



SUNGARD SCT HIGHER EDUCATION

**SCT Banner Student
Curriculum, Advising, and Program Planning
(CAPP) Training Workbook**

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to define and utilize program requirements for students to complete at or by your institution. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

Intended audience

Staff members who are responsible for student tracking toward degree or award completion

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Section A: Introduction

Lesson: Process Introduction

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Introduction

SCT Banner Curriculum, Advising and Program Planning (CAPP) is 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.

The SCT Banner Student CAPP module is used to define program requirements, process compliances for a student and change a student's program requirements.



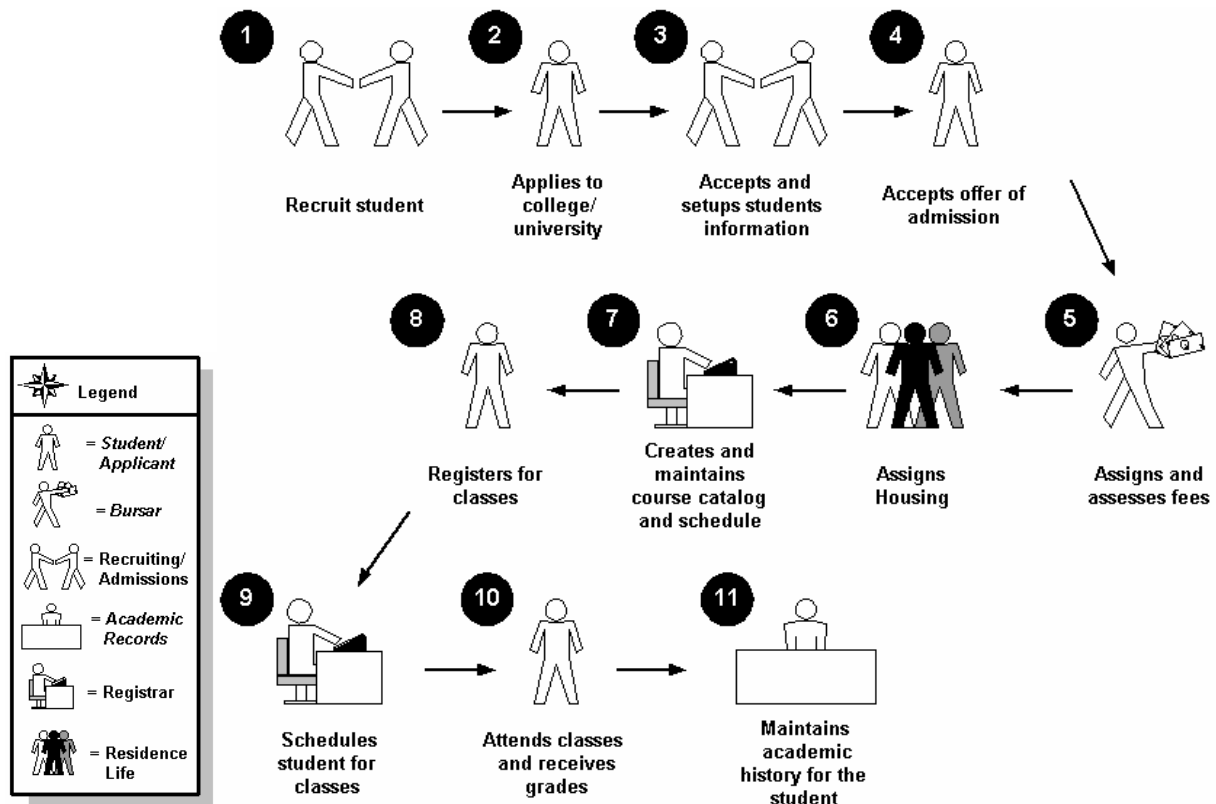
Section A: Introduction

Lesson: Process Introduction (Continued)

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Flow diagram

This diagram highlights the overall Student process. CAPP can span over all of these areas within the SCT Banner Student module.





Section A: Introduction

Lesson: CAPP Components

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Components of CAPP

CAPP is an online degree auditing system. The key components are

- the programs that you offer at your institution
- the areas/groups within those programs
- the courses that are part of each area/group.

Program

The program is the goal or objective against which you want to measure student progress. Some general requirements, such as minimum courses and/or credits and non-course requirements can be defined at the program level.

Areas

Areas are the subsets of a program's requirements and might correspond to core requirements or major requirements.

Note: Unless a degree program is very complex, most of the majors offered will just need programs with areas attached.

Example: The English Major Requirement Area includes area general requirements and the details include 15 English courses.

Groups

Groups are subsets of an area's requirements and might correspond to social science core requirements or the humanities component of the core requirements.

Example: The Core Requirement Area includes area general requirements and groups such as Humanities, Social Science, Math, English and Foreign Languages. The details of each group include the specific courses.

Course/ attribute requirements

Course/Attribute Requirements are the individual detail requirements. Detail requirements can be attached directly to areas or may be part of a group that is attached to an area. Either details or groups can be attached to an area, but not both.



Section A: Introduction

Lesson: CAPP Components (Continued)

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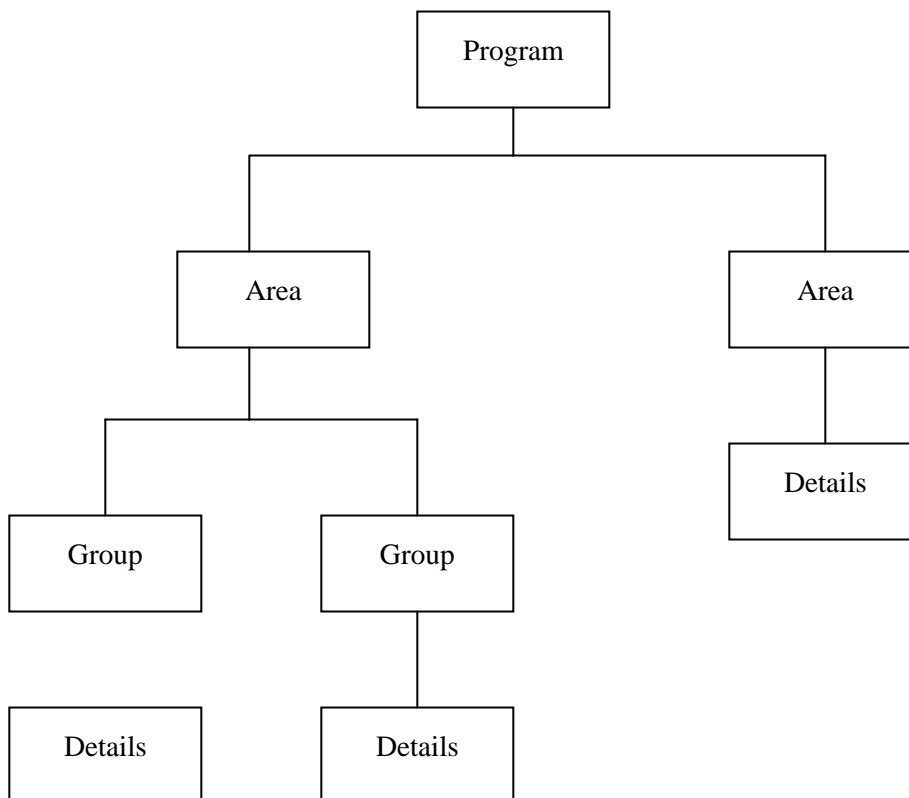
Structure of components

Visualize these components as a hierarchical structure. The programs are your highest level and have areas attached to them. If you choose to use groups, they are attached to and appear at the level below their areas. Details are attached to groups or directly to areas.

When you define your programs and their structure to the system, you define a variety of requirements. Requirements act as your system processing guidelines and allow you to specify exactly how flexible or restricted the processing will be. CAPP contains the complete set of requirements that define what a student must do to achieve the intended goal.

Diagram of structure

CAPP is composed of programs that are built in a hierarchical structure, as shown in the following illustration.





Section A: Introduction

Lesson: CAPP Components (Continued)

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Program general requirements

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.

Example: The following 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.

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



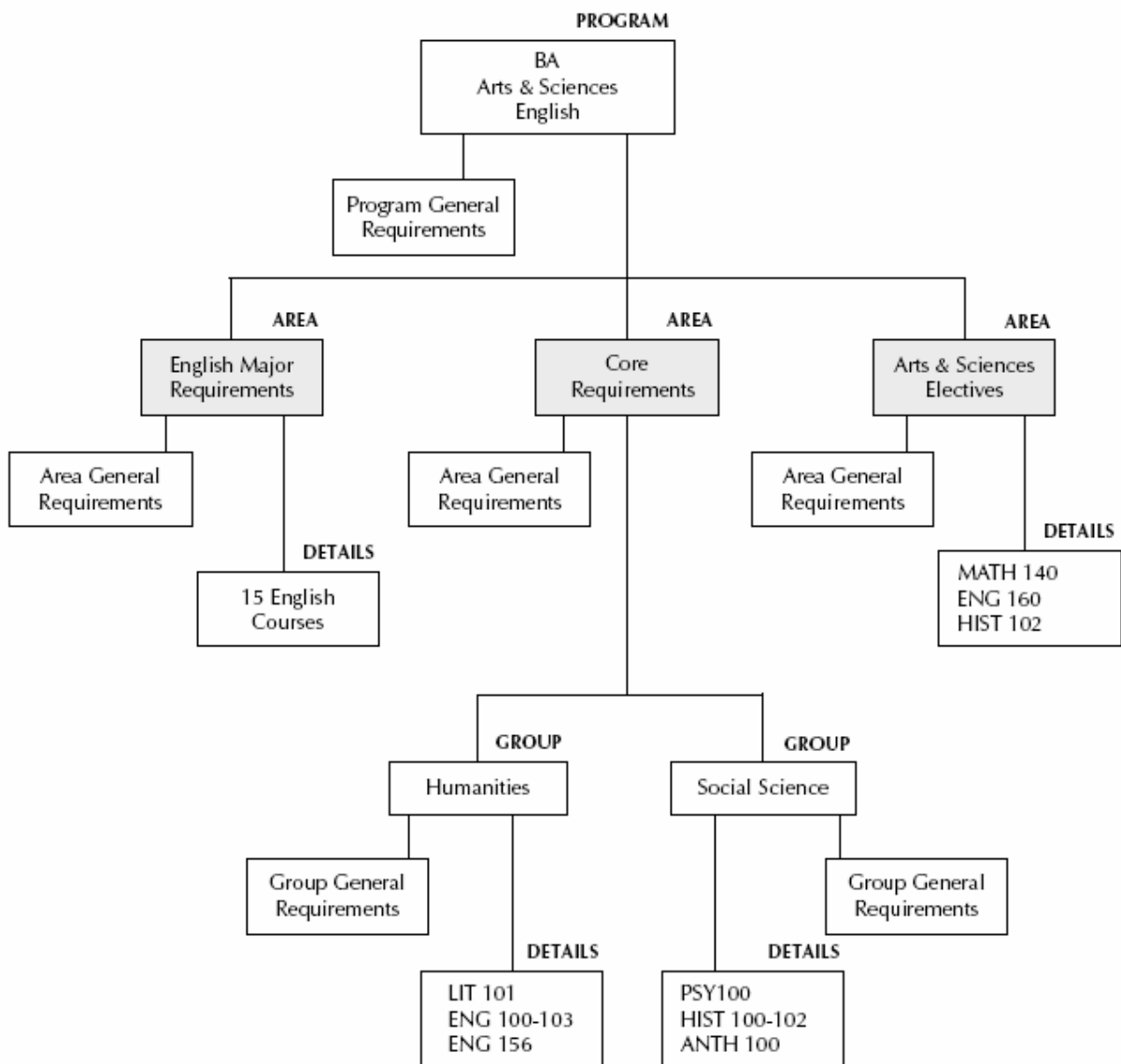
Section A: Introduction

Lesson: CAPP Components (Continued)

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BA English Example

The basic structure of a program is illustrated in this diagram.





Section A: Introduction

Lesson: Types of CAPP Programs

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Types of CAPP Programs

There are three basic types of CAPP programs. The table below summarizes the purpose of each.

Program Type	Purpose	Example
Curriculum independent	Used to check that students have satisfied all components of the core curriculum.	A program called Core GPA can be used to verify the total number of credits and overall GPA required for graduation. It is selected dynamically and checked against all students regardless of major.
Captive	Use to verify all students of the program have met all the attached detail requirements.	A nursing program or electrical engineering program in which students must take all classes in a specific order.
Non-captive (Dynamic)	Use to verify all students of the program have met all the attached or dynamically selected detail requirements.	An English or Anthropology program in which the areas to be used for a compliance/degree audit are selected dynamically from the area library.



Section A: Introduction

Lesson: Types of CAPP Programs (Continued)

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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).



Section A: Introduction

Lesson: Types of CAPP Programs (Continued)

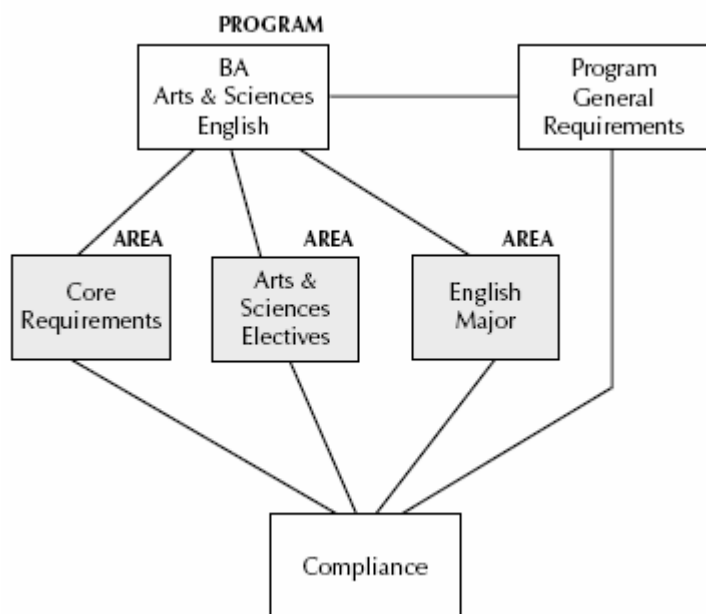
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Captive Programs

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.

The following illustration shows how compliance treats 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.



Section A: Introduction

Lesson: Types of CAPP Programs (Continued)

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Non-Captive (Dynamic) 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.

Example: In the following 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.)



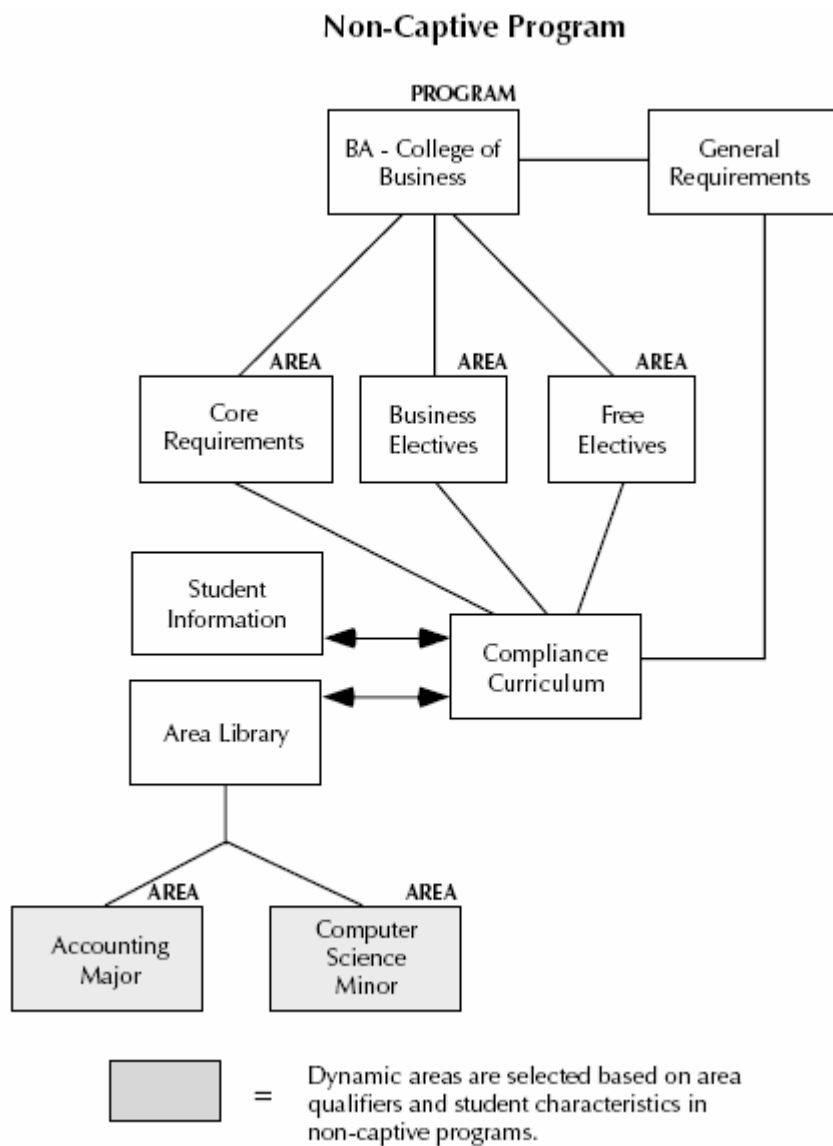
Section A: Introduction

Lesson: Types of CAPP Programs (Continued)

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Non-Captive (Dynamic) Program, continued

The following diagram an example of how compliance treats a non-captive program.





Section A: Introduction

Lesson: Types of CAPP Programs (Continued)

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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 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.



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Lesson: Types of CAPP Programs (Continued)

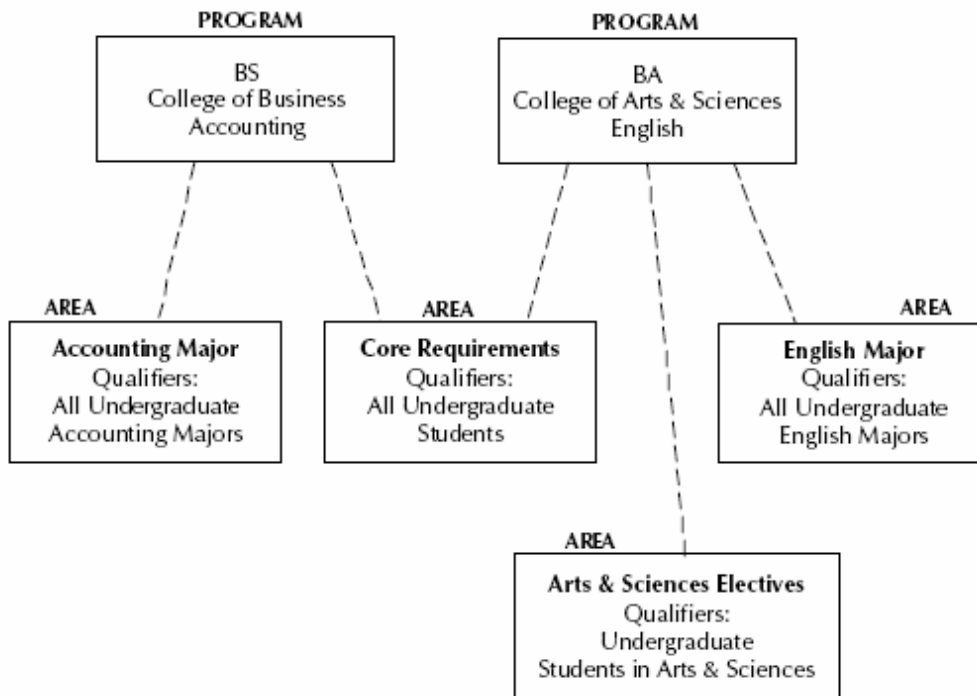
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Dynamic Compliance Example

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 the following illustration.





Section A: Introduction

Lesson: Types of CAPP Programs (Continued)

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Dynamic Compliance Example, continued

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.



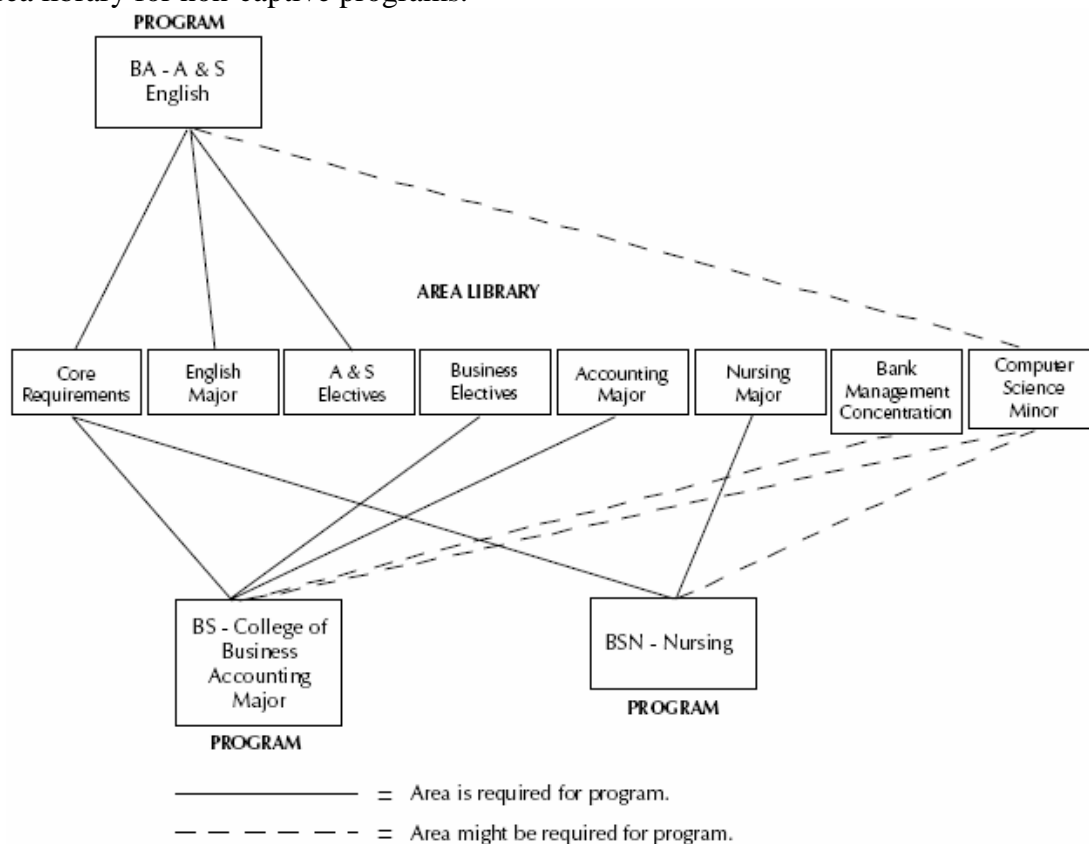
Section A: Introduction

Lesson: Types of CAPP Programs (Continued)

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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. The following illustration shows an example of how the compliance process selects dynamic areas from the area library for non-captive programs.



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 anyone pursuing a BSN in Nursing or a BS in Accounting with a declared minor in Computer Science.



Section A: Introduction

Lesson: Where Does Information Come From?

