



# SPIRE Lite Reference Guide

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**SPIRE**

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## Look up Student Contact Information

In SPIRE, you have several options for finding a student's contact information:

Go to...	To access...
<b>Student Services Center</b> ( <i>Campus Profiles &gt; Student Services Center under the Personal Information heading</i> )	Current UMass email, phone number, and mailing and permanent addresses
<b>Student Bio/Demo Information</b> ( <i>Campus Profiles &gt; Student Bio/Demo Information</i> )	All current & future contact information, listed by type.
<b>Search by Type</b> ( <i>Campus Profiles &gt; Student Contact Information &gt; Specify Type of Contact Information &gt; Search by Type</i> )	All current & future contact information, search by type of contact information such as <b>Address</b> , and option to refine searches by the available sub-categories such as <b>Mailing</b> .
<b>View All</b> ( <i>Campus Profiles &gt; Student Contact Information &gt; Specify Type of Contact Information &gt; View All</i> )	All past, current, and future information, search by type. On the search page, select the <b>Include History</b> check box to view past addresses for each address type. Access to <b>Include History</b> depends on one's security permissions so it may not be available to all users.

## Look up All Current Contact Information

The easiest way to access a detailed view of a student's current contact information is to go to the *Student Bio/Demo Information* page. You can also go to the *Personal Information* section of the *Student Services Center* page for a less detailed view of some of a student's current contact information.

To use the *Student Bio/Demo Information* page, in the *SPIRE Menu*, go to **Campus Profiles > Student Bio/Demo Information**. The *Add/Update Person* search page will open.

On the *Add/Update Person* search page:

- In the *EMPLID* field, enter the **8-digit ID** of the student whose information you wish to see.
  - or -
  - In the *Last* and *First Name* fields, enter the student's **Last** and **First Name**.
  - Click . The student's *Biographical Details* page will open.
- Note:** If your search criteria match multiple students, a list of names will appear on the *Add/Update Person* search page. Click any of the links corresponding to your student to access his or her *Biographical Details* page.

## Look up Student Addresses

Learn more about the types of addresses you can find in SPIRE, and how to look up a student's past, current, and future addresses.

### About Addresses

For each student, SPIRE stores the following address types as applicable:

- *Home Country* (international students only)
- *Mailing*
- *Permanent*
- *Residence Hall* (students living on campus only)

### Look up All Current Addresses

The easiest way to find all of a student's current address(es) is to go to the *Student Bio/Demo Information* page. **Note:** You can also go to the *Personal Information* section of the *Student Services Center* page to view some of a student's current addresses (e.g., mailing and permanent).

In the *SPIRE Menu*, go to **Campus Profiles > Student Bio/Demo Information**. The *Add/Update Person* search page will open.

On the *Add/Update Person* search page:

- In the *EMPLID* field, enter the **8-digit ID** of the student whose addresses you wish to see.  
- or -
- In the *Last* and *First Name* fields, enter the student's **Last** and **First Name**.
- Click . The student's *Biographical Details* page will open.  
**Note:** If your search criteria match multiple students, a list of names will appear on the *Add/Update Person* search page. Click any of the links corresponding to your student to access her *Biographical Details* page.

On the *Biographical Details* page, the student's addresses are listed in the lower left corner, under *Contact Information*.

- In the blue navigation bar, click **View All** to see all the current addresses the University has on file, listed by type.  
**Note:** If the student only has one current address, the *View All* link will not be active.

Click **View All** to see all the current addresses on file, listed by type.

**Contact Information**

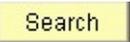
**Addresses** Find | **View All** First ◀ 1 of 4 ▶ Last

**Address Type:** Mailing  
**Effective Date:** 28.09.2004  
**Status:** Active  
**Country:** USA  
**Address:**  
 F South Point Drive  
 Amherst, MA 01002

This student has 4 current addresses. Use the blue arrows to toggle between addresses.

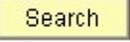
## Look up a Single Address

The *Address Search* page allows you to locate a single address based on an address type that you specify.

1. In the *SPIRE Menu*, go to **Campus Profiles > Student Contact Information > Addresses > Search by Type**. The *Address Search* page will open.
2. On the *Address Search* page, in the *Selection Criteria* box:
  - In the *ID* field, enter the student's **8-digit ID**. If you don't know this ID, click the **Magnifying Glass button** () to retrieve it. You will be prompted for the student's **First** and **Last Name**.
  - Leave the *Usage* and *Email Type* fields blank.
  - Next to the *Address Type* field, click the **Magnifying Glass button** () , then **Look Up** to view all address types available at UMass. Select an address type based on its description (e.g., *MAIL* for *Mailing*, etc.). *SPIRE* will return to the *Address Search* page with the *Address Type* field already filled in.
  - Click .
2. The student's current address information will open on the same page in the *Address Data* box.
3. If a student has more than one address available for an address type, click **View All** in the blue navigation bar to see them all.

