

ellucian™

Banner Student CAPP Handbook

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Welcome to Banner® Curriculum, Advising and Program Planning (CAPP), a comprehensive module which offers flexible student tracking toward degree or award completion. CAPP helps you navigate through sometimes complex and diverse course requirements, giving you the ability to comprehensively track a student's progress toward a goal. Depending upon your institution, that goal could be a:

- Degree
- Certificate
- Diploma
- Another set of requirements

In the higher education world, this kind of student tracking is often referred to as *degree audit*. In CAPP, the processes of checking a student's progress against the requirements to meet a goal is specifically called *compliance*. Compliance processing takes the student's academic information and measures it against the requirements for the student's goal.

CAPP allows faculty advisors more time for advising, rather than spending hours plotting out a student's progress toward completion of a goal.

“What will it take for me to graduate? Am I on schedule? What if I were to change my major?” These are questions that are commonly asked by students; questions that CAPP can handle for you. CAPP is designed with the student population in mind. Students can obtain quick and accurate information that shows just where they are on their path to completing their goal.

This chapter covers the following topics:

- [“Structure of CAPP” on page 1-2](#)
- [“Validation Forms Reference” on page 1-9](#)
- [“Setting Up a Sample Area and Program” on page 1-15](#)
- [“Where to Go Next” on page 1-23](#)

Structure of CAPP

CAPP is composed of programs that are built in a hierarchical structure, as shown in Figure 1.

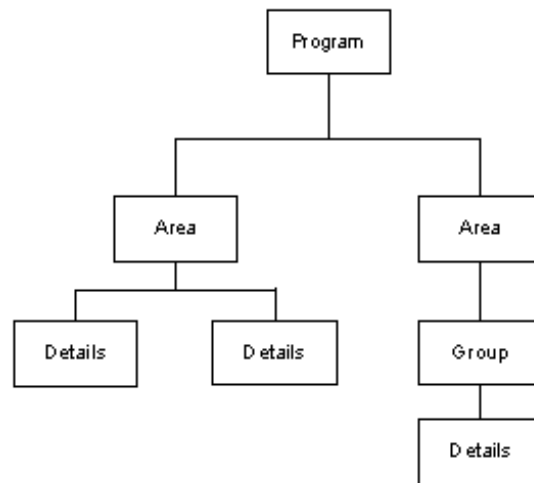


Figure 1: CAPP structure

Programs are the highest level in CAPP, and each program corresponds to a specific academic goal, such as a degree, diploma, certificate or other goal defined by your institution. Programs can have a set of general requirements, such as:

- Minimum required number of courses and/or credits
- Minimum required courses and/or credits in residency
- Minimum GPA for the entire program
- Minimum grade for any course used to fulfill a program requirement
- Non-course requirements, such as a thesis or an internship.
- Required student attributes, such as *First-Year Student* or *Achieved Senior Status*.

Programs also have areas attached to them, and each area has its own requirements. In turn, areas can have detail requirements (such as specific courses) or groups that have their own detail requirements. See [Chapter 4, “Setting Up CAPP”](#) for a complete discussion of setting up programs, areas, and groups, as well as all necessary procedures.

The basic structure of a program is illustrated in Figure 2.

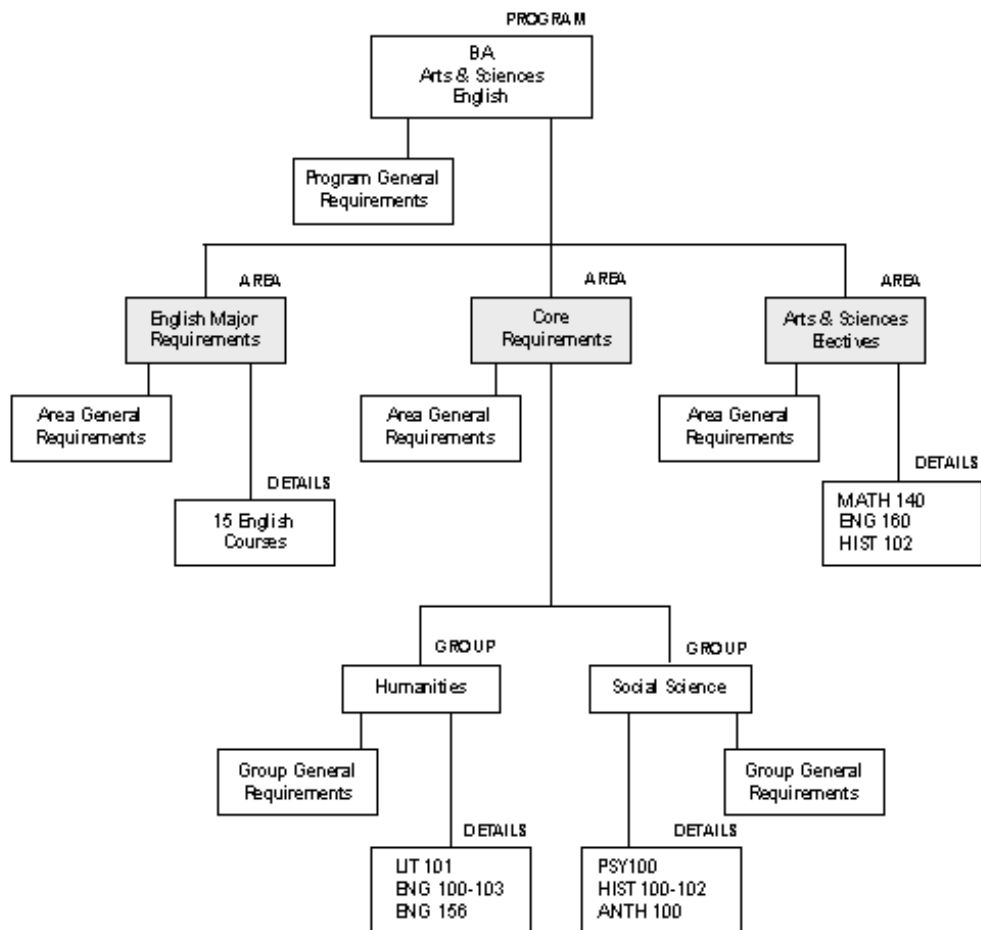


Figure 2: Example of a program structure

As this example shows:

- A program has its own general requirements as well as area attachments
- Each area has its own general requirements and detail attachments, which can be either courses or groups
- Each group has its own general requirements and detail attachments, which are courses

Programs can be linked to curriculum rules (see the [Chapter 3, “Setting Up Curriculum Rules”](#) for more information) or they can be curriculum-independent. Programs are also either “captive” or “non-captive.”

Curriculum-Independent Programs

A curriculum-independent program can be used to check, for example, that students have satisfied all components of the core curriculum. Because this goal does not correspond to a program that a student can apply to or pursue, you would not define it as a curriculum-dependent program.

You can also use a curriculum-independent program to define a highly-tailored, self-designed program. When you leave the **Curriculum Dependent** indicator cleared on the Program Definition Rules Form (SMAPRLE), you can attach a single student ID to the program rule. Once you attach an ID to a program rule, the program is reserved for that student's use only.

If you have a highly tailored program that you want to apply to several students, you can do one of the following:

- Create the program and its requirements for the first student, and then copy the program for each of the other students
- Create the program and its requirements, and, without assigning it to any students on SMAPRLE, designate the program as the compliance curriculum in compliance requests created for other students on the Compliance Request Management Form (SMARQCM)

Captive Programs

A captive program is one in which all detail requirements are defined in areas that are attached directly to the program, and only the attached areas will be evaluated during a compliance review for a student in the program.

During a compliance review of a captive program, only attached areas are processed, and no areas are selected dynamically from the Area Library Form (SMAALIB). In other words, any area qualifiers that are defined for the area in the area library are not examined.

Figure 3 shows how compliance treats a captive program.

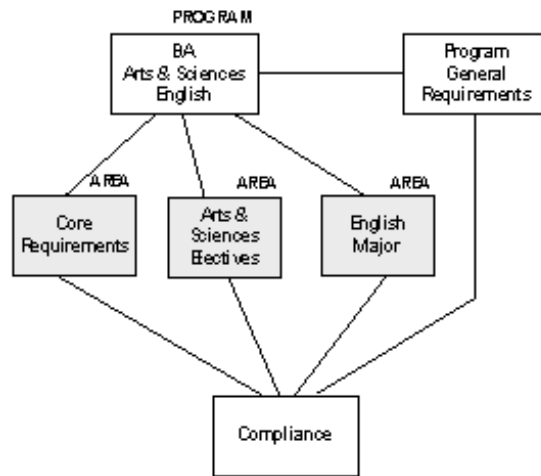


Figure 3: Example of a captive program

In this example, the program general requirements and the requirements for the three attached areas (Core Requirements, Arts & Sciences Electives, and English Major) must be fulfilled for the student to satisfy the program goal.

Non-Captive Programs

A non-captive program is one in which areas that make up the program can be attached directly to the program and/or selected dynamically. The only areas that can be selected dynamically are those for which the **Dynamic** checkbox on the Area Library Form (SMAALIB) has been selected and whose qualifiers match the student's characteristics.

In non-captive programs, attached areas whose qualifiers do not match the student's characteristics are discarded and reported as unused areas. The advantage to attaching areas to a non-captive program is that you have increased control over area priority and course and attribute re-use.

Figure 4 shows how compliance treats a non-captive program.

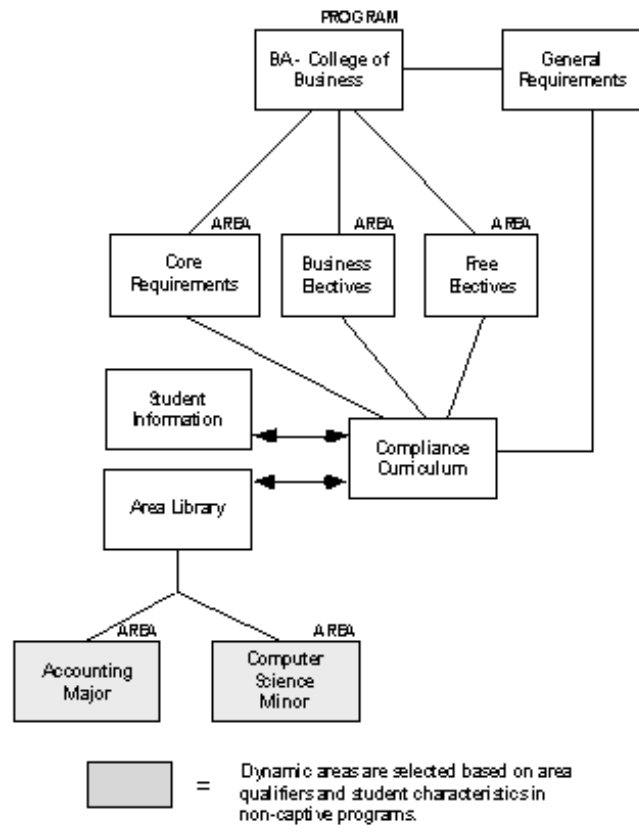


Figure 4: Example of a non-captive program

In this example, the Core Requirements, Business Electives, and Free Electives areas are attached directly to the program. Students seeking this goal are required to fulfill the general requirements of the program and all of the attached areas unless an area's qualifiers do not match the student's characteristics, in which case the area is discarded.

In addition, the Accounting Major and Computer Science Minor area requirements are selected by compliance for students majoring in Accounting and minoring in Computer Science. (A student majoring in Business Management and minoring in Statistics would have those areas selected instead.)

Dynamic Compliance

Dynamic compliance allows you to specify criteria for areas that can be applied to a program. Any area that meets the criteria can then be applied to students within the program.

Dynamic compliance has the following requirements.

- The program must be non-captive.
- Only dynamic areas will be selected.
- Attached areas might be discarded if the area's qualifiers do not match the student's attributes and/or are not part of the curriculum rule for the compliance request.
- Areas are processed in priority order. An area's priority is determined based on the priority established in the Program Area Attachments window of the Program Requirements Form (SMAPROG) for attached areas, the Dynamically Selected Area Override window of for dynamically selected areas, or the default priority assigned on the Area Definition Form (SMAAREA) for dynamically selected areas.

These choices represent a hierarchy in which area attachment priorities are considered first, then dynamic overrides, then default area priorities. In other words, use dynamically selected overrides if you want an area considered in priority order based upon the qualifiers that caused it to be selected instead of the default priority assigned to the area.

- For areas that are selected dynamically, their course and attribute reuse indicators will be set based on how the reuse indicators associated with the source of the area's priority are set. For example, if an area's priority is determined by the Dynamically Selected Override window, the reuse indicators from that window are used.

The compliance process determines which dynamic areas to use based on the qualifiers defined Area Library Form (SMAALIB).

While dynamic areas can be attached to both captive and non-captive programs, the purpose of attaching a dynamic area to a non-captive program is to control the priority, reuse indicators, and year rule for the area within the program.

Example

Let's say your BA in English and BS in Accounting programs are non-captive. You have defined the following with appropriate qualifiers:

- Accounting Major
- English Major
- Core Requirements
- Arts & Sciences Electives

None of the areas are attached to either program. This scenario is shown in [Figure 5](#).

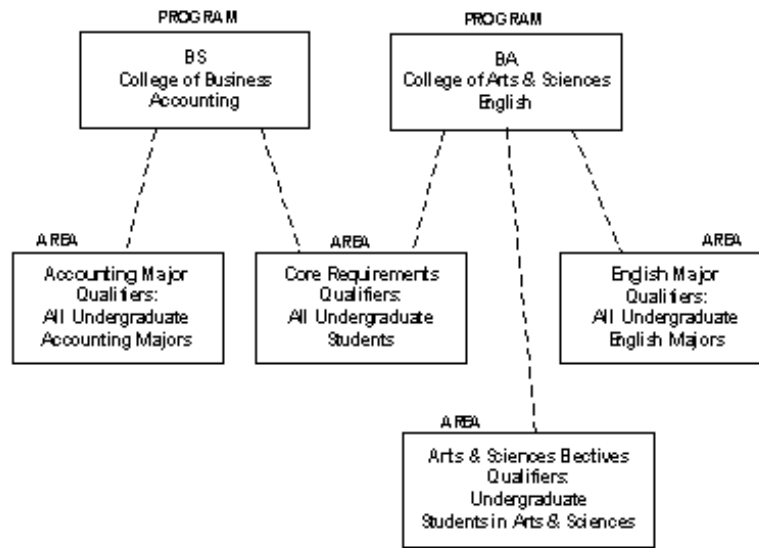


Figure 5: Example of area qualifiers for dynamic compliance

The system would take the following actions.

- The core requirements would be applied to all undergraduate students.
- The Arts & Sciences electives would be applied to only undergraduate students in Arts & Sciences.
- The English major requirements would be applied to only undergraduate English majors.
- The Accounting major requirements would be applied to all undergraduate Accounting majors.

Area Libraries

All areas and their qualifiers are defined in the area library. Dynamic areas are selected from the area library by non-captive programs based on area qualifiers and student characteristics. Figure 6 shows an example of how the compliance process selects dynamic areas from the area library for non-captive programs.

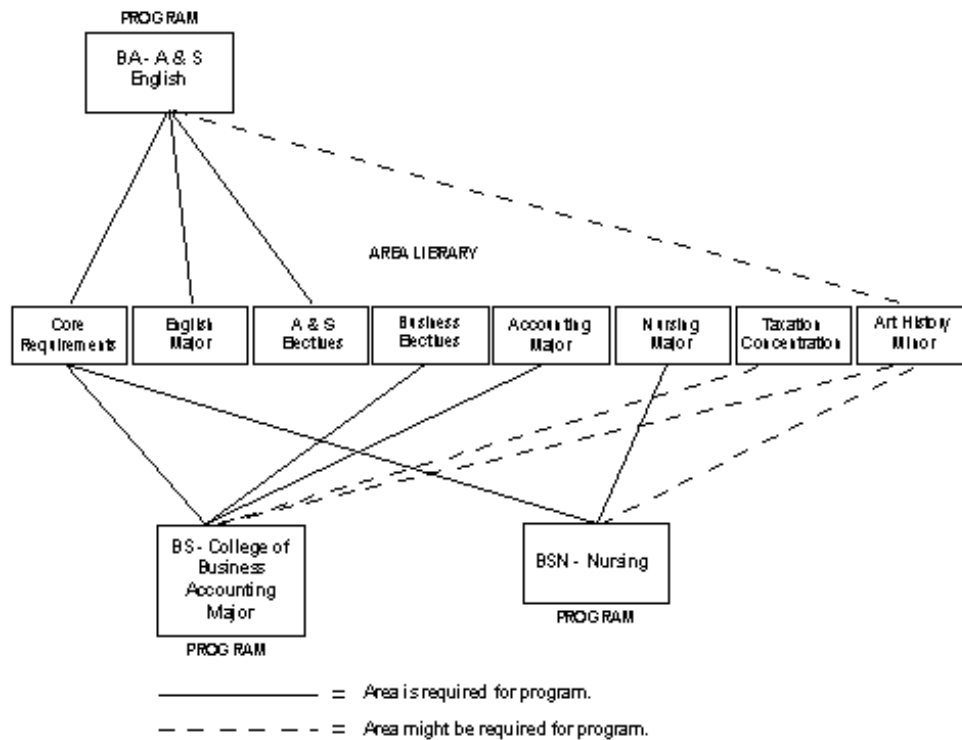


Figure 6: Example of an area library

In this example, certain areas are attached to certain programs. The attached areas are used if a student’s characteristics match the area’s qualifiers, but are discarded if the qualifiers and student characteristics do not match. Other areas are selected dynamically based on area qualifiers and student characteristics. In the examples shown, compliance would attempt to apply the Core Requirements, English Major, and Arts & Sciences Elective Areas to *all students* pursuing the goal of a BA in English in the College of Arts and Sciences. It would also apply the requirements of the Computer Science Minor to *only those* with a declared minor in Computer Science. The requirements of the Computer Science Minor area would also be applied to any students pursuing a BSN in Nursing or a BS in Accounting with a declared minor in Computer Science.

Validation Forms Reference

Because the majority of the information processed by CAPP comes from other modules (for example, Recruiting, Admissions, General Student, Registration, and Academic History) within the Banner Student system, it is helpful to be familiar with the forms that need to be populated in order for you to define program requirements in CAPP. The following list tells you what validation forms are called by each CAPP form.

Validation Form		Application/Functional Form	
STVACTN	Action Code Validation Form	SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
STVACYR	Academic Year Validation Form	SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
STVATTR	Attribute Validation Form	SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
STVATTS	Student Attribute Validation Form	SMASGRP	Student Group Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
STVATYP	Address Type Code Validation Form	SMARQCM	Compliance Request Management Form

Validation Form		Application/Functional Form	
STVCAMP	Campus Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPRLE	Program Definition Rules Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
SOACURR	Curriculum Rules Form		
STVCOLL	College Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPRLE	Program Definition Rules Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
SOACURR	Curriculum Rules Form		
STVCPRT	Compliance Type Code Validation Form	SMACPRT	Compliance Print Type Rules Form
		SMARQCM	Compliance Request Management Form

Validation Form		Application/Functional Form	
STVDEGC	Degree Code Validation Form	SMAALIB	Area Library Form
		SMAPRLE	Program Definition Rules Form
		SMARQCM	Compliance Request Management Form
		SOACURR	Curriculum Rules Form
STVDEPT	Department Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SOACURR	Curriculum Rules Form
STVDFLT	Compliance Default Parameter Validation Form	SMADFLT	Compliance Default Parameters Form

Validation Form		Application/Functional Form	
STVLEVL	Level Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGLIB	Group Library Form
		SMAGROP	Group Requirements Form
		SMAPRLE	Program Definition Rules Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
SOACURR	Curriculum Rules Form		
STVMAJR	Major, Minor, Concentration Code Validation Form	SMAALIB	Area Library Form
		SMARQCM	Compliance Request Management Form
		SOACURR	Curriculum Rules Form
STVNATN	Nation Code Validation Form	SMARQCM	Compliance Request Management Form
STVORIG	Originator Code Validation Form	SMARQCM	Compliance Request Management Form
STVPRNT	Compliance Print Code Validation Form	SMAAREA	Area Requirements Form
		SMACPRT	Compliance Print Type Rules Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form

Validation Form		Application/Functional Form	
STVSTAT	State/Province Code Validation Form	SMARQCM	Compliance Request Management Form
STVSUBJ	Subject Code Validation Form	SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
STVTERM	Term Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments
		SMIAOUT	Area Output Inquiry Form
		SMICRLT	Compliance Results Inquiry Form
		SMIGOUT	Group Output Inquiry Form
		SMIPOUT	Program Output Inquiry Form
		SMISLIB	Student Adjustment Query Form
		SMQSAGR	Group Attachment Form
		SMQSACR	Area/Course Attribute Attachment Form
		SOACURR	Curriculum Rules Form

Setting Up a Sample Area and Program

This section gives you a taste of how CAPP works. It is not designed to demonstrate everything you need to know for CAPP; instead you can use it as a “quick start” sample.

What follows is a step-by-step set of instructions for setting up a sample area and program in CAPP, then running a compliance request and reviewing its results. It does not include detailed explanations, as these are available elsewhere in this handbook; instead, there are cross-references to pertinent procedures.

SunGard® Higher Education recommends that you perform these steps in a test database, not your live one.

Although you can set up CAPP either top-down (programs first, then areas, and finally, if appropriate, groups) or bottom-up (groups first [if appropriate], then areas, and finally programs), this procedure uses a bottom-up sequence. First you will define an area, and then a program.

In this sample procedure, you will set up an area to evaluate a student’s compliance with the requirements for a major in Psychology. The sample uses the following requirements for the undergraduate Bachelor of Arts degree with a major in Psychology as they might appear in your institution’s catalog.

The student must complete 11 courses with a minimum GPA of 2.50.
No more than three courses can be transferred from another institution.

Core courses	PSY 101 PSY 211 PSY 225 PSY 330 PSY 341 PSY 360
--------------	--

Additional courses	One from: PSY 323 PSY 325 PSY 327 Four PSY courses, at least two at the 300 – 400 level, including one from: PSY 419 PSY 421 PSY 475 PSY 451 PSY 499
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The rest of this section provides instructions for:

- [“Add an Area to the Area Library” on page 1-16](#)
- [“Define the Area’s General and Detail Requirements” on page 1-16](#)
- [“Create and Submit a Compliance Request” on page 1-20](#)
- [“Review Compliance Request Results” on page 1-21](#)

Add an Area to the Area Library

1. Access the Area Library Form (SMAALIB).
2. Insert a new record.
3. Define the sample area. For our sample area, enter the following values in the specified fields.

Field	Value
Area	<i>PSY-MAJOR</i>
Description	<i>Psychology major</i>
Student Level	<i>UG</i> (or the code you have defined for <i>Undergraduate</i>)
Course Level	<i>UG</i> (or the code you have defined for <i>Undergraduate</i>)
Compliance	selected
Dynamic	selected
Prerequisite	cleared
Print Indicator	<i>Print Everything</i> (default value)

4. Save your changes.

Note

You do not need to define any qualifiers for our sample area. ■

Define the Area’s General and Detail Requirements

You will build our sample area’s requirements from scratch.

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area. For our sample area, enter *PSY-MAJOR*.
3. In the **Term** field, enter the code of the term for which the area is to be in effect. For our sample area, enter *000000*.

- Go to the next block.
- In the General Requirements block, enter general requirements that apply to the whole area. For our sample area, enter the following values in the specified fields.

Field	Value
Total Required Courses	<i>11</i>
Maximum Transfer Courses	<i>3</i>
Minimum Area GPA	<i>2.50</i>
Default Priority	<i>10</i>

- When finished with the General Requirements block, save your changes.

 **Note**

You do not need to complete the following windows for our sample area: ■

- Area Text
- Include/Exclude Course Level
- Restricted Subjects/Attributes
- Area Restricted Grades

- Attach the following courses to our sample area using the Area Course/Attribute Attachment window.

Set	Subset	Rule	Subject	Course Number	
				Low	High
			<i>PSY</i>	<i>101</i>	<i>null</i>
			<i>PSY</i>	<i>211</i>	<i>null</i>
			<i>PSY</i>	<i>225</i>	<i>null</i>
			<i>PSY</i>	<i>330</i>	<i>null</i>
			<i>PSY</i>	<i>341</i>	<i>null</i>
			<i>PSY</i>	<i>360</i>	<i>null</i>
<i>A10</i>	<i>100</i>		<i>PSY</i>	<i>323</i>	<i>null</i>
<i>A10</i>	<i>200</i>		<i>PSY</i>	<i>325</i>	<i>null</i>
<i>A10</i>	<i>300</i>		<i>PSY</i>	<i>327</i>	<i>null</i>
<i>A20</i>	<i>100</i>	<i>FOURADDL</i>			

When finished with the Area Course/Attribute Attachment window, save your changes.

- Place the cursor on the last record (the one with the rule), then select the search icon in the **Rule** field label.

The Area Course/Attribute Attachment Rules window is displayed.

- For our sample area, enter the following values in the specified fields.

Field	Value
Description	<i>4 Additional PSY Courses</i>
Required Number of Conditions	3

- When finished entering these values, save your changes, then go to the next block and enter the following values in the specified fields.

Set	Subset	Rule	Subject	Course Number		
				Low	High	Courses
<i>A10</i>	<i>100</i>		<i>PSY</i>	<i>419</i>	null	null
<i>A10</i>	<i>200</i>		<i>PSY</i>	<i>421</i>	null	null
<i>A10</i>	<i>300</i>		<i>PSY</i>	<i>475</i>	null	null
<i>A10</i>	<i>400</i>		<i>PSY</i>	<i>451</i>	null	null
<i>A10</i>	<i>500</i>		<i>PSY</i>	<i>499</i>	null	null
<i>B10</i>	<i>100</i>		<i>PSY</i>	<i>300</i>	<i>499</i>	2
<i>C10</i>	<i>100</i>		<i>PSY</i>	<i>100</i>	<i>499</i>	2

- When finished entering these values, save your changes, then select the **Return** button (in the lower right corner of the window) to return to the Area Course/Attribute Attachment window.
- Go to the General Requirements block of the main window and select the **Active** radio button.
- Save your changes.

Create a Program Code

- Access the Program Definitions Rules Form (SMAPRLE).
- Insert a new record.
- Enter the program rule detail information. For our sample area, enter the following values in the specified fields.

Field	Value
Program	<i>TEST</i>
Description	<i>Program for Testing CAPP</i>

Field	Value
Web	cleared
Locked	cleared
Curriculum Dependent	cleared
Student Level	UG (or the code you have defined for <i>Undergraduate</i>)
Course Level	UG (or the code you have defined for <i>Undergraduate</i>)

4. Save your changes.

Define the Program's General Requirements and Attaching Areas

As with the area, you will build sample program's requirements from scratch.

1. Access the Program Requirements Form (SMAPROG).
2. In the **Program** field, enter the program code. For our sample program, enter *TEST*.
3. In the **Term** field, enter the code of the term for which the program is to be in effect. For our sample program, enter *000000*.
4. Go to the next block.
5. In the General Requirements block, enter general requirements that apply to the whole program. For our sample area, enter the following values in the specified fields.

Field	Value
Total Required Courses	11
Maximum Transfer Courses	3
Minimum Program GPA	3

6. When finished with the General Requirements block, save your changes.

Note

You do not need to complete the following windows for our sample program:

- Program Text
- Program Non-Course Requirements
- Program Additional Levels
- Program Required Attributes

- Program Restricted Subjects/Attributes
 - Program Restricted Grades
7. Attach our sample area to the program using the Program Area Attachments window. For our sample, enter *PSY-MAJOR* in the **Area** field, and accept the defaults in the remaining fields.
 8. When finished with the Program Area Attachments window, save your changes.
 9. Go to the General Requirements block of the main window and select the **Active** radio button.
 10. Save your changes.

Create and Submit a Compliance Request

Now you will create a compliance request and submit it for processing. Before beginning this procedure, you will need to create a system ID for a fictional person or identify the system ID for a real person you would like to use for testing.

 **Note**

Testing CAPP using production data presents very little risk as compliance results generated from testing can be easily removed. ■

As you consider which system ID to use for testing purposes, note that it would be most helpful for the ID to have one or more of the required courses loaded into the institutional and/or transfer academic history forms.

1. Access the Compliance Request Management Form (SMARQCM).
2. In the **ID** field, enter the ID you selected for testing purposes.
3. Go to the next block.
4. If a compliance request already exists for the ID, insert a new record.
5. In the Compliance Request block, enter the following values in the specified fields.

 **Note**

Do not save your changes after entering these values. You must not save until completing all entry on this form. ■

Field	Value
Evaluation Term	999999
Course Usage Order	C
Minimum Grade Numeric Value	0
Minimum In-Progress Term	000000
Maximum In-Progress Term	999999
Minimum Cut-Off Term	000000
Maximum Cut-Off Term	999999

 **Note**

Some of the values might default into the fields, depending on the values specified on the Compliance Default Parameters Form (SMADFLT). ■

- Without saving the values entered in the previous step, access the Compliance Curriculum window and enter the following values in the specified fields.

 **Note**

Do not save your changes after entering these values. ■

Field	Value
Program	TEST
College	00
Degree	000000
Major 1	0000

- Without saving the values entered in the previous step, select the **Return** button to go back to the Compliance Request block of the main window.
- Save your changes.
- Take note of the request number assigned by the system in the **Request Number** field, because you will need this to review the results, as described in the next procedure.
- Select **Submit for Processing** from the Options Menu.

Review Compliance Request Results

This section describes how and where within the system you can review the results of a compliance request that has been processed. By following the steps presented below, you will begin to develop an understanding of how you can “drill down” through the different levels within the hierarchy of a CAPP program.

To follow the steps presented below, you must note ID and compliance request number used in the previous procedure.

1. Access the Compliance Results Inquiry Form (SMICRLT).
2. In the **ID** field, enter the ID you used in the previous procedure.
3. In the **Request Number** field, enter the compliance request number you created and submitted for processing in the previous procedure.
4. Go to the next block.

The program and catalog information processed by compliance for this request are displayed in the top portion of the form. The two sections that make up the lower portion of the form have navigational buttons that will take you either to other blocks of SMICRLT or to the Program Output Inquiry Form (SMIPOUT).

5. To see the program-level results for the requirements evaluated for this request, select whichever **General Requirements** button is enabled (**Met** or **Unmet**).

If all the program's general requirements were satisfied, the **Met** button will be enabled. If any of the program's general requirements were not satisfied, the **Unmet** button will be enabled. Either of these buttons will take you to the Program Output Inquiry Form (SMIPOUT).

Once you have accessed SMIPOUT, you will notice that it looks very similar to the Program Requirements Form (SMAPROG). The main difference between the two forms is that SMIPOUT has additional fields that display the actual number of credits/courses applied toward various requirements. You will also see that there are additional fields that display the actual program and overall GPA values calculated during the processing of the compliance request.

If the program had other requirements and/or restrictions defined in the other windows of SMAPROG, you would be able to navigate through each one to review the actual number of credits/courses applied toward them.

6. To return to SMICRLT, exit SMIPOUT.
7. To see results for the area level requirements processed for this compliance request, you can either go to the next block or select whichever **Areas** button is enabled (**Met** or **Unmet**).

If all of the areas evaluated for this compliance request were satisfied, the **Met** button will be enabled. If any of the areas evaluated for this compliance request were not satisfied, the **Unmet** button will be enabled.

8. The Program Area Compliance Summary window of SMICRLT displays a list of the areas processed for this request.

As you select different rows for the areas, the **Met** and **Unmet** buttons in the lower portion of the window become enabled or unenabled, depending on the status of the area.

9. If you want to see the area-level results for the area evaluated for this request, select whichever **General Requirements** button is enabled (**Met** or **Unmet**).

If all the area's general requirements were satisfied, the **Met** button will be enabled. If any of the area's general requirements were not satisfied, the **Unmet** button will be enabled. Either of these buttons will take you to the Area Output Inquiry Form (SMIAOUT).

Once you have accessed SMIAOUT, you will notice that it looks very similar to the Area Requirements Form (SMAAREA). The main difference between the two forms is that SMIAOUT has additional fields that display the actual number of credits/courses applied toward various requirements. You will also see that there are additional fields that display the actual area GPA value calculated during the processing of the compliance request.

If the area had other requirements and/or restrictions defined in the other windows of SMAAREA, you would be able to navigate through each one to review the actual number of credits/courses applied toward them.

10. To return to SMICRLT, exit SMIAOUT.

 **Note**

You can also access SMIAOUT from SMIPOUT. ■

11. If you want to review how individual courses and course attributes were applied to requirements, you can click on any enabled **Used** buttons for **Courses** and **Attributes**.

If you are in the main block of SMICRLT when you do this, you will see all courses and/or attributes applied to the program. If you are in the Program Area Compliance Summary window of SMICRLT, you will see only those courses and/or attributes applied to requirements in the area displayed in the active row of the top portion of the block.

Where to Go Next

This rest of this manual is organized into the following chapters.

- [Chapter 2, “Common Concepts”](#), covers concepts and principles that are used throughout CAPP, such as reuse and rules.
- [Chapter 3, “Setting Up Curriculum Rules”](#), describes how to set up your curriculum rules. It also includes complete form descriptions of the curriculum forms.

- [Chapter 4, “Setting Up CAPP”](#), explains how to set up programs, areas, and groups. It includes step-by-step procedures for all setup tasks.
- [Chapter 5, “Compliance Requests”](#), provides a thorough discussion of compliance requests. It also includes step-by-step procedures for creating, reviewing, and purging compliance requests.
- [Chapter 6, “Adjustments”](#), covers adjustments to students’ requirements. It includes step-by-step procedures for making any kind of adjustment.
- [Chapter 7, “Setting Up Banner for WebCAPP Processing”](#), covers setting up degree evaluation on the Web, including the associated form.

Related Documentation

In addition to the *CAPP Handbook*, the following documentation supports your work with CAPP:

Student User Guide — a user and reference manual for users of the Student System.

Course Request and Scheduling Handbook — a user manual which describes the batch registration scheduling process and programs.

Student Open Learning Registration Handbook — a handbook which describes non-traditional, non-part-of-term-based, registration processing.

Student Object:Access Reporting Guide — a user/reference manual for the Object:Access views for the Student System.

Student Release Guide — a document containing notes about a release of the product, including descriptions of the enhancements and other modifications in the new release.

Student Upgrade Guide — a technical guide to support your institution’s conversion to the newest release.

GTVSDAX Handbook — a user/technical/reference manual describing the setup and use of the Crosswalk Validation Form (GTVSDAX), which is used with the Object:Access views.

Banner Getting Started Guide — a user/reference manual that describes the features and components of the Banner system and Banner Online Help.

Banner Documentation Bookshelf Getting Started Guide — a how-to manual directing the installation and maintenance of the Bookshelf.

General User Guide — a user’s guide to the Banner General module, its functions and features.

General Technical Reference Manual — a technical reference manual for Banner general utilities.

Student TRM Supplement — an application-specific supplement for the technical reference material.

Banner Security Administration Handbook — a technical reference manual for Banner security, for system administrator use.





This chapter covers the following concepts that are common throughout CAPP:

- [“Connectors” on page 2-1](#)
- [“Reuse” on page 2-2](#)
- [“Sets and Subsets” on page 2-10](#)
- [“Rules” on page 2-13](#)

Connectors

Connectors connect a thought into a statement by using an “and/or” logic. Basically, you are telling CAPP that you want to use one of the following:

- X number of credits *and* X number of courses
- X number of credits *or* X number of courses
- Just credits *or* just courses (the connector is *none*)

The “And” Connector

The “and” connector indicates that the requirement must be fulfilled using both of the values that you specify.

Example

If you want to require 126 credits and 42 courses, you would set up this connector statement:

Total Required Credits field	Connector	Total Required Courses field
126	And	42

The “Or” Connector

The “or” connector indicates that the requirement must be fulfilled using *either* of the values you specify.

Example

If you want to require 126 credits or 42 courses. You would set up this connector statement:

Total Required Credits field	Connector	Total Required Courses field
126	Or	42

The “None” Connector

A “None” connector is the most specific: you are telling CAPP to use an “all or nothing” approach.

Example

Assume you are a credit-driven institution. You aren’t interested in how many courses a student takes; you require only a minimum of 126 credits. You could set up this connector statement:

Total Required Credits field	Connector	Total Required Courses field
126	None	

Reuse

Reuse indicators control how courses and course attributes can be used within CAPP. In most cases, use reuse indicators to specify that an already used course and/or attribute can be reused to fulfill another requirement in a different area or group.

For example, one course (or one of its attributes) may be required to fulfill a general education requirement, but may also be required within a specific major. Reuse allows the course/attribute to be used to fulfill both requirements. When a course/attribute is reused, it can fulfill several detail requirements, although its credits are used only once toward the minimum credit requirements of the program.

Default reuse indicators are assigned to each area and group, and specific reuse indicators are assigned when you attach an area to a program or a group to an area. The reuse indicators are *None*, *Out*, *In*, *Both*, and *Within* and are described in the following table.

Indicator	Description
<i>None</i>	You cannot reuse a course/attribute.
<i>Out</i>	Courses/attributes used in an area or group can be released (go out) for reuse in other areas, but already used courses/attributes cannot come in to the area/group.
<i>In</i>	Courses/attributes previously used can come in and be considered for reuse, but if used in the current area or group, they cannot go out to be used by any additional areas or groups.
<i>Both</i>	Previously used courses/attributes can go out if used, and can also come in if already used.
<i>Within</i>	<p>Within reuse is a little different than the others. Within deals with use of the course and its attributes within the same area or group.</p> <p>If within reuse is not allowed, either a course(ness) or one of its attributes can be used within the same area or group. If within reuse is allowed, both the course and one of its attributes can be used within the same area/group. When within reuse is allowed, the course's credits will be used only once toward the minimum credits required by the group, area, or program.</p>

Figure 7 shows how the *None*, *Out*, *In*, and *Both* reuse indicators work.