◀ [Jump to TOC](#)

Course Catalog and Electronic Curriculum Sheet

Think of CAPP as an electronic curriculum sheet to perform degree audits/compliance checking. The information in CAPP comes directly from your course catalog and each program's curriculum sheet.

Notes: Prior to entering data into CAPP, you should map out each program by curriculum, looking at each piece for similarities and differences. You will need to create programs for each unique degree and major combination. You will also need to create areas for each piece within the major such as the university core or general education requirements, additional college requirements, major requirements, and major electives.

You should begin thinking of how you will establish your naming conventions so that each area is easily identifiable when you begin to enter it into SCT Banner and attach it to a program.

Courses, credits, attributes, and grades

CAPP is made up of courses, credits, attributes, and grades.

- Catalog is where courses and credits begin. Attributes are stored in the Course Detail Information Form (SCADETL).
- Schedule defaults courses and credits; however, additional attributes may be added on the Schedule Detail Form (SSADETL).
- Once information is in Academic History, transfer students can have information added there, including attributes on the Transfer Course Form (SHATRNS), or in Transfer Articulation.
- Non-course requirements are stored in the Academic Non-Course Form (SHANCRS).
- Course/attribute year limit is done from the term in which the request is made. It takes the year in which the request is made and subtracts the year limit to the first term of the year applicable.
- Student attributes may be used to define areas where courses may be waived and/or substituted.



Section A: Introduction

Lesson: Where Does Information Come From? (Continued)

◀ [Jump to TOC](#)

Scenario

Look at the curriculum sheet for the diploma in Electrical Engineering from Banner University on the next page to answer these questions:

What is the program?

What are the general requirements for this major?

What areas would you need to create?

Are any of these areas the same as other majors?

Which are distinct?

Which can you reuse?

Do you need to use groups?

Would you set up this program as non-captive or captive? How do you know?

Are there any grade restrictions?

Can you think of a naming convention you might use for programs?

Can you think of a naming convention you might use for the areas?



Section A: Introduction

Lesson: Where Does Information Come From? (Continued)

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Sample Curriculum Sheet

Banner University: Diploma in Electronic Engineering Technology

Undergraduate Degree Requirements for all Majors in the College of Engineering

Students wishing to earn a major, minor, or certificate in the College of engineering must declare with the appropriate department.

Students must maintain a minimum grade average of C (GPA of 2.00) for all courses. In addition, only 1 course will be accepted for credit in the degree or certificate program below a C. Students must take 75 credits of ELET and university credit as outlined below. Students must take the complete the courses in the exact order indicated. Students cannot take classes listed in Semester 2 until all required classes in Semester 1 are complete.

Semester 1 Required Courses

ELET 101
ELET 121
ELET 150
ENGL 101
TMTH 101
TMTH 105

Semester 2 Required Courses

ELET 102
ELET 110
PHYS 101
TMTH 102
One of the following courses:
ENGL 102
ENGL122
ENGL 150
ENGL 155



Section A: Introduction

Lesson: Where Does Information Come From? (Continued)

◀ [Jump to TOC](#)

Review

Although, some of your answers may vary (remember: there is no one right way or wrong way to set up your curriculum and each university has unique requirements) this review is intended to provide an overview of the material presented by applying it to this degree scenario:

- What is the program? **Diploma in Electronic Engineering Technology**
- What are the general requirements for this major? **75 credits, a minimum grade average of C (GPA of 2.00) for all courses. In addition, only 1 course will be accepted for credit in the degree or certificate program below a C.**
- What areas would you need to create? **An area for each semester.**
- Are any of these areas the same as other majors? **No, This is just for the diploma in Electronic Engineering Technology**
- Which are distinct? **All**
- Which can you reuse? **None**
- Do you need to use groups? **No. The courses in semester 2 can be handled at the area level by using sets/subsets.**



Section A: Introduction

Lesson: Where Does Information Come From? (Continued)

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Review, continued

- Would you set up this program as non-captive or captive? How do you know? **Captive because it must be completed in the exact order given. It is stated in the curriculum sheet.**
- Are there any grade restrictions? **A minimum grade average of C (GPA of 2.00) for all courses. In addition, only 1 course will be accepted for credit in the degree or certificate program below a C.**
- Can you think of a naming convention you might use for programs? **Program abbreviation followed by year and semester.**

***Example:* ELET11 is ELET first year, first semester. ELET12 is ELET first year, second semester. When you attach the areas to the DIPLELET program, you simply attach all the ELET## areas in the correct order. This helps to prevent an area from being skipped when attaching them to the program.**

- Can you think of a naming convention you might use for the areas? **Degree type followed by major such as BA_Maj, BS_Maj, DIPL_Maj, MA_Maj, or whatever makes sense for your institution. Ideally, it should be intuitive to people at your institution.**

Note: You will set up parts of the ELET program in the procedures presented in this training workbook.



Section A: Introduction

Lesson: Where Does Information Come From? (Continued)

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Next Steps

Review your catalog and/or curriculum sheets for all programs (such as BA-Anthropology, BA-English, etc...) offered at your university. You may want to start with your general education or core requirements then look at majors in the same colleges.

Answer the following questions as you begin to map out your curriculum. Once these questions have been answered, you can begin to enter your data into SCT Banner.

- What is the program?
- What are the general requirements for this major?
- What areas would you need to create?
- Are any of these areas the same as other majors?
- Which are distinct?
- Which can you reuse?
- Do you need to use groups?
- Can you set up this program as non-captive or captive?
- How do you know?
- Are there any grade restrictions?
- What would you do with a track, emphasis or concentration?
- Can you think of a naming convention you might use for programs?
- Can you think of a naming convention you might use for the areas?
- Who should be on your team or who should you consult with when mapping out your curriculums for CAPP?



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

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.

Areas

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.

Areas may be used for prerequisite checking. In the Area Library, there is a column with the heading PREQ. If this area is to be used in prerequisite checking, only this column must be checked.

Attribute

A non-course description or requirement which can be attached to students or courses.

Examples: A language attribute is attached to all courses which will fulfill the language requirement. A senior status attribute is attached to all students who have achieved senior standing.

CAPP

The acronym “Curriculum, Advising and Program Planning,” part of the SCT 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.

There are no options to select a minor or concentration.

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



Section A: Introduction

Lesson: Terminology (Continued)

◀ Jump to TOC

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 (used in area/group requirements) The three type of connectors used in the CAPP module are:

None: When this is checked, it means that you must fulfill the column in which there is information. Only one will have information.

And: When this is checked, it means the minimum in both columns must be fulfilled.

Or: When this is checked, both columns have information and either one will fulfill the requirement. Which ever is fulfilled first (or least constrictive of the two) will fulfill the requirement.

Course/ attribute attachments (details)

In each area, you have the option of attaching either courses or groups. They are mutually exclusive.

Course attributes are attached to a course section and are rolled to Academic History for a student when grades are rolled. Using attributes will help control the size of the program and will facilitate maintenance of requirements over time. For example, many courses could have the attribute of "social science core requirement" attached to them. This would involve only one record line when a requirement definition was, for example, 6 hours of any course that is a social science core requirement. If attributes are not used, each course that could fulfill this requirement must be defined in the area requirement.

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.

Dynamic program

Also called a non-captive program. Requirements may be attached to the program, but the system will *dynamically* go out and check the student's major, minor, and/or concentration and find the appropriate areas to check. If an area is attached to a program and it does not match the student's qualifications, the area is discarded. Selection of areas to be selected comes from the qualifiers in the Area/Group Requirements.



Section A: Introduction

Lesson: Terminology (Continued)

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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-Captive

Requirements may be attached to the program, but the system will *dynamically* go out and check the student's major, minor, and/or concentration and find the appropriate areas to check. If an area is attached to a program and it does not match the student's qualifications, the area is discarded. Selection of areas to be selected comes from the qualifiers in the Area/Group Requirements.

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.

Example: BA-English

Re-use indicators

Tells the system how a course or attribute can be used when entering an area.

None: Will only use courses/attributes not previously used and once used here cannot exit to be used again.

Out: Courses/attributes will be released to be used in other areas. If a course has been used before, it will "not" permit it to come in to be used again. Must be an unused course.

In: Courses/Attributes previously used or unused may come in to be used again but will not be permitted to leave to be used again.

Both: Courses/attributes previously used or not used may come in and once used may leave to be used again.

Within: If not allowed, either the course or its attribute may be used within an area. If allowed, both the course and the attribute may be used within the same area.



Section A: Introduction

Lesson: Terminology (Continued)

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Note: You should set up the use of the attribute first, then the course. If you use the reverse, the requirement will use the whole course.

Rule (used in area/group course/attribute attachment)

A rule is an option to select one or more courses from a group of courses. This is used when the requirement is too complex for set/subset logic.

When you run a compliance, the course details in the set/subset are not visible. Only the rule names are displayed in the compliance.

Set/subset (used in area/group course/ attribute attachment)

These codes are used within areas or groups when there are alternate choices to fulfill a requirement. When you run a compliance, the course details in the set/subset are visible.

Sets are used in rule processing to determine conditions. A change in set will cause a new condition to begin.

Subsets are used in rule processing to control detail processing.

Note: For more information refer to topic on *Setting Up CAPP* in Section C: Day-to-Day Operations.

Student attribute

A non-course requirement or description attached to a student.

Example: achieved senior status

What-if analysis

A compliance process in which a different major is selected to see the impact of the student changing majors will have on fulfilling graduation requirements.



Section B: Set Up

Lesson: Overview

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Introduction

The purpose of this section is to outline tasks to be completed prior to implementing CAPP.

Intended audience

Staff members who are responsible for student tracking toward degree or award completion

Objectives

At the end of this section, you will be able to create the rules used to process program construction.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “Banner 7.x Fundamentals: Navigation and Forms,” or have equivalent experience navigating in the SCT Banner system
- administrative rights to create the rules and set the validation codes in SCT Banner.

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Section B: Set Up

Lesson: Overview

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Section B: Set Up

Lesson: Validation Forms Used in CAPP

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Types of validation forms needed

These validation forms are used in the CAPP module. Review and add values to the forms listed. Create the necessary codes needed to complete this module by using your initials.

Form Description	Banner Name
Major, Minor, and Concentration Validation	STVMAJR
Subject Code Validation	STVSUBJ
Attribute Validation	STVATTR
Test Code Validation	STVTESC
College Code Validation	STVCOLL
Campus Code Validation	STVCAMP
Level Code Validation	STVLEVL
Degree Code Validation	STVDEGC
Department Code Validation	STVDEPT
Term Code Validation	STVTERM



Section B: Set Up

Lesson: Major, Minor, and Concentration Validation

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Introduction

The Major, Minor, and Concentration Validation Form (STVMAJR) is used to create, update, insert, and delete major, minor, and concentration codes (e.g., Undeclared, Journalism, Music, Law, etc.). Forms in several modules use this form to validate the major, minor, and concentration codes. You can only create and update these codes from this form.

Banner form

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
ART	Art	500701	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-NOV-2004
BIOL	Biology	260101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-NOV-2004
BUSI	Business Administration	060101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-NOV-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Major, Minor, and Concentration Validation Form (STVMAJR).
2	Perform an Insert Record function.
3	Enter the major code in the Major Code field.
4	Enter a description in the Description field.
5	Double-click in the CIPC field and select a code from the CIPC Code Validation form.
6	Click the Major checkbox if this will be offered as a major.
7	Click the Minor checkbox if this will be offered as a minor.
8	Click the Concentration checkbox if this will be offered as a concentration.
9	Click the Occupation checkbox if this is recognized as an occupation.
10	Click the Financial Aid Eligibility checkbox if this major code qualifies for Financial Aid.
11	Click the System Required checkbox if this is system required.
12	Enter a number in the Voice Response Message Number field.
13	Click the Save icon.
14	Click the Exit icon.



Section B: Set Up

Lesson: Subject Code Validation

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Introduction

The Subject Code Validation Form (STVSUBJ) is used to create, update, insert, and delete subject codes (e.g., Accounting, Botany, Economics, etc.). Several forms in the Catalog, Registration, and Academic History modules use this form to validate the subject codes. You can only create and update these codes from this form.

Banner form

Code	Description	VR Msg	Web Ind	Activity Date
ACCT	Accounting		<input checked="" type="checkbox"/>	27-APR-1987
AMST	American Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ANTH	Anthropology		<input checked="" type="checkbox"/>	18-AUG-1987
ARAB	Arabic		<input checked="" type="checkbox"/>	18-AUG-1987
ARCH	Architecture		<input checked="" type="checkbox"/>	29-JAN-1991
ART	Art		<input checked="" type="checkbox"/>	10-JAN-1995
ARTS	Arts History & Studio		<input checked="" type="checkbox"/>	07-JAN-1991
ASTD	Asian Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ASTR	Astronomy		<input checked="" type="checkbox"/>	14-MAR-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Subject Code Validation Form (STVSUBJ).
2	Perform an Insert Record function.
3	Enter the subject code in the Code field.
4	Enter a description in the Description field.
5	Enter a number in the VR Msg (Voice Response Message) field if Voice Response is used at your institution.
6	Click the Web Ind checkbox.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Attribute Validation

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Introduction

The Attribute Validation Form (STVATTR) is used to create, update, insert, and delete course attribute codes, such as Affiliated Teaching Requirement, Language Requirement, or Writing Intensive Requirement. Other forms use this form to validate these codes, which you can only create or update from this form.

Banner form

Code	Description	Activity Date
BLHS	Biblical & Historical Studies	11-JAN-1995
HUMA	Humanities Requirement	09-OCT-1990
LANG	Language Requirement	07-JAN-1991
NATL	Natural Science Requirement	04-JAN-1991
PERF	Performance Credit	05-SEP-1996
SOSC	Social Science Requirement	09-OCT-1990
TEAC	Affiliated Teaching Req.	09-OCT-1990
UPPR	Upper Division Requirement	04-JAN-1991
WRIT	Writing Intensive Requirement	04-JAN-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Attribute Validation Form (STVATTR).
2	Enter the attribute code in the Code field.
3	Enter a description in the Description field.
4	Repeat steps 2-3 as needed.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Test Code Validation

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Introduction

The Test Code Validation Form (STVTESC) is used to create, update, insert, and delete codes for test types (e.g., ACT Math, GRE French, Law School Admission, or SAT Verbal). Other forms use this form to validate the test codes. You may only create or update the test codes from this form.

Banner form

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score	Admissions Checklist Request Item	Activity Date
A01	ACT English <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
A02	ACT Math <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
A03	ACT Reading <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
A04	ACT Science Reasoning <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
A05	ACT Composite <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	36	TSTS	12-JAN-1996
A06	ACT Sum of Standard Score <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	18	TSTS	12-JAN-1996
A07	ACT Combined English/Writing <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	36	[]	09-AUG-2004
AA1	ASSET <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	00	99	[]	12-JAN-1996

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Test Code Validation Form (STVTESC).
2	Perform an Insert Record function.
3	Enter the test code in the Test Code field.
4	Enter a description in the Description field.
5	Enter a number between 1 and 5 in the Number of Positions field.
6	Click the Data Type checkbox if the test data is numeric. <u>Note:</u> Leave unchecked if the data is alphanumeric.
7	Enter a score in the Minimum Test Score field.
8	Enter a score in the Maximum Test Score field.
9	Select a code in the Admissions Checklist Request Item field if this test is an admissions requirement.



Section B: Set Up

Lesson: Test Code Validation (Continued)

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Procedure, continued

Step	Action
10	Click the System Required checkbox if desired.
11	Enter a management information system number in the MIS field. (Optional).
12	Enter a number in the Voice Response Message Number field if your institution uses Voice Response.
13	Click the Save icon.
14	Click the Exit icon.



Section B: Set Up

Lesson: College Code Validation

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Introduction

The College Code Validation Form (STV_COLL) is used to enter the internal college code. Multiple values can be entered.

Banner form

Code	Description	Voice Response Message Number	System Required	Canadian Statistics Code	MIS District	Activity Date
00	No College Designated		<input checked="" type="checkbox"/>			29-APR-1987
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
AG	College of Agriculture		<input type="checkbox"/>			10-JAN-1995
AH	College of Allied Health		<input type="checkbox"/>			10-JAN-1995
AR	College of Architecture		<input type="checkbox"/>			10-JAN-1995
AS	College of Arts & Sciences		<input type="checkbox"/>			10-JAN-1995
BU	College of Business		<input type="checkbox"/>			10-JAN-1995
CE	Continuing Education		<input type="checkbox"/>			03-JAN-1995
DN	School of Dentistry		<input type="checkbox"/>			10-JAN-1995
ED	College of Education		<input type="checkbox"/>			10-JAN-1995
EN	College of Engineering		<input type="checkbox"/>			10-JAN-1995
LW	Law School		<input type="checkbox"/>			10-JAN-1995
MD	School of Medicine		<input type="checkbox"/>			10-JAN-1995
NU	College of Nursing		<input type="checkbox"/>			10-JAN-1995
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the College Code Validation Form (STV_COLL).
2	Enter the college code in the Code field.
3	Enter a description in the Description field.
4	Enter a number in the Voice Response Message Number field if your institution uses Voice Response.
5	Click the System Required checkbox if desired.
6	Enter the institution specific code in the Canadian Statistics Code field, if required.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Campus Code Validation

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Introduction

The Campus Code Validation Form (STVCAMP) is used to enter the campus code.

Banner form

Code	Description	District	Activity Date
<input type="text" value="A"/>	<input type="text" value="Annandale"/>	<input type="text" value="▼"/>	<input type="text" value="24-JUN-1991"/>
<input type="text" value="B"/>	<input type="text" value="Blacksburg"/>	<input type="text" value=""/>	<input type="text" value="24-JUN-1991"/>
<input type="text" value="C"/>	<input type="text" value="Charlottesville"/>	<input type="text" value=""/>	<input type="text" value="24-JUN-1991"/>
<input type="text" value="D"/>	<input type="text" value="Downtown"/>	<input type="text" value=""/>	<input type="text" value="03-JAN-1995"/>
<input type="text" value="E"/>	<input type="text" value="East Side"/>	<input type="text" value=""/>	<input type="text" value="03-JAN-1995"/>
<input type="text" value="H"/>	<input type="text" value="Highland"/>	<input type="text" value=""/>	<input type="text" value="24-JUN-1991"/>
<input type="text" value="M"/>	<input type="text" value="Main"/>	<input type="text" value=""/>	<input type="text" value="04-JAN-1995"/>
<input type="text" value="O"/>	<input type="text" value="Off-campus"/>	<input type="text" value=""/>	<input type="text" value="03-JAN-1995"/>
<input type="text" value="W"/>	<input type="text" value="West Side"/>	<input type="text" value=""/>	<input type="text" value="03-JAN-1995"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Campus Code Validation Form (STVCAMP).
2	Enter the campus code in the Code field.
3	Enter a description in the Description field.
4	Select a district in the District field if desired.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Level Code Validation

◀ Jump to TOC

Introduction

The Level Code Validation Form (STVLEVL) is used to enter the level code. Multiple values can be entered.

Banner form

Level Code	Description	CEU Ind	Voice Msg	EDI Equiv	Sys Req	Activity Date
00	Undeclared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-JUN-1991
CE	Continuing Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
CR	Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-JUL-1994
GR	Graduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
LW	Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
NC	Non Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
PR	Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
UG	Undergraduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Level Code Validation Form (STVLEVL).
2	Enter the level code in the Level Code field.
3	Enter a description in the Description field.
4	Enter a voice message response number in the Voice Msg field.
5	Enter a code in the EDI Equiv field, if required.
6	Click the System Required checkbox.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Degree Code Validation

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Introduction

The Degree Code Validation Form (STVDEGC) is used to enter the degree code. Multiple values can be entered.

Banner form

Code	Description	Count in Financial Aid	Level	Award Category	Voice Response Message Number	Web Indicator	System Required	Activity Date
000000	Undeclared	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-JUN-1991
AA	Associate in Arts	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AAS	Associate in Applied Science	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AS	Associate in Science	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AT	Associate in Technology	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BA	Bachelor of Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BAAMA	5 yr Bachelors and Masters	<input checked="" type="checkbox"/>	MA	42		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BAL	Bachelor of Laws (LLB)	<input type="checkbox"/>	BA			<input type="checkbox"/>	<input type="checkbox"/>	01-DEC-2004
BAR	Bachelor of Architecture	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BBA	Bachelor of Business Admin.	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BED	Bachelor of Education	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BFA	Bachelor of Fine Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BM	Bachelor of Music	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BS	Bachelor of Science	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSME	Bach of Science & Mech Eng	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSN	BS in Nursing	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	28-JUN-1995
BSW	Bachelor of Social Work	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CERT	Certificate Program	<input checked="" type="checkbox"/>	LA	22		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CPR	CPR Certification	<input type="checkbox"/>	LA	21		<input type="checkbox"/>	<input type="checkbox"/>	09-MAY-1995
DDS	Doctor of Dental Surgery	<input checked="" type="checkbox"/>	DR	31		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Degree Code Validation Form (STVDEGC).
2	Perform an Insert Record function.
3	Enter the degree code in the Code field.
4	Enter a description in the Description field.
5	Click the Count in Financial Aid checkbox.
6	Select a level in the Level field.
7	Select a category code in the Category field.
8	Enter a voice message response number in the Voice Response Message field if Voice Response is used at your institution.
9	Click the Web Indicator checkbox.



Section B: Set Up

Lesson: Degree Code Validation (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
10	Click the System Required checkbox.
11	Click the Save icon.
12	Click the Exit icon.



Section B: Set Up

Lesson: Department Code Validation

◀ Jump to TOC

Introduction

The Department Code Validation Form (STVDEPT) is used to maintain department codes such as History Department, Counseling Department, or Department Undeclared. Other forms use this form to validate the department codes, and you may only create or update the department codes from this form.

Banner form

Code	Description	System Req	VR Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>		03-JAN-1995
ACCT	Accounting	<input type="checkbox"/>		28-JUN-1995
ART	Art	<input checked="" type="checkbox"/>		28-JUN-1995
BIOL	Biology	<input type="checkbox"/>		28-JUN-1995
BUS	Business	<input type="checkbox"/>		28-JUN-1995
CE	Adult and Continuing Education	<input type="checkbox"/>		04-JAN-1995
CHEM	Chemistry	<input type="checkbox"/>		28-JUN-1995
CIS	Computer & Information Systems	<input type="checkbox"/>		28-JUN-1995
CLAS	Classics	<input type="checkbox"/>		29-NOV-2004
COUN	Counseling	<input type="checkbox"/>		28-JUN-1995
DRAM	Drama	<input type="checkbox"/>		28-JUN-1995
ECON	Economics	<input type="checkbox"/>		28-JUN-1995
EDUC	Education	<input type="checkbox"/>		28-JUN-1995
ENGL	English	<input type="checkbox"/>		28-JUN-1995
ENGR	Engineering	<input type="checkbox"/>		28-JUN-1995
ENGT	Engineering Technology	<input type="checkbox"/>		28-JUN-1995
FREN	French	<input type="checkbox"/>		28-JUN-1995
HIST	History	<input type="checkbox"/>		28-JUN-1995
HUM	Humanities	<input type="checkbox"/>		28-JUN-1995
LAW	Law	<input type="checkbox"/>		28-JUN-1995
MATH	Mathematics	<input type="checkbox"/>		28-JUN-1995
MUS	Music Department	<input type="checkbox"/>		10-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Department Code Validation Form (STVDEPT).
2	Enter the degree code in the Code field.
3	Enter a description in the Description field.
4	Click the System Required checkbox if desired.
5	Enter a voice message response number in the VR Msg No field if Voice Response is used at your institution.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Term Code Validation

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Introduction

The Term Code Validation Form (STVTERM) is used to enter the term code.

