Overview

As was true in our legacy student records system, a method to keep our operational tables at an efficient and reasonable size will also be necessary in SIS. To that end, a batch deactivation process has been created which will move student data from PeopleSoft tables to IU-defined tables – based on a set of deactivation criteria. Likewise, an on-line reactivation process has been developed which will move an inactive student’s data from the IU-defined tables back to the PeopleSoft tables.

Deactivation:

The batch deactivation process will be run twice a year (in April and October) as part of a job that discontinues program/plan stacks in preparation for term activation. To be deactivated, a given student’s records must meet the following criteria:

- Must not have an Admissions application with a term within the last two years.
- Must be matriculated (i.e. have a student records program/plan stack).
- Must not have an active student records program/plan stack.
- Must not have a current or future STDNT_CAR_TERM record.
- Must not have student enrollment data (i.e. Student Enrollment, Transfer Credit, Other Credit, or Test Credit) for a term within the last five years.
- Must not have a final degree (program action = COMP) where the completion term is within last five years.
- Must not have an "R25" service indicator (i.e. “Do Not Inactivate This Record”).

Deactivation moves program/plan, degree, term, and enrollment data from 23 PeopleSoft tables to IU-defined versions of the respective tables. No data is “lost” or altered in this move process. The deactivation process also applies an “R24” negative service indicator (“Inactive Record”) to the student’s record.

Reactivation:

A student’s record may be reactivated via the IU Reactivation page in PeopleSoft. Reactivation moves program/plan, degree, term, and enrollment data from the 23 IU-defined tables back to the PeopleSoft versions of the respective tables. Reactivations are done in “real time” (with the small exception that the rows in the IU-defined tables are flagged for deletion by a nightly batch job - sissr_student_reactivation_cleanup.sh). Reactivations are normally performed to allow for admissions application, re-entry into an academic program, record correction, etc.

Validation of Reactivated Records:

Validation means a detailed comparison of a student’s “frozen” transcript record to the SIS record to uncover potential corrections which should be made. If a student’s record has any of the following negative service indicators, you must validate the reactivated record:

- **R18** (Converted Record) – This service indicator indicates that the record has been converted from IUIS and a transcript validation must be done before releasing the official transcript. Once the transcript has been validated, the R18 service indicator needs to be removed.

- **R22** (Default Value Used) – This service indicator indicates that the inactive student enrollment conversion process could not map the correct information (e.g., program, course, term, etc.). Thus, a default value was applied to the student’s record as a “placeholder” so that the record
Student Records
Deactivation & Reactivation of Student Records

could be converted. The student’s record must be validated and corrected.

- **R23 (For Tran Use Image as Official)** – This service indicator was assigned to all legacy inactive students whose historical enrollments were converted during Fall 2005. Reactivation of such records requires that you validate the reactivated record.

- **R26 (Conv Trnsfr Models Not Posted)** – This service indicator was assigned to indicate that transfer work did not get posted. This usually happens for one of two reasons, either the institution, program, and/or term does not match the STDNT_CAR_TERM record, or the program on the transfer model is not valid for the date chosen. The student’s record must be validated and corrected.

Students with the Service Indicators of R18, R22 or R23 and discrepancies from their IUIS Frozen Transcript should be sent to Carissa Bullman (cbullman@indiana.edu) in the Bloomington Registrar’s office for correction. After the record is validated, you will need to manually remove any and all of the above service indicators. The R24 (Inactive Record) service indicator will be automatically removed when the record is reactivated.

**Steps**

**Reactivating a Student’s Record in SIS**

1. Navigate to: Records and Enrollment > Career and Program Information > IU Reactivation.

2. Enter the student’s University ID Number. This is the student’s ten-digit system assigned identification number. (Alternatively, you may also select the Advanced Search link, if you prefer to search using any of the following fields: Last Name, First Name, Campus ID, or National ID.)

3. Click Search. This will perform a search of the currently inactive students.
Student Records
Deactivation & Reactivation of Student Records

4. To reactivate the selected student, click [Reactivate]. After this button has been clicked, you will momentarily receive a message, "Student Reactivated" and the button will then be disabled.

   The R24 (Inactive Record) service indicator will be automatically removed. Any other service indicators that were previously applied to the student’s record (for example, R18 - Converted Record, R22 - Default Value Used, R23 - For Tran Use Image as Official, and/or R26 - Conv Trnsfr Models Not Posted) will remain on the record until they are manually removed.

5. After record validation, manually remove any and all service indicators that are no longer valid.

NOTE: A record can be reactivated with an inactive Program/Plan stack. The Program/Plan stack may be a "capped" stack and could have a Program Action of COMP, DISC, WADM, DISM, or VDIS.

NOTE: The instructions to students for the following service indicators (R18 – Converted Record, R22 – Default Value Used, R23 – For Tran Use Image as Official, R24 – Inactive Record, R26 – Conv Trnsfr Models Not Posted) will read: This hold serves as an internal notice to the Registrar's Office primarily for the purpose of generating transcripts. You may disregard this hold, it will not prohibit registration or the release of your transcript.
PeopleSoft Pages with Reactivation Links

There are other PeopleSoft pages that have been modified to recognize when a given student is inactive. The user will be warned that a student is inactive, and given the option to reactivate the student. For example, when using the navigation path, Records and Enrollment > Career and Program Information > Student Program/Plan for an inactive student, a message will appear, “Student is inactive and can’t be updated, until reactivation. Reactivate?” If you click Yes, the IU Reactivation page will then be displayed.

If the record doesn’t display or returns a ‘no matching values found’ message and you think that the student had attended/applied to IU, it is recommended that you contact your campus Registrar’s office.