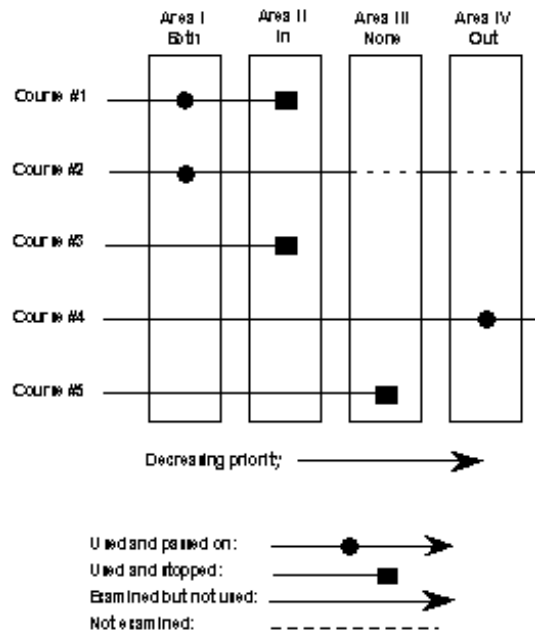


Figure 7: Reuse indicators

Area I has a reuse indicator of “Both”

Courses 1 and 2 fulfill the requirements in Area I. These courses are used in Area I and then flagged as used. Because Area I has a *Both* reuse indicator, used courses are passed along to be used in other areas.

Area II has a reuse indicator of “In”

Accepts all courses regardless of prior use. Courses 1 and 3 fulfill the requirements in Area II. These courses are used in Area II, and since Area II has an *In* reuse indicator, these courses are “trapped” in Area II.

Area III has a reuse indicator of “None”

Uses courses not yet used. Course 5 fulfills the requirements of Area III. Course 5 is used by Area III and then is trapped in Area III. Course 5 cannot be reused by any lower priority area.

Area IV has a reuse indicator of “Out”

Accepts courses not yet used. It passes all of its courses out for use by lower priority areas. Courses 2 and 4 fulfill the requirements of Area IV. Area I already used Course 2, so it is not used by Area IV. Course 4 has not been used in any other (higher priority) area, so it can be used by Area IV. Course 4 will be flagged as used and passed back out of Area IV to be reused by other areas.

The *Within* reuse indicator works as follows.

Example

You have a single course, ENGL 1500, which has the attribute *Writing Intensive*. You have requirements for both ENGL 1500 *and* a course with the Writing Intensive attribute.

If written as “*ENGL 1500*” *and* “*Writing Intensive*” on separate lines, these are now two separate requirements and within reuse is a factor.

If within reuse is allowed, a single ENGL 1500 course which *also* has the *Writing Intensive* attribute can fulfill both requirements.

If written as: *ENGL 1500/Writing Intensive* (all on one detail line), then the requirement will be satisfied only when ENGL 1500 is taken when the course *also* has the *Writing Intensive* attribute. In this case, within reuse is not a factor.

The combination of the reuse indicators and the way in which requirements are written have significant implications on the results of compliance:

- The *In*, *Out*, *Both*, and *None* reuse indicators control reuse of courses and attributes across areas *or* groups. These reuse indicators on groups control reuse of courses and attribute across groups attached to the same area.
- The *Within* reuse indicator controls reuse of courses and attributes only *within* an area/group.

There are two types of reuse processing:

- Multiple-entity, which is explained in detail in [“Multiple-Entity Reuse Processing” on page 2-6](#)
- Single-entity, which is explained in detail in [“Single-Entity Reuse Processing” on page 2-7](#)

Both multiple-entity processing and single-entity processing can be done in different programs at the same institution. The type of reuse processing to be performed is controlled at the program level. An indicator on the Program Requirements Form (SMAPROG) is used to specify when single-entity reuse processing should be performed for a program.

Compliance performs reuse processing using multiple-entity processing rules unless you make a change. Select the **Single Entity** checkbox in the General Requirements block of the Student Program Form (SMAPROG) to indicate that the program should be evaluated using single-entity processing.

Multiple-Entity Reuse Processing

The examples that follow do not describe all of the details about reuse using four components. Reuse types (*In*, *Out*, *Both*, *None*) and the concept of *Within* reuse are not important to these examples. These examples are provided to demonstrate very basic reuse concepts. The basic concepts do not change when the more detailed concepts of reuse type and within reuse are added.

Example 1

The course ENGL 1005 exists and has the attributes *WRIT* (Writing), *COMP* (Composition), and *LITR* (Literature). This course has four components: the course itself and three attributes.

Regardless of the reuse flags, each of these four components could be used by compliance to fulfill different requirements (as long as a different part of the course is used) before any reuse is considered to have occurred. Therefore, the one course could be used to fulfill all of the following requirements:

Subj	CRSE Low	Crse High	Attr	Req Credits
ENGL	1005			3.00
			WRIT	3.00
			COMP	3.00
			LITR	3.00

If each requirement is in a different area, the person would earn 3.00 credits toward each area, but only 3.00 total credits toward the program. Regardless of the number of times used, a course's credits will accumulate toward the program only once.

In the example given above, none of the uses of the course is considered "reused," because a *different* part of the course is used each time. No part is being used a second time, which fits the dictionary definition of "reuse."

Example 2

In the following example, the course is subject to reuse processing and control by reuse rules, because the course itself is used more than once. (Any use of the subject or course number, in combination or separately, is considered to use the "courseness" of the course. Thus, the course used by its subject alone, course number alone, or subject and course number in combination is considered to be a use of the "course".)

Subj	Crse Low	Crse High	Attr	Req Credits
ENGL	1005			3.00
ENGL				15.00
	1000	4999	COMP	30.00

The above examples demonstrate the way in which reuse has been implemented in the compliance evaluation code. However, the course used above does not have four independent components. It is, instead, one single entity, and the subject/course and each of its attributes are seen as merely a different “alias” for the same entity.

This additional understanding of reuse in compliance processing is called single-entity reuse processing.

Single-Entity Reuse Processing

Single-entity reuse processing disallows the use of any portion of the course (by “courseness” or by attribute) if any other portion of the course has already been used, and reuse is not allowed. When reuse is allowed, it makes no difference whether the course is used first as the course or as one of its attributes; the components of the course will all be treated as aliases of the same entity. Because the components are all be treated as one entity, only one set of reuse controls is needed, and the course reuse flags (on groups, areas, and program/area attachments) are used to control reuse processing when single-entity reuse is in effect. (The attribute reuse flags are not used at all when single-entity reuse is in effect.) A flag is used at the program level to specify that single-entity reuse is to apply to the program. When the flag is not set, multiple-entity reuse will continue to function as described above, and both sets of reuse flags will be used.

The following are some examples of how single-entity reuse processing will provide different results from multiple-entity reuse processing.

Example 1

- Area *GENED* requires, among other things, that a student complete ENGL 1005 and ENGL 1006. The area’s reuse flags are *Out/Out*.
- Area *COMPETENCY* requires, among other things, that a student complete 12.00 credits in courses which have the attribute *WRIT* (Writing Intensive). The area’s reuse flags are *Both/Both*.
- A student has taken ENGL 1005, and the course has the attributes *WRIT* (Writing Intensive), *COMP* (Composition), and *LITR* (Literature). This course has four parts: the course itself and three attributes.

The following are the results which will occur when the program is flagged for multiple-entity processing:

- Area *GENED* will use ENGL 1005 as the course alone.
The “courseness” of ENGL 1005 will be flagged as used. None of the course’s attributes are flagged used. The used course is allowed out of the area to be used again, if allowed by the subsequent areas’ reuse indicators. (The unused attributes also go out to be used by later areas. Each of the unused attributes is free to be used anywhere, because they are not yet subject to reuse controls.)

- Area *COMPETENCY* will use the *WRIT* attribute of ENGL 1005.

The attribute *WRIT* will now be flagged as used. It is allowed out of the area to be used again, if allowed by the subsequent areas' reuse indicators.

In subsequent areas, the course ENGL 1005 and the attribute *WRIT* are eligible for use subject to the reuse flags on the subsequent areas. Attributes *COMP* and *LITR* are eligible to be used in any area, since they have not yet been used.

The following are the results which will occur when the program is flagged for single-entity processing:

- Area *GENED* will use ENGL 1005 as the course alone.

The “courseness” of ENGL 1005 and all of the course’s attributes will be flagged as used. The course and its attributes are allowed out of the area to be used again, based upon the Course reuse flag for the subsequent areas.

- Area *COMPETENCY* will use the *WRIT* attribute of ENGL 1005.

The attribute *WRIT* is used, because used courses are allowed to come into the area (the area’s course reuse flag is *Both*). It is allowed out of the area to be used again, if allowed by the subsequent areas' reuse indicators.

Example 2

GE 202 is a course. It has a seven attributes:

- Attribute 1: *CE00*
- Attribute 2: *CE17*
- Attribute 3: *EENO*
- Attribute 4: *EENI*
- Attribute 5: *MY2E*
- Attribute 6: *QNSC*
- Attribute 7: *SCI*

Because GE 202 has seven attributes, it has a total of eight individual parts: the courses itself, which is identified by the subject and course number (GE 202), and the seven attributes. In multiple-entity reuse, if each of those “parts” is used alone, GE 202 could be used a total of eight times before any use is considered a reuse. In single-entity reuse, GE 202 could only be used once before any use is considered a reuse.

In addition to the eight individual parts, there can be combinations of parts: GE 202 (as the course) used in combination with any of its attributes. When used against a requirement which is written with subject, course low, and/or course high, *and* an attribute, both the course part and the attribute part are being looked for and/or used.

Here are some examples of how GE 202 will be treated, using both single-entity reuse and multiple-entity reuse. You will see that the results will be different, depending upon the type of reuse processing in effect for the program.

Program ECE requires several areas. Among them are *ECESCI* and *ECE2TECH*.

- Area *ECESCI* looks for attribute *SCI* attached to a course in the range 100 - 997. Its reuse flags are *In/In*.
- Area *ECE2TECH* looks for only the attribute *CE00*. Its reuse flags are *In/In*.

The following is how GE 202 and its attributes will be used when the *ECE* program is set for multiple-entity reuse:

- The attribute *SCI* attached to GE 202 is used against area *ECESCI*.
- The course GE 202 is also used by area *ECESCI*, because the requirement includes the course range.
- Neither the *SCI* attribute of GE 202 nor the course GE 202 can go out to be used again, but the rest of the attached attributes do go out and can be used because they have not yet been used.

Area *ECE2TECH* looks for only the attribute *CE00*. Its reuse flags are *In/In*.

- Attribute *CE00* attached to course GE 202 is used here, because it has not been used before.
- **Note:** If this requirement included a range of course numbers, GE 202 would *not* be able to be used here, because the “course” part was trapped by area *ECESCI*.

The following is how GE 202 and its attributes will be used when the *ECE* program is set for single-entity reuse. (This explanation assumes that the only change to the program’s requirements is the single-entity reuse flag in the program general requirements):

- Area *ECESCI* uses the same elements. However, every used course and every attribute attached to any used course will be marked as used and will be stopped here, because the course reuse flag is *In*. This means that used parts (and in single-entity reuse, every part will be used when any single part is used) cannot go out for later reuse.
- Area *ECE2TECH* looks for unused *CE00* attributes. The *CE00* attribute for GE 202 was not used, but in single-entity reuse, all parts are used when any single part is used. Area *ECESCI* used all parts of GE 202 and did not let them out. GE 202 will not be used here (or in any later area), because it was used and held in area *ECESCI*.

Reuse of Courses and Attributes

With multiple-entity reuse, each piece of the course is a separate entity and can be used independently. For example, if you had course MA 101 with attributes of *MATH* and

CALC, the course could be used in one area as MA 101 and attribute *CALC* in another without reuse coming into play, leaving the attribute of *MATH* as unused and available for other requirements.

With single-entity, attributes are like “nicknames” and are simply a different way of identifying the course. Once you have used the above course referenced by its nickname or attribute of *MATH*, the course MA 101 is used, as is its other nickname, *CALC*. Any use after the first use of any part must be done according to availability based on reuse flags.

Refer to [“Reuse” on page 2-2](#) for a complete discussion of reuse in CAPP.

Sets and Subsets

A *set* is a collection of records. A *subset* is a division within the set. When you use set and subset, these principles apply:

- *Different* sets are an *and* condition.
- *Like* subsets within a set are an *and* condition.
- *Unlike* subsets within a set are an *or* condition.
- *Null* sets/subsets are required elements and are an implied *and* among all records with a *null* set/subset.

The following example shows how to use sets and subsets.

To satisfy a requirement, a student must take:

HIST 110, 111, *and* 114

or

ANTH 100-102

and

PSYC 100

or

SOC 110

The words *and* and *or* in the above requirement are your *conditions*. Let’s look at this one segment at a time.

To satisfy this requirement, a student must take:

HIST 110, 111, *and* 114

Using set and subset logic, this statement could be translated as follows:

SET	SUBSET	SUBJ	COURSE # Low
A10	111	HIST	110
A10	111	HIST	111
A10	111	HIST	114

We have created a set of courses called *A10* and three subsets called *111*. The like subsets within a set are an implied “and” condition. In this example, you have created three “like” subsets of 111, so you are telling CAPP that the student must take the courses 110, 111 *and* 114.

Why did you name this set *A10* and the subsets *111*? The coding of sets and subsets is completely at your discretion. You may have a meaningful coding system that works for you, and will help you quickly tell sets apart. There are, however, some guidelines for naming sets and subsets:

- *Set* is a character field, up to three characters in length, beginning with a letter.
- *Subset* is a numeric field, three digits in length. If you do not enter all three digits in a subset, CAPP will insert leading zeros in the spaces you have left empty so that it can do a correct priority sort on your entries.

The compliance process sorts your entries and selects courses according to the following sort priority:

- Null entries (entries without a rule or set and subsets)
- Null entries with a rule
- Sets sorted alphabetically
- Subsets within a set, sorted numerically

You can define very specifically how compliance selects courses/attributes within detail requirements. For example, you may have four courses that are absolutely required. If you *do not* care about the order in which these requirements are fulfilled, define the requirements without the use of sets, subsets and/or rules (this type of definition was called a “null entry” in our general principles). These requirements will be examined first by compliance. If you *do* care about the order in which these requirements are examined, use a different set for each requirement, using set codes to define the order in which you want the requirements examined.

When you define sets and subsets, higher priority sets should have codes using letters earlier in the alphabet: sets with the highest priorities should begin with A’s and B’s, and those with the lowest should begin with Y’s and Z’s. Using this structure, you can control the order in which compliances handles the course and attribute requirements.

Now let’s continue to build this requirement.

To satisfy this requirement, a student must take:

HIST 110, 111, *and* 114
or
ANTH 100-102

In this part of the statement, you have specified that the student must take the first three courses you defined *or* ANTH 100-103. You would then add different subset to the formula:

SET	SUBSET	SUBJ	COURSE # Low
A10	111	HIST	110
A10	111	HIST	111
A10	111	HIST	114
A10	222	ANTH	100
A10	222	ANTH	101
A10	222	ANTH	102

Our new subset of 222 is *unlike* the previous subset of 111, but is still part of the A10 set. This is an “or” condition because unlike subsets within a set are an implied “or” condition.

Now let’s finish building this requirement.

To satisfy this requirement, a student must take:

HIST 110, 111, *and* 114
or
ANTH 100-102

and

PSYC 100
or
SOC 110

The last part of our statement is linked to the HIST/ANTH courses with an *and* statement, so you want to build a new set:

SET	SUBSET	SUBJ	COURSE # Low
A10	111	HIST	110
A10	111	HIST	111
A10	111	HIST	114
A10	222	ANTH	100
A10	222	ANTH	101
A10	222	ANTH	102

SET	SUBSET	SUBJ	COURSE # Low
A20	111	PSYC	100
A20	222	SOC	100

Because different sets are an implied “and” condition, our *A20* set is now linked to the *A10* set. And since you used unlike subsets within the *A20* set, you are telling CAPP to take PSYC 100 *or* SOC 100.

Rules

When you have more complicated requirement, you might need to use a rule. Attachment rules use the same variables as other area or group attachments, but add the concept of conditions. Rules will allow you to specify the number of conditions that must be satisfied.

Example for area group attachments

One of your requirements says, “Fulfill the requirements of two out of these three groups.”

You would not be able to define this requirements using area or group attachments alone. You could define this requirement using sets and subsets, but would need to define many different combinations to arrive at the desired results.

Example for area or group course/attribute attachments

One of your requirements says, “Take three courses in History, American Studies, Sociology, or Psychology, each in a different discipline.”

If you used standard course/attribute attachments, you could define these requirements as a group, but could not place a limit on *exactly* three courses and also could not enforce the “each in a different discipline” requirement.

You *could* define this requirement using sets and subsets, but would need to define a lot of different combinations in order to arrive at the desired results. You still would not be able to enforce the requirement for *exactly* three courses.

Using rules, you can define these requirements exactly.

When an area or group is being set up, if a value is entered in any of the **Rule** fields but the rule is not actually defined, compliance results will show the rule value, but the window for viewing the rule will not be accessible. It is, therefore, important to define rules properly and not just enter a value in the **Rule** field.

Rule Processing

The system uses rules to handle situations in which Boolean logic cannot correctly process requirements, such as the following:

- To select three conditions from five conditions
- To select one course from list of possibilities
- To select one course each from three of the five lists below
- To use an umbrella rule and maximum values that span detail requirements

If necessary, you can use both list processing and Boolean logic in rules. For example, you might need a rule that requires two out of three conditions but that uses Boolean logic within the conditions (all detail lines are required and must be met), or you might need to use list processing logic (use whatever detail lines are necessary to satisfy the umbrella requirements) within the conditions.

Each rule is defined by its “umbrella” and its detail line section. The rule umbrella contains information that drives processing. This information includes the number of required conditions, per-condition information (credits required, courses required, maximum credits, and maximum courses), and total rule information. A value must be defined in at least one of the fields that make up the umbrella for any rule processing to occur.

During rule processing, values entered in the maximum credits/courses per-condition and maximum credits/courses (total) will never be exceeded. The umbrella and detail line section work together, but the umbrella is the controlling force in the processing. Thus, even if each detail line is minimally satisfied but the umbrella requires more credits or course than have been applied to the detail lines, the overall rule will not be satisfied. For example, a rule umbrella might require 15 credits and that three (out of four) conditions be satisfied. However, even if three of the four detail lines in the detail line section have one course (the minimal requirement for each detail line) applied to them, the overall total of 15 credits might still not be satisfied.

The rule detail line section contains course and attribute attachment requirements to support the required items in the umbrella. It is the presence or absence of per-condition information that determines whether list processing or Boolean logic drives the detail line processing.

List Processing

If values are entered in any of the per-condition fields (such as required credits/courses per condition or maximum credits/courses per condition), the requirements defined in detail line section are considered to be lists or sub-lists of possibilities.

- Different values in the **Set** field denote different conditions.
- Entries with the same set and subset values are considered one list.

- Different subsets for a given set are considered sub-lists, and per-condition information must be satisfied from one sub-list.
- The condition is counted when per-condition requirements are satisfied. This may or may not mean that all detail lines were met.

During list processing, set and subset values are intended to link detail lines together to form lists of possible choices where all choices are not necessarily needed to meet the requirement. Thus, set and subset values function somewhat differently from how they are described.

Boolean Logic

If no values are entered in the per-condition fields, the requirements defined in the detail line section are processed using Boolean logic in a manner similar to non-rule detail attachments.

- Different values in the **Set** fields still denote different conditions.
- Subsets are processed using “and/or” logic.
- For this type of condition to be satisfied, all detail lines must be met.

Courses/attributes that do not satisfy conditions are released so that they can be available to satisfy subsequent conditions

When the system has processed all conditions for a rule, if the number of required conditions is not met, then *conditional loop logic* is used to reprocess the conditions. Beginning with the first condition, *conditional loop logic* re-evaluates conditions and apply courses that fit their criteria, until the number of required conditions has been re-evaluated

Rule processing uses sets and subsets in two ways, based on values in the per-condition fields of the umbrella.

- If there is *no* per-condition information in the umbrella, then subset processing is handled as Boolean logic, in a manner similar to its use in group and area course attachments. The release of courses will be different based on the conditions in the rule.
- If there *is* per-condition information in the umbrella, then subsets denote lists and sub-lists, and the detail requirements are considered to be a list of possibilities.

Therefore, it is the presence or absence of per-condition information that determines whether list processing or Boolean logic drives the detail line processing.

Examples

The following are some examples of rule processing. They are basic examples, to illustrate the various methods of detail processing.

Example 1: Select six credits from a list of courses.

For list processing, a value must be entered in the required credits/courses per-condition and/or maximum credits/courses per-condition fields. Since there is only one list (i.e one condition), that requires six credits, the per-condition fields drive processing and denote the use of lists or sub-lists.

Umbrella: Number of conditions required = 1
 Per-condition = 6 credits

Cond	Set	Subset	Course	Courses Used
1	A	100	MATH 101	MATH 101 - 3 credits
1	A	100	MATH 103	
1	A	100	MATH 104	MATH 104 - 3 credits
1	A	100	MATH 211	
1	A	100	MATH 212	

Let's say a student has MATH 101 (three credits) and MATH 104 (three credits).

- The condition is counted because the requirement of six credits per-condition is met.
- The rule is met because the number of conditions required is met.

Example 2: Select six credits from a sub-list of courses.

For list processing, a value must be entered in the required credits/courses per-condition and/or maximum credits/courses per-condition fields. There are two sub-lists in one condition. All six credits must be from one sub-list. The per-condition fields drive processing and denote the use of lists or sub-lists.

Umbrella: Number of conditions required = 1
 Per-condition = 6 credits

Cond	Set	Subset	Course	Courses Used
1	A	100	MATH 101	MATH 101 - 3 credits
1	A	100	MATH 103	
1	A	100	MATH 104	MATH 104 - 3 credits
1	A	200	MATH 211	
1	A	200	MATH 212	

Let's say a student has MATH 101 (three credits), MATH 104 (three credits), and MATH 211(three credits).

- The condition is counted because the requirement of six credits per-condition is met, and both courses are from subset 100.

- The rule is met because the number of conditions required is met.

Example 3: Select a series of courses. Based on difficulty, one, two, or three courses may be required.

Students must have MATH 101, 103, and 104, or they must have MATH 211 and 212, or they must have MATH 410.

((MATH 101, 103, and 104) or (MATH 211 and 212), or (MATH 310))

Because there is no per-condition information, Boolean logic is used to drive processing and to determine if the condition is met.

 **Note**

Although this type of processing could be done outside of a rule, it is possible that a rule would be used for printing or consistency purposes. ■

Umbrella: Number of conditions required = 1
 Per-condition = NULL

Cond	Set	Subset	Course	Courses Used
1	A	100	MATH 101	MATH 101 - 3 credits
1	A	100	MATH 103	
1	A	100	MATH 104	MATH 104 - 3 credits
1	A	200	MATH 211	
1	A	200	MATH 212	
1	A	300	MATH 410	

Let's say a student has MATH 101 (three credits), MATH 104 (three credits), and MATH 211(six credits).

- The condition is not counted because the student does not have MATH 103 or meet the Boolean logic for subsets 200 and 300.
- The rule is not met because the number of conditions satisfied is zero.

Example 4: Select courses from two subjects (out of four).

Students must have two sequences from the following subjects: Physics, Math, Chemistry, and/or Biology.

((Physics 101 and 102) or

(Math 101, and 102, and 103) or

(Chem 101, and 201, and 301, and 401) or

(Biol 202, and 203, and 204))

Because there is no per-condition information, Boolean logic will be used to drive processing and to determine if the condition is met.

Umbrella: Number of conditions required = 2
 Per-condition = NULL

Cond	Set	Subset	Course	Courses Used
1	A	100	PHYSICS 101	
1	A	100	PHYSICS 102	
2	B	100	MATH 101	MATH 101 - 3 credits
2	B	100	MATH 102	MATH 102 - 3 credits
2	B	100	MATH 103	MATH 103 - 3 credits
3	C	100	CHEM 101	
3	C	100	CHEM 201	
3	C	100	CHEM 301	
3	C	100	CHEM 401	
4	D	100	BIOL 202	BIOL 202 - 3 credits
4	D	100	BIOL 203	
4	D	100	BIOL 204	

Let's say a student has MATH 101 (three credits), Math 102 (three credits), MATH 103 (three credits), and BIOL 202 (three credits).

- Condition one is not counted because the student took none of the courses.
- Condition two is counted because the student has all three courses.
- Condition three is not counted because the student took none of the courses.
- Condition four is not counted because the student only has BIOL 202 and not the other two courses.
- The rule is not met because number of conditions is not met (only one condition was counted).

Setting Up Curriculum Rules



This chapter provides a detailed explanation of curriculum rules, especially how they are used in CAPP, and also includes the following procedures:

- [“Introduction” on page 3-1](#)
- [“Planning Your Curriculum Rules” on page 3-6](#)
- [“Set Curriculum Controls” on page 3-7](#)
- [“Define Curriculum Rules” on page 3-8](#)
- [“Display Curriculum Rules” on page 3-12](#)
- [“Change Curriculum Rules for Discontinued or Modified Programs” on page 3-12](#)

Introduction

Curriculum rules are used to define the academic programs in use at your institution.

Each base curriculum rule defines a valid combination of:

- Program (optional)
- Campus (optional)
- Student level (required)
- College (required)
- Degree (required)

Each base curriculum rule must be unique.

You can attach a concentration to a base curriculum rule or to a major.

Figure 8 shows the basic structure of a curriculum rule.

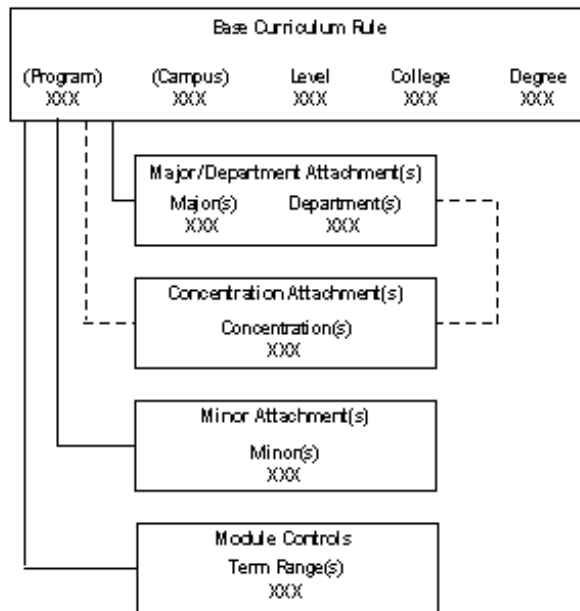


Figure 8: Curriculum rule basic structure

When curriculum checking is in effect, data entered in curriculum-related records must match the criteria specified in the base curriculum rule. For example, let's say that you have defined a curriculum rule as show in Figure 9.

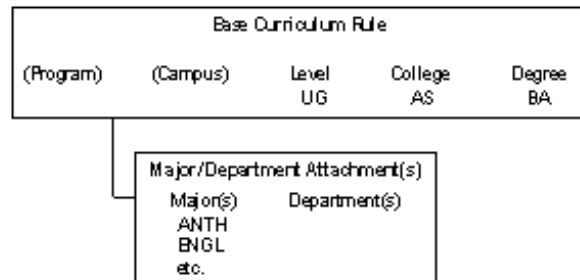


Figure 9: Example curriculum rule

In this example, there is one base rule specifying that the Bachelor of Arts (BA) degree is valid within the College of Arts & Sciences (AS) at the undergraduate (UG) student level, and that majors such as Anthropology (ANTH) and English (ENGL) have been attached. (There would, of course, be many other majors attached.) If a user attempts to enter a Bachelor of Science degree instead of Bachelor of Arts or a graduate degree instead of undergraduate, the system returns an error message.

If you do not assign a program or campus code to a base curriculum rule, the system accepts any value entered in these fields in curriculum-related records. In the same way, if you do not attach a department when you attach a major to a base curriculum rule, the system accepts any department.

This discussion so far has explained curriculum rules in a very simplified way. In practice, curriculum rules can be designed for a greater degree of complexity and control. You accomplish this by associating programs with curriculum rules.

Although you do not need to define your program requirements first, you do need to know your program structure. You also need to define your program rules on the Program Definition Rules Form (SMAPRLE). (A complete discussion of programs, including program rules and requirements, is in [“Defining Programs” on page 4-1.](#))

You can design “generic” programs or “major-specific” programs.

Generic Programs

A “generic” program is one that groups all majors related to a level/college/degree combination together in a single program, as shown in Figure 10.

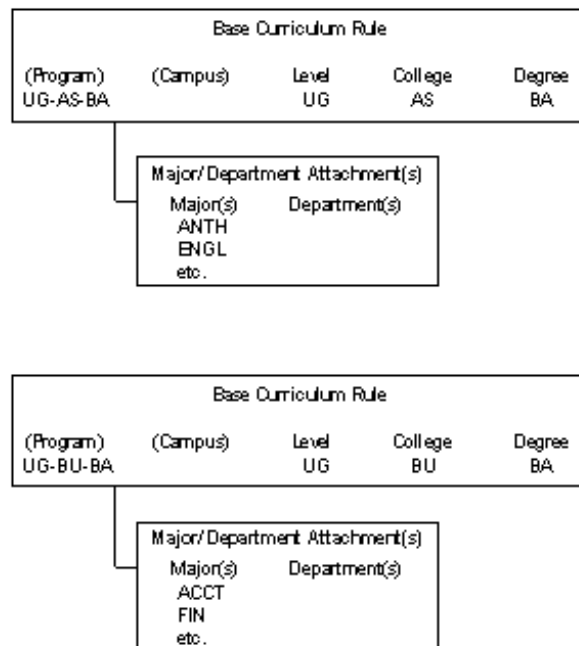


Figure 10: Generic program curriculum rule

In this example, the top rule is the same one introduced in the previous section but is now associated with program UG-AS-BA. The bottom rule is associated with program UG-

BU-BA and specifies the Bachelor of Arts (BA) degree within the College of Business (BU) at the undergraduate (UG) student level, and that majors such as Accounting (ACCT) and Finance (FIN) have been attached. (As before, there would be other programs, and there would also be other majors attached.)

For generic programs such as the ones above, the following guidelines apply.

- The program's overall requirements apply to all students pursuing a level/college/degree combination.
- The program code does not specify the major.
- The program must be non-captive, and at least the major requirements must be selected dynamically based on area qualifiers.
- Non-major areas, such as General Education requirements, do not need to be selected dynamically. They can be attached to the program or not, but if not attached, then they must be selected dynamically based on area qualifiers.

The benefits to this approach are the following.

- Fewer program rules are required, because you will need fewer program codes.
- Fewer curriculum rules are required, because multiple majors will be attached to each base rule.
- You can build curriculum rules without first building program rules, because you do not need program codes to make base curriculum rules unique.

The following are the drawbacks to this approach.

- You will not be able to identify a student's complete set of requirements merely by looking at the program code.
- You will need to define appropriate area qualifiers for the areas that must be selected dynamically.

Major-Specific Programs

A "major-specific" program is one that applies to only a single major within a level/college/degree combination, as shown in Figure [11](#).

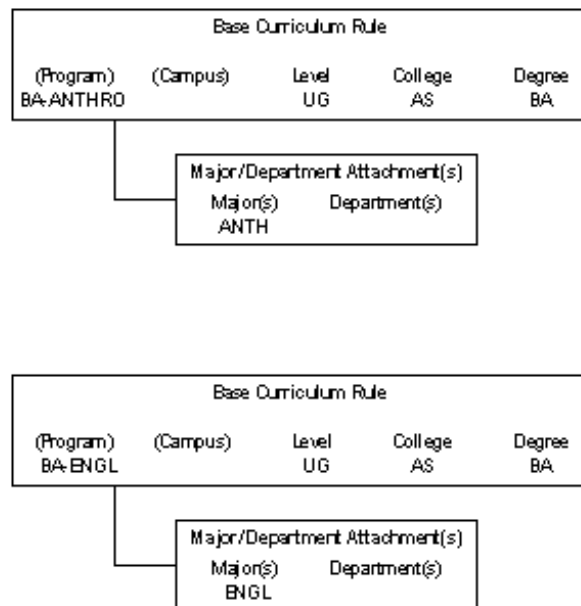


Figure 11: Major-specific program curriculum rule

In this example, there are different program requirements for the programs leading to a Bachelor of Arts (BA) degree in the college of Arts & Sciences (AS) at the undergraduate (UG) student level: one set of program requirements for the major in Anthropology (ANTH) and another set of program requirements for the major in English (ENGL). Each program is identified by a different program code, and two curriculum rules are required.

For major-specific programs such as the ones above, the following guidelines apply.

- Each program has a different set of program requirements for its attached major.
- The program code alone identifies the major associated with the program.
- The program can be captive or non-captive.
- All area requirements can be attached directly to the program; area qualifiers do not need to be defined for any attached area.

The benefits to this approach are the following.

- Users who are familiar with your program structure can determine the program requirements that will be applied to a student merely by looking at the program code.
- You do not need to understand or use dynamic areas and area qualifiers when defining program and area requirements.

The drawbacks to this approach are the following.

- More program rules are required, because you will need a program code that identifies the program rules for each major.
- More curriculum rules are required, because a base rule is required for each program code.
- You cannot build curriculum rules without first building program rules, because program codes are needed to make base curriculum rules unique.
- You need to define appropriate area qualifiers for the areas that must be selected dynamically.

Planning Your Curriculum Rules

Curriculum rules are used by the following modules, in addition to CAPP, in Banner® Student:

- Recruiting
- Admissions
- General Student
- Registration
- Academic History

Careful planning is therefore required before you build your curriculum rules, otherwise, you might have to rebuild them. Keep the following guidelines in mind.

- Develop your curriculum rules on paper before starting to define them in the system.
- Remember that there is no single “correct” way to define curriculum rules. You must use the structure that works best for your institution’s practices.

Set Curriculum Controls

Use the Curriculum Rules Control Form (SOACTRL) to set options related to using curriculum rules and to set the severity level of curriculum checking.

1. Access the Curriculum Rules Control Form (SOACTRL).
2. Since you are defining your curriculum rules, select the **No** radio button in the **Require Program Code on Curriculum Rules** radio button group.

 **Note**

Once you have defined your program rules and assigned a program code to every base curriculum rule, you will select the **Yes** radio button. When set to **Yes**, you cannot build new base curriculum rules unless you assign a program code to the base rule. ■

3. Set the **Perform Curriculum Checking** radio button group to specify whether the system should perform curriculum checking.
 - When set to **No**, no curriculum checking is performed.
 - When set to **Yes**, curriculum rules are applied based on the error severity flags for each module set on this form and on the module controls set for each base curriculum rule on the Curriculum Rules Form (SOACURR).

When **Require Program Code on Curriculum Rules** is set to **Yes**, **Perform Curriculum Checking** must also be set to **Yes**. If you are using CAPP Program Planning features, you must also have curriculum rule checking in effect.

When **Require Program Code on Curriculum Rules** is set to **No**, you can use curriculum rules checking or not. When you change **Perform Curriculum Checking** from **No** to **Yes**, curriculum rules checking immediately goes into effect for all users, based on the curriculum rules themselves, the error severity set for each module, and the module controls set for each base curriculum rule on SOACURR.

4. Set the **Attach Concentrations to Majors** radio button group specify how concentrations may be built on curriculum rules.
 - When set to **Yes**, concentrations can be attached to major/ department rules and to base curriculum rules.
 - When set to **No**, concentrations can be attached only to base curriculum rules (that is, they cannot be attached directly to majors), and the concentrations are valid for all majors within the base curriculum rule.
5. Use the **Create or Update Degree with Primary Curriculum** and **Create or Update Degree with Secondary Curriculum** radio button groups to specify defaults for curriculum rules built on SOACURR.

To indicate that degree records should be created or updated when the base curriculum values are present in a student's primary curriculum or secondary curriculum (as appropriate), select the **Yes** radio button for the corresponding radio button group.

The settings you choose on this form are reflected in the **Primary** and **Secondary** checkboxes on SOACURR, but you can change them in SOACURR as desired.

 **Note**

The **Create or Update Degree with Secondary Curriculum** radio button group is typically set to **Yes** if the secondary curriculum qualifies to create the degree record (that is, if the program, degree, and level are different on the secondary curriculum) and you want to create another degree record. ■

6. Use the Error Severity section of the form to specify, by module, how curriculum checking should respond when it encounters a curriculum rule error. The error severity options are:
 - *Fatal*: the system will not allow a curriculum combination to be used which is not in effect on SOACURR
 - *Warning*: a message is generated that the combination is invalid, and the user is given the option to continue or cancel
 - *No Checking*: the rules are not checked, and no message is displayed

Define Curriculum Rules

Use the Curriculum Rules Form (SOACURR) to define your curriculum rules.

1. Access the Curriculum Rules Form (SOACURR).
2. Use the **Term** field to specify which (if any) term to use.
 - If you are defining curriculum rules for a specific term, enter the term code before going to the next block.
 - If you are defining curriculum rules for all terms, leave the **Term** field blank before going to the next block.
3. Go to the next block. The form will be in query mode.
4. Execute a query. Since you are defining new rules, you do not need to specify any search criteria. (See [“Display Curriculum Rules” on page 3-12](#) for information about executing a query to maintain or view existing rules.)
5. Insert a new record.

6. If you are associating a program with this curriculum rule, enter the program code in the **Program** field.

If you enter a program code, the system automatically enters values in the remaining fields based on values assigned to the program on the Program Rules Definition Form (SMAPRLE).

7. If you are not associating a program with this curriculum rule, enter the appropriate values in the remaining fields. The following fields are required:

- **Level**
- **College**
- **Degree**

8. If desired, change the settings in the **Primary** and **Secondary** checkboxes.

These settings default from the Curriculum Rules Control Form (SOACTRL).

