

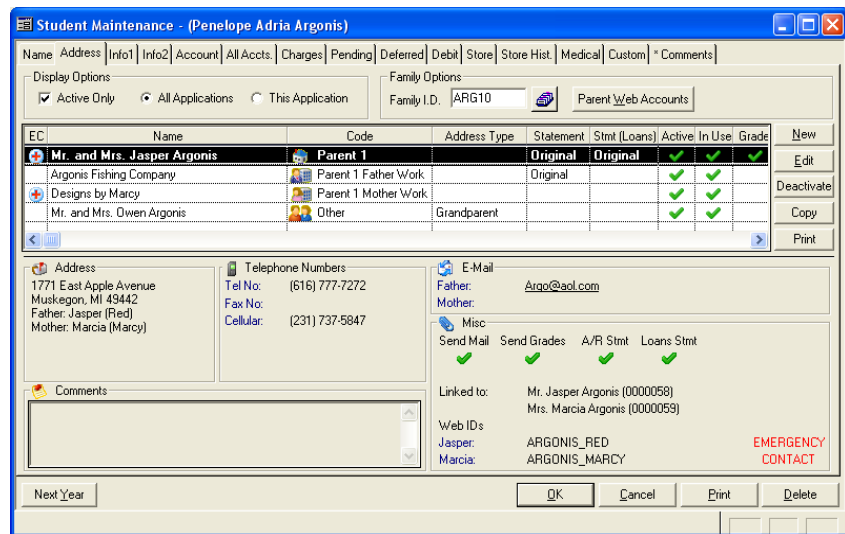
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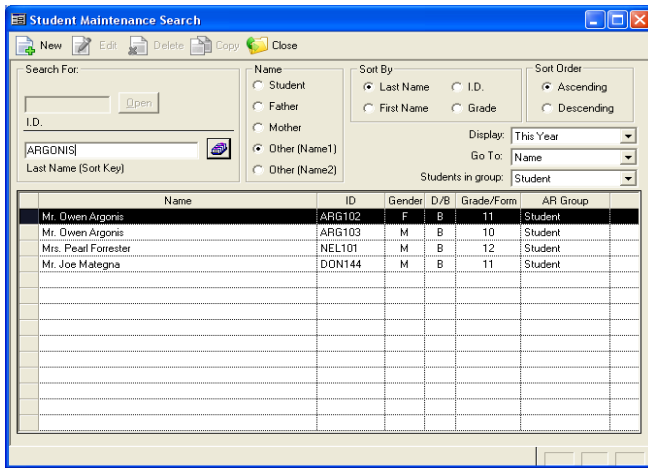
In this release bulletin, the latest enhancements to several modules of the **ACADEMIC OFFICE** are described.

New Search Options for Student Maintenance

When performing a search from **Student Maintenance**, you can now search for family-related names other than student, mother, or father. For example, if your school maintains grandparent addresses, they would be set up in **Student Maintenance** as an **Other** address type.



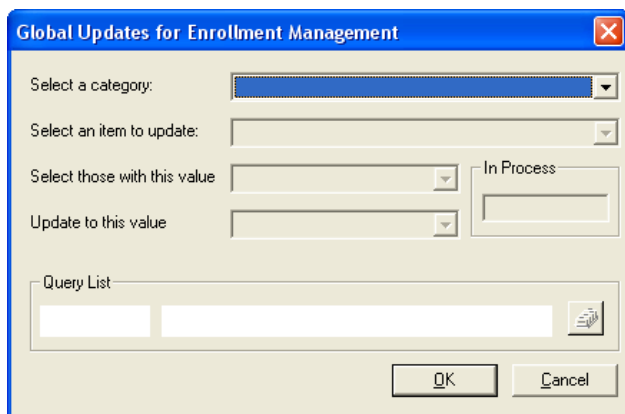
Other (Name1) and **Other (Name2)** refer to the names that are on the Address tab and coded as **Other**. To search for a student using a grandparent name, in the **Student Maintenance Search** window search field, enter the grandparent's last name. Select the **Other (Name1)** radio button, then select Search button.



