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

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Revision History Log

Publication Date	Summary
Original Date	New version that supports Banner 8 software.

Table of Contents

Introduction

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

Course objectives

- create the rules used to process program construction
- 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
- use related reports and processes.

Intended audience

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

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial "Banner 8 Fundamentals," or have equivalent experience navigating in the Banner system
- administrative rights to create the rules and set the validation codes in Banner.

Process Introduction

Introduction

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 one of the following:

- 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.

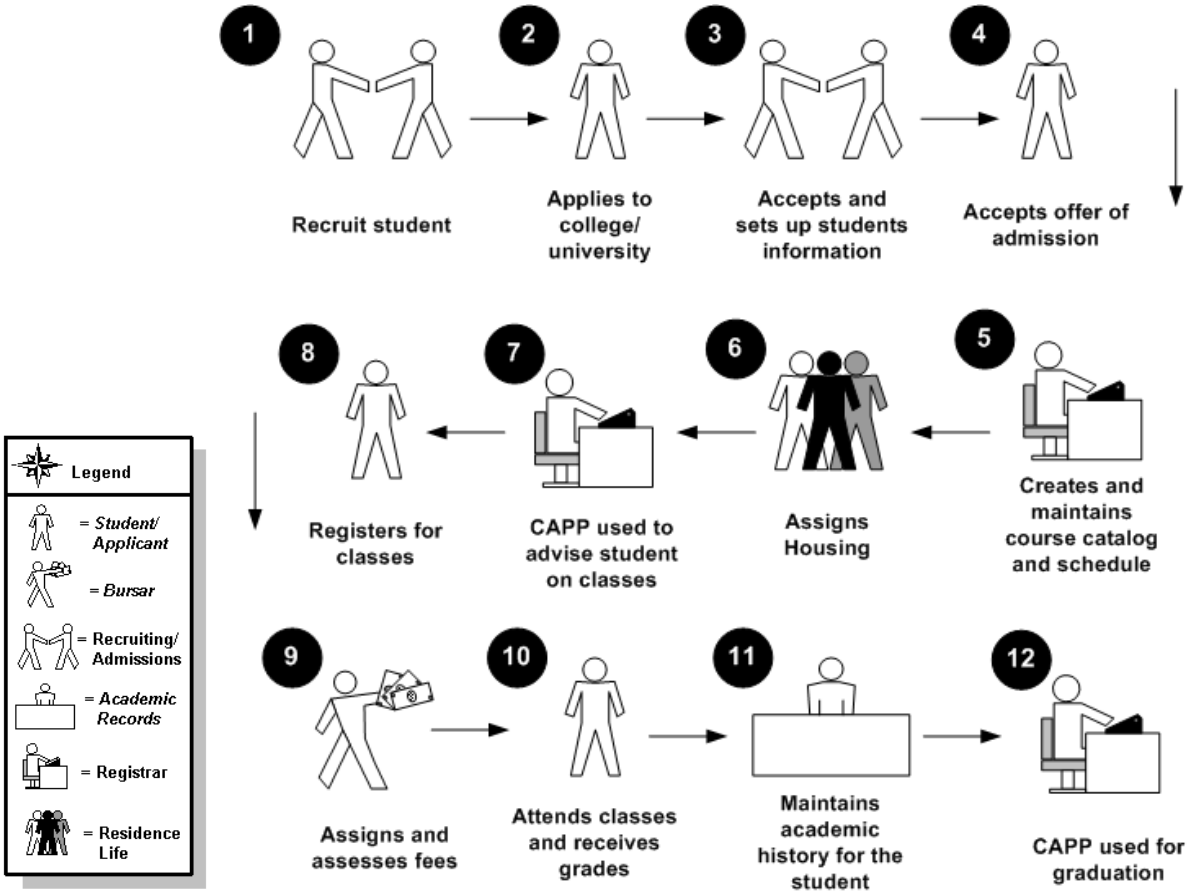
CAPP allows faculty advisors more time for advising, rather than spending hours plotting out a student's progress toward completion of a goal.

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

Flow diagram

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



CAPP Components

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.

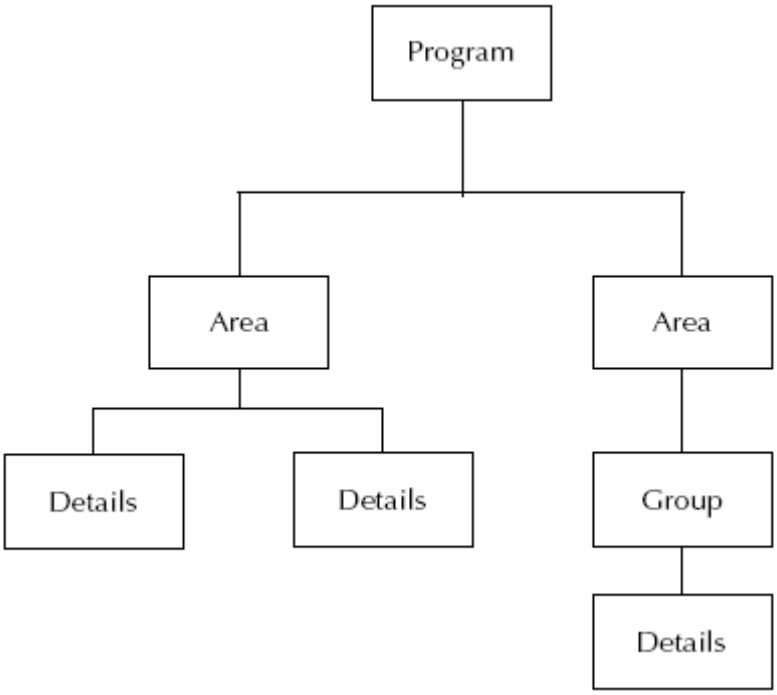
Structure of components

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.



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:

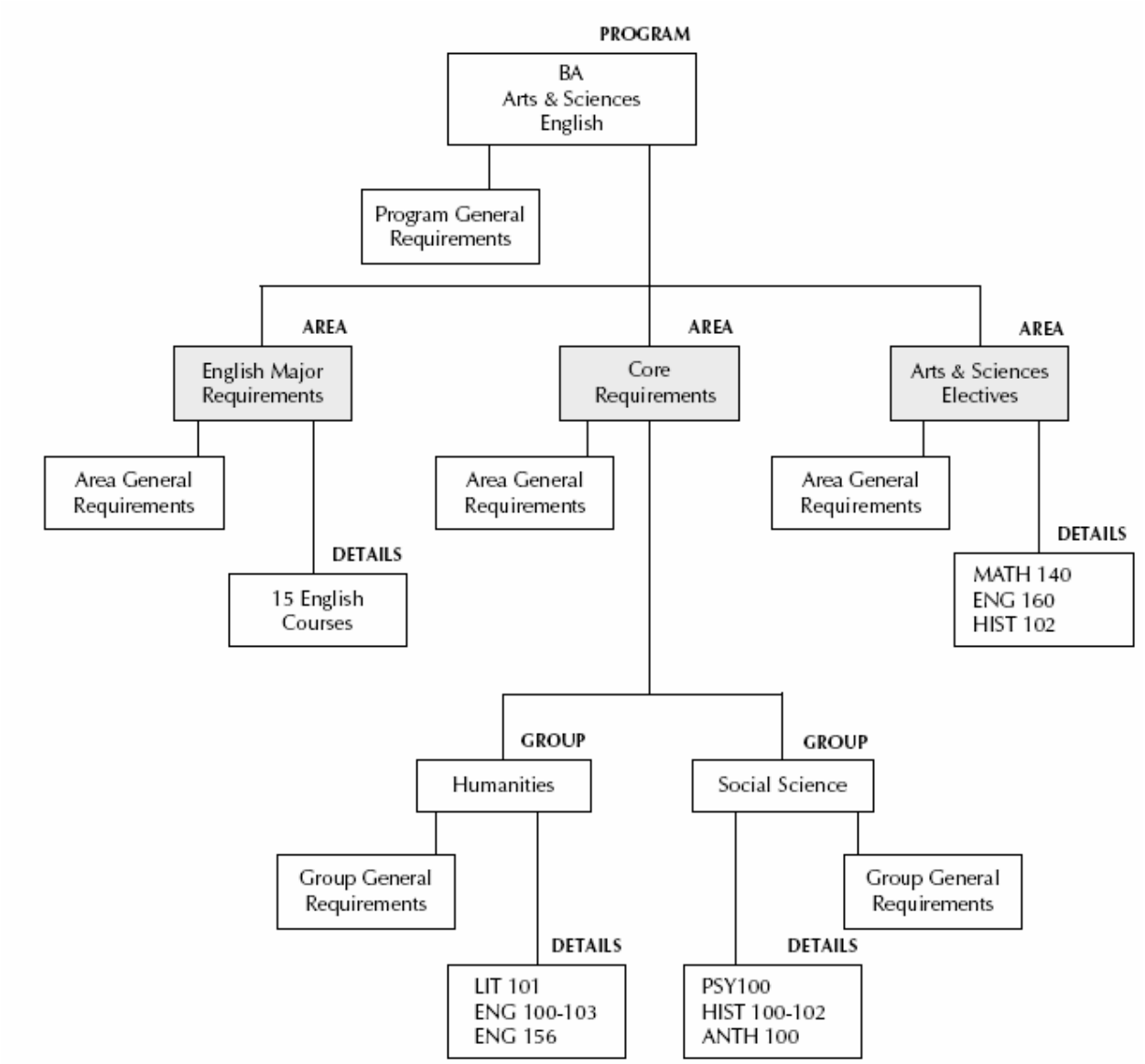
A program has its own general requirements as well as area attachments

- 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.”

BA English Example

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



Types of CAPP Programs

There are three basics 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	Used 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)	Used 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.

Curriculum-independent programs

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

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

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

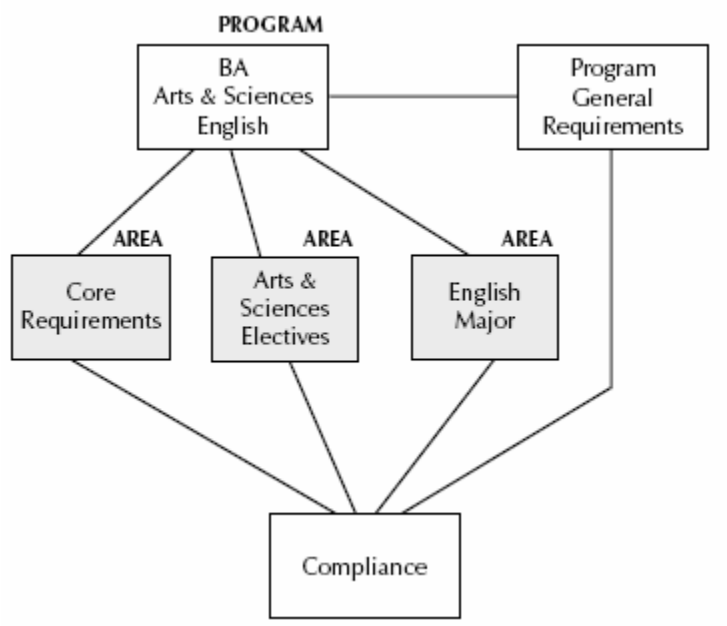
- Create the program and its requirements for the first student, and then copy the program for each of the other students.
- Create the program and its requirements, and, without assigning it to any students on SMAPRLE, designate the program as the compliance curriculum in compliance requests created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

Captive programs

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

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

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.