9. Leave the **Locked** checkbox cleared.

 **Note**

When a curriculum rule is not locked, it cannot be associated with records in the Recruiting, Admissions, General Student, and Academic History modules. When a curriculum rule is locked, it is a valid rule that will be enforced during curriculum checking, based on the error severity set for each module on SOACTRL, and the module control settings for the rule in the Module Control window of this form. ■

10. Save your changes.
11. Select the Module Control tab to go to the Module Control window.
12. If necessary, change the term code in the **From Term** field.
13. Select the **On** radio button for each module in which this base curriculum rule should be in effect.
14. Save your changes.
15. Return to the main window.
16. Select the Majors and Departments tab to go to the Majors and Departments window.
17. If necessary, change the term code in the **From Term** field.
18. For each major that you want to attach to the base curriculum rule, enter the major code in the **Major** field.

19. If desired, enter a department code in the **Department** field.
20. Select the checkbox of each module for which this major/department rule is to be active.
21. If this major/department rule is to be mapped for Web and EDI processing, select the **EDI Mapped** checkbox.
22. Save your changes.
23. Repeat steps [18](#) to [22](#) for each major you are attaching to the base curriculum rule.
24. If you want to attach concentrations to a major, continue as follows.

 **Note**

You can attach concentrations to a major only if the **Attach Concentrations to Majors** radio button group on SOACTRL is set to **Yes**. ■

- 24.1. Select the major.
 - 24.2. Select the Major-Dependent Concentrations tab to go to the Major-Dependent Concentrations window.
 - 24.3. If necessary, change the term code in the **From Term** field.
 - 24.4. For each concentration that you want to attach to the base curriculum rule, enter the concentration code in the **Concentrations** field.
 - 24.5. Select the checkbox of each module for which this concentration attachment is to be active.
 - 24.6. Save your changes.
 - 24.7. Return to the Majors/Department Rules window.
 - 24.8. Repeat step [24](#) for each major to which you want to attach concentrations.
25. Select the Base Curriculum Rules tab to return to the main window.
 26. If you want to attach concentrations to a base curriculum rule, continue as follows.
 - 26.1. Select the rule to which you want to attach concentrations.
 - 26.2. Select the Rule-Based Concentrations tab to go to the Rule-Based Concentrations window.
 - 26.3. If necessary, change the term code in the **From Term** field.

Display Curriculum Rules

The Curriculum Rules Form (SOACURR) opens in query mode. This procedure explains how to display as many or as few base curriculum rules as you choose.

1. Access the Curriculum Rules Form (SOACURR).
2. If you want to display all base curriculum rules, continue as follows.
 - 2.1. Leave the **Term** field blank.
 - 2.2. Go to the next block.
 - 2.3. Perform an Execute Query function.
 - 2.4. The system displays all base curriculum rules.
3. If you want to display base curriculum rules for a specific term, continue as follows.
 - 3.1. Enter the term code in the **Term** field.
 - 3.2. Go to the next block.
 - 3.3. If you want to display all base curriculum rules for the term, perform an Execute Query function.
 - 3.4. If you want to display only the base curriculum rules meeting certain criteria, enter the appropriate values in the field(s), then perform an Execute Query function.
 - 3.5. The system displays the base curriculum rules meeting that meet your search criteria.

Change Curriculum Rules for Discontinued or Modified Programs

When a program is discontinued or modified, you must create a new record (module control, major attachments, and so on) for the new term range and modify the settings for the old term range.

For example, let's say that for the past ten years your English majors have been required to select a concentration, but effective term 200410, this requirement will no longer apply. Figure [12](#) illustrates how this affects the module control record. The same principles apply to the other windows of the Curriculum Rules Form (SOACURR).

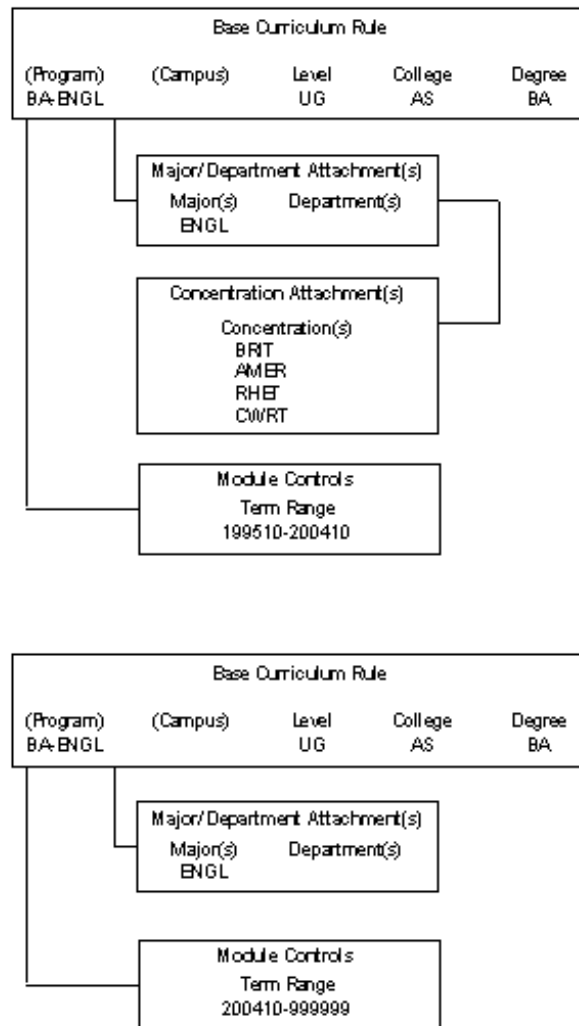


Figure 12: Curriculum rule with concentrations

In this example, students who became English majors in term range 199510-200390 continue to have to meet the program requirement that includes a concentration, and the program requirements will apply to them until they graduate or leave the program. Students who become English majors in term 200410 and later do not have to select a concentration.

You must, therefore, keep the first module control rule in effect for existing English majors but do not want to apply it new English majors. To accomplish this, you will create a new module control record for the new term range, and disable the old term range for Recruiting and Admissions. Once all students have completed the program, the rule can then be made unavailable for the remaining modules. Figure 13 illustrates this.

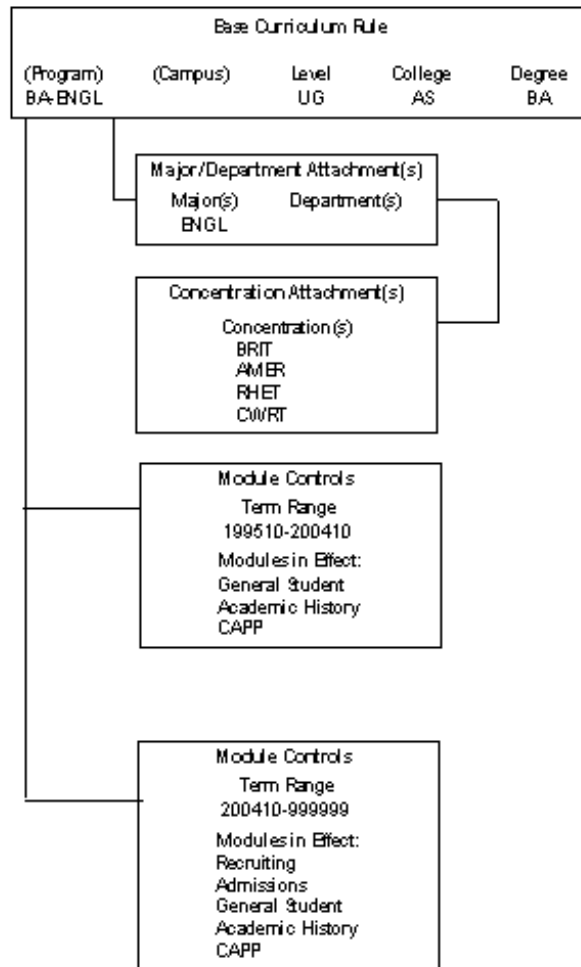


Figure 13: Curriculum rule with concentration modifications

The following procedure explains how to create multiple module control records. The same principles apply to all of the windows of the Curriculum Rules Form (SOACURR).

1. Access the Curriculum Rules Form (SOACURR).
2. Execute a query to display the curriculum rule(s) you want to modify. (See [“Display Curriculum Rules” on page 3-12](#) for instructions.)
3. Select the Module Control tab to go to the Module Control window.
The system displays the record for the most recent term range.
4. Place cursor in the **From Term** field.
5. Perform a Duplicate Record function.

6. Enter the code of the first term in the new range.
7. Select the checkbox of each module that is to be active for the new range.
8. Save your changes.

The system automatically inserts the beginning term code for the new range in the **To Term** field of the record for the old range. The system also adds the message *Multiple Effective Terms* in the space between the **From Term** field and the **To Term** field.

9. In the **From Term** field, enter the beginning term code for the old range.
10. Clear the checkbox(es) of each module that is *not* to be active for the old range.
11. Save your changes.



4 Setting Up CAPP



This chapter covers how to set up CAPP, including the following:

- [“Defining Programs” on page 4-1](#)
- [“Defining Areas” on page 4-11](#)
- [“Defining Groups” on page 4-30](#)

You can set up CAPP either top-down (programs first, then areas, and finally, if appropriate, groups) or bottom-up (groups first [if appropriate], then areas, and finally programs).

If you are setting up CAPP for the first time, SunGard® Higher Education recommends that you begin with one of your simpler programs. Define it, and then test it thoroughly to make sure you understand how CAPP works. This will help ensure a smooth transition to CAPP.

To help those new to CAPP, the [“Setting Up a Sample Area and Program” on page 1-15](#) presents all the steps for creating a sample area and program in a bottom-up sequence, and then running and reviewing a compliance request.

Defining Programs

When you begin to build a program, you must start by defining program rules on the Program Definitions Rules Form (SMAPRLE). Then you define the program requirements on the Program Requirements Form (SMAPROG).

Requirements can be defined at the program, area, group, and/or detail level. A requirement placed at a higher level always controls everything below it. You can define a *more* restrictive rule at a lower level, but never a *less* restrictive at a lower level. An example is minimum grade.

Example

Let’s say that you require a minimum program GPA of 2.00 (C) and do not want any course with a grade lower than a D to fulfill a requirement. However, you want to calculate a major GPA that includes any failed major courses. It is appropriate to put the 2.00 minimum program GPA at the program level, but do not define the minimum course grade of D at the program level. If you place the minimum D grade restriction at the program level, a failed course will never be considered by the program at all.

Instead, place the minimum D grade restriction on the areas, groups, or individual detail requirements to which it should apply.

This section includes the following procedures:

- [“Define Program Rules” on page 4-2](#)
- [“Build Program Requirements from Scratch” on page 4-2](#)
- [“Attach Areas to Programs” on page 4-5](#)
- [“Define Qualifier Criteria for Dynamic Compliance” on page 4-6](#)
- [“Copy a Program’s Requirements to Another Program” on page 4-7](#)
- [“Copy Part of a Program’s Details to Another Program” on page 4-8](#)
- [“Copy a Program’s Requirements to Another Term” on page 4-9](#)
- [“Make a Program Inactive” on page 4-11](#)

Define Program Rules

Use the Program Definitions Rules Form (SMAPRLE) to define program rules, which are used in CAPP and in other modules in the Student System. Details in the program rule tell the rest of the system for whom the program is intended and provide specific processing information.

1. Access the Program Definitions Rules Form (SMAPRLE). (See the Online Help for detailed information about completing this form.)
2. Insert a new record.
3. Enter the program rule detail information. (See the Online Help for detailed information about completing SMAPRLE.)

Note

If you leave the **Curriculum Dependent** checkbox cleared *and* enter a student ID in the **ID** field, the program will be curriculum-independent and can be used only for the assigned student. See [“Curriculum-Independent Programs” on page 1-4](#) for more information. ■

4. Save your changes.

Build Program Requirements from Scratch

This procedure explains how to build a program’s requirements “from scratch,” where you need to define everything. You would typically use this procedure for the first program you define when you begin to implement CAPP and for programs that have nothing in common with other programs.

Once your first program is defined, you can either copy it and change specific details (as explained in [“Copy a Program’s Requirements to Another Program” on page 4-7](#)) or create a new program and copy parts of an existing one (as explained in [“Copy Part of a Program’s Details to Another Program” on page 4-8](#)).

In general, you can enter detail requirements in any order. The following procedure presents them in the order they appear on the Options menu. If you try to enter information in a window that is dependent on information being entered elsewhere first, the system displays a message.

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)
2. In the **Program** field, enter the program code.

If you enter a program code that has not been defined on the Program Definition Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.

3. In the **Term** field, enter the code of the term for which the program is to be in effect.
4. Go to the next block.
5. In the General Requirements block, enter general requirements that apply to the whole program.

If desired, you can copy general requirements from an existing program. To do this, use the Default Program General Requirements window. Once the requirements are copied into the General Requirements block, you can change any of the details.

When finished with the General Requirements block, save your changes.

6. If you want to associate text with the program, use the Program Text window.

When finished with the Program Text window, save your changes.

7. If you want to enter non-course requirements (such as an oral exam or community service), use the Program Non-Course Requirements window.

If desired, you can copy non-course requirements from an existing program. To do this, use the Default Program Non-Course Requirements window. Once the requirements are copied into this window, you can change any of the details.

When finished with the Program Non-Course Requirements window, save your changes.

8. If you want to enter included or excluded course levels, use the Program Additional Levels window.

If desired, you can copy included or excluded course levels from an existing program. To do this, use the Default Additional Course Levels to Include/Exclude window. Once the additional levels are copied into this window, you can change any of the details.

When finished with the Program Additional Levels window, save your changes.

9. If you want to enter required attributes, use the Program Required Attributes window.

If desired, you can copy required attributes from an existing program. To do this, use the Default Program Required Attributes window. Once the required attributes are copied into this window, you can change any of the details.

When finished with the Program Required Attributes window, save your changes.

10. If you want to enter restricted subjects or attributes, use the Program Restricted Subjects/Attributes window.

If desired, you can copy restricted subjects or attributes from an existing program. To do this, use the Default Program Restricted Subjects/Attributes window. Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Program Restricted Subject/Attribute Text window.

When finished with the Program Restricted Subjects/Attributes window, save your changes.

11. If you want to enter restricted grades, use the Program Restricted Grades window.

If desired, you can copy restricted grades from an existing program. To do this, use the Default Program Restricted Grade window. Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Restricted Grade Text window.

When finished with the Program Restricted Grades window, save your changes.

12. If areas have already been defined and you want to attach one or more to the program, use the Program Area Attachments window.

See [“Attach Areas to Programs” on page 4-5](#) for a complete procedure for attaching areas.

When finished with the Program Area Attachments window, save your changes.

13. If you want to define dynamic selection criteria, use the Dynamically Selected Area Override window.

When finished with the Dynamically Selected Area Override window, save your changes.

14. When the program is completely defined, select the **Active** radio button in the General Requirements block of the main window.

15. Save your changes.

Attach Areas to Programs

Once areas have been defined they can be attached to programs. Indeed, for captive programs, all areas that are to be examined when performing compliance for a program *must* be attached.

Note

Only areas for which the **Compliance** checkbox on the Area Library Form (SMAALIB) is selected can be attached to a program. ■

There are three ways that an area can be used by compliance.

- In a captive program, all areas must be attached and the requirements of every attached area must be fulfilled for the program's requirements to be satisfied.
- In a non-captive program, you can attach areas if you want a greater degree of control over priorities and reuse than provided by the default values on the area(s). In a non-captive program, attached areas where the qualifiers do not match a person's characteristics are discarded and the requirements of a discarded area do not need to be fulfilled.
- In a non-captive program, any areas that are designated as *dynamic* in the area library can be selected for processing if their qualifiers match the person's characteristics.

To attach an area to a program:

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)
2. In the **Program** field, enter the program code.
3. In the **Term** field, enter the code of the term for which the program is to be in effect.
4. Go to the next block.
5. Access the Program Area Attachments window.

6. In the **Area** field, enter the code for the area you want to attach.

The values in the following fields automatically default from the Area Definition Form (SMAAREA), if defined there, although you can change them in this window:

- **Priority**
- **Course Re-use**
- **Attribute Re-use**
- **Year Rule**

The values in the following fields automatically default from the Area Library Form (SMAALIB):

- **Student Level**
- **Course Level**

7. In the **Priority** field, enter the value representing the area's priority within the program.

 **Note**

The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order. ■

8. Modify the area's default values, if desired.
9. Save your changes.
10. Repeat steps [6](#) through [9](#) for each area you want to attach to the program.

Define Qualifier Criteria for Dynamic Compliance

If a program is non-captive you can specify criteria for area qualifiers to be used for dynamic compliance. See [“Dynamic Compliance” on page 1-6](#) for more information about dynamic compliance and area qualifiers.

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)
2. In the **Program** field, enter the program code.
3. In the **Term** field, enter the code of the term for which the program is to be in effect.
4. Go to the next block.
5. Access the Dynamically Selected Area Override window.

6. For each qualifier (for example, student level or major) that you want CAPP to include when searching for areas that can be used for the program, take the following steps.

- 6.1. Enter the priority in the **Priority** field.

 **Note**

The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order. ■

- 6.2. Select the appropriate radio button in the **Course Re-Use** radio button group.
- 6.3. Select the appropriate radio button in the **Attribute Re-Use** radio button group.
- 6.4. If both a course *and* its attributes can be used within the same area, select the **Within Indicator** checkbox.
- 6.5. In the **Year Rule** field, enter the number of years within which a course must be taken for it to be used by an area in the program. (Optional.)
- 6.6. Repeat for each qualifier you want to define.

7. Save your changes.

Copy a Program's Requirements to Another Program

If a new program being defined has many requirements that are the same as those in a program that has already been defined, you can copy the existing program's requirements to the new program, then change the details that are different. The program cannot have *any* requirements defined for it or else this option cannot be performed.

(If desired, you can also copy just the requirements in an individual window. This procedure is covered in [“Copy Part of a Program's Details to Another Program” on page 4-8.](#))

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)
2. In the **Program** field, enter the program code.

If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.
3. In the **Term** field, enter the code of the term for which the program is to be in effect.

Do not go to the next block.

4. Access the Default All Program Detail window.

 **Note**

If any requirements have been defined for the program code and term you specify, you will not be able to access this window. If requirements have been defined and you want to delete them so that you can copy, you must delete them using the Record Remove function. ■

5. In the **Default From Program** field, enter the code of the program from which you want to copy program requirements.

6. In the **Program Rules Term** field, enter the code for the effective term of the program from which you want to copy program requirements.

The checkbox for each type of requirement that has been defined for the program from which you are copying program requirements is selected.

7. If desired, clear the checkbox of any type of requirement that you do *not* want to copy.

8. Select the **Process Default** button (or perform a Duplicate Record function).

The system copies the selected requirements to your new program and redisplay the main window with the cursor in the key block.

9. Go to the next block.

10. Review the copied requirements and make any changes as desired.

11. Save your changes.

Copy Part of a Program's Details to Another Program

Each window on the Program Requirements Form (SMAPROG) allows you to copy the details associated with that window from one program to another. The window cannot have *any* details defined for it or else this option cannot be performed.

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)

2. In the **Program** field, enter the program code.

If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.

3. In the **Term** field, enter the code of the term for which the program is to be in effect.

4. Go to the next block.
5. Access the window associated with the details you want to copy. For example, if you want to copy required attributes from one program to another, you would access the Program Required Attributes window.
6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying required attributes, you would access the Default Program Required Attributes window.

 **Note**

If any details have been defined in the window, you will not be able to access the “Default” window. ■

7. In the **Default From Program** field, enter the code of the program from which you want to copy program details.
8. In the **Program Rules Term** field, enter the code for the effective term of the program from which you want to copy program details.
9. Select the **Process Default** button (or perform a Duplicate Record function).

The system copies the selected details to your new program and redisplay the main window with the cursor in the key block.
10. Review the copied details and make any changes as desired.
11. Save your changes.

Copy a Program’s Requirements to Another Term

A program's information might need to be changed over time. For example, you might require a minimum of 124 credits for a program at one point in time, but add an additional requirement so that the program requires at least 127 credits from that point in time on.

CAPP allows you to maintain the program's information for specific term ranges. When you perform compliance, the catalog term specified for the compliance request determines which set of requirements are used.

You can copy all requirements from one term to the next, and then change the necessary details, or you can copy just the requirements in an individual window, as explained in the following procedures:

- [“Copy All of a Program’s Requirements from One Term to Another” on page 4-10](#)
- [“Copy Program Requirements in a Specific Window” on page 4-10](#)

Copy All of a Program's Requirements from One Term to Another

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)

2. In the **Program** field, enter the program code.

If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.

3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Select the **Copy** button.

The system copies all requirements from the previous term range to the new one.

6. Review the copied requirements and make any changes as desired.
7. Save your changes.

Copy Program Requirements in a Specific Window

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)

2. In the **Program** field, enter the program code.

If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.

3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Access the window associated with the requirements you want to copy. For example, if you want to copy required attributes from one term to another, you would access the Program Required Attributes window.
6. Access the Default *XXX* window, where *XXX* represents the kind of requirement. For example, if you are copying required attributes, you would access the Default Program Required Attributes window.

7. Select the **Maintenance** button.

The system copies all requirements from the previous term range to the new one.

8. Review the copied requirements and make any changes as desired.
9. Save your changes.

Make a Program Inactive

Once all students in a program/term range combination have finished (or left) the program, you might want to make the program inactive.

1. Access the Program Requirements Form (SMAPROG). (See the Online Help for detailed information about completing this form.)
2. In the **Program** field, enter the program code.
3. In the **Term** field, enter the code of the first term in the range you are making inactive.
4. Go to the next block.
5. Select the **Inactive** radio button.
6. Save your changes.

Defining Areas

An area is a subset of requirements within a program and is the connection between the program and the program's course/attribute detail requirements. You define an area for each major component of a program's requirements, for example, general education requirements, major requirements, and required electives.

When defining areas, you can also define qualifiers, which are used to specify characteristics the system uses to determine to which student the area applies. Qualifiers are used for dynamic compliance and can only be used for non-captive programs. See [“Dynamic Compliance” on page 1-6](#) for a complete discussion of qualifiers for dynamic compliance.

This section includes the following procedures:

- [“Add Areas to the Area Library” on page 4-12](#)
- [“Define Area Qualifiers” on page 4-12](#)

- [“Copy Area Qualifiers to Another Term” on page 4-14](#)
- [“Build Area Requirements from Scratch” on page 4-15](#)
- [“Attach Courses and/or Attributes to Areas” on page 4-17](#)
- [“Attach Groups to Areas” on page 4-18](#)
- [“Copy an Area’s Requirements to Another Area” on page 4-20](#)
- [“Copy Part of an Area’s Details to Another Area” on page 4-21](#)
- [“Copy an Area’s Details to A New Term Range” on page 4-22](#)
- [“Make an Area Inactive” on page 4-24](#)
- [“Implement Area Prerequisite Processing” on page 4-24](#)

Add Areas to the Area Library

Use the Area Library Form (SMAALIB) to add an area to the area library for use in CAPP and to define the area’s qualifiers. An area must be added to the library before its requirements can be defined on the Area Requirement Form (SMAAREA) and it can be attached to programs on the Program Requirements Form (SMAPROG).

1. Access the Area Library Form (SMAALIB). (See the Online Help for detailed information about completing this form.)
2. Insert a new record.
3. Define the area. (See the Online Help for detailed information about completing this form.)
4. Save your changes.
5. If desired, define qualifiers so that the area can be used with dynamic compliance. See the next section for detailed procedures.

Define Area Qualifiers

Use the Area Library Qualifiers window of the Area Library Form (SMAALIB) to define qualifiers to be used with dynamic compliance. You can define any of the following qualifiers:

- Campus
- College
- Degree
- Department

- Major
- Concentration
- Minor
- Student attribute

If you enter only one code in a qualifier field, the item associated with that code (for example, a degree) is included in the area definition. You can define multiple qualifiers by entering *FEW* (for a set of inclusions) or *ALL* (for a set of exclusions) in the applicable field, then going to the Area *XXX* Codes to Include/Exclude window (where *XXX* represents the type of qualifier [for example, Area Degree Codes to Include/Exclude window]) to define the set. If a set of qualifiers has been defined, an asterisk (*) is displayed next to the value in the field.

1. Access the Area Library Form (SMAALIB). (See the Online Help for detailed information about completing this form.)
2. Select the area for which you want to define qualifiers.
3. Access the Area Library Qualifiers window.
4. In the **Qualifier Term** field, enter the code of the term for which the qualifiers you are defining become effective.
5. Go to the next block.
6. If you want to define a single value to be included for one of the qualifiers, enter it in the qualifier's field (for example, **Degree** or **Major**).
7. If you want to define a set of values *to include* for one of the qualifiers, take the following steps.
 - 7.1. Enter *FEW* in the qualifier's field (for example, **Degree** or **Major**).
 - 7.2. Select the **Search** button for the qualifier's field to access the Area *XXX* Codes to Include/Exclude window, where *XXX* represents the type of qualifier (for example, Area Degree Codes to Include/Exclude window).

The system displays the window with *INCLUDE* in the **Include/Exclude** field in the key block. Only the values entered will be included for consideration during dynamic compliance.
 - 7.3. In the qualifier's field (for example, **Degree** or **Major**), enter each code to be included.
 - 7.4. Save your changes.
 - 7.5. Select the **Return** button.

8. If you want to define a set of values *to exclude* for one of the qualifiers, take the following steps.
 - 8.1. Enter *ALL* in the qualifier's field (for example, **Degree** or **Major**).
 - 8.2. Select the **Search** button for the qualifier's field to access the Area *XXX* Codes to Include/Exclude window, where *XXX* represents the type of qualifier (for example, Area Degree Codes to Include/Exclude window).

The system displays the window with *EXCLUDE* in the **Include/Exclude** field in the key block. Values entered will be excluded from consideration during dynamic compliance.
 - 8.3. In the qualifier's field (for example, **Degree** or **Major**), enter each code to be excluded.
 - 8.4. Save your changes.
 - 8.5. Select the **Return** button.
9. Repeat steps [6](#) to [8](#) for each qualifier you want to define.
10. Save your changes.

Copy Area Qualifiers to Another Term

An area's qualifiers might need to be changed over time. For example, from Fall 1975 through Summer 2003, students in the College of Arts and Sciences and the College of Business had the same set of General Education requirements. As such, the General Requirements area would have had the College qualifier defined to include the Arts and Sciences and Business college codes. However, as of Fall 2003, students in the College of Business will need to satisfy a different set of General Education Requirements. Thus, the existing set of qualifiers for the General Education Requirements area will need a new set of qualifiers that includes only the Arts and Science college code, and a completely new area would be created for the College of Business General Education requirements with an appropriate set of qualifiers to ensure that it is selected for only Business students.

1. Access the Area Library Form (SMAALIB). (See the Online Help for detailed information about completing this form.)
2. Select the area for which you want to define qualifiers.
3. Access the Area Library Qualifiers window.
4. In the **Qualifier Term** field, enter the code of the first term in the new range.
5. Go to the next block.

6. Select the **Maintenance** button.

The system copies all qualifiers from the previous term range to the new one.

7. Review the copied qualifiers and make any changes as desired.
8. Save your changes.

Build Area Requirements from Scratch

This procedure explains how to build an area's requirements "from scratch," where you need to define everything. You would typically use this procedure for the first area you define when you begin to implement CAPP and for areas that have nothing in common with other areas.

Once your first area is defined, you can either copy it and change specific details (as explained in ["Copy an Area's Requirements to Another Area" on page 4-20](#)) or create a new area and copy parts of an existing one (as explained in ["Copy Part of an Area's Details to Another Area" on page 4-21](#)).

In general, you can enter detail requirements in any order. The following procedure presents them in the order they appear on the Options menu. If you try to enter information in a window that is dependent on information being entered elsewhere first, the system displays a message.

1. Access the Area Requirements Form (SMAAREA). (See the Online Help for detailed information about completing this form.)
2. In the **Area** field, enter the code of the area.

If you enter an area code that is not defined on the Area Library Form (SMAALIB), the system displays a message with an option that opens SMAALIB so that the area can be added.

3. In the **Term** field, enter the code of the term for which the area is to be in effect.
4. Go to the next block.
5. In the General Requirements block, enter general requirements that apply to the whole area.

If desired, you can copy general requirements from an existing area. To do this, use the Default Area General Requirements window. Once the requirements are copied into the General Requirements block, you can change any of the details.

When finished with the General Requirements block, save your changes.

6. If you want to associate text with the area, use the Area Text window.

When finished with the Area Text window, save your changes.

7. If you want to enter included or excluded course levels, use the Area Include/Exclude Course Levels window.

If desired, you can copy included or excluded course levels from an existing area. To do this, use the Default Area Include/Exclude Course Levels window. Once the additional levels are copied into this window, you can change any of the details.

When finished with the Area Include/Exclude Course Levels window, save your changes.

8. If you want to enter restricted subjects or attributes, use the Area Restricted Subjects/Attributes window.

If desired, you can copy restricted subjects or attributes from an existing area. To do this, use the Default Area Restricted Subjects/Attributes window. Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Area Restricted Subject/Attribute Text window.

When finished with the Area Restricted Subjects/Attributes window, save your changes.

9. If you want to enter restricted grades, use the Area Restricted Grades window.

If desired, you can copy restricted grades from an existing area. To do this, use the Default Area Restricted Grades window. Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Area Restricted Grade Text window.

When finished with the Area Restricted Grades window, save your changes.

10. If you want to attach courses or attributes to the area, use the Area Course/Attribute Attachment window.

 **Note**

If a group has been attached to an area, you cannot also attach a course or attribute. ■

See [“Attach Courses and/or Attributes to Areas” on page 4-17](#) for a complete procedure for attaching courses and/or attributes.

When finished with the Area Course/Attribute Attachment window, save your changes.

11. If groups have already been defined and you want to attach one or more to the area, use the Area Group Attachment window.

 **Note**

If a course or attribute has been attached to an area, you cannot also attach a group. ■

See [“Attach Groups to Areas” on page 4-18](#) of this chapter for a complete procedure for attaching groups.

When finished with the Area Group Attachment window, save your changes.

12. When the area is completely defined, select the **Active** radio button in the General Requirements block of the main window.
13. Save your changes.

Attach Courses and/or Attributes to Areas

You can attach specific courses, course attributes, and/or student attributes to areas.

 **Note**

If groups have already been attached, you cannot attach course/attribute detail requirements. You can either attach course/attribute detail requirements or attach groups, not both. ■

If desired, you can apply set and subset values to a course/attribute attachment to take advantage of CAPP’s capability for establishing relationships between records using “and” and “or” conditions. You can also use set and subset values to specify the order in which CAPP evaluates detail line requirements. See [“Sets and Subsets” on page 2-10](#) for more information about sets and subsets.

You can also define rules for a course/attribute attachment. See [“Rules” on page 2-13](#) for more information about rules.

1. Access the Area Requirements Form (SMAAREA). (See the Online Help for detailed information about completing this form.)
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the term for which the area is to be in effect.
4. Go to the next block.
5. Access the Area Course/Attribute Attachment window.

 **Note**

If groups have already been defined in the Area Group Attachment window, you cannot access the Area Course/Attribute Attachment

window. You can attach either course/attribute detail requirements or groups, but not both. ■

6. If using set/subset functionality, enter the appropriate values in the **Set** and **Subset** fields.
7. If defining a rule for the group requirement, take the following steps.
 - 7.1. Enter a code for the rule in the **Rule** field.
 - 7.2. Save your changes.
 - 7.3. Access the Area Course/Attribute Attachment Rules window and define the rule.
 - 7.4. Save your changes.
 - 7.5. Select the **Return** button to return to the Area Course/Attribute Attachment window.
8. If you are not using a rule to define the requirement, complete the remaining fields.
9. Save your changes.
10. Repeat steps [6](#) through [9](#) for each group you want to attach to the area.

Attach Groups to Areas

If you are using groups, once you have defined them, they can be attached to areas.

Note

If course/attribute detail requirements have already been attached, you cannot attach groups. You can either attach course/attribute detail requirements or attach groups, not both. ■

If desired, you can apply set and subset values to a group attachment to take advantage of CAPP's capability for establishing relationships between records using “and” and “or” conditions. You can also use set and subset values to specify the order in which CAPP evaluates attached groups. See [“Sets and Subsets” on page 2-10](#) for more information about sets and subsets.

You can also define rules for a group attachment. See [“Rules” on page 2-13](#) for more information about rules.

1. Access the Area Requirements Form (SMAAREA). (See the Online Help for detailed information about completing this form.)
2. In the **Area** field, enter the code of the area.

3. In the **Term** field, enter the code of the term for which the area is to be in effect.
4. Go to the next block.
5. Access the Area Group Attachment window.

 **Note**

If course/attribute detail requirements have already been defined in the Area Course/Attribute Attachment window, you cannot access the Area Group Attachment window. You can attach either course/attribute detail requirements or groups, but not both. ■

6. If using set/subset functionality, enter the appropriate values in the **Set** and **Subset** fields.
7. If defining a rule for the group attachment, take the following steps.
 - 7.1. Enter a code for the rule in the **Rule** field.
 - 7.2. Save your changes.
 - 7.3. Access the Area Group Attachment Rules window and define the rule.
 - 7.4. Save your changes.
 - 7.5. Select the **Return** button to return to the Area Group Attachment window.
8. If not using a rule to define the group attachments, enter a valid group code in the **Group** field.

The following fields will default to the values defined in the General Requirements window of the group code that was entered, although the values can be changed.

- **Course Re-Use**
- **Attribute Re-Use**
- **Within Ind**
- **Year Rule**

9. Save your changes.
10. Repeat steps [6](#) through [9](#) for each group you want to attach to the area.

Copy an Area's Requirements to Another Area

If a new area being defined has many requirements that are the same as those in an area that has already been defined, you can copy the existing area's requirements to the new area, then change the details that are different. The new area cannot have *any* requirements defined for it or else this option cannot be performed.

(If desired, you can also copy just the requirements in an individual window. This procedure is covered in [“Copy Part of an Area's Details to Another Area” on page 4-21](#) of this chapter.)

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area.

If you enter an area code that is not defined on the Area Library Form (SMAALIB), the system displays a message with an option that opens SMAALIB so that the area can be added.

3. In the **Term** field, enter the code of the term for which the area is to be in effect.

Do not go to the next block.

4. Access the Default All Area Detail Information window.

Note

If any requirements have been defined for the area code and term you specify, you will not be able to access this window. If requirements have been defined and you want to delete them so that you can copy, you must delete them using the Record Remove function. ■

5. In the **Default From Area** field, enter the code of the area from which you want to copy area requirements.
6. In the **Area Rules Term** field, enter the term code for the effective term of the area from which you want to copy area requirements.

The checkbox for each type of requirement that has been defined for the area from which you are copying area requirements is selected.

7. If desired, clear the checkbox of any type of requirement that you do *not* want to copy.
8. Select the **Process Default** button (or perform a Duplicate Record function).

The system copies the selected requirements to your new area and redisplay the main window with the cursor in the key block.

9. Go to the next block.

10. Review the copied requirements and make any changes as desired.
11. Save your changes.

Copy Part of an Area's Details to Another Area

Each window on the Area Requirements Form (SMAAREA) allows you to copy the details associated with that window from one area to another. The window cannot have *any* details defined for it or else this option cannot be performed.

1. Access the Area Requirements Form (SMAAREA). (See the Online Help for detailed information about completing this form.)
2. In the **Area** field, enter the code of the area.

If you enter an area code that is not defined on the Area Library Form (SMAALIB), the system displays a message with an option that opens SMAALIB so that the area can be added.

3. In the **Term** field, enter the code of the term for which the area is to be in effect.
4. Go to the next block.
5. Access the window associated with the details you want to copy. For example, if you want to copy restricted grades from one area to another, access the Area Restricted Grades window.
6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying restricted grades, access the Default Restricted Grade window.

Note

If any details have been defined in the window, you will not be able to access the "Default" window. ■

7. In the **Default From Area** field, enter the code of the area from which you want to copy area details.
8. In the **Area Rules Term** field, enter the term code for the effective term of the area from which you want to copy area details.
9. Select the **Process Default** button (or perform a Duplicate Record function).

The system copies the selected details to your new area and redisplay the main window with the cursor in the key block.

10. Review the copied details and make any changes as desired.
11. Save your changes.

Copy an Area's Details to A New Term Range

An area's information might need to be changed over time. For example, you might require a minimum of 24 credits for an area at one point in time, but add an additional requirement so that the area requires at least 30 credits from that point in time on.

CAPP allows you to maintain the area's information for specific term ranges. When you perform compliance, the catalog term specified for the compliance request determines which set of requirements are used.

You can copy area details from one term range to a new one, and then change the necessary details, or you can end the details in an individual window as of a certain term, as explained in the following procedures:

- [“Copy an Area's General Requirements from One Term to Another” on page 4-22](#)
- [“Copy Area Details in any Other Window” on page 4-23](#)

Copy an Area's General Requirements from One Term to Another

1. Access the Area Requirements Form (SMAAREA). (See the Online Help for detailed information about completing this form.)
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Select the **Copy** button.

The system copies the area's general requirements from the previous term range to the new one.

6. Review the copied details and make any changes as desired.
7. Save your changes.

Copy Area Details in any Other Window

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the first term in the new range.
4. Access the window associated with the details you want to copy. For example, if you want to copy restricted grades from one term range to another, access the Restricted Grades window.
5. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying restricted grades, access the Default Restricted Grade window.
6. Select the **Maintenance** button.

The system copies all details from the previous term range to the new one.
7. Review the copied details and make any changes as desired.
8. Save your changes.

Change the Type of Area Attachments

Use the following procedure to change the type of details attached to the area the from one type to the other (for example, if you want to change from course/attribute attachments to group attachments).

1. Access the Area Requirements Form (SMAAREA). (See the Online Help for detailed information about completing this form.)
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the first term in the new range.
4. Access the window associated with the existing type of details. For example, if you want to change from course/attribute attachments to group attachments, access the Area Course/Attribute Attachments window.
5. Select the **Maintenance** button.
6. Select End Area Course Attachment from the option list.