The enhancement has been added to the Student Maintenance menus for **ACADEMIC HISTORY, ADMISSIONS, COLLEGE PLACEMENT, DEAN'S OFFICE, ENROLLMENT MANAGEMENT, FINANCIAL AID, REGISTRAR, SCHEDULING, and STUDENT/PARENT ADDRESSES** applications.

Global Update Option Available

The Global Update function that resides in **SYSTEM ADMINISTRATION** is now also available in the **ADMISSIONS, FINANCIAL AID, REGISTRAR, DEAN'S OFFICE, PLACEMENT, SUMMER SCHOOL and ENROLLMENT MANAGEMENT Maintenance** application menus.



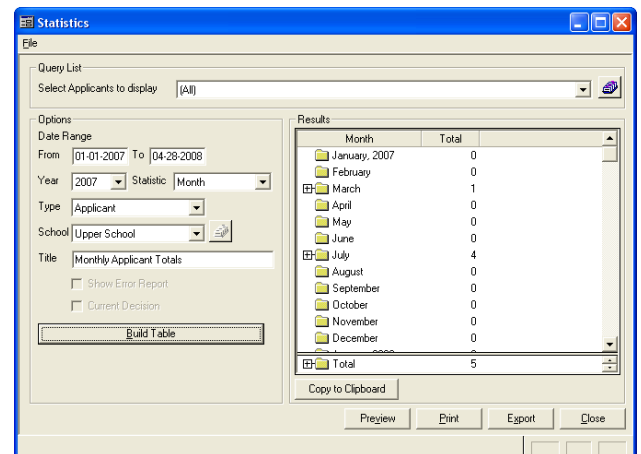
A Global Update removes and inserts data into a variety of fields on the **Student, Address and Course** tables, just to name a few.

Only allow users familiar with this function should have access to this menu item.

Admissions

Statistics Menu Window Enhanced

When you select the **Statistics** menu, you will see that the window has been redesigned to be more user-friendly. An Applicant query is now provided, and an Export button is available for exporting reports in a CSV, PDF, or RTF format.

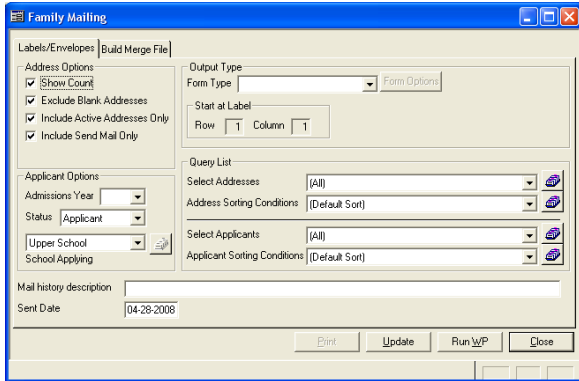


When viewing statistics, you can now view the inquiries/applicants behind each number by clicking on the plus sign that appears to the left of each grouping.

New Family Mailing Option

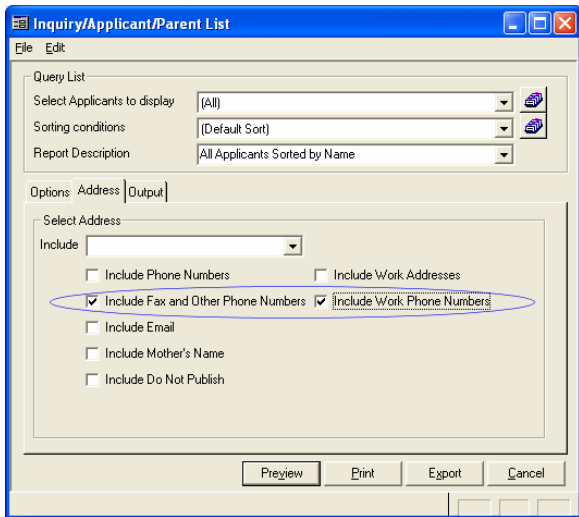
Under **Mailings**, there is a new option called **Family** that allows you to address correspondence to a family as opposed to a single student or parent.

This mailing is helpful if more than one student in a family is applying to the school at the same time.



