

# UNIVERSITY OF CENTRAL ASIA REGISTRAR'S OFFICE STUDENT SYSTEM

## STUDENT CENTER

### 1.0 Background

University of Central Asia Student Information System uses the state-of-the-art "PeopleSoft Enterprise Campus Solutions" (version 9.0) software. It provides University-wide student and administrative services in the areas of Student Admissions, Student Academic Records and Student Financial Records. In addition, the system also provides functionality for faculty and students.

System can be accessed directly via internet through following link

<https://erpcsweb.aku.edu/psp/cprd90/?cmd=login&languageCd=ENG> .

In the Student Center, the student will be able to view his/her **PERSONAL INFORMATION, ACADEMIC RECORDS** and **FINANCIAL DATA**. Students with question related to their personal information or academic records will contact the Registrar's Office; queries related to financial data should be directed to the Finance Office.

Students with queries related to their personal information or academic records will be able contact to Registrar's Office via email address [registrar.system@ucentralasia.org](mailto:registrar.system@ucentralasia.org)

### 2.0 First View

When a student first accesses the Student Center, s/he will have the option of viewing in detail information provided under the headings:

- Personal Information
- Academics
- Finances

### 3.0 Personal Information

On the Personal Information page you will be able to view the following:

The screenshot displays the 'Personal Information' section of the student system. It features a blue header bar with a dropdown arrow and the text 'Personal Information'. Below this, there are two main sections: 'Demographic Data' and 'Contact Information'. The 'Demographic Data' section includes a link for 'Names' and a dropdown menu currently showing 'other personal...'. The 'Contact Information' section is divided into two columns. The left column contains 'Permanent Address' (set to 'None') and 'Mobile Phone' (+992 93 123 45 67). The right column contains 'Mailing Address' (12/1 Line 1 Test, Street 4, Dushanbe 734012) and 'e-mail' (test123@gmail.com).

Personal Information	
<a href="#">Demographic Data</a>	
<a href="#">Names</a>	
other personal... ▾ ➤	
<a href="#">Contact Information</a>	
<a href="#">Permanent Address</a>	<a href="#">Mailing Address</a>
None	12/1 Line 1 Test, Street 4, Dushanbe 734012
<a href="#">Mobile Phone</a>	<a href="#">e-mail</a>
+992 93 123 45 67	test123@gmail.com

### 3.1 Demographic Data

You will be able to **VIEW** your demographic information: name, gender, date of birth, marital status, etc. However, you will not be able to update these data elements. In case you need to update any of these data elements, please contact the Registrar Office.

### 3.2 Student Address, Phone Numbers, e-mail Address

- Two addresses can be maintained – Mailing and Permanent
- Five phone numbers can be maintained – Self Mobile, Self Landline, Parent/Guardian Mobile, Parent/Guardian Landline and Other. Self-Mobile is the preferred number.
- One or more e-mail addresses can be maintained

These attributes are required for communication between UCA and you. It is essential that you **UPDATE** these attributes as applicable to avoid unnecessary inconvenience.

### 4.0 Academics

This is a screen shot of the Academics page. You will be able to view the following:

The screenshot shows the Academics page interface. At the top is a blue header with the word "Academics" and a dropdown arrow. Below the header are three navigation links: "My Grades", "My Courses", and "other academic..." with a dropdown arrow and a double-right arrow icon. To the right of these links are three icons: "Deadlines" (calendar), "URL" (computer), and "Gradebook" (checkmark). Below these icons is a table titled "Term: Sep 2016 - Dec 2016 Schedule". The table has two columns: "Class" and "Schedule". The "Class" column contains two rows: "ENGL 1101-B IGD (1006)" and "MATH 1101-A IGD (1002)". The "Schedule" column contains "Room: TBA" for both rows. Below the table is a link "weekly schedule" with a right-pointing arrow.

4.1 The **Weekly Schedule** gives the classes in which you have been enrolled.

4.2 **My Grades** reflect your grades; this view provides two options:

#### Term Information

**Assignments** [View my class assignments and grades](#)

**Grades** [View my grades](#)

#### 4.2.1 View my class assignments and grades

You can select the academic term of your choice to view further details:

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Term: Sep 2016 - Dec 2016	Undergraduate	University of Central Asia
<input type="radio"/>	Term: Jan 2017 - Apr 2017	Undergraduate	University of Central Asia
<input type="radio"/>	Term: May 2017 - Aug 2017	Undergraduate	University of Central Asia

On selecting one of the academic terms, the system will display the courses for which you were enrolled in that particular term:

**Term: Sep 2016 - Dec 2016 | Undergraduate | University of Central Asia**

Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section
<a href="#">AcadEng: CritThinInterdiscAppr</a>	001523	1006	ENGL 1101	B
<a href="#">Discrete Mathematics</a>	001522	1002	MATH 1101	A

On selecting a course, the system will display numeric Grade and Letter Grade for those courses which have Numeric Grade. For courses where there is no corresponding Letter Grade for numeric Grade, this will be show as 'NA'. The information will be displayed as follows:

Term: Sep 2016 - Dec 2016 | Undergraduate | University of Central Asia

▼ **MATH 1101 - B (1004)** change class

Discrete Mathematics (IGD)