Non-Captive (Dynamic) Programs

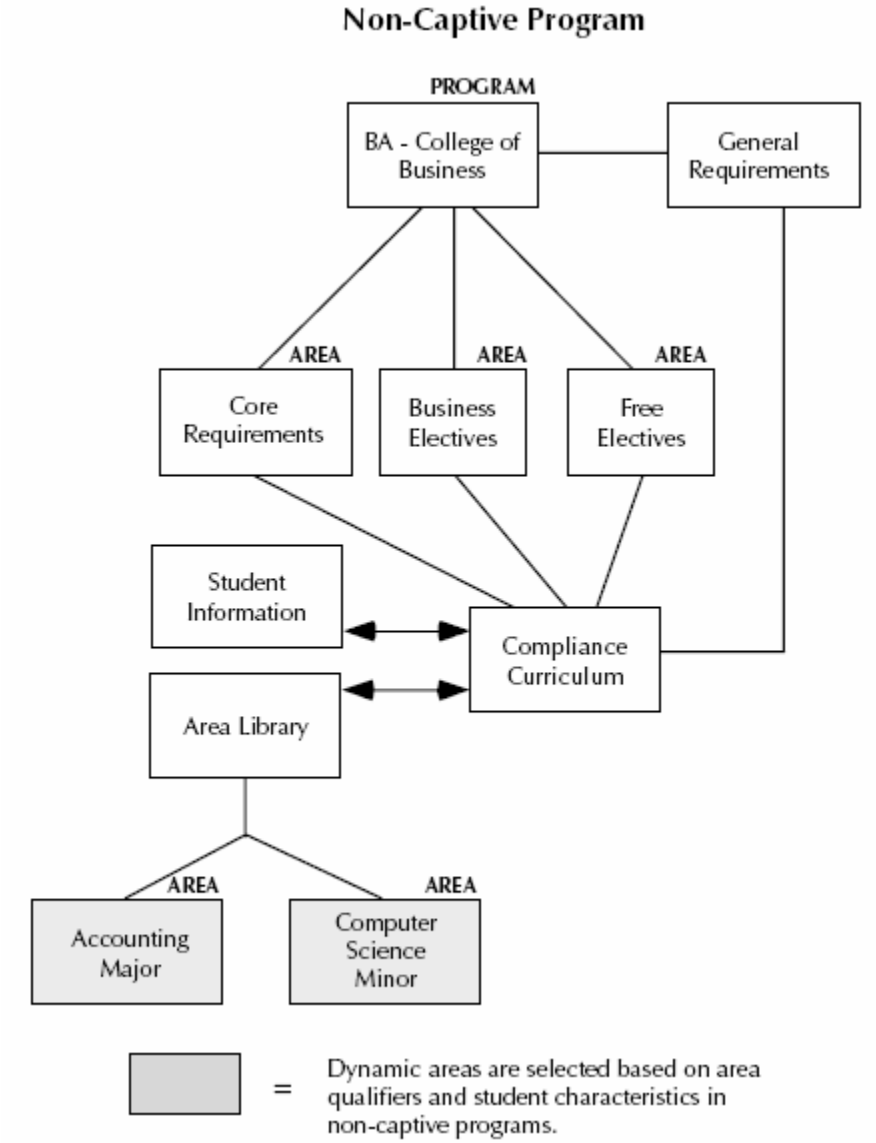
A non-captive program is one in which areas that make up the program can be attached directly to the program and/or selected dynamically. The only areas that can be selected dynamically are those for which the Dynamic checkbox on the Area Library Form (SMAALIB) has been selected and whose qualifiers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

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



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).

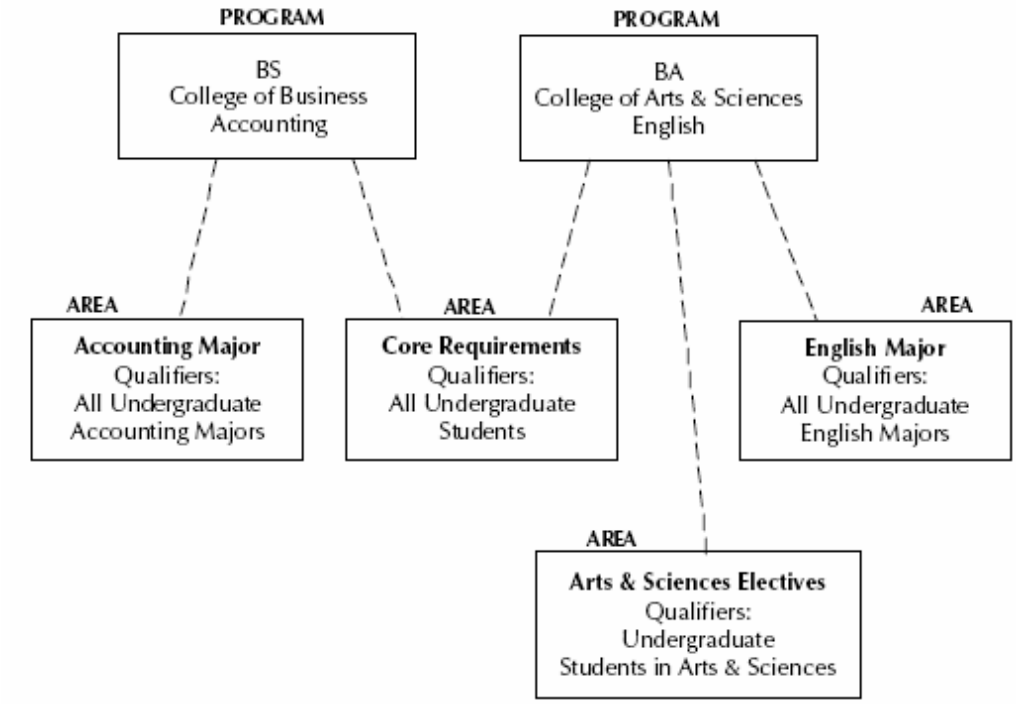
While dynamic areas can be attached to both captive and non-captive programs, the purpose of attaching a dynamic area to a non-captive program is to control the priority, reuse indicators, and year rule for the area within the program.

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.

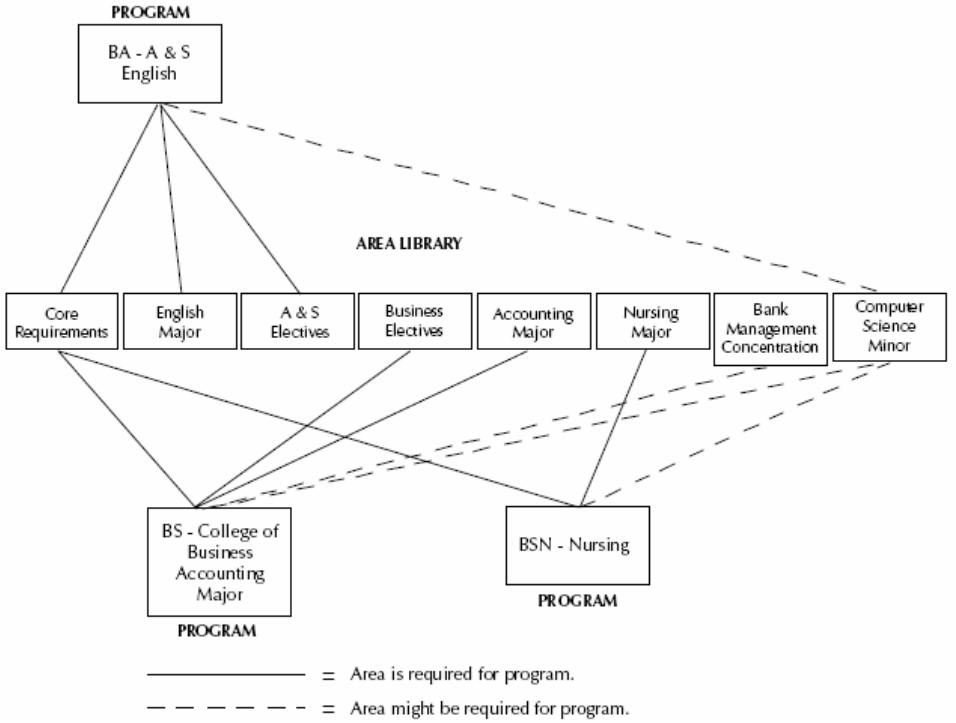


The system would take the following actions.

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

Area libraries

All areas and their qualifiers are defined in the area library. Dynamic areas are selected from the area library by non-captive programs based on area qualifiers and student characteristics. 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 any students pursuing a BSN in Nursing or a BS in Accounting with a declared minor in Computer Science.

Where Does Information Come From?

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 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.

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?

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

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.

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.

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 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?

Set Up

Section goal

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

Objectives

In this lesson you will learn how to

- create the rules used to process program construction
- create and attach groups to areas
- create and attach areas to programs
- create a captive and non-captive program in CAPP
- run a compliance.

Essential Resources

Many find it essential to have their institution's course catalog and individual program course requirements at hand while setting up the validation and rules form.

Validation Forms Used in CAPP

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.

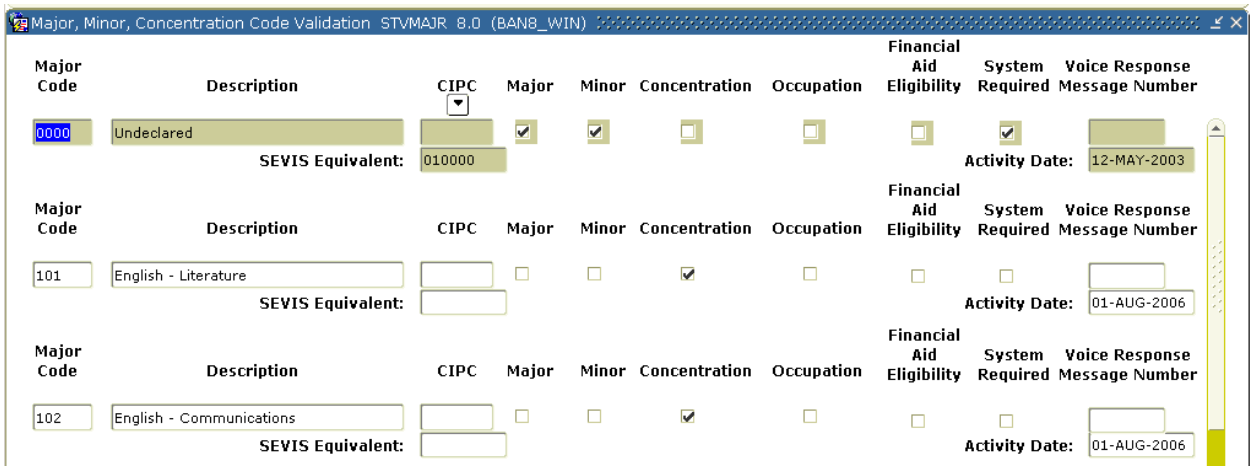
Form Description	Banner Name
Major, Minor, and Concentration Validation	STVMAJR
Subject Code Validation	STVSUBJ
Attribute Validation	STVATTR
Test Code Validation	STVTESC
College Code Validation	STVCOLL
Campus Code Validation	STVCAMP
Level Code Validation	STVLEVL
Degree Code Validation	STVDEGC
Department Code Validation	STVDEPT
Term Code Validation	STVTERM
Action Code Validation	STVACTN
Compliance Default Option Validation	STVDFLT
Compliance Type Code Validation	STVCPRT
Student Attribute Validation	STVATTS
Compliance Print Code Validation	STVPRNT
Originator Code Validation	STVORIG

Major, Minor, and Concentration Validation

Purpose

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



Steps

Follow these steps to enter major, minor, and concentration codes.

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 if Voice Response is used at your institution.

13. Click the **Save** icon.

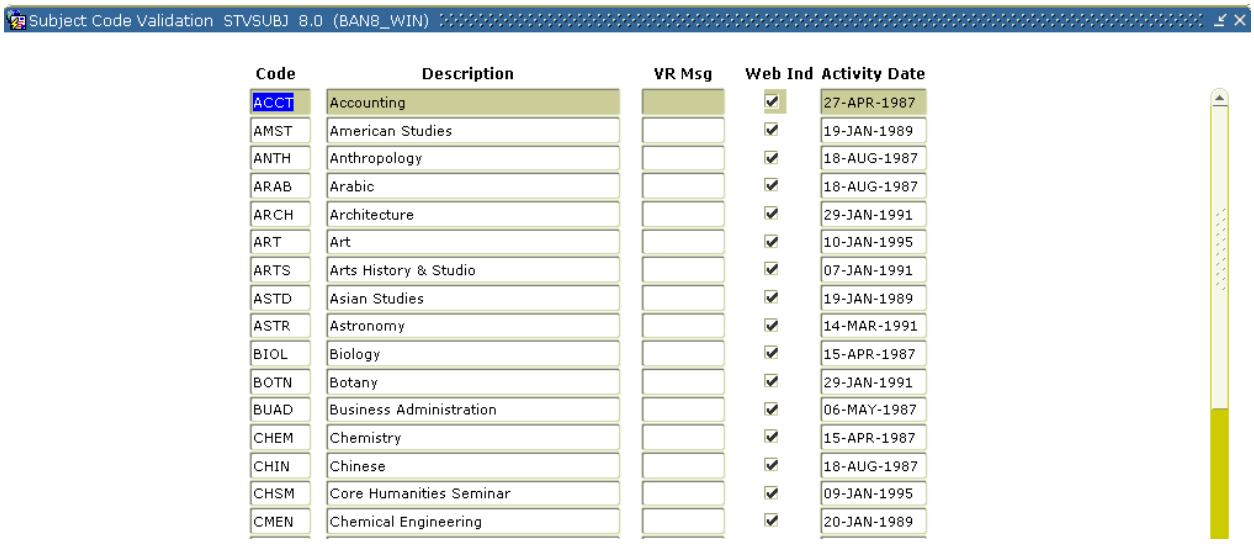
14. Click the **Exit** icon.

Subject Code Validation

Purpose

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



Steps

Follow these steps to enter subject codes.

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 if this subject should appear in Self Service.