Additional Phone Types Added to the Inquiry/Applicant Parent List Report

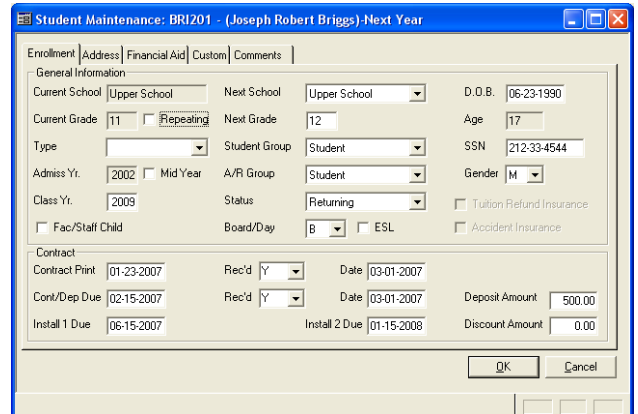
When you select **Inquiry/Applicant Parent List** from the **Reports** menu, additional phone numbers can now be displayed for work.



Enrollment

New Fields Visible in Student Maintenance

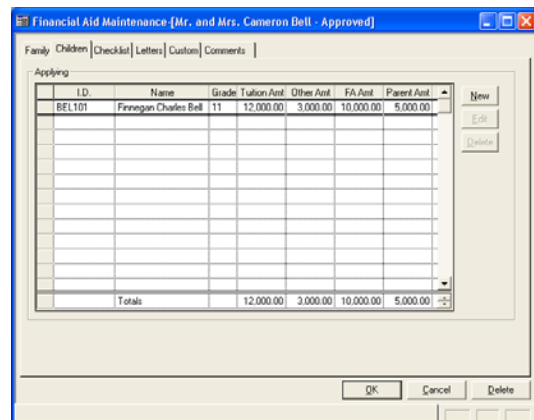
The **Tuition Refund Insurance** and **Accident Insurance** checkboxes that were selected from the **ACCOUNTS RECEIVABLE** application appear as read-only in the **Student Maintenance** window.



Financial Aid

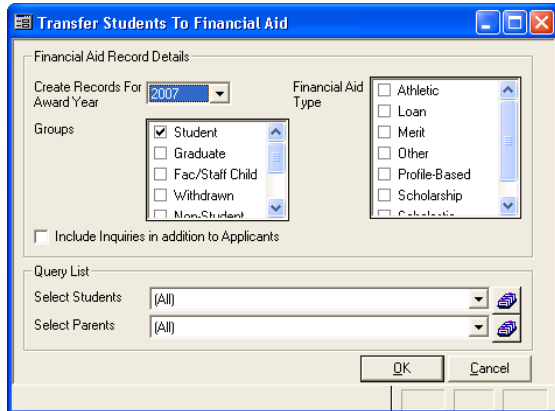
Admissions Inquiries Can Now Be Created as Financial Aid Records

On the **Children** tab of **Family Maintenance**, you can now pull in admissions inquiries as well as applicants. This allows you to start the process earlier for families applying for financial aid.



New Option for Transfer Menu

The **Transfer Students** menu was modified to include inquiries in addition to applicants.



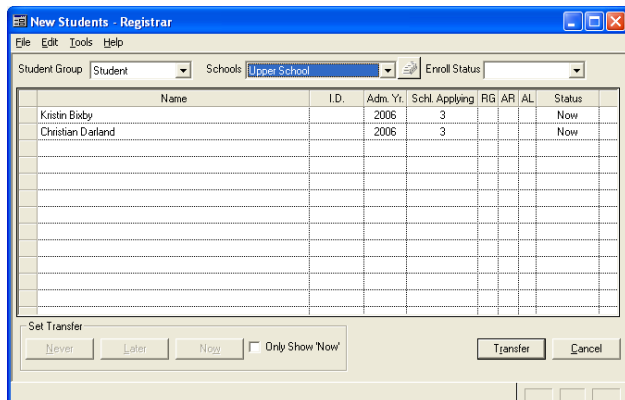
Parent E-mail Addresses Added

Parent e-mail addresses have been added as mail merge field to **Student/Parent Mailing** menu.