Banner form

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
999999	The End of Time	01-JAN-2999	15-MAY-2999		9999	01-JAN-2999	15-MAY-2999
201010	Fall 2009	01-SEP-2004	20-DEC-2009	S	2010	01-SEP-2005	20-DEC-2005
200510	Fall 2006	01-SEP-2005	20-DEC-2005	S	2006	01-SEP-2005	20-DEC-2005
200509	Fall 2005 Test	01-SEP-2004	15-DEC-2004	S	2005	25-AUG-2004	20-DEC-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Term Code Validation Form (STVTERM).
2	Enter the term code in the Term field.
3	Enter a description in the Description field.
4	Enter a date in the Term Start Date field.
5	Enter a date in the Term End Date field.
6	Select a term type in the Term Type field.
7	Select an academic year in the Academic Year field.
8	Enter the date the dorms open in the Housing Start Date field.
9	Enter the date the dorms close in the Housing End Date field.
10	Enter a code in the Financial Aid Process Year field.
11	Enter the term number in the Term field.
12	Enter the number of the start month in the first Period field.



Section B: Set Up

Lesson: Term Code Validation (Continued)

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Procedure, continued

Step	Action
13	Enter the number of the end month in the second Period field.
14	Click the System Required checkbox.
15	Click the Save icon.
16	Click the Exit icon.



Section B: Set Up

Lesson: Action Code Validation

◀ Jump to TOC

Introduction

The Action Code Validation Form (STVACTN) is used to define action codes for student adjustments such as substitution or waive.

Banner form

Code	Description	Action Indicator	Count	Activity Date
ADD	Extra Requirement	Add	<input type="checkbox"/>	23-APR-2004
REM	Remove Requirement	Eliminate	<input type="checkbox"/>	23-APR-2004
SUB	Substitution	Substitute	<input type="checkbox"/>	23-APR-2004
WA1	Waiver - Dean of Students	Waive	<input checked="" type="checkbox"/>	23-APR-2004
WA2	Waiver - Advisor	Waive	<input checked="" type="checkbox"/>	23-APR-2004
			<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Action Code Validation Form (STVACTN).
2	Enter the action code in the Term field.
3	Enter a description in the Description field.
4	Select an action indicator in the Action Indicator field.
5	Click the Count checkbox if waiver counts towards total credits/courses.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Rule and Curriculum Control Forms Used in CAPP

◀ [Jump to TOC](#)

Types of forms needed

To ensure consistency in your program requirements, you will set up validation and rules forms which in turn populate selection lists and options available on the CAPP forms.

To begin using CAPP, it is necessary to set up the rules and curriculum controls for the process. There are three forms that should be completed first.

Program Definition Rules Form
Curriculum Rules Form
Curriculum Control Form

You will also need to define the Compliance Print Type Rules.

Form Description	Banner Name
Program Definition Rules Form	SMAPRLE
Curriculum Rules Form	SOACURR
Curriculum Control Form	SOACTRL
Compliance Default Parameter Form	SMADFLT
Compliance Print Type Rules	SMACPRT



Section B: Set Up

Lesson: Program Definition Rules

◀ [Jump to TOC](#)

Introduction

Before you can define a program, you must define a rule for it. Every program will need its own rule. A program rule acts as the foundation for your program—it tells CAPP the specifics of how you want that program to be considered.

The Program Definition Rules Form (SMAPRLE) makes the program known to the entire student system. Details in the program tell the rest of the system for whom the program is intended. You must define a program rule before you can define the program's requirements and/or attach the program to a Curriculum Rule.

Setting up the rules

The easiest way to set up the Program Definition Rules is to establish a one-to-one relationship between the program and the major. The benefit of this approach is that later when you attach program requirements to the program, it will be a simple list of based on the one major.

Examples:

Program: BA- Anthropology (with SOACURR Major Anthropology)

Program: BA-English (with SOACURR Major English and Concentrations in Literature, Creative Writing, and Journalism)

Depending on your institutional rules, you may have areas where multiple majors can be obtained. In some schools, multiple majors are required. In this scenario, you would not be able to create a one program–one major code. You may have to create a catch-all program and then attach multiple majors. The drawback of this approach is that when you attach program requirements to the program, you need to ensure that you have all requirements for all majors in that program.

Examples:

Program: BA_LIBARTS. Here the program could support any major or majors in the Liberal Arts curriculum.

Program: BA_LIBARTS (With SOACURR Majors: Art, History, Music, Philosophy, Religion, Psychology).



Section B: Set Up

Lesson: Program Definition Rules (Continued)

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Example of CAPP built program

The curriculum committee recently has approved a new program to award a diploma in Electronic Engineering Technology (DIPLELET). You must enter the requirements into CAPP. Here is an example of a program with a one-to-one relationship that has been built in CAPP

Program	DIPLELET
Description	Diploma in ELET
Student Level	CR (or whatever you use to define this level)
Campus	Leave empty (if all campuses offer program)
Course Level	CR(or whatever you use to define this level)
College	EN (or whatever you use to define this level)
Degree	DIPL
Locked	Leave empty (future use)
Curr Dependent	X

Banner form

Program Definition Rules: SMAPRLE 7.0

Program: DIPLELET Description: Diploma in ELET

Web Locked Curriculum Rules Curriculum Dependent

Student Level: CR Credit

Course Level: CR Credit

Campus: []

College: EN College of Engineering

Degree: DIPL Diploma

ID: []

Program: SD ELET Description: Shawn Diploma in ELET

Web Locked Curriculum Rules Curriculum Dependent

Student Level: UG Undergraduate

Course Level: UG Undergraduate

Campus: []

College: EN College of Engineering

Degree: DIPL Diploma

ID: []



Section B: Set Up

Lesson: Program Definition Rules (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action										
1	Access the Program Definition Rules Form (SMAPRLE).										
2	Navigate to the Program field.										
3	Perform an Insert Record function.										
4	Enter the program <i>XX_DIPLELET</i> (<i>XX</i> = your initials) in the Program field.										
5	Enter a description for your program—Your first Name <i>Diploma in ELET</i> In the Description field.										
6	Leave the Locked checkbox empty (it will be reserved for future use).										
7	The Curriculum Dependent checkbox is checked automatically to designate that the program is curriculum dependent.										
8	Enter the program rule detail information by entering values in the Student Level , Course Level , Campus (optional), College , and Degree fields. <u>Note:</u> If the Campus field is left empty, all campuses are valid.										
	<table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Student Level</td> <td>UG Undergraduate</td> </tr> <tr> <td>Course Level</td> <td>UG Undergraduate</td> </tr> <tr> <td>College</td> <td>EN College of Engineering</td> </tr> <tr> <td>Degree</td> <td>DIPL Diploma</td> </tr> </tbody> </table>	Field	Value	Student Level	UG Undergraduate	Course Level	UG Undergraduate	College	EN College of Engineering	Degree	DIPL Diploma
Field	Value										
Student Level	UG Undergraduate										
Course Level	UG Undergraduate										
College	EN College of Engineering										
Degree	DIPL Diploma										
9	Click the Save icon.										
10	Click the Exit icon.										



Section B: Set Up

Lesson: Curriculum Rules Form

◀ Jump to TOC

Introduction

Curriculum checking throughout the Student system ensures the fields describing academic programs are entered in with the correct combinations. Curriculum rules also provide a link between academic programs and program requirements.

The Curriculum Rules Form (SOACURR) is used to view/or create curriculum rules. If the **Term** field is empty, all rules will default. If a term is entered, it will only display those rules that are valid for that term. Throughout this module, you will see the term “Base Curriculum Information.” Base Curriculum Information consists of program, campus, level, college, and degree.

Displaying on the web

The optional **Web Display Description** field, along with the rule’s Effective Term and Admissions Indicator, will control the data available for Web processing. Its value will be displayed to Web applicants when they are asked to select the program for which they wish to apply. If a line of curriculum rules does not have a Web Display Description, the curriculum will not be available for Web processing.

Banner form

Base Rule Number	Program	Level	Campus	College	Degree	Effective Term	Primary	Secondary	Locked
<input type="checkbox"/>	13	BA		AS	BA	000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	BA-ANTHRO	UG		AS	BA	000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	BA-HISTORY	UG		AS	BA	000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	BA_ART	UG		AS	BA	000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	BS_MATH	UG		AS	BS	000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10	BS_PHYSICI	UG		AS	BS	000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	DIPLELET	CR		EN	DIPL	000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7	ENGL_BA	UG		AS	BA	000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11	ESL_CERT	UG		AS	CERT	000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14	LLB	LWV		LW	BAL	000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1		CE		CE	CPR	199520	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3		LW		LW	JD	000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5		UG		BU	BBA	000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Program: Diploma in ELET



Section B: Set Up

Lesson: Curriculum Rules Form (Continued)

◀ Jump to TOC

Procedure

Follow these steps to view and create curriculum rules.

Step	Action
1	Access the Curriculum Rules Form (SOACURR).
2	Leave the Term field in the Key block blank.
3	Perform a Next Block function.
4	Perform an Execute Query function to view curriculum rules in effect for all terms in the Base Rules field.
5	Perform an Insert Record function.
6	Enter the program code you just entered on the Program Definition Rules Form (SMAPRLE) in the Program field. <u>Note:</u> Base curriculum rules can be defined without program codes, and the program code can be updated from empty to a value in an existing base curriculum rule. But, if you are running CAPP, you must have program codes.
7	The Level, Campus, College, and Degree fields default from SMAPRLE.
8	Enter the term 000000 in the Term field.
9	Select the Primary checkbox if degree records should be created or updated when the base curriculum values are present in a student's primary curriculum. When a new base curriculum rule is built, the values will default from the values currently maintained on the Program Definition Rules Form (SMAPRLE).
10	Select the Secondary checkbox if degree records should be created or updated when the base curriculum values are present in a student's secondary curriculum.
11	Select the Lock checkbox when the curriculum rule has been completely defined and the major(s) added. <u>Note:</u> Curriculum rules are not completely defined until the base rule has been saved and all appropriate attachments and module controls have been saved.
12	Click the Save icon. <u>Warning:</u> Once a record is saved in SMAPRLE, it cannot be changed. To alter a specific record, it must be deleted, and then re-added with the corrections. When you look at the tabs on the top of the screen, you will see that the Rule-Based Concentrations tab is inactive if the radio button Attach Concentration to Majors is set to yes on SOACTRL.



Section B: Set Up

Lesson: Curriculum Rules Form (Continued)

◀ Jump to TOC

Majors and Departments tab

You can assign majors to the program on the Majors and Departments tab. Some programs may have only one major and others (BA_Libart) might have many.

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Select the <u>Majors and Departments</u> tab.
2	Select a major in the Major field. <u>Note:</u> Here you assign the majors to the program. Some programs may have only one major and others (BA_Libart) might have many. Your major is ELET.
3	Select a department in the Department field.
4	Review the defaults in the remaining fields and adjust if required.
5	Click the Save icon.



Section B: Set Up

Lesson: Curriculum Rules Form (Continued)

◀ Jump to TOC

Major Dependent Concentrations tab

Curriculum Rules: SOACURR 7.0 (C700)

Term:

Base Curriculum Rules | Majors and Departments | **Major-Dependent Concentrations** | Minors | Module Control

Concentrations

From Term: Base Curriculum Rule Term Range To Term:
 Program: Level: Campus: College: Degree:
 From Term: Major and Department Rule Term Range To Term:
 Major: Electronic Technology Department:

From Term: No Effective Terms Found To Term:

Concentrations	Recruiting	Admissions	General Student	Academic History	CAPP	Activity Date
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Select the <u>Major Dependent Concentrations</u> tab.
2	Select a concentration in the Concentrations field. <u>Note:</u> If in SOACTRL, the Attach Concentrations To Majors is set to No, you can still attach them here. In addition, you may select Concentrations from the radio button on the first window and enter Concentrations. Your program has no concentration so leave this blank. If your program has tracks, emphasis or concentrations, you would enter them here in the Concentration field. <u>Example:</u> The BA-English major has three tracks: Literature, Creative Writing and Journalism. We define these as a concentration and attach them to the program here.
3	Review the defaults in the remaining fields and adjust if required.
4	Click the Save icon.



Section B: Set Up

Lesson: Curriculum Rules Form (Continued)

◀ Jump to TOC

Minors tab

Curriculum Rules SOACURR 7.0 (C700)

Term:

Base Curriculum Rules | Majors and Departments | Major-Dependent Concentrations | **Minors** | Module Control

Minors

From Term: Base Curriculum Rule Term Range To Term:
 Program: Level: Campus: College: Degree:

From Term: No Effective Terms Found To Term:

Minors	Recruiting	Admissions	General Student	Academic History	CAPP	Activity Date
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Select the <u>Minors</u> tab.
2	Select a minor in the Minors field. <u>Note:</u> Minors are attached directly to the Base Curriculum Rules, not the major. The <u>Minors</u> tab is used to indicate a minor which is restricted to that major. <i>Example:</i> An English major is not likely to minor in English as well. If you are creating the Base Curriculum Rule for the English major and attach the English minor on this tab, then you are telling SCT Banner that all English Majors must minor in English as well. By attaching a minor directly to the Base Curriculum Rules, any major can have a minor in English. You would only use this form for programs that require certain major/minor combinations.
3	Review the defaults in the remaining fields and adjust if required.
4	Click the Save icon.



Section B: Set Up

Lesson: Curriculum Rules Form (Continued)

◀ Jump to TOC

Module Control tab

You can set the validity of the Program and Curriculum Rules on the Module Control tab by setting the switch to On or Off. In addition, you may select a term at the top and select one of the modules if you wish to stop a student from entering Admissions (program will no longer exist) but permit those already in it to finish.

Curriculum Rules: SOACURR 7.0 (C700)

Term:

Base Curriculum Rules | Majors and Departments | Major-Dependent Concentrations | Minors | **Module Control**

Module Control

Curriculum Rule:
 Program: Level: Campus: College: Degree:

From Term: To Term:

Modules	On	Off
Recruiting:	<input checked="" type="radio"/>	<input type="radio"/>
Admissions:	<input checked="" type="radio"/>	<input type="radio"/>
General Student:	<input checked="" type="radio"/>	<input type="radio"/>
Academic History:	<input checked="" type="radio"/>	<input type="radio"/>
Curriculum, Advising, and Program Planning:	<input checked="" type="radio"/>	<input type="radio"/>

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Select the <u>Module Control</u> tab.
2	Click the On or Off radio button for each module. <u>Note:</u> Here you can set the validity of the Program and Curriculum Rules by setting the switch to On or Off . In addition, you may select a term at the top and select one of the modules if you wish to stop a student from entering Admissions (program will no longer exist) but permit those already in it to finish.
3	Click the Save icon.
4	Click the Exit icon.



Section B: Set Up

Lesson: Curriculum Control Form

◀ Jump to TOC

Introduction

Use the Curriculum Control Form (SOACTRL) to view how you will be using the various areas that are related to curriculum and to set the severity level of error checking by module.

When a curriculum rule is locked, it is a valid rule that will be enforced by curriculum checking, based upon the error severity flags maintained on SOACTRL and the module flags set in the Module Control window for the base curriculum rule. When a curriculum rule is not locked, the rule is not yet available for use in curriculum checking. A record with the values defined in the curriculum rule will fail curriculum checking when the appropriate curriculum rule is not locked.

Banner form

Curriculum Rules Control SOACTRL 7.0 (C700)

Curriculum Rules

Use CAPP's Program Planning:	Yes	No
Perform Curriculum Checking:	<input checked="" type="radio"/>	<input type="radio"/>
Attach Concentrations to Majors:	<input checked="" type="radio"/>	<input type="radio"/>
Create or Update Degree with Primary Curriculum:	<input checked="" type="radio"/>	<input type="radio"/>
Create or Update Degree with Secondary Curriculum:	<input checked="" type="radio"/>	<input type="radio"/>

Curriculum Checking Error Severity

	Fatal	Warning	No Checking
Recruiting:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Admissions:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Student:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic History:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAPP Compliance Request	<input checked="" type="radio"/>		

Activity Date: 29-NOV-2004

Number of Curricula Allowed

Learner Module	Curricula	Majors	Minors	Concentrations	System Required	User	Activity Date
ADMISSIONS	2	2	2	6	<input type="checkbox"/>	SATURN	21-OCT-2004
LEARNER	9999	9999	9	9	<input checked="" type="checkbox"/>	SAISUSR	04-NOV-2004
OUTCOME	2	2	2	6	<input checked="" type="checkbox"/>	SATURN	21-OCT-2004
RECRUIT	1	2	2	6	<input checked="" type="checkbox"/>	SATURN	21-OCT-2004



Section B: Set Up

Lesson: Curriculum Control Form (Continued)

◀ Jump to TOC

Procedure

Follow these steps to view the curriculum controls in place.

Warning: Do not change the rules.

Step	Action
1	Access the Curriculum Control Form (SOACTRL).
2	<p>The field Use CAPP's Program Planning radio group is set to <i>yes</i> to alert the system that you are using CAPP.</p> <p><u>Note:</u> You would not set this code to <i>yes</i> until all Curriculum Rules (SOACURR) have been assigned a program code (SMAPRLE). After this, if you add something new, you will add both the program code (SMAPRLE) and the Curriculum Rules (SOACURR) at the same time.</p> <p><u>Note:</u> When Use CAPP's Program Planning is set to <i>Yes</i>, the Use Curriculum Rules radio group must also be set to <i>Yes</i>. If you are using CAPP Program Planning features, you must also have curriculum rule checking in effect.</p>
3	<p>Use the Perform Curriculum Checking radio group to set to <i>yes</i>.</p> <p><u>Note:</u> When set to <i>Yes</i>, Perform Curriculum Checking will be applied based on the Error Severity flags for each module set for each base curriculum rule on the Curriculum Rules Form (SOACURR). When set to <i>No</i>, no curriculum checking will be performed.</p>
4	<p>The Attach Concentrations to Majors radio group controls how concentrations may be built on curriculum rules.</p> <p>If the radio group is set to <i>Yes</i>, concentrations can be attached to major/department rules and to base curriculum rules. When attached to a major/department rule, a concentration is valid only within the specified major/department rule.</p> <p>If the radio group is set to <i>No</i>, concentrations cannot be attached directly to majors and can be attached only to base curriculum rules. The concentrations will be valid for any majors within the base curriculum rule.</p>



Section B: Set Up

Lesson: Curriculum Control Form (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
5	<p>Independent of the rest of these choices are the Create/Update Degree with Primary Curriculum and Create/Update Degree with Secondary Curriculum radio groups.</p> <p>Use these radio buttons to set the default on every curriculum rule that is built on the Curriculum Rules Form (SOACURR).</p> <p>The default values set on each curriculum rule are then the default values used on the General Student record for the Create/Update Degree field, which exists on the primary and secondary curriculum.</p>
6	<p>The Create/Update Degree with Primary Curriculum radio group is set to <i>Yes</i> if you want to create or update a degree record in Academic History from the primary curriculum in General Student.</p> <p>If you select <i>Yes</i>, a degree record will be created or updated from the information in the General Student Record (SGASTDN). Both a primary and secondary record may be created. In the General Student Record (SGASTDN), there is a value for Create Degree in History. This should be set to <i>Yes</i>. A new record will be created for each new program change.</p> <p>If the secondary curriculum qualifies to create the degree record, that is, if the program, degree, and level are different on the secondary curriculum, then you may use the option to create another degree record by setting the Create/Update Degree with Secondary Curriculum radio group to <i>Yes</i>.</p>
7	<p>Use the Error Severity block to set up how you want to check curriculum rules by module. The error severity options are:</p> <ol style="list-style-type: none"> 1. <u>Fatal</u>: the system will not allow a curriculum combination to be used that is not in effect on the Curriculum Rules Form (SOACURR). 2. <u>Warning</u>: a message is generated that the combination is invalid and the user is given the option to continue or cancel. 3. <u>No Checking</u>: the rules are not checked, and no message is displayed.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Compliance Default Parameter Form

◀ Jump to TOC

Introduction

Prior to running a compliance, you need to set up three default codes on the Compliance Default Parameters Form (SMADFLT). These default codes will appear on the Compliance Request Management Form (SMARQCM).

There are three defaults which need to be set up are listed in the table:

Default	Description
Batch	used when running compliances from job submission
Online	used when requesting transcript for individuals on-line
Web	used when running compliances on Self Service: Student and Self Service: Faculty and Advisors

Banner form

Compliance Default Parameters - SMADFLT 7.0

Default Code:

Compliance Request Default Parameters

Evaluation Term:

Course Usage Order :

Minimum Numeric Grade Value:

Apply Degree Course Only
 Update Applied Courses
 Use In-Progress Courses

Additional Compliance Data:
 Create Unused Area Records
 Create Unused Courses and Attributes
 Create Rejection Records
 Create Course Select Report

Advisor/Class Term:

Minimum In-Progress Term:

Maximum In-Progress Term:

Minimum Cut-Off Term:

Maximum Cut-Off Term:

User:

Activity Date:



Section B: Set Up

Lesson: Compliance Default Parameter Form (Continued)

◀ Jump to TOC

Procedure

Follow these steps to set up default rules for the online compliance.

Step	Action
1	Access the Compliance Default Parameters Form (SMADFLT).
2	Enter <i>Online</i> in the Default Code field.
3	Perform a Next Block function.
4	Enter <i>000000</i> in the Evaluation Term field.
5	Enter <i>T</i> in the Course Usage Order field.
6	Enter <i>0</i> in the Minimum Numeric Grade Value field.
7	Select the Use In-Progress Courses checkbox.
8	Enter <i>000000</i> in the Minimum In-Progress Term field.
9	Enter <i>999999</i> in the Maximum In-Progress Term field.
10	Enter <i>000000</i> in the Minimum Cut-off Term field.
11	Enter <i>999999</i> in the Maximum Cut-off Term field.
12	Select the Create Unused Area Record checkbox in the Additional Compliance Data block.
13	Select the Create Unused Courses and Attributes checkbox.
14	Select the Create Rejection Records checkbox.
15	Click the Save icon.
16	Repeat steps 2-15 to create the Batch and Web default codes.
17	Click the Exit icon.



Section B: Set Up

Lesson: Compliance Print Type Rules Form

◀ Jump to TOC

Introduction

Before you can print a compliance, you must define exactly what you would like to print on the compliance. Use the Compliance Print Type Rules Form (SMACPRT) to set up print rules.

Note: Sungard SCT recommends first creating a set of print rules that have all boxes checked called *PRNTALL*. After you have printed a compliance that contains all possible compliance data, you can go back to SMACPRT and start unchecking the items you don't want printed on the compliance.

