

Quick Reference  
for

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# STUDENT RECORDS SYSTEM

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**\*REMINDER:** The data to which you have access are to be treated in a professional and confidential manner. This information must be used only in the conduct of official internal business of your department or college and may not be disclosed to any third party.

**FROM THE IBM SERVICES SCREEN:**

1. Type **F** and press Enter.
2. IMS ENTRY SCREEN. Type your **USER ID** and your **password** and press Enter.
3. To access the FSIS Menu, press **Enter or F12**.  
To exit, press **F3**.  
To change your password, press **F5**.  
To return to the sign on screen, press **F4**.

**FSIS MENU**

Move cursor to the FSIS system, type **S** beside the application desired and press Enter.

**TO CHANGE YOUR PASSWORD:**

Your password will expire every 90 days.

1. After logging on, press **F5**.
2. Type in your current password.
3. Type in your new password (must be 6-8 characters and you cannot reuse passwords).
4. Type in your new password again to verify spelling.
5. Press Enter.

Note: If you receive the message "User Revoked", please call Access Services at 2-4000 for assistance.

**TO ACCESS STUDENT RECORDS:**

1. On the FSIS Menu type **S** beside STUDENT RECORDS SYSTEM (F7ST).
2. At SECONDARY OPTION SELECTION screen, type one of the 2 letter screen abbreviations shown. You are automatically in the TRANSACTION MODE of **6**. Overstrike the **6** with a **5** to be able to update information.

**TO LOG OFF STUDENT RECORDS:**

1. Type **99** for Transaction and press Enter.
2. Press Enter again to Switch to FSIS Menu.
3. Press **F3** to exit.
4. Press **F3** again to logoff.

## **BRIEF SUMMARY OF SCREENS IN F7ST:**

(Key is SSN unless otherwise noted)

**99:** Return to the FSIS menu.

**AR:** Admission requirements for the graduate school.

**AU:** Admissions application information.

**AZ:** Listing of course history from A to Z (courses taken and grades received.)

**CA:** Cleared Advisement. Used to clear students that have been advised. Must be in the **5** mode.

**CM:** Course Maintenance. Courses taken in a given term, cumulative and overall averages.

**CQ:** Term average and class rank.

**DA:** Degree Audit. Used to request an on-line degree audit report (DARS).

**DC:** Schedule course(s). Shows current term registration and pre-registration.

**DP:** Degree Program. Student's official major and minor (if applicable).

**GA:** Graduation Application information.

**GC:** Graduation Checksheet created by the Graduate School.

**OV:** Override maintenance. Used to process exceptions in the Degree Audit (DARS) system.

**RE:** Registration Eligibility.

**RQ:** Graduation requirements. Indicates Not Satisfied or Satisfied.

**SC:** Schedule summary. Registration Eligibility.

**SN:** Student Name search. Used to find student's SSN. Key = last name with a comma, a space, and a portion of first name with a greater than sign ( ex: Smith, Joe>).

**SR:** Student Record. Shows address and biographical information.

**TS:** Test Scores. Shows SAT, GRE, AP, etc. scores.

**UG:** UGA Degrees Conferred.

**VE:** Previous Education. Institutions attended and degrees awarded or pending.

**WI:** What If grade change. Used to make GPA calculations on "what if" grade changes and averages.

**HELPFUL TIPS:**

- \* If a "stick person" does not appear on the initial logon screen, press Alternate and System Request keys.
- \* Option = X will return you to secondary key selection screen.
- \* Option = C to return to primary menu.
- \* Option = N to see the next segment of data listed on the secondary key selection screen.

On a multi-screen secondary key selection, the message "PRESS ENTER TO VIEW ADDITIONAL SELECTIONS" appears at the top of the screen, you can use the following options...

- \* Option = F to go forward one page.
- \* Option = R to return to first screen after the page has been turned.