This copies the term code in the key block to the **To Term** field in the original window (using the above example, the Area Course/Attribute Attachment window) and ends those requirements as of that term code.

7. Access the General Requirements window and select the **Copy** button.

The system copies the existing general requirements record to a new one with an effective term equal to the one in the key block.

8. Perform the Remove Record function to clear the General Requirements window.

This clears all values including the **Attached** field and is necessary to allow access to the new window (using the above example, the Area Group Attachment window).

9. Modify the applicable general requirements values.

10. Save your changes.

11. Access the new window (using the above example, the Area Group Attachment window).

12. Enter the group codes you want to attach.

13. Save your changes.

Make an Area Inactive

Once all students in an area/term range combination have finished (or left) the program associated with the area, you might want to make the area inactive.

1. Access the Area Requirements Form (SMAAREA). (See the Online Help for detailed information about completing this form.)
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the first term in the range you are making inactive.
4. Go to the next block.
5. Select the **Inactive** radio button.
6. Save your changes.

Implement Area Prerequisite Processing

Area prerequisite processing is an optional feature that provides added flexibility for defining course prerequisites and for displaying more details related to a student's failure

to meet prerequisite requirements. Area prerequisite processing can be set up on a section-by-section basis.

1. Using the Program Definition Rules Form (SMAPRLE), define a program to be used as the prerequisite program code.

Area prerequisite processing uses the CAPP Program Compliance Process (SMRCMPL) to evaluate prerequisite requirements and their fulfillment. Compliance processing requires that areas be evaluated within the context of a program, and compliance results are attached to a program. The code you create in this step is used for this purpose.

2. Access the Crosswalk Validation Form (GTVSDAX) and create a row with the following values.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	System Required Indicator
program code defined on SMAPRLE in step 1	PREREQPROG	null	PREREQUISITES	your desired description of the rule	selected

The program code defined for prerequisite processing on GTVSDAX will be used to provide a logical link within compliance to process areas as registration prerequisites. This code is loaded to the temporary request record (SMRRQCM) built for the duration of the registration prerequisite process.

3. Determine a coding structure to use for area prerequisite requirements. On the Area Library form (SMAALIB), enter up to a ten-character value in the **Area Code** field. For example, using a coding structure like *PENGL1005*, where *P* indicates a prerequisite requirement, and *ENGL1005* is the course for which prerequisites are defined, provides for easy queries of prerequisite areas, and simplifies data entry and reporting. Also, when creating area codes to be used for prerequisite checking, be certain to select the check box in the 'Prerequisite' column.
4. (Required) Use the Area Requirements Form (SMAAREA) to define the requirements for a prerequisite area.
5. (Optional) Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to attach area(s) containing prerequisite requirements to a course.
6. (Optional) Use the **Prerequisite Check Method** radio button group on either SCAPREQ or the Basic Course Information Form (SCACRSE) to specify which type

of prerequisite requirements will be in effect for the course. Values are *Basic or None*, *CAPP*, and *DegreeWorks*.

- When the **CAPP** radio button is selected, prerequisite requirements defined in the attached CAPP area will be listed for the course in the Bulletin Report (SCRBULT) and in the self-service catalog package.
 - When the **Basic or None** radio button is selected, prerequisite requirements defined in the Course Test Scores and Prerequisite Restrictions block of SCAPREQ will be listed for the course in the SCRBULT Report and in the self-service catalog package.
 - The **DegreeWorks** radio button is only used when DegreeWorks prerequisite checking is in use, in place of CAPP area prerequisite checking.
7. (Required) Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to attach area(s) containing prerequisite requirements to a section.
 8. (Required) Use the **Prerequisite Check Method** radio group on either SSAPREQ or the Schedule Form (SSASECT) to specify which type of prerequisite requirements will be in effect for each section. Values are *Basic or None*, *CAPP*, and *DegreeWorks*.
 - When the **CAPP** radio button is selected, prerequisite requirements defined in the attached CAPP area will be applied to attempts to register for the section. When area requirements are used as prerequisites, registration processes use the Program Compliance Report (SMRCMPL) to evaluate fulfillment of the requirements.
 - When the **Basic or None** radio button is selected, prerequisite requirements defined in the Section Test Score and Prerequisite Restrictions block of SSAPREQ will be applied to attempts to register for the section, and current prerequisite restriction selection will occur. If you choose to not implement area prerequisites, you will see no changes in prerequisite processing.
 - The **DegreeWorks** radio button is only used when DegreeWorks prerequisite checking is in use, in place of CAPP area prerequisite checking.
 9. (Required) Use the Term Control Form (SOATERM) to specify prerequisite checking parameters.
 - Use the **In Progress** checkbox (in the Registration section of the main window) to specify whether in-progress courses should be used to fulfill prerequisite requirements when using area prerequisites. When the checkbox is selected, an in-progress course will automatically fulfill a prerequisite requirement, and no acknowledgment of this usage is required. When the checkbox is cleared, in-progress courses will not be allowed to fulfill a prerequisite requirement, and a *Pre-req or test score restriction* error will be displayed.

An in-progress course is an “active” ungraded qualifying course for an *earlier* term, or a course attempted in the *same* term if the **Concurrent Enrollment Allowed** checkbox is selected in the Course/Attribute Attachment window of SMAAREA or the Group Requirement Form (SMAGROP). An enrollments in

which a student is wait-listed, from which a student has withdrawn, or which have already been graded, will never be considered an in-progress course. Future-term enrollments, while in-progress for transcript purposes, will never be considered by prerequisite checking.

- Use the **Prerequisites** radio button group (in the Registration Error Checking window of SOATERM) to specify whether prerequisite selecting should be performed.
 - Select the **No Check** radio button to specify that prerequisite restrictions will not be checked.
 - Select the **Fatal** radio button to specify that failure of a prerequisite restriction will raise a fatal error.

10. (Required) Determine if pipe processes or advanced queuing will be used to submit compliance requests for prerequisite checking.

Use the *AQ4PIPES* GTVSDAX rule to toggle between pipes and advance queues.

 **Note**

Advanced queuing is used for session communication with Oracle RAC technology where the database runs across multiple instances. Pipes and queues can co-exist, and you can switch between the two options. However, you must choose to run one or the other. They cannot be run together. ■

Refer to the “Student Records” chapter of the *Banner Student Self-Service User Guide* or the “Student Information” chapter of the *Banner Faculty and Advisor Self-Service User Guide* for more information on using pipes and advanced queues.

- 10.1. For pipe processes, determine how the processes which will submit compliance requests will be managed.

When using area prerequisite requirements, Oracle pipes can be used to submit compliance requests from the various registration processes. Two pipe programs are involved:

- The Compliance Listener Start Up Process (SFRPINI) initializes the Compliance Pipe Process (SFRPIPE) for each pipe listed in the SFBPIPE table.
- The Compliance Pipe Process (SFRPIPE) is used as a listening agent for Oracle pipes to initiate the compliance process to perform prerequisite processing for registration.

Use the *PIPETIME* GTVSDAX rule with pipes to manage the timeout period for a response from compliance processing.

 **Note**

All registration activity from self-service and SFAREGS that involves area prerequisite checking depends on the pipe process; however, only degree evaluations initiated from self-service require the pipe process.

Compliance evaluations initiated from SMARQCM do not depend on the pipe process. ■

Pipes used by area prerequisite processing are similar to those used by Job Submission (GURJOBS), and their management is usually the responsibility of a database or system administrator. Appropriate pipes must be initialized for area prerequisite processing to occur, and they can be best initialized during normal system start-up routines. Ten rows have been delivered in the SFBPIPE table, and ten pipes will be initialized by SFRPINI. Determining the required number of pipes to use is your institution's responsibility. If processes are waiting for pipe responses, it may be best to initialize additional pipes.

- 10.2. For advanced queuing, determine how the processes which will submit compliance requests will be managed.

When using area prerequisite requirements, Oracle advanced queuing can be used to submit compliance requests from the various registration processes. Two advance queuing programs are involved:

- The Queue Initialization Process (SFRQINI) initializes the SFRADVQ listener process to be run in the background, where it listens for Oracle advanced queue calls to execute the compliance process.
- The Compliance Advanced Queue Process (SFRADVQ) is used as a listening agent for Oracle advanced queue processing. It tells advanced queuing to initiate the compliance process to perform prerequisite processing for registration.

Use the *QUEUETIME GTVSDAX* rule with advanced queues to manage the timeout period for a response from compliance processing.

11. Perform registration as usual. There will be different results, depending on the method of registration used.

- 11.1. Online registration using the Student Course Registration Form (SFAREGS):

When area prerequisites are not in effect for a section, prerequisite checking will be based on prerequisite requirements defined in the Section Test Score and Prerequisite Restriction block of SSAPREQ. There are three possible results: a successful registration, an *In-progress* message, or a *Pre-Req and Test Score Restriction* error. If a registration attempt raises an error, the operator must respond either by dropping the request or overriding the error.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error. If a *Pre-Req and Test Score Restriction* error occurs, the operator can respond in one of the following ways:

- Override the error immediately.
- Drop the request.

- Request additional information on why the prerequisite requirement was not met. Additional prerequisite failure information is presented in the Detailed Restriction Results Form (SFQPREQ). This form is available as an option from SFAREGS using the **CRN** button or the Duplicate Item function when the cursor is positioned on the course for which the requirement was not met. After reviewing the requirements that have not been met, the operator is returned to SFAREGS, where additional enrollments can be requested, the error can be overridden, or the section can be dropped.

 **Note**

SFQPREQ is available for display only for enrollment attempts in sections that use area prerequisites. If you request the display of SFQPREQ for all enrollment attempts where test score and prerequisite restrictions are used, the error message **ERROR* CAPP Area Prerequisite error not encountered* will be displayed. ■

11.2. Web Registration (either Student Self-Service or Faculty and Advisor Self-Service):

When area prerequisites are not in effect for a section, prerequisite checking will be based on prerequisite requirements defined in the Section Test Score and Prerequisite Restriction block of SSAPREQ. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error. Following an error, the request to enroll in the section is automatically deleted.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error.

If a *Pre-Req and Test Score Error* is returned for an enrollment attempt that uses an area prerequisite, a link will be displayed from the CRN for the enrollment. The student can select the link to access the CRN prerequisite Area Results page. This page will display all prerequisite areas for the CRN that *have not* been met. It will not display required prerequisite areas that *have* been met.

The display is in table format and includes the following sections.

- For each CRN for which an area prerequisite has not been met, the CRN, subject, course number, and course title are displayed.
- Each area that has not been met will be listed, and the area code and description are displayed.
- The required credits, courses, and minimum GPA from the area's general requirements are displayed if the area includes any of these items in its general requirements.
- Detail requirements for the area are displayed, if the **Print Indicator** for the area is set to *Print Everything* on the Area Library Form (SMAALIB). If the **Print Indicator** is *not* set to *Print Everything* for the area, *no detail*

requirements are displayed. For example, you might have an area in which a minimum GPA is required, and the only thing you want to communicate to the student is whether the GPA requirement has been met or not. Setting the **Print Indicator** to *Print Nothing* for the area will suppress the display of the detail requirements for the area.

After viewing the results of the prerequisite evaluation, the student can do any of the following:

- Use the **Menu** button to return to the Registration Menu
- Use the **Exit** button to exit from Student Self-Service
- Use the **Return** button or the **Add/Drop** link to return to the Add/Drop Classes page

Defining Groups

A group is a subset of requirements within an area. Groups are not a required component of an area; whether or not you use them depends on the requirements of each area. You can attach either groups or individual course/attribute detail requirements to an area. You use groups when there is a clearly definable subset of course/attribute requirements within an area, for example, a set of requirements for which you want to define specific restrictions. When you evaluate your overall program's requirements, groups are usually readily identifiable. For example, within an area that defines the requirements for a major, you might have certain core courses that are subject to tighter grade and/or residency restrictions than those elective courses that apply to the major. As such, you might want to use one group for the major's core courses and another group for the major's elective courses.

This section includes the following procedures:

- [“Add Groups to the Group Library” on page 4-31](#)
- [“Build Group Requirements from Scratch” on page 4-31](#)
- [“Attach Courses and/or Attributes to Groups” on page 4-33](#)
- [“Copy a Group’s Requirements to Another Group” on page 4-34](#)
- [“Copy Part of a Group’s Details to Another Group” on page 4-35](#)
- [“Copy a Group’s Details to Another Term” on page 4-36](#)
- [“Make a Group Inactive” on page 4-37](#)

Add Groups to the Group Library

Use the Group Library Form (SMAGLIB) to add a group to the group library for use in CAPP. A group must be added to the library before its requirements can be defined on the Group Requirement Form (SMAGROP) and it can be attached to areas on the Area Requirements Form (SMAAREA).

1. Access the Group Library Form (SMAGLIB). (See the Online Help for detailed information about completing this form.)
2. Insert a new record.
3. Define the group.
4. Save your changes.

Build Group Requirements from Scratch

This procedure explains how to build a group's requirements "from scratch," where you need to define everything. You would typically use this procedure for the first group you define when you begin to implement CAPP and for groups that have nothing in common with other groups.

Once your first group is defined, you can either copy it and change specific details (as explained in ["Copy a Group's Requirements to Another Group" on page 4-34](#)) or create a new group and copy parts of an existing one (as explained in ["Copy Part of a Group's Details to Another Group" on page 4-35](#)).

In general, you can enter detail requirements in any order. The following procedure presents them in the order they appear on the Options menu. If you try to enter information in a window that is dependent on information being entered elsewhere first, the system displays a message.

1. Access the Group Requirements Form (SMAGROP). (See the Online Help for detailed information about completing this form.)
2. In the **Group** field, enter the group code.

If you enter a group code that is not defined on the Group Library Form (SMAGLIB), the system displays a message with an option that opens SMAGLIB so that the group can be added.

3. In the **Term** field, enter the code of the term for which the group is to be in effect.
4. Go to the next block.

5. In the General Requirements block, enter general requirements that apply to the whole area.

If desired, you can copy general requirements from an existing group. To do this, use the Default Group General Requirements window. Once the requirements are copied into the General Requirements block, you can change any of the details.

When finished with the General Requirements block, save your changes.

6. If you want to associate text with the group, use the Group Text window.

When finished with the Group Text window, save your changes.

7. If you want to enter included or excluded course levels, use the Group Include/Exclude Course Levels window.

If desired, you can copy included or excluded course levels from an existing group. To do this, use the Default Group Include/Exclude Course Levels window. Once the additional levels are copied into this window, you can change any of the details.

When finished with the Group Include/Exclude Course Levels window, save your changes.

8. If you want to enter restricted subjects or attributes, use the Group Restricted Subjects/Attributes window.

If desired, you can copy restricted subjects or attributes from an existing group. To do this, use the Default Group Restricted Subjects/Attributes window. Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Group Restricted Subject/Attribute Text window.

When finished with the Group Restricted Subjects/Attributes window, save your changes.

9. If you want to enter restricted grades, use the Group Restricted Grades window.

If desired, you can copy restricted grades from an existing group. To do this, use the Default Group Restricted Grades window. Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Group Restricted Grade Text window.

When finished with the Group Restricted Grades window, save your changes.

10. When you are ready to attach courses, attributes, and/or rules to the group, use the Group Course/Attribute Attachment window.

See [“Attach Courses and/or Attributes to Groups” on page 4-33](#) of this chapter for a complete procedure for attaching courses and/or attributes.

When finished with the Group Course/Attribute Attachment window, save your changes.

11. When the group is completely defined, select the **Active** radio button in the General Requirements block of the main window.
12. Save your changes.

Attach Courses and/or Attributes to Groups

You can attach specific courses, course attributes, and/or student attributes to groups.

If desired, you can apply set and subset values to a course/attribute attachment to take advantage of CAPP’s capability for establishing relationships between records using “and” and “or” conditions. You can also use set and subset values to specify the order in which CAPP evaluates records. See [“Sets and Subsets” on page 2-10](#) for more information about sets and subsets.

You can also define rules for a course/attribute attachment. See [“Rules” on page 2-13](#) for more information about rules.

1. Access the Group Requirements Form (SMAGROP). (See the Online Help for detailed information about completing this form.)
2. In the **Group** field, enter the group code.
3. In the **Term** field, enter the code of the term for which the group is to be in effect.
4. Go to the next block.
5. Access the Group Course/Attribute Attachment window.

Note

General requirements for the group must be defined before you can access the Group Course/Attribute Attachment window. ■

6. If using set/subset functionality, enter the appropriate values in the **Set** and **Subset** fields.

7. If defining a rule for the group attachment, take the following steps.
 - 7.1. Enter a code for the rule in the **Rule** field.
 - 7.2. Save your changes.
 - 7.3. Access the Group Course/Attribute Attachment Rules window and define the rule.
 - 7.4. Save your changes.
 - 7.5. Select the **Return** button to return to the Group Course/Attribute Attachment window.
8. Complete the remaining fields.
9. Save your changes.
10. Repeat steps [6](#) through [9](#) for each detail requirement you want to define in the group.

Copy a Group's Requirements to Another Group

If a new group being defined has many requirements that are the same as those in a group that has already been defined, you can copy the existing group's requirements to the new group, then change the details that are different. The new group cannot have *any* requirements defined for it or else this option cannot be performed.

(If desired, you can also copy just the requirements in an individual window. This procedure is covered in [“Copy Part of a Group's Details to Another Group”](#) on page 4-35 of this chapter.)

1. Access the Group Requirements Form (SMAGROP). (See the Online Help for detailed information about completing this form.)
2. In the **Group** field, enter the new group code.

If you enter a group code that is not defined on the Group Library Form (SMAGLIB), the system displays a message with an option that opens SMAGLIB so that the group can be added.
3. In the **Term** field, enter the code of the term for which the group is to be in effect. *Do not* go to the next block.
4. Access the Default All Group Detail Information window.

Note

If any requirements have been defined for the group code and term you specify, you will not be able to access this window. If requirements have

been defined and you want to delete them so that you can copy, you must delete them using the Record Remove function. ■

5. In the **Default From Group** field, enter the group code from which you want to copy group requirements.
6. In the **Group Rule Term** field, enter the term code for the effective term of the group from which you want to copy group requirements.

The checkbox for each type of requirement that has been defined for the group from which you are copying group requirements is selected.

7. If desired, clear the checkbox of any type of requirement that you do *not* want to copy.
8. Select the **Process Default** button (or perform a Duplicate Record function).
The system copies the selected requirements to your new group.
9. Go to the next block.
10. Review the copied requirements and make any changes as desired.
11. Save your changes.

Copy Part of a Group's Details to Another Group

Each window on the Group Requirements Form (SMAGROP) allows you to copy the details associated with that window from one group to another. The window cannot have *any* details defined for it or else this option cannot be performed.

1. Access the Group Requirements Form (SMAGROP). (See the Online Help for detailed information about completing this form.)
2. In the **Group** field, enter the group code.
If you enter a group code that is not defined on the Group Library Form (SMAGLIB), the system displays a message with an option that opens SMAGLIB so that the group can be added.
3. In the **Term** field, enter the code of the term for which the group is to be in effect.
4. Go to the next block.
5. Access the window associated with the details you want to copy. For example, if you want to copy the text associated with the general requirements from one group to another, access the Group Text window.

6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying group text, access the Default Group Text window.

 **Note**

If any details have been defined in the window, you will not be able to access the “Default” window. ■

7. In the **Default From Group** field, enter the group code from which you want to copy group details.
8. In the **Group Rule Term** field, enter the term code for the effective term of the area from which you want to copy group details.
9. Select the **Process Default** button (or perform a Duplicate Record function).

The system copies the selected details to your new group and redisplay the main window with the cursor in the key block.
10. Review the copied details and make any changes as desired.
11. Save your changes.

Copy a Group's Details to Another Term

A group's details might need to be changed over time. For example, you might require a minimum of 12 credits for a group at one point in time, but add an additional requirement so that the group requires at least 15 credits from that point in time on.

CAPP allows you to maintain the group's information for specific term ranges. When you perform compliance, the catalog term specified for the compliance request determines which set of requirements are used.

You can copy all details from one term to the next, and then change the necessary details, or you can copy just the details in an individual window, as explained in the following procedures:

- [“Copy a Group’s General Requirements from One Term to Another” on page 4-36](#)
- [“Copy Group Details in Any Other Window” on page 4-37](#)

Copy a Group's General Requirements from One Term to Another

1. Access the Group Requirements Form (SMAGROP). (See the Online Help for detailed information about completing this form.)
2. In the **Group** field, enter the group code.

3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Select the **Copy** button.

The system copies the group's General Requirements from the previous term range to the new one.

6. Review the copied details and make any changes as desired.
7. Save your changes.

Copy Group Details in Any Other Window

1. Access the Group Requirements Form (SMAGROP).
2. In the **Group** field, enter the group code.
3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Access the window associated with the details you want to copy. For example, if you want to copy group text from one group to another, access the Group Text window.
6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying group text, access the Default Group Text window.
7. Select the **Maintenance** button.

The system copies all details from the previous term range to the new one.

8. Review the copied details and make any changes as desired.
9. Save your changes.

Make a Group Inactive

Once all students whose program uses a group/term range combination have finished (or left) the program associated with the group, you might want to make the group inactive.

1. Access the Group Requirements Form (SMAGROP). (See the Online Help for detailed information about completing this form.)
2. In the **Group** field, enter the group code.

3. In the **Term** field, enter the code of the first term in the range you are making inactive.
4. Go to the next block.
5. Select the **Inactive** radio button.
6. Save your changes.



Compliance requests are used to initiate the compliance process, in which the system evaluates a student's progress toward his or her goal. It is in the compliance request that you specify certain parameters such as the program to be evaluated, the sort order of the student's courses, and whether in-progress courses should be considered.

This chapter discusses the following:

- [“Introduction to Compliance Processing” on page 5-1](#)
- [“Compliance Processing Order” on page 5-3](#)
- [“Second-Pass and Best-Fit Processing” on page 5-4](#)
- [“Hardcopy Output” on page 5-5](#)
- [“Batch Compliance Processing” on page 5-7](#)
- [“Compliance Request Procedures” on page 5-13](#)
- [“Compliance Reports and Processes” on page 5-31](#)

Introduction to Compliance Processing

Compliance processing compares the requirements for a student's goal against the student's course work (complete, transfer, in-progress, and planned). Compliance processing uses a compliance request record, which can be created using the Compliance Request Management Form (SMARQCM), to give it basic instructions and parameters; it then collects the program's requirements and the student's course work, non-course requirements, student attributes, and student adjustments, and compares the student's achievements against the requirements.

Student achievements are collected from the following sources.

- Courses/attributes earned by the student at the institution are collected from the student's academic history.
- Courses/attributes earned by the student at other institutions are collected from the student's awarded transfer work. (Transfer work still in transfer articulation is not considered by compliance evaluations).

- Courses/attributes in which the student is currently enrolled are collected from the student's registrations. Only courses that will eventually roll to academic history are collected. (Courses that are not gradable or that would exceed the repeat limit [defined in the catalog] for a course are not collected.)
- Courses/attributes that a student plans to take are collected from the planned courses associated with the specific compliance request.
- Non-course achievements are collected from the student's non-courses in academic history.
- Student attributes are collected from data entered in the Additional Student Information Form (SGASADD). Only student attributes in effect as of the evaluation term for the compliance request are considered by compliance. Student attributes with an effective term range that ends before a compliance request's evaluation term are not considered when that compliance request is processed.

Course attributes can be collected from a number of sources.

- Attributes associated with institutional course work come from those attached to sections that have been graded and rolled to academic history. The compliance process first checks to see if there are any attributes for the course specific to the student. If there are, the system uses the student-specific set of attributes. If there are no student-specific attributes, then the set of attributes associated with the section in academic history are used. The compliance process does not check schedule data for any courses that are already in academic history.
- Attributes associated with transfer courses are taken from those associated with the institutional equivalent courses articulated from the transfer work. Attributes associated with transfer work still in transfer articulation are not considered by the compliance process.
- Attributes associated with in-progress courses (those not yet rolled to academic history) are taken from data maintained for the section in the schedule module. The compliance process does not look to catalog data for any attributes.
- Planned attributes are taken from data entered in the planned courses/attributes window of SMARQCM and are associated only with that specific compliance request.

Compliance processing compares the program's requirements with the student's courses and attributes from any of the previously mentioned sources.

After the compliance process has been run for a request, the request cannot be resubmitted for processing; instead, a new request must be generated.

Compliance results can be displayed using the following forms.

- The Compliance Results Inquiry Form (SMICRLT) displays overall results and acts as a guide through the other output forms. You can access SMICRLT directly from the main menu, or you can select Display Compliance Results from the Options menu on the Compliance Request Activity Form (SMACACT) or the Compliance Request Management Form (SMARQCM).
- The Program Output Inquiry Form (SMIPOUT) displays results of the compliance process for the program's requirements.
- The Area Output Inquiry Form (SMIAOUT) displays results of the compliance process for each area used by the program.
- The Group Output Inquiry Form (SMIGOUT) displays results of the compliance process for the groups attached to each area used by the program.

Compliance results can be printed using the Compliance Hardcopy Output Report (SMRCRLT). The level of detail that appears on this report is determined by the values in the **Print Indicator** fields on the Area Library Form (SMAALIB) and Group Library Form (SMAGLIB). Choices are:

- *Print Everything*
- *Print Only Gen Reqs*
- *Print Gen Reqs & Text*
- *Print Text Only*
- *Print Nothing*

The library print indicators are used with the rules for output defined on the Compliance Print Type Rules Form (SMACPRT). The print type rules control what area information is printed, subject to the additional control defined in the area library. For example, if the print type rules say to print area text, but the area library says to print nothing, no area text is printed for the specific area.

Compliance Processing Order

The compliance process considers requirements in the following order.

- Areas are processed in order of priority. Within areas, groups are processed in alphabetical order within set/subset combinations. In the absence of sets and subsets, groups are processed in alphabetical order.
- Detail course attachments are processed as follows.
 - Null sets and subsets without rules
 - Null sets and subsets with rules

- Sets sorted alphabetically
- Subsets sorted numerically

As each detail course attachment requirement is processed, the course list and attribute list are searched in the order requested.

Entire courses and attributes that have not been used before are used first. Unused portions (splits) of courses and attributes are used next. If the requirement is still not satisfied or the maximum allowable credits/courses have not been applied to the requirement, processing continues, and an attempt is made to reuse any courses allowed, based on the reuse flags that have been set.

If a course's credits cannot be used in their entirety due to a restriction or a maximum number of allowable credits defined for the requirement having been applied to the requirement, then the course's credits are "split". The compliance process applies the number of credits up to the limit imposed by a restriction or by a maximum, and the remaining credits are considered available for usage on another requirement.

Second-Pass and Best-Fit Processing

If necessary, once the system has completed a first pass of an area's requirements to identify all those that have been satisfied, the system performs a second pass to determine which outstanding requirements connected by an "or" condition are closest to being satisfied. (Refer to ["Sets and Subsets" on page 2-10](#) for a complete discussion of "and" and "or" conditions and how they work with sets and subsets.)

Note

A second pass is made only when none of the components that make up the "or" condition have been satisfied. ■

During the first pass, when set of requirements with "or" conditions is found, each possible condition is processed one at a time in sequence. As soon as the first "or" condition is met, the fulfilling events (such as courses, attributes, tests) are applied to the requirement. Processing then continues with the next requirement.

If no "or" condition within a set can be fulfilled, no events are used against the requirement. The events are all released and second-pass processing begins. During second-pass processing, best-fit logic is applied. *Best-fit* means that the events are applied against the "or" condition that will accumulate the highest number of credits.

The following is an example of best-fit processing.

In a single area or group, you have defined a requirement for 18 credits in any one foreign language. In each language, a student must take the 101-102 and 203-204 sequences, and the 306 course. French (FREN), German (GRMN), Latin (LATN), Spanish (SPAN) are the available languages.

You can define this requirement using sets and subsets, as shown in the following table.

Set	Subset	Subj	Crse Low	Crse High	Req Crses
A	005	FREN	101	102	2
A	005	FREN	203	204	2
A	005	FREN	306		1
A	010	GRMN	101	101	2
A	010	GRMN	203	204	2
A	010	GRMN	306		1
A	015	LATN	101	101	2
A	015	LATN	203	204	2
A	015	LATN	306		1
A	020	SPAN	101	101	2
A	020	SPAN	203	204	2
A	020	SPAN	306		1

Let's say a student has earned 3 credits in French, 15 credits in German, and 6 credits in Spanish. In this case, the language requirement cannot be satisfied by any single foreign language. Since the student has the greatest number of credits in German, the courses are applied toward the requirement for German coursework.

Events applied to "or" requirements during second-pass processing are flagged as *potential*, because their use may be different in a different compliance evaluation. The potential flag in the compliance output records does not control any other processing; it merely indicates that the flagged event has been used against an "or" requirement that has not been completely satisfied.

Hardcopy Output

The results of the compliance process are written to output records, and the date of the evaluation is recorded in the compliance request to indicate that the compliance evaluation was performed for the request.

Hardcopy output (if requested) can also be produced during the compliance process. Different hardcopy output formats can be designed using the Compliance Print Type Rules Form (SMACPRT). Hardcopy output can be requested when the compliance request is initiated or at a later time. When a compliance request is submitted, compliance processing checks if the compliance date was set for the compliance request. If not, a compliance evaluation is performed. Compliance processing then checks if there are any outstanding hardcopy requests for the compliance request. If any exist, the hardcopy output is produced. Compliance processing performs both the compliance evaluation and produces any requested hardcopy output.

The following forms are used to manage compliance requests.

- The Compliance Request Management Form (SMARQCM) is used to create and view compliance requests, create and view planned courses associated with the compliance request, create and view hardcopy output requests associated with the compliance request, and request processing of the compliance request and/or any associated output requests.
- The Compliance Request Activity Form (SMACACT) displays a summary of existing compliance requests and allows output records to be purged when desired. It can also be used to perform queries on summary data about existing compliance requests.

Hardcopy Output Pages

The output document is composed of three “logical pages”. Each logical page can be composed of more than one physical page, depending on the output options selected.

- Logical page 1 includes summary information and program/area/group output of all items except course/attribute detail.
- Logical page 2 includes area/group course/attribute detail (including information about any rules in use for the detail).
- Logical page 3 includes unused courses, planned courses, courses in-progress, and rejected courses.

While these sections do not produce a document that is limited to one page in length, they do allow you to design different output formats to fit different needs. For example, for students and advisors, you might want to print only logical pages 1 and 2. As you review the options available on the Compliance Print Type Rules Form (SMACPRT), which is the form used for designing your output formats, and experiment with designing output, you will see how the combination of print options and different logical pages allow you to design appropriate output.

All of the logical pages have the following elements.

- The standard page header appears at the top of every physical page of the document. It includes the student’s name and ID, the compliance request number and compliance date, and the page number of the physical page within the document.
- Mailing information appears at the top of every logical page of the document, allowing logical pages to be used as stand-alone documents, if desired. The mailing information fits in a standard window envelope.
- Compliance summary information appears at the top of every logical page of the document, allowing logical pages to be used as stand-alone documents, if desired. The specific fields of compliance summary information to be printed can be selected using SMACPRT.

Logical page 1 contains “running two-column information” that includes:

- Compliance curriculum and curriculum source information
- Miscellaneous graduation information
- Text and restrictions for program, area, and group requirements
- Courses that satisfy area or group requirements.

Logical page 2 contains area and group text and course/attribute detail attachments, including attachment rules. The order in which information is printed is:

- Title of an area or group
- Brief summary (credits and/or courses required) from the area or group general requirements
- Area/group text
- Actual course/attribute detail attachments and rules.

Logical page 3 contains “running two-column information” that includes:

- In-progress courses
- Planned courses
- Rejected courses
- Unused courses
- Messages and disclaimers

Batch Compliance Processing

Compliance requests can be created and/or processed in batch using the Batch Compliance Process (SMRBCMP).

The Batch Compliance Process provides several options for requesting and/or producing compliance output. Batch compliance processing (also called “batch compliance”) can do the following.

- Run the compliance process for outstanding requests, and produce any hardcopy output associated with processed requests.
- Produce hardcopy output requests that have been requested online but have not yet been produced. If the compliance process has not yet been run for a request with outstanding output, the compliance process will be performed first.

This option allows you to print a group of individually-requested hardcopy output documents at the same time, rather than having them produced and sent to the

printer one at a time using the Compliance Request Management Form (SMARQCM). Only hardcopy output requests that are flagged *not* to print immediately will be produced by runs of this type.

- Create new compliance and hardcopy output requests for a group of students, run the compliance process, and print requested output for the new records.

This option allows you to run the compliance process and print hardcopy output for a group of students contained in a population selection. It can be used, for example, at the end of a term to produce compliance output for all registered students after courses have been graded and rolled to academic history, or just before pre-registration to provide up-to-date compliance evaluations for advising purposes.

Whether compliance requests and hardcopy output requests are created online or in batch, or the requests are processed by immediate submission or in batch, compliance evaluation results can be viewed in the compliance results forms and the hardcopy output produced is the same.

When you specify *Compliances (C)* for the Run Mode parameter, the Batch Compliance Process performs a compliance evaluation for any outstanding compliance request records where the **Compliance Date** field on SMARQCM is blank. It also produces any outstanding hardcopy output associated with compliance requests for which the following conditions apply:

- Print date in the hardcopy output record is null
- **Print Immediately** checkbox (in the Hardcopy Request window of SMARQCM) for the hardcopy output request is not selected
- Value in the **Printer** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Printer ID parameter
- Value in the **Compliance Type** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Compliance Print Type parameter

The batch compliance process does not create any new compliance requests or hardcopy output requests when you select the *Compliances* run mode. Only outstanding compliance and/or hardcopy output requests are processed.

When you specify *Hardcopy (H)* for the Run Mode parameter, the Batch Compliance Process produces any hardcopy output where:

- Print date in the hardcopy output record is null
- **Print Immediately** checkbox (in the Hardcopy Request window of SMARQCM) for the hardcopy output request is not selected

- Value in the **Printer** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Printer ID parameter
- Value in the **Compliance Type** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Compliance Print Type parameter

The batch compliance process does not create any new hardcopy output requests when you select the *Hardcopy* run mode. Only outstanding hardcopy output requests are processed. (If the compliance evaluation has not been performed, the evaluation will be performed before the hardcopy output is produced.)

When you specify Population (*P*) for the Run Mode parameter, the Batch Compliance Process creates compliance requests based on the Curriculum Source parameter. The curriculum source can be any of the following:

- Recruiting record (*R*)
- Admissions application record (*A*)
- Student record (*S*)
- Degree record (*D*)

The batch compliance process selects the appropriate curriculum source record using the Process Term parameter and attempts to create a compliance request record based on the curriculum information in the source record. The values entered in the compliance request record are the same as those used when the curriculum data are copied from recruiting, admissions, general student, or academic history into a request record using SMARQCM.

Hardcopy output requests can also be created, based on the values in the following parameters:

- Produce Hardcopy for Population
- Compliance Print Type
- Send to Advisor
 - If you enter *Y*, the student's advisor assignments in effect for the Process Term parameter are selected).
 - If you enter *N*, the student's name is used as the "issued-to" name in the hardcopy output request. If the student also has an active address based on the values entered in the Address Hierarchy and Address Selection Date parameters, that address is inserted in the hardcopy output request.

- Primary Advisor Only
 - If you enter *Y*, only the student's primary advisor in effect for the process term is selected.
 - If you enter *N*, all advisors in effect for the process term for which the Advisor Type parameter matches the advisor type in the advisor assignment are selected. A hardcopy output request is created for each selected advisor, and the advisor's name is used as the "issued-to" name.
- Advisor Type

Because compliance requests created in batch do not allow user intervention other than the entry of parameter values, you should keep the following points in mind when you specify batch compliance parameters.

- When extracting records using Population Selection, carefully consider the relationships between the criteria you use. For example, you will get unpredictable results (or no results at all) if you extract a population of all students registered for a specific term and then specify Recruiting as your curriculum source.

 **Warning**

If a request record cannot be created for a student in the population selection based on the curriculum source selected, no compliance evaluation will be performed and the message *No compliance request made* will be displayed in the detail section of the Batch Compliance Report (SMRBCMP). ■

- The curriculum source record selected for a student must include all data required to build a valid compliance request. If you plan to use batch compliance, you must ensure that valid values have been entered for the catalog term and program in the records you plan to use as curriculum source records; if they are not, compliance requests will not be created and compliance evaluations will not be performed.

 **Warning**

If a source record exists for a student in the population and the term specified in the parameters, but the catalog term and program are not present in the source record, no compliance request will be created, no results will be produced, and the message *No compliance request made* will be displayed in the detail section of the SMRBCMP report. ■

- The Process Term parameter is used to select the correct curriculum source records and is used as the evaluation term in the compliance request records created by the Batch Compliance Process.
 - If Recruiting records are specified as the curriculum source, a recruiting record must exist where the term code equals the value entered in the Process Term parameter. If multiple recruiting records exist for the term code specified in the Process Term parameter, multiple compliance requests are created and processed.
 - If Admissions records are specified as the curriculum source, an admissions record must exist where the entry term code equals the value entered in the

Process Term parameter. If multiple admissions records exist with an entry term code equal to the value entered in the Process Term parameter, multiple compliance requests will be created and processed.

 **Note**

If the program code entered in the secondary curriculum window of an admissions record is the same as the one in the primary curriculum window, the secondary curriculum data is treated as an extension of the primary curriculum. However, if the program code in the secondary curriculum is different from the one in the primary curriculum window, the secondary curriculum data is ignored. Therefore, if a compliance evaluation is desired for the secondary curriculum program, it must be requested manually through SMARQCM. ■

- If Student records are specified as the curriculum source, a student record must exist where the effective term code is less than or equal to the value entered in the Process Term parameter.