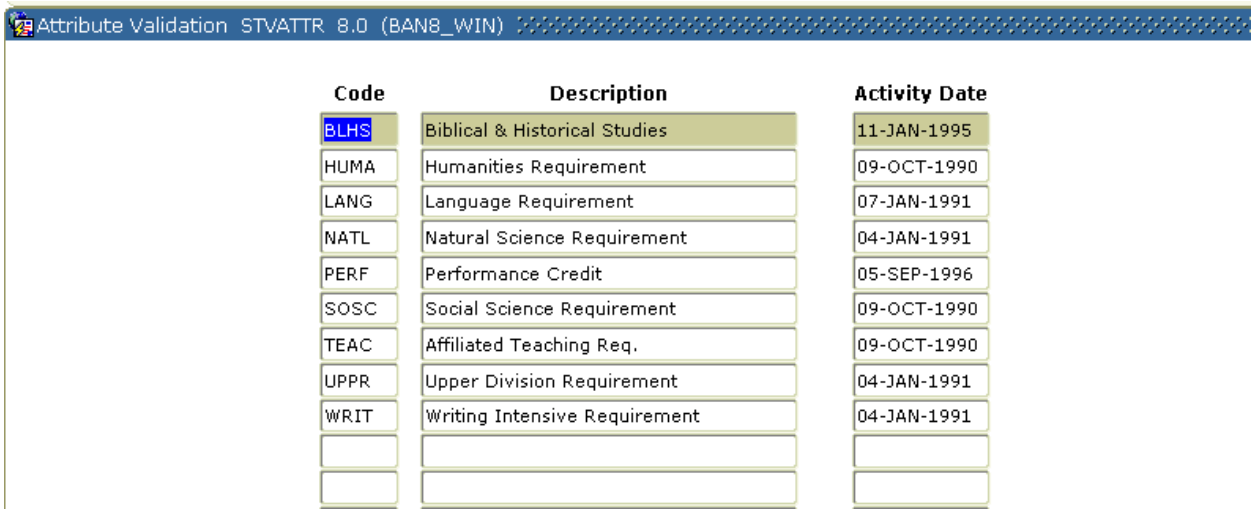
7. Click the **Save** icon.
8. Click the **Exit** icon.

Attribute Validation

Purpose

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



Steps

Follow these steps to enter course attribute codes.

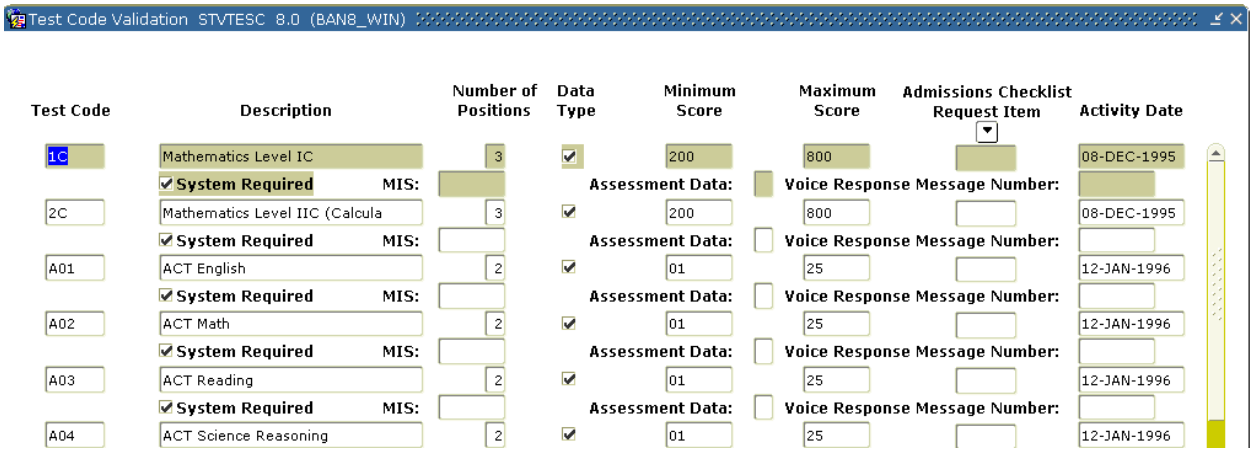
1. Access the Attribute Validation Form (STVATTR).
2. Enter the attribute code in the **Code** field.
3. Enter a description in the **Description** field.
4. Repeat steps 2-3 as needed.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Test Code Validation

Purpose

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



Steps

Follow these steps to enter test codes.

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.

   Note: 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.

10. Note the setting of the **System Required** checkbox.

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.

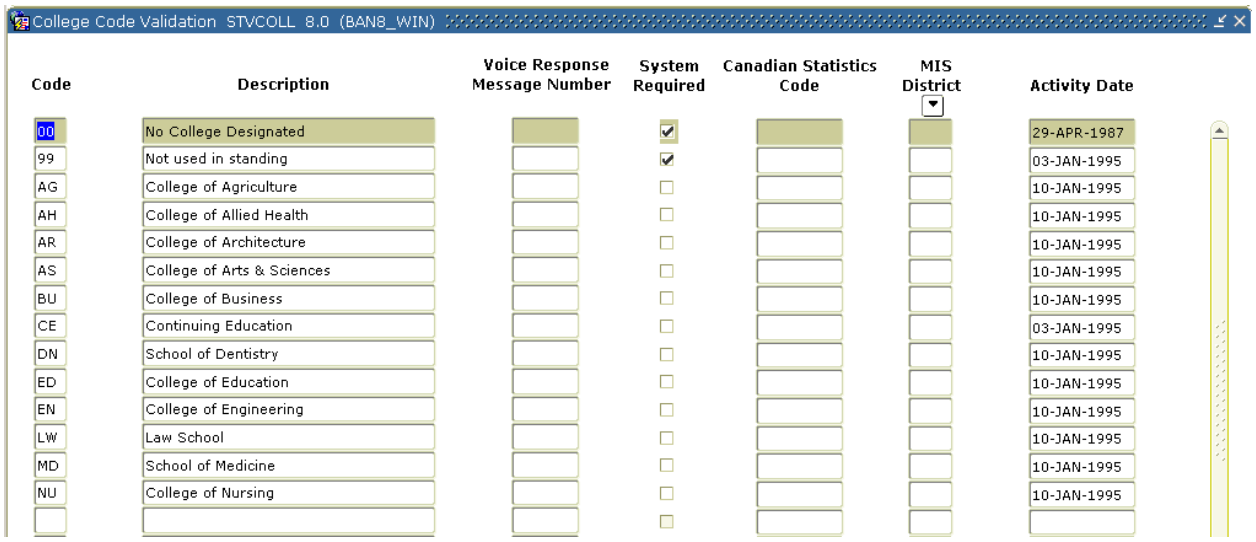
14. Click the **Exit** icon.

College Code Validation

Purpose

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

Banner form



Steps

Follow these steps to enter internal college codes.

1. Access the College Code Validation Form (STVCOLL).
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. Note the setting of the **System Required** checkbox.

6. Enter the institution specific code in the **Canadian Statistics Code** field, if required.

7. Click the **Save** icon.

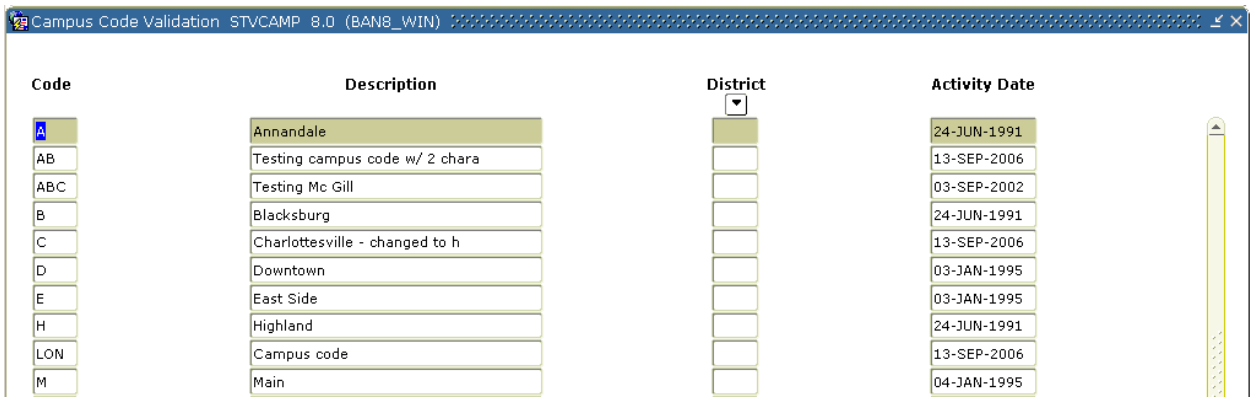
8. Click the **Exit** icon.

Campus Code Validation

Purpose

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

Banner form



Steps

Follow these steps to enter campus codes.

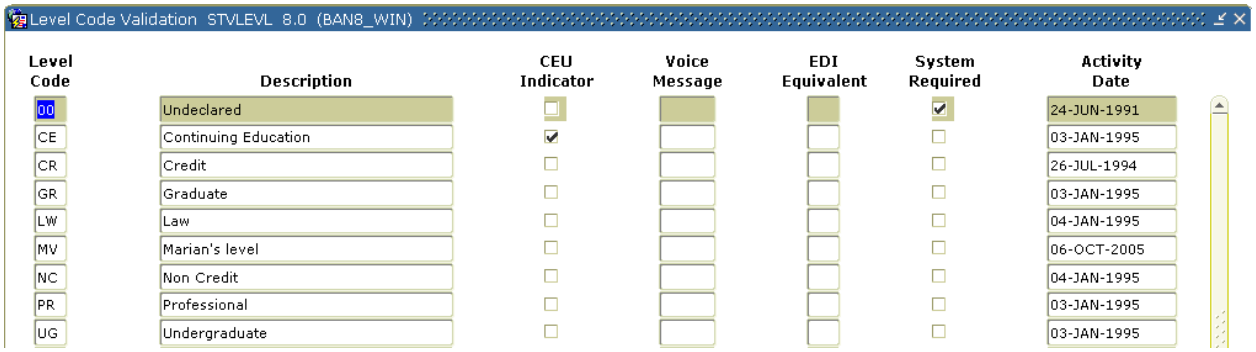
1. Access the Campus Code Validation Form (STVCAMP).
2. Enter the campus code in the **Code** field.
3. Enter a description in the **Description** field.
4. Select a district in the **District** field if desired.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Level Code Validation

Purpose

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

Banner form



Steps

Follow these steps to enter level codes.

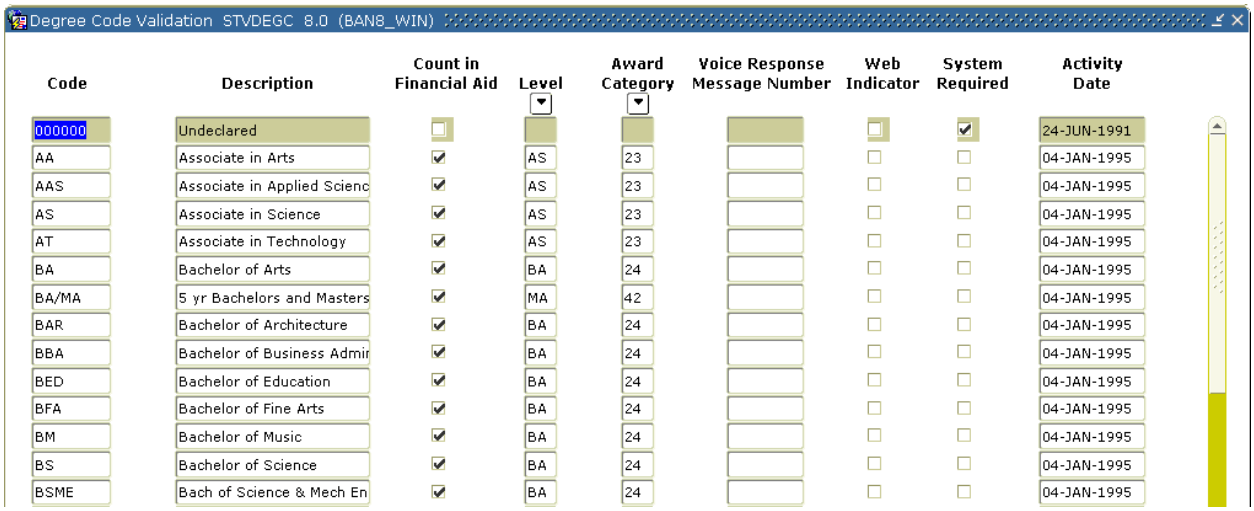
1. Access the Level Code Validation Form (STVLEVL).
2. Enter the level code in the **Level Code** field.
3. Enter a description in the **Description** field.
4. Enter a voice message response number in the **Voice Msg** field if your institution uses Voice Response.
5. Enter a code in the **EDI Equiv**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

Degree Code Validation

Purpose

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	☐				☐	☑	24-JUN-1991
AA	Associate in Arts	☑	AS	23		☐	☐	04-JAN-1995
AAS	Associate in Applied Scienc	☑	AS	23		☐	☐	04-JAN-1995
AS	Associate in Science	☑	AS	23		☐	☐	04-JAN-1995
AT	Associate in Technology	☑	AS	23		☐	☐	04-JAN-1995
BA	Bachelor of Arts	☑	BA	24		☐	☐	04-JAN-1995
BA/MA	5 yr Bachelors and Masters	☑	MA	42		☐	☐	04-JAN-1995
BAR	Bachelor of Architecture	☑	BA	24		☐	☐	04-JAN-1995
BBA	Bachelor of Business Admir	☑	BA	24		☐	☐	04-JAN-1995
BED	Bachelor of Education	☑	BA	24		☐	☐	04-JAN-1995
BFA	Bachelor of Fine Arts	☑	BA	24		☐	☐	04-JAN-1995
BM	Bachelor of Music	☑	BA	24		☐	☐	04-JAN-1995
BS	Bachelor of Science	☑	BA	24		☐	☐	04-JAN-1995
BSME	Bach of Science & Mech En	☑	BA	24		☐	☐	04-JAN-1995

Steps

Follow these steps to enter degree codes.