Registrar

Enhancements to the New Student Transfer Menu

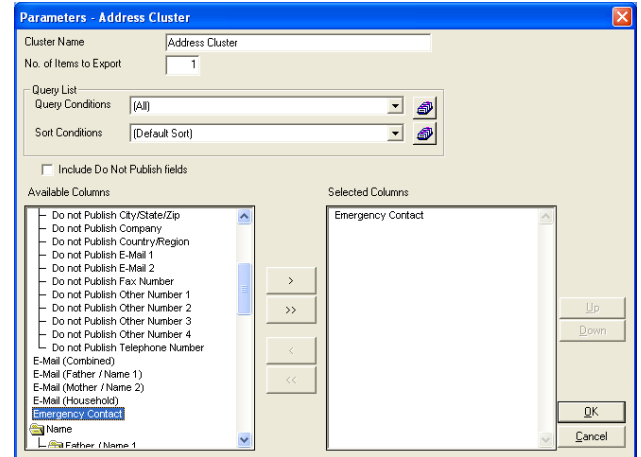
On the **New Student Transfer** menu, you can now filter by division for newly enrolled students. Also, the screen now saves the student's transfer status instead of returning to "Now" each time the window closes.



Emergency Contact Flag Available in the Student Worksheet and Exports

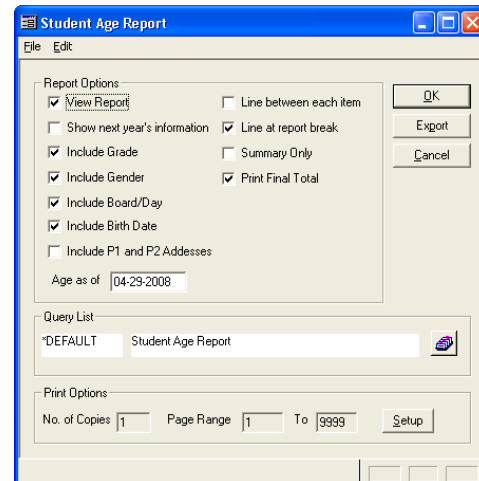
The emergency contact flag has now been added to both the student worksheet report and the export

facility (address cluster).



New Option for Student Age Report

When selecting the **Student Age Report**, by selecting the checkbox, next year's information is added to the report.



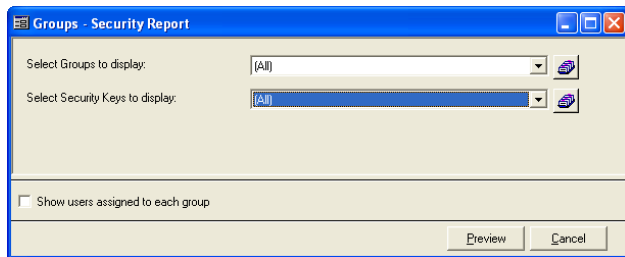
System Administration

New Security Reports Added

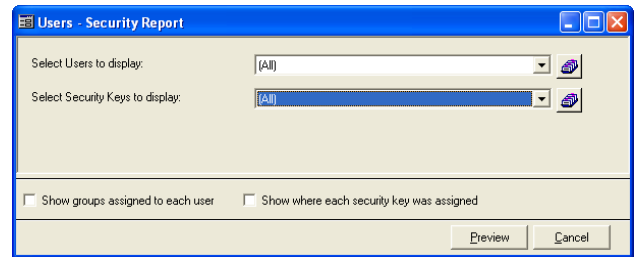
New security reports have been added to the **Reports** menu. The new reports available are **Groups Security**, **Users Security** and **Security Exception List**.

In order to run these reports, you must install Crystal Runtimes on your workstation. You can install these by running WSETUP.exe.

The **Groups – Security Report** for each security group, allows you to list the users assigned to the group and the security keys that belong to the group. The users and the security keys are sorted by application and security tree level.



The **Users – Security Report** lists the security keys assigned directly to the user sorted by application and security tree level as well as the groups assigned to the user. Security keys that belong to the group are sorted by application and security tree level.



The **Security Exception List** displays the security keys not assigned to any user or group. This report is sorted by application and security tree level.

Summer School

Transaction Reports Have New Query

Transaction reports now let you query off AR_BATCH_ID.

Student/Parent Addresses and Alumni Development

Default Work Address Salutations Added

You can define a default work address salutation in the **Student/Parent Address Salutation** tab. There is now a category called Work Addresses. Defaults should be defined using all the name fields.