Banner form

Compliance Print Type Rules SMACPRT 7.0

Compliance Type: PRNTALL

Advisor:	<input type="text" value="Print Name"/>	Evaluation Term:	<input type="text" value="Print Code/Desc"/>
Originator Code:	<input type="text" value="Print Code/Desc"/>	Curriculum Source:	<input type="text" value="Print Source"/>
Originator ID:	<input type="text" value="Print Name"/>	Curriculum Details:	<input type="text" value="Print Code/Desc"/>
Program:	<input type="text" value="Print Code/Desc"/>	Additional Curriculum Detail:	<input type="text" value="Print Code/Desc"/>
Level:	<input type="text" value="Print Code/Desc"/>	Admit Term:	<input type="text" value="Print Code/Desc"/>
Campus:	<input type="text" value="Print Code/Desc"/>	Expected Graduation Date:	<input type="text" value="Print Date"/>
College:	<input type="text" value="Print Code/Desc"/>	Degree/Graduation Status:	<input type="text" value="Print Deg Code/Desc"/>
Degree:	<input type="text" value="Print Code/Desc"/>	Current Class:	<input type="text" value="Print Code/Desc"/>

Print General / Summary Page Print Detail Attachment Page
 Print In-Progress Course Print Unused Course
 Print Planned Course Print Message/Disclaimers
 Print Rejected Course
 Print In-Progress, Planned, Rejected, Unused Courses, and Disclaimers Page

Procedure

Follow these steps to create the print type rules.

Step	Action
1	Access the Compliance Print Type Rules (SMACPRT).
2	Enter <i>PRNTALL</i> in the Compliance Type field.
3	Perform a Next Block function.
4	Select the print option for each field using the field's drop-down list.
5	Select all checkboxes on the form.
6	Click the Save icon.
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to explain the operational procedures to create and define programs; create and attach areas; and create and attach groups.

Intended audience

Staff members who are responsible for student tracking toward degree or award completion.

Objectives

At the end of this section, you will be able to

- create and attach groups to areas
- create and attach areas to programs
- create a captive and non-captive program in CAPP
- run a compliance
- enter an adjustment to degree requirements
- enable WebCAPP
- run a web compliance/degree audit.

Prerequisites

To complete this section, you should have completed the SCT Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals” or have equivalent experience navigating in the SCT Banner system.

You will also need to ensure that the validation codes in SCT Banner needed for CAPP have been set up for you.

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Section C: Day-to-Day Operations

Lesson: Overview (Continued)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

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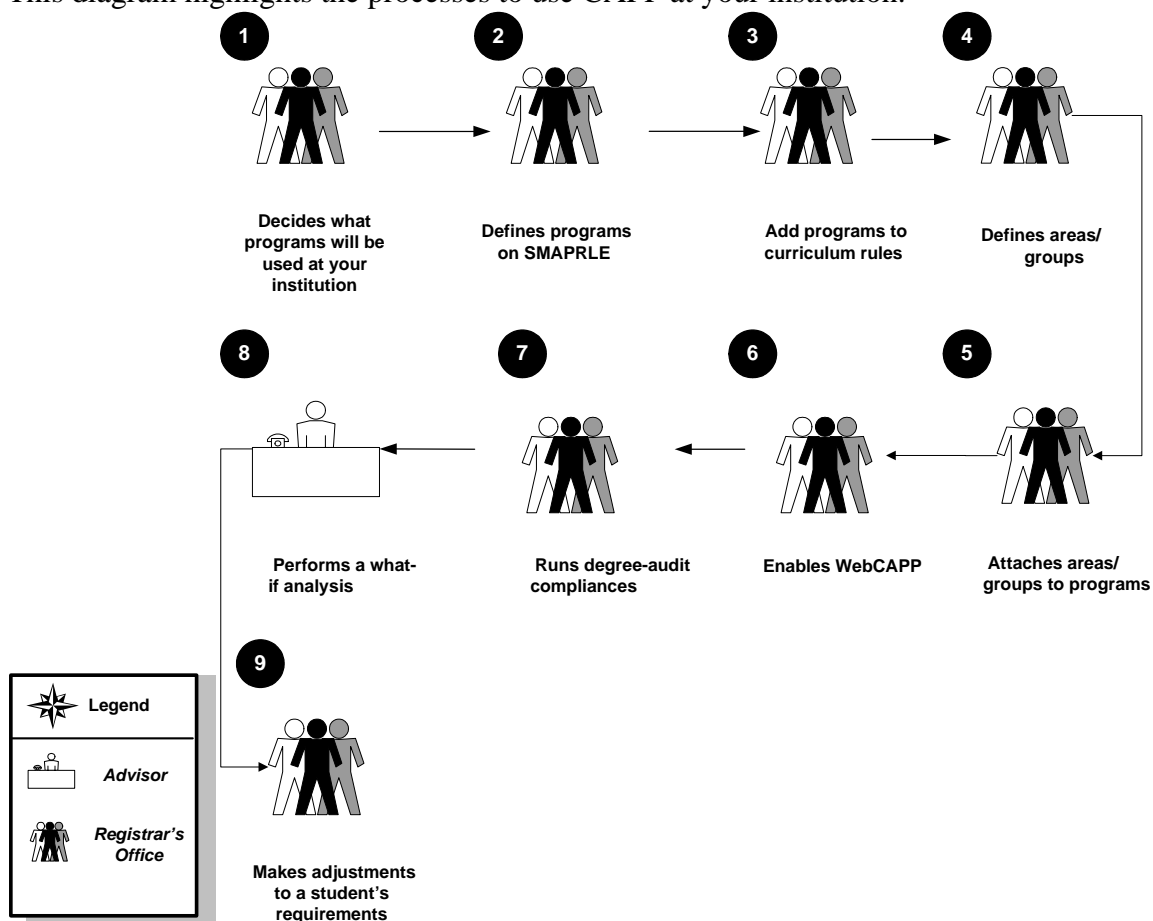
About the process

The office responsible for processing program evaluations can

- define programs and add them to the curriculum rules to be used to attach to a recruit, admit or student record
- create area and group requirements to attach to a program
- run compliances
- perform what-if analysis
- make adjustments to a student's requirements.

Flow diagram

This diagram highlights the processes to use CAPP at your institution.





Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

◀ [Jump to TOC](#)

What happens

The stages of the process are described in this table.

Stage	Description
Registrar	
1	Decides what programs will be used at your institution
2	Defines programs on SMAPRLE
3	Adds programs to curriculum rules
4	Defines areas and groups
5	Attaches areas/groups to programs
6	Enables WebCAPP
7	Runs degree-audit compliance.
Advisor	
8	Performs a what-if analysis
Registrar	
9	Makes adjustments to a student's requirements



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP

◀ Jump to TOC

Planning your project

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 training workbook uses a bottom-up sequence. First you will define a group, then an area, and finally a program.

You should plan your project top-down and build CAPP bottom-up as the higher-level forms require you to attach items created at a lower level.

Note: To plan your project top-down, you should

- identify which programs are offered at your institution
- identify which areas you need to build to make up those programs
- identify any group you will need to create to build the areas.

CAPP forms

There are 6 main forms that you will use when building your CAPP programs.

📁 Curriculum, Advising and Program Planning [*CAPP]

📁 CAPP Requirements [*CAPPREQ]

📄 Program Definition Rules [SMAPRLE]

📄 Program Requirements [SMAPROG]

📄 Area Library [SMAALIB]

📄 Area Requirements [SMAAREA]

📄 Group Library [SMAGLIB]

📄 Group Requirements [SMAGROP]

SCT Banner Form	Purpose
Program Definition Rules (SMAPRLE)	To define the program (program name, student level, course level, college, and degree).
Program Requirements Form (SMAPROG)	To define the requirements of a program. A requirement can be defined at the program, area, or group level.
Area Library Form (SMAALIB)	To add an area to the Area Library for use in CAPP. An area must be added to the library before its requirements can be defined.



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Procedure, continued

Area Requirement Form (SMAAREA)	To define the requirements of an area. The area requirements must be defined before they can be attached to a program.
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.
Group Requirement Form (SMAGROP)	To define the requirements of a group. The group requirements must be defined before they can be attached to an area.



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Common Concepts

The SCT Banner forms for building areas and groups are very similar. In fact, the forms are set up the same way. Most of the time, you will be creating areas and attaching them to programs.

Occasionally you will have more complex areas such as the general education or core requirements. When you have a more complex area, you would build the details (such as courses) at the group level and attach the set of groups to the area.

Because these forms are so similar, there are common concepts used in setting up these forms. They are:

- Connectors
- Reuse
- Sets and Subsets
- Rules

Note: This topic will provide detailed information on each concept. The actual steps are found in the procedures for setting up areas and groups.

Connectors

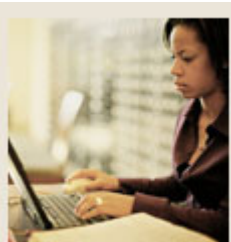
Connectors connect a thought into a statement by using an “and/or” logic. Simply, you are telling CAPP that you want to use:

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: Indicates that the requirement must be fulfilled using both of the values that you specify.

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



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Connectors, continued

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: Indicates an “all or nothing” approach. This is the most specific.

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:

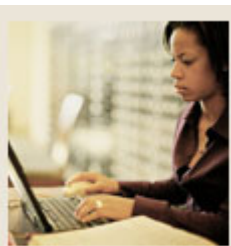
Total Required Credits field	Connector	Total Required Courses field
126	None	

Reuse

Reuse indicators control how courses and/or 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.



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Reuse indicators

The reuse indicators are described in the following table.

Indicator	Description
None	You cannot reuse a course/attribute.
Out	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.
In	Courses/attributes previously used can come in and be considered for reuse, but they cannot go out to be used by any additional areas or groups.
Both	Previously used courses/attributes can go out if used, and can also come in if already used.
Within	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. If within reuse is not allowed, either a course or its attributes can be used within the same area or group. If within reuse is allowed, both the course and 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.



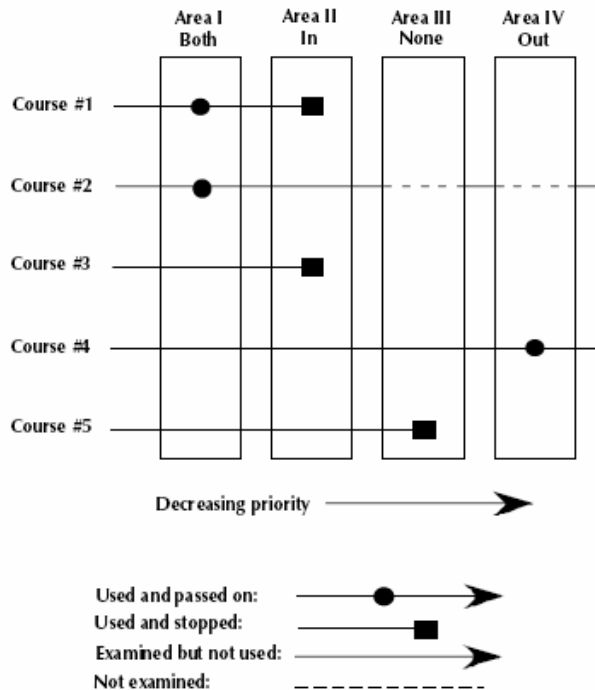
Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Reuse example

The following diagram shows how the reuse indicators work.



Area I has a reuse indicator of “Both”

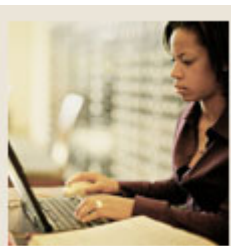
Courses 1 and 2 fulfill the requirements in Area I. These courses are used in Area I and then flagged as used. Because Area I has a Both reuse indicator, used courses are passed back out to be used in other areas.

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. Courses 1 and 5 cannot be reused by any lower priority area.



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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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.

Multiple Reuse Processing

Compliance performs reuse processing using multiple-entity processing rules unless you make a change.

Note: 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 whether single-entity reuse processing should be performed for a program.

Multiple Reuse Example

The examples that follow are not attempting to 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: 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:

<i>Subj</i>	<i>CRSE Low</i>	<i>Crse High</i>	<i>Attribute</i>	<i>Req Credits</i>
ENGL	1005			3.00
			WRIT	3.00
			COMP	3.00
			LITR	3.00



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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."

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.

Select the **Single Entity** checkbox in the General Requirements block of the Student Program Adjustments Form (SMASPRG) to indicate that the program should be evaluated using single-entity processing.

In the example on the previous page, the course would only be used once to fulfill one of the requirements. No part of the course could be reused to fulfill any other requirement.

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.

Sets and subsets example, part A

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 100-103
and



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Lesson: Setting Up CAPP (Continued)

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Sets and subsets example, part A, continued

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 - High	Required Courses
A10	111	HIST	110 111	2
A10	111	HIST	114	1

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

Sets and subsets naming conventions

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.

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.



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Compliance for sets and subsets

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

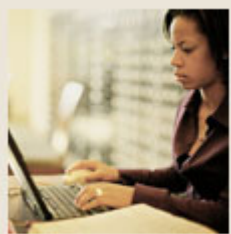
You can define very specifically how compliance selects courses/attributes within detail requirements. For example, you may have four courses that are absolutely required. If you do not care about the order in which these requirements are fulfilled, define the requirements without the use of sets, subsets 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.

Credits or Courses?

When you run a compliance, are you looking at credits or courses? Generally, it is better to enter the number of required courses rather than the number of credits in your sets/subsets. Students may have transferred courses in which they have met the requirement for the course but not have enough credits.

Example: A transfer student could have received 2.66 credits and have met the requirement of the course. If the requirement is 3 credits, then area will not be met. If the requirement is one course, then area will be met.



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Sets and subsets example, part B

Now let's continue to build this requirement.
To satisfy this requirement, a student must take:

HIST 110, 111, *and* 114

or

ANTH 100-103

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 - High	Required Courses
A10	111	HIST	110 111	2
A10	111	HIST	114	1
A10	222	ANTH	100 103	3

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.

Sets and subsets example, part C

Now let's finish building this requirement. To satisfy this requirement, a student must take:

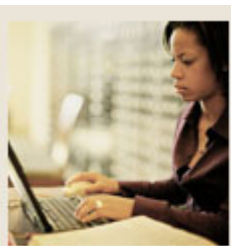
HIST 110, 111, *and* 114

or

ANTH 100-103 *and* PSYC 100 *or* SOCI 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 – High	Required Courses
A10	111	HIST	110 111	2
A10	111	HIST	114	1
A10	222	ANTH	100 103	3
A20	111	PSYC	100	
A20	222	SOCI	110	



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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Sets and subsets example, part C, continued

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 SOCI 110.

Rules

When you have more complicated requirements, 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.

SCT Banner uses rules to handle situations in which set and subset 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.

Rules example

Example: 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 requirement 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: 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.



Section C: Day-to-Day Operations

Lesson: Setting Up CAPP (Continued)

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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.

For more information

For more information and examples on connectors, reuse, sets/subsets, and rules, refer to *Chapter 2: Common Concepts* in the CAPP Handbook.



Section C: Day-to-Day Operations

Lesson: Creating a Group

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Introduction

The Group Library Form (SMAGLIB) is used 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).

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 courses/attribute detail requirements to an area. Use groups when there is a clearly definable subset of course/attribute requirements within an area, see the example below.

Note: Groups are most often used when setting up the general education or core requirements for an institution. For most major requirements, only areas will be needed.

Example: The general education requirements for an institution may include:

- Foreign language requirements
- Science requirements
- Mathematics requirements
- History requirements
- Philosophy requirements
- Natural science requirements
- Social science requirements

In this example, each of these major divisions would be a group. You would create an area called “General Ed” or “Core” and attach these groups to the area.



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Group Library Form (SMAGLIB)

Group	Description	Student Level	Course Level	Print Indicator
CORE-ARTS	Fine/Performing Arts Component	UG	UG	Print Everything
CORE-COMP	Comp/Literature Component	UG	UG	Print Everything
CORE-GHUM	General Humanities Component	UG	UG	Print Everything
CORE-MATH	Math/Stat Component	UG	UG	Print Everything
CORE-SSCI	Social Science Component	UG	UG	Print Everything

Procedure

Follow these steps to add a group to the group library for use in CAPP.

Step	Action
1	Access the Group Library Form (SMAGLIB).
2	Perform an Insert Record function, if needed.
3	Enter a name of the group in the Group field.
4	<p>Enter a description of the group in the Description field.</p> <p><u>Note:</u> The description appears on the compliance report so the group names should be consistent and easily understood by advisors and students at your institution.</p> <p><i>Example:</i> The following group names and descriptions are part of the core/general education requirements:</p> <p>CORE-ARTS: Fine/Performing Arts Component CORE-COMP: Comp/Literature Component CORE-MATH: Math/Stat Component CORE-SSCI: Social Science Component</p>



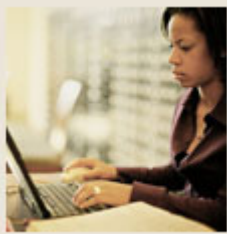
Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Procedure, continued

Step	Action
5	Double-click in the Student Level field to select a student level code or enter <i>UG</i> for undergraduate.
6	Double-click in the Course Level field to select a student level code or enter <i>UG</i> for undergraduate.
7	Select what you would like printed on the compliance in the Print Indicator field.
8	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Group Requirement Form (SMAGROP)

Group Requirements SMAGROP 7.0 (C700)

Group: Language Component:

Term: Student Level:

Catalog: Course Level:

General Requirements

From Term: Copy To Term:

Active Inactive

Connector

	Credits	None	And	Or	Courses
Total Required:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Required Institutional:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Required Institutional Traditional:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Maximum Institutional Non-Traditional:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Maximum Transfer:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Compliance:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Default Within Indicator

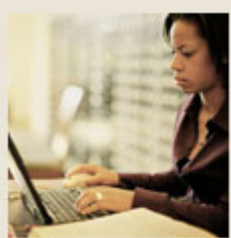
Default Course Reuse: Minimum Course Grade:

Default Attribute Reuse: Default Year Limit:

Procedure

Follow these steps to define group requirements.

Step	Action
1	Select Group Requirements (SMAGROP) for the Options menu.
2	Enter <i>000000</i> (the beginning of time) in the Term field. <i>Note:</i> If the group you are defining is a new requirement and will only be available starting with a current or future term, enter that term in the Term field.
3	Perform a Next Block function.
4	Click the Active radio button to make this group active. <i>Note:</i> If in the future, the group is no longer used, you would return to this form and select the Inactive radio button.
5	Enter the total required courses needed to satisfy this requirement in the Courses field. <i>Note:</i> You will use a similar form to set the requirements on the area and program levels. The courses entered here apply to just this group.

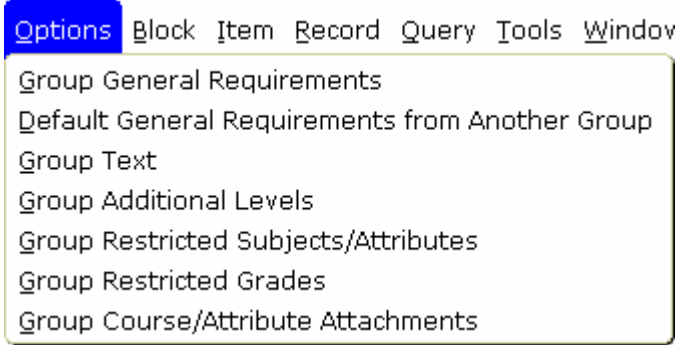


Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Procedure, continued

Step	Action
6	Select the course reuse indicator that applies to courses in this group in the Default Course Reuse field.
7	Click the Save icon.
8	Enter a letter grade in the Minimum Course Grade field. <i>Note:</i> Use the Search icon to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.
9	Click the Save icon.
10	Select the option you need to define group requirements from the Options menu.  <i>Note:</i> At a minimum, you should select <u>Group Text</u> to enter comments which display on the compliance and <u>Group Course/Attribute Attachments</u> to list the courses or attributes needed to fulfill the group requirements.



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Options – Group Text

Select Group Text to enter comments which display on the compliance report.

Procedure

Follow these steps to utilize Group Text to enter comments on the compliance report.

Step	Action
1	Select <u>Group Text</u> from the Options menu.
2	Enter a description that describes the requirement in the Text field.
3	Double-click in the Print field to select where you would like the text to print.
4	Repeat steps 2 and 3 to enter additional text if needed.
5	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Options – Group Additional Levels

Select Group Additional Levels to indicate additional course levels you would like to either include or exclude from fulfilling your group requirements.

Example: You would use this option if your undergraduate degree program will accept 6 credits of graduate level courses as electives provided the student received a minimum grade of D.

Caution: You should only use this option if absolutely necessary and the restrictions are needed because it is too cumbersome to list all the courses in the Group Course/Attribute Attachment option.

Include	Exclude	Level	Minimum Grade	Maximum Credits	None	Or	Maximum Courses
<input checked="" type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
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<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	

Procedure

Follow these steps to define Group Additional Levels.

Step	Action
1	Select <u>Group Additional Levels</u> from the Options menu.
2	Select the Include or Exclude radio button.
3	Enter the level code in the Level field.
4	Enter a letter grade in the Minimum Grade field.
5	Enter a number in the Maximum Credits field.
6	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Options – Group Restricted Subjects/ Attributes

Select Group Restricted Subjects/Attributes to limit subjects and/or attributes that will satisfy the requirements for the group.

Example: If you were setting up group requirements for a very restrictive Engineering program that only allowed electives from courses in the Engineering department, you would use this option to restrict the courses to just those in the Engineering department.

Caution: You should only set restrictions if absolutely necessary and the restrictions are needed because it is too cumbersome to list all the courses in the Group Course/Attribute Attachment option.

Procedure

Follow these steps to enter Restricted Subjects and Attributes from the Options menu.

Step	Action
1	Select <u>Group Restricted Subjects/Attributes</u> from the Options menu.



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

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Procedure, continued

Step	Action
2	<p>Enter a department code in the Department field to restrict courses that will fulfill the requirement to just those courses in the selected department.</p> <p><u>Note:</u> The Department field is being used as an example. You could restrict courses by Campus, College, Department, Subject, Course range, or Attribute.</p>
3	<p>Click the Save icon.</p> <p><u>Note:</u> Click the Text icon if you would like to enter an explanation of this restriction.</p>



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

◀ Jump to TOC

Options – Group Restricted Grades

Select Group Restricted Grades to restrict which grades will be accepted to fulfill the requirements of the group.

Example: You would use this option if you would like to further restrict the number of D grades that will be accepted to fulfill the requirements of the group. On the Group Requirements page, you set the **Minimum Course Grade** field to D. On this page, you could enter *D* in the **Grade** field and enter *6* in the **Maximum Credits** field to limit the number of D grades that will be accepted to meet this requirement.

Procedure

Follow these steps to Restrict Grades

Step	Action
1	Select <u>Group Restricted Grades</u> from the Options menu.
2	Enter a letter grade in the Grade field. <u>Note</u> : Use the Search icon to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.
3	Enter a number in the Maximum Credits field.



Section C: Day-to-Day Operations

Lesson: Creating a Group (Continued)

◀ Jump to TOC

Procedure, continued

- | | |
|---|--|
| 4 | <p>Click the Save icon.</p> <p>Note: Click the Text icon if you would like to enter an explanation of this restriction.</p> |
|---|--|

Options – Group Course/ Attribute Attachments

Select Group Course/Attribute Attachments to enter the details regarding the courses and/or attributes that will fulfill the group requirements.

Example: You are setting up the Core-language component. Students must take 6 credits in any Foreign Language to fulfill the group requirements. You can use Set/Subset Logic combined with Course Low and High range to define the requirement.