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.

   Note: This field is validated from the Degree Level Validation Table (STVDLEV).

7. Select a category code in the Category field.

   Note: This field is validated from the Award Category Validation Table (STVACAT).

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 if the degree should be available in Self Service.

10. Click the **System Required** checkbox if the value is system required.

11. Click the **Save** icon.

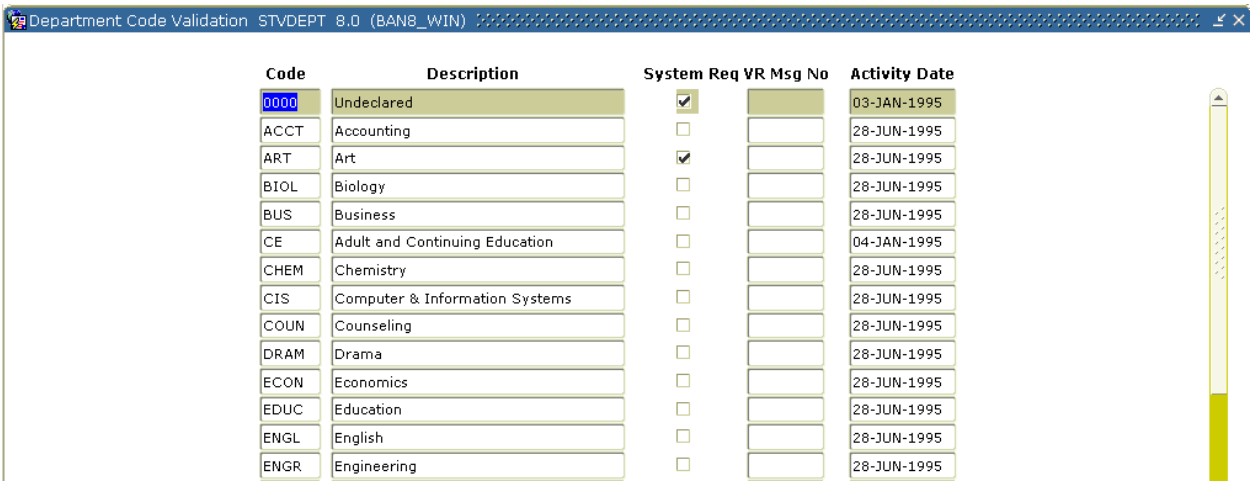
12. Click the **Exit** icon.

Department Code Validation

Purpose

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



Steps

Follow these steps create department codes.

1. Access the Department Code Validation Form (STVDEPT).
2. Enter the department code in the **Code** field.
3. Enter a description in the **Description** field.

4. Click the **System Required** checkbox, if applicable.

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.

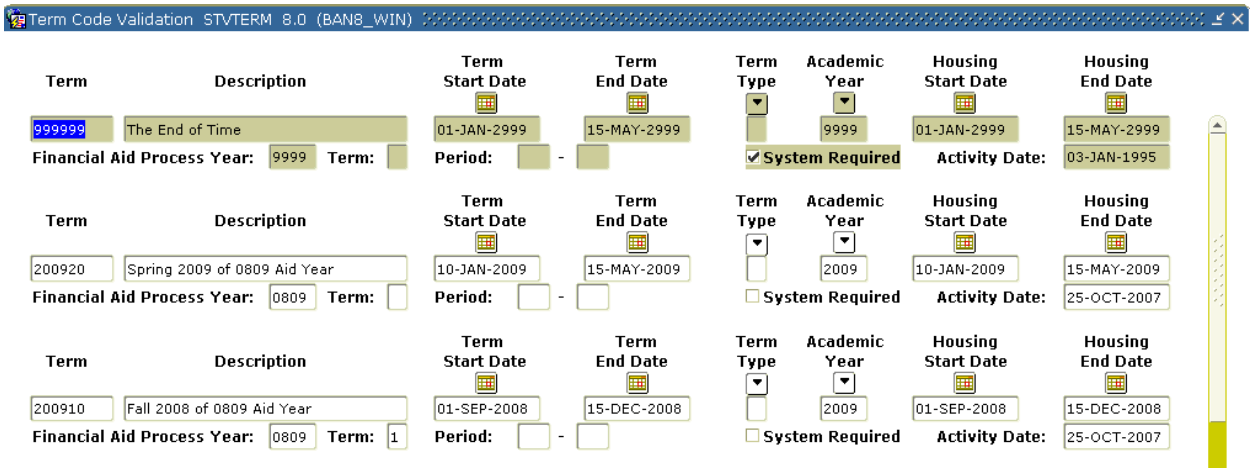
7. Click the **Exit** icon.

Term Code Validation

Purpose

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

Banner form



Steps

Follow these steps to enter term codes.

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.

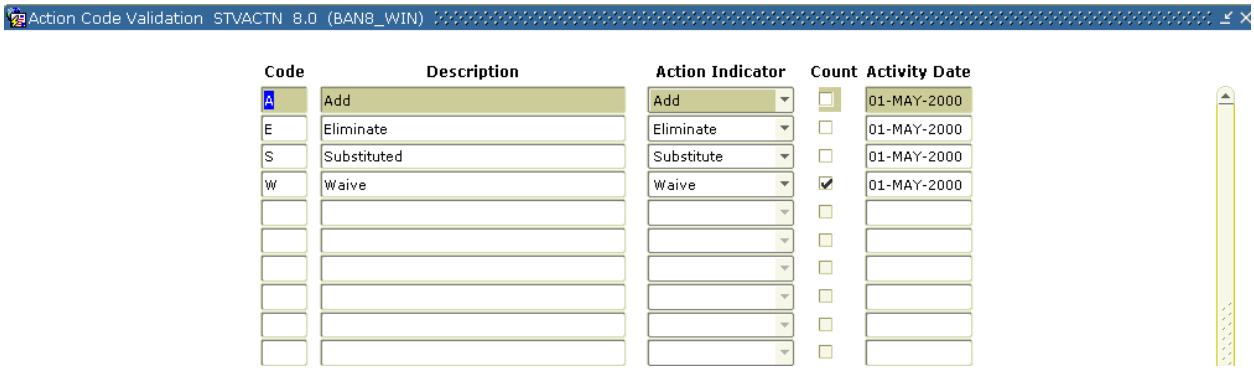
10. Enter a code in the **Financial Aid Process Year** field.
11. Enter the term number in the **Term** field.
12. Enter the number of the start month in the first **Period** field.
13. Enter the number of the end month in the second **Period** field.
14. Click the **System Required** checkbox, if applicable.
15. Click the **Save** icon.
16. Click the **Exit** icon.

Action Code Validation

Purpose

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

Banner form



Steps

Follow these steps to complete the process.

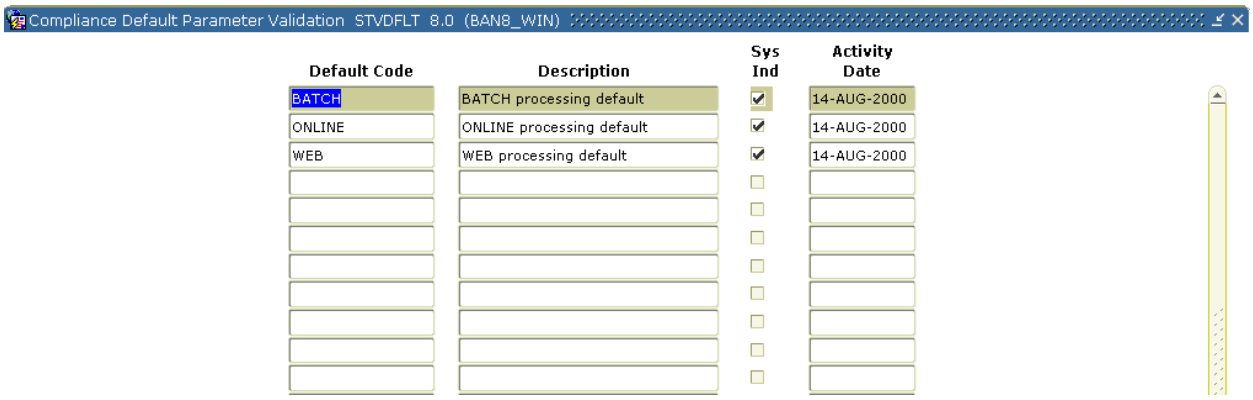
1. Access the Action Code Validation Form (STVACTN).
2. Enter the action code in the **Term** field.
3. Enter a description in the **Description** field.
4. Select an action indicator in the **Action Indicator** field.
5. Click the **Count** checkbox if action counts towards total credits/courses.
6.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

Compliance Default Options Validation

Purpose

Use the Compliance Default Option Validation Form (STVDFLT) to define compliance types to be used as optional default values for use in running batch compliance.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Default Option Validation Form (STVDFLT).
2. Enter a code for a batch compliance default value in the **Default Code** field.
3. Enter a description of the default code in the **Description** field.
4. Click the **System Required** checkbox, if applicable.

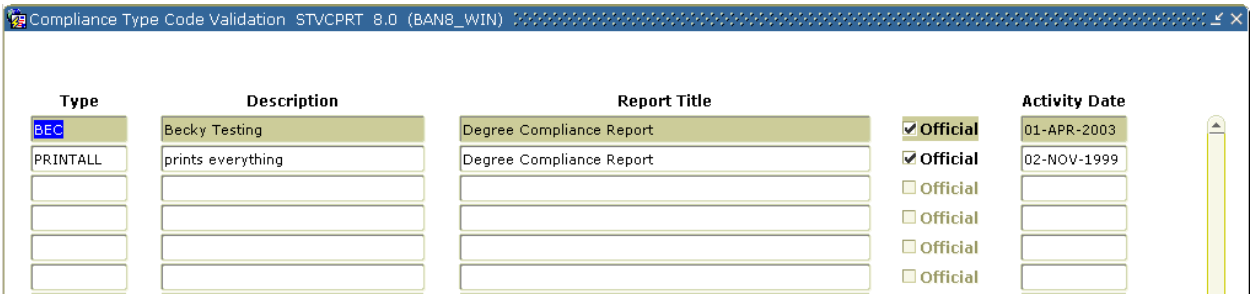
   Note: The **Activity Date** field shows the date on which the record was last updated. This field is display only.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Compliance Type Code Validation Form

Purpose

Use the Compliance Type Code Validation Form (STVCPRT) to define the codes, descriptions, and report titles for different types of compliance hardcopy output.

Banner form



Steps

Follow these steps to define codes for hardcopy output.

1. Access the Compliance Type Code Validation Form (STVCPRT).
2. Enter a code for a compliance output report type in the **Type** field.
3. Enter a description for the compliance output report type in the **Description** field.
4. Enter a report title to be printed on hardcopy compliance output in the **Report Title** field.
5. Click the **Official** checkbox if the compliance output report is official.

