Access to Student Master Data will be determined by what access you need to perform your job duties. You may not have access to all information shown in this handout.

**SAP Menu Path and Transaction Codes:**
Student Lifecycle Management > Student Administration > Master Data >
  - Display (PIQSTD)
  - Create (PIQSTC)
  - Change (PIQSTM)

**Note:** Create will only be used to Create a Prospect. (Admissions Office only)

If you are Maintaining (PIQSTM) or Displaying (PIQSTD), you will receive this screen.

**Student number:** You will need to enter the student number or use the search icon to find the student number.
Student number search: Remember you can use an * as a wild card if you are not sure how to spell the name.

Find Student: There are many ways to search for a student number. Use the search icon. Note: System will default to the last selection that was selected. Example: Personal data is currently the default.

Selection of input Help: There are many ways to search for a student number. You may view the ways by clicking the other search icon but Personal Data is the best method for almost all purposes.
<table>
<thead>
<tr>
<th>Student number</th>
<th>From 02/01/2003</th>
</tr>
</thead>
</table>

**Selection of Input Help**
- Search Term
- Structure Search
- Abbreviation and Name
- Search Term with Restrictions
- Free search
- Personal Data

**Hot key**

![Image of Maintain Student Master Data interface](image-url)
**Reset Search Method:** If your search method has defaulted to a different selection, click on the other search icon to display 'Selection of Input Help' box:

**FERPA:** If a student has requested no information to be released to anyone for any reason, you will receive this pop-up box.
Student number: Student University ID Number
Name: Last Name, First Name, Gender
Principle org unit: Program of Study
Status:
  Prospect: Individual has shown an interest in attending Ole Miss.
  Applicant: Individual has officially applied for admission.
  Admitted: Individual has been admitted to the University.
  Rejected: Admission to the University has been rejected.
  Student: Individual has actually enrolled in classes.

Details for Student: Student data will be broken down into categories, each category has a folder tab associated. You may click on the desired tab. Use the arrows to the right of the tabs or use the page to view all tabs. *Note*: If you do not have access to certain data, that tab will not appear. Example: Only the Bursar’s Office should update Bank Data.
Personal Data:

Addresses and Address Usage

Address Usage: The University will maintain up to four addresses for a student.
1. Billing Address
2. Permanent Address
3. Local Mailing Address
4. Local Residence Address

The student may have one address that is used for all or may have four different addresses or a combination.
Maintain Usage: To view Address Usage, scroll down.

Create Usage: Select usage type by double-clicking on usage type. Double-click on the appropriate address.

Billing Address: Example of Billing Address.
**Delete Usage:** To delete an address usage. 1) Highlight the address 2) Click on the Delete Row Icon.

**Delete Address:** To delete an address. Addresses should only be deleted when a mistake has been made. 1) Highlight the address 2) Click on the Delete Row Icon. 3) Left-click on the Delete icon.

**Note:** Student may update all four addresses by way of the Web.

**Standard Address:** Standard address for student
**E-mail address:** Scroll down to find the student’s E-mail address. The @olemiss.edu address should always be listed in the ‘Address-Independent Communication’ E-mail field.

**Note:** When sending E-mail, the system will select the E-mail address that is related to the Standard Address.

**Note:** If you have a long address and need an additional line to enter data, left-click on “More Fields” icon.

1. Create Address data should appear; enter data
2. Left-click on Enter icon or press Enter on keyboard
3. More fields icon
"More Fields" Icon: If you need additional space for an address, use the "More fields" Icon. To collapse fields, left-click on "End More Fields" Icon.

Related Person: Father, Mother, Spouse, etc.

Visa/Residence Data: Resident Status and Visa Type information.

NOTE: When maintaining Resident Status, make sure you select (CM). Non-Resident (CM) or Resident (CM)
**Additional Data:** Ethnic origin, Religion, Services Status, Privacy level.

**Note:** We will not use Social class or Job.

**Advising Data:** Advisor is no longer maintained here. It is maintained in Student File.

ST Group: Not using

Time window: Defaults at admission time through workflow. A process will run to set this value for priority registration.

Alt Student Number: Old Student ID number (000-10-5555 or if student has a second ssn)

Advisor: Set by Dean’s Offices

Derived Org. Unit: Program of Study

Assgd Org Unit: To assign a student directly to an Organization Unit (Department) which is different from their Program of Study.

Campus: Will default from application
**Other Data:**
- Graduate Admission: Grad Admission will maintain.
- Law Admission: Law Admission will maintain.
- Housing Exemption: Housing will maintain.
- Catalog Year: Dean’s Offices will maintain.
- Citizenship: Added for Office of International Programs.

**Prospect Data:** Prospect data will be entered here.

**Medical Records:** Will be used by Student Health.
**External transcripts:** High school, Community College, University, etc.

**External test results:** ACTS, SAT, etc.

**Other Challenge Data:** Will be used by Student Disability Services only.

**Fee Calculation Data:** Data populated from Application (Workflow)
Payment Transactions: Maintained by the Office of the Bursar.

Special Student Attributes: Special Groups, Student Achievements, Greek Organization information.

Contract Objects: Fee Distribution, Bursar Office.