



CAMPUS MANAGEMENT TEAM RECOMMENDATION

Process: Order and naming of certain tabs within the student master file

Description of Recommendation:

We recommend the following changes be made to several tabs in the student master file.

**The individual study tab should be renamed advising information.*

**The external results tab should be renamed transcripts/test scores.*

**The standard address tab should be hidden unless there is some unknown use for it.*

**The employment tab should be hidden unless there is some unknown use for it.*

**The alumnus tab should be hidden unless there is some unknown use for it.*

The related persons tab should be placed next to the address overview tab.

Underlying Opportunities:

Pros Supporting the Recommendation:

We believe that these changes to the student master file would be beneficial for several reasons which include displaying a less cluttered screen, providing names which are more meaningful, and ordering tabs in a more sensible way.

Cons Against the Recommendation:

Any change to the current system delivered production can result in additional maintenance for technical staff.

Issues, Concerns, or Currently Unresolved Aspects of the Recommendation:

There could be some unknown use for the tabs which we are recommending to hide.

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