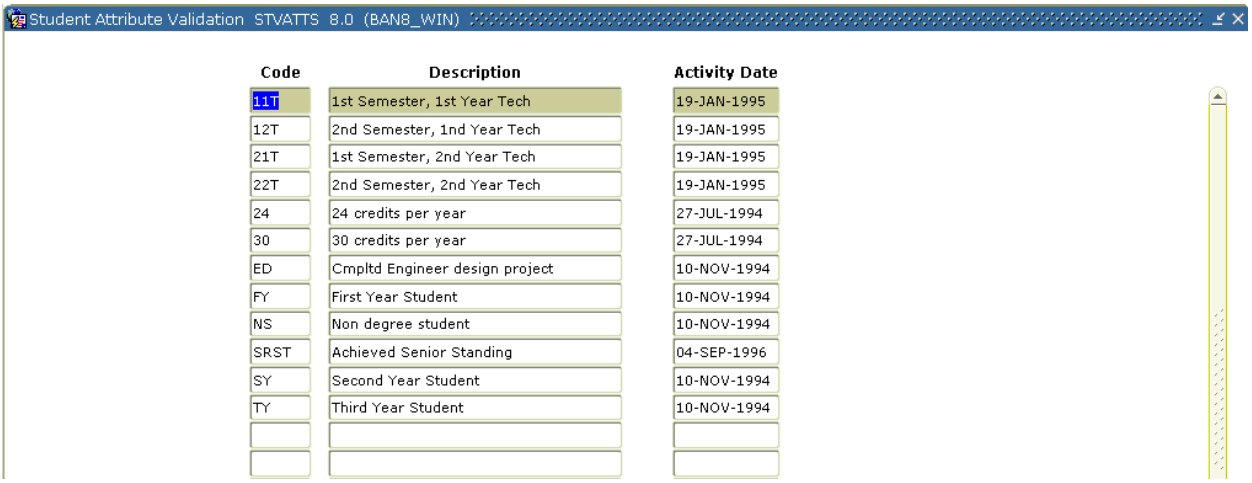
   Note: The **Activity Date** field shows the date on which the record was last updated. This field is display only.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Student Attribute Validation

Purpose

Use the Student Attribute Validation Form (STVATTS) to create, update, insert, and delete student attribute codes such as First Year Student, Achieved Senior Standing, or Non-degree Student. You can create or update these codes only from this form.

Banner form



Steps

Follow these steps to define student attribute codes.

1. Access the Student Attribute Validation Form (STVATTS).
2. Enter a student attribute code in the **Code** field.
3. Enter a description of the code in the **Description** field.

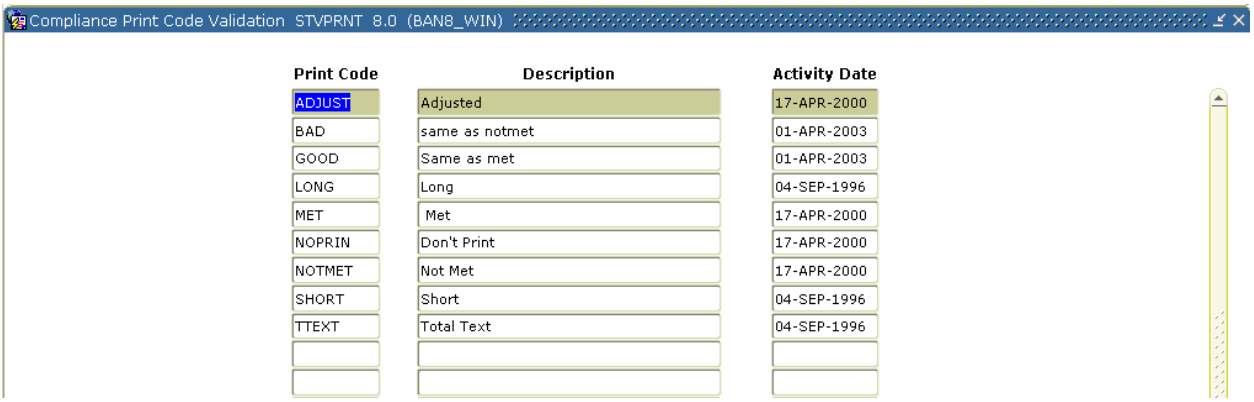
   Note: The **Activity Date** field shows the date on which the record was last updated. This field is display only.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Compliance Print Code Validation

Purpose

Use the Compliance Print Code Validation Form (STVPRNT) to define print codes that can be assigned to text that describes CAPP requirements and restrictions. CAPP hardcopy output uses print codes to determine the type of text to print under various conditions

Banner form



Steps

Follow these steps to define print codes.

1. Access the Compliance Print Code Validation Form (STVPRNT).
2. Enter a code for a type of CAPP text in the **Print Code** field.
3. Enter a description of the print code in the **Description** field.

   Note: The **Activity Date** field shows the date on which the record was last updated. This field is display only.
4. Click the **Save** icon.
5. Click the **Exit** icon.

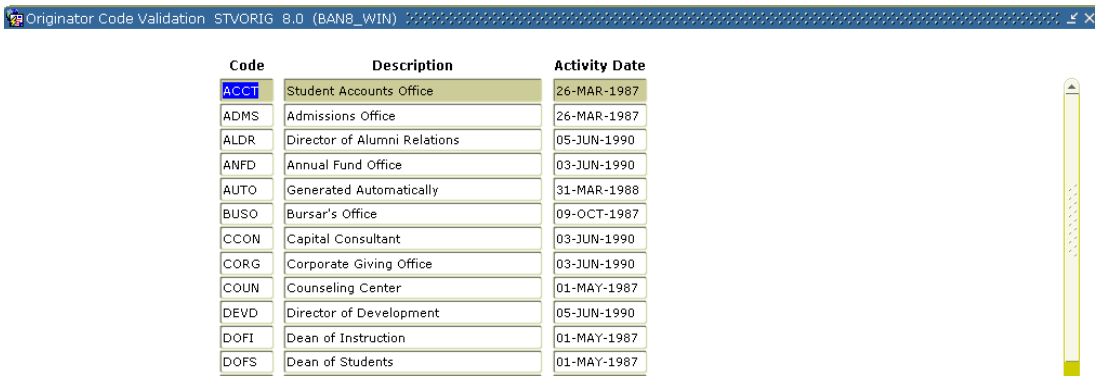
Originator Code Validation

Purpose

Use the Originator Code Validation Form (STVORIG) to create, update, insert, and delete originator codes (i.e., Student Accounts Office, Bursar's Office, Dean of Students, etc.). You can create and update these codes only from this form.

Note: Forms in several modules use this form to validate the originator codes. You should coordinate with other Banner system users at your institution when deciding what codes are used on this form.

Banner form



Steps

Follow these steps to create originator codes.

1. Access the Originator Code Validation Form (STVORIG).
2. Enter an originator code in the **Code** field.

   Note: The value *AUTO,* for Generated Automatically, is a system-required value on this form.
3. Enter a description for the code in the **Description** field.

   Note: The **Activity Date** field shows the date on which the record was last updated. This field is display only.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Rule and Curriculum Control Forms Used in CAPP

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

Program Definition Rules

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 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.

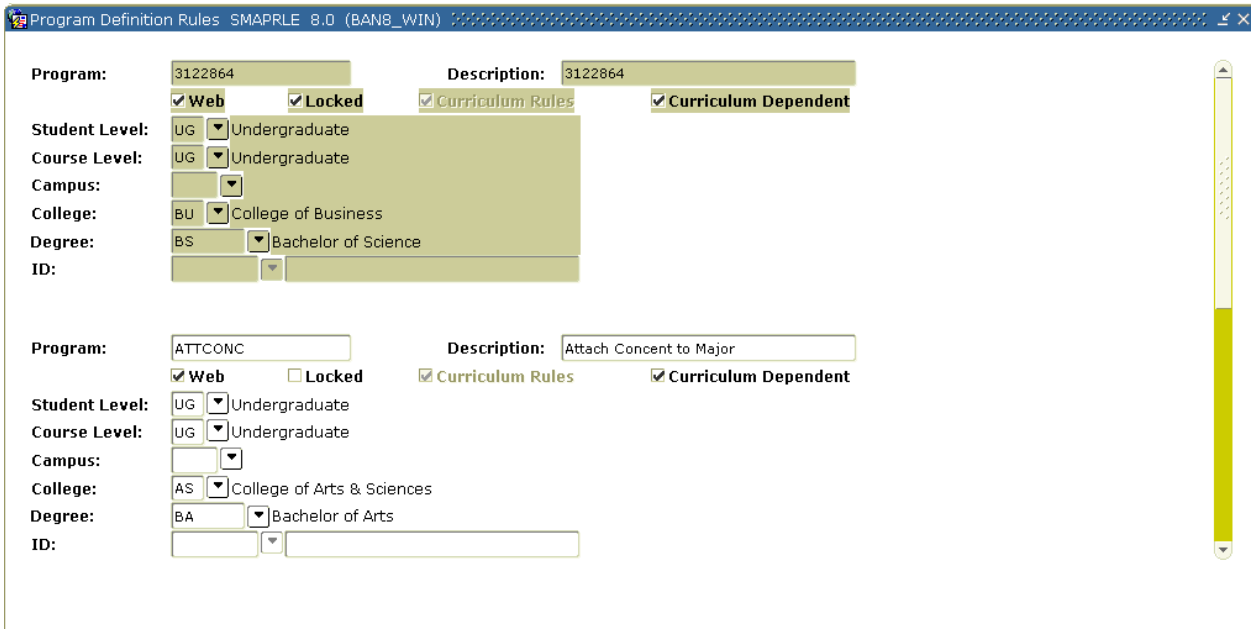
Program: BA_LIBARTS (With SOACURR Majors: Art, History, Music, Philosophy, Religion, Psychology.)

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 college)
Degree	DIPL
Locked	Leave empty (future use)
Curr Dependent	X (checked)

Banner form



Steps

Follow these steps to complete the process.

1. Access the Program Definition Rules Form (SMAPRLE).
2. Navigate to the **Program** field.
3. Perform an **Insert Record** function.
4. Enter the program XX_*DIPLELET* (XX = your initials) in the **Program** field.
5. Enter a description for your program:

<Your first Name> *Diploma in ELET* 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.

   Note: If the **Campus** field is left empty, all campuses are valid.

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.

Curriculum Rules Form

Introduction

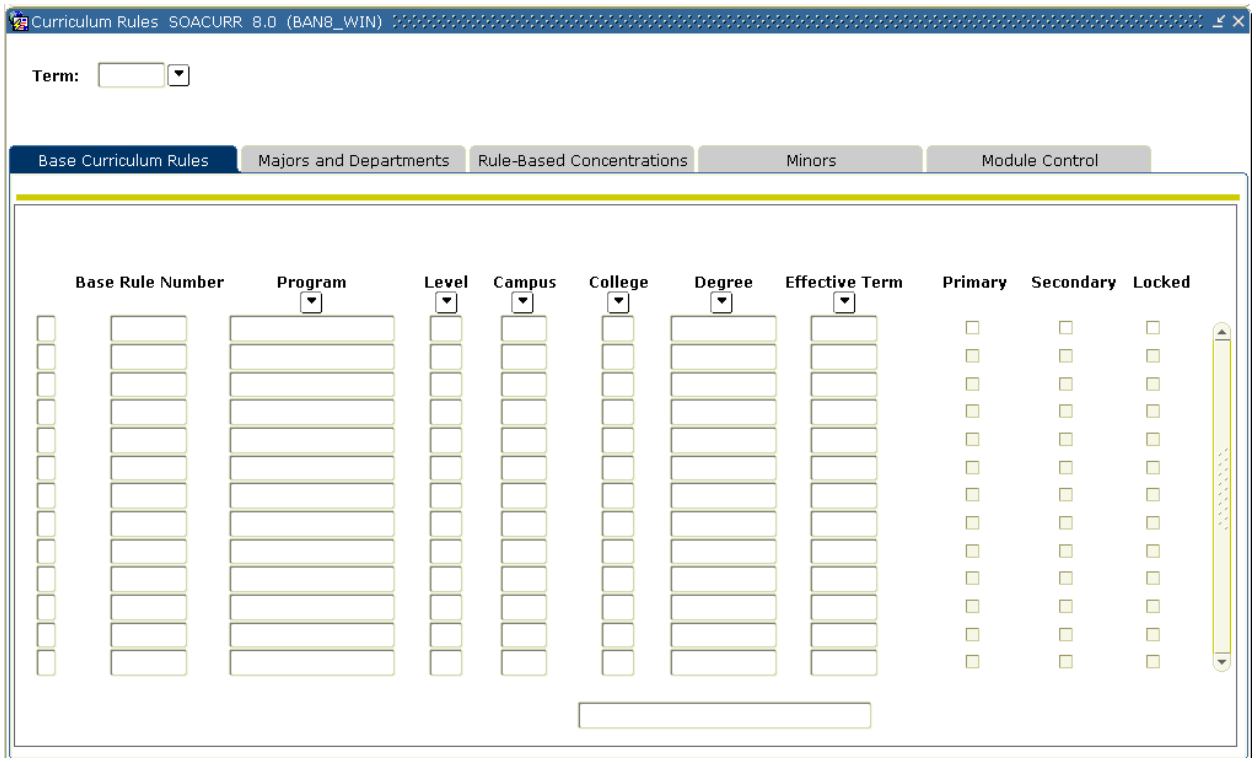
Curriculum checking throughout the Student system ensures the fields describing academic programs are entered in with the correct combinations. Curriculum rules also provide a link between academic programs and program requirements.

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.

Admissions indicator

The **Admissions** indicator on the Curriculum Rules Form (SOACURR) is used to indicate whether the program or the major associated with the program will be available on the Admissions Application Form (SAAADMS).