Note: See *Setting Up CAPP: Common Concepts* starting on page C-4 for more detailed information on using Set/Subsets and Rules.

Group Requirements SMAGROP 7.0 (C700)

Group: CORE-LANG Language Component Term: 000000 Student Level: UG
Catalog: 0000 Course Level: UG

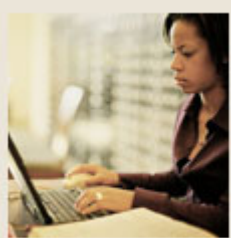
Group Course/Attribute Attachment SMAGROP 7.0 (C700)

From Term: 000000 Maintenance To Term: 999999

Set	Subset	Rule	Subject	Course Number Low	Course Number High	Use Catalog	Course Attribute	Student Attribute	Year Rule	Minimum Grade	Credits Per Course Minimum	Credits Per Course Maximum	Use Split Courses
<input type="checkbox"/>	A10	100	ARAB	100	399	<input type="checkbox"/>							<input checked="" type="checkbox"/>
<input type="checkbox"/>	A10	110	FREN	100	399	<input type="checkbox"/>							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	A10	115	SPAN	100	399	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>

Required Credits: 6.000 (Selected) | None | And | Or | Required Courses: | Maximum Credits: | None | Or | Maximum Courses: | Must Take In or After Term: | Must Take Before Term: | Use Transfer Courses: | Maximum Transfer Credits: | None | Or | Maximum Transfer Courses:

Count In GPA: | Compliance Credits: | Compliance Courses: | Concurrent Enrollment Allowed: | Test Score Minimum: | Test Score Maximum: | Campus: | College: | Department:



Section C: Day-to-Day Operations

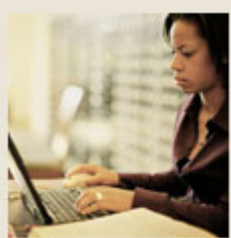
Lesson: Creating a Group (Continued)

◀ Jump to TOC

Options – Group Course / Attribute Attachments, continued

Step	Action																														
1	Select <u>Group Course/Attribute Attachments</u> from the Options menu. <u>Note:</u> Use the following table to complete this exercise.																														
	<table border="1"> <thead> <tr> <th>Set</th> <th>Subset</th> <th>Subject</th> <th>Course Low</th> <th>Course High</th> <th>Required Credits</th> </tr> </thead> <tbody> <tr> <td>A10</td> <td>100</td> <td>ARAB</td> <td>100</td> <td>399</td> <td>6</td> </tr> <tr> <td>A10</td> <td>110</td> <td>FREN</td> <td>100</td> <td>399</td> <td>6</td> </tr> <tr> <td>A10</td> <td>115</td> <td>SPAN</td> <td>100</td> <td>399</td> <td>6</td> </tr> <tr> <td>A10</td> <td>120</td> <td>ITAL</td> <td>100</td> <td>399</td> <td>6</td> </tr> </tbody> </table>	Set	Subset	Subject	Course Low	Course High	Required Credits	A10	100	ARAB	100	399	6	A10	110	FREN	100	399	6	A10	115	SPAN	100	399	6	A10	120	ITAL	100	399	6
Set	Subset	Subject	Course Low	Course High	Required Credits																										
A10	100	ARAB	100	399	6																										
A10	110	FREN	100	399	6																										
A10	115	SPAN	100	399	6																										
A10	120	ITAL	100	399	6																										
2	Enter a 3-character/number combination in the Set field. <u>Note:</u> This is a user defined field. The Set must start with a letter. You can use any code that makes sense to you. For simplicity, we chose <i>A10</i> for the Set name and counting by fives in the Subset field. When the Set code is the same, there is an implied <i>or</i> condition. Select Arab, or French, or Spanish, or Italian.																														
3	Enter a three-digit number in the Subset field.																														
4	Enter a subject code in the Subject field.																														
5	Enter the lowest course number that will be accepted to fulfill this requirement in the Course Low field.																														
6	Enter the highest course number that will be accepted to fulfill this requirement in the Course High field. <u>Note:</u> By entering a Course Low and High , you have defined a range of courses that will fulfill the requirement. If only one course would fulfill the requirement, you would just enter a course number in the Course Low field.																														
7	Use the scroll bar to scroll to the left and enter the number of credits needed in the Required Credits field.																														
8	Repeat steps 2-7 to enter all requirements.																														
9	Click the Save icon.																														
10	Click the Exit icon.																														

Next step: if used, must be attached to an area. After you have created all of your groups, the next step is to create an area and attach the groups to an area.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups

◀ Jump to TOC

Introduction

The Area Library Form (SMAALIB) is used to add an area to the area library for use in CAPP. 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).

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

Note: 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.

Warning: 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.

Scenario

The general education requirements for an institution may include:

- Foreign language requirements
- Science requirements
- Mathematics requirements
- History requirements
- Philosophy requirements
- Natural science requirements
- Social science requirements

In this scenario, each of these major divisions would be a group. You would create an area called “General Ed” or “Core” and attach these groups to the area.

In the previous lesson, we created the Language group (CORE_LANG). Now we will create a group called XX_Core and attach the groups to the area.

Note: The other groups have already been set up for you.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups (Continued)

◀ Jump to TOC

Area Library Form (SMAALIB)

Area	Description	Student Level	Course Level	Compliance	Dynamic	Prerequisite	Print Indicator
BA-ANTH-GP	BA in Anthropology - Major GPA	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_CORE	Shawn Core Requirements	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-ANTH-MJ	Major - BA in Anthropology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-TEST	BA in PSYC Test	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA_PSYC	BA in Psychology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-AS/SC	Arts & Sciences Science Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-LANG	Arts & Science Language Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-UGB	Undergraduate Bachelor's Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET11	First Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET12	Second Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET21	Third Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET22	Fourth Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELETMGPA	ELET Major GPA	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-ANTH	Anthropology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-BIOL	Biology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-CHEM	Chemistry	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-HST	History	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything

Procedure

Follow these steps to add an area to the area library for use in CAPP.

Step	Action
1	Access the Area Library Form (SMAALIB).
2	Perform an Insert Record function, if needed.
3	Enter a name of the area (XX_CORE where XX=your initials) in the Area field.
4	Enter a description of the group (Your name Core Requirements) in the Description field. <u>Note:</u> The description appears on the compliance report so the area names should be consistent and easily understood by advisors and students at your institution.
5	Double-click in the Student Level field to select a student level code or enter <i>UG</i> for undergraduate.
6	Double-click in the Course Level field to select a student level code or enter <i>UG</i> for undergraduate.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
7	Select what you would like to print on the compliance in the Print Indicator field.
8	Click the Dynamic checkbox if CAPP can select this area during dynamic compliance (used for Non-Captive programs). <u>Note:</u> For this exercise, leave the Dynamic checkbox unchecked so that this area will only be used when attached to a program.
9	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups (Continued)

◀ Jump to TOC

Options - Area Qualifiers

Procedure

Follow these steps to define area qualifiers.

Step	Action
1	<p>Select <u>Area Qualifiers</u> from the Options menu.</p> <p><u>Note:</u> Qualifiers will be created only if the area is flagged as Non-Captive. This permits compliance to dynamically select this area by the qualifiers. When defining the qualifiers for a Dynamic Non-Captive Area the following apply</p> <ul style="list-style-type: none"> • If you enter a specific value, the area will apply only to people with that single specified characteristic. • All is used to specify that the area applies to all but the listed characteristics. If you wish to exclude a group, click on the icon and enter the exclusions. • Few is used to specify that the area applies <i>only</i> to the few characteristics listed. If you wish to include a group, click on the icon and enter the inclusions.
2	Perform a Next Block function.
3	Click the Search icon next to any field to include/exclude items related to that field.
4	Click the Return button to close the window.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups (Continued)

◀ Jump to TOC

Area Requirement Form (SMAAREA)

Area Requirements SMAAREA 7.0 (C700)

Area: Shawn Core Requirements Term: Student Level:
 Catalog: Course Level:

General Requirements

From Term: Copy To Term:
 Active Inactive

Attached:

	Credits	Connector None And Or	Courses
Total Required:	<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Required Institutional:	<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Required Institutional Traditional:	<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Maximum Institutional Non-Traditional:	<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Maximum Transfer:	<input type="text"/>	<input type="radio"/> <input type="radio"/>	<input type="text"/>
Compliance:	<input type="text"/>		<input type="text"/>

Minimum Course Grade:

Minimum Area GPA:

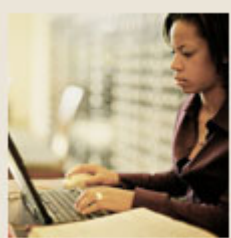
Default Within Indicator

Default Course Reuse: Default Priority:
 Default Attribute Reuse: Default Year Limit:

Procedure

Follow these steps to define area requirements.

Step	Action
1	Select Area Requirements (SMAAREA) for the Options menu.
2	Enter <i>000000</i> (the beginning of time) in the Term field. <i>Note:</i> If the area you are defining is a new requirement and will only be available starting with a current or future term, enter that term in the Term field.
3	Perform a Next Block function.
4	Click the Active radio button to make this area active. <i>Note:</i> If in the future, the area is no longer used, you would return to this form and select the Inactive radio button.

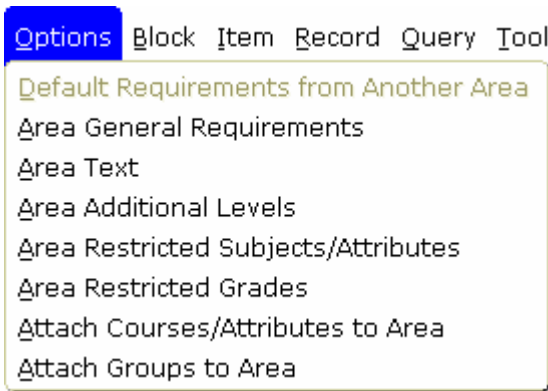


Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
5	<p>Enter the total required credits needed to satisfy this requirement in the Credits field.</p> <p><u>Note:</u> You will use a similar form to set the requirements on the program levels. The credits entered here apply to just this area. You could also enter required courses in the Courses field instead of credits.</p>
6	<p>Select the course reuse indicator that applies to courses in this area in the Default Course Reuse field.</p>
7	<p>Enter a letter grade in the Minimum Course Grade field.</p> <p><u>Note:</u> Use the Search icon to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.</p>
8	<p>Click the Save icon.</p>
9	<p>Select the option you need to define group requirements from the Options menu.</p>  <p><u>Note:</u> At a minimum, you should select <u>Area Text</u> to enter comments which display on the compliance and <u>Attach Groups to Area</u> to attach the groups needed to fulfill the area requirements.</p>



Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups (Continued)

◀ Jump to TOC

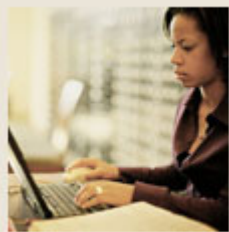
Options – Area Text

Select Area Text to enter comments which display on the compliance report.

Procedure

Follow these steps to enter comments on the compliance report.

Step	Action
1	Select <u>Area Text</u> from the Options menu.
2	Enter a description that describes the requirement in the Text field.
3	Select where you would like the text to print in the Print field.
4	Repeat steps 2 and 3 to enter additional text if needed.
5	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Attaching Groups (Continued)

◀ Jump to TOC

Options – Attach Groups to Area

Select Attach Groups to Area to attach the groups you created to fulfill your area requirements.

Set	Subset	Rule	Group	Course Re-Use	Attribute Re-Use	Within Indicator	Year Rule
*			CORE-LANG	None	None		
			CORE-COMP	Out	Out		
			CORE-ARTS	Out	Out		
			CORE-MATH	Out	Out		

Procedure

Follow these steps to attach groups to area requirements.

Step	Action
1	Select <u>Area General Requirements</u> from the Options menu.
2	Select <u>Attach Groups to Area</u> from the Options menu.
3	Click the Search icon at the top of the Group field.
4	Double-click on the group you want to include. <u>Result:</u> The selected group is now attached to the form in the Group field.
5	Repeat steps 2 and 3 until all groups that you want to attach are attached.
6	Click the Save icon.
7	Click the OK button to acknowledge the message.
8	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details

◀ Jump to TOC

Introduction

The Area Library Form (SMAALIB) is used to add an area to the area library for use in CAPP. 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).

Use the Area Requirement Form (SMAAREA) to define requirements at the area level. Area requirements include such items as minimum number of credits and/or courses, area minimum grade, and default area **Re-Use Indicators**. Because we are not attaching groups, we will set up the course details directly on the area forms. Notice how similar the Area Library Form (SMAALIB) and Area Requirement Form (SMAAREA) are to their group counterparts.

Many requirements can be defined at the program, area, group, or detail level, but area general requirements apply only to the areas. 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.

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.

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



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Scenario

The department chair of the Engineering Technology Department wants you to create the Electronic Engineering Technology Program, a captive program that dictates which courses must be taken in the specified order.

You need to give each area a code, and because these areas are used only in the DIPELET program and represent either a specific semester or GPA, the codes used try to indicate these meanings. For example, ELET11 represents ELET first year, first semester. ELET22 represents ELET second year, second semester.

You want to look at each area in the order of the semester it represents, so you have assigned the Priority in this relative order. There is nothing magic about the numbers used in your coding structure; they merely visually reflect the order in which compliance will try to fulfill the requirements of each area based on the priority number assigned later in this process as areas are attached to a program.

Use the procedures that follow to define the general requirements for the following areas (XX = your initials):

XX_ELET11
XX_ELET12
XX_ELET21
XX_ELET22
XX_ELETMGPA

Start by creating the codes on the Area Library Form (SMAALIB), then define the requirements on the Area Requirements Form (SMAAREA).



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Area Library Form (SMAALIB)

Area	Description	Student Level	Course Level	Compliance	Dynamic	Prerequisite	Print Indicator
BA-ANTH-GP	BA in Anthropology - Major GPA	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_CORE	Shawn Core Requirements	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_ELET11	ELET First yr, First Semester	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Print Everything
SD_ELET12	ELET First yr, Second Semester	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_ELET21	ELET Second yr, first semester	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_ELET22	ELET Second yr, second semest	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-ANTH-MJ	Major - BA in Anthropology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-TEST	BA in PSYC Test	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA_PSYC	BA in Psychology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-AS/SC	Arts & Sciences Science Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-LANG	Arts & Science Language Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-UGB	Undergraduate Bachelor's Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET11	First Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET12	Second Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET21	Third Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET22	Fourth Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELETMGPA	ELET Major GPA	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything

Note: As you go through the process of creating an area, notice the similarities between the Group and Area forms/options.

Procedure

Follow these steps to add an area to the area library for use in CAPP.

Step	Action
1	Access the Area Library Form (SMAALIB).
2	Perform an Insert Record function, if needed.
3	Enter a name of the area (XX_ELET where XX=your initials) in the Area field. <u>Note:</u> You should create the following areas: XX_ELET11 XX_ELET12 XX_ELET21 XX_ELET22 XX_ELETGPA



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Enter a description of the group (Your name ELET Requirements, # year, # semester) in the Description field. <u>Note:</u> The description appears on the compliance report so the area names should be consistent and easily understood by advisors and students at your institution.
5	Double-click in the Student Level field to select a student level code or enter <i>UG</i> for undergraduate or <i>CR</i> for Credit.
6	Double-click in the Course Level field to select a student level code or enter <i>UG</i> for undergraduate or <i>CR</i> for Credit.
7	Select what you would like printed on the compliance in the Print Indicator field.
8	Uncheck the Dynamic checkbox since we are building a captive program. <u>Note:</u> If CAPP can select this area during dynamic compliance (used for Non-Captive programs) then you would leave the Dynamic checkbox checked.
9	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Options - Area Qualifiers

Area Library SMAALIB 7.0 (C700)

Area Library Qualifiers SMAALIB 7.0 (C700)

Area: Qualifier Term:

From Term: Maintenance To Term:

Campus: Major:

College: Concentration:

Degree: Minor:

Department: Student Attribute:

Procedure

Follow these steps to define area qualifiers.

Step	Action
1	<p>Select <u>Area Qualifiers</u> from the Options menu.</p> <p><u>Note:</u> Qualifiers will be created only if the area is flagged as Non-Captive. This permits compliance to dynamically select this area by the qualifiers. When defining the qualifiers for a Dynamic Non-Captive Area the following apply</p> <ul style="list-style-type: none"> • If you enter a specific value, the area will apply only to people with that single specified characteristic. • All is used to specify that the area applies to all but the listed characteristics. If you wish to exclude a group, click on the icon and enter the exclusions. • Few is used to specify that the area applies <i>only</i> to the few characteristics listed. If you wish to include a group, click on the icon and enter the inclusions. <p><u>Note:</u> The areas have no qualifiers because the Electronic Engineering Technology program is a captive program.</p>
2	Click the Return button to close the form.
3	Click the Search icon next to any field to include/exclude items related to that field.
4	Click the Return button to close the window.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Area Requirement Form (SMAAREA)

Area Requirements SMAAREA 7.0 (C700)

Area: Term: Student Level:
 Catalog: Course Level:

General Requirements

From Term: Copy To Term:

Active Inactive

Attached:

	Credits	Connector None And Or	Courses
Total Required:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text" value="6"/>
Required Institutional:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Required Institutional Traditional:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Maximum Institutional Non-Traditional:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Maximum Transfer:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Compliance:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>

Minimum Course Grade:
 Minimum Area GPA:

Default Within Indicator

Default Course Reuse: Default Priority:
 Default Attribute Reuse: Default Year Limit:

Procedure

Follow these steps to define area requirements.

Step	Action
1	Select Area Requirements (SMAAREA) for the Options menu.
2	Enter <i>000000</i> (the beginning of time) in the Term field. <i>Note:</i> If the area you are defining is a new requirement and will only be available starting with a current or future term, enter that term in the Term field.
3	Perform a Next Block function.
4	Click the Active radio button to make this area active. <i>Note:</i> If in the future, the area is no longer used, you would return to this form and select the Inactive radio button.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																																																																						
5	Enter these values for XX_ELET11. <u>Note:</u> On each area, you may: Include/Exclude Course Levels, Restrict Subjects/Attributes, and Restrict Grades.																																																																						
	<table border="1"> <thead> <tr> <th>Field</th> <th>Credits</th> <th>Connector</th> <th>Courses</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Total Required</td> <td></td> <td>None</td> <td>6</td> <td></td> </tr> <tr> <td>Required Institutional</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Required Institutional Traditional</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Institutional Non-Traditional</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Transfer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Compliance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Course Grade</td> <td>D</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Area GPA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Year Limit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Course Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Attribute Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Within Indicator</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Priority</td> <td></td> <td></td> <td></td> <td>10</td> </tr> </tbody> </table>	Field	Credits	Connector	Courses	Value	Total Required		None	6		Required Institutional					Required Institutional Traditional					Maximum Institutional Non-Traditional					Maximum Transfer					Compliance					Minimum Course Grade	D				Minimum Area GPA					Default Year Limit					Default Course Re-Use Indicator		Out			Default Attribute Re-Use Indicator		Out			Default Within Indicator					Default Priority				10
Field	Credits	Connector	Courses	Value																																																																			
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6	Click the Save icon.																																																																						



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Options – Area Text

Select Area Text to enter comments which display on the compliance report.

Procedure

Follow these steps to enter Area Text descriptions.

Step	Action
1	Select <u>Area Text</u> from the Options menu.
2	Enter a description that describes the requirement in the Text field.
3	Double-click in the Print field to select where you would like the text to print. <u>Note:</u> Select WEB if you would like this text to appear in web-based self service compliance or what-if analysis.
4	Repeat steps 2 and 3 to enter additional text if needed.
5	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Options – Group Restricted Subjects/ Attributes

Select Area Restricted Subjects/Attributes to limit subjects and/or attributes that will satisfy the requirements for the area.

Example: If you were setting up group requirements for a very restrictive Engineering program that only allowed electives from courses in the Engineering department, you would use this option to restrict the courses to just those in the Engineering department.

Caution: You should only set restrictions if absolutely necessary and the restrictions are needed because it is too cumbersome to list all the courses in the Group Course/Attribute Attachment option.

Procedure

Step	Action
1	<p>Select <u>Area Restricted Subjects/Attributes</u> from the Options menu.</p> <p><u>Note</u>: Because this is a captive program, not a dynamic program, this option is not used.</p> <p>Notice that this form has the same layout and functions as the <u>Group Restricted Subjects/Attributes</u> option on the Group Requirements Form (SMAGROP).</p>



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Options – Area Restricted Grades

Select Area Restricted Grades to restrict which grades will be accepted to fulfill the requirements of the area.

Example: You would use this option if you would like to further restrict the number of D grades that will be accepted to fulfill the requirements of the area. On the Area Requirements page, you set the **Minimum Course Grade** field to D. On this page, you could enter *D* in the **Grade** field and enter *6* in the **Maximum Credits** field to limit the number of D grades that will be accepted to meet this requirement.

Procedure

Follow these steps to use the Restricted Grades Option.

Step	Action
1	Select <u>Area Restricted Grades</u> from the Options menu.
2	Enter a letter grade in the Grade field. <u>Note</u> : Use the Search icon to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.
3	Enter a number in the Maximum Credits field.
4	Click the Save icon. <u>Note</u> : Click the Text icon if you would like to enter an explanation of this restriction.
5	Select <u>Area General Requirements</u> from the Options menu to close the window.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Options – Attach Course/ Attributes to Area

Select Attach Course/Attributes to Area to enter the details regarding the courses and/or attributes that will fulfill the area requirements.

Note: See *Setting Up CAPP: Common Concepts* starting on page 68 for more detailed information on using Set/Subsets and Rules.

Procedure

Step	Action
1	Select <u>Attach Course/Attributes to Area</u> from the Options menu.

Notes: Use the following table to complete this exercise.

Set	Subset	Subject	Course Number		Required Courses
			Low	High	
		ELET	101		1
		ELET	121		1
		ELET	150		1
		ENGL	101		1
		TMTH	101		1
		TMTH	105		1



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Options – Attach Course / Attributes to Area, continued

Step	Action					
	Set	Subset	Subject	Course Number		Required Courses
				Low	High	
			ELET	101		1
			ELET	121		1
			ELET	150		1
			ENGL	101		1
			TMTH	101		1
			TMTH	105		1
2	Enter a subject code in the Subject field.					
3	Enter the lowest course number that will be accepted to fulfill this requirement in the Course Number Low field.					
	<u>Note:</u> By entering just a Course Number Low you have identified a single course that will fulfill the requirement.					
4	Use the scroll bar to scroll to the left and enter the number of courses needed in the Required Courses field.					
5	Select the Use Transfer Courses checkbox.					
6	Select the Count in GPA checkbox.					
7	Repeat steps 2-6 to enter all requirements.					
8	Click the Save icon.					
9	Click the OK button.					
10	Click the Exit icon.					



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

XX_ELET22

Now we are going to repeat this entire process to create another area of your program: XX_ELET22 (where XX= your initials). The course requirements for the previous area used set and subset logic to choose between courses. In this area, there are Technical Electives which state that the student can select any two of the following courses: ELET 260, MICR 270, or TMTM 204. Because the student must choose 2 out of the 3 courses, a rule will need to be created.

Working from the easiest course requirement to the most complex, first enter courses, then use set/subset logic to enter a choice between courses, and finally create a rule to choose multiple courses from a list of courses.

