

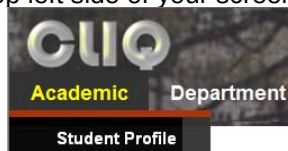
C.L.I.Q. – Student Profile

The Student Profile web page was designed to give faculty & staff easy-to-use access to real-time information in a student's electronic Banner record. All students with electronic records in Banner can be accessed (mainly those who graduated from 1992 and after).

PRIVACY NOTICE: Please note that only certain users are given access to this information. Information is to be kept CONFIDENTIAL according to the Family Educational Rights & Privacy Act of 1974 (FERPA – also known as the Buckley Amendment). For details, click on the FERPA link on the main Registrar's web page: <http://www.dickinson.edu/academics/resources/registrar/>.

Accessing Student Profile information:

1. Open the web browser of your choice – ie. Internet Explorer, Mozilla, etc.
2. Access the Dickinson Gateway at the following address: <http://gateway.dickinson.edu> then click on the CLIQ icon toward the top right side of your screen. Or you can access CLIQ directly at <http://www.dickinson.edu/cliq20>.
3. Click the Administration heading on the top left side of your screen, and then click on Student Profile.



4. At this point you can pull up a student/graduate by entering one of the following then hit Enter:

 A screenshot of the 'Student Profile' search page. At the top, there are tabs for 'Academic' and 'Department', with 'Student Profile' selected. Below the tabs, a message states: 'Additional information about the Student Profile can be found at the Student Profile Tips page.' There is a search bar with the placeholder text 'Search by ID'. Below the search bar, it says 'Please Enter BannerID or search criteria:'. A note explains: 'If typing a name, start with the last name (at least two characters) and separate the first name with a comma. For example: smi, m'. Below this, there is a text input field containing 'smi,m'. At the bottom, there is a section labeled 'Search Results'.

- The student's Banner ID # - 9-digit beginning with "9"
 - The student's username – ie. email address without "@dickinson.edu"
 - *NOTE: This option is only available for students who attended Fall 2005 or later.*
 - At least the first 2 characters of the student's last name. You may also enter a comma and then any number of characters for the first name.
 - For example, "bea, m" will return only those last names that start with "Bea" that have a first name starting with "M". If more than one match is found you will be presented with a list of options.
5. Click on the ID # link of the person you want to view.
 6. A new window will open with the selected person's Student Profile.

Information found on the Student Profile:

- ✓ CONFIDENTIAL – if a student's record is marked with Confidential at the top, it means none of that information (not even directory info) is to be shared with anyone
- ✓ Full Name, followed by Preferred Name in parentheses, if available
- ✓ Banner 9-digit ID #
- ✓ Student Level – Undergraduate, Alumni (2nd Bachelor's degree or alumni returning to take classes), or Graduate (a few limited programs)
- ✓ Photo (if available), Dickinson email address, Birthdate, Gender

- ✓ Residency Code
 - Abroad – student is studying abroad
 - Commuter – student commutes from home
 - No Residency – student no longer has residency (mostly graduated students)
 - Off-Campus Approved – student is approved to live off-campus
 - Resident – student lives on campus
 - Visiting Student – student has no residency (mostly non-matriculated students)
 - Withdrawn from Residency – student is on leave or has withdrawn from the College
- ✓ Current Status – refer to Comments section for details about a student's status
 - AS – Active
 - PG – Pending Graduation – active but expected to graduate before term begins
 - IG – Graduated
 - TI – Temporarily Inactive – inactive but expected to return
 - IS – Inactive – inactive and not expected to return or unsure of expected return
- ✓ Program – “Awarded” will be listed if the student graduated with this program
 - BA – Bachelor of Arts
 - BS – Bachelor of Science
 - UN – Undeclared
 - NM – Non-matriculated
 - AL – Alumni returning to take classes
 - SECOND-BA – 2nd Bachelor of Arts
 - SECOND-BS – 2nd Bachelor of Science
- ✓ Grad Date – “Expected” will be listed if the student has not yet graduated
 - May 1 is the default for years where the Academic Calendar has not yet been approved by faculty
- ✓ Majors/Minors/Concentrations/Certificates – “Awarded” will be listed if the student graduated with these
- ✓ Primary Address – includes the address on file as the student's permanent home residence and the student's current HUB Box
- ✓ Room Information – including Room Phone # for the term indicated
- ✓ Telephones – the phone # on file as the student's permanent home phone # and cell phone #, if available
- ✓ Current Advisors – the student's current advisor(s) and the advisor type(s), with a link to email student & advisor(s)
- ✓ Advisor History – the start term(s), advisor type(s) and advisor(s)
- ✓ Comments – this contains information about the following:
 - Details about a student's status
 - Alternate method of satisfying the language requirement
- ✓ Departmental Honors – if available, for graduates only
- ✓ Institutional Honors – if available, for graduates only – eg. Summa Cum Laude, etc.
- ✓ Hold Information – if available – start date of hold, hold type and reason, if any
 - FERPA release on file - A FERPA “hold” is not actually a hold on the student's record - it does NOT prohibit registration, transcript printing, or anything else. Rather it is an indicator that the student has signed a FERPA release form, which is on file in the Registrar's Office. By labeling this indicator as a “hold,” it allows the release to be viewable by the student and his/her advisor on Banner Self-Service. For details about what a FERPA release means, click on Students, then the FERPA link under Requesting & Submitting Information on the Registrar's web page (<http://www.dickinson.edu/academics/resources/registrar/>)
 - More holds explained on the following page
- ✓ Awards – prizes & awards
- ✓ Current Schedule Information – listed numerically by CRN
 - Part of Term
 - CRN – a one-up number assigned by Banner to each course section as it is created
 - Subject; Course #; Section #
 - Title
 - Faculty instructor(s)
 - Status – Registered/Web Registered, Audit or Course Requested – dropped/cancelled courses do not appear
 - Grading – Standard (A, A-, B+, B, etc.), Pass/Fail, Credit/No Credit, Audit or Co-Curricular
 - Credit Hours – per course section
 - Roll Call – appears for authorized users only – it includes the Roll Call grade received
 - Meeting Days/Time
- ✓ Total credits for the term