Banner form



Steps

Follow these steps to view and create curriculum rules.

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.

   Note: 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 **Locked** checkbox when the curriculum rule has been completely defined and the major(s) added.

    Note: Curriculum rules are not completely defined until the base rule has been saved and all appropriate attachments and module controls have been saved.

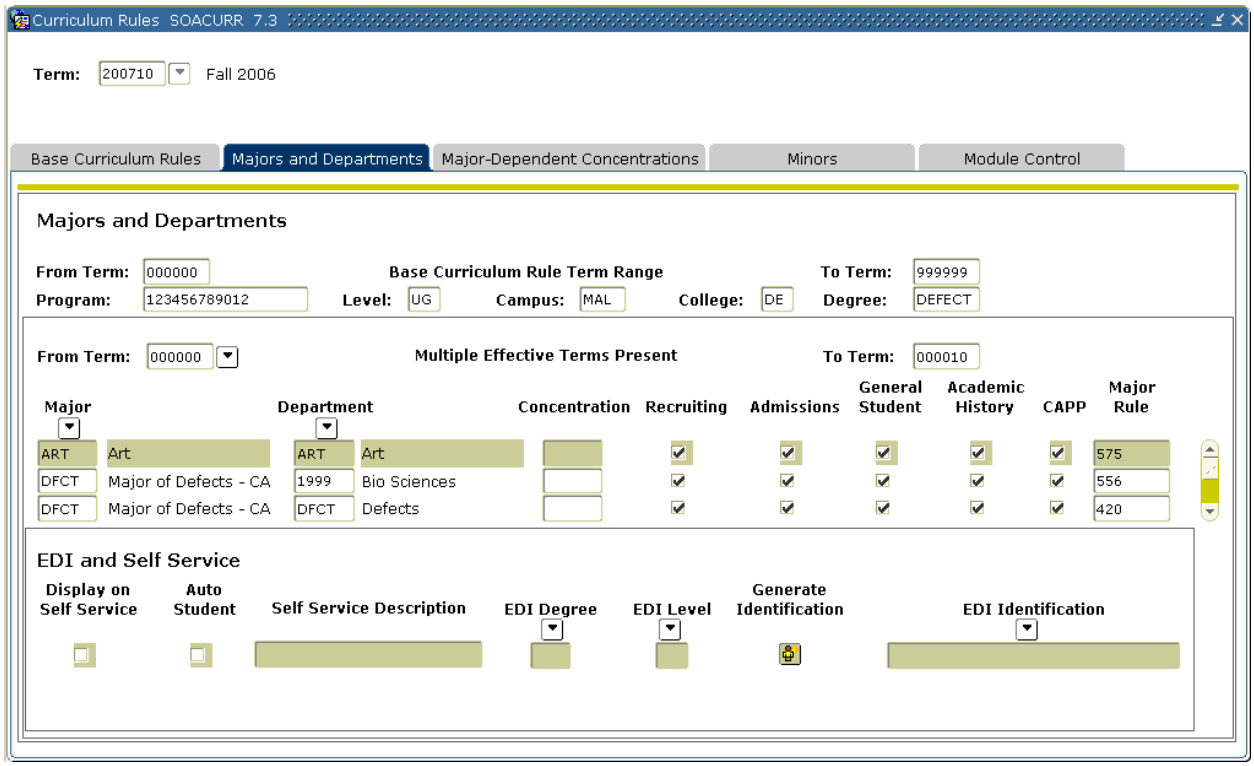
12. Click the **Save** icon.

    Warning: 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.

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.



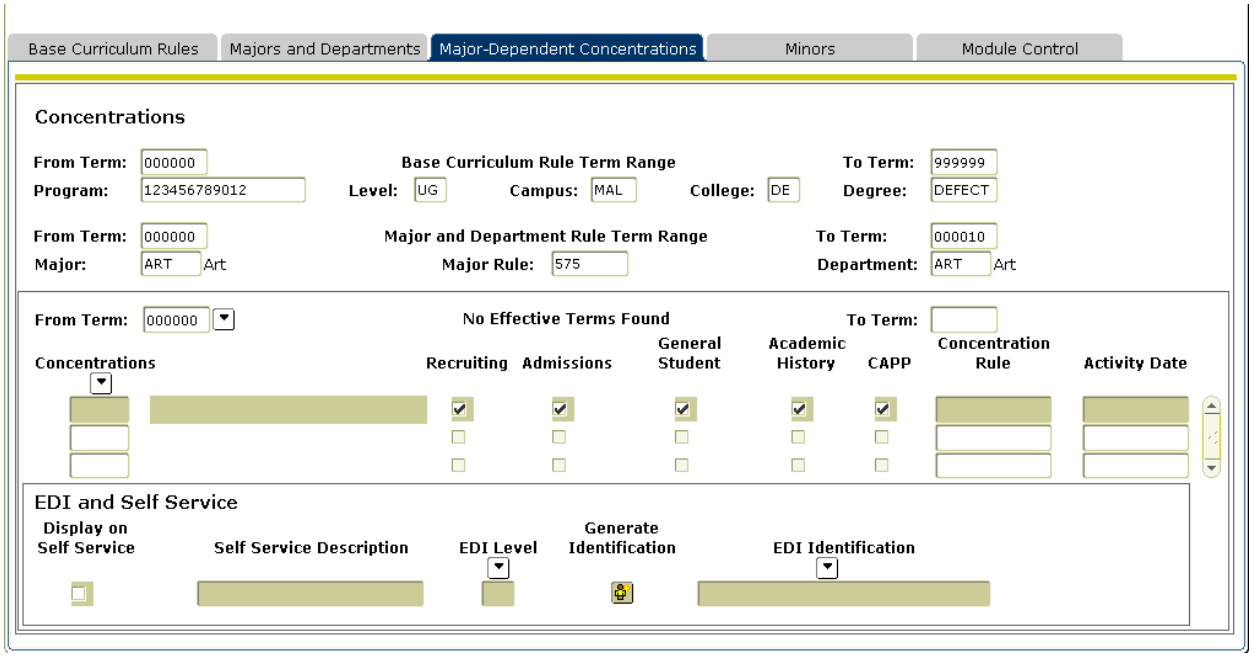
Steps

Follow these steps to complete the procedure.

1. Select the Majors and Departments tab.
2. Select a major in the **Major** field.

   Note: 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.

Major Dependent Concentrations tab



Steps

Follow these steps to complete the procedure.

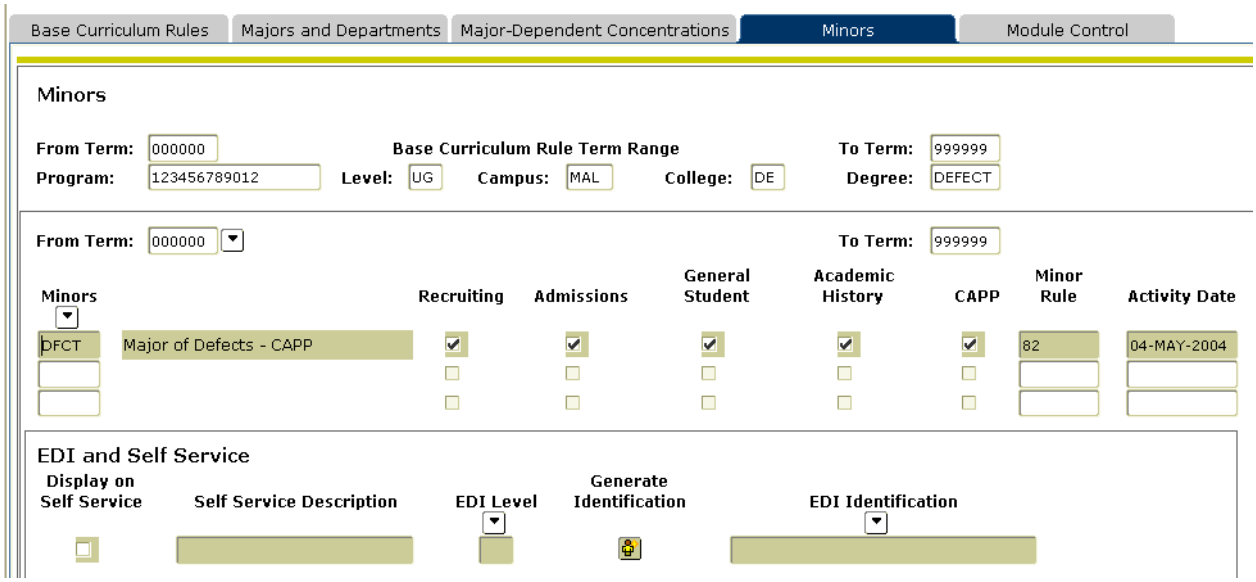
1. Select the Major Dependent Concentrations tab.
2. Select a concentration in the **Concentrations** field.

   Notes: 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 you program has tracks, emphasis or concentrations, you would enter them here in the **Concentration** field.

   Example: 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.

Minors tab



Steps

Follow these steps to complete the procedure.

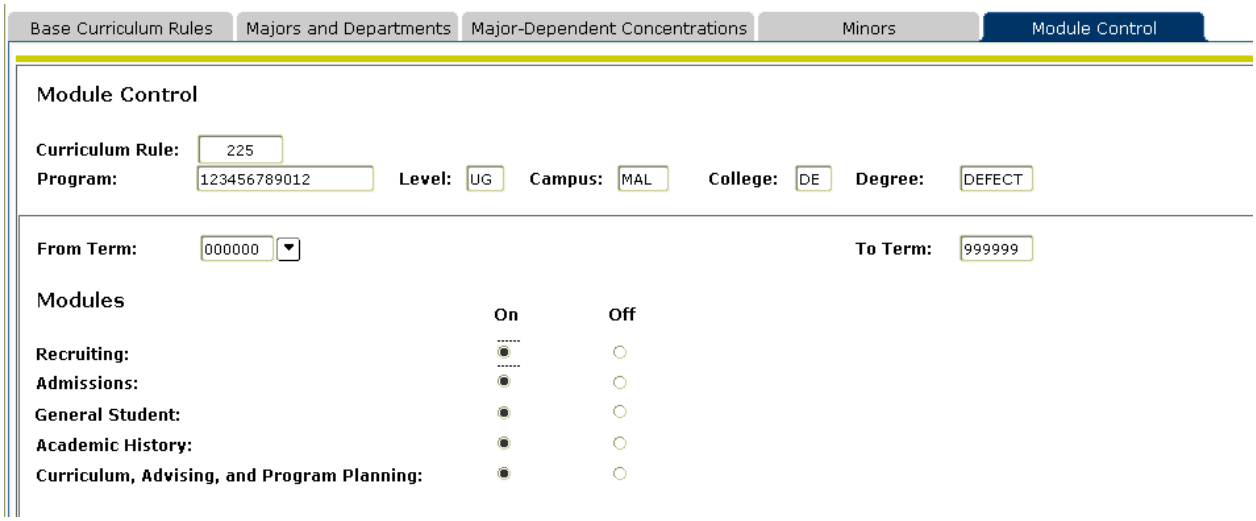
1. Select the *Minors* tab.
2. Select a minor in the **Minors** field.

   Note: Minors are attached directly to the Base Curriculum Rules, not the major. The *Minors* tab is used to indicate a minor which is restricted to that program or Base Curriculum Rule.

   Example: 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 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.

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 at the time of Recruitment or Admissions (program will no longer exist) but permit those already in it to finish.



Steps

Follow these steps to complete the procedure.

1. Select the *Module Control* tab.
2. Click the **On** or **Off** radio button for each module.

   Note: 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 at the time of Recruitment or Admissions (program will no longer exist) but permit those already in it to finish.
3. Click the **Save** icon.
4. Click the **Exit** icon.

