_SEVIS_F-VISA	Add, u/d student's F VISA information.	AD Counselor, International Student staff
CU_CSCC_SEVIS_J-VISA	Add, u/d student's J VISA information.	AD Counselor, International Student staff
CU_CSCC_Veteran_Rep	U/d Veteran's information, run delivered veteran's report.	Veterans Services Director/staff
<b>Reports</b>		
CU_CSAD_ALL	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).	
CU_CSAD_ONLY	Add, u/d Admission Extension Info Rpt; Add, u/d Admissions Interface Audit Rpt	AD Director, AD counselors, AD staff

Role Title	Role Explanation	Usually Assigned To:
CU_CSSF_ALL	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_ONLY	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_CSSR_ALL	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	Add, u/d SR and SF Service Indicator Reports	Registrar/staff, Bursar/staff, Admissions staff
CU_CSSR_ONLY	Add, u/d SR and SF Service Indicator Reports, Modified Class Schedule Report, and the Appointment Dates by Major report	Registrar and ?
CU_CSSI_ONLY	Add, u/d SR and SF Service Indicator Reports	Registrar/staff, Bursar/staff, Admissions staff
CU_CSSR_Health_Services	Add, u/d SR and SF Service Indicator Reports	Registrar/staff, Bursar/staff, Admissions staff



Role Title	Role Explanation	Usually Assigned To:
<b>Student Financials (Bursar) Roles</b>		
CU_CSSF_Base_Student_Financial	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_Administer_Cashiering	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_Cancellation	U/d enrollment cancellation process (which may lead to refunds).	Bursar/Manager, designees
CU_CSSF_Cashiering	Run Cashiering Report; run receipt by number and receipt by deposit ID reports; add student payments, post payments, recalculate tuition; view tender by register, student payment detail info; post receipts and close cashiering offices.	Bursar/Manager, designees
CU_CSSF_Collections	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	Add, u/d corporate billing requests; U/d SF Report and Template ID tbl	Bursar/Manager, designees
CU_CSSF_County_Chargeback	Add, u/d County Chargeback billing and County chargeback billing report	Bursar/Manager, designees
CU_CSSF_Enrollment_Deposit	Add, u/d (run) enrollment deposit process	Bursar/Manager, designees; International AD counselors
CU_CSSF_ePayment_Reconcil	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

Role Title	Role Explanation	Usually Assigned To:
CU_CSSF_Refunding	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_Sallie_Susp	Add, u/d the Sallie Mae suspense file and interface.	FA or SF?
CU_CSSF_Stud_Acct Stmt_Rpt	Add, update, run the Validation sticker report	
CU_CSSF_Stud_Recv_Rpt	Add, update, run the student receivables report	Bursar / various
CU_CSSF_Student_Bills	Run and print student billing invoices	Bursar / various
CU_CSSF_Summary_Of_Grants	Run the summary of grants report	Bursar / various
CU_CSSF_Third_Party	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	Run the tuition calculation verification reports.	Bursar
<b>Student Admin Configuration</b>		
CU_CSSF_Administer_Student_Fin	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

Role Title	Role Explanation	Usually Assigned To:
CU_CSSF_Setup_and_Config	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_CSSR_3C_Setup_and_Config	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_Setup_and_Config	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	Add, u/d run delivered Student Records setup reports to review set up values.	Registrar and/or Student Affairs director

Role Title	Role Explanation	Usually Assigned To:
CU_CSSR_View_Setup_and_Config	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
<b>Interfaces</b>		
CU_CSSR_ACAD_ASTA_INTFC	Crosswalk table legacy curriculum codes and legacy degree codes and CUNY translate sets	
CU_CSSR_ACAD_CAS_INTFC	Crosswalk table legacy curriculum codes and legacy degree codes and CUNY translate sets	
CU_CSSR_Faculty_Workload_Intfc	Run workload data outbound to Institutional Research and inbound class data interface.	IR designate
CU_CSSR_Faculty_Workload_IR	Run the CUNYfirst-to-IR interface for Faculty Workload processes.	IR designate
CU_CSSR_Faculty_Wrk_Intfc_I537	Run the I537 Faculty Workload Interface.	IR designate