Note: The following procedure is a streamlined version of the procedures starting on page C-35. Because we do not need all the options, this set of procedures will not include them. Very often, you can use these simplified procedures to set up your areas. If you have an area that is more complex, then you can use the other options as needed.

On each area you should use the following options:

- Area Qualifiers
- Area Requirements (SMAAREA)
- Area Text
- Attach Course/Attribute To Area.

You may also use these options if you desire:

- Area Requirements (SMAAREA)
- Include/Exclude Course Levels
- Restrict Subjects/Attributes
- Restrict Grades.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure

Follow these steps to set up the XX_ELET22 area in CAPP.

Step	Action
1	Access the Area Library Form (SMAALIB).
2	Perform an Insert Record function, if needed.
3	Enter a name of the area (XX_ELET22 where XX=your initials) in the Area field.
4	Enter a description of the group (Your Name ELET 2 nd yr, 2 nd Semester) in the Description field. <u>Note:</u> The description appears on the compliance report so the area names should be consistent and easily understood by advisors and students at your institution.
5	Double-click in the Student Level field to select a student level code or enter <i>UG</i> for undergraduate.
6	Double-click in the Course Level field to select a student level code or enter <i>UG</i> for undergraduate.
7	Select what you would like printed on the compliance in the Print Indicator field.
8	Leave the Dynamic checkbox unchecked since we are building a captive program.
9	Click the Save icon.
10	Select <u>Area Qualifiers</u> from the Options menu. <u>Note:</u> Qualifiers will be created only if the area is flagged as Non-Captive. This permits compliance to dynamically select this area by the qualifiers. The areas have no qualifiers because the Electronic Engineering Technology program is a captive program.
11	Click the Return button to close the form.
12	Select <u>Area Requirements (SMAAREA)</u> for the Options menu.
13	Enter 000000 (the beginning of time) in the Term field. <u>Note:</u> If the area you are defining is a new requirement and will only be available starting with a current or future term, enter that term in the Term field.
14	Perform a Next Block function.
15	Click the Active radio button to make this area active.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																																																																						
16	Enter these values for XX_ELET22. <u>Note:</u> On each area, you may: Include/Exclude Course Levels, Restrict Subjects/Attributes, and Restrict Grades.																																																																						
	<table border="1"> <thead> <tr> <th>Field</th> <th>Credits</th> <th>Connector</th> <th>Courses</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Total Required</td> <td></td> <td>None</td> <td>6</td> <td></td> </tr> <tr> <td>Required Institutional</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Required Institutional Traditional</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Maximum Institutional Non-Traditional</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Maximum Transfer</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Compliance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Course Grade</td> <td>D</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Area GPA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Year Limit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Course Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Attribute Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Within Indicator</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Priority</td> <td></td> <td></td> <td></td> <td>30</td> </tr> </tbody> </table>	Field	Credits	Connector	Courses	Value	Total Required		None	6		Required Institutional		None			Required Institutional Traditional		None			Maximum Institutional Non-Traditional		None			Maximum Transfer		None			Compliance					Minimum Course Grade	D				Minimum Area GPA					Default Year Limit					Default Course Re-Use Indicator		Out			Default Attribute Re-Use Indicator		Out			Default Within Indicator					Default Priority				30
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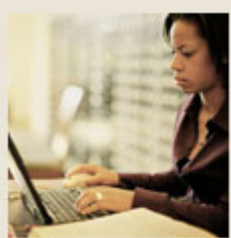
Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																																																										
24	<p>Select <u>Attach Course/Attributes to Area</u> from the Options menu.</p> <p>Use the information in this table to set up the XX_ELET22 Course/Attribute details.</p> <p><u>Note:</u> After the other courses are set up, go to step 30 to create the rule.</p> <table border="1"> <thead> <tr> <th rowspan="2">Set</th> <th rowspan="2">Subset</th> <th rowspan="2">Rule</th> <th rowspan="2">Subj.</th> <th colspan="2">Course Number</th> <th rowspan="2">Req. Courses</th> </tr> <tr> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>ELET</td> <td>250</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ELET</td> <td>292</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ELET</td> <td>293</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>PHYS</td> <td>201</td> <td></td> <td>1</td> </tr> <tr> <td>A10</td> <td>110</td> <td></td> <td>SOCI</td> <td>201</td> <td>203</td> <td>1</td> </tr> <tr> <td>A10</td> <td>115</td> <td></td> <td>PYSC</td> <td>105</td> <td>110</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>TECHELEC</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Set	Subset	Rule	Subj.	Course Number		Req. Courses	Low	High				ELET	250		1				ELET	292		1				ELET	293		1				PHYS	201		1	A10	110		SOCI	201	203	1	A10	115		PYSC	105	110	1			TECHELEC				
Set	Subset					Rule	Subj.		Course Number		Req. Courses																																																
		Low	High																																																								
			ELET	250		1																																																					
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			PHYS	201		1																																																					
A10	110		SOCI	201	203	1																																																					
A10	115		PYSC	105	110	1																																																					
		TECHELEC																																																									
25	<p>Enter a user-define value in the Set field, if needed.</p> <p><u>Note:</u> The area for ELET22 has information in sets and subsets. A set is a collection of records; a subset is a division within the set.</p> <p>These principles apply:</p> <ol style="list-style-type: none"> 1. Different sets are an implied <i>and</i> condition 2. Like subsets within a set are an implied <i>and</i> condition 3. Unlike subsets within a set are an implied <i>or</i> condition. <p>When compliance is run, it will sort your entries to a sort priority as follows:</p> <ol style="list-style-type: none"> 1. Null entries (entries without a rule or set and subset) 2. Null entries with a rule, then 3. Sets sorted alphabetically, and finally 4. Subsets within a set, sorted numerically. 																																																										
26	Enter a user-defined value in the Subset field, if needed.																																																										
27	Enter a subject code in the Subject field.																																																										



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
28	Enter the lowest course number that will be accepted to fulfill this requirement in the Course Number Low field. <u>Note:</u> By entering just a Course Number Low you have identified a single course that will fulfill the requirement.
29	Use the scroll bar to scroll to the left and enter the number of courses needed in the Required Courses field.
30	Select the Use Transfer Courses checkbox.
31	Select the Count in GPA checkbox.
32	Repeat steps 25-31 as needed to enter all requirements that involve a single course or involve using set/subset logic to select a course from a list of courses, or multiple courses from a range of courses. <u>Note:</u> Use the Course Low and High fields to select multiple courses from a range of similar courses. <u>Example:</u> If you need any two upper level English courses, enter ENGL in the Subject field, 300 in the Course Number Low field, 399 in the Course Number High field, and 2 in the Minimum Courses Required field.
33	Follow steps 34-56 to create a rule to choose multiple courses from a list of courses. <u>Example:</u> For the technical electives requirement, the student can select any two of the following courses: ELET 260, MICR 270, or TMTH 204.
34	Type XXTECHEL (your initials, TechEl) for the rule name in the Rule field.
35	Click the Save icon.
36	Click the OK button.
37	Click the OK button again.
38	Click the Set field of a row that does not include the rule.
39	Click the Set field of the row that includes the rule.

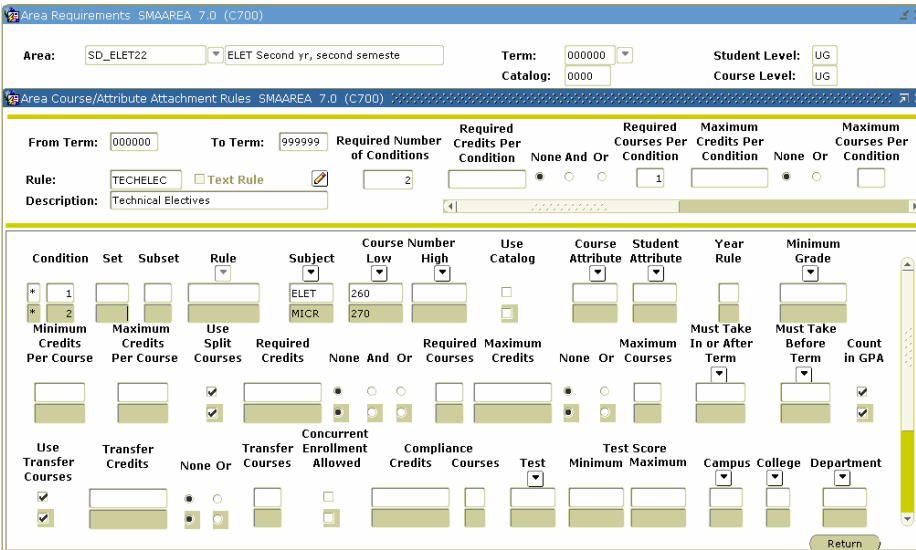


Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
38	<p>Click the Rule icon to open the Course/Attribute Rules window.</p> 
39	<p>Enter <i>Technical Electives</i> in the Description field.</p> <p>Note: The name in the Description field, not the Rule field, is printed on the compliance or visible on the Web.</p>
40	Enter 2 in the Required Number of Conditions field.
41	Scroll and enter 1 in the Required Courses per Condition field.
42	Enter 1 in the Maximum Courses per Condition field.
43	Enter 2 in the Total Required Courses field.
44	Enter 2 in the Total Maximum Courses field.
45	Click the Save icon.
46	Enter <i>ELET</i> in the Subject field.
47	Enter 260 in the Course Number Low field.
48	Enter <i>MICR</i> in the Subject field.
49	Enter 270 in the Course Number Low field.
50	Enter <i>TMTH</i> in the Subject field.
51	Enter 203 in the Course Number Low field.
52	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
53	Click the Return button to close the window.
54	Click the Save icon.
55	Click the Exit icon.

XX_ELET12

Use the information in this table to set up the XX_ELET12 area requirements. Refer to the procedures for XX_ELET22 if needed.

Field	Credits	Connector	Courses	Value
Total Required		None	8	
Required Institutional		None		
Required Institutional Traditional		None		
Maximum Institutional Non-Traditional		None		
Maximum Transfer		None		
Compliance				
Minimum Course Grade	D			
Minimum Area GPA				
Default Year Limit				
Default Course Re-Use Indicator				
Default Attribute Re-Use Indicator		Out		
Default Within Indicator				
Default Priority				20



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Use the information in this table to set up the XX_ELET12 Course/Attribute details.

Set	Subset	Subject	Course Number		Required Courses
			Low	High	
		ELET	102		1
		ELEY	110		1
		PHYS	101		1
		TMTH	102		1
A10	105	ENGL	102	104	1
A10	110	ENGL	122		1
A10	115	ENGL	150		1
A10	120	ENGL	155		1

XX_ELET21

Use the information in this table to set up the XX_ELET21 area requirements. Refer to the procedures for XX_ELET22 if needed.

Field	Credits	Connector	Courses	Value
Total Required		None	8	
Required Institutional		None		
Required Institutional Traditional		None		
Maximum Institutional Non-Traditional		None		
Maximum Transfer		None		
Compliance				
Minimum Course Grade	D			
Minimum Area GPA				
Default Year Limit				
Default Course Re-Use Indicator		Out		
Default Attribute Re-Use Indicator		Out		
Default Within Indicator				
Default Priority				25



Section C: Day-to-Day Operations

Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ Jump to TOC

Use the information in this table to set up the XX_ELET21 Course/Attribute details.

Set	Subset	Subject	Course Number		Required Courses
			Low	High	
		ELET	210		1
		ELET	220		1
		ELET	225		1
		ELET	243		1
		ELET	291		1
		TMTH	201	202	2
		ENGL	150		1
		ENGL	155		1
A10	105	SOCI	201	203	1
A10	110	PSYC	105	110	1

XX_ELETGPA

Use the information in this table to set up the XX_ELETGPA area requirements. Refer to the procedures for XX_ELET22 if needed.

Field	Credits	Connector	Courses	Value
Total Required		None	8	
Required Institutional		None		
Required Institutional Traditional		None		
Maximum Institutional Non-Traditional		None		
Maximum Transfer		None		
Compliance				
Minimum Course Grade				
Minimum Area GPA	2.00			
Default Year Limit				
Default Course Re-Use Indicator		Out		
Default Attribute Re-Use Indicator		Out		
Default Within Indicator				
Default Priority				35



Section C: Day-to-Day Operations

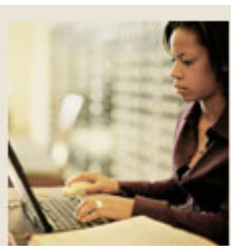
Lesson: Creating an Area by Defining Course/Attribute Details (Continued)

◀ [Jump to TOC](#)

Note: For XX_ELETGPA, you are checking to make sure GPA requirements are met so you do not need to attach any courses or attributes. Give this the lowest priority (any number before the number you assign will be checked first).

Next step

After you have created all your areas, the next step is to create a program and attach the areas to the program.



Section C: Day-to-Day Operations

Lesson: Creating a Captive Program

◀ Jump to TOC

Introduction

Use the Program Requirements Form (SMAPROG) to define the program's requirements to define both Captive and Non-captive programs.

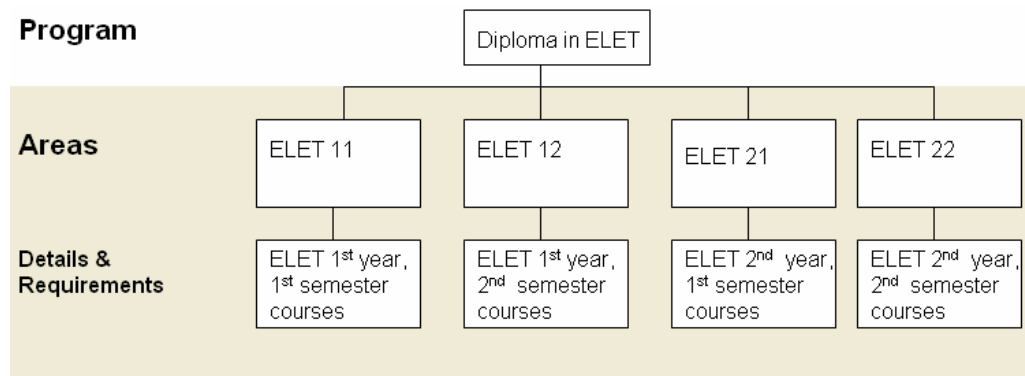
Once areas have been defined they can be attached to a program. Indeed, for captive programs, all areas which are to be examined when performing a compliance for a program **must** be attached.

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

What is a captive program?

Captive programs are defined as programs where the compliance process examines records based on the program and areas attached to that program. If an area is not attached to a program, it will not be checked when the compliance is run.

Example: The Diploma in Electrical Engineering Technology program is a captive program because each area (a semester) defines what the student must take. When a compliance is run, SCT Banner will compare the student record to the area requirements.





Section C: Day-to-Day Operations

Lesson: Creating a Captive Program (Continued)

◀ Jump to TOC

Banner form

When the Program Requirements Form (SMAPROG) has the **Captive** checkbox selected, the program is defined as a captive program.

Program Requirements SMAPROG 7.0 (C700)

Program: DIPLELET Diploma in ELET Term: 000000 Student Level: CR
 Catalog: 0000 Course Level: CR

General Requirements

From Term: 000000 Copy To Term: 999999

Active
 Inactive
 Captive
 Single Entity

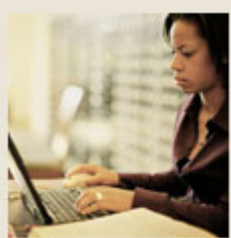
	Credits	Connector			Courses
		None	And	Or	
Total Required:	75.000	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	26
Required Institutional:	16.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Required Institutional Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Institutional Non-Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Transfer:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Number of Institutional Requirements:	8.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
...out of Last Number of Earned:	17.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Minimum Course Grade: Minimum Program GPA: 2.000000000
 Course Year Limit: Minimum GPA: 2.000000000

Procedure

Follow these steps to create a captive program.

Step	Action
1	Access the Program Requirements Form (SMAPROG). <u>Note:</u> Notice the similarities between the Area Requirements Form (SMAAREA) and the Program Requirements Form (SMAPROG). Like the Group and Area Requirements forms, use only the options you need to create the program.
2	Click the Search icon next to the Program field to view the Option List.
3	Select Access Program Rules.



Section C: Day-to-Day Operations

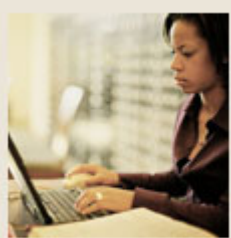
Lesson: Creating a Captive Program (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Select a program by double-clicking in the Program field to return the information to the Key block on SMAPROG. <u>Example:</u> <i>XX_DIPLELET</i> <u>Note:</u> The Key block automatically populates with the program information from the previous form.
5	Double-click in the Term field to view the List of Values.
6	Select an effective term for this program (term of the program).
7	Click OK .
8	Perform a Next Block function.
9	Select the Captive checkbox to indicate that this is a Captive Program.
10	Click the Active checkbox. <u>Note:</u> Compliance will not work if it is not active.
11	Enter the information in the appropriate fields.

Field	Credits	Connector	Courses
Total Required	75	And	26
Req. Institutional Credits	16	None	
Req. Institutional Traditional		None	
Max. Institutional Non-Traditional		None	
Max. Transfer		None	
Number Institutional Req.	8	None	
...out of Last # Earned	17	None	



Section C: Day-to-Day Operations

Lesson: Creating a Captive Program (Continued)

◀ Jump to TOC

Procedure, continued

Field	Value
Minimum Course Grade	If using all grades in the total GPA, leave this field empty.
Course Year Limit	Is there a limit on the use of the course?
Minimum Program GPA	2.00
Minimum GPA	Leave this field empty, unless you have one specified.

12	Click the Save icon.
13	Select the <u>Program Text</u> from the Options menu to access the Program Text window.
14	Enter text to describe the program in the Text field. These free text fields should contain the vital parts of the degree program.
15	Enter a print code to designate that certain lines of text will appear on future compliance reports in the Print field.
16	Click the Save icon. <u>Note:</u> If you do not need to define any other options and are ready to attach areas to your program, go to step 37 .
17	Select the <u>Program Non-Course Requirements</u> from the Options menu
18	Access the Program Non-Course Requirements block.
19	Double-click on the Non-Course field to view the non-course requirements from the List of Values (these values are also entered on SHANCRS).
20	Select a non-course year limit. This value determines how far back in the student's academic history that CAPP can go to retrieve valid non-courses.
21	Enter a number (how many years back will you permit this course to be used) in the Non-Course Year Limit field.
22	Click the Save icon.
23	Select <u>Program Additional Levels</u> from the Options menu to access the Program Additional Levels block. <u>Note:</u> Course levels excluded here in the program level cannot be reversed in the area requirements; however, levels included here may be excluded at the area.



Section C: Day-to-Day Operations

Lesson: Creating a Captive Program (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
24	Click the Save icon.
25	Select <u>Program Required Attributes</u> from the Options menu to access the Required Attributes block.
26	Define a course attribute or a student attribute. Define only one type of attribute on each line in the window. <u>Note:</u> An attribute may be either course or student. If it is student, it is maintained on the Additional Student Information Form (SGASADD). Course attributes are maintained in either Catalog or Schedule or added on a one to one basis in Academic History.
27	Specify the number of credits and/or courses if you are defining a course attribute.
28	Click the Save icon.
29	Select <u>Program Restricted Subjects/Attributes</u> from the Options menu to access the Program Restricted Subjects/Attributes block.
30	Double-click in the Campus, College, Department, Subject, and Course Attribute fields to view the List of Values. Select appropriate values. <u>Note:</u> There may be times when you wish to restrict courses and or attributes from a program or you may want to restrict the number of courses in a specific discipline.
31	Use the Search icon to select the Low and High Course numbers associated with the respective fields.
32	Enter a number in the Maximum Credit Amount field and/or the Maximum Courses field along with the proper connector.
33	Click the Save icon.
34	Click the Text radio button to access this text or to add text. <u>Note:</u> If text exists, the Text radio button will already be checked.

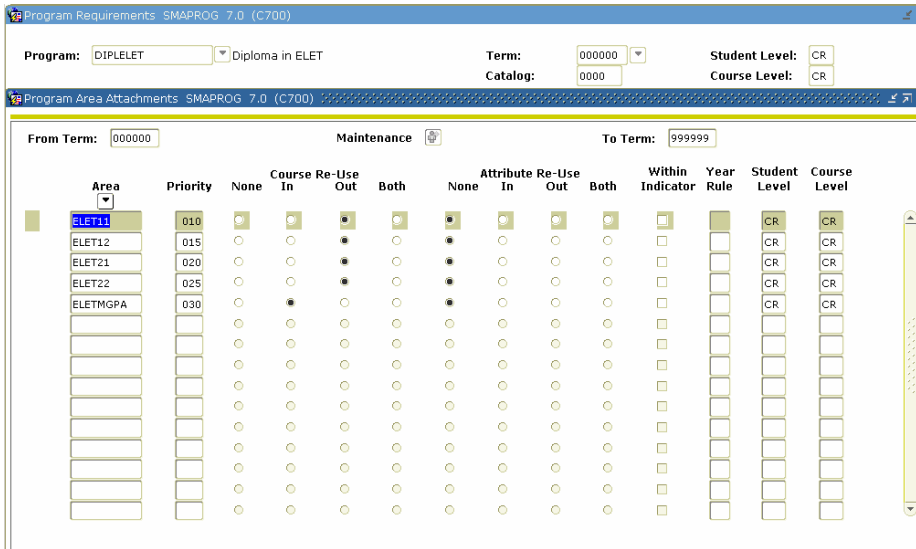


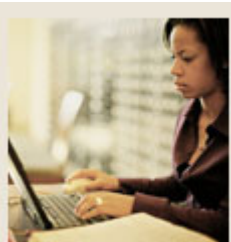
Section C: Day-to-Day Operations

Lesson: Creating a Captive Program (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
35	<p>Select <u>Program Restricted Grade</u> from the Options menu to enter restricted grade information.</p> <p><u>Note:</u> When you restrict a grade, CAPP is looking at the actual value (e.g., C, D, P) and not the numerical equivalent. You must define each grade restriction individually. You always will be able to exclude grades with numeric values less than a minimum in compliance. If you wish to insert text as to why the restrictions are being made, select the Text radio button.</p>
36	Click the Save icon.
37	<p>Select <u>Attach Areas to program</u> from the Options menu.</p> 
38	Add the areas you created; xx_ELET11, etc in the Area field.
39	The priority and reuse codes will default from the values you entered when creating your areas.
40	Click the Save icon.
41	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program

◀ Jump to TOC

What is a non-captive program?

Non-captive programs are defined as programs where students can have an area attached to their program based on their record. Non-captive programs utilize dynamic areas that are defined and created via the area library. Area qualifiers are associated with an area to allow the compliance to attach that area to a student's output based on the student's record.

Examples: A student is an undergraduate anthropology major and has selected a minor in French. When the compliance is run for the student, the system will look at his minor record and see that French is the selected minor and will attach that minor requirements to the student's compliance output.

Another example is the Core requirements you created by building a group and attaching the group to an area. You can attach the Core requirement area to any program. However, the Area Qualifiers must match the student record or the area will not be used in the student's degree audit. Alternatively, you do not have to attach it to any area since SCT Banner will select it dynamically based on Area Qualifiers you defined with the Area Qualifiers option on the Area Library Form (SMAALIB).