## Look up All Current & Past Addresses

Go to *View All Addresses* to view a student's entire address record (all the addresses the University has on file for a student, listed chronologically).

1. In the *SPIRE Menu*, go to **Campus Profiles > Student Contact Information > Addresses > View All Addresses**. The *Addresses* search page will open.
2. On the *Addresses* search page:
  - In the *EMPLID* field, enter the student's **8-digit ID**. If you don't know this ID, click the **Magnifying Glass button** () to retrieve it. You will be prompted for the student's **First** and **Last Name**.
  - In the *Last* and *First Name* fields, enter the student's **Last** and **First Name**.
  - Click . The *Addresses* page will open displaying the student's current address information in the *Current Addresses* box.

To view the student's past addresses, on the *Addresses* page:

- Click  (lower right corner).
- In the *Current Addresses* box, next to any *Address Type*, click **Address History**. The *Address History* page will open with the student's current and past addresses listed chronologically by *Effective Date*.  
**Note:** If you don't click **Include History**, the *Address History* link remains active, but the *Address History* page will only include the most current address.

## View, Add or Remove Service Indicators (a.k.a. Holds)

Learn how to add or remove service indicators for undergraduate students. Academic department staff cannot add or remove service indicators for graduate students.

### Notes:

- Service indicators can be **positive**  or **negative**  (known to students as holds). Academic department staff do not place positive service indicators but may have the need to place negative service indicators.
- Each service indicator is abbreviated with a code.

## View Service Indicators and Details

In the *SPIRE Menu*, go to **Campus Profiles > Student Services Center**.

On the *Student Center* page:

- Look at the right side of the page for the heading *Holds*.
- If a student has any holds listed, click the **details** link to view information about the hold.

## Add or Remove a Service Indicator

In the *SPIRE Menu*, go to **Service Indicators > Student > Manage Service Indicators**. The *Manage Service Indicators* search page opens.

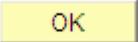
On the *Manage Service Indicators* search page:

- In the *EMPLID* field, enter the **8-digit ID** of the student on whose record you wish to add a hold or search for the student using the **Last Name** and **First Name** fields.
- If you don't remember the ID, you can also click the **Magnifying Glass button**  to retrieve it. You will be prompted for the student's **First** and **Last Name**.
- Click . The *Manage Service Indicators* page for that student opens.  
**Note:** If your search criteria match multiple students, a list of names will appear on the search page. Click any of the links to access the *Manage Service Indicators* page for the selected student.

## Add a Service Indicator

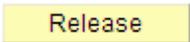
If your role allows you to place holds, use the *Manage Service Indicators* page to add a negative service indicator.

- Click a **Plus sign** icon () or **Add Service Indicator** link. The *Add Service Indicator* page opens.
- On the *Add Service Indicator* page, the following fields are required:
  - The *Institution* field defaults to a value of UMAMH for UMass Amherst.
  - In the *Service Indicator Code* field, enter the code for this hold (e.g., **EN1 = Prevents enrollment in all Terms**). Use the **Magnifying Glass button** ) to get a list of all the *Service Indicator Codes* that you can access.

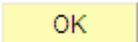
- In the *Service Ind Reason Code* field, enter the reason code for this hold (e.g., **ADVAN = Academic Advising Needed**). Use the **Magnifying Glass button** (  ) to get a list of all the reason codes that you have access to.
  - The *Department* field defaults to your department.
3. Entering any other information is optional:
- In the *Effective Period* box, *Start Term* and *Start Date* default to the correct values of the current term and today's date. These defaults should be kept unless you do not want the hold to impact the current term. In that case, the term can be changed to the next term. Keep in mind, if the current term is Fall the next term is Winter, and similarly, if the current term is Spring, the following term is Summer. **Note:** *End Term* and *End Date* default to blank and these defaults should be kept. Use of these fields is not currently supported.
  - Comments do not display to the student. However, other administrative offices on campus can view them. If you choose to fill in the *Comments* box, please use discretion.
4. Click either **Apply**  or **OK**  to save the transaction. A *Saved* message will appear briefly in the upper right corner of the page. The hold will then appear on the student's *Holds* page.