 **Note**

If the program code entered in the secondary curriculum window of a general student record is the same as the one in the primary curriculum window, the secondary curriculum data is treated as an extension of the primary curriculum. However, if the program code in the secondary curriculum is different from the one in the primary curriculum window, the secondary curriculum data is ignored. Therefore, if a compliance evaluation is desired for the secondary curriculum program, it must be requested manually through SMARQCM. ■

- If Degree records are specified as the curriculum source, a degree record must exist where the graduation term code equals the value entered in the Process Term parameter, and the degree status code value equals (one of) the value(s) entered in the Degree Status Code parameter. If multiple degree records that meet the Process Term and Degree Status Code parameters exist, then multiple compliance requests are created and processed.

 **Warning**

Unless the graduation term is populated in Degree records, batch compliance will not select degree records for processing. ■

Because the process term is also used as the compliance request evaluation term and cannot be set differently for different students, the results of batch compliance might be slightly different than compliance output requested online when the evaluation term can be specified for an individual. Because the evaluation term controls the evaluation of course year limits and the selection of equivalent courses, these are the two areas where differences may occur.

- To reduce the number of parameters required for batch compliance, some of the values used to create compliance requests are hard-coded. For the most part, the hard-coded values are the same as the values that default when a new compliance request record is created using SMARQCM.

One compliance parameter value that does not default on SMARQCM is the Originator Code. This compliance parameter is hard-coded in batch compliance processing. The value that defaults for the originator code during batch compliance processing is *AUTO*. Therefore, the value *AUTO* (with any description you desire) must exist in the Originator Code Validation Form (STVORIG). (The value *AUTO* is also used in a number of other Banner® processes to indicate that a record was created and/or updated automatically by a batch process.)

 **Warning**

If the value *AUTO* does not exist on STVORIG, batch compliance will terminate unsuccessfully with the error *ORA-02291: integrity constraint (SATURN.FK1_SMRRQCM_INV_STVORIG_CODE) violated - parent key not found*. If this error occurs, add *AUTO* to STVORIG. ■

- The following are the valid values for the Sort Order parameter.
 - When Sort Order N(ame) is selected, hardcopy output produced by batch compliance is sorted by the value in the **Issued To** field in the Hardcopy Request window of SMARQCM. If the Send to Advisor parameter is *Y*, the issued-to name is the advisor's name. If the Send to Advisor parameter is *N*, the issued-to name is the student's name. Therefore, this one parameter can correctly sort requests so that they can be easily distributed either to students or to advisors.
 - When Sort Order Z(ip, name) is selected, hardcopy output produced by batch compliance is sorted first by the ZIP/postal code in the hardcopy output request, then by the issued-to name. If the Send to Advisor parameter is *Y*, the issued-to name is the advisor's name. If the Send to Advisor parameter is *N*, the issued-to name is the student's name. Because advisor addresses are not inserted into hardcopy output request records, it would be inappropriate to select this sort order when the Send to Advisor parameter is *Y*. However, this sort order is appropriate if you are producing hardcopy output to mail to students.
 - When Sort Order P(rogram, name) is selected, hardcopy output is sorted by the program code in the compliance request record for which hardcopy output is produced, then by the issued-to name. This sort option allows you to distribute hardcopy output by program. Because the issued-to name is also part of the sort order, this option produces output sorted first by program and then by name.

In most cases, the files created by batch compliance are not important to the end user. However, the `smrbcmp_<oneup>.log` file information required to continue processing in the event batch compliance processing terminates before completion. Batch compliance writes the session ID to the `smrbcmp_<oneup>.log` file to facilitate restart of a batch. To restart a batch, run the Batch Compliance Process, entering this number in the Session ID parameter. When a job is restarted, all other parameters are ignored.

Compliance Request Procedures

The Compliance Request Management Form (SMARQCM) can be used to:

- Add a new request for a compliance evaluation
- Define “planned courses” associated with the compliance request
- Create requests for hardcopy output
- Submit a request for processing

You select Submit for Processing on the Options Menu to perform a compliance evaluation and/or produce hardcopy output.

Once a compliance request has been processed, you can not make any changes to the compliance request itself, but you can create hardcopy output requests and submit them for processing. You can also process charges to the student’s account for compliance processing and/or printing hardcopy output.

The rest of this section covers the following procedures for compliance requests:

- [“Create Compliance Requests” on page 5-13](#)
- [“Copy Information from One Request to Another” on page 5-16](#)
- [“Create Hardcopy Output Requests” on page 5-17](#)
- [“Create Charges for Compliance Requests” on page 5-18](#)
- [“Create Charges for Hardcopy Output” on page 5-20](#)
- [“Review Compliance Results Online” on page 5-21](#)
- [“Purge Compliance Requests” on page 5-21](#)
- [“Use XML Compliance Output” on page 5-22](#)

Create Compliance Requests

You use the Compliance Request Management Form (SMARQCM) to generate compliance requests. At a minimum, you must complete the main window and the Compliance Curriculum window. You can also enter information about planned courses and/or request hardcopy output.

1. Access the Compliance Request Management Form (SMARQCM).
2. Create a new record.

3. In the main window, enter the fields necessary to define your compliance request. At a minimum, you must enter the evaluation term. If default values are displayed in any of the fields, you can change them, if desired.

 **Note**

Some fields may become required or not allowed based on the information entered in other fields. ■

4. Go to the Compliance Curriculum window.
5. Enter the curriculum information for your compliance request. At a minimum, you must enter data in the following fields:
 - **Program**
 - **Catalog Term**
 - **Level**
 - **College**
 - **Degree**
 - **Major 1**

If desired, you can copy curriculum information from another source into the Compliance Curriculum using one of the Options menu selections.

- Select Copy from Recruiting Information from the Options menu to copy curriculum information from a Recruiting record. The system displays the Prospect Summary Form (SRASUMI), from which you can select a recruiting record and copy its curriculum information to the compliance request.
- Select Copy from Admissions Application from the Options menu to copy curriculum information from an Application record. The system displays the Admissions Application Summary Form (SAASUMI), from which you can select an admissions application and copy its curriculum information to the compliance request.
- Select Copy from Student Record from the Options menu to copy curriculum information from a Student record. The system displays the General Student Summary Form (SGASTDQ), from which you can select a student record and copy its curriculum information to the compliance request.
- Select Copy from Student's Degrees from the Options menu to copy curriculum information from a Degree record. The system displays the Degree Summary Form (SHADGMQ), from which you can select a degree record and copy its curriculum information to the compliance request.
- Select Copy from Another Request from the Options menu to copy curriculum information from an existing compliance request. The system displays the Requests Summary window, from which you can select an existing compliance request and copy its curriculum information to the new compliance request. When the cursor is

positioned on the request you want to copy from, select Copy Selected Request from the Options menu to copy curriculum data from the selected request.

6. Save your changes.
7. If desired, enter information about courses the student is taking or planning to take in the Planned Courses window, then save your changes.
8. If desired, enter hardcopy output requests in the Hardcopy Request window, then save your changes. (See [“Create Hardcopy Output Requests” on page 5-17](#) for more information.)
9. If desired, enter billing information for the compliance request in the Request Billing Information window, then save your changes. (See [“Create Charges for Compliance Requests” on page 5-18](#) for more information.)
10. If desired, enter billing information for the hardcopy request in the Hardcopy Billing Information window. (See [“Create Charges for Hardcopy Output” on page 5-20](#) for more information.)
11. When finished entering all data for the compliance request, select Submit for Processing from the Options menu.
12. While the system processes the request, a *Performing Compliance* message is displayed.
13. When compliance processing is completed, the following types of output are produced.
 - Compliance output records are created in the output tables. Output forms and hardcopy output display only these compliance results. Select Display Compliance Results from the Options menu to view compliance output online.
 - The Program Compliance Report (SMRCMPL) is produced, if requested by selecting the **Create Course Select Report** checkbox in the form’s main window. This report lists the courses and attributes brought into the compliance output to be considered by the evaluation process. If errors occurred, it also displays error messages that can help you determine why results were not produced or why results are different from expected. For example, if the specified program is not active or has no areas to process, an error message is displayed in the report.

When building the list of courses to be included in the SMRCMPL report, courses that are being repeated are handled as follows. Any in-progress course is included in the report if it is “balanced” by a course whose grade does not indicate “completed” (for example, withdrawn or fail). If not balanced by a course that has not been completed, the in-progress course is not included. (For example, an in-progress course is not included if it is being repeated to earn a better grade.) This gives students the “benefit of doubt” and assumes that the in-progress course will

be completed successfully. If the student does not successfully complete in-progress courses, subsequent runs of the compliance process will reflect this.

- The log file `smrcmpl_<oneup>.log` (where *<oneup>* represents the one-up job sequence number assigned to the compliance evaluation) is written to your home directory. This file can assist debugging system errors if any occur during compliance processing.
- If the **Print Immediately** checkbox on the Hardcopy Request window of SMARQCM is selected, hardcopy output associated with the compliance request is produced in the `smrcr1t_<oneup>.lis` file.

Copy Information from One Request to Another

You can copy values from an existing request to a new one using the following forms:

- Compliance Request Management Form (SMARQCM)
- Compliance Request Activity Form (SMACACT)

To copy a request using SMARQCM

1. Access SMARQCM.
2. Enter the student's ID in the **ID** field.
3. Without going to the next block, select Copy Existing Request from the Options menu.
4. When the Copy Existing Request window is displayed, in the **Request Number to Copy From** field, enter the number of the request that you want to copy.
5. If you want to copy values for planned courses, select the **Copy Planned Courses** checkbox.
6. Select the **Process Copy** button.

The system copies all values from the original request to the new one.

7. Review the copied values and make any changes as desired.
8. Save your changes.

To copy a request using SMACACT

1. Access SMACACT.
2. Perform a query to locate the request to be copied.

3. Select the **Mark Recreate** checkbox (located in the scrolling box on the right of the window).
4. Select Copy Marked Requests from the Options menu.

When the alert box asking if you want to create hardcopy output is displayed, if you do not want hardcopy output to be created, select **Continue**. The system copies the request and redisplay SMACACT.

If you want hardcopy output to be created, perform the following substeps first.

- 4.1. Select **Yes**.
- 4.2. Complete the Hardcopy Print Request window.
- 4.3. *Before you save your changes*, if you want to create a charge for the hardcopy output, select Bill for Hardcopy Output from the Options menu, and save your changes in that window.
- 4.4. Save your changes in the Hardcopy Print Request window.

The system copies the request and redisplay SMACACT.

Create Hardcopy Output Requests

The Hardcopy Request window of the Compliance Request Management Form (SMARQCM) is used to enter or display requests for printed compliance hardcopy output. When a hardcopy request is entered and submitted, the compliance process generates the compliance evaluation for the request, if necessary, and then prints any requested output for the request. If the compliance evaluation was previously performed, submitting the request for processing output only produces the printed output.

Hardcopy output requests can be either printed immediately or saved for batch processing.

1. If you are creating a hardcopy request as part of a new compliance request, go to step 2. If you are creating a hardcopy request for an existing compliance request, perform the following substeps first.
 - 1.1. Access the Compliance Request Management Form (SMARQCM).
 - 1.2. Complete the key block.
 - 1.3. Go to the next block.
 - 1.4. Perform a query to find the request.
2. Select Request Hardcopy Output from the Options menu.

3. In the **Compliance Type** field, enter the code for the type of compliance output to be produced.
4. If you want the output to be produced on a future day, enter the date in the **Request Date** field. Otherwise, leave the value as the current date, which defaults into the field.

 **Note**

Batch printing of outstanding hardcopy requests or submitting the request on or after the specified date will be required to produce the output. ■

5. If you want the output to be printed immediately, select the **Print Immediately** checkbox.

 **Note**

If the **Print Immediately** checkbox is cleared, the output will not be produced by online submission, but must be produced in batch instead. ■

6. If you want more than one copy to be printed, enter the number of copies you want in the **Copies** field.

7. Enter the “issued to” information in one of the following ways.

- Use the **Outside Institution**, **Internal College Code**, **Internal Department**, or **Student Address Type** field to default “issued to” information. Entering a valid value in any of these fields will default the entity’s information into the **Issued** fields.

- OR -

- Enter the “issued to” information manually.

8. Save your changes.

After saving a hardcopy output request, submitting the request will cause the compliance process to run (if required) and will produce any outstanding hardcopy output requests for which the request date is equal to or less than the current date and the **Print Immediately** checkbox is selected.

9. To submit the request, select Submit for Processing from the Options menu.

Create Charges for Compliance Requests

The Request Billing Information window of the Compliance Request Management Form (SMARQCM) allows you to submit charges to Accounts Receivable to recoup costs associated with the compliance request. It can be used at any time.

The Request Billing Information window can be used to send authorized charges directly to a student's account in the Accounts Receivable module. The system logs the

transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

 **Note**

If restrictions are being enforced based on user profile information (controlled by a flag on the Accounts Receivable Billing Control Form [TGACTRL]), the user must be authorized to use specific categories of detail codes on the User Profile Form (TGAUPRF). ■

When you create a charge using the Request Billing Information window, the transaction is sent to Accounts Receivable when the transaction is saved. Review of fees associated with compliance requests can be done using forms within the Accounts Receivable module.

1. If you are creating a charge as part of a new compliance request, go to step 2. If you are creating a charge for an existing compliance request, perform the following substeps first.
 - 1.1. Access the Compliance Request Management Form (SMARQCM).
 - 1.2. Complete the key block.
 - 1.3. Go to the next block.
 - 1.4. Perform a query to find the request.
2. Select Bill for Evaluation Services from the Options menu.
3. In the **Billing Term** field, enter the code of the term associated with the charge.
4. In the **Fee Charged** field, specify the processing to take place. Valid values are:
 - *Y* - Charge a fee
 - *N* - Do not charge a fee
 - *W* - Waive a fee
5. If you enter *Y* or *W* in the **Fee Charged** field, enter the detail code to be used for the charge in the **Detail Code** field.

The system enters values in the remaining fields. You can change the amount in the **Fee Amount** field, if desired.

6. Save your changes.

Create Charges for Hardcopy Output

Use the Hardcopy Billing Information window of the Compliance Request Management Form (SMARQCM) to create Accounts Receivable charges associated with a hardcopy request.

You can send authorized charges directly to a student's account in the Accounts Receivable module and log those transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

Note

If restrictions are being enforced based on user profile information (controlled by a flag on the Accounts Receivable Billing Control Form [TGACTRL]), the user must be authorized to use specific categories of detail codes on the User Profile Form (TGAUPRF). ■

When you create a charge using the Hardcopy Billing Information window, the transaction is sent to Accounts Receivable when the transaction is saved. Review of fees associated with compliance requests can be done using forms within the Accounts Receivable module.

1. If you are creating a charge as part of a new hardcopy output request, go to step 2. If you are creating a charge for an existing hardcopy output, perform the following substeps first.
 - 1.1. Access the Compliance Request Management Form (SMARQCM).
 - 1.2. Complete the key block.
 - 1.3. Go to the next block.
 - 1.4. Perform a query to find the request.
2. Select Request Hardcopy Output from the Options menu.
3. When the Hardcopy Request window is displayed, select Bill for Hardcopy Output from the Options menu.
4. In the **Billing Term** field, enter the code of the term associated with the charge.
5. In the **Fee Charged** field, specify the processing to take place. Valid values are:
 - Y - Charge a fee
 - N - Do not charge a fee
 - W - Waive a fee

6. If you enter *Y* or *W* in the **Fee Charged** field, enter the detail code to be used for the charge in the **Detail Code** field.

The system enters values in the remaining fields. You can change the amount in the **Fee Amount** field, if desired.

7. Save your changes.

Review Compliance Results Online

Compliance results can be displayed online using the following forms:

- Compliance Results Inquiry Form (SMICRLT)
- Program Output Inquiry Form (SMIPOUT)
- Area Output Inquiry Form (SMIAOUT)
- Group Output Inquiry Form (SMIGOUT)

The compliance review forms generally provide more detail than can be accommodated in hardcopy output. They are also designed to support a “drill-down” review of compliance results. That is, they begin by showing you a summary of the results and then let you access more detail about each item.

Purge Compliance Requests

You use the Compliance Request Activity Form (SMACACT) to purge compliance requests. You can purge the detail associated with a request or purge the entire request.

During a compliance evaluation, many compliance output records can be created. This can cause the “build-up” of a significant number of compliance-related records. In many cases, only the results of the most recent compliance evaluation are meaningful, and a significant amount of disk space could be recovered by purging unneeded compliance-related records.

1. Access the Compliance Request Activity Form (SMACACT).
2. Perform a query to locate the request(s) to be purged.
3. Select the **Mark Purge** checkbox for each record to be purged.
4. Choose the appropriate selection from the Options menu.
 - If you want to purge only the request detail, select Purge Detail Only.
 - If you want to purge the request(s) in entirety, select Purge Detail and Request.

The system performs the purge and redisplay SMACACT.

Use XML Compliance Output

You can create XML compliance output from baseline or in Self-Service. The output can be customized to fit your institution's needs. You can still run compliance as you have in the past, or you can use the XML output functionality. XML data is easily transformed into usable output.

XML output is available when compliance is run from the Compliance Request Management Form (SMARQCM) or the Batch Compliance Process (SMRBCMP) in baseline and from the Degree Evaluation Results Report page (`bwcksxml.report`) in Banner Student Self-Service and Banner Faculty and Advisor Self-Service. The information that is displayed in the XML output is based on the rules set up on Compliance Print Type Rules Form (SMACPRT) and is formatted by a stylesheet.

The output is created by a single process so whether compliance is run from baseline or self-service, the results are consistent. The output is also complete and contains all available compliance information from the existing CAPP tables. This provides detailed data for the compliance output that can be easily transformed to the format of your choice. Two templates are delivered to assist with hardcopy and Web customization. Further customization assistance is available from SunGard® Higher Education.

Processing

This section discusses the following topics:

- how XML output is stored
- using delivered stylesheets
- customizing stylesheets
- setting up properties
- baseline compliance XML output
- Self-Service compliance XML output
- WebCAPP rules
- populating curriculum data
- purging compliance data
- technical information

XML Output Stored in Table

When XML compliance output is created online (SMARQCM) or from batch processing (SMRBCMP), the data can be stored as an `XMLTYPE` column in the Compliance XML Output Table (SMRCXML). The `SMRCXML_XML` column has a description of `SYS.XMLTYPE`. Output can also be written to the job submission directory as a file with the `.xml` suffix.

The data can be transformed to display as various file types such as .html, .doc, .lis, .pdf, and so on, depending on the type of stylesheet used. The table is populated by the smrcmjx.jar process when either single or batch compliance evaluations are created. The smrcmjx.jar process has properties that can be configured to determine whether the XML data is saved to the table for either single or batch compliance evaluations.

You can query on a data set from the table or extract elements using XML tags. This allows you to perform data mining, query for statistics, and produce new types of reporting. An XPath function can be used to extract data from nodes using string values. An existsNode function can be used to return true values if they exist. You can refer to an XPath Core Function Library for a complete list of functions.

When XML compliance output is created from Self-Service by a student or faculty member/advisor, it is not saved to the SMRCXML table. This allows students to run multiple “what if” scenarios and not take up database space. When XML compliance output is created from baseline using SMARQCM or SMRBCMP, the data is saved based on how the .jar file parameters are set.

Delivered Stylesheets

Two stylesheets are delivered for use with XML output, one for baseline hardcopy output and one for Self-Service online output. Both stylesheets are XSL templates. The hardcopy template produces output in a text format, and the Web template produces output in an HTML format.

The stylesheets are .xsl files that are used to control how the XML document is formatted. The default stylesheet is the smrcr1tlis.xsl file. This stylesheet can be used with the baseline output file (smrcmjx.lis) and the Self-Service template file (smrcr1t.xsl) to create the HTML output.

You can use the default stylesheet that is provided, or you can copy a stylesheet and configure (customize) it to your preferences using a text file editor. (If you want to modify the existing stylesheet to produce custom output, you should have a basic knowledge of HTML.) You can create and use multiple stylesheets if you need to. You can modify colors, fonts, spacing, tables, labels and other formatting items. You can comment out text so it will not display on the output, instead of using the print rules to determine what is printed on the output.

You can turn the XML output into whatever file type you wish: .html, .pdf, .doc, .lis, .rtf, etc. However, components are not delivered to support the .pdf file type. Services are available through SunGard Higher Education to implement the use of PDF files and help you customize your stylesheets.

Customized Stylesheets

You can use the XPath Core Function Library to review the core functions available for customizing stylesheets. The core functions include: node set functions, number functions,

boolean functions, string functions, and Oracle SQL query functions. For more information, refer to the *Oracle9i XML Database Developer's Guide - Oracle XML DB, Release 2 (9.2), Chapter 4, Using XMLType*. This documentation can be found at the following URL: <http://download.oracle.com>. You can drill down to the documentation links.

Here is an list of core functions by category for your reference.

- **Node Set Functions**
 - "Last()
 - "Position()
 - "Count(node-set) n://*[count(*) = 2]
 - "Id(object)
 - "Name() n://*[name()='person']
 - "Text()
 - "Node()
- **Number Functions**
 - "Sum()
 - "Floor()
 - "Ceiling()
 - "Round()
- **Boolean Functions**
 - "True()
 - "Not()
 - "False()
 - "Lang()
- **String Functions**
 - "Concat()
 - "Starts-with()
 - "Contains()
 - "Substring-before()
 - "Substring-after()
 - "Substring()
 - "String-length()
 - "Normalize-space()
 - "Translate()
- **Oracle SQL query functions**
 - "existsNode()
 - "extract()
 - "extractValue()

Set Up Process Properties

The `smrcmjx.jar` file process is used to manipulate the compliance XML document by calling a common database procedure that produces the XML. This Java process allows you to customize configuration settings to control numerous settings for the XML process; such as whether the XML file is saved to the file system, whether the XML results are saved to the database table, whether you want to continue to produce the existing hardcopy output report created by the SMRCRLT process, and whether you want to produce new hardcopy output based upon the supplied hardcopy output template.

XML Output in Baseline

XML output can be generated when compliance is run from Banner Student baseline. The hardcopy output processing uses a Java (`.jar`) file to include or exclude the old, basic output files or the current, customizable output files. You can run the old files, the current files, or both.

The old basic output files are:

- `smrcmpl.lis`
- `smrcmpl.log`
- `smrcrlt.lis`
- `smrcrlt.log`

The current customizable output files are:

- `smrcmjx.xml`
- `smrcmjx.lis`
- `smrcmjx.log`

All output is captured in the XML output when compliance is run from the Compliance Request Management Form (SMARQCM) or the Batch Compliance Process (SMRBCMP). When compliance is run from SMARQCM, you need to enter a compliance print type code in the **Compliance Type** field, and then check (set the field to *Y*) the **Print Immediately** checkbox to produce XML output when the request is submitted.

XML Output in Self-Service

XML compliance output is generated when compliance is run from Banner Student Self-Service or Banner Faculty and Advisor Self-Service, thereby creating the HTML output. However, a copy of the XML output is not saved for future retrieval. Students can run their own unofficial compliance reports as often as they would like, to create what if analysis scenarios.

The Degree Evaluation Results Report (`bwcksxml.report`) is produced with all the compliance information on one scrollable page. This report page allows you to view complete information about the compliance request and customize the output using the

delivered template or your own customized template. You can pare down the information that is displayed to suit your needs or determine what a student or faculty member should or should not see.

WebCAPP Rules

The WebCAPP Rules Form (SMAWCRL) is used to select how compliance results are displayed in Self-Service.

- The **Print Type** field is used for the original WebCAPP processing or processing that has been modified at your institution. It is not used with XML compliance output processing.
- The **Compliance Type** field in the Evaluation Display section is required to create the XML output. You must select a compliance type for Web display of compliance text. This allows more information to be captured for the Web output.

You can build a print rule on the Compliance Print Type Rules Form (SMACPRT) to display compliance detail in Self-Service as XML output. This compliance print type rule is used to control which sections of the HTML report are displayed.

Curriculum Data for Compliance Request

The curriculum fields in the Compliance Curriculum and Additional Curriculum Information windows on SMARQCM are populated by the curriculum and field of study data from the Learner Curricula Table (SORLCUR) and the Field of Study Table (SORLFOS). This allows the CAPP compliance request to be populated with the primary or first secondary curriculum record from SORLCUR along with the program, first two majors, two minors, and six concentrations from SORLFOS. The curriculum data is used whether the request is created from SMARQCM, SMRBCMP, or in Self-Service. The compliance process pulls the curriculum data from the request and does not refer back to concurrent curriculum data.

Purge Output Data

The Compliance Purge Process (SMPCPRG) purges XML compliance output data from the SMRCXML table. The Compliance Request Activity Form (SMACACT) purges data from the SMRCXML table when records are marked for deletion.

Technical Information

This section discusses some of the technical elements used with XML compliance output. The following topics are included:

- Sample SMRCXML Table Queries
- Compliance Data Items

- Remove Hyperlinks in Text

Sample SMRCXML Table Queries

The Compliance XML Output Table (SMRCXML) is used to collect and store XML compliance output. Here are some sample queries you can perform against the SMRCXML table.

Length of XML

```
select dbms_lob.getlength(xmltype.getclobval(smrcxml_xml))
from
smrcxml
```

Areas from XML

```
select
smrcxml_pidm,
s.smrcxml_xml.extract('/SMRCRLT_XML/AREA/SMBAOGN_ROWSET/SMBAOGN_SET/
SMBAOGN_AREA/text()').getStringVal()
from smrcxml s
```

Students with Grade of "A" from Used Course Section

```
select
s.smrcxml_pidm
from
smrcxml s
where
s.smrcxml_xml.existsNode('/SMRCRLT_XML/AREA/DETAILS/
DETAIL_REQUIREMENT/DETAIL_REQUIREMENT_USED/SMRDOUS_ROWSET/
SMRDOUS_SET[SMRDOUS_GRDE_CODE = "A"]') = 1
```

Students with Grade of "A" for Specific Course from Used Course Section

```
select
F_GETSPRIDENID(s.smrcxml_pidm)
from
smrcxml s
where
s.smrcxml_xml.existsNode('/SMRCRLT_XML/AREA/DETAILS/
DETAIL_REQUIREMENT/DETAIL_REQUIREMENT_USED/SMRDOUS_ROWSET/
SMRDOUS_SET[SMRDOUS_GRDE_CODE = "A" and SMRDOUS_SUBJ_CODE = "CXML" and
SMRDOUS_CRSE_NUMB="2000"]') = 1
```

Students with Grade of "F" from Unused Course Section

```
select
F_GETSPRIDENID(s.smrcxml_pidm)
from
smrcxml s
where
```

```
s.smrcxml_xml.existsNode('/SMRCRLT_XML/SMRDOCN_ROWSET/
SMRDOCN_SET[SMRDOCN_GRDE_CODE = "F"]') = 1
```

Students with Grade of “F” for Specific Course from Unused Course Section

```
select
F_GETSPRIDENID(s.smrcxml_pidm)
from
smrcxml s
where
s.smrcxml_xml.existsNode('/SMRCRLT_XML/SMRDOCN_ROWSET/
SMRDOCN_SET[SMRDOCN_GRDE_CODE = "F" and SMRDOCN_SUBJ_CODE = "CXML" and
SMRDOCN_CRSE_NUMB = "2000"]') = 1
```

Female (or Unknown Gender) Students with Grade of “F” for Specific Course

```
SELECT F_GETSPRIDENID(s.smrcxml_pidm)
FROM smrcxml s, spbpers
WHERE s.smrcxml_xml.existsNode('/SMRCRLT_XML/SMRDOCN_ROWSET/
SMRDOCN_SET[
SMRDOCN_GRDE_CODE = "F"
and SMRDOCN_SUBJ_CODE = "CXML"
and SMRDOCN_CRSE_NUMB = "2000"]') = 1
AND SPBPERS_PIDM = s.SMRCXML_PIDM
AND (SPBPERS_SEX = 'F' or SPBPERS_SEX is NULL);
```

Male (or Unknown Gender) Students that Have Not Taken/Used Specific Course

```
SELECT F_GETSPRIDENID(s.smrcxml_pidm)
FROM smrcxml s, spbpers
WHERE s.smrcxml_xml.existsNode('/SMRCRLT_XML/SMRDOCN_ROWSET/
SMRDOCN_SET[
SMRDOCN_SUBJ_CODE = "CXML"
and SMRDOCN_CRSE_NUMB = "2000"]') <> 1
AND SPBPERS_PIDM = s.SMRCXML_PIDM
AND (SPBPERS_SEX = 'M' or SPBPERS_SEX is NULL);
```

Compliance Data Items

These items are used with XML compliance output processing.

Item	Description
smrcmjax.shl	<p>Shell files are delivered for your operating system (smrcmjax.shl, smrcmjax.pl, smrcmjax.com). These files are responsible for launching the Java process that creates the XML document. They are called from either the smrcmpl.shl file or the SMRBCMP process.</p> <p>Note: Please be aware that the shell files contain code which has been commented out. This code can be used as an example for how to transform the XML document into another output format. These comments should be considered as examples only. They are not part of the supported code set.</p>
smrcmjax.jar	<p>This process is used to produce the XML output from either a batch or single compliance evaluation. It also updates the SMRCMXL table, as well as creates the smrcmjax.lis file from the smrcr1tlis.xml template.</p> <p>The smrcmjax.jar process contains three properties files within the archived file. These files can be modified to change the processing outcome. The three properties files are:</p> <ul style="list-style-type: none"> • xslt.properties • pdf.properties • smrcmjax.properties <p>You can extract these properties files from the archive by issuing the following command:</p> <pre>jar -xvf smrcmjax.jar <property file name></pre> <p>Once changes have been applied to the new properties files and then saved, you can upload the changed files to the archived file by issuing the following command:</p> <pre>jar -uvf smrcmjax.jar <property file name></pre> <p>The properties files control numerous processing outcomes for the smrcmjax.jar process. The specific controls in each property file are documented, along with the results of the individual settings.</p>
smrcr1t.sql	<p>This package creates the XML output for a compliance evaluation. Both the Web page (bwcksxml.sql) and the Java process (smrcmjax.jar) call this procedure to render and return the XML in an XMLTYPE variable. The procedures contained in this package are used for assembling the XML results into an XML document that represents logical compliance evaluation processing flow.</p>
smkxapi.sql	<p>This package creates the database procedures that query the individual compliance tables and return the result sets in XML format. The smrcr1t.sql package performs numerous calls to this package in order to assemble the XML document in a logical order that is relevant to the compliance evaluation information.</p>

Item	Description
smkxml.sql	This package creates the database utility procedures that generate the XML output. The procedures contained within this package are also responsible for reading the WebCAPP stylesheet (smrcr1t.xml) from the file system in order to render the HTML WebCAPP output.
smrcmjx.sql	This file creates the database functions and procedures that assist the smrcmjx.jar Java process for runtime execution.
smrcr1t.xml	This is the stylesheet file that is used to render the WebCAPP HTML output report. This file is read from the system by the smkxml.sql package, which is called by the bwckxml.sql process, and then creates the output. This file is located in the XSL directory under the General products directory structure. The XSL directory should have an Oracle directory mapped to it. Also, the smrcr1t.xml file should have correct file system privileges so it can be read from the file system using Oracle's BFILENAME functionality.
smrcmpl.shl	The shell files for your operating system (smrcmpl.shl, smrcmpl.pl, smrcmpl.com) that launch the single compliance evaluation process also call the Java process (smrcmjx.jar) to generate the XML compliance document.
sb_compliance	This API supports XML compliance output processing. It uses the SMRCMXL table, SMACACT form, and the SMRCPRG process.
dml_smrcxml	This API supports the insert/update/delete processing for the records maintained in the SMRCXML table.

Remove Hyperlinks in Text

Previously, you could use HTML tags to format the printed data in Text blocks on CAPP forms and so bypass WebCAPP rules. *You should no longer do this.* Using HTML tags could cause the XML used for compliance to be malformed and prevent compliance from running.

Compliance Reports and Processes

This section covers the following reports and processes used for compliance requests:

- [“Batch Compliance Process \(SMRBCMP\)” on page 5-32](#)
- [“Compliance Purge Process \(SMPCPRG\)” on page 5-39](#)
- [“Program Compliance Report \(SMRCMPL\)” on page 5-42](#)
- [“Compliance Hardcopy Output \(SMRCRLT\)” on page 5-44](#)

Batch Compliance Process (SMRBCMP)

Description Compliance requests can be created and/or processed in batch using the Batch Compliance Process (SMRBCMP). The process calls the `smrcmjx.jar` Java process to produce XML compliance output.

Parameters for the process give instructions on the type of processing to be performed when Batch Compliance is run. When run in Population Selection mode, the parameters can be used to specify the source of the compliance curriculum and the intended recipient of the printed output.

Curriculum and field of study data is retrieved from the SORLCUR and SORLFOS tables for the two majors, two departments, two minors, six concentrations, level, degree, college, campus, catalog term, term, and curriculum rules.

<i>Parameters</i>	Name	Required?	Description	Values
	Process Term	Yes	Used in report headings and as the selection term for source records, the evaluation term, and the student record/advisor term for created compliance requests. Validated against STVTERM. Single.	

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	Run Mode	Yes	<p>Used to specify the type of processing to occur. Single.</p> <p>If run for a population selection (<i>P</i>), a population must be provided using the Application, Selection ID, Creator ID, and User ID parameters. Compliance requests and hardcopy output requests will be created for records in the population, a compliance evaluation will be performed, and the requested hardcopy output will be produced.</p> <p>If run for outstanding compliance requests (<i>C</i>), only outstanding compliance requests are evaluated, and any outstanding hardcopy output is produced. No new requests are created.</p> <p>If run for outstanding output only (<i>H</i>), outstanding hardcopy output requests will be produced. If the compliance process has not yet been performed for an outstanding hardcopy request, the compliance evaluation will also be performed.</p>	<p><i>P</i> Use population selection</p> <p><i>C</i> Process outstanding compliance requests</p> <p><i>H</i> Produce outstanding output only</p>
	Application Code	No, unless Run Mode parameter is <i>P</i>	Used to identify the application of the population when population selection processing is requested. Single.	
	Selection Identifier	No, unless Run Mode parameter is <i>P</i>	Used to identify the selection ID of the population when population selection processing is requested. Single.	
	Creator ID	No, unless Run Mode parameter is <i>P</i>	Used to identify the creator of the population when population selection processing is requested. Single.	

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	User ID	No, unless Run Mode parameter is <i>P</i>	Used to identify the user who created the population which will be used. Single.	
	Curriculum Source	No, unless Run Mode parameter is <i>P</i>	<p>Used to specify the source of the curriculum data to be used when a compliance request is created during population selection processing. Single.</p> <p>When Recruiting (<i>R</i>) is selected, compliance request records are created for records in the population based on the information in the selected recruiting record. To be used as a curriculum source record, at least one recruiting record must exist for the Process Term parameter. If multiple recruiting records exist for the selected term, multiple compliance requests are created and evaluated. Compliance request records are not created for recruiting records that have been withdrawn.</p> <p>When Admissions (<i>A</i>) is selected, compliance request records will be created for people in the population based on the data in the selected admissions application record. To be used as a curriculum source record, the entry term of the admissions application record must equal the Process Term parameter. If multiple admissions application records exist for the selected term, multiple compliance requests will be created and evaluated. Compliance request records will not be created for admissions application records which have been withdrawn.</p>	<p><i>R</i> Use recruiting records</p> <p><i>A</i> Use admission application records</p> <p><i>S</i> Use student records</p> <p><i>D</i> Use degree records</p>

(continued on the next page)

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	Curriculum Source (continued)		<p>When Student (<i>S</i>) is selected, compliance requests are created for records in the population based on the data in the selected general student record. To be used as a curriculum source record, an effective student record must exist for the Process Term parameter.</p> <p>When Degree (<i>D</i>) is selected, compliance requests are created for records in the population based on the data in selected academic history degree records. To be used as a curriculum source record, a record must exist where the Graduation Term equals the Process Term parameter and the Degree Status parameter equals one of the parameter Degree Status values. If multiple degree records exist that match the parameter Graduation Term and Degree Status, multiple compliance requests will be created and evaluated.</p>	
	Degree Status	No, unless Curriculum Source parameter is <i>D</i>	Used to indicate the degree status of degree records which will be used as curriculum course records. Multiple. Validated against STVDEGS.	
	Hardcopy for Population	Yes	When <i>P</i> (population selection) is entered for the Run Mode parameter, this parameter controls whether hardcopy output requests will be created for created compliance requests. Single.	<p><i>N</i> Hardcopy output requests will not be produced</p> <p><i>Y</i> Hardcopy output requests will be created for the compliance print type specified in the Compliance Print Type parameter</p>

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	Printer ID	No	<p>When <i>C</i> (outstanding compliance requests) or <i>H</i> (outstanding hardcopy requests) is entered for the Run Mode parameter, only hardcopy output requests where the destination printer entered for the hardcopy requests matches the parameter-specified value will be produced. Single.</p> <p>If no value is entered for this parameter, outstanding hardcopy requests will be selected without regard to the printer contained in the request record. Validated against GTVPRNT.</p>	
	Compliance Print Type	No	<p>When <i>P</i> (population selection) is entered for the Run Mode parameter, this parameter is used to specify the compliance print type to be produced if hardcopy output is requested for the population.</p> <p>When <i>H</i> (outstanding hardcopy requests) is entered for the Run Mode parameter, this parameter is used to specify the compliance print type that should be produced for the run.</p> <p>Single. Validated against STVCPRT.</p> <p>You can use the percent sign (%) as a wildcard value for your specification of compliance type, although you should do this only if the value entered for the Run Mode parameter is <i>C</i> (outstanding compliance evaluations) or <i>H</i> (outstanding hardcopy requests).</p>	
	Send to Advisors	Yes	Used only when the value entered for the Run Mode parameter is <i>P</i> (population selection). Indicates whether the hardcopy output should be produced for the person's advisor(s). Single.	<p><i>Y</i> Advisor name(s) will be set in the "Issued" information of the hardcopy output request so that the output can be forwarded to the appropriate advisor(s)</p> <p><i>N</i> Output will not be sent to the advisor(s)</p>

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	Primary Advisor Only	No, unless Send to Advisors parameter is <i>Y</i>	Used only when the Send to Advisor parameter is <i>Y</i> . Indicates that hardcopy output should be produced for the person's primary advisor only. Single.	<p><i>Y</i> Primary advisor's name will be set in the "Issued" information of the hardcopy output request so that the output can be forwarded to him or her</p> <p><i>N</i> Output will be sent to all advisor types specified in the Advisor Type(s) parameter (if there is more than one)</p>
	Advisor Type(s)	No, unless Primary Advisor Only parameter is <i>N</i>	Used only when the Send to Advisor parameter is <i>Y</i> and Primary Advisor Only is <i>N</i> . Specifies which advisor type(s) the hardcopy output should be sent to. Multiple. Validated against STVADVR.	
	Address Hierarchy	Yes, unless the Send to Advisor parameter is <i>Y</i>	Used only when the Send to Advisor parameter is <i>N</i> . Then, the student's name and address will be set in the "Issued" information of the Hardcopy Output request so that the hardcopy output can be mailed to the student. Multiple. Must be entered in standard address hierarchy format. Validated against STVATYP.	
	Address Selection Date	Yes	Date on which the selected address type must be effective. Single.	
	Sort Order	Yes	Order in which the records are to be sorted. Single.	<p><i>N</i> Issued-to Name</p> <p><i>Z</i> Zip, Issued-to Name</p> <p><i>P</i> Program, Issued-to Name</p>

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	SessionID	No	<p>SessionID to be used in case the batch compliance process does not successfully complete processing for all records. The session ID entered for this parameter is printed in the Batch Compliance Report and the smrbcmp_<oneup>.log file for the initial run.</p> <p>If this process is not successfully completed, enter the session ID to cause the process to begin where it stopped, so that requests that were successfully processed are not processed again.</p> <p>Note: When running the batch compliance process through Job Submission, a number of parameters are required and this parameter is not required. However, if a session ID is entered for a restarted job, all other parameters are ignored and the job is restarted at its termination point.</p>	
	Default Parameter Code	No	Default type code to be used in compliance processing. Single.	<p><i>ONLINE</i></p> <p><i>BATCH</i></p> <p><i>WEB</i></p>

Compliance Purge Process (SMPCPRG)

Description The Compliance Purge Process (SMPCPRG) is used to purge unneeded compliance requests, including those for XML output. To perform a compliance evaluation, a compliance request record must exist. The compliance request record includes the processing instructions and various parameters used by the compliance process. Planned courses records and hardcopy output request records could also be associated with a compliance request. During a compliance evaluation, many compliance output records can be created. After CAPP has been used for a period of time, a significant number of compliance-related records exist. In many cases, only the results of the most recent compliance evaluation are meaningful, and a significant amount of disk space could be recovered by purging unneeded compliance-related records.