Note: The majors were attached to a program on the Curriculum Rules Form (SOACURR).

Most minors should be created as a dynamic area and in most cases do not need to be attached to a program.



Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program (Continued)

◀ Jump to TOC

Area qualifiers

The Area Library Form (SMAALIB) has a **Dynamic** checkbox for each record to define an area as dynamic. Once the Area is defined as dynamic, area qualifier(s) are defined for the area. Select Area Qualifiers from the **Options** menu for the Area.

Possible area qualifiers are

- campus
- college
- degree
- department
- major
- concentration
- minor
- student attributes.

Note: When defining qualifiers, each of the possible qualifiers can have one value, or include or exclude one or many values of a qualifier. Using the ALL value will exclude values; using FEW will include values.

Adding Area Requirements (Dynamic areas)

Remember that dynamic areas can be attached to a program or left in the area library for selection when the audit is run. If the dynamic area is attached to a non-captive program and the qualifiers *do not match* the student's record, that area will *not* be used in the student's audit.

If a dynamic area does not have any qualifiers, it will not be selected for a student's audit.

Since the area might not be attached to a program, it is important to enter default reuse values for the course/attributes, the reuse within indicator, the year limit and the priority number that will be used when the area is dynamically selected.



Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program (Continued)

◀ Jump to TOC

Banner form

When the Program Requirements Form (SMAPROG) does NOT have the **Captive** checkbox selected, the program is defined as a non-captive program.

Program Requirements SMAPROG 7.0 (C700)

Program: BA-ANTHRO BA in Anthropology Term: 000000 Student Level: UG
 Catalog: 0000 Course Level: UG

General Requirements

From Term: 000000 Copy To Term: 999999

Active
 Inactive
 Captive
 Single Entity

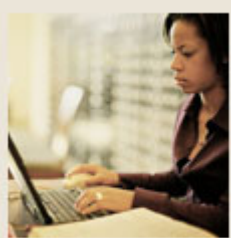
	Credits	Connector			Courses
		None	And	Or	
Total Required:	122,000	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	42
Required Institutional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Required Institutional Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Institutional Non-Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Transfer:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Number of Institutional Requirements:	30,000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
...out of Last Number of Earned:	30,000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Minimum Course Grade: Minimum Program GPA: 2.000000000
 Course Year Limit: Minimum GPA: 2.000000000

Procedure

Follow these steps to create a non-captive program.

Step	Action
1	Access the Program Requirements Form (SMAPROG). <u>Note:</u> Notice the similarities between the Area Requirements Form (SMAAREA) and the Program Requirements Form (SMAPROG). Like the Group and Area Requirements forms, use only the options you need to create the program.
2	Click the Search icon next to the Program field to view the Option List.
3	Select Access Program Rules .
4	Select a program by double-clicking in the Program field to return the information to the Key block on SMAPROG.
5	Double-click in the Term field to view the List of Values.
6	Select an effective term for this program (term of the program).
7	Click OK .
8	Perform a Next Block function to access the General Requirements block.



Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action						
9	DO NOT select the Captive checkbox. <u>Note:</u> Leave the Captive checkbox unchecked to indicate that this is a non-captive program.						
10	Click the Active checkbox. <u>Note:</u> Compliance will not work if it is not active.						
11	Select the Single Entity checkbox if the program should be evaluated using single-entity processing. <u>Note:</u> 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.						
12	Enter the program-level information in the appropriate fields based on the program you want to create.						
13	Click the Save icon.						
14	Select the <u>Program Text</u> from the Options menu to access the Program Text window.						
15	Enter text to describe the program in the Text field. These free text fields should contain the vital parts of the degree program.						
16	Enter a print code to designate that certain lines of text will appear on future compliance reports in the Print field.						
17	Click the Save icon.						
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you want to attach areas to your program</td> <td>go to step 19.</td> </tr> <tr> <td>you do not want to attach an area</td> <td>go to step 22.</td> </tr> </tbody> </table>	IF	THEN	you want to attach areas to your program	go to step 19.	you do not want to attach an area	go to step 22.
IF	THEN						
you want to attach areas to your program	go to step 19.						
you do not want to attach an area	go to step 22.						
19	Select <u>Attach Areas to program</u> from the Options menu. <u>Note:</u> If the dynamic area is attached to a non-captive program and the qualifiers <i>do not match</i> the student's record, that area will <i>not</i> be used in the student's audit.						
20	Add the dynamic areas you created in the Area field.						
21	The priority and reuse codes will default from the values you entered when creating your areas.						
22	Click the Save icon.						
23	Click the Exit icon.						



Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program

◀ Jump to TOC

Introduction

SCT Banner is delivered with some sample data such as the BA in Anthropology program. The purpose of the sample data is to provide an example of a program that is completely set up in CAPP. Open the following CAPP forms to review the BA in Anthropology program:

- Program Requirements (SMAPROG)
- Area Library Form (SMAALIB)
- Area Requirements Form (SMAAREA)

Banner form

Program Requirements Form (SMAPROG)

Program Requirements SMAPROG 7.0 (C700)

Program: BA-ANTHRO BA in Anthropology Term: 000000 Student Level: UG
 Catalog: 0000 Course Level: UG

General Requirements

From Term: 000000 Copy To Term: 999999

Active
 Inactive
 Captive
 Single Entity

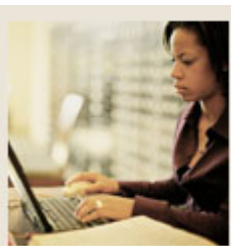
	Credits	Connector			Courses
		None	And	Or	
Total Required:	122.000	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	42
Required Institutional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Required Institutional Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Institutional Non-Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Transfer:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Number of Institutional Requirements:	30.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
...out of Last Number of Earned:	30.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Minimum Course Grade: Minimum Program GPA: 2.000000000
 Course Year Limit: Minimum GPA: 2.000000000

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Program Requirements Form (SMAPROG).
2	Select <i>BA-ANTHRO</i> in the Program field.
3	Enter <i>000000</i> in the Term field.



Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
4	Perform multiple Next Block functions to review each block.
5	When you get to the Program Area Attachment block, view the attached areas. <u>Note:</u> Since this is a non-captive program, any areas that are attached that have qualifiers NOT equal to the student's record will be rejected in the audit.



Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program (Continued)

◀ Jump to TOC

Banner form

Area Library (SMAALIB)

Area	Description	Student Level	Course Level	Compliance	Dynamic	Prerequisite	Print Indicator
BA-ANTH-GP	BA in Anthropology - Major GPA	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-ANTH-MJ	Major - BA in Anthropology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-TEST	BA in PSYC Test	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA_PSYC	BA in Psychology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-AS/SC	Arts & Sciences Science Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-LANG	Arts & Science Language Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-UGB	Undergraduate Bachelor's Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET11	First Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET12	Second Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET21	Third Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET22	Fourth Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELETMGPA	ELET Major GPA	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-ANTH	Anthropology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-BIOL	Biology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-CHEM	Chemistry	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
MJ-HST	History	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
PSY_MAJOR	Psychology Major	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Area Library Form (SMAALIB).



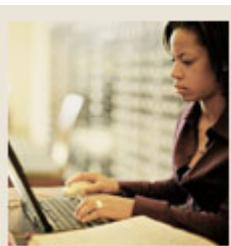
Section C: Day-to-Day Operations

Lesson: Creating a Non-Captive Program (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
2	<p>Review each of the following areas that have been attached to the BA-Anthropology degree. Do this by placing your cursor on the area and, select <u>Area Qualifiers</u> from the Options menu.</p> <ul style="list-style-type: none">• BA-ANTH-MJ• BA-ANTH-GP• CORE-UGB• CORE-LANG• CORE-AS/SC• UG-BUS-MIN• UG-ELEC-GN• UG-UPPER
3	<p>Select <u>Area Requirement</u> from the Options menu for each area to view the Area Requirements Form (SMAAREA) for each area.</p>



Section C: Day-to-Day Operations

Lesson: Running a Compliance

◀ Jump to TOC

Introduction

The CAPP Compliance process includes:

- requesting a compliance
- creating the hardcopy request
- processing hardcopy output.

A compliance can be created for a person in SCT Banner as long as a General Person record is created. Admissions advisors can use this process to reflect program requirements, display how transfer work will complete requirements, prior to a person being admitted to the Institution. Academic Advisors can use this process to assist a student in defining courses they should register for that will count towards completion of their program.

Prerequisites

You will also need to ensure that the program has been built in SCT Banner. We will be using the BA-Anthropology Program for this session.

Prior to using the Compliance Request Management Form (SMARQCM), you need to go to Compliance Default Parameters Form (SMADFLT) and enter the defaults that will appear on this form. There are three defaults which need to be set up:

Default	Description
Batch	used when running compliances from job submission
Online	used when requesting transcript for individuals on-line
Web	used when running compliances on Self Service: Student and Self Service: Faculty and Advisors

Note: See pages 60 and 61 for more information.

Additionally, your Computer Center must define a designated printer for compliance output.



Section C: Day-to-Day Operations

Lesson: Running a Compliance (Continued)

◀ Jump to TOC

Compliance Request Management Form

Now that we have defined two different programs, it is time to look at the Compliance Report. Use the Compliance Request Management Form (SMARQCM) to

- add a new request for a compliance evaluation
- create requests for hardcopy output
- submit the requests for processing.

Processing performs a compliance evaluation, if required, and/or produces hardcopy output.

Banner Form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Compliance Request Management Form (SMARQCM).
2	The first time you access the Compliance Management Form, the system will first take you to the Student System Distribution Initiation Information Form (SOADEST). Enter in the Compliance field the printer code given to you by your computer center staff to enable sleep/wake printing.



Section C: Day-to-Day Operations

Lesson: Running a Compliance (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
3	Enter the ID of the person you wish to run a Compliance Request on in the ID (required) field.
4	Perform a Next Block function.
5	Enter the term in which the person plans to complete the program in the Evaluation Term field. <u>Note:</u> Compliance uses this field in conjunction with all year rules to determine whether a requirement was met within an allotted time period. (Year rules indicate a number of years within which a requirement must be met.) Evaluation term is also used to select appropriate equivalent course rules.
6	Click the Save icon.
7	The remaining fields in the block will default values from the Compliance Default Parameters Form (SMADFLT). Use these values for your compliance.
8	Select <u>Compliance Curriculum</u> from the Options menu to enter the program and major of the student.
9	Click the Search icon for the Program field.
10	Select the <u>Curriculum Change</u> option.
11	Click the OK button.
12	Select the program <i>BA-ANTH</i> in the Program field.
13	Enter the student's major of <i>ANTH</i> in the Major 1 field.
14	Click Return in the lower right corner to return to SMARQCM.
15	Click the Save icon.
16	Select <u>Request Hardcopy Output</u> from the Options Menu.
17	Select a compliance type in the Compliance Type field.
18	Click the Print Immediately checkbox to select an address.
19	Click the Save icon.
20	Click the Return button.
21	Select <u>Submit for Processing</u> from the Options menu. You will see a message "Compliance Working...Please Wait." <u>Note:</u> Once Compliance is run and if successful, the Compliance Date field will be updated. You can now review the results by selecting the <u>Display Compliance Results</u> option to transfer to the Compliance Results Inquiry Form (SMICRLT).



Section C: Day-to-Day Operations

Lesson: Making Adjustments

◀ Jump to TOC

Introduction

Occasionally, you might need to adjust the requirements for a student's program. You can perform the following kinds of student adjustments:

- use course targets to force the use of a course in a specific area or group
- waive a requirement by marking it as satisfied
- waive a requirement by marking it as satisfied and accumulating credits and courses toward required totals
- substitute one course for another.

Notes: The Action Code Validation Form (STVACTN) must be completed before targets, waivers, and/or substitutions can be entered.

Please refer *Chapter 8: Adjustments* in the CAPP Handbook for more information.

Banner form

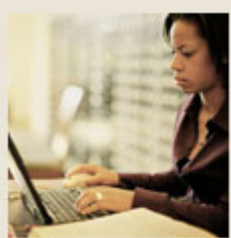
Student Targets, Waivers & Substitutions SMASADJ 7.0 (C700)

ID: 210009208 Ranson, Rose Term: 000000 Catalog: 0000

Navigation

Target Courses: [icon] Substitutions: [icon]

Waivers: [icon] All Tracking: [icon]



Section C: Day-to-Day Operations

Lesson: Making Adjustments (Continued)

◀ Jump to TOC

Procedure

Follow these steps to make an adjustment.

Step	Action
1	Access the Student Targets, Waivers, and Adjustments Form (SMASADJ).
2	Enter a student ID in the ID field.
3	Enter a term code in the Term field.
4	Perform a Next Block function.
5	Click the Add button to add your student's ID to the Student Library.
6	Click the Return button.
7	Click the Exit icon.
	<u>Note:</u> You will not see the student added unless you leave this form and reopen it.
8	Click the Yes button to save the record when you are prompted to save the record.
9	Click the OK button.
	<u>Note:</u> Although you did not key in your student's ID on the form, it has been saved. SCT Banner will return you to the Adjustments Form.
10	Enter a waiver for your student by clicking on the Waiver button.
11	Enter <i>CHSM</i> in the Subject field.
12	Enter <i>1000</i> in the Course field.
13	Enter <i>CORE-GHUM</i> in the Group field.



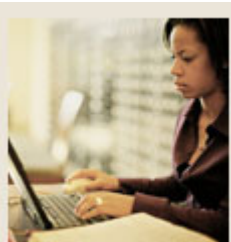
Section C: Day-to-Day Operations

Lesson: Making Adjustments (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
14	Enter <i>W</i> (or the code you are using for waivers) in the Action field.
15	Click the Save icon.
16	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations

◀ Jump to TOC

WebCAPP

If you are already using the Curriculum, Advising, and Program Planning (CAPP) feature in SCT Banner Student, then you can also use the WebCAPP feature in both Self-Service for Students and Self-Service for Faculty.

Using WebCAPP, students can audit their course work against selected primary and secondary programs. They can initiate an audit, view results, and print degree audit evaluations via the Web. WebCAPP interfaces with the SCT Banner Student system, providing uniform Web access functionality to CAPP information in the SCT Banner software.

In this lesson, you will learn how to set up SCT Banner Student so that students can use WebCAPP.

What is included in a degree evaluation?

The Degree Evaluation record lists the curriculum for which a degree evaluation can be run. It displays information for a student's curriculum program (primary and secondary). For each curriculum program, it displays this information

- Catalog Term
- Level
- Campus
- College
- Degree
- Major (1 and 2)
- Department (1 and 2)
- Concentration (1,2, and 3)
- Minor (1 and 2)

If a program on the record has a link, students can view the last generated evaluation for that curriculum.



Section C: Day-to-Day Operations

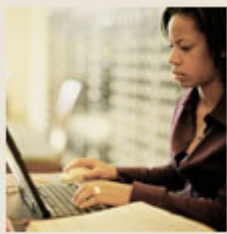
Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ [Jump to TOC](#)

Checklist

Many of these forms will have already been set up when you set up CAPP. We will review all of them here to make sure no steps are missed in setting up WebCAPP. Check off each form in the Web Enabled column as you verify the form is web-enabled.

Web Enabled	Form Name
	Process Control Code Validation Form (STVPROC)
	Originator Code Validation Form (STVORIG)
	Compliance Print Code Validation Form (STVPRNT)
	Program Definition Rules Form (SMAPRLE)
	Program Requirements Form (SMAPROG)
	Curriculum Rules Form (SOACURR)
	Term Control Form (SOATERM)
	WebCAPP Rules Form (SMAWCRL)
	CAPP Compliance Default Parameter Form (SMADFLT)
	Crosswalk Validation Form (GTVSDAX)



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

Process Control Code Validation Form (STVPROC)

Code	Description	Activity Date	System Required
DISPLAYGRADES	Display Roster Grades	21-MAY-1999	<input checked="" type="checkbox"/>
DISPLAYHOLDS	Display Student Holds	25-DEC-2003	<input type="checkbox"/>
DISPLAYTESTS	Display Test Scores	25-DEC-2003	<input type="checkbox"/>
ENTERGRADES	Enter Roster Grades	21-MAY-1999	<input checked="" type="checkbox"/>
TRANSCRIPT	Transcript Request	23-MAY-1999	<input checked="" type="checkbox"/>
COMPLIANCE	Compliance Request	18-AUG-2005	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Procedure

Follow these steps to create a process.

Step	Action
1	Access the Process Control Code Validation Form (STVPROC).
2	Enter <i>COMPLIANCE</i> in the Code field.
3	Enter <i>Compliance Request</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

Originator Code Validation Form (STVORIG)

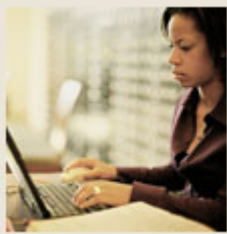
Code	Description	Activity Date
ACCT	Student Accounts Office	26-MAR-1987
WEB	WebCAPP	
ADMS	Admissions Office	26-MAR-1987
ALDR	Director of Alumni Relations	05-JUN-1990

Procedure

Follow these steps to create an originator.

Note: You must create a “Web” value to indicate the originator of a compliance request on STVORIG. This information will be recorded on the Compliance Request Management Form (SMARQCM). For more information about SMARQCM, see the *Using Curriculum, Advising and Program Planning with SCT Banner Student* handbook.

Step	Action
1	Access the Originator Code Validation Form (STVORIG).
2	Enter <i>WEB</i> in the Code field. <u>Note:</u> If you do not see a blank row, use the Insert Record icon to create one.
3	Enter <i>WebCAPP</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

Compliance Print Code Validation Form (STVPRNT)

Print Code	Description	Activity Date
LONG	Long	04-SEP-1996
SHORT	Short	04-SEP-1996
TTEXT	Total Text	04-SEP-1996
WEB	Web Text	18-AUG-2005

Procedure

Print codes can be assigned to text in various places for CAPP requirements, such as *Requirement Met Text*, *Met but do not Print*, *Total Text Requirement*, and so on.

Follow these steps to create a print code.

Step	Action
1	Access the Compliance Print Code Validation Form (STVPRNT).
2	Enter <i>WEB</i> in the Print Code field.
3	Enter <i>Web Text</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

On the Program Definition Rules Form (SMAPRLE) verify the **Web** checkbox is selected for each item you want to make available on the web.

Procedure

Follow these steps to Web-enable programs.

Step	Action
1	Access the Program Definition Rules Form (SMAPRLE).
2	Perform an Enter Query function.
3	Enter a program name in the Program field.
4	Perform an Execute Query function (F8).
5	Select the Web checkbox.
6	Click the Save icon.
7	Repeat the steps for each program for which you want to be able to generate degree evaluations using WebCAPP.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

Program Requirements Form (SMAPROG) - For every program that you want to be active, select the **Active** radio button.

Program Requirements SMAPROG 7.0 (C700)

Program: BA-ANTHRO BA in Anthropology Term: 000000 Student Level: UG
Catalog: 0000 Course Level: UG

General Requirements

From Term: 000000 Copy To Term: 999999

Active
 Inactive
 Captive
 Single Entity

	Credits	Connector			Courses
		None	And	Or	
Total Required:	122.000	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	42
Required Institutional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Required Institutional Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Institutional Non-Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Transfer:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Number of Institutional Requirements:	30.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
...out of Last Number of Earned:	30.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Minimum Course Grade: Minimum Program GPA: 2.000000000
Course Year Limit: Minimum GPA: 2.000000000



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

Curriculum Rules Form (SOACURR) - For every program you want associated with the term:

Make sure that a record exists and that the **Lock** checkbox is selected on the Base Curriculum Rules tab.

On the Module Control tab, select the **On** radio button for **Curriculum, Advising, and Program Planning**.

The screenshot shows the SOACURR 7.0 (C700) web application interface. At the top, there is a header with the text "Curriculum Rules SOACURR 7.0 (C700)". Below the header, there is a "Term:" dropdown menu set to "000000" with the text "The Beginning of Time" next to it. Below the term selection, there are several tabs: "Base Curriculum Rules", "Majors and Departments", "Rule-Based Concentrations", "Minors", and "Module Control". The "Module Control" tab is currently selected and highlighted in blue. Under the "Module Control" tab, there is a section titled "Module Control" with the following fields: "Curriculum Rule:" with a value of "4", "Program:" with a value of "BA-ANTHRO", "Level:" with a value of "UG", "Campus:" with an empty field, "College:" with a value of "AS", and "Degree:" with a value of "BA". Below these fields, there are "From Term:" and "To Term:" dropdown menus, both set to "000000" and "999999" respectively. At the bottom of the form, there is a table with the following structure:

Modules	On	Off
Recruiting:	<input checked="" type="radio"/>	<input type="radio"/>
Admissions:	<input checked="" type="radio"/>	<input type="radio"/>
General Student:	<input checked="" type="radio"/>	<input type="radio"/>
Academic History:	<input checked="" type="radio"/>	<input type="radio"/>
Curriculum, Advising, and Program Planning:	<input checked="" type="radio"/>	<input type="radio"/>



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

On the Term Control Form (SOATERM), click the **Process Web Controls** button then select the **Web Evaluation Term** checkbox in the WebCAPP Controls area.

Term: 000000 The Beginning of Time

Schedule
CRN Starting Sequence Number: 0

Registration

In Progress
 Permit
 Calculate Time Status
 Include Attempted Hours

Hold Password:
 Re-Admit:

Registration Fee Assessment

On-line Assessment
 Track by CRN
 Refund by Total
 Allow Swapping

Reverse Non Tuition/Fee Charges
 Effective Date:
 Original Charge Cutoff Date: 01-JAN-1900

Gradebook Parameters

Process Gradebook Controls

Title IV Date Source

Term Date
 Part-of-Term Dates

Web Self-Service, Voice Response and Partner Systems

Fee Assessment

On-line Assessment
 Batch Only

Batch Update
 Not Available

Control Settings

Print Bill
 Synchronize Partner Systems

Master Web Term Control

Procedure

Follow these steps to permit new degree evaluations to be generated for a term.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Enter your term in the Term field.
3	Perform a Next Block function.
4	Click the Master Web Term Control checkbox.
5	Click the <u>Process Web Controls</u> button.
6	Select the Web Evaluation Term checkbox in the Web CAPP Controls area.
7	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

On the WebCAPP Rules Form (SMAWCRL) select the items you want to print on the web.

WebCAPP Rules SMAWCRL 7.0 (C700)

Term Code: 000000 The Beginning of Time

What-If Analysis Display

Major 1 Display

- Concentration 1
- Concentration 2
- Concentration 3
- Department 1

Major 2 Display

- Concentration 1
- Concentration 2
- Concentration 3
- Department 2
- Minor 1
- Minor 2

Evaluation Display

Secondary Curriculum

Print Type: [] [v]

Compliance Type: [] [v]

Student Email: [] [v]

Faculty Email: [] [v]

Expanded Requirements

Print Type: [] [v]

Faculty Controls

In-Progress Override

Purge Controls

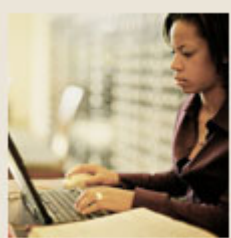
Student Delete

Faculty Delete

User: SAISUSR

Activity Date: 02-MAY-2002

Procedure on next page



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Procedure

Follow these steps to set WebCAPP rules for evaluation requests.

