Computer Application Training

Navigating Goldmine Holds, Overrides, and Majors

Your Obligation as a Goldmine Student System User:

Users have the obligation to be aware of federal regulations (FERPA-Family Educational Rights and Privacy Act), state codes, and university policy applicable to the inspection and release of student information under the jurisdiction of their office. Any questions on the inspection and release of student information should be addressed to the Registrar’s Office. Student information (Data) is protected (privileged) and can (shall) only be inspected pursuant to the provisions of legitimate business of The University of Texas at El Paso.
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Introduction

What is GOLDMINE?

Goldmine is a comprehensive, fully integrated, graphical user-interfaced Student Information System. It stores data in an Oracle relational database, and users interact with the system by means of screens (called FORMS). This system replaces the old ISIS system and makes our Student Information System Y2K compliant. The really good news is that the designers of ISIS are the same designers for GOLDMINE.

How will GOLDMINE make my job easier?

There will be a learning curve as we change the way that we perform our jobs. This is due in part to the redesigning of the functions performed in the GOLDMINE environment. Over time, you will become more comfortable with the system, and appreciate its power and integration. Many will find the graphical interface easier to use in finding information quickly and easily. New features include, but are not limited to, a Curriculum Advising and Planning Program and Web features for Faculty and Students. It will also allow the user to play “what if” scenarios with degree plan.

What PC platform will I need to use GOLDMINE?

Goldmine will run in a graphical user interface (GUI) mode only, and is currently only available to run on IBM PC clone machines. Plans are under way to assist the MAC user community to test the feasibility of running it on that platform as well. This manual will assist the user of Windows 95 in setting up his or her connection to Goldmine. For more information on Windows 98 or NT, please refer to the Appendix.

How is data stored in GOLDMINE?

Goldmine data is stored in an Oracle relational database, which means a collection of tables where data element names represent columns across the top, and data records are stored in rows. This table-driven database allows Goldmine to be flexible, time saving, and to assist in preventing errors.

A typical table might look like this:

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Last Name</th>
<th>Student First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Bull</td>
<td>John</td>
</tr>
<tr>
<td>987654321</td>
<td>Jones</td>
<td>Judy</td>
</tr>
<tr>
<td>234567890</td>
<td>Smith</td>
<td>Rocky</td>
</tr>
</tbody>
</table>

The columns show data elements; the rows contain specific instances of data. The importance of these tables will become apparent to you as you become more familiar with the system.
What happens if I have a problem with GOLDMINE?

The initial point of contact for assistance is your local computer systems administrator. If there is a problem that is not isolated to your PC, contact the HELP Desk (Ext.4357) for assistance. Sometimes the HELP Desk can solve the problem with you on the phone. At other times, the HELP Desk may have to contact either technical or functional experts to solve the problem, and will inform you if that is necessary. A procedure has been developed with the Technical Staff and the HELP Desk for troubleshooting.

What about security procedures?

As with ISIS, the following general security procedures should be followed.

1. **Log Off:** Make sure that you log off the system when you have finished with it or are going to leave your area for any amount of time. Please be aware that you are responsible for anything at your terminal if you leave it logged on to Goldmine.
2. **Do not** give out or share your login information with anyone. Again, you are responsible for anything done under your login.
3. **Recognize confidentiality:** The system will let you know who owns the information on the record you are viewing. If in doubt, call the HELP Desk.
4. **Don’t be** reckless with print screens. If you do not need screens that were printed, dispose of them properly. Try to print only screens that are absolutely necessary.

Please keep these things in mind as you use the system on a daily basis.
Form (Screen) Information

Parts of a Form

Every form has the following parts:
- Menu Bar
- Tool Bar (GUI environment only)
- Title Bar
- Information Areas (Blocks)
- Auto Hint and Status Line

Tool Bar Explanation:
To release student holds you will need to open the **SOAHOLD** form. Do this by entering **SOAHOLD** in the Direct Access block or by clicking:

First on the Student Module
Second General Person
Last the Hold Information Form (SOAHOLD).

After entering **SOAHOLD** or clicking **SOAHOLD** the following form will be brought up.
Enter the Student ID into the ID field. Now just select Next Block to get the following updated screen.

- As the above sample shows, only one hold will appear at a time. If there is more than one hold, you can use the scroll bar to view the remainder. To release a student’s major advising hold or any other hold belonging to your area, you must locate the hold for your appropriate college and then change the “TO” date from Dec 31, 2099 to the previous day’s advising date, which the hold will then reflect (Ex. If today’s date were January 18, 2000 then you would enter January 17, 2000.) Click on “Hold Type” for the hold table values.