## Remove a Service Indicator

If your role allows you to remove holds, use the *Manage Service Indicators* page to remove a negative service indicator.

1. On the *Manage Service Indicators* page, a table displays any service indicators for a given student.
  - Check the blue navigation bar   1 of 6  to make sure all of a student's service indicators show.
  - Use the navigation bar to View All or advance through the list of holds if not all are showing.
2. In the *Code* column, click the link (e.g., **Code (EN1)**) in the row corresponding to the hold you want to remove. The link opens the *Edit Service Indicator* page for that hold.
3. Review the hold details and verify that it is the one you want to remove. Then click **Release**  in the upper right corner of the page.

**Note:** If you don't see the **Release** button, and the page title is *View Service Indicator* rather than *Edit Service Indicator*, then your SPIRE access does not allow you to remove the hold.

4. Click **OK**  to process and save the transaction and return to the *Manage Service Indicators* page. The row containing the removed hold is gone and the hold will no longer appear on the student's *Holds* page.

## Basic Terminology

This section includes a description of the most frequently-used SPIRE for Staff terms.

### Academic Term

An administrative time period, within which sessions are defined, students are billed, and academic statistics are accumulated for individual students and the entire school.

**Academic Term Codes:** SPIRE assigns each term a 4-digit code (e.g., 1103 for *Spring 2010*)

Item	Description	Example
1 <sup>st</sup> numeral	The century	0 = 1900's 1 = 2000's
2 <sup>nd</sup> & 3 <sup>rd</sup> numerals	The year	08 = 2008
4 <sup>th</sup> numeral	The semester	1 = Winter      3 = Spring 5 = Summer      7 = Fall

*Example:* 1097 = Fall 2009, 0991 = Winter 1999.

### Course Number

3-digit number associated with a course (e.g., 118 in *COMM 118*). Use the *Course Number* as a criterion to look up courses in the *Schedule of Classes*.

### Class Number

Unique 5-digit identifier for a course in SPIRE. All components of a class (e.g., lectures, discussions, labs, etc.) have their own *Class Numbers*. The *Class Number* (not the *Course Number*) is required for adding, dropping or swapping classes. **TIP:** *Class Numbers* change from one term to the next (even for the same class). For a course's most recent *Class Number*, always check the *Schedule of Classes* for the current term.

### Component

Section of a class. Each course consists of at least one section (e.g., lecture, lab, discussion, study skills, seminar, practicum, independent study, dissertation/ thesis, etc.). Some courses have multiple components, such as a lecture and a discussion.

### Effective Date

The date a transaction (e.g., address change, academic status change) becomes effective. Always look for the *Effective Date* in a student's academic or personal history.

### Enrollment Appointment

The time window during which a student can register for courses in SPIRE. Students cannot use SPIRE to register before or after their *Enrollment Appointment*.

### Enrollment Summary

A student's printable class schedule by term, viewable to staff and students. Also known as *Study List* in SPIRE.

### ID or EmplID

The 8-digit unique identifier for every person in the SPIRE database (a.k.a. SPIRE ID). This ID appears on your UCard if the UCard was issued after June 2001. Students also know this number as their Student ID.

### Page

The individual display and data-entry screen for each part of SPIRE.

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**Person**

Any person in the SPIRE database. *Students (St)* are a sub-set of the *Person (Per)* category. See **Student** below.

**(Negative) Service Indicator or Hold**

A restriction placed on a student's record by various offices on campus such as the Library or the Bursar. An overdue library fee or outstanding tuition may be reasons for a hold. Holds restrict a student's ability to register for classes, request transcripts, or access other services such as dining or housing.

**Student**

Any student, past or present, in the SPIRE database.

**Student Groups**

Used to track student's affiliations with various groups, including residential academic and talent advancement programs (RAP, TAP), etc.

**Student Record**

A person in the SPIRE database, who is linked to an *Academic Career, Program and Plan*. See the **Academic Structure Constructs & Definitions** handout for more information.

**Subject (Codes)**

Department (codes) (e.g., *ANTHRO* for *Anthropology*).

**Term Activation**

Identifies the *Academic Term(s)* for which a student is expected to be active and is eligible to register for classes.

**Units**

Also known as course credits.

**Waitlists/Promotion**

Academic departments have the ability to set up and manage waitlists in SPIRE. Students are either promoted automatically from the waitlist into the course, or the waitlist can be controlled manually according to departmental/instructor policies. Students can see their waitlist position at any time before the beginning of the term. The automatic process promoting students from a SPIRE waitlist to the class stops when the semester starts.