- ✓ Transfer Classes Taken – a term-by-term listing of transfer coursework on the student's record
 - Term, Institution Attended
 - Subject, Course #, Title, Credit Hours
 - Grade – accessible by authorized users only
- ✓ Institutional Classes Taken – a term-by-term listing of institutional coursework on the student's record
 - Undergrad/Alumni Cumulative GPA – accessible by authorized users only
 - Credits Earned – total for institutional and transfer coursework
 - Term
 - Undergrad/Alumni Term GPA – accessible by authorized users only
 - Undergrad/Alumni End of Term Cumulative GPA – cumulative GPA as of the end of that term – accessible by authorized users only
 - Subject, Course # Section #, Title
 - Faculty
 - Credit Hours – # of credits, not necessarily earned
 - Roll Call – accessible by authorized users only
 - Grade – accessible by authorized users only
- ✓ Document Addendum – *for advisors only*
 - For students who entered Dickinson in Fall 2006 or later, admissions documents, along with any scanned by the Registrar's Office, are available.

HOLD	ASSIGNED BY OFFICE	EXPLANATION	PROHIBITS*
Abroad Enrollment Form Needed	Registrar	Student has not submitted the Enrollment at Another Institution Form for coursework taken abroad	Registration
Bad Debt Write Off	Student Accounts	Student/alum has overdue balance	Registration, Transcript
Comptroller's Hold	Student Accounts	Student/alum has past due loans	Registration, Transcript
Discipline Case Pending	Registrar	Student who's transcript is held due to pending discipline case	Transcript
External Bad Debt Write Off Hold	Student Accounts	Employee/customer has overdue balance	Registration, Transcript
External No Charging Hold	Student Accounts	Employee/customer not permitted to charge anything to his/her account	
First-Year Hold	Registrar	First-year and transfer students can't add/drop classes at this time	Registration
Global Education Hold	Global Ed	Student needs to contact Global Educ office for more information	Registration
Health Center Hold	Health Center	Student has outstanding paperwork for Health Center	Registration
Student Health Insurance	Student Accounts	Student hasn't completed health insurance waiver or signed up for the College's insurance	Registration
Loan Debt Hold	Student Accounts	Student/alum has defaulted on loan	Registration, Transcript
Major Declaration Hold	Registrar	Student hasn't declared major	Registration
No Charging Hold	Student Accounts	Student not permitted to charge anything to their account	
Non-matriculated Hold	Registrar	Certain non-matriculated students can't add/drop classes on Banner Self-Service	Registration
Off Campus Hold	Global Ed	Student is registered to study abroad for the upcoming term	Registration
Return from Abroad Hold	Registrar	Student is returning from abroad before scheduled to return	Registration

Registration Hold	Registrar	Student not permitted to add/drop classes for various reasons	Registration
Registration Processing	Registrar	Student can't add/drop or see schedule due to registration processing	Registration, Transcript, Grades, Degree Evaluation, Schedule
Student Accounts Hold	Student Accounts	Student has a balance on student account	Registration, Transcript
Transcript Hold	Registrar	Student/Alum not permitted to receive official transcript for various reasons	Transcript
Upperclass Hold	Registrar	Upperclass students can't add/drop classes at this time	Registration

***Registration** – making any changes to classes during the Course Request, Schedule Adjustment, and Add/Drop periods

Transcript – printing of official transcript by the Registrar's Office and student's ability to view transcript on Banner Self-Service – advisors can still view advisee's transcript on Banner Self-Service

Degree Evaluation – student's ability to view a degree audit on Banner Self-Service – advisors can still view advisee's degree audit on Banner Self-Service

Schedule – student's ability to view their schedule of classes on Banner Self-Service

For questions/suggestions about the Student Profile form, please contact Deb Bolen – bolend@dickinson.edu

**Office of the Registrar, Dickinson College, PO Box 1773, Carlisle, PA 17013
717-243-1315**