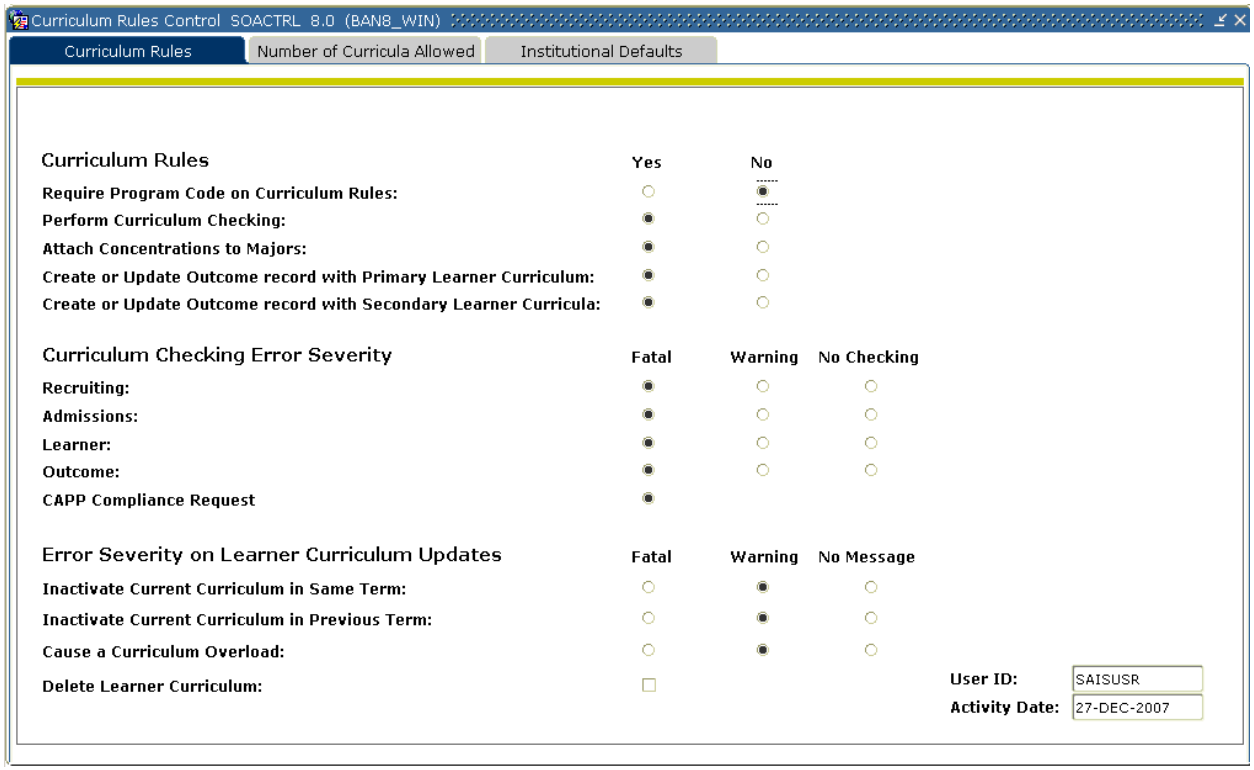
Curriculum Control Form

Purpose

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



Steps

Follow these steps to view the curriculum controls in place.

Warning: Do not change the rules.

1. Access the Curriculum Control Form (SOACTRL).

2. The field **Use CAPP's Program Planning** radio group is set to yes to alert the system that you are using CAPP.

   Note: You would not set this code to yes 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.

   Note: When **Use CAPP's Program Planning** is set to *Yes*, the **Use Curriculum Rules** radio group must also be set to *Yes*. If you are using CAPP Program Planning features, you must also have curriculum rule checking in effect.

3. Use the **Perform Curriculum Checking** radio group to set to yes.

   Note: When set to *Yes*, **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 *No*, no curriculum checking will be performed.

4. The **Attach Concentrations to Majors** radio group controls how concentrations may be built on curriculum rules.

   If the radio group is set to *Yes*, 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.

   If the radio group is set to *No*, 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.

5. Independent of the rest of these choices is the Create/Update Outcome record with Primary Learner Curriculum and Create/Update Outcome record with Secondary Learner Curricula radio groups.

   Use these radio buttons to set the primary and secondary checkboxes to default as checked on every curriculum rule that is built on the Curriculum Rules Form (SOACURR). Individual program codes may be adjusted on SOACURR as needed per institutional policy.

   The default values set on each curriculum rule are then the default values used on the General Student record for the **Roll Learner** field, which exists on the primary and secondary curriculum.

6. The **Create/Update Degree with Primary** Learner **Curriculum** radio group is set to *Yes* if you want to create or update a degree record in Academic History (on SHADEGR) from the primary curriculum in General Student.

   If you select *Yes*, a degree record will be created or updated from the information in the General Student Record (SGASTDN). In the General Student Record, there is a value for Roll Learner. This should default to *Yes*. A new record will be created for each new program change.

   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 (on SHADEGR) by setting the **Create/Update Degree with Secondary** Learner **Curriculum** radio group to *Yes*.

7. Use the Error Severity block to set up how you want to check curriculum rules by module. The error severity options are:

   - Fatal: the system will not allow a curriculum combination to be used that is not in effect on the Curriculum Rules Form (SOACURR).
   - Warning: a message is generated that the combination is invalid and the user is given the option to continue or cancel.
   - No Checking: the rules are not checked, and no message is displayed.

8. Click the **Save** icon.

9. Click the **Exit** icon.

Compliance Default Parameter Form

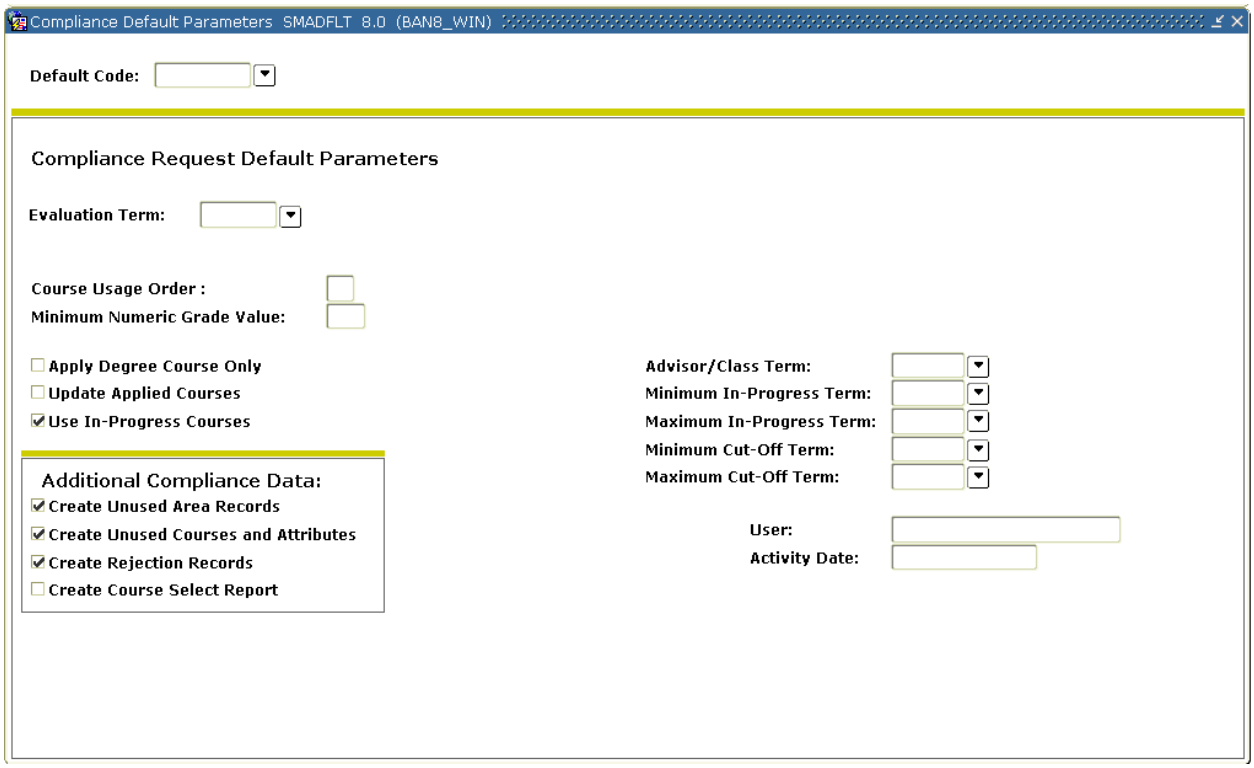
Introduction

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 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



Steps

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

1. Access the Compliance Default Parameters Form (SMADFLT).
2. Enter *Online* in the **Default Code** field.
3. Perform a **Next Block** function.
4. Enter *000000* in the **Evaluation Term** field.
5. Enter *T* in the **Course Usage Order** field.
6. Enter *0* in the Minimum Numeric Grade Value field.
7. Select the Use In-Progress Courses checkbox.
8. Enter *000000* in the **Minimum In-Progress Term** field.
9. Enter *999999* in the **Maximum In-Progress Term** field.
10. Enter *000000* in the **Minimum Cut-off Term** field.
11. Enter *999999* 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.

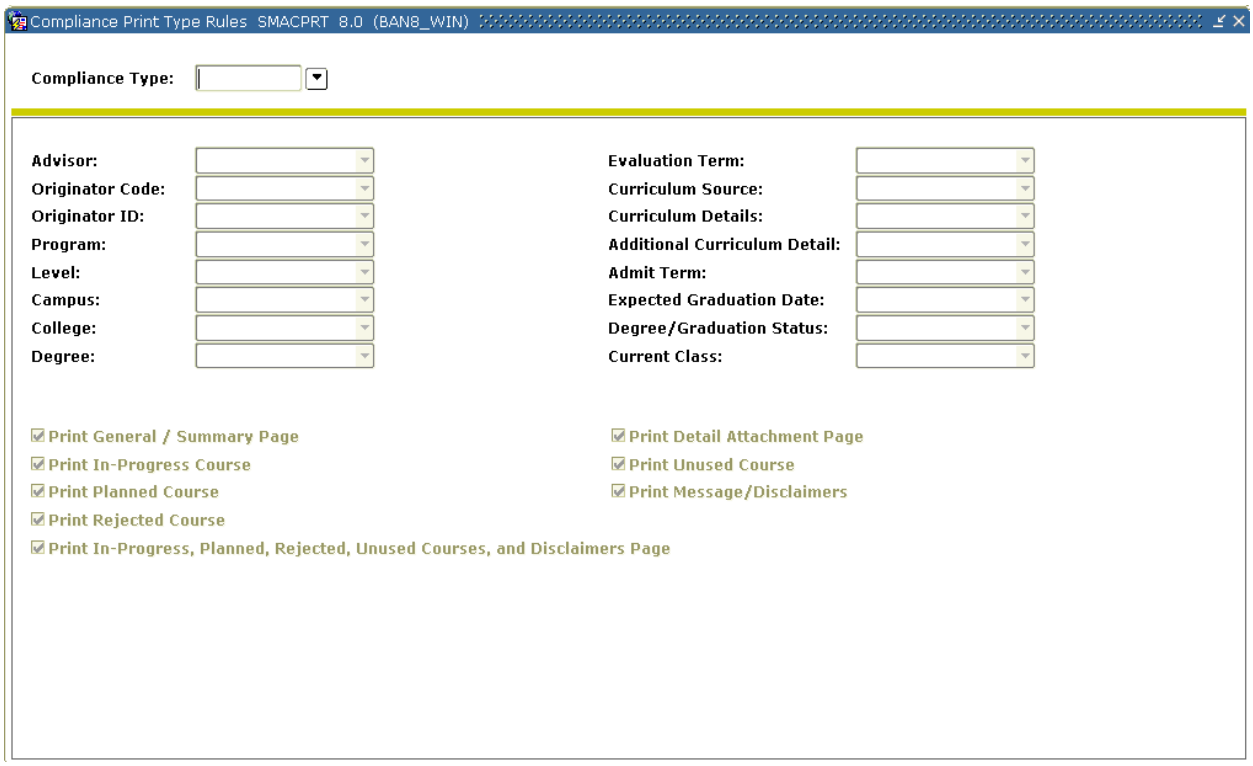
Compliance Print Type Rules Form

Purpose

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 Higher Education 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



Steps

Follow these steps to create the print type rules.

1. Access the Compliance Print Type Rules (SMACPRT).
2. Enter *PRNTALL* 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.

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.

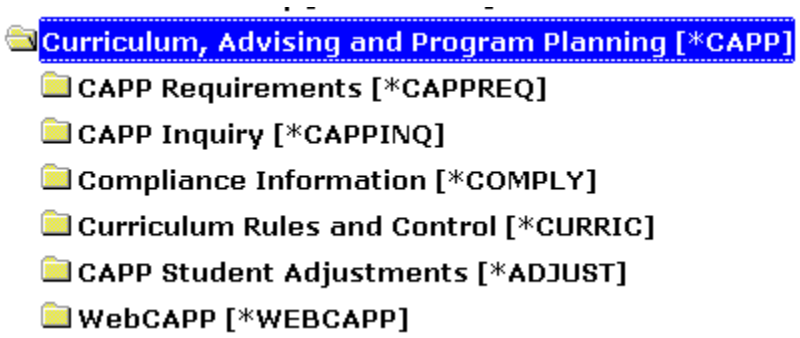
You should plan your project top-down and build CAPP bottom-up as the higher-level forms require you to attach items created at a lower level.

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 groups 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.



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.
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.

Common Concepts

The Banner forms for building areas and groups are very similar. In fact, the forms are set up the same way. In general, 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.

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

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

The "Or" Connector: 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.