<i>Parameters</i>	Name	Required?	Description	Values
	Purge Selection	Yes	Specifies which requests are to be purged.	<i>R</i> Purge all but the most recent requests <i>U</i> Purge requests that meet user-entered criteria
	Request Date for Purge	No	Requests entered on or before this date will be purged. This is used only when the Purge Selection parameter is <i>U</i> .	
	Request Date for Range Purge	No	Requests with dates between the values specified for the Request for Date Purge and the Request for Date Range Purge parameters will be purged. This is used only when the Purge Selection parameter is <i>U</i> .	
	ID(s) for Purging	No	Specific ID(s) to be purged. This is used only when the Purge Selection parameter is <i>U</i> .	
	Programs for Purging	No	Program(s) to be purged. This is used only when the Purge Selection parameter is <i>U</i> . Validated against SMAPRLE.	
	User(s) for Purging	No	User(s) to be purged. This is used only when the Purge Selection parameter is <i>U</i> .	

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	Purge Processed or Not	Yes	Specifies which requests are to be purged. This applies only to requests that meet all other criteria specified for this job.	<i>P</i> Processed <i>U</i> Unprocessed <i>B</i> Both
	Purge Detail or Request	Yes	Specifies what is to be purged: detail information only or requests and all associated records. This applies only to requests that meet all other criteria specified for this job.	<i>D</i> Purge detail <i>R</i> Purge request and records
	Purge Hardcopy Requests	Yes	Specifies whether hardcopy requests are to be purged.	<i>Y</i> Purge hardcopy requests <i>N</i> Do not purge hardcopy requests
	Hardcopy Request Date	No	Last date for which hardcopy requests should be purged. This is used only when the Purge Hard Copy Requests parameter is <i>Y</i> . Requests entered on or before this date will be purged.	
	Run Mode (Audit or Update)	Yes	Specifies the run mode. Running the process in Audit mode will produce a report of what will be purged based on the parameter values entered. Running the process in Update mode will actually remove the records from the system.	<i>A</i> Audit <i>U</i> Update
	Print Detail	Yes	Specifies whether detail is to be printed or control totals only.	<i>Y</i> Print detail <i>N</i> Print control totals

Report Sample—Compliance Purge Process (SMPCPRG)

ID	NAME	REQ#	PROGRAM/ PRINT TYPE	ACTION
12-MAY-2009 05:45:PM				
GRADUATION CLEARANCE Compliance Purge Control Report				
AUDIT MODE				
PAGE: 1 SMPCPRG				
524833852	Abtew, Asfaw A	7	FIN	Compliance Request Audited.
		7	UG-LONG	Print Request Audited.
		9	FIN	Compliance Request Audited.
		18	FIN	Compliance Request Audited.
		19	FIN	Compliance Request Audited.
		23	FIN	Compliance Request Audited.
		24	FIN	Compliance Request Audited.
523233939	Bader, Jamie L		PRINT TYPE	
		11	BHS	Compliance Request Audited.
		11	UG-LONG	Print Request Audited.
		14	BHS	Compliance Request Audited.
		20	BHS	Compliance Request Audited.
		21	BHS	Compliance Request Audited.
		25	BHS	Compliance Request Audited.
		26	BHS	Compliance Request Audited.
802009502	Bascom, Henry S		PRINT TYPE	
		77	PREREQPROG	Compliance Request Audited.
		78	PREREQPROG	Compliance Request Audited.
		79	PREREQPROG	Compliance Request Audited.
		80	PREREQPROG	Compliance Request Audited.
		81	PREREQPROG	Compliance Request Audited.
		82	PREREQPROG	Compliance Request Audited.
507041828	Brandorff, William		PRINT TYPE	
		12	CIM	Compliance Request Audited.
		12	UG-LONG	Print Request Audited.
		14	CIM	Compliance Request Audited.
		20	CIM	Compliance Request Audited.
		21	CIM	Compliance Request Audited.
12-MAY-2009 05:45:PM				
GRADUATION CLEARANCE Compliance Purge Control Report				
PAGE: 31 SMPCPRG				
Purge Selection [All but most Recent or User-entered criteria]: ALL BUT MOST RECENT				Purge Processed or Not Pro-
cessed?: Processed Requests ONLY				
Purge Detail or Request?: Purged Requests and Details				
Purge Hardcopy Requests? [Y/N]: No				
Run Mode [Audit/Update]: Audit				
Print Detail? [Y/N]: Yes				
Processing Totals				
Compliance Requests Purged: 889				
Associated Hard Copy Requests Purged: 22				
Other Hard Copy Request Purged: 0				

Program Compliance Report (SMRCMPL)

Description The Program Compliance Report (SMRCMPL) is produced when a compliance request with the **Create Course Select Report** checkbox on the Compliance Request Management Form (SMARQCM) selected is processed. The report displays diagnostic messages, if any (for example if the program is inactive, or if an area is rejected) and then lists student attributes and student courses.

The Student Attributes section displays all student attributes selected for consideration by compliance and includes the attribute code, description, and effective term.

The Student Courses section displays all courses selected for consideration by compliance, and lists the courses in the order in which compliance will use them. Courses can be sorted in chronological order (earliest term first), reverse term order (most recent term first), or in descending grade order (highest grade first), depending on the value in the **Course Usage Order** field (*C* for chronological, *G* for grade or *T* for descending term) on SMARQCM for the compliance request.

The courses selected for consideration by compliance processing might not include all of a student's courses. The selection of courses depends on the values specified for the compliance request in the following fields on SMARQCM:

- **Minimum In-Progress Term** (for in-progress courses)
- **Maximum In-Progress Term** (for in-progress courses)
- **Minimum Cutoff Term**
- **Maximum Cutoff Term**

Also, the course selection process excludes institutional and transfer courses with a **Repeat (Indicator)** value of *A* or *E*, so they will not be available for use with any program requirements during a compliance evaluation.

The Program Compliance Report is useful as a debugging tool when you are first building program rules and researching why a requirement was fulfilled or not. After you have thoroughly tested program rules and obtained correct results, you might no longer have a need to have it produced.

Hardcopy output can be produced either by selecting the **Submit** button on SMARQCM or by using the Batch Compliance Process (SMRBCMP). In both cases, hardcopy output is produced only when a valid, unprinted hardcopy output request exists. (The Batch Compliance Process can also create hardcopy output requests that it will then produce.) The Compliance Hardcopy Output (SMRCRLT) process will use the rules defined on the

Compliance Print Type Rules Form (SMACPRT) to select and format the data to be printed, based on the compliance print type specified in the hardcopy output request. Because you will design the output information to be printed for different print types, the output you produce will vary in length and content from type to type. The following is a sample of hardcopy output that prints the basic information important to a student or advisor, but does not print all program, area, and/or group restrictions.

The process calls the smrcmjx.jar Java process to produce XML compliance output.

Report Sample—Program Compliance Report (SMRCMPL)

14-MAY-2009 11:21:32		GRADUATION CLEARANCE Program Compliance Report Term Order				PAGE 1 SMRCMPL					
ID: 210009502	Name : Cuspin, Lorie	Request No.: 2	Program : DIPLELET	Catalog Term: 200420	***** *****						
Student Attributes: 2											
Code	Description	Term									
11T	1st Semester, 1st Year Tech	199510									
21T	1st Semester, 2nd Year Tech	199610									
Student Courses: 22											
Subj	Crse	CRN	Term	Grade	Credits	Source	Level	Camp	Coll	Dept	*----- Crse Attributes -----*
ACCT	197	10091	200420	B	3.00	History	UG	M	BU		
ACCT	198	10092	200420	B	3.00	History	UG	M	BU		
GEOL	1040	10057	200420	A	3.00	History	GR	M	AS	NSCI	
ELET	210	10071	200410	A	4.00	History	CR	M	EN	ENGT	
ELET	220	10072	200410	B	2.00	History	CR	M	EN	ENGT	
ELET	225	10073	200410	B	2.00	History	CR	M	EN	ENGT	
ELET	243	10074	200410	A	4.00	History	CR	M	EN	ENGT	
ELET	291	10075	200410	C	1.00	History	CR	M	EN	ENGT	
TMTH	201	10078	200410	C	2.00	History	CR	M	EN	MATH	
TMTH	202	10079	200410	B	2.00	History	CR	M	EN	MATH	
ELET	102	10051	200320	B	4.00	History	CR	M	EN	ENGT	
ELET	110	10052	200320	B	4.00	History	CR	M	EN	ENGT	
ENGL	103	10048	200320	B	3.00	History	CR	M	AS	ENGL	
PHYS	101	10076	200320	B	4.00	History	CR	M	EN	ENGT	
TMTH	102	10039	200320	B	4.00	History	CR	M	EN	MATH	
ELET	101	10069	200310	B	4.00	History	CR	M	EN	ENGT	
ELET	121	10070	200310	C	3.00	History	CR	M	EN	ENGT	
ELET	150	10071	200310	A	1.00	History	CR	M	EN	ENGT	
ENGL	101		200310	TR	4.00	Transfer	CR				
SOCI	201		200310	TR	3.00	Transfer	CR				
TMTH	101	10077	200310	A	5.00	History	CR	M	EN	MATH	
TMTH	105		200310	TR	2.00	Transfer	CR				

Compliance Hardcopy Output (SMRCRLT)

Description This is the process that generates hardcopy reports of compliance results. The report can be produced in any of the following ways.

- Via the Compliance Request Management Form (SMARQCM), hardcopy requests can be created so that they will be processed and/or printed at the same time that the compliance request is processed or so that they can be processed and/or printed at some later date.
- Via the Batch Compliance Process (SMRBCMP), hardcopy requests can be created and processed at the same time as the compliance requests.
- From the host, you can process hardcopy requests that have been created for compliance requests that have already been processed. The parameters are:
 - COMPLIANCE RUN SEQUENCE NUMBER: the one-up sequence number generated for the compliance request when it was processed. (Optional)
 - STUDENT ID AND REQUEST NO. (ID,REQUEST): the student ID and compliance request number to which the hardcopy request is attached. (Required)
 - NUMBER OF LINES PRINTED PER PAGE: the number of lines to print per page. (Optional)

Report Sample—Compliance Hardcopy Output (SMRCRLT)

Name: Westin, George
 ID: A00034799
 Request Number: 1

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 Print Type: PRNTALL

George Westin
 3471 Sepulveda Boulevard
 Van Nuys, CA 90234

Advisor Name: Martha Jones
 Originator: DOFS - Dean of Students
 Originator Name: Martha Jones
 Program: BA-CHEM - Bachelor of Arts - Chemistry
 Level: UG - Undergraduate
 Campus: A - Annandale
 College: AS - College of Arts & Sciences
 Degree: BA - Bachelor of Arts
 Eval Term: 200620 - Spring 2005-2006

Curr Srce : General Student
 Curriculum Details:
 Ctlg Term : 200210 - Fall 2001
 Major : CHEM - Chemistry

Y CMSV Community Service AP 24-JUN-2005
 Y MQP Major Qualifying Project AP 24-JUN-2005
 N ORAL Oral Examination

Admit Term: 200210 - Fall 2001
 Curr Class: S0 - Sophomore

PROGRAM INCLUDED/EXCLUDED LEVELS
 Effective Term: 000000 Source: 0
 Min ---Credits--- Courses
 I/E LV Grd Max Actl Max Actl Actn

 INC GR 0.00 1 0

PROGRAM SUMMARY
 MET General Requirements
 NOT MET Non-Course Requirements
 NONE REQD Required Attributes
 NOT MET Detail Requirements

PROGRAM RESTRICTED SUBJECTS/ATTRIBUTES
 Effective Term: 000000 Source: 0
 --Course-- Crse ---Credits--- -Courses-
 Cmp Col Dept Subj Low High Attr Max Actl Max Actl Actn

 ENGL 0000 0099 0.00 0
 MATH 0000 0099 0.00 0

PROGRAM GENERAL REQUIREMENTS
 Effective Term: 000000 Source: 0
 ---Credits--- -Courses-
 Met Req Actl Reqd Actl

 Total Required: Y 120.00 135.00 51
 Req Institution: Y 33.00 84.00 28
 Last Number Inst Req: Y 18.00 30.00 10
 ..Out of Last Earned: Y 30.00 30.00 10
 Min GPA: Y 2.00 3.46

PROGRAM RESTRICTED GRADES
 Effective Term: 000000 Source: 0
 ---Credits--- Courses
 Grd Max Actl Max Actl Actn

 F 0.00 2 0

PROGRAM NON-COURSE REQUIREMENTS
 Effective Term: 000000 Source: 0

USED AREAS
 Effective Term: 000000 Source: A
 St Cr
 Lv Lv Dyn Actn

Met Code	Description	Yr	----	Status----	Actn
		Lm Cd	Date		

Name: Westin, George
 ID: A00034799
 Request Number: 1

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```

-----
N CORE-UGB Undergraduate Bachelor's Core UG UG X
N CORE-LANG Arts & Science Language Core UG UG X
Y CORE-AS/SC Arts & Sciences Science Core UG UG X
N B SCI MAJR Core Area B Science Majors UG UG
Y F BA CHM Core Area F Chem Majors UG UG
N BA CHM MJR BA Chemistry Major Area UG UG X
N BA CHM SC BA Chemistry supporting crses UG UG
Y ELECTIVES Elective Area UG UG
  
```

AREA DETAIL

Area: CORE-UGB Undergraduate Bachelor's Core
 Six courses in General Humanities, two in Composition and Literature, three in Math and/or Science, three in Social Sciences, one in Fine and Performing Arts.

AREA SUMMARY

NOT MET General Requirements
 NOT MET Group Requirements

AREA GENERAL REQUIREMENTS

```

Effective Term: 000000 Source: A
---Credits---
Met Req Actl -Courses-
                Reqd Actl
-----
Total Required: N 28.00 14 9
  
```

USED GROUPS

```

Effective Term: 000000 Source: A
Met ---Rule--- --Group--- Actn
-----
Y CORE-ARTS
Y and CORE-COMP
N and CORE-GHUM
Y and CORE-MATH
Y and CORE-SSCI
  
```

AREA GROUP DETAIL

Group: CORE-ARTS Fine/Performing Arts Component
 One course in Fine Arts (Painting, Sculpture, Art Exploration) or Performing Arts (Music or Theatre) theory. Performance credits (band, orchestra, etc.) cannot be used to fulfill this requirement.

GROUP SUMMARY

MET General Requirements
 MET Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS

```

Effective Term: 000000 Source: 0
---Credits---
Met Req Actl -Courses-
                Reqd Actl
-----
Total Required: Y 3.00 1 1
  
```

GROUP RESTRICTED SUBJECTS/ATTRIBUTES

```

Effective Term: 000000 Source: 0
--Course--- Crse ---Credits--- -Courses-
Cmp Col Dept Subj Low High Attr Max Actl Max Actl Actn
-----
PERF 0.00 0
  
```

Courses Used By Requirement:

```

Term Subj Crse Title Attr Crdts Grd S Actn
-----
200210 THEA 1111 Introductory Theatre 3.00 A T
S01 710 SAT Verbal E
-----
3.00
  
```

Group: CORE-COMP Comp/Literature Component
 Two freshman-level literature or composition courses.

GROUP SUMMARY

MET General Requirements
 MET Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS

```

Effective Term: 000000 Source: 0
---Credits---
Met Req Actl -Courses-
                Reqd Actl
-----
Total Required: Y 6.00 2 2
  
```

Courses Used By Requirement:

