



STUDENT CONNECTIONS STEERING COMMITTEE RECOMMENDATION

Process: Student Number

Description of Recommendation:

Student numbers will be assigned automatically to UMMC students when the student is created in SAP, most typically as part of the admissions process but also when a new prospect is created, as part of data migration and in other scenarios.

The student number will be generated internally and will consist of eight digits in the range 30000000 to 49999999. As with the UM Oxford system, the Business Partner (BP) number for the student will be identical to the student number.

The SAP Business Partner provides a way to store alternate ID numbers by means of the Identification tab. The following ID numbers will be captured and stored with the BP in SAP:

- Social Security Number (SSN)
- UMMC Legacy ID
- Active Directory user name
- AMCAS ID
- Lawson Employee Number
- Blue Cross Number
- PASS (if applicable)
- UM Oxford student number for students who transfer to UMMC from UM Oxford or who graduated from UM Oxford.

Veteran's number will be stored as part of student master data.

To help with the transition, UMMC students will be given an easy way to look up their new student number in the UMMC portal once they sign in with their Active Directory username and password.

When a current or former UM Oxford student applies for admission to a UMMC program of study, it will be desirable to import that student's data without requiring manual data entry by either the student or a UMMC employee. This will be accomplished as follows:

- Name, date of birth, SSN, and educational background will be included near the beginning of the admissions application.

- If the student lists UM Oxford as a previous institution, then the system will request from the UM Oxford client the student's academic transcript using the PESC XML standard with name, date of birth and possibly SSN as search keys.
- If a conclusive match is found, then the remainder of the admissions application (where applicable) will be pre-populated with this data.
- Also, once the student is created in SAP, the UM Oxford academic work will automatically be brought into the UMMC client as transfer work.

A similar option may be provided for UMMC employees at some point in the future; moreover, this concept may be generalized for other institutions in the future as XML-based transcript exchanges become more common.

UMMC persons will be numbered in the range 80000000 to 89999999. Federal, state, institutional and third party financial aid business partners will use 10 digits and will be assigned in different ranges for each type.

Pros Supporting the Recommendation:

The new eight digit student number will be easily distinguishable from SSNs and UMMC legacy student numbers.

Although it is not a technical limitation, by using a different number range for UMMC students and business partners, it will be easy to distinguish them from UM Oxford students.

By having the system assign the numbers, they will be assigned consistently and the opportunity for human error will be reduced.

Cons Against the Recommendation:

In-progress UMMC students will have to become familiar with a new student number.

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

Work is underway to define more explicitly how UM Oxford courses will transfer over to UMMC.

There will need to be a plan for converting Sigma student ids to the new SAP student number since Sigma goes live before SAP.

The new student number should be included on the student's badge.

We may want to consider not including the AMCA and ERAS numbers in SAP if they clutter things up since they have temporary value.

Date Submitted: November 25, 2008

For further information about this recommendation, contact:
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