Step	Action
1	Access the WebCAPP Rules Form (SMAWCRL)
2	Enter your term in the Term field.
3	Under the What-if Analysis Display area, select the curriculum components that you want to allow students to run degree evaluations against. <u>Note:</u> Major 1 is always required and therefore is not included as a selection.
4	Click the Secondary Curriculum checkbox under the Evaluation Display area if you want the secondary curriculum to display.
5	Enter a valid print type code in the Print Type/Compliance Type field. <u>Notes:</u> The external code should be a print type code entered on STVPRNT. The text associated with this print type is displayed in various areas on the General Requirements page and Detail Requirements page. If no code is designated, no text will be printed. You can enter a compliance type from STVCPRT. If the compliance type is entered, two types of text can be displayed for the program, area, or group: <i>Met</i> and <i>Unmet</i> .
6	Enter a valid e-mail type code in the Faculty Email Type field. <u>Note:</u> This external code should be a valid e-mail type on GTVEMAL. The e-mail address associated with this code (that is, active) and marked as Preferred and Display on Web on GOAEMAL will be displayed.
7	Enter a valid e-mail type code in the Student Email Type field. <u>Note:</u> This external code should be a valid e-mail type on GTVEMAL. The e-mail address associated with this code (that is, active) and marked as Preferred and Display on Web on GOAEMAL will be displayed.
8	Click the Student Delete checkbox under the Purge Controls area if a student can delete degree evaluations that he or she ran.
9	Click the Save icon.
10	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

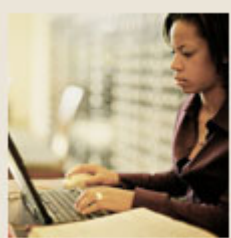
Banner form

On the CAPP Compliance Default Parameter Form (SMADFLT) set the default values your institution uses for compliance processing.

Fields

You will need to populate these fields on SMADFLT to complete the procedure that follows.

Field	Value
Evaluation Term	Enter the term you have been using in other lessons.
Course Usage Order	Enter the code for the order in which you want courses or course attributes to be processed. You have three choices: C = Chronological Term Order T = Descending Term G = Descending Grade (default)



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Fields, continued

Field	Value
Minimum Numeric Grade Value	<p>Enter the lowest numeric grade value allowed for courses or course attributes brought in for consideration for compliance.</p> <p>You can use this field, for example, to restrict withdrawals or courses taken for audit from being considered for compliance.</p>
Apply Degree Courses Only, Update Applied Courses	<p>Select these check boxes as appropriate for your institution.</p> <p>Refer to the <i>Using Curriculum, Advising, and Program Planning with SCT Banner Student</i> handbook for details on how these check boxes work.</p>
Create Unused Area Records	<p>If you want SCT Banner to create output records for unused areas when a degree evaluation is run, select this check box.</p>
Create Unused Course/Attributes	<p>Select this check box if you want SCT to create output records for unused courses or course attributes when a degree evaluation is run.</p>
Create Rejection Records	<p>Select this check box if you want SCT Banner to create output records for rejected courses or course attributes when a degree evaluation is run.</p>
Create Course Select Report	<p>Select this check box if you want SCT Banner to create the Compliance Course/Attribute Selection Report (SMRCMPL) when a degree evaluation is run.</p> <p>Typically, this feature is used in testing, but because it is a long report, you might consider turning it off after testing.</p>
Advisor/Class Term	<p>Enter the term code for the system to use when selecting the student classification and advisor information for hardcopy output.</p>



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ [Jump to TOC](#)

Fields, continued

Field	Value
Minimum In-Progress Term	<p>Enter the earliest term from which in-progress courses will be selected for consideration by the system for a degree evaluation.</p> <p>The term entered must be the same as or earlier than the maximum in-progress term.</p>
Maximum In-Progress Term	<p>Enter the latest term from which in-progress courses will be selected for consideration by the system for a degree evaluation.</p>
Minimum Cut-Off Term	<p>Enter the earliest term from which any (in-progress, academic history, or transfer) courses will be selected for consideration by the system for a degree evaluation.</p> <p>The term entered must be the same as or earlier than the maximum cut-off term.</p>
Maximum Cut-Off Term	<p>Enter the latest term from which any (in-progress, academic history, or transfer) courses will be selected for consideration by the system for a degree evaluation.</p> <p>The term entered must be the same as or later than the maximum cut-off term.</p>



Section C: Day-to-Day Operations

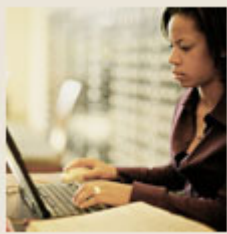
Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Procedure

Follow these steps to define default values for degree evaluations using the table on the previous pages.

Step	Action
1	Access the Compliance Default Parameter Form (SMADFLT).
2	Enter <i>WEB</i> in the Default Code field. <u>Note:</u> This value is defined on the Compliance Default Codes Validation Form (STVDFLT) and is required by the system.
3	Perform a Next Block function.
4	Enter values in the fields as indicated in the table above.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Banner form

On the Crosswalk Validation Form (GTVSDAX) define the WEBCURR hierarchy and the DISPTEXT, FACEMAIL, STUEMAIL, and SECONDCURR codes.

The screenshot shows a web browser window titled "Crosswalk Validation GTVSDAX 7.0 (C700)". The page content is under the heading "Internal" and displays four rows of data entry forms. Each row contains the following fields:

- Code:** WEBCURR
- Sequence:** 1, 2, 3, 4
- Group:** WEBCAPP
- Description:** WebCAPP Curriculum Source
- Reporting Date:** (calendar icon)
- System Requirements:**
- External Code:** *DEG, *GST, *ADM, *REC
- Translation Code:** (empty)
- Activity Date:** 03-JUN-2005

Procedure

Follow these steps to define the Crosswalk Validation Form (GTVSDAX) settings using the tables starting on the next page.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX).
2	Select <u>I</u> nsert from the R ecord menu.
3	Enter values for each of these fields: C ode, S equence, G roup, E xternal Code, D escription, and S ystem Requirements (use the values shown in the tables that follow).
4	Click the S ave icon.
5	Repeat steps 1-4 for each rule.
6	Click the E xit icon.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Fields

You will need these values entered on GTVSDAX to complete the procedure that follows.

Field	Value
Code	DISPTEXT
Sequence	1
Group	WEBCAPP
External Code	WEB You can enter any valid value from the Compliance Print Code Validation Form (STVPRNT).
Description	Display Compliance Text on Web.

Field	Value
Code	FACEMAIL
Sequence	1
Group	WEBCAPP
External Code	FAC You can enter any valid value from the E-mail Address Type Code Validation Form (GTVEMAL).
Description	Faculty Email Type

Field	Value
Code	FACEMAIL
Sequence	1
Group	WEBCAPP
External Code	FAC You can enter any valid value from the E-mail Address Type Code Validation Form (GTVEMAL).
Description	Faculty Email Type



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Fields, continued

Field	Value
Code	STUEMAIL
Sequence	1
Group	WEBCAPP
External Code	STU
	You can enter any valid value from the E-mail Address Type Code Validation Form (GTVEMAL).
Description	Student Email Type
Field	Value
Code	SECONDCURR
Sequence	1
Group	WEBCAPP
External Code	Y/N
	Y = Secondary curricula are displayed on degree evaluation.
	N = Secondary curricula are not displayed.
Description	Secondary Curriculum Display



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

WEBCURR

The internal code of WEBCURR uses this hierarchy to determine where and in what order to retrieve the current curriculum record:

Sequence	Description
1 = DEG:	Degree record on the Degree and Other Formal Awards Form (SHADEGR)
2 = GST:	General student record on the General Student Form (SGASTDN)
3 = ADM:	Applicant record on the Admissions Application Form (SAAADMS)
4 = REC:	Recruiting record on the Recruiting Prospect Information Form (SRARECR)

The sequence number (1, 2, 3, or 4) associated with the external code determines the order in which records will be displayed on the Current Curriculum page (the first page of the Degree Evaluation option).

For example, if DEG is specified for sequence 1, the Degree record will be displayed first. If DEG is sequence 1 and the student does not have a Degree record, the system looks for the record type specified for sequence 2; if that record does not exist for sequence 2, it goes on to the next sequence number, and so on. If no record is found, the “No Curriculum Record Found” message will be displayed.

Each of the four **Sequence** fields must have a value. If you want to have only one record be used (for example, the Degree record) enter the associated external code for that record for all four sequence numbers or enter an unknown value, such as *xxx* in the other three. If the record(s) in the hierarchy do not exist, the “No Curriculum Record Found” message is displayed.



Section C: Day-to-Day Operations

Lesson: Setting up WebCAPP - Degree Evaluations (Continued)

◀ Jump to TOC

Fields

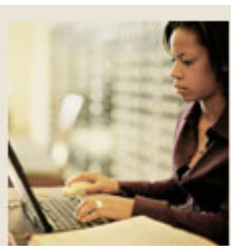
These values must be entered on GTVSDAX.

Field	Value
Code	WEBCURR
Sequence	1
Group	WEBCAPP
External Code	*DEG
Description	WebCAPP Curriculum Source

Field	Value
Code	WEBCURR
Sequence	2
Group	WEBCAPP
External Code	*GST
Description	WebCAPP Curriculum Source

Field	Value
Code	WEBCURR
Sequence	3
Group	WEBCAPP
External Code	*ADM
Description	WebCAPP Curriculum Source

Field	Value
Code	WEBCURR
Sequence	4
Group	WEBCAPP
External Code	* REC
Description	WebCAPP Curriculum Source



Section C: Day-to-Day Operations

Lesson: Running a Web Compliance/Degree Evaluation

◀ Jump to TOC

Introduction

Once you have set up WebCAPP, faculty advisors and students can perform degree evaluations/compliances through the Self Service web by either students or faculty/advisors.

Our example will show a faculty advisor using SCT Banner Self Service for Faculty & Advisors. The online display shows general requirements and area requirements.

Screen image 1

Here is an example of General Requirements in a WebCAPP online compliance/degree evaluation.

Address http://maldev19.sct.com:9100/s4b70/bwckapp_P_VerifyDispEvalViewOption Go Links

710000010 Preston J. Thomas
Jun 06, 2005 09:36 am

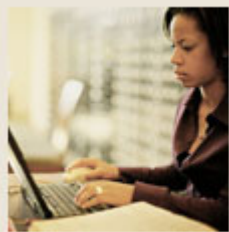
Confidential Information for Rose Ranson
This is NOT an official evaluation.

Program Evaluation

Program :	Test of Adjustments ORI and AD	Catalog Term :	Fall 2002
Campus :	Main	Evaluation Term :	Fall 2002
College :	No college designated	Expected Graduation Date :	
Degree :	Bachelor of Science	Request Number :	19
Level :	Undergraduate	Results as of :	Aug 20, 2004
Majors :	Anthropology	Minors :	
Departments :	Anthropology	Concentrations :	

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	30.000	27.000		9
Program GPA :	Yes	.00	3.11		
Overall GPA :	Yes	.00	3.09		
Other Course Information					
Transfer :			0.000		0
Unused :		105.000		38	

This is NOT an official evaluation.



Section C: Day-to-Day Operations

Lesson: Running a Web Compliance/Degree Evaluation (Continued)

◀ Jump to TOC

Screen image 2

The area information displays when you scroll down the screen. Notice that each area indicated in red if the area is not met, lists the courses, credits, and grades that apply to that area. At the bottom of each area, the footer displays the number of credits and area GPA. You could also select to see details on your display which would also list the requirements that are still unmet.

This is NOT an official evaluation.

Area : Test for adjustments (30.000 credits) - Not Met

3.000 A 199310 - ANTH 2010 Origins of Culture
3.000 B 199410 - ANTH 3020 Principles of Archeology
3.000 A 199420 - ANTH 4080 Anthropological Theory
3.000 A 199510 - ANTH 2510 Folk Technology
3.000 C 199510 - ANTH 3030 The North American Indian
3.000 B 199510 - ANTH 3040 Indians of the American SE
3.000 B 199520 - ANTH 3100 The Dynamics of Culture
3.000 C 199520 - ANTH 3110 Principles of Ethnology
3.000 B 199520 - ANTH 4130 Museum/Historic Site Devel.

27.000 Credits 3.11 GPA

[Back to Display Options](#)

[[Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#) | [What-If Analysis](#)]

RELEASE: 7.1

Powered by SunGard SCT

Procedure

Follow these steps to run a compliance/degree evaluation on the web as a faculty member.

Step	Action
1	Open your Web browser and go to the SCT Student Self-Service homepage. Your instructor will provide you with the correct URL.
2	Click the Enter Secure Area icon.
3	Enter the faculty advisor's SCT Banner ID in the User ID field and the PIN in the PIN field. <u>Note:</u> Depending upon institution settings, these fields may be case-sensitive. Your instructor will provide the User ID to use in class.



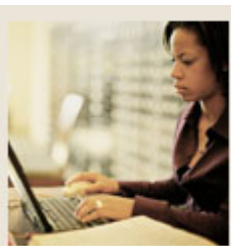
Section C: Day-to-Day Operations

Lesson: Running a Web Compliance/Degree Evaluation (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	<p>Enter a login verification security question and answer.</p> <p><u>Notes:</u> This question and answer will be entered into GOATPAD. When someone forgets their PIN, they can click the Forgot PIN? button on the initial login page, then enter the answer to the verification question. From there, they can enter a new PIN.</p> <p>You need to respond to these prompts only when the PIN Hint Question and PIN Hint Response fields on GOATPAD are blank.</p>
5	<p>If you see the Terms of Usage page, click the Continue button.</p> <p><u>Note:</u> When you click this button, the Accepted check box on GOATPAD is automatically selected.</p> <p>Whether or not this page is displayed the first time a user logs in is determined by the Display Usage Page checkbox on WebTailor's Customize Web Rules page. If the box is selected, all users of any SCT Banner Self-Service product must accept the terms of usage before they may log in.</p>
6	Click the Faculty & Advisors link.
7	Click the Student Information Menu link.
8	Click the Degree Evaluation link.
9	Select a term from the Select a Term drop-down list.
10	Click the Submit button.
11	<p>Enter 210009506 (Anthony Abbe) in the Student or Advisee ID field.</p> <p><u>Note:</u> You can also use the Student and Advisee Query to find the student you want to review.</p>
12	Click the Submit button.
13	Click the Submit button to select the student.
14	Click the Degree Evaluation link.
15	Click the What-if Analysis link at the bottom of the screen.
16	Select a term the student began taking classes in the Entry Term field.
17	Click the Continue button.
18	Select a program in the Program field.



Section C: Day-to-Day Operations

Lesson: Running a Web Compliance/Degree Evaluation (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
19	Click the Continue button.
20	Select a major in the First Major field.
21	Click the Submit button.
22	Select the current term in the Evaluation Term field.
23	Click the Generate Request button.



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- created and attached groups to areas
- created and attached areas to programs
- created a captive and non-captive program in CAPP
- run a compliance
- entered an adjustment to degree requirements
- enabled WebCAPP
- run a web compliance/degree evaluation.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

What is a program?

Question 2

What is an area?

Question 3

What is the area library?

Question 4

What is the difference between a Captive and a Non-Captive Program?

Question 5

Explain the function of **Re-Use Indicators**.

Question 6

What is a group?

Question 7

What are sets and subsets?

Question 8

What are the general types of information needed to be defined for a new program?

Question 9

When is a program curriculum dependent? When is a program independent?

Question 10

How do you run compliance?



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What is a program?

A program is the highest level in CAPP. Each program corresponds to some particular student objective. It is the goal or objective that is used to measure student progress.

Question 2

What is an area?

An area is a subset of requirements within a program. It may have a set of requirements similar to those at the program level. An area can be attached to more than one program.

Question 3

What is the area library?

The area library is a central location that houses all areas.

Question 4

What is the difference between a Captive and a Non-Captive Program?

A Captive Program is one in which all areas that make up the program are specially attached to the program. Only the attached areas will be used to perform a compliance review for a student in the program.

When a program is not captive, the compliance process may use all of the program's attached areas and also attempt to find other areas that apply to the student for whom compliance is being performed.

Question 5

Explain the function of **Re-Use Indicators**.

Re-Use Indicators control how courses/attributes are used in CAPP. Use Re-Use Indicators to specify that a used course and/or attribute can be re-used to fulfill another requirement in a different area or group.



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ Jump to TOC

Question 6

What is a group?

A group is the subsets of detail requirements that can be attached to one or more areas. Groups are an optional level in a program's structure and their use will generally be determined by the way in which the program's requirements are organized.

Question 7

What are sets and subsets?

A set is a collection of records. A subset is a division within a set. Sets and subsets are used to set up and/or criteria in CAPP requirements

Question 8

What are the general types of information needed to be defined for a new program?

Program requirements include general requirements, Non-course requirements and/or required attributes can also include attached areas (in Captive Programs).

Program restrictions can include additional course levels to include/exclude, restricted subjects/attributes, and/or restricted grades.

Question 9

When is a program curriculum dependent? When is a program independent?

A program is dependent when the program rule is attached to a curriculum rule for running compliances. A program is curriculum independent when you do not check the curriculum dependent check box on SMAPRLE.

Question 10

How do you run compliance?

Use the Compliance Request Management Form (SMARQCM). On this form, specify the program for which compliance will be performed. Also use it to attach planned courses to a compliance request and request hardcopy output.



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

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Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Major, Minor, and Concentration Validation	STVMAJR	Curriculum Rules Form	SOACURR
Subject Code Validation	STVSUBJ	Program Requirements Form Area Requirements Form Group Requirements Form	SMAPROG SMAAREA SMAGROP
Attribute Validation	STVATTR	Program Requirements Form Area Requirements Form Group Requirements Form	SMAPROG SMAAREA SMAGROP
College Code Validation	STVCOLL	Curriculum Rules Form Program Definition Rules Form Program Requirements Form Area Requirements Form Group Requirements Form	SOACURR SMAPRLE SMAPROG SMAAREA SMAGROP
Campus Code Validation	STVCAMP	Curriculum Rules Form Program Definition Rules Form Program Requirements Form Area Requirements Form Group Requirements Form	SOACURR SMAPRLE SMAPROG SMAAREA SMAGROP
Level Code Validation	STVLEVL	Area Library Form Group Library Form Curriculum Rules Form Program Definition Rules Form Program Requirements Form Area Requirements Form Group Requirements Form	SMAALIB SMAGLIB SOACURR SMAPRLE SMAPROG SMAAREA SMAGROP



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Procedure, continued

Degree Code Validation	STVDEGC	Curriculum Rules Form Program Definition Rules Form Program Requirements Form Area Requirements Form Group Requirements Form	SOACURR SMAPRLE SMAPROG SMAAREA SMAGROP
Department Code Validation	STVDEPT	Curriculum Rules Form Program Requirements Form Area Requirements Form Group Requirements Form	SOACURR SMAPROG SMAAREA SMAGROP
Term Code Validation	STVTERM	Area Library Form Group Library Form Curriculum Rules Form Program Definition Rules Form Program Requirements Form Area Requirements Form Group Requirements Form	SMAALIB SMAGLIB SOACURR SMAPRLE SMAPROG SMAAREA SMAGROP
Action Code Validation	STVACTN	Student Program Adjustments Form	SMASPRG
Compliance Default Parameter Form	SMADFLT	Compliance Request Management Form WebCAPP Rules Form	SMARQCM SMAWCRL
Compliance Print Type Rules Form	SMACPRT	Compliance Request Management Form WebCAPP Rules Form	SMARQCM SMAWCRL
Test Code Validation	STVTESC	Area Requirements Form Group Requirements Form	SMAAREA SMAGROP



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Program Definition Rules Form (SMAPRLE)	<ul style="list-style-type: none"> • College Code Validation (STV_COLL) • Campus Code Validation (STV_CAMP) • Level Code Validation (STV_LEVL) • Degree Code Validation (STV_DEGC) • Term Code Validation (STV_TERM)
Curriculum Rules Form (SOACURR)	<ul style="list-style-type: none"> • Major, Minor, and Concentration Validation (STV_MAJR) • College Code Validation (STV_COLL) • Campus Code Validation (STV_CAMP) • Level Code Validation (STV_LEVL) • Degree Code Validation (STV_DEGC) • Department Code Validation (STV_DEPT) • Term Code Validation (STV_TERM)
Curriculum Control Form (SOACTRL)	<ul style="list-style-type: none"> • None
Program Requirements Form (SMAPROG)	<ul style="list-style-type: none"> • Program Definition Rules Form (SMAPRLE) • Subject Code Validation (STV_SUBJ) • Attribute Validation (STV_ATTR) • College Code Validation (STV_COLL) • Campus Code Validation (STV_CAMP) • Level Code Validation (STV_LEVL) • Degree Code Validation (STV_DEGC) • Department Code Validation (STV_DEPT) • Term Code Validation (STV_TERM)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

◀ Jump to TOC

Procedure, continued

Area Requirement Form (SMAAREA)	<ul style="list-style-type: none"> • Area Library Form (SMAALIB) • Subject Code Validation (STVSUBJ) • Attribute Validation (STVATTR) • Test Code Validation (STVTEC) • College Code Validation (STVCOLL) • Campus Code Validation (STVCAMP) • Level Code Validation (STVLEVL) • Degree Code Validation (STVDEGC) • Department Code Validation (STVDEPT) • Term Code Validation (STVTERM)
Area Library Form (SMAALIB)	<ul style="list-style-type: none"> • Level Code Validation (STVLEVL) • Term Code Validation (STVTERM)
Group Requirement Form (SMAGROP)	<ul style="list-style-type: none"> • Group Library Form (SMAGLIB) • Subject Code Validation (STVSUBJ) • Attribute Validation (STVATTR) • Test Code Validation (STVTEC) • College Code Validation (STVCOLL) • Campus Code Validation (STVCAMP) • Level Code Validation (STVLEVL) • Degree Code Validation (STVDEGC) • Department Code Validation (STVDEPT) • Term Code Validation (STVTERM)
Group Library Form (SMAGLIB)	<ul style="list-style-type: none"> • Level Code Validation (STVLEVL) • Term Code Validation (STVTERM)
WebCAPP Rules Form (SMAWCRL)	<ul style="list-style-type: none"> • Compliance Default Parameter Form (SMADFLT) • Compliance Print Type Rules Form (SMACPRT)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Compliance Request Management Form (SMARQCM)	<ul style="list-style-type: none">• Compliance Default Parameter Form (SMADFLT)• Compliance Print Type Rules Form (SMACPRT)• CAPP must be set up and student must have completed courses.
Student Program Adjustments Form (SMASPRG)	<ul style="list-style-type: none">• Action Code Validation Table Form (STVACTN)• CAPP must be set up and student must have completed courses.



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
STVMAJR	Major, Minor, and Concentration Validation	
STVSUBJ	Subject Code Validation	
STVATTR	Attribute Validation	
STVTESC	Test Code Validation	
STVCOLL	College Code Validation	
STVCAMP	Campus Code Validation	
STVLEVL	Level Code Validation	
STVDEGC	Degree Code Validation	
STVDEPT	Department Code Validation	
STVTERM	Term Code Validation	
STVACTN	Action Code Validation Form	
SMADFLT	Compliance Default Parameter Form	
SMACPRT	Compliance Print Type Rules Form	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 08/31/2005.