```

Term Subj Crse Title Attr Crdts Grd S Actn
-----
200210 ENGL 1101 English Composition I 3.00 A H
200220 ENGL 1102 English Composition II 3.00 B H
-----
6.00
  
```

Group: CORE-GHUM General Humanities Component
 Core Seminar 1000 and 1001, one course in Biblical & Historical Studies, one in Literature, and two in Philosophy.

GROUP SUMMARY

NOT MET General Requirements

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NOT MET Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS

Effective Term:	Source:	---Credits---			-Courses-	
000000	0	Met	Req	Actl	Reqd	Actl
Total Required:	N			3.00	6	1

Courses Used By Requirement:

Term	Subj	Crse	Title	Attr	Crdts	Grd	S	Actn
200210	HIST	2111	US History I	BLHS	3.00	A	T	
					3.00			

Group: CORE-MATH Math/Stat Component
 Two courses in Math or Statistics taken in specified combinations.

GROUP SUMMARY

MET General Requirements
 MET Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS

Effective Term:	Source:	---Credits---			-Courses-	
000000	A	Met	Req	Actl	Reqd	Actl
Total Required:	Y			7.00	2	2

Courses Used By Requirement:

Term	Subj	Crse	Title	Attr	Crdts	Grd	S	Actn
200210	MATH	1112	Trigonometry		3.00	A	H	
200210	MATH	1634	Calculus I		4.00	B	T	
					7.00			

Group: CORE-SSCI Social Science Component
 Three courses in History (HIST), American Studies (AMST), Sociology (SOC), or Psychology (PSYC), each in a different discipline.

GROUP SUMMARY

MET General Requirements
 MET Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS

Effective Term:	Source:	---Credits---			-Courses-	
000000	0	Met	Req	Actl	Reqd	Actl

Met	Req	Actl	Reqd	Actl
Y		9.00	3	3

Courses Used By Requirement:

Term	Subj	Crse	Title	Attr	Crdts	Grd	S	Actn
200320	HIST	1112	Survey of World History I		3.00	C	H	
200220	PSYC	1101	General Psycholog		3.00	A	H	
200220	SOCI	1101	Introductory Sociology		3.00	A	H	
					9.00			

Area: CORE-LANG Arts & Science Language Core
 Four introductory and/or intermediate courses in a single foreign language.

AREA SUMMARY

NOT MET General Requirements
 NOT MET Course Requirements

AREA GENERAL REQUIREMENTS

Effective Term:	Source:	---Credits---			-Courses-	
000000	0	Met	Req	Actl	Reqd	Actl
Total Required:	N			9.00	4	3

Courses Used By Requirement:

Term	Subj	Crse	Title	Attr	Crdts	Grd	S	Actn
200420	SPAN	1001	Beginning Spanish I		3.00		R	
200210	SPAN	2001	Intermediate Spanish I		3.00	A	H	
200420	SPAN	2002	Intermediate Spanish II		3.00		R	
					9.00			

Area: CORE-AS/SC Arts & Sciences Science Core
 One year (two semesters) in a single lab science. Note that some sciences include the lab with the base course, while in other sciences, the lecture and lab are separate courses.

AREA SUMMARY

MET General Requirements
 MET Course Requirements

AREA GENERAL REQUIREMENTS

Effective Term:	Source:	---Credits---			-Courses-	
000000	0	Met	Req	Actl	Reqd	Actl

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Total Required: Y 8.00 4 4

Courses Used By Requirement:

Term	Subj	Crse	Title	Attr	Crdts	Grd	S	Actn
200210	BIOL	1010	Biological Principles		3.00	A	T	
200210	BIOL	1011	Biological Principles Lab		1.00	B	T	
200210	BIOL	1020	Biological Principles II		3.00	A	T	
200210	BIOL	1021	Biological Principles II		1.00	B	T	
					8.00			

Area: B SCI MAJR Core Area B Science Majors
 Core Area B requirements modified specifically for science majors.

AREA SUMMARY
 NOT MET General Requirements
 MET Course Requirements

AREA GENERAL REQUIREMENTS

Effective Term: 000000 Source: 0

---Credits---		-Courses-	
Met	Req	Act1	Reqd Act1
N	4.00	2.00	1

Courses Used By Requirement:

Term	Subj	Crse	Title	Attr	Crdts	Grd	S	Actn
200410	LIBR	1101	Academic Research		2.00	A	H	
	SAL	16	ACT Subscore Arts/Literat				E	
					2.00			

Area: F BA CHM Core Area F Chem Majors
 Core Area F modified specifically for students pursuing a BA in Chemistry.

AREA SUMMARY
 MET General Requirements
 MET Course Requirements

AREA GENERAL REQUIREMENTS

Effective Term: 000000 Source: 0

---Credits---		-Courses-	
Met	Req	Act1	Reqd Act1
Y	14.00	14.00	6

AREA RESTRICTED SUBJECTS/ATTRIBUTES

Effective Term: 000000 Source: 0

---Course---		Crse		---Credits---		-Courses-					
Cmp	Col	Dept	Subj	Low	High	Attr	Max	Act1	Max	Act1	Actn
			PWLA					0.00			0
				3000	4999			0.00			0
				3000A	4999Z			0.00			0

Courses Used By Requirement:

Term	Subj	Crse	Title	Attr	Crdts	Grd	S	Actn
200210	CHEM	1211K	Principles of Chemistry I		4.00	A	H	
200220	CHEM	1212K	Principles of Chemistry I		4.00	A	H	
200210	CHEM	2411	Organic Chemistry I		3.00	B	T	
200210	CHEM	2411L	Organic Chemistry I Lab		1.00	A	T	
200210	MATH	1112	Trigonometry		1.00	A	H	
200210	MATH	1634	Calculus I		1.00	B	T	
					12.00			

Area: BA CHM MJR BA Chemistry Major Area

AREA SUMMARY
 NOT MET General Requirements
 NOT MET Group Requirements

AREA GENERAL REQUIREMENTS

Effective Term: 000000 Source: 0

---Credits---		-Courses-	
Met	Req	Act1	Reqd Act1
N	26.00	18.00	7
Y	2.00		3.66

USED GROUPS
 Effective Term: 000000 Source: 0

Met	---Rule---	---Group---	Actn
N	(CHM MJR RQ	
Y) and (CHM MJR EL	
)		

AREA GROUP DETAIL

Group: CHM MJR RQ Chemistry Major Requirements
 The Chemistry major requires six courses:
 CHEM 3310K, 3422, 3422L, 4610, 4711 and
 either CHEM 3510 or CHEM 3521

GROUP SUMMARY

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NOT MET General Requirements
 NOT MET Course/Attribute Requirements

AREA GENERAL REQUIREMENTS

Effective Term: 000000 Source: 0
 ---Credits---
 Met Req Act1 -Courses-
 Reqd Act1
 Total Required: N 6.00 3.00 1

GROUP GENERAL REQUIREMENTS
 Effective Term: 000000 Source: 0
 ---Credits---
 Met Req Act1 -Courses-
 Reqd Act1
 Total Required: N 9.00 6 3

Courses Used By Requirement:
 Term Subj Crse Title Attr Crdts Grd S Actn
 200420 SPAN 2002 Intermediate Spanish II LANG 3.00 R
 200210 Achieved Senior Standing Z

Courses Used By Requirement:
 Term Subj Crse Title Attr Crdts Grd S Actn
 200420 CHEM 3510 Physical Chemistry 3.00 R
 200320 CHEM 4610 Inorganic Chemistry 3.00 A H
 200420 CHEM 4711 Biochemistry 3.00 R

 9.00

Area: ELECTIVES Elective Area

AREA SUMMARY

MET General Requirements
 MET Course Requirements

Group: CHM MJR EL Chemistry Major Electives
 The Chemistry major also requires nine additional credits
 selected from CHEM 4712, 4900 or any other upper
 division CHEM course (i.e. 3000 - 4999)

AREA GENERAL REQUIREMENTS
 Effective Term: 000000 Source: 0
 ---Credits---
 Met Req Act1 -Courses-
 Reqd Act1
 Total Required: Y 17.00 67.00 27

GROUP SUMMARY
 MET General Requirements
 MET Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS
 Effective Term: 000000 Source: 0
 ---Credits---
 Met Req Act1 -Courses-
 Reqd Act1
 Total Required: Y 9.00 9.00 4

Courses Used By Requirement:
 Term Subj Crse Title Attr Crdts Grd S Actn
 200210 ALHL 2XXX Intr to Hlth Care Environ 1.00 B T
 200210 ALHL 2XXX Intr to Hlth Care Environ 3.00 A T
 200210 ALHL 2XXX Measurement Science 3.00 B T
 200220 BIOL 2021 Anatomy and Physiology I 3.00 A H
 200220 BIOL 2021L Anatomy and Physiology I 1.00 A H
 200210 BIOL 2030 Microbiology 2.00 B T
 200210 BIOL 2030L Anatomy and Physiology La 2.00 A T
 200220 CHEM 1212K Principles of Chemistry I 2.00 A H
 200210 CHEM 2422L Organic Chemistry II Lab 1.00 A T
 200210 CHEM 2422 Organic Chemistry II 3.00 B T
 200220 ENGL 2110 World Literature 3.00 B H
 200320 LIBR 1101 Academic Research 2.00 W H
 200210 MATH 1112 Trigonometry 2.00 A H
 200210 MATH 1634 Calculus I 3.00 B T
 200410 MATH 2644 Calculus II 4.00 B H
 200210 NURS 3172 Health Assessment 1.00 C T
 200210 NURS 3172L Health Assessment Lab 1.00 B T
 200210 NURS 3XXX Health Illness Transition 2.00 B T
 200210 NURS 3XXX Health Illness Transition 3.00 C T
 200210 NURS 3XXX Health Promotions 3.00 B T
 200210 NURS 3XXX Health Promotions Practic 1.00 A T

Courses Used By Requirement:
 Term Subj Crse Title Attr Crdts Grd S Actn
 200220 CHEM 1212K Principles of Chemistry I 2.00 A H
 200210 CHEM 2422L Organic Chemistry II Lab 1.00 A T
 200310 CHEM 4410 Organic Medicinal Chemist 3.00 B H
 200420 CHEM 4611 Bonding and Structure 3.00 R

 7.00

Area: BA CHM SC BA Chemistry supporting crses

AREA SUMMARY
 NOT MET General Requirements
 NOT MET Course Requirements

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200210	NURS	3XXX	Interactive Communication	3.00	B	T
200210	PHYS	1111	Introductory Physics I	4.00	A	H
200310	PHYS	2212	Principles of Physics II	4.00	B	H
200220	POLS	1101	American Government	3.00	B	H
200220	PWLA	2611	Special Activities	1.00	A	H
200310	SPAN	3101	Conversational Spanish	3.00	A	H
200320	SPAN	3450	Spanish for Business	3.00	A	H
200410	XIDS	2100	Arts and Ideas	3.00	B	H

				60.00		

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George Westin
 3471 Sepulveda Boulevard
 Van Nuys, CA 90234

Advisor Name: Martha Jones
 Originator: DOFS - Dean of Students
 Originator Name: Martha Jones
 Program: BA-CHEM - Bachelor of Arts - Chemistry
 Level: UG - Undergraduate
 Campus: A - Annandale
 College: AS - College of Arts & Sciences
 Degree: BA - Bachelor of Arts
 Eval Term: 200620 - Spring 2005-2006

Area: CORE-UGB Undergraduate Bachelor's Core (14 courses) - Not Met
 Six courses in General Humanities, two in Composition and Literature, three in Math and/or Science, three in Social Sciences, one in Fine and Performing Arts.

Group: CORE-ARTS Fine/Performing Arts Component (1 course) - Met
 One course in Fine Arts (Painting, Sculpture, Art Exploration) or Performing Arts (Music or Theatre) theory. Performance credits (band, orchestra, etc.) cannot be used to fulfill this requirement.

M	Y	Y	and	---	Rule---	Subj	Low	High	Crse Attr	Req Crdt	Req Min Crse	Grd	Term	Subj	Crse	Title	Crse Attr	Crdts	Grd	S	Code		
						S01	600	800						S01	710	SAT Verbal					E		
						Required: minimum score of 600 on SAT Verbal exam																	
						CORE-ARTS							200210	THEA	1111	Introductory Theatre		3.00	A		T		
																		3.00					

Rule: CORE-ARTS CORE-Arts Component

-----Rule Umbrella-----
 Performance credits in band, orchestra, etc. cannot be used to fulfill this requirement.

Conditions	Req	Actl	---Credits---	---Courses---	---Maximum Per Condition---	---Credits---	---Courses---	-----Total Required-----	Req	Actl	---Credits---	---Courses---	-----Total Maximum-----	Max	Actl	Max	Actl
	1	1						3.00	1	1	3.00	1	1				

-----Rule Detail-----

M	Y	Y	and	---	Rule---	SUBJ	Low	High	Crse Attr	Req Crdt	Req Min Crse	Grd	Term	Subj	Crse	Title	Crse Attr	Crdts	Grd	S	Code
						ART															
						FNAR															
						MUSC															
						THEA							200210	THEA	1111	Introductory Theatre		3.00	A		T

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Group: CORE-COMP Comp/Literature Component (2 courses) - Met
 Two freshman-level literature or composition courses.

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse				Actn
				Low	High	Attr	Crdt	Crse	Grd					Attr	Crdts	Grd	S	Code
Y			ENGL	1002	1999			2		200210	ENGL	1101	English Composition I		3.00	A	H	
										200220	ENGL	1102	English Composition II		3.00	B	H	
															6.00			

Group: CORE-GHUM General Humanities Component (6 courses) - Not Met
 Core Seminar 1000 and 1001, one course in Biblical & Historical Studies, one in Literature, and two in Philosophy.

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse				Actn
				Low	High	Attr	Crdt	Crse	Grd					Attr	Crdts	Grd	S	Code
N			CHSM	1000	1001			2										
N	and		ENGL	1201	1250			1										
N	and		PHIL					2										
Y	and					BLHS		1		200210	HIST	2111	US History I	BLHS	3.00	A	T	
															3.00			

Group: CORE-MATH Math/Stat Component (2 courses) - Met
 Two courses in Math or Statistics taken in specified combinations.

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse				Actn	
				Low	High	Attr	Crdt	Crse	Grd					Attr	Crdts	Grd	S	Code	
Y	(MATH	1112					200210	MATH	1112	Trigonometry		3.00	A	H		
				MATH 1112 substituted for MATH 1030															
Y	and			MATH	1634					200210	MATH	1634	Calculus I		4.00	B	T		
				MATH 1634 substituted for MATH 1090															
N) or (STAT	2107														
N) and			STAT	2108														
															7.00				

Group: CORE-SSCI Social Science Component (3 courses) - Met
 Three courses in History (HIST), American Studies (AMST), Sociology (SOCL), or Psychology (PSYC), each in a different discipline.

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M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse	Crds	Grd	S	Actn	
				Low	High	Attr	Crdt	Crse	Grd					Attr				Code	
Y		CORE-SSCI								200320	HIST	1112	Survey of World History II		3.00	C	H		
										200220	PSYC	1101	General Psycholog		3.00	A	H		
										200220	SOCI	1101	Introductory Sociology		3.00	A	H		
															9.00				

Rule: CORE-SSCI CORE-Social Sciences Component

Rule Umbrella

Conditions	Required	Per	Condition-	Maximum	Per	Condition-	Total	Required	Total	Maximum
Req	Act1	---	Credits---	---	Courses-	---	Credits---	---	Courses-	---
3	3		1				1	9.00	3	3
								9.00	3	3

Rule Detail

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse	Crds	Grd	S	Actn
				Low	High	Attr	Crdt	Crse	Grd					Attr				Code
N			AMST	1000	2999				1									
Y	and		HIST	1000	2999				1	200320	HIST	1112	Survey of World History II		3.00	C	H	
Y	and		PSYC	1000	2999				1	200220	PSYC	1101	General Psycholog		3.00	A	H	
Y	and		SOCI	1000	2999				1	200220	SOCI	1101	Introductory Sociology		3.00	A	H	

Area: CORE-LANG Arts & Science Language Core (4 courses) - Not Met

Four introductory and/or intermediate courses in a single foreign language.

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse	Crds	Grd	S	Actn
				Low	High	Attr	Crdt	Crse	Grd					Attr				Code
N	(FREN	1000	2999				4									
N) or (GERM	1000	2999				4									
N) or (LATN	1000	2999				4									
N) or (SPAN	1000	2999				4	200420	SPAN	1001	Beginning Spanish I		3.00		R	
										200210	SPAN	2001	Intermediate Spanish I		3.00	A	H	
										200420	SPAN	2002	Intermediate Spanish II		3.00		R	
N) or (RUSS	1000	2999				4									

9.00 4.00 GPA

Area: CORE-AS/SC Arts & Sciences Science Core (4 courses) - Met

One year (two semesters) in a single lab science. Note that some sciences include the lab with the base course, while in other sciences, the lecture and lab are separate courses.

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M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse	Crds	Grd	S	Actn
-	-	-	-	Low High	Attr	Crdt	Crse	Grd						Attr				Code
Y	(BIOL	1010 1011			2			200210	BIOL	1010	Biological Principles		3.00	A	T	
										200210	BIOL	1011	Biological Principles Lab		1.00	B	T	
Y	and		BIOL	1020 1021			2			200210	BIOL	1020	Biological Principles II		3.00	A	T	
										200210	BIOL	1021	Biological Principles II Lab		1.00	B	T	
N) or (GEOL	1030 1031			2											
N	and		GEOL	1040 1041			2											
N) or (BIOL	1205 1206			2											
)																	

8.00 3.75 GPA

Area: B SCI MAJR Core Area B Science Majors (4.00 credits) - Not Met
 Core Area B requirements modified specifically for science majors.

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse	Crds	Grd	S	Actn
-	-	-	-	Low High	Attr	Crdt	Crse	Grd						Attr				Code
Y	and	SELECT1									SAL	16	ACT Subscore Arts/Literature					E
		SELECT2ND								200410	LIBR	1101	Academic Research		2.00	A	H	

2.00 4.00 GPA

Rule: SELECT1 Choose one course from list

Rule Umbrella									
Conditions	Required	Per	Condition-	Maximum	Per	Condition-	Total	Required-	Total
Req	Actl	---	Credits---	---Courses-	---Credits---	---Courses-	Req	Actl	Req
							Actl	Req	Actl
1	1						0.00	0	0.00

Rule Detail

M	---	Rule---	SUBJ	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse	Crds	Grd	S	Actn
-	-	-	-	Low High	Attr	Crdt	Crse	Grd						Attr				Code
N			ART	2000														
N	and		COMM	1110														
N	and		ENGL	2000														
N	and		ENGL	2050														
N	and		PHIL	2110														
N	and		XIDS	1004														
Y	and		SAL	15 18							SAL	16	ACT Subscore Arts/Literature					E

One course in the Core Area B may be satisfied by a minimum score of 15 on the ACT Arts/Literature exam.

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Rule: SELECT2ND Take 2nd Core Area B from list

Rule Umbrella																	
Conditions		-Required Per Condition-		--Maximum Per Condition--		-----Total Required-----		-----Total Maximum-----									
Req	Actl	---Credits---	---Courses---	---Credits---	---Courses---	Req	Actl	Req	Actl	Max	Actl	Max	Actl				
1	1							2.00	1	2.00			1				
Rule Detail																	
M	---	Rule---	SUBJ	-Course-	Crse	Req	Req	Min	Term	Subj	Crse	Title	Crse	Actn			
				Low High	Attr	Crdt	Crse	Grd					Attr	Crds	Grd	S	Code
N			ANTH	1100													
N	and		ART	2000													
N	and		BUS	1900													
N	and		COMM	1110													
N	and		ENGL	2000													
Y	and		LIBR	1101					200410	LIBR	1101	Academic Research		2.00	A		H
N	and		MUSC	1110													
N	and		XIDS	2001													

Area: F BA CHM Core Area F Chem Majors (14.00 credits) - Met
 Core Area F modified specifically for
 students pursuing a BA in Chemistry.

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min	Term	Subj	Crse	Title	Crse	Actn			
				Low High	Attr	Crdt	Crse	Grd					Attr	Crds	Grd	S	Code
Y			CHEM	2411					200210	CHEM	2411	Organic Chemistry I		3.00	B		T
Y	and		CHEM	2411L					200210	CHEM	2411L	Organic Chemistry I Lab		1.00	A		T
Y	and	CHEM							200210	CHEM	1211K	Principles of Chemistry I		4.00	A		H
									200220	CHEM	1212K	Principles of Chemistry II		4.00	A		H
Y	and	MATH							200210	MATH	1112	Trigonometry		1.00	A		H
									200210	MATH	1634	Calculus I		1.00	B		T
													14.00	3.71	GPA		

Rule: CHEM Basic Chemistry options

Rule Umbrella																	
Conditions		-Required Per Condition-		--Maximum Per Condition--		-----Total Required-----		-----Total Maximum-----									
Req	Actl	---Credits---	---Courses---	---Credits---	---Courses---	Req	Actl	Req	Actl	Max	Actl	Max	Actl				
2	2							8.00	2	8.00			2				
Rule Detail																	
M	---	Rule---	SUBJ	-Course-	Crse	Req	Req	Min	Term	Subj	Crse	Title	Crse	Actn			
				Low High	Attr	Crdt	Crse	Grd					Attr	Crds	Grd	S	Code
Y			1STCHEM						200210	CHEM	1211K	Principles of Chemistry I		4.00	A		H
Y	and		2NDCHEM						200220	CHEM	1212K	Principles of Chemistry II		4.00	A		H

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Rule: MATH 2 hrs from Math 1113, 1634

Rule Umbrella													
Conditions		-Required Per Condition-		--Maximum Per Condition--		----Total Required----		-----Total Maximum-----					
Req	Actl	---Credits---	---Courses---	---Credits---	---Courses---	---Credits---	---Courses---	---Credits---	---Courses---	Max	Actl	Max	Actl
	2					2.00	2.00	2	2.00	2.00			2

Rule Detail														
M	---	Rule---	SUBJ	-Course-	Crse	Req	Req	Min	Term	Subj	Crse	Title	Crse	Actn
				Low High	Attr	Crdt	Crse	Grd					Attr	Code
Y			MATH 1634			1.00			200210	MATH 1634	Calculus I		1.00	B T
N		and (MATH 1113			1.00								
Y) or (MATH 1112			1.00			200210	MATH 1112	Trigonometry		1.00	A H
)												

Rule: 1STCHEM Yr 1 Chem options - choose 1 Within rule CHEM

Rule Umbrella													
Conditions		-Required Per Condition-		--Maximum Per Condition--		----Total Required----		-----Total Maximum-----					
Req	Actl	---Credits---	---Courses---	---Credits---	---Courses---	---Credits---	---Courses---	---Credits---	---Courses---	Max	Actl	Max	Actl
	1	1				4.00			1	4.00			1

Rule Detail														
M	---	Rule---	SUBJ	-Course-	Crse	Req	Req	Min	Term	Subj	Crse	Title	Crse	Actn
				Low High	Attr	Crdt	Crse	Grd					Attr	Code
Y		(CHEM 1211K						200210	CHEM 1211K	Principles of Chemistry I		4.00	A H
N) and (CHEM 1211											
N) and (CHEM 1211L											
N) and (CHEM 1211											
)												

Rule: 2NDCHEM Yr 2 Chem options - choose 1 Within rule CHEM

Rule Umbrella													
Conditions		-Required Per Condition-		--Maximum Per Condition--		----Total Required----		-----Total Maximum-----					
Req	Actl	---Credits---	---Courses---	---Credits---	---Courses---	---Credits---	---Courses---	---Credits---	---Courses---	Max	Actl	Max	Actl
	1	1				4.00			1	4.00			1

Rule Detail														
M	---	Rule---	SUBJ	-Course-	Crse	Req	Req	Min	Term	Subj	Crse	Title	Crse	Actn
				Low High	Attr	Crdt	Crse	Grd					Attr	Code
Y		(CHEM 1212K						200220	CHEM 1212K	Principles of Chemistry II		4.00	A H
N) and (CHEM 1212											
N) and (CHEM 1212L											
N) and (CHEM 1212											
)												

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Area: BA CHM MJR BA Chemistry Major Area (26.00 credits - 2.00 GPA) - Not Met

Group: CHM MJR RQ Chemistry Major Requirements (6 courses) - Not Met

The Chemistry major requires six courses:
 CHEM 3310K, 3422, 3422L, 4610, 4711 and
 either CHEM 3510 or CHEM 3521

M	---	Rule---	Subj	-Course-		Crse	Req	Req	Min		Subj	Crse	Title	Crse			Actn
				Low	High	Attr	Crdt	Crse	Grd	Term				Attr	Crdts	Grd	S Code
N			CHEM	3310K													
N	and		CHEM	3422													
N	and		CHEM	3422L													
Y	and		CHEM	4610						200320	CHEM	4610	Inorganic Chemistry		3.00	A	H
Y	and		CHEM	4711						200420	CHEM	4711	Biochemistry		3.00		R
Y	and (CHEM	3510						200420	CHEM	3510	Physical Chemistry		3.00		R
N) or (CHEM	3521													
)																

														9.00			

Group: CHM MJR EL Chemistry Major Electives (9.00 credits) - Met

The Chemistry major also requires nine additional credits
 selected from CHEM 4712, 4900 or any other upper
 division CHEM course (i.e. 3000 - 4999)

M	---	Rule---	Subj	-Course-		Crse	Req	Req	Min		Subj	Crse	Title	Crse			Actn
				Low	High	Attr	Crdt	Crse	Grd	Term				Attr	Crdts	Grd	S Code
Y		ELECTIVES								200220	CHEM	1212K	Principles of Chemistry II		2.00	A	H
										200210	CHEM	2422L	Organic Chemistry II Lab		1.00	A	T
										200310	CHEM	4410	Organic Medicinal Chemistry		3.00	B	H
										200420	CHEM	4611	Bonding and Structure		3.00		R

														9.00			

Rule: ELECTIVES 9 hours from list

-----Rule Umbrella-----

Conditions	Req	Actl	---Credits---	Per Condition-	Condition-	---Courses---	---Maximum Per Condition-	---Credits---	Per Condition-	Condition-	---Courses---	-----Total Required-----	Req	Actl	---Credits---	---Courses---	-----Total Maximum-----	Req	Actl	---Credits---	---Courses---		
			3									9.00	9.00		4		9.00				4		

-----Rule Detail-----

M	---	Rule---	SUBJ	-Course-		Crse	Req	Req	Min		Subj	Crse	Title	Crse			Actn
				Low	High	Attr	Crdt	Crse	Grd	Term				Attr	Crdts	Grd	S Code
Y	(CHEM	4712				0.00									
Y) and (CHEM	4900				0.00									

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Y) and (CHEM 3000 4999Z 1.00 200220 CHEM 1212K Principles of Chemistry II 2.00 A H
 200210 CHEM 2422L Organic Chemistry II Lab 1.00 A T
 200310 CHEM 4410 Organic Medicinal Chemistry 3.00 B H
 200420 CHEM 4611 Bonding and Structure 3.00 R

All 9 hours may come from any upper division course
 (i.e. 3000 - 4999); however, if CHEM 4712 and/or
 CHEM 4900 has been taken, the credits should be applied
 to the major electives.
)

Area: BA CHM SC BA Chemistry supporting crses (6.00 credits) - Not Met

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse			Actn
				Low High	Attr	Crdt	Crse	Grd						Attr	Crdts	Grd	S Code
Y				2002						200420	SPAN	2002	Intermediate Spanish II	LANG	3.00		R
N				1301													
N				2000						200210			Achieved Senior Standing				Z
Y																	
															3.00	0.00	GPA

Area: ELECTIVES Elective Area (17.00 credits) - Met

M	---	Rule---	Subj	-Course-	Crse	Req	Req	Min		Term	Subj	Crse	Title	Crse			Actn
				Low High	Attr	Crdt	Crse	Grd						Attr	Crdts	Grd	S Code
Y				1000 4999Z		17.00				200210	ALHL	2XXX	Intr to Hlth Care Environ Lab		1.00	B	T
										200210	ALHL	2XXX	Intr to Hlth Care Environments		3.00	A	T
										200210	ALHL	2XXX	Measurement Science		3.00	B	T
										200220	BIOL	2021	Anatomy and Physiology I		3.00	A	H
										200220	BIOL	2021L	Anatomy and Physiology I Lab		1.00	A	H
										200210	BIOL	2030	Microbiology		2.00	B	T
										200210	BIOL	2030L	Anatomy and Physiology Lab		2.00	A	T
										200220	CHEM	1212K	Principles of Chemistry II		2.00	A	H
										200210	CHEM	2422	Organic Chemistry II		3.00	B	T
										200220	ENGL	2110	World Literature		3.00	B	H
										200320	LIBR	1101	Academic Research		2.00	W	H
										200210	MATH	1112	Trigonometry		2.00	A	H
										200210	MATH	1634	Calculus I		3.00	B	T
										200410	MATH	2644	Calculus II		4.00	B	H
										200210	NURS	3172	Health Assessment		1.00	C	T
										200210	NURS	3172L	Health Assessment Lab		1.00	B	T
										200210	NURS	3XXX	Health Illness Transition		2.00	B	T
										200210	NURS	3XXX	Health Illness Transition		3.00	C	T
										200210	NURS	3XXX	Health Promotions		3.00	B	T
										200210	NURS	3XXX	Health Promotions Practicum		1.00	A	T
										200210	NURS	3XXX	Interactive Communication		3.00	B	T
										200210	PHYS	1111	Introductory Physics I		4.00	A	H

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Request Number: 1

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200310	PHYS	2212	Principles of Physics II	4.00	B	H
200220	POLS	1101	American Government	3.00	B	H
200220	PWLA	2611	Special Activities	1.00	A	H
200310	SPAN	3101	Conversational Spanish	3.00	A	H
200320	SPAN	3450	Spanish for Business	3.00	A	H
200410	XIDS	2100	Arts and Ideas	3.00	B	H
				67.00	3.31	GPA

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Advisor Name: Martha Jones
Originator: DOFS - Dean of Students
Originator Name: Martha Jones
Program: BA-CHEM - Bachelor of Arts - Chemistry
Level: UG - Undergraduate
Campus: A - Annandale
College: AS - College of Arts & Sciences
Degree: BA - Bachelor of Arts
Eval Term: 200620 - Spring 2005-2006

IN-PROGRESS COURSES

Area	Group	Rule	Subj	Crse	Creds	Attr
BA CHM MJR	CHM MJR EL	ELECTIVES	CHEM	4611	3.00	
BA CHM MJR	CHM MJR RQ		CHEM	3510	3.00	
BA CHM MJR	CHM MJR RQ		CHEM	4711	3.00	
BA CHM SC			SPAN	2002	3.00	LANG
CORE-LANG			SPAN	1001	3.00	
CORE-LANG			SPAN	2002	3.00	



6 Adjustments



Occasionally, you might need to adjust the requirements for a student's program. You can perform the following kinds of student adjustments.

- You can use course targets to force the use of a course in a specific area or group.
- You can waive a requirement by marking it as satisfied.
- You can waive a requirement by marking it as satisfied and accumulating credits and courses toward required totals.
- You can substitute one course for another.

If you do not specify an area or group, a waiver or substitution will apply to all areas or groups.

This chapter covers the following:

- [“Overview” on page 6-1](#)
- [“Action Codes” on page 6-4](#)
- [“Adjustment Library Procedures” on page 6-5](#)
- [“Program Adjustment Procedures” on page 6-6](#)
- [“Area Adjustment Procedures” on page 6-15](#)
- [“Group Adjustments Procedures” on page 6-31](#)
- [“Course Adjustments” on page 6-45](#)

Overview

You use the Student Program Adjustments Form (SMASPRG) to adjust program requirements for a student without changing the requirements for the entire program for all students. When you adjust a student's requirements on SMASPRG, the system copies the program and makes adjustments to the copy.

Audit trail (“tracking”) records are automatically written every time you make an adjustment, and you can maintain text along with the system-created tracking records to explain why an adjustment was made.

Program adjustments can include items such as:

- Minimum number of credits and/or courses
- Minimum grade point average required for completion of the program
- Program restrictions

Requirements can be adjusted for a student in the following ways:

- Substitutions allow a requirement for a student to be changed to a different requirement or to be satisfied by a course taken in place of the required course.
- Waivers allow you to remove a course requirement for a student or to exempt the student from having to satisfy a specific requirement.
- Targets allow you to specify that a completed course should be applied to a certain area or group.

Example

English Major Requirements	General Elective Requirements	Courses Taken
ENGL 1005	any 5 courses	ENGL 1501
ENGL 1006		ART 1005
ENGL 1501		MUSIC 1210
		THEA 1100
		WRIT 1010

Let's say that at your institution, ENGL 1005, ENGL 1006 and ENGL 1501 are required courses. Any five General Elective courses are also required. Also, let's say that no reuse is allowed. (See ["Reuse" on page 2-2](#) for more information about reuse in CAPP.)

A student has completed five courses, four that are General Electives and one (ENGL 1501) that could be considered either an elective or a requirement.

Substitutions

The student has taken WRIT 1200 Writing in Business. You could then either:

- Change the one of the requirements for this student to WRIT 1200
- OR -
- Substitute WRIT 1200 for ENGL 1501

Waivers

You could either:

- Remove ENGL 1005 from the requirements
- OR -
- Waive ENGL 1005 so that student does not have to take the course

Targets

When you run compliance, the system automatically uses completed courses to satisfy a group of requirements before it uses the courses to satisfy an individual course requirement. In this example, if you want to be sure that ENGL 1501 satisfies an English major requirement rather than a general elective requirement, you would target ENGL 1501 to satisfy the ENGL 1501 requirement in the English major requirement group before the system could use it to satisfy the entire general elective requirement.

Requirements and Restrictions

Many requirements and restrictions can be adjusted at the program, area, group, or detail level. A requirement or restriction placed at a higher level always controls everything below it. You can adjust a *more* restrictive rule at a lower level, but can never be *less* restrictive at a lower level.

An example of this concept is in the use of minimum grade.

Example

You might require a minimum program GPA of 2.00 (C) and also not want any course that has received a grade lower than a D to satisfy a requirement. However, you want to calculate a major GPA that includes the effect of any failed major courses. It would be appropriate to put the 2.00 minimum group GPA at the program level, but would not be correct to define the minimum course grade of D at the program level. If you do place the minimum D grade restriction at the program level, a failed course will never be considered by the program at all. Instead, you should place the minimum D grade restriction on the areas, groups, or individual detail requirements to which it should apply.

Area and Group Attachment Adjustments

Area attachments can include either attached groups or course/attribute detail attachments, but not both, and they can be adjusted as required for individual students. Attachment adjustments can be very minor. For example, you can eliminate a single course from the list of courses that can satisfy a requirement. Adjustments can also be much more extensive. For example, the standard area might include course/attribute attachments, while the adjusted requirements for a student use attached groups instead.

Changing Adjustments over Time

Adjustments for a student may need to change over time, for example, if the student changes programs or if the program requirements change.

All adjustments include an effective term and assume that an adjustment will remain effective indefinitely, unless you specifically end the adjustment or change the adjusted requirements. In addition, area adjustments, group adjustments, targets, waivers, and substitutions can be made globally for the student (they will apply to all programs, area, and/or groups) or can be limited specific programs, area, and/or groups, as appropriate. Because of this flexibility, it may not be necessary to adjust requirements over time, but the ability to do so is present in every window of every student adjustment form.

Action Codes

Action codes are used to specify the reason an adjustment was made or to further control the handling of the adjusted requirement in compliance processing. Action codes are defined on the Action Code Validation Form (STVACTN), which is described in the Online Help. However, a review of action code may be helpful here.

When you adjust program, area, or group requirements, you are changing the existing requirements for a specific student. Action codes are not required when you create adjustments, but if you do not use them and merely add, delete, and/or change requirements, then compliance results will indicate that the source of the requirement is an adjustment but will not include the type of adjustment.

For example, you might have several non-course requirements for a program and need to exempt a particular student from satisfying them all. You could:

- Copy the standard requirements and delete those that the student is not required to satisfy. Compliance results would reflect that adjusted requirements were used, but there would be no information about the individual requirements that were not applied to the student.
- Build the requirements that apply to the student from scratch, listing only those requirements that apply to the student. Compliance results would reflect that adjusted requirements were used, but there would be no information about the individual requirements that were not applied to the student.
- Copy the standard requirements and place an “eliminate” action code on the requirements that do not apply to the student. The eliminated requirements would not be applied to the student, and the compliance would reflect the fact that they did not apply.
- Copy the standard requirements and place a “waived” action code on the requirements that do not apply to the student. The waived requirements would not

be applied to the student, and the compliance would reflect the reason why they did not apply.

The difference between an eliminated and waived action code is not substantial in the preceding example; in either case, the requirement does not apply to the student. However, because each institution defines the action codes that it will use, the structure of the codes themselves can be given meaning, and a “key” to compliance output can be provided so users can decipher the codes. For example, *EL* could be used for “Requirement Eliminated,” but *WPL* could stand for “Waived based on Prior Learning,” *WWE* could stand for “Waived based on Work Experience,” and *WDD* could stand for “Waived at Dean’s Discretion.”

Waiver action codes also allow additional processing to take place based on the “count” indicator associated with waived action codes. When a waiver action code is defined to “count,” you can indicate the number of credits and courses that the waived requirement should accumulate toward group, area, and program general requirements.

For example, if your institution will waive requirements based on a proficiency test, the results of the test could be entered as credit in either institutional or transfer work, and then there would be no reason to adjust the requirement. However, if the proficiency exam results are not recorded as credits, but the requirement should be both satisfied and considered to accumulate credits toward compliance results, an action code that indicates both “waive” and “count” should be used.

Adjustment Library Procedures

This section covers the following procedures for the adjustment library:

- [“Add Students to the Adjustment Library” on page 6-5](#)
- [“Delete Students from the Adjustment Library” on page 6-6](#)

Add Students to the Adjustment Library

1. Access the Student Adjustment Library Form (SMASLIB).

The form opens in query mode.

2. Perform a query for the student to be sure that an adjustment library entry does not already exist.

You can query using ID, name, or both. If the student has already been added to the library, do not continue this procedure. If the student has not been added, cancel the query and continue with step 3.

3. Access the Add IDs for Student Adjustments window.

4. Enter the student's ID.
5. Save your changes.

Delete Students from the Adjustment Library

1. Access the Student Adjustment Library Form (SMASLIB).
2. Locate the entry you want to delete, either by scrolling or by performing a query.
3. Remove the record.
4. When the system displays a message asking you to confirm the deletion, select the **Remove** button.

If you remove the student record, all existing adjustments for the student and the student ID are deleted from the adjustment library.

Program Adjustment Procedures

You use the Student Program Adjustments Form (SMASPRG) to adjust program requirements for a student. When you access SMASPRG, you can copy all or part of a program's standard requirements, or you can build any portion of the requirements from scratch.

1. Access the Student Program Adjustments Form (SMASPRG).
2. In the **ID** field enter the ID of the student for whom you want to adjust program requirements.

If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.
3. In the **Term** field, enter the effective term for the adjusted program requirements. The term code that you enter becomes the from term (beginning effective term) for the new set of adjusted requirements.
4. In the **Program** field, enter the program code for the adjusted requirements.

You should create program adjustments only for the components of the program that should be different for a particular student. For example, if the only requirements that should be different for a student are the non-course requirements for a program, you should not create adjusted program general requirements.

The rest of this section covers the following procedures for adjusting program requirements:

- [“Default Program Requirements” on page 6-7](#)
- [“Adjust Program General Requirements” on page 6-8](#)
- [“Adjust Program Text” on page 6-8](#)
- [“Adjust Program Non-Course Requirements” on page 6-9](#)
- [“Adjust Program Course Levels to Include or Exclude” on page 6-9](#)
- [“Adjust Program Required Attributes” on page 6-10](#)
- [“Adjust Program Restricted Subjects/Attributes” on page 6-10](#)
- [“Enter Text for Adjusted Program Restricted Subjects/Attributes” on page 6-11](#)
- [“Adjust Program Restricted Grades” on page 6-12](#)
- [“Enter Text for Adjusted Program Restricted Grades” on page 6-12](#)
- [“Adjust Program Area Attachments” on page 6-13](#)
- [“Track Program Adjustments” on page 6-13](#)
- [“Make Program Adjustments over Time” on page 6-14](#)

Default Program Requirements

You can use the Default All Program Information window of the Student Program Adjustments Form (SMASPRG) to default all or some of a program’s requirements into the SMASPRG form. You can then change the applicable requirements.

1. Access the Default All Program Information window of the Student Program Adjustments Form (SMASPRG).

This window is available only if no program-level requirements have been defined for the student’s program adjustment record.

2. In the **Default From Program** field, enter the code of the program from which you want to default values.
3. In the **Program Rules Term** field, enter the code of the term associated with the program whose values are to be defaulted.
4. Select the checkbox for each component whose requirements are to be defaulted.
5. Select the **Process Default** button.

6. Modify the values in the fields for which you are adjusting program requirements.
7. Save your changes.

Adjust Program General Requirements

1. Access the General Requirements window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program or from the original program requirements, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If no adjustments have previously been entered and you want to copy the standard program general requirements, perform the following steps.
 - 2.1. Select Default General Requirements from the Options Menu.
 - 2.2. Complete the Default Program General Requirements window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting program requirements.
4. Save your changes.

Adjust Program Text

1. Access the Program Text Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the standard text from a program, perform the following steps.
 - 2.1. Select Default Program Text from the Options Menu.
 - 2.2. Complete the Default Program Text window.
 - 2.3. Select the **Process Default** button.

3. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
4. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
5. Save your changes.

Adjust Program Non-Course Requirements

1. Access the Program Non-Course Requirements window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the non-course requirements from a program, perform the following steps.
 - 2.1. Select Default Non-Course Attributes from the Options Menu.
 - 2.2. Complete the Default Program Non-Course Requirements window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting program requirements.
4. Save your changes.

Adjust Program Course Levels to Include or Exclude

1. Access the Program Additional Course Levels Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the additional level details from a program, perform the following steps.
 - 2.1. Select Default Additional Level from the Options Menu.
 - 2.2. Complete the Default Additional Course Levels to Include/Exclude window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting program requirements.
4. Save your changes.

Adjust Program Required Attributes

1. Access the Program Required Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the required attributes from a program, perform the following steps.
 - 2.1. Select Default Attribute from the Options Menu.
 - 2.2. Complete the Default Required Attributes window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting program requirements.

You can only adjust one type of attribute on each line in the window. When you enter a value in either the **Course Attribute** field or the **Student Attribute** field, the other one becomes unavailable.

4. Save your changes.

Adjust Program Restricted Subjects/Attributes

1. Access the Program Restricted Subjects/Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted subjects/attributes from a program, perform the following steps.
 - 2.1. Select Default Restricted Subjects/Attribute from the Options Menu.
 - 2.2. Complete the Default Program Restricted Subject/Attributes window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting program requirements.
4. Save your changes.

Enter Text for Adjusted Program Restricted Subjects/Attributes

1. Access the Program Restricted Subjects/Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).
2. Place the cursor on the line for which you want to enter text.
3. Select the **Comments** button for the **Text** field.

The system displays the Program Restricted Subj/Attr Adjustments Comments window.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
6. Save your changes.

Adjust Program Restricted Grades

1. Access the Program Restricted Grades Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted grades from a program, perform the following steps.
 - 2.1. Select Default Restricted Grade from the Options Menu.
 - 2.2. Complete the Default Program Restricted Grade window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting program requirements.
4. Save your changes.

Enter Text for Adjusted Program Restricted Grades

1. Access the Program Restricted Grades Adjustments window of the Student Program Adjustments Form (SMASPRG).
2. Place the cursor on the line for which you want to enter text.
3. Select the **Comments** button for the **Text** field.

The system displays the Program Restricted Grades Adjustments Comments window.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
6. Save your changes.

Adjust Program Area Attachments

You can adjust the area attachments for the student and program. The following conditions would require you to adjust area attachments.

- To eliminate an area's requirements entirely.
 - To waive the area's requirements. When you waive an area's requirements, you can still accumulate credits and courses for the area by using an action code that "counts." (See "[Action Codes](#)" on page 6-4 for more information.) When you enter an action code that counts, you will be able to enter values for the adjusted credits and course fields. When a waived requirement counts, the requirement is automatically considered satisfied even though no courses are applied against it, and the values in the adjusted credits and courses field accumulate to group, area, and program minimum requirements.
 - To add an area's requirements to the program.
 - To change the priority order, reuse indicators, and/or course year limit for an area.
1. Access the Program Area Attachments Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the area attachments from a program, perform the following steps.
 - 2.1. Select Default Area Attachment from the Options Menu.
 - 2.2. Complete the Default Area Attachment and Priority Control window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting program requirements.
4. Save your changes.

Track Program Adjustments

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in the Student Program Adjustments Form (SMASPRG). You can, however, add, change, or delete the tracking text.

You can access the Program Adjustment Tracking window in the following ways.

- Select the **All Tracking** button from the main window.
- From any other window, select Text Track from the Options Menu. When the Program Adjustment Tracking window is displayed, only adjustments for the window from which you accessed the tracking window will be displayed. (If you also want to review all other program adjustment tracking items, select All Tracking from the Options Menu; the system will display all program adjustment tracking records associated with the student, term, and area specified in the key block of SMASPRG.)

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in this window, although you can add, change, or delete text associated with the record in the **Tracking Text** field.

Make Program Adjustments over Time

To change student adjustments over time, select the **Maintenance** button. The **Maintenance** button includes options to copy adjustments to a new effective term or end adjustments as of a new effective term. All student adjustments windows function the same. The Program General Requirements Adjustments window will be used as an example.

On the Program General Requirements Adjustments window, the **From Term** field displays the term in which the existing requirements became effective. If it is the same as the key block term, you can change the requirements as needed. If it is different, you cannot update information. To begin a new set of adjustments or to end adjustments, enter the term code in which the new set of adjustments should begin or the existing set should end, navigate to the General Requirements window, and select the **Maintenance** button. Then, select the desired maintenance option.

The adjustment forms are slightly different from the setup forms in that all windows, including the general requirements adjustments window, include a **Maintenance** button. On the setup forms, the general requirements windows have a **Copy** button instead of a **Maintenance** button. The reason for the difference is that general requirements can never be ended for a program, area, or group (they can be made inactive instead). In student adjustments, it may be necessary to end a set of general requirements adjustments, so the **Maintenance** button, which allows the ending of a set of adjustments, is provided.

1. Access the Student Program Adjustments Form (SMASPRG).
2. In the **ID** field enter the ID of the student for whom you want to adjust program requirements.
3. In the **Term** field, enter the code of the first term in the new range.
4. In the **Program** field, enter the program code for the adjusted requirements.

5. Go to the next block.
6. Access the window associated with the requirements you want to copy. For example, if you want to copy restricted grades from one term to another, access the Program Restricted Grades Adjustments window.
7. Select the **Maintenance** button.

The system displays an Option List from which you can choose to copy existing adjustment information or end the adjustments.

 - If you copy the information, a complete copy of the existing adjustments is made with the key block term as the new from (effective) term. You can then make changes to the copied information to reflect the new adjusted requirements.
 - If you end the information, existing adjustments are ended as of the new effective term.
8. If you have copied adjustments, make the necessary changes to the adjustments.
9. Review the copied requirements and make any changes as desired.
10. Save your changes.

Area Adjustment Procedures

Adjustments for an individual student can be made to any of an area's requirements or restrictions. A requirement placed at a higher level always controls everything below it. You can define a *more* restrictive rule at a lower level, but can never be *less* restrictive at a lower level.

Area adjustments can be made globally (that is, they will be used instead of the area's standard requirements), or they can be applied to a specific program. This flexibility allows you to define area adjustments as broadly or as narrowly as necessary. If you define area adjustments globally, they will be used wherever the area is required, even if the student changes programs. If you apply area adjustments to a specific program, they will not be applied if the student changes programs.

You use the Student Area Adjustments Form (SMASARA) to adjust area requirements for a student.

1. Access the Student Area Adjustments Form (SMASARA).
2. In the **ID** field, enter the ID of the student for whom you want to adjust area requirements.

If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

3. In the **Term** field, enter the effective term for the adjusted area requirements. The term code that you enter becomes the from term (beginning effective term) for the new set of adjusted requirements.
4. In the **Area** field, enter the area code for the adjusted requirements.

You should create area adjustments only for the components of the area that should be different for a particular student. For example, if the only requirements that should be different for a student are the restricted subjects/attributes for an area, you should not create adjusted area general requirements.

The rest of this section covers the following procedures for adjusting area requirements:

- [“Default Area Requirements” on page 6-17](#)
- [“Adjust Area General Requirements” on page 6-17](#)
- [“Adjust Area Text” on page 6-18](#)
- [“Adjust Area Course Levels to Include or Exclude” on page 6-18](#)
- [“Adjust Area Restricted Subjects/Attributes” on page 6-19](#)
- [“Enter Text for Adjusted Area Restricted Subjects/Attributes” on page 6-19](#)
- [“Adjust Area Restricted Grades” on page 6-20](#)
- [“Enter Text for Adjusted Area Restricted Grades” on page 6-20](#)
- [“Limit Area Adjustments to Specific Programs” on page 6-21](#)
- [“Adjust Area Group Attachments” on page 6-21](#)
- [“Define Rules for Area Group Attachment Adjustments” on page 6-22](#)
- [“Adjust Area Course/Attribute Attachments” on page 6-23](#)
- [“Adjust Area Additional Levels for Attachments” on page 6-24](#)
- [“Enter Text for Area Adjusted Attachments” on page 6-25](#)
- [“Adjust Area Course/Attribute Exclusions for Attachments” on page 6-25](#)
- [“Define Rules for Area Course/Attribute Attachments” on page 6-26](#)
- [“Adjust Area Additional Level Information for Attachment Rules” on page 6-27](#)
- [“Enter Text for Area Adjusted Attachment Rules” on page 6-28](#)

- [“Adjust Area Course/Attribute Exclusions for Attachment Rules” on page 6-29](#)
- [“Track Area Adjustments” on page 6-29](#)
- [“Make Area Adjustments over Time” on page 6-30](#)

Default Area Requirements

You can use the Default All Detail window of the Student Area Adjustments Form (SMASARA) to default all or some of an area’s requirements into the SMASARA form. You can then change the applicable requirements.

1. Access the Default All Detail window of the Student Area Adjustments Form (SMASARA).

This window is available only if no area-level requirements have been defined for the student’s area adjustment record.

2. In the **Default From Area** field, enter the code of the area from which you want to default values.
3. In the **Area Rules Term** field, enter the code of the term associated with the area whose values are to be defaulted.
4. Select the checkbox for each component whose requirements are to be defaulted.
5. Select the **Process Default** button.
6. Modify the values in the fields for which you are adjusting area requirements.
7. Save your changes.

Adjust Area General Requirements

1. Access the Area General Requirement Adjustments window of the Student Area Adjustments Form (SMASARA).

If you copied values from another area or from the original area requirements, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If no adjustments have previously been entered and you want to copy the standard area general requirements, perform the following steps.
 - 2.1. Select Default General Requirements from the Options Menu.
 - 2.2. Complete the Default Area General Requirements window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting area requirements.
4. Save your changes.

Adjust Area Text

1. Access the Area Text window of the Student Area Adjustments Form (SMASARA).

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.
2. If you want to copy the standard text from an area, perform the following steps.
 - 2.1. Select Default Area Text from the Options Menu.
 - 2.2. Complete the Default Area Text window.
 - 2.3. Select the **Process Default** button.
3. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
4. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
5. Save your changes.

Adjust Area Course Levels to Include or Exclude

1. Access the Include/Exclude Course Level window of the Student Area Adjustments Form (SMASARA).

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the additional level details from an area, perform the following steps.
 - 2.1. Select Default Include/Exclude Course Level from the Options Menu.
 - 2.2. Complete the Default Additional Course Levels to Include/Exclude window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting area requirements.
4. Save your changes.

Adjust Area Restricted Subjects/Attributes

1. Access the Restricted Subjects/Attributes window of the Student Area Adjustments Form (SMASARA).

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.
2. If you want to copy the restricted subjects/attributes from an area, perform the following steps.
 - 2.1. Select Default Restricted Subjects/Attribute from the Options Menu.
 - 2.2. Complete the Default Restricted Subjects/Attributes window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting area requirements.
4. Save your changes.

Enter Text for Adjusted Area Restricted Subjects/Attributes

1. Access the Restricted Subjects/Attributes window of the Student Area Adjustments Form (SMASARA).
2. Place the cursor on the line for which you want to enter text.
3. Select the **Comments** button for the **Text** field.

The system displays the Restricted Subjects/Attributes Text window.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
6. Save your changes.

Adjust Area Restricted Grades

1. Access the Area Restricted Grades window of the Student Area Adjustments Form (SMASARA).

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted grades from an area, perform the following steps.
 - 2.1. Select Default Restricted Grades from the Options Menu.
 - 2.2. Complete the Default Restricted Grades window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting area requirements.
4. Save your changes.

Enter Text for Adjusted Area Restricted Grades

1. Access the Area Restricted Grades window of the Student Area Adjustments Form (SMASARA).
2. Place the cursor on the line for which you want to enter text.
3. Select the **Comments** button for the **Text** field.

The system displays the Restricted Grades Text window.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
6. Save your changes.

Limit Area Adjustments to Specific Programs

Adjusted area requirements can be applied globally or limited to one or more specific programs. Use the Valid Programs window of the Student Area Adjustments Form (SMASARA) to specify the program(s) for which the area adjustments are valid if they should be limited. If no entries are made in the Valid Programs window for adjusted area requirements, the adjustments entered on SMASARA are applied to all of a student's programs (if there are multiple ones) and are used instead of the standard area requirements in compliance evaluations for the student.

1. Access the Valid Programs window of the Student Area Adjustments Form (SMASARA).
2. In the **Program** field, enter each program to which you want the area adjustments to be applied.