**Grades**

**Current Mid-Term Grade:** 0.00 % ~

**Current Overall Grade:** 92.00 % ~ A

On selecting the Grade Scale, the system will display the approved grading scale for this course:

▼ **Grade Scale**

Mark	Grade
90.00	A
85.00	A-
80.00	B+
75.00	B
70.00	B-
65.00	C+
60.00	C
55.00	C-
50.00	D
	F

**4.2.2 View my grades**

You will be able to **VIEW** the grades of all courses for a particular term that you have selected as well as the Term GPA and Cumulative GPA up to the term that you have selected. The information will be displayed as follows:

▼ **Class Grades - Term: Sep 2016 - Dec 2016**

Official Grades					
Class	Description	Units	Grading	Grade	Grade Points
<a href="#">ENGL 1101</a>	AcadEng: CritThin&InterdiscAppr	2.50	Graded	<b>B</b>	7.500
<a href="#">MATH 1101</a>	Discrete Mathematics	0.50	Graded	<b>A</b>	2.000

▼ **Term Statistics - Term: Sep 2016 - Dec 2016**

	From Enrollment	Cumulative Total
<b>Units Toward GPA:</b>		
Taken	2.500	2.500
Passed	2.500	2.500
<b>Units Not for GPA:</b>		
Taken		
Passed		
<b>GPA Calculation</b>		
<b>Total Grade Points</b>	7.500	7.500
<b>/ Units Taken Toward GPA</b>	2.500	2.500
<b>= GPA</b>	<b>3.000</b>	<b>3.000</b>

### 4.2.3 My Courses

You will be able to view the history of all courses in which you have been enrolled since the Admit Term in the Academic Program. The information will be displayed as follows:

Course	Description	Term	Grade	Units	Status
ENGL 1101	<a href="#">AcadEng: CritThinInterdiscAppr</a>	Term: Sep 2016 - Dec 2016	B	2.50	✔
MATH 1101	<a href="#">Discrete Mathematics</a>	Term: Sep 2016 - Dec 2016	A	0.50	✔

## 5.0 Finances

5.1 As you access the first page of the Student Center, you will be able to view the following:

**Finances**

**My Account**  
[Account Inquiry](#)

other financial... ▾ >>

**Account Summary**

**You owe 19,870.00.**

- Due Now 0.00
- Future Due 19,870.00  
(excluding Utilization charges)

Currency used is your Fee currency.

**5.1.1 Due Now:** reflects the outstanding fees due on the date you have accessed the Student Center.

**5.1.2 Future Due:** consist of two elements – a) fees due past the date when the student has entered the Student Center and up to the end of the academic term; b) the loan component of the Financial Aid granted to the student. The actual due date of loan component will be calculated when the student completes the program.

**5.1.3 Account Enquiry:** hyperlink will take you to three different views:

- Summary
- Charges due (details)
- Payments (details)

## 5.2 Summary

**5.2.1** The summary view will give you the break-up of charges due by academic term. It gives separately the Loan amount due if applicable.

What I Owe			
Business Unit	Term	Outstanding Charges & Deposits	Total Due
University of Cental Asia-TJS	Term: Sep 2016 - Dec 2016	14,870.00	14,870.00
University of Cental Asia-TJS	Loan Recovery	5,000.00	5,000.00
<b>Total</b>		<b>19,870.00</b>	<b>19,870.00</b>

## 5.3 Charges Due

**5.3.1** This view gives the due date of the charges:

Summary of Charges by Due Date			Find   View All   <input type="text" value="2"/>	First <input type="button" value="◀"/> 1-2 of 2 <input type="button" value="▶"/> Last
Due Date	Due Amount	Running Total		
01/09/2016	14,870.00	<b>14,870.00</b>		
Future	5,000.00	<b>19,870.00</b>		

|  First  1-2 of 2  Last

**5.3.2 Details by Due Date:** In addition to the due date, this view also gives the fee component (e.g. Tuition, Other etc.) as well as the academic term for each due date.

Details by Due Date				
Due Date	Charge	Term	Due Amount	Running Total
01/09/2016	BA ECO-Khorog-Other-TJS	Term: Sep 2016 - Dec 2016	11,263.50	11,263.50
01/09/2016	BA ECO-Khorog-Tuition-TJS	Term: Sep 2016 - Dec 2016	3,606.50	14,870.00
Future	BA ECO-Std Loan-TJS	Loan Recovery	5,000.00	19,870.00

## 5.4 Payments

5.4.1 This view gives the details of all payments made by you as well as the Financial Aid applied on your behalf whether it is Grant or Loan to offset charges.

Posted Payments		
Date Paid	Payment Type	Paid Amount
11/08/2016	BA ECO-FA Loan-TJS	<a href="#">5,000.00</a>
11/08/2016	BA ECO-FA Grant-TJS	<a href="#">6,000.00</a>
11/08/2016	Credit Card-TJS	<a href="#">5,000.00</a>
<b>Total Posted Payments for this view</b>		<b>16,000.00</b>

5.4.2 The hyperlink in the amount gives the details of fee component and academic term for which the payment was applied.

### 11/08/2016 Credit Card-TJS

Payment Breakdown	Term	Applied Payment Amount
BA ECO-Khorog-Tuition-TJS	Term: Sep 2016 - Dec 2016	5,000.00
<b>Total Payment Amount</b>		<b>5,000.00</b>