- If the “Rel” box has a check mark, only the user indicated to the right of the box can release the hold
Overrides

Using the **SFASRPO** form creates overrides for a specific term. By bringing the form up and giving a term and student ID and selecting Next Block, the advisor can quickly access the student’s registration information for the term specified. The following screen gives an example of this.
By clicking on the permit button, you can now select the kind of override needed by this student.

Once the permit is selected from the table, Goldmine will allow you to restrict the permit by CRN, SUBJ, CRSE, and/or SEC.

Be aware that you should ONLY override restrictions to those courses taught within your own academic department, and the following override codes are reserved for the following areas.

- **ALLOWALL** Used by the Registrar’s Office
- **REPEAT LIMIT** Used by the dean of Liberal Arts and by departments in that college

A course may have more than one pre-requisite. You need to go to the following forms to find all the pre-requisites that belong to a particular course/section. One override may be used for a lecture and lab with the same subject and course number by providing subject and number.
Departmental Approval

To find out if a particular course needs departmental approval open form SCACRSE. You will need to enter the subject, course, and term. Then click Next Block and you should see the following.

**Status**: Course Status code (“A” active, “I” inactive)

**Approval**: UTEP Approved course (“A” approved, “I” inactive)

**Preq Waiv**: Pre-requisite Waiver code (“D” department, “P” placement exam)

You need to check the “Preq Waiv” to see if the student is going to need a departmental override.
Catalog Pre-requisite and Test Score Restrictions

If you need to know the prerequisites for a course you can use SCAPREQ. This form, when opened, will require you to enter the subject, the course and the term. Then click Next Block.

The form will update the information in the lower half. Clicking Next Block again will take you to a block like this one, which displays prerequisites.
The form appearing just above shows that Math 1320 for the term 199930 has two course prerequisites. Each subject and course is given with a level and grade requirement to complete. If there are more prerequisites, you may view them by using the scroll bar to your right.

**A/O:** And/Or Condition

So this form would read: For Math 1320 the pre-requisite is Math 3011 or Math 0311. The pre-requisite courses cannot be taken concurrently with Math1320.
Clearing Suspensions

Part 1: To clear a student’s suspension, first check to see if the student has registration information for the particular term on Goldmine. The form is SFAREGQ. Enter the student’s id and the term and click “Next Block.” If the student has registered, then submit a memo/email to the records office to process the reinstatement. (The following is a registered student for Spring 2000)
Part 2: If a student has not registered, access the SGASTDN form and enter the student id but leave the TERM blank. If the new term does not match the term you are updating do the following. On the Menu Bar click on “Record,” then click on “Duplicate” record to create a new SGASTDN. In the “New Term” field, enter the registration term code such as 200110 (Fall 2000.)

Part 3: Next click on the “Standing” button found at the bottom of the form.

In the ‘Override’ box enter ‘00’ for eligible to re-enroll
In the ‘Override Term’ box enter the term of registration.
Click on the ‘SAVE’ button. Then exit as usual.
Change in Major

Part 1: To change a student’s major, first check to see if the student has registration information for the particular term on Goldmine. The form is SFAREGQ. Enter the student’s id and the term and click “Next Block.” If the student has registered, then submit a memo/email to the records office to process the reinstatement. (The following is a registered student for Spring 2000)
Part 2: If a student has not registered, access the SGASTDN form and enter the student id but leave the TERM blank. If the new term does not match the term you are updating do the following. On the Menu Bar click on “Record,” then click on “Duplicate” record to create a new SGASTDN. In the “New Term” field, enter the registration term code such as 200110 (Fall 2000). Then click the “Primary” button to change the students Major.

Click on the “Major 1” field, Minor 1 field, and/or Concentration 1,2,3” etc. Next, enter the code for the new major, minor, or concentration. Click on the “SAVE” button.
Change College/Degree

Part 1: To change college/degree, first check to see if the student has registration information for the particular term on Goldmine. The form is SFAREGQ. Enter the student’s id and the term and click “Next Block.” If the student has registered, then submit a memo/email to the records office to process the reinstatement. (The following is a registered student for Spring 2000)
Part 2: If a student has not registered, access the SGASTDN form and enter the student id but leave the TERM blank. If the new term does not match the term you are updating do the following. On the Menu Bar click on “Record,” then click on “Duplicate” record to create a new SGASTDN. In the “New Term” field, enter the registration term code such as 200110 (Fall 2000). Then click the “College/Degree” button to change the students College/Degree.

Highlight the new College/Degree code and click “OK”.
Click on the ‘SAVE” button.

Note: When changing the College/Degree code, a warning message may appear stating, “base curriculum is now invalid/” If such a message appears, click the “OK” button and continue with the remaining steps in the process.