An individual’s student status is significant when it comes to employment at the University of Manitoba. There are numerous employment groups at the U of M, both unionized and non-unionized. Various collective agreements specify criteria for inclusion in, or exclusion from, a particular employment group depending upon the individual’s current student status.

When you are completing appointment or reappointment forms for employees in your unit, it may be crucial for you to know if the employee is a student, and whether full-time or part-time. Student status can determine placement within a particular employment group and the certain rules that define that employment relationship such as rate of pay, overtime, statutory holiday, sick and vacation rules.

Knowing the student status ahead of time (that is, prior to sending the form to HR) can help to speed up the processing of forms and provide you with the information you will need for that appointment.

VIP has been customized to enable you to check an individual’s current student status as it now has a “feed” from the Aurora Student system.

To check the student status of an individual:

- In the VIPEMP module, under the HRM menu, click on Individual.
  This will bring up a blank Individual (A7K) screen.
- The University of Manitoba Student Number is stored under “U of M Student: ID” field (3rd item on the left)

  * If you know the student number, please read the TIP below FIRST! *

- Click on the arrow beside the field “U of M Student: ID”.
  This will call up the table “Aurora Student Information Loaded Into V.I.P.”
  (Note: to populate ALL students for the whole university, it may take 3-5 minutes)

- Since all student information is located inside this table, we recommend you to CLOSE the Individual (A7K) Screen

  * TIP *: if you know the student number:
    - FIRST, enter the 7-digit number in a blank “U of M Student: ID” Field on Individual (A7K) Screen
    - THEN click on the arrow. This will call up the table instantly!
    - You may keep repeating this process by changing the “U of M Student: ID” Field, THEN click on the arrow, etc.
Once the table has been populated, you can narrow the list down to check for a specific individual.

1. **IF** you have a U of M Student Number:
   - Enter the number in the white box directly above the “STUD ID” heading in the table
   - Click on the yellow table with your mouse or press the ‘tab’ key to narrow the list down

2. **IF** you do not have a student number:
   - You may narrow the list down by using the individual’s surname and first name(s)
     - Enter surname in the white box directly above the “SURNAME” heading
     - Click on the yellow table with your mouse or press the ‘tab’ key
   - if you are searching ANOTHER student using this method, ALWAYS delete the “FIRST NAME” filter BEFORE changing the “SURNAME” Filter
     - Failure to do so means the table will need to be reloaded for 3-5 minutes

Similar to the Aurora Student’s **General Student [SGASTDN]** Screen, the data is sorted by the Academic Term Code

1. **CHECK** the following information to ensure it is the CORRECT student number
   - Surname
   - First Name
   - Last 3 digit of the Social Insurance Number (SIN)
   - Month of Birth

2. **FIND** the relevant Academic TERM (the term’s start date is available for your reference)
   - Therefore, IGNORE the first name with term code “888888”

3. **Check** if the student is registered or not
   - “ACTV?” field should read “YES”
   - “UNDERGRAD FP” field
     - FT: Full Time
     - PT: Part Time
     - NR: Not Registered

4. **Additional Student Information**
   - “GRAD?”: whether it is a graduate program (will read YES)
   - “GRAD DT”: Graduation Date
     - DEGREE STAT CD will confirm whether it is awarded (AW) or not
   - “ELS STUD?”: determine if they are ESL (English as a Second Language) Student