3. Save your changes.

Adjust Area Group Attachments

Use the Student Area Adjustments Form (SMASARA) to adjust group attachments for an area. When you select the **Group Attachment** button in the main window of SMASARA, the system opens the Group Attachment Form (SMQSAGR). (SMQSAGR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the main window of the Group Attachment Form (SMQSAGR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.

1.3. Go to the next block.

1.4. Select the **Group Attachment** button.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the group attachments from an area, perform the following steps.

2.1. Select Default Group and Management Attachment from the Options Menu.

2.2. Complete the Default Group Attachments window.

2.3. Select the **Process Default** button.

3. Enter or modify the values in the fields for which you are adjusting area requirements.

At minimum, each line must include either a rule or a group (but not both). If you specify a rule, define the rule as explained in [“Define Rules for Area Group Attachment Adjustments” on page 6-22](#).

4. Save your changes.

Depending on the actions you have taken, a message informing you that general requirements have been updated might be displayed. This is because the area general requirements include a flag that indicates whether groups or course/attribute detail attachments are attached to the area. Since additions or deletions of group attachments might require that this flag be reset, the message appears to indicate that updates have been made to a record that you are not viewing.

Define Rules for Area Group Attachment Adjustments

Use the Student Area Adjustments Form (SMASARA) to define or adjust rules for area group attachments. When you select the **Group Attachment** button in the main window of SMASARA, the system opens the Group Attachment Form (SMQSAGR). (SMQSAGR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

Rules can be defined alone, or can be used with sets and subsets. No other data elements (except set and subset, if required) are allowed on a line with a rule. See [“Rules” on page 2-13](#) for more information about rules.

This procedure assumes that you have already assigned a rule to an area group attachment adjustment, as explained in [“Adjust Area Group Attachments” on page 6-21](#).

1. Access the Group Attachment Rules window of the Group Attachment Form (SMQSAGR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Group Attachment** button.
 - 1.5. Place the cursor on the row for the rule you want to define, then select the **Search** button for the **Rule** field.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.
2. Select the **Search** button for the **Rule** field to access the Group Attachment Rules window. The rule code is displayed in the **Rule** field.
3. Enter or modify the description for the rule and the required number of conditions.

**Note**

The fields in the upper part of the window are called the rule “umbrella.” ■

4. Go to the next block.
5. Enter or modify the values in the fields for which you are adjusting area requirements.
6. Save your changes.

Adjust Area Course/Attribute Attachments

Use the Student Area Adjustments Form (SMASARA) to adjust course/attribute attachments for an area. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the main window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.

- 1.3. Go to the next block.
- 1.4. Select the **Course Attachment** button.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.
2. If you want to copy the course/attribute attachments from an area, perform the following steps.
 - 2.1. Select Default Course/Attribute Attachment Management from the Options Menu.
 - 2.2. Complete the Default Detail Attachments window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting area requirements.
4. Save your changes.

Adjust Area Additional Levels for Attachments

Use the Student Area Adjustments Form (SMASARA) to adjust course-level inclusions/exclusions that apply to a specific requirement. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Include/Exclude Course Level window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachment** button.
 - 1.5. Place the cursor on the row for which you want to enter course-level inclusions/exclusions, then select Level from the Options Menu.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.
3. Save your changes.

Enter Text for Area Adjusted Attachments

Use the Student Area Adjustments Form (SMASARA) to enter text for an attachment adjustment. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Course/Attribute Text window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachment** button.
 - 1.5. Place the cursor on the row for which you want to enter text, then select Text from the Options Menu.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.
3. Save your changes.

Adjust Area Course/Attribute Exclusions for Attachments

There may be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed. Course/attribute exclusions allow you to use the range for the requirement while excluding the courses that should not apply.

Use the Student Area Adjustments Form (SMASARA) to enter course/attribute exclusions for an attachment adjustment. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment

Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Course/Attribute Exclusions window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachment** button.
 - 1.5. Place the cursor on the row for which you want to enter exclusions, then select Exclusions from the Options Menu.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.
2. Enter or modify the values in the fields for which you are adjusting area requirements.
3. Save your changes.

Define Rules for Area Course/Attribute Attachments

Use the Student Area Adjustments Form (SMASARA) to define or adjust rules for area group attachments. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

Rules can be defined alone, or can be used with sets and subsets. No other data elements (except set and subset, if required) are allowed on a line with a rule. See [“Rules” on page 2-13](#) for more information about rules.

This procedure assumes that you have already assigned a rule to an area course/attribute attachment adjustment, as explained in [“Adjust Area Course/Attribute Attachments” on page 6-23](#).

1. Access the Course/Attribute Attachment Rules window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.

- 1.4. Select the **Course Attachment** button.
- 1.5. Place the cursor on the row for the rule you want to define, then select the **Search** button for the **Rule** field.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the description for the rule.

 **Note**

The fields in the upper part of the window are called the rule “umbrella.” The fields in the rule umbrella are optional. However, if you do not enter information in the umbrella, the detail requirements will be processed as they are regular course/attribute attachment. ■

3. Go to the next block.
4. Enter or modify the values in the fields for which you are adjusting area requirements.
5. Save your changes.

Adjust Area Additional Level Information for Attachment Rules

Use the Student Area Adjustments Form (SMASARA) to adjust level inclusions/exclusions that apply to a specific requirement. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Include/Exclude Course Level window of the Group Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachment** button.
 - 1.5. Place the cursor on the row for the attachment rule for which you want to enter level inclusions/exclusions, then select the **Search** button for the **Rule** field.

- 1.6. Go to the next block.
- 1.7. Place your cursor on the row for the rule for which you want to enter level inclusions/exclusions, then select Level from the Options Menu.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.
3. Save your changes.

Enter Text for Area Adjusted Attachment Rules

Use the Student Area Adjustments Form (SMASARA) to adjust text for an attachment rule. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Rule Course/Attribute Text window of the Group Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachment** button.
 - 1.5. Place the cursor on the row for the attachment rule for which you want to enter text, then select the **Search** button for the **Rule** field.
 - 1.6. Go to the next block.
 - 1.7. Place your cursor on the row for the rule for which you want to enter text, then select Text from the Options Menu.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.
3. Save your changes.

Adjust Area Course/Attribute Exclusions for Attachment Rules

There might be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed. Course/attribute exclusions will allow to use the range for the requirement, but to exclude the courses that should not apply.

Use the Student Area Adjustments Form (SMASARA) to adjust course/attribute exclusions for an attachment rule. When you select the **Course Attachment** button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR). (SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Rule Course/Attribute Exclusions window of the Group Attachment Form (SMQSACR) as follows:
 - 1.1. Access Student Area Adjustments Form (SMASARA).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachment** button.
 - 1.5. Place the cursor on the row for the attachment rule for which you want to adjust course/attribute exclusions, then select the **Search** button for the **Rule** field.
 - 1.6. Go to the next block.
 - 1.7. Place your cursor on the row for the rule for which you want to enter text, then select Exclusions from the Options Menu.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.
3. Save your changes.

Track Area Adjustments

The Area Adjustment Tracking window of the Student Area Adjustments Form (SMASARA) displays an audit trail of all adjustment actions. One audit trail record is written automatically per table, effective term, user, and date. You can also enter comments associated with each audit trail entry.

You can access the Area Adjustment Tracking window in the following ways.

- Select the **All Tracking** button from the main window.
- From any other window, select Text Track from the Options Menu. When the Area Adjustment Tracking window is displayed, only adjustments for the window from which you accessed the tracking window will be displayed. (If you also want to review all other area adjustment tracking items, select All Tracking from the Options Menu; the system will display all area adjustment tracking records associated with the student, term, and area specified in the key block of SMASARA.)

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in this window, although you can add, change, or delete text associated with the record in the **Tracking Text** field.

Make Area Adjustments over Time

To change student adjustments over time, select the **Maintenance** button. The **Maintenance** button includes options to copy adjustments to a new effective term or end adjustments as of a new effective term. All student adjustments windows function the same. The Area General Requirements Adjustments window will be used as an example.

On the Area General Requirements Adjustments window, the **From Term** field displays the term in which the existing requirements became effective. If it is the same as the key block term, you can change the requirements as needed. If it is different, you cannot update information. To begin a new set of adjustments or to end adjustments, enter the term code in which the new set of adjustments should begin or the existing set should end, navigate to the General Requirements window, and select the **Maintenance** button. Then, select the desired maintenance option.

The adjustment forms are slightly different from the setup forms in that all windows, including the general requirements adjustments window, include a **Maintenance** button. On the setup forms, the general requirements windows have a **Copy** button instead of a **Maintenance** button. The reason for the difference is that general requirements can never be ended for a program, area, or group (they can be made inactive instead). In student adjustments, it may be necessary to end a set of general requirements adjustments, so the **Maintenance** button, which allows the ending of a set of adjustments, is provided.

1. Access the Student Area Adjustments Form (SMASARA).
2. In the **ID** field enter the ID of the student for whom you want to adjust area requirements.
3. In the **Term** field, enter the code of the first term in the new range.
4. In the **Area** field, enter the area code for the adjusted requirements.

5. Go to the next block.
6. Access the window associated with the requirements you want to copy. For example, if you want to copy restricted grades from one term to another, access the Area Restricted Grades Adjustments window.
7. Select the **Maintenance** button.

The system displays an Option List from which you can choose to copy existing adjustment information or end the adjustments.

 - If you copy the information, a complete copy of the existing adjustments is made with the key block term as the new from (effective) term. You can then make changes to the copied information to reflect the new adjusted requirements.
 - If you end the information, existing adjustments are ended as of the new effective term.
8. If you have copied adjustments, make the necessary changes to the adjustments.
9. Review the copied requirements and make any changes as desired.
10. Save your changes.

Group Adjustments Procedures

Use the Student Group Adjustments Form (SMASGRP) to adjust requirements at the group level. You can copy all or part of a group's standard requirements, or you can build any portion of the requirements from scratch.

1. Access the Group Adjustments Form (SMASGRP).
2. In the **ID** field enter the ID of the student for whom you want to adjust group requirements.

If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.
3. In the **Term** field, enter the effective term for the adjusted group requirements. The term code that you enter becomes the from term (beginning effective term) for the new set of adjusted requirements.
4. In the **Group** field, enter the group code for the adjusted requirements.

You should create group adjustments only for the components of the area that should be different for a particular student. For example, if the only requirements that should be

different for a student are the restricted grades for a group, you should not create adjusted group general requirements.

The rest of this section covers the following procedures for adjusting group requirements:

- [“Default Group Requirements” on page 6-33](#)
- [“Adjust Group General Requirements” on page 6-33](#)
- [“Adjust Group Text” on page 6-34](#)
- [“Adjust Group Course Levels to Include or Exclude” on page 6-34](#)
- [“Adjust Group Restricted Subjects/Attributes” on page 6-35](#)
- [“Enter Text for Adjusted Group Restricted Subjects/Attributes” on page 6-35](#)
- [“Adjust Group Restricted Grades” on page 6-36](#)
- [“Enter Text for Adjusted Group Restricted Grades” on page 6-36](#)
- [“Limit Group Adjustments to Specific Areas” on page 6-37](#)
- [“Adjust Group Course/Attribute Attachments” on page 6-37](#)
- [“Adjust Group Additional Levels for Attachments” on page 6-38](#)
- [“Enter Text for Group Adjusted Attachments” on page 6-38](#)
- [“Adjust Group Course/Attribute Exclusions for Attachments” on page 6-39](#)
- [“Define Rules for Group Course/Attribute Attachments” on page 6-40](#)
- [“Adjust Group Additional Course Levels for Rule Detail Attachments” on page 6-41](#)
- [“Enter Text for Adjusted Group Rule Detail Attachments” on page 6-42](#)
- [“Adjust Group Course/Attribute Exclusions for Rule Detail Attachments” on page 6-42](#)
- [“Track Group Adjustments” on page 6-43](#)
- [“Make Group Adjustments over Time” on page 6-44](#)

Default Group Requirements

You can use the Default All Detail window of the Student Group Adjustments Form (SMASGRP) to default all or some of a group's requirements into the SMASGRP form. You can then change the applicable requirements.

1. Access the Default All Detail window of the Student Group Adjustments Form (SMASGRP). (This window is available only if no group-level requirements have been defined for the student's group adjustment record.)
2. In the **Default From Group** field, enter the code of the group from which you want to default values.
3. In the **Group Rules Term** field, enter the code of the term associated with the group whose values are to be defaulted.
4. Select the checkbox for each component whose requirements are to be defaulted.
5. Select the **Process Default** button.
6. Modify the values in the fields for which you are adjusting group requirements.
7. Save your changes.

Adjust Group General Requirements

1. Access the Group General Requirement Adjustments window of the Student Group Adjustments Form (SMASGRP).

If you copied values from another group or from the original group requirements, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If no adjustments have previously been entered and you want to copy the standard group general requirements, perform the following steps.
 - 2.1. Select Default General Requirements from the Options Menu.
 - 2.2. Complete the Default Group General Requirements window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting group requirements.
4. Save your changes.

Adjust Group Text

1. Access the Group Text Adjustments window of the Student Group Adjustments Form (SMASGRP).

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the standard text from a group, perform the following steps.
 - 2.1. Select Default Group Text from the Options Menu.
 - 2.2. Complete the Default Group Text window.
 - 2.3. Select the **Process Default** button.
3. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
4. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
5. Save your changes.

Adjust Group Course Levels to Include or Exclude

1. Access the Group Additional Course Level Adjustments window of the Student Area Adjustments Form (SMASARA).

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the additional level details from a group, perform the following steps.
 - 2.1. Select Default Additional Course Levels from the Options Menu.
 - 2.2. Complete the Default Additional Course Levels to Include/Exclude window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting group requirements.
4. Save your changes.

Adjust Group Restricted Subjects/Attributes

1. Access the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments Form (SMASGRP).

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted subjects/attributes from a group, perform the following steps.
 - 2.1. Select Default Group Restricted Subject/Attributes from the Options Menu.
 - 2.2. Complete the Default Restricted Subjects/Attributes window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting group requirements.
4. Save your changes.

Enter Text for Adjusted Group Restricted Subjects/Attributes

1. Access the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments Form (SMASGRP).
2. Place the cursor on the line for which you want to enter text.
3. Select the **Comments** button for the **Text** field.

The system displays the Restricted Subject/Attribute Comments window.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
6. Save your changes.

Adjust Group Restricted Grades

1. Access the Group Restricted Grades Adjustments window of the Student Group Adjustments Form (SMASGRP).

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted grades from an area, perform the following steps.
 - 2.1. Select Default Group Restricted Grades from the Options Menu.
 - 2.2. Complete the Default Restricted Grades window.
 - 2.3. Select the **Process Default** button.
3. Enter or modify the values in the fields for which you are adjusting group requirements.
4. Save your changes.

Enter Text for Adjusted Group Restricted Grades

1. Access the Restricted Grade Comments window of the Student Group Adjustments Form (SMASGRP).
2. Place the cursor on the line for which you want to enter text.
3. Select the **Comments** button for the **Text** field.

The system displays the Restricted Grade Comments window.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
 - Enter new text.
 - Modify existing text.
 - Delete existing text.
5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.
6. Save your changes.

Limit Group Adjustments to Specific Areas

Adjusted group requirements can be applied globally or limited to one or more specific areas. Use the Valid Areas window of the Student Group Adjustments Form (SMASGRP) to specify the area(s) for which the group adjustments are valid if they should be limited. If no entries are made in the Valid Areas window for adjusted group requirements, the adjustments entered on SMASGRP are applied to all of a student's areas (if there are multiple ones) and are used instead of the standard group requirements in compliance evaluations for the student.

1. Access the Valid Areas window of the Student Group Adjustments Form (SMASGRP).
2. In the **Area** field, enter each area to which you want the group adjustments to be applied.
3. Save your changes.

Adjust Group Course/Attribute Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust course/attribute attachments for a group. When you select the **Course Attachments** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). (SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the main window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachments** button.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the course/attribute attachments from a group, perform the following steps.
 - 2.1. Select Default Window from the Options Menu.
 - 2.2. Complete the Default Detail Attachments window.
 - 2.3. Select the **Process Default** button.

3. Enter or modify the values in the fields for which you are adjusting group requirements.
4. Save your changes.

Adjust Group Additional Levels for Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust course-level inclusions/exclusions that apply to a specific requirement. When you select the **Course Attachments** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). (SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Additional Course/Attribute Levels to Include/Exclude window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachments** button.
 - 1.5. Place the cursor on the row for which you want to enter course-level inclusions/exclusions, then select Levels from the Options Menu.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.
3. Save your changes.

Enter Text for Group Adjusted Attachments

Use the Student Group Adjustments Form (SMASGRP) to enter text for an attachment adjustment. When you select the **Course Attachments** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). (SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Course/Attribute Text window of the Group Attachment Form (SMQSAGR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachments** button.
 - 1.5. Place the cursor on the row for which you want to enter level inclusions/exclusions, then select Text from the Options Menu.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.
3. Save your changes.

Adjust Group Course/Attribute Exclusions for Attachments

There may be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed. Course/attribute exclusions allow you to use the range for the requirement while excluding the courses that should not apply.

Use the Student Group Adjustments Form (SMASGRP) to enter course/attribute exclusions for an attachment adjustment. When you select the **Course Attachments** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Course/Attribute Exclusions window of the Group Attachment Form (SMQSAGR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.

- 1.4. Select the **Course Attachments** button.
- 1.5. Place the cursor on the row for which you want to enter level inclusions/exclusions, then select Exclusions from the Options Menu.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.
3. Save your changes.

Define Rules for Group Course/Attribute Attachments

Use the Student Group Adjustments Form (SMASGRP) to define or adjust rules for area group attachments. When you select the **Course Attachment** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). (SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

Rules can be defined alone, or can be used with sets and subsets. No other data elements (except set and subset, if required) are allowed on a line with a rule. See [“Rules” on page 2-13](#) for more information about rules.

This procedure assumes that you have already assigned a rule to an area course/attribute attachment adjustment, as explained in [“Adjust Group Course/Attribute Attachments” on page 6-37](#).

1. Access the Group Course/Attribute Attachment Rules window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachments** button.
 - 1.5. Place the cursor on the row for the rule you want to define, then select the **Search** button for the **Rule** field.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the description for the rule and the required number of conditions.

 **Note**

The fields in the upper part of the window are called the rule “umbrella.” The fields in the rule umbrella are optional. However, if you do not enter information in the umbrella, the detail requirements will be processed as they are regular course/attribute attachment. ■

3. Go to the next block.
4. Enter or modify the values in the fields for which you are adjusting area requirements.
5. Save your changes.

Adjust Group Additional Course Levels for Rule Detail Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust level inclusions/exclusions that apply to a specific requirement. When you select the **Course Attachments** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). (SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Additional Course Rule Levels to Include/Exclude window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachments** button.
 - 1.5. Place the cursor on the row for the attachment rule for which you want to enter level inclusions/exclusions, then select the **Search** button for the **Rule** field.
 - 1.6. Go to the next block.
 - 1.7. Place your cursor on the row for the rule detail attachment for which you want to enter level inclusions/exclusions, then select Levels from the Options Menu.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.
3. Save your changes.

Enter Text for Adjusted Group Rule Detail Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust text for an attachment rule. When you select the **Course Attachments** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). (SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Group Rule Comments window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachments** button.
 - 1.5. Place the cursor on the row for the attachment rule for which you want to enter text, then select the **Search** button for the **Rule** field.
 - 1.6. Go to the next block.
 - 1.7. Place your cursor on the row for the rule detail attachment for which you want to enter text, then select Text from the Options Menu.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.
3. Save your changes.

Adjust Group Course/Attribute Exclusions for Rule Detail Attachments

There might be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed. Course/attribute

exclusions will allow you to use the range for the requirement, but to exclude the courses that should not apply.

Use the Student Group Adjustments Form (SMASGRP) to adjust course/attribute exclusions for a rule detail attachment. When you select the **Course Attachments** button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR). (SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.)

1. Access the Group Rule Exclusion window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:
 - 1.1. Access Student Group Adjustments Form (SMASGRP).
 - 1.2. Enter the student details in the key block.
 - 1.3. Go to the next block.
 - 1.4. Select the **Course Attachments** button.
 - 1.5. Place the cursor on the row for the attachment rule for which you want to adjust course/attribute exclusions, then select the **Search** button for the **Rule** field.
 - 1.6. Go to the next block.
 - 1.7. Place your cursor on the row for the rule detail attachment for which you want to adjust course/attribute exclusions, then select Exclusions from the Options Menu.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.
2. Enter or modify the values in the fields for which you are adjusting group requirements.
3. Save your changes.

Track Group Adjustments

The Group Adjustment Tracking window of the Student Group Adjustments Form (SMASGRP) displays an audit trail of all adjustment actions. One audit trail record is written automatically per table, effective term, user, and date. You can also enter comments associated with each audit trail entry.

You can access the Group Adjustment Tracking window in the following ways.

- Select the **All Tracking** button from the main window.
- From any other window, select Text Tracking from the Options Menu. When the Group Adjustment Tracking window is displayed, only adjustments for the window from which you accessed the tracking window will be displayed. (If you also want to review all other area adjustment tracking items, select All Tracking from the Options Menu; the system will display all group adjustment tracking records associated with the student, term, and group specified in the key block of SMASGRP.)

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in this window, although you can add, change, or delete text associated with the record in the **Tracking Text** field.

Make Group Adjustments over Time

To change student adjustments over time, select the **Maintenance** button. The **Maintenance** button includes options to copy adjustments to a new effective term or end adjustments as of a new effective term. All student adjustments windows function the same. The Group General Requirements Adjustments window will be used as an example.

On the Group General Requirements Adjustments window, the **From Term** field displays the term in which the existing requirements became effective. If it is the same as the key block term, you can change the requirements as needed. If it is different, you cannot update information. To begin a new set of adjustments or to end adjustments, enter the term code in which the new set of adjustments should begin or the existing set should end, navigate to the General Requirements window, and select the **Maintenance** button. Then, select the desired maintenance option.

The adjustment forms are slightly different from the setup forms in that all windows, including the general requirements adjustments window, include a **Maintenance** button. On the setup forms, the general requirements windows have a **Copy** button instead of a **Maintenance** button. The reason for the difference is that general requirements can never be ended for a program, area, or group (they can be made inactive instead). In student adjustments, it may be necessary to end a set of general requirements adjustments, so the **Maintenance** button, which allows the ending of a set of adjustments, is provided.

1. Access the Student Group Adjustments Form (SMASGRP).
2. In the **ID** field enter the ID of the student for whom you want to adjust group requirements.
3. In the **Term** field, enter the code of the first term in the new range.
4. In the **Group** field, enter the group code for the adjusted requirements.

5. Go to the next block.
6. Access the window associated with the requirements you want to copy. For example, if you want to copy restricted grades from one term to another, access the Group Restricted Grade Adjustments window.
7. Select the **Maintenance** button.

The system displays an Option List from which you can choose to copy existing adjustment information or end the adjustments.

 - If you copy the information, a complete copy of the existing adjustments is made with the key block term as the new from (effective) term. You can then make changes to the copied information to reflect the new adjusted requirements.
 - If you end the information, existing adjustments are ended as of the new effective term.
8. If you have copied adjustments, make the necessary changes to the adjustments.
9. Review the copied requirements and make any changes as desired.
10. Save your changes.

Course Adjustments

In some cases, the type of adjustment to be performed can be accomplished only by changing the requirements. For example, when you have a student who should meet older requirements from those defined when you first built your CAPP program, area, and group requirements, changing the requirements might be the best way to define the compliance rules and restrictions that apply to the student.

Use the Student Targets, Waivers, and Substitutions Form (SMASADJ) to specify that particular courses should satisfy specific requirements or to waive individual course/attribute detail requirements entirely.

SMASADJ allows the following types of adjustment capabilities:

- Targets
- Waivers
- Substitutions

Targets

Targets allow you to specify that a completed course should be used to satisfy a different requirement from the one compliance would otherwise use it toward. Target adjustments are useful when a course can satisfy several requirements, and you want to have the course always used toward a specific requirement.

Example 1

The arts component of the core curriculum can be satisfied by a dance course. A student has taken Dance 1500 and Dance 4200. Compliance uses Dance 4200 to satisfy the requirement. However, the student is also required to complete 20 upper-level courses (courses numbered above 3000), and Dance 4200 could also be used against this requirement, but your institution does not allow course or attribute reuse. If you “target” Dance 1500 to the arts requirement, compliance will use it instead of Dance 4200, and Dance 4200 will then be available to use against the upper division requirement.

Example 2

Your institution does not allow reuse, and a student has completed the following courses.

English Major Requirements	General Elective Requirements	Courses Taken
ENGL 1005	any 5 courses	ENGL1501
ENGL 1006		ART 1005
ENGL 1501		MUSIC 1210
		THEA 1100
		WRIT 1010

ENGL 1501 can satisfy an English requirement, but it can also satisfy a general elective requirement. Compliance will use ENGL 1501 toward the general elective requirements, because the student has enough courses to satisfy general elective. Later, when the student has completed ENGL 1005 and ENGL 1006, ENGL 1501 will be used to satisfy the third required English course, because compliance now finds all three required courses and can satisfy the entire requirement. However, if you “target” ENGL 1501 to the English requirement, it always be used to satisfy that requirement.

Waivers

Waivers allow you to specify that a student does not need to satisfy a particular requirement. When a requirement is waived, compliance considers the requirement satisfied. Waived requirements can also “count” toward program, area, and/or group minimum credit/course requirements.

Example 1

A student must normally complete four foreign language courses, two at the introductory level and two at the intermediate level. Registering in a higher-level course is allowed based on placement and proficiency exams. Students who are placed at a higher level are not required to satisfy the lower-level requirement. By waiving the requirement for the introductory courses, a student satisfies the requirement as soon as the two intermediate courses are completed. However, because the waived courses do not count, the student will need to take two additional courses elsewhere in the program to achieve the required minimum number of credits/courses.

Example 2

Students are normally required to take a computer literacy course, but a student works in the industry and the advisor decides to waive the requirement based on actual experience. The institution does not formally grant credit for “experiential learning,” but the intent of the waiver is both to exempt the student from the requirement and to consider that the credits have been earned. The waiver is recorded with an action code that counts, and the adjusted credits and course values are entered. The requirement is considered satisfied, and the adjusted credits and course values accumulated toward all appropriate group, area, and program minimum credit/course requirements.

The ability to count waived requirements is controlled by the action code entered for the waiver and the count indicator for the action code on the Action Code Validation Form (STVACTN).

Substitutions

Substitutions allow you to specify that a course that would not normally satisfy a requirement should be used to satisfy the requirement.

Example

A requirement exists for ENGL 1201, which is a literature course. The student has transferred in a literature course, but the course was not an exact equivalent of ENGL 1201, so it was assigned the course number 1289 instead. When ENGL 1289 is substituted for ENGL 1201, the ENGL 1201 requirement will be satisfied.

Note

When using the Student Targets, Waivers, and Substitution Form (SMASADJ), you are manipulating the use of individual courses (in targets and substitutions) or waiving individual requirements. ■

The rest of this section covers the following procedures for course adjustments:

- [“Adjust Course Targets” on page 6-48](#)
- [“Adjust Course Waivers” on page 6-49](#)

- [“Adjust Course Substitutions” on page 6-50](#)
- [“Track Other Adjustments” on page 6-51](#)

Adjust Course Targets

1. Access the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ).
2. In the **ID** field, enter the ID of the student for whom you want to display or maintain student adjustments.
3. In the **Term** field, enter the effective term for the adjustments.
4. Go to the next block.

If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

5. Select the **Target Courses** button to access the Target Courses Information window.
6. In the **Subject** field, enter the subject code of the target course.
7. In the **Course** field, enter the course number of the target course.
8. If the requirement includes an attribute and the portion of the requirement is also to be targeted, enter the attribute code in the **Attribute** field.
9. In the **Area** field, enter the code of the area to which the target applies, if appropriate. If no value is entered, the requirement will be targeted in all areas.
10. In the **Group** field, enter the code of the group to which the course is targeted, if appropriate. If no value is entered, the requirement will be targeted in all groups.
11. Save your changes.
12. If you want to limit the course target to specific programs, continue as follows.

If the target should apply globally, regardless of the program against which the student is complied, *do not* perform the following substeps.

 - 12.1. Go to the Valid Programs block.
 - 12.2. In the **Program** field, enter the code of the program(s) in which the target is valid.
 - 12.3. Save your changes.

Adjust Course Waivers

1. Access the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ).
2. In the **ID** field, enter the ID of the student for whom you want to display or maintain student adjustments.
3. In the **Term** field, enter the effective term for the adjustments.
4. Go to the next block.

If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

5. Select the **Waivers** button to access the Waivers window.
6. In the **Subject** field, enter the subject code of the requirement to be waived.
7. In the **Course** field, enter the course number of the requirement to be waived.
8. If the requirement includes an attribute and the portion of the requirement is also to be waived, enter the attribute code in the **Attribute** field.
9. In the **Area** field, enter the code of the area to which the waiver applies, if appropriate. If no value is entered, the requirement will be waived in all areas.
10. In the **Group** field, enter the code of the group to which the waiver applies, if appropriate. If no value is entered, the requirement will be waived in all groups.
11. In the **Action** field, enter an appropriate waiver action code. (The **Action Indicator** of the action code on the Action Code Validation Form [STVACTN] must be *Waive*).
12. If the action code is one that “counts” (the **Count** checkbox of the action code on STVACTN is selected), enter an appropriate number of adjusted credits. The adjusted credits value will accumulate toward group, area, and program minimum credit requirements. (No adjusted courses field is included because waivers are performed on a course-by-course basis. If a waiver counts, it will always accumulate one course toward minimum course requirements.)
13. Save your changes.

14. If you want to limit the waiver to specific programs, continue as follows.

If the waiver should apply globally, regardless of the program against which the student is compiled, *do not* perform the following substeps.

14.1. Go to the Valid Programs block.

14.2. In the **Program** field, enter the code of the program(s) in which the waiver is valid.

14.3. Save your changes.

Adjust Course Substitutions

1. Access the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ).
2. In the **ID** field, enter the ID of the student for whom you want to display or maintain student adjustments.
3. In the **Term** field, enter the effective term for the adjustments.
4. Go to the next block.

If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

5. Select the **Substitutions** button to access the Waivers window.
6. In the **Requirements Subject** field, enter the subject code of the course defined in the original requirement.
7. In the **Requirements Course** field, enter the course number of the course defined in the original requirement.
8. If the original requirement includes an attribute and the portion of the requirement is also to be substituted, enter the attribute code in the **Requirements Attribute** field.
9. In the **Substitutions Subject** field, enter the subject code of the course that will be substituted for the original requirement.
10. In the **Substitutions Course** field, enter the course number of the course that will be substituted for the original requirement.
11. If the requirement includes an attribute and the portion of the requirement is also to be substituted, enter the attribute code that will be substituted for the original requirement in the **Substitutions Attribute** field.

12. In the **Area** field, enter the code of the area to which the substitution applies, if appropriate. If no value is entered, the requirement will be substituted in all areas.
13. In the **Group** field, enter the code of the group to which the substitution applies, if appropriate. If no value is entered, the requirement will be substituted in all groups.
14. In the **Action** field, enter an appropriate substitution action code. (The **Action Indicator** of the action code on the Action Code Validation Form [STVACTN] must be *Substitute*).
15. If appropriate, enter a number of adjusted credits. The adjusted credits value will accumulate toward group, area, and program minimum credit requirements instead of the actual credits value of the substituted course. (No adjusted courses field is included, because substitutions are performed on a course-by-course basis.)
16. Save your changes.
17. If you want to limit the substitution to specific programs, continue as follows.
 - If the substitution should apply globally, regardless of the program against which the student is compiled, *do not* perform the following substeps.
 - 17.1. Go to the Valid Programs block.
 - 17.2. In the **Program** field, enter the code of the program(s) in which the substitution is valid.
 - 17.3. Save your changes.

Track Other Adjustments

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ). You can, however, add, change, or delete the tracking text.

The Other Adjustments Tracking window displays an audit trail of other adjustment actions. One audit trail record is written automatically per table, effective term, user, and date. You can also record comments associated with each audit trail entry.

You can access the Other Adjustments Tracking window in the following ways.

- Select the **All Tracking** button from the main window.
- From any other window, select Adjustment Tracking from the Options Menu.

Tracking audit trail records are automatically created when adjustments are made. You cannot add or deleted tracking audit trail records in this window, although you can add, change, or delete tracking text.

1. Scroll through the group adjustment audit trails to review information. If you wish to maintain tracking text, scroll to the adjustment tracking record for which text is to be maintained. If you accessed the window from any window except the Navigation window, you may need to use All Tracking from the Options Menu to display all tracking items.
2. Move to the Tracking Text information.
3. Enter text in the **Text** field.
4. Save your changes.

Setting Up Banner for WebCAPP Processing



The WebCAPP module provides users of Banner® Student Self-Service and Banner Faculty and Advisor Self-Service with a means of auditing a student's coursework against a selected degree program at an institution, including primary, secondary, or other degree program offerings ("what-if analyses"). Students and faculty/advisors can do the following via the Web:

- Initiate an audit
- View results
- Create degree audit reports
- View past evaluations
- Create and run new evaluations

WebCAPP interfaces with the Student System to provide uniform Web access functionality to CAPP information from the baseline data.

Refer to the *Student Self-Service User Guide* and the *Faculty and Advisor Self-Service User Guide* for more information on how this functionality is used on the Web.

Complete the following steps to set up Banner for creating degree evaluations on the Web.

1. On the Process Control Code Validation Form (STVPROC), create a code called *COMPLIANCE* with a description of *Compliance Request*. This value is used to set up the security for compliance (degree evaluations on the Web).
2. If your institution is using Faculty and Advisor Self-Service, add security rules for faculty and/or advisors for the *COMPLIANCE* process on the Faculty Attribute/Advisor Type Control Form (SOAFAPC).
3. On the Program Definition Rules Form (SMAPRLE), select the **Web** checkbox. This indicator controls whether the program in the rule should be available on the Web when a new compliance evaluation is requested and allows the student or faculty member to create new requests for this program.

This indicator does not control whether evaluations are viewable on the Web.

4. Add the following rules to the Crosswalk Validation Form (GTVSDAX).

Internal Code	Internal Sequence Number	Internal Group Code	External Code	Description	System Required
WEBCURR	1	WEBCAPP	DEG See note below.	WebCAPP Curriculum Source	selected
WEBCURR	2	WEBCAPP	GST See note below.	WebCAPP Curriculum Source	selected
WEBCURR	3	WEBCAPP	ADM See note below.	WebCAPP Curriculum Source	selected
WEBCURR	4	WEBCAPP	REC See note below.	WebCAPP Curriculum Source	selected

You enter the above values in the **External Code** field for each of four rows for internal code *WEBCURR*, and assign sequence numbers in the **Seq** field to indicate your desired hierarchy. The system uses the sequence number to determine which record is displayed on the Current Curriculum page. For example, if you assigned sequence numbers 1 to 4 to the four records in the order listed above, the system would first look for a Degree record; if no degree record were found the system would look for a General Student record, and so on. If no record is found, the system displays the message *No Curriculum Record Found*.

Each of these records must have a value assigned. If you do not want the system to consider one of the records, enter an invalid value, such as 123 in the **External Code** field.

Note: You do not need to enter the record types in the order specified in the above table, which serves only as an example; you should enter the combination of sequence numbers and external codes to reflect the hierarchy in use at your institution.

5. On the WebCAPP Rules Form (SMAWCRL), set up the following in the Evaluation Display section.

5.1. Select the **Secondary Curriculum** checkbox to display the secondary curriculum information in evaluations on the Web. (Optional)

5.2. In the **Print Type** field, enter the print code to be used for displaying text on evaluations on the Web. If no code is designated, no text will print. (Optional)

- OR -

In the **Compliance Type** field, enter the compliance type to be used for deriving print codes to display evaluation text on the Web. (Optional)

5.3. In the **Student Email** field, enter the e-mail code of the student to be displayed on the Web. (This is for Faculty and Advisor Self-Service only.) (Optional)

5.4. In the **Faculty Email** field, enter the e-mail code of the advisor to be displayed on the Web. (This is for Student Self-Service only.) (Optional)

6. In the WebCAPP Controls section in the Web Processing Controls window of the Term Control Form (SOATERM), do the following:

- 6.1. Select the **Web Evaluation Term** checkbox.

This checkbox is used to indicate whether the term displayed in the key block should be available for selection on the Web when a user is viewing existing compliance reports or generating new compliance reports. This indicator might need to be updated for each term depending on your institution's policy on viewing and running older compliance reports.

- 6.2. Select the **Web Catalog Term Control** checkbox.

This checkbox is used to indicate whether the term displayed in the key block is a valid term for the dynamic catalog for WebCAPP processing.

7. On the Compliance Default Parameter Form (SMADFLT), enter the value *WEB* in the **Default Code** field, then set up the appropriate compliance request default parameters in the form.

8. On the Originator Code Validation Form (STVORIG), make sure that the *WEB* originator code exists.

The *WEB* originator code is used for recording where a compliance had been requested from. When a request is made, the **Origin Code** field on the Compliance Request Management Form (SMARQCM) is populated with the *WEB* originator code.

9. On the E-mail Address Type Validation Form (GTVEMAL), make sure that valid e-mail address type codes have been established for students and faculty members/advisors. These codes are used to populate the *STUEMAIL* and *FACEMAIL* internal codes in the *WEBCAPP* group on GTVSDAX.

The e-mail addresses for students and faculty members/advisors, associated with the type codes that are active and designated as preferred and for display on the Web on the E-mail Address Form (GOAEMAL), are displayed as a link on the Web. If the student or faculty/advisor does not have an e-mail address on GOAEMAL that is associated with the e-mail address type specified, the link is not displayed.

10. Set up holds for WebCAPP processing.

- 10.1. Select the **Compliance** checkbox on the Hold Type Validation Code Validation Form (STVHLDD) for any hold types that impact compliance processing.

- 10.2. Select the **Web Indicator** checkbox on STVHLDD to display the hold on the Web in Student Self-Service.





Glossary

Active programs

An active program is a program which is available for students to comply against. If you designate a program as inactive, and try to comply a student against it, you will receive an error and no compliance will occur. You use the Active radio button on the Program Requirements Form (SMAPROG) to designate a program as active. See also *Inactive Programs*.

Area

An area is the second level of the degree audit hierarchy. (A program is the first level.) Typically, areas represent the principle divisions within your program, such as core requirements or electives.

Boolean logic

This consists of “and” and “or” logic being used to determine if the condition is met or not met.

CAPP

The acronym “Curriculum, Advising and Program Planning,” part of the Banner® Student System. This module helps you track a student’s progress toward a degree, certificate or award.

Captive

Term used to describe programs. When you designate a program as “captive,” all of that program’s attached areas will be used to process a student’s compliance and no additional areas will be used from the area library. Dynamic processing can never occur on a program designated as captive.

Compliance process

The process by which you check a student’s progress toward a degree, certificate, or award. When you run the compliance process, CAPP checks the program information you have defined against the student’s record and generates a report. This report details whether or not the student has completed the requirements of the program and why,

Connectors

“And,” “or,” and “none” are the three types of connectors used in the CAPP module. These connectors are used when defining your detail requirements for programs,

areas, and groups. They allow you to very specifically define such combinations as the number of credits *and/or* courses required. See [“Connectors” on page 2-1](#) for more information about connectors.

Course year limit

The oldest any course can be to be considered for use in a program, area, or group. When you run compliance, the evaluation term you enter will be used in conjunction with the value in the **Course Year Limit** field to determine how far back to go in a student’s academic history.

Curriculum

The programs you offer at your institution are what constitute your curriculum. These include such basics as level, degree, major, and concentration.

Curriculum rules

Rules that govern how CAPP should handle your curriculum and degree audit data. You define your curriculum rules on the Curriculum Rules Form (SOACURR).

Degree audit

The process of tracking a student’s progress to a degree, certificate, or award.

Dynamic compliance

An optional process in CAPP that allows you to have CAPP dynamically select those areas and groups needed to fulfill your program. When you want to use dynamic compliance, you can set up rules and restrictions to govern the process.

Group

A group is the third level of your degree audit hierarchy. (A program is the first level, and an area is the second.) Groups are optional and are attached to areas. Typically, you use groups to “house” similar sets of courses, such as Humanities or Social Sciences.

Inactive programs

A program that you do not want to be available for use.

Libraries

A central location where all area and group information is stored. A separate library exists for areas (SMAALIB) and for groups (SMAGLIB).

Non-course year limit

The oldest any non-course item be to be considered for use in a program, area, or group, similar to course year limit. Non-courses can be attributes such as senior papers and art portfolios.

Program

The first level of your degree audit hierarchy. A program is always the goal that a student is aiming for, be it a degree, award, or certificate.

Program rules

For every program that exists in CAPP, a rule must first exist. These rules govern the behavior of each program. You define these rules on the Program Definition Rules Form (SMAPRLE).

Requirements

The detailed specifics of what programs, areas, and groups encompass. *Requirements* can be things such as the specific grades allowed, maximum number of courses, and minimum GPAs.

Set

Sets are used in rule processing to determine conditions. A change in set will cause a new condition to begin. See [“Sets and Subsets” on page 2-10](#) for more information about sets and subsets.

Sub-list

A list of possibilities with different subset/list codes constituting sub-lists. The umbrella requirements must be satisfied from one sub-list and one sub-list alone.

Subset

Subsets are used in rule processing to control detail processing. Per-condition information requires list processing, and without per condition information, processing will occur using Boolean logic. See [“Sets and Subsets” on page 2-10](#) for more information about sets and subsets.



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