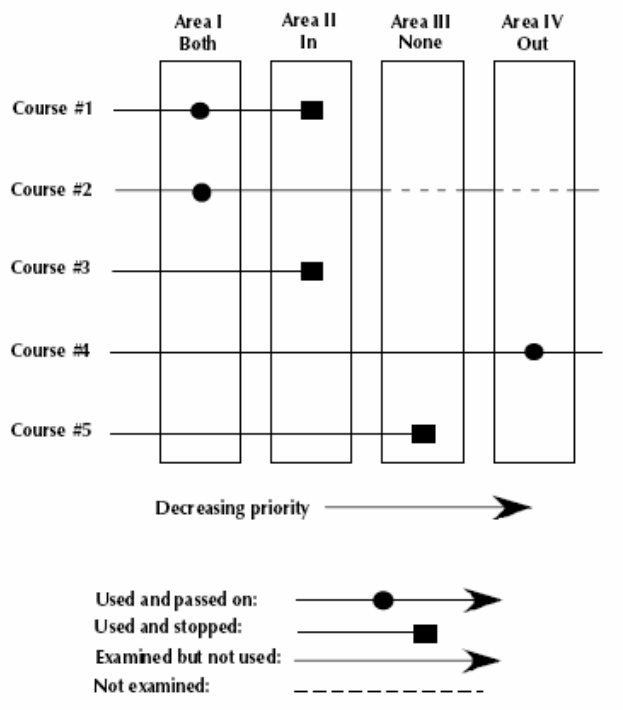
Reuse indicators

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, but not both, 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.

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.

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 examples

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:

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

If each requirement is in a different area, the person would earn 3.00 credits toward each area, but only 3.00 total credits toward the program. Regardless of the number of times used, a course's credits will accumulate toward the program only once. In the example given above, none of the uses of the course is considered "reused," because a different part of the course is used each time. No part is being used a second time, which fits the dictionary definition of "reuse."

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 Program Requirements Form (SMAPROG) 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

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.

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.

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	

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.

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.

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.

Creating a Group

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.

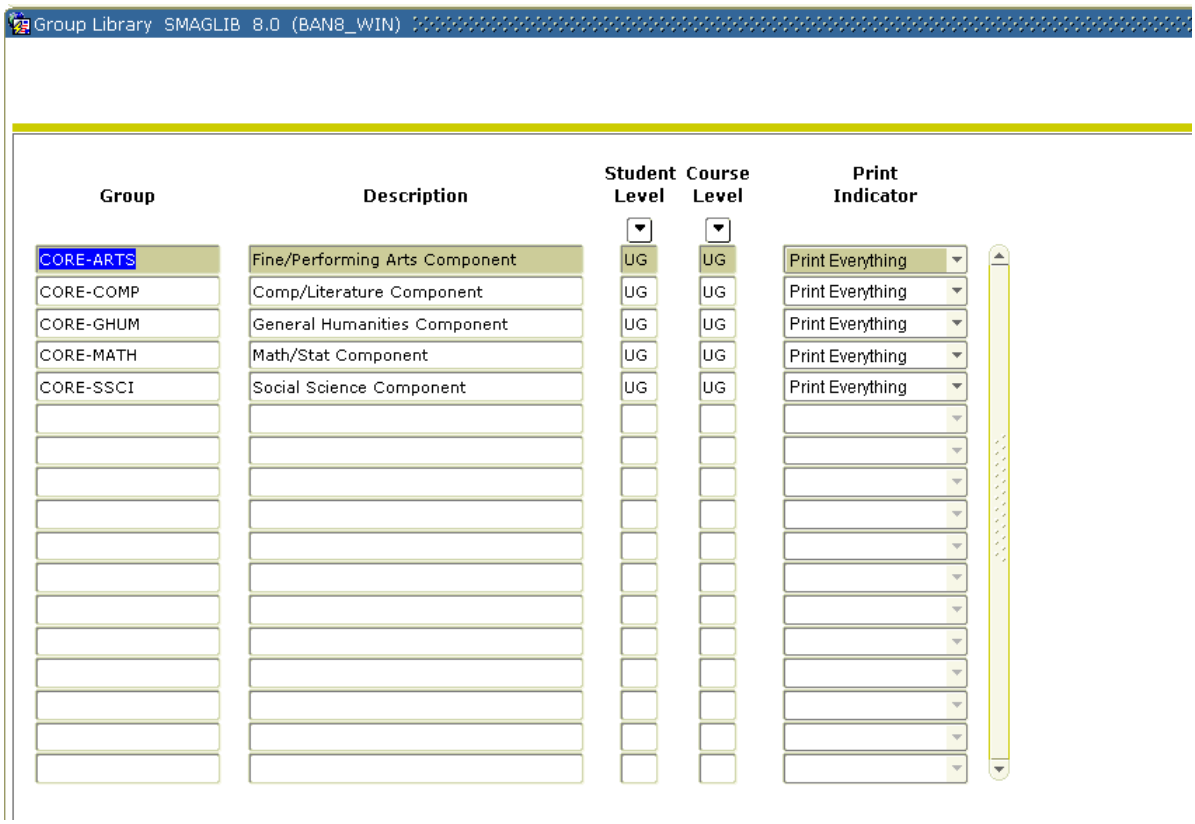
> Note: Groups are most often used when setting up the general education or core requirements for an institution. For most major requirements, only areas will be needed.

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.

Group Library Form (SMAGLIB)



Steps

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

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. Enter a description of the group in the **Description** field.

   Note: The description appears on the compliance report so the group names should be consistent and easily understood by advisors and students at your institution.

   Example: The following group names and descriptions are part of the core/general education requirements:

   CORE-ARTS: Fine/Performing Arts Component

CORE-COMP: Comp/Literature Component

CORE-MATH: Math/Stat Component

CORE-SSCI: Social Science Component

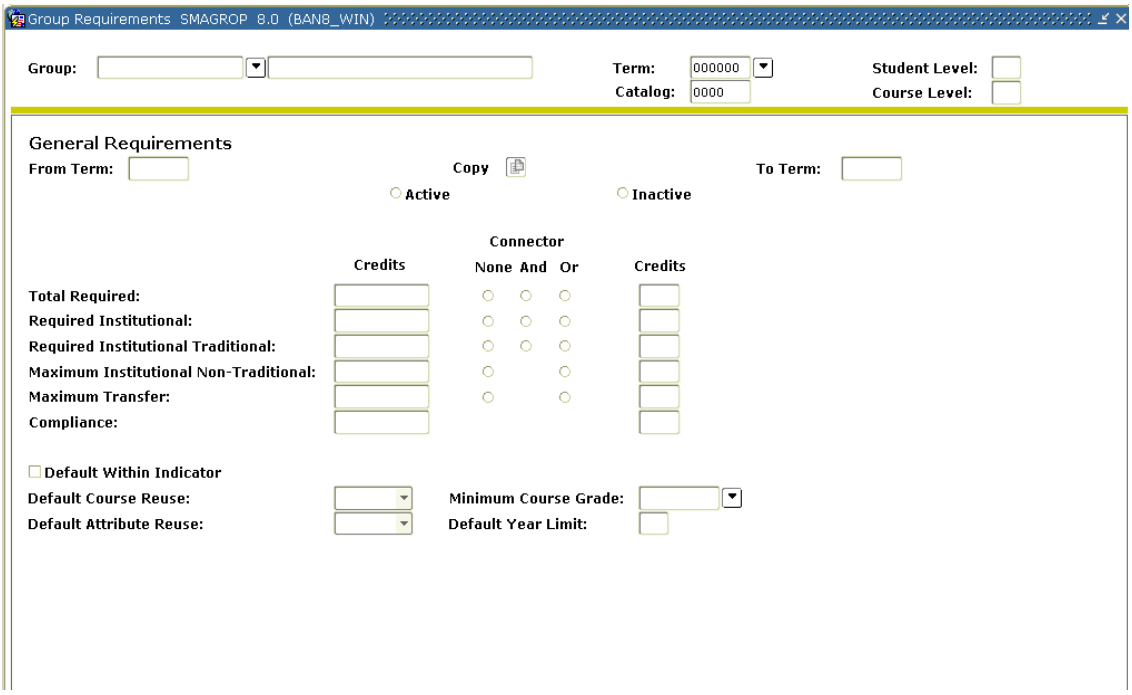
5. Double-click in the **Student Level** field to select a student level code or enter *UG* for undergraduate.

6. Double-click in the **Course Level** field to select a student level code or enter *UG* for undergraduate.

7. Select what you would like printed on the compliance in the **Print Indicator** field.

8. Click the **Save** icon.

Group Requirement Form (SMAGROP)



Steps

Follow these steps to define group requirements.

1. Select *Group Requirements (SMAGROP)* for the **Options** menu.

2. Enter *000000* (the beginning of time) in the **Term** field.

Note: 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.

   Note: 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.

   Note: 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.

6. Select the course reuse indicator that applies to courses in this group in the **Default Course Reuse** field.

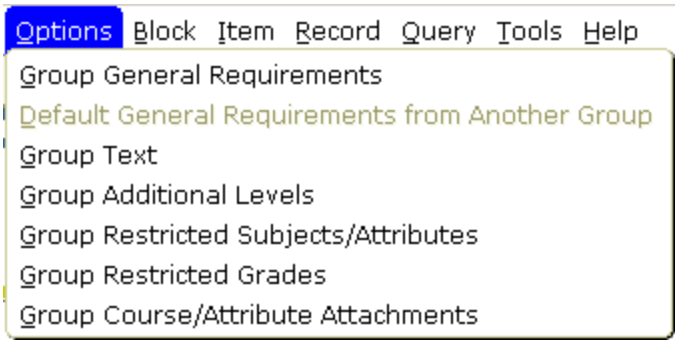
7. Click the **Save** icon.

8. Enter a letter grade in the **Minimum Course Grade** field.

   Note: Use the **Search** icon on this field to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.

9. Click the **Save** icon.

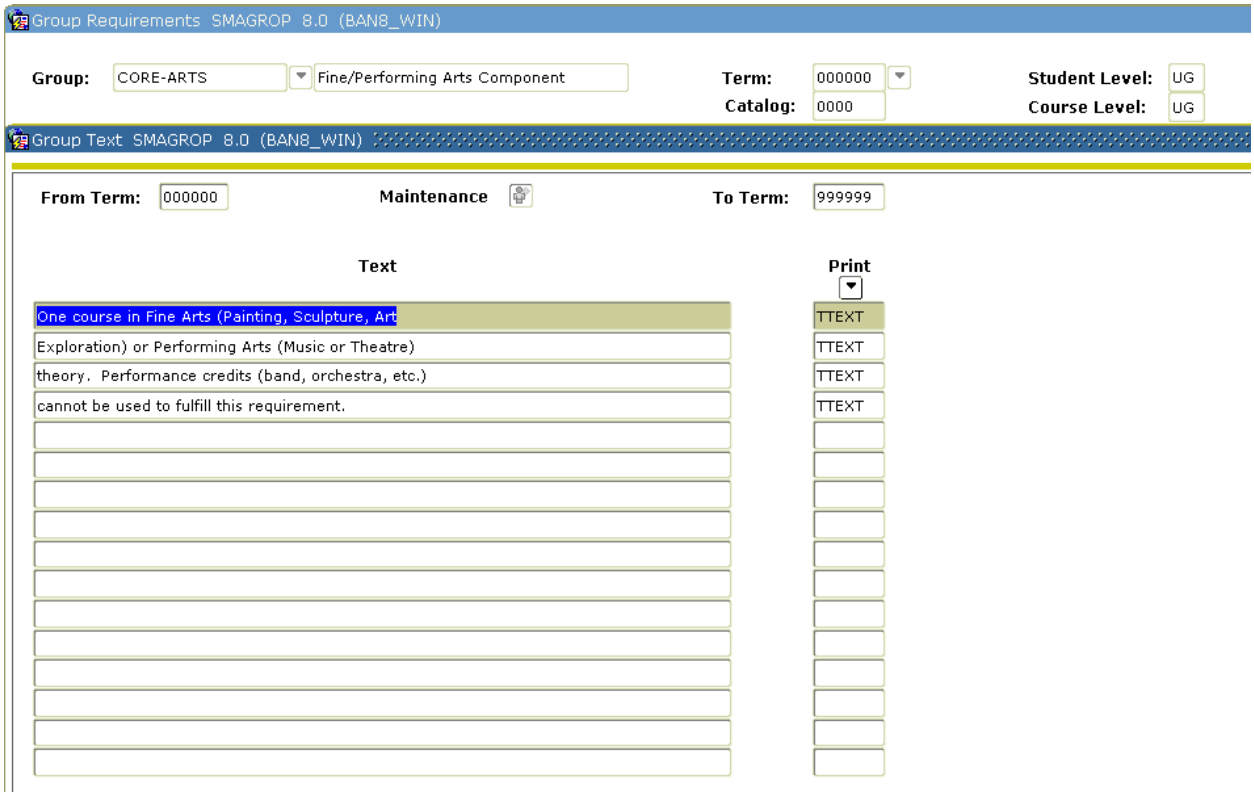
10. Select the option you need to define group requirements from the **Options** menu.



Note: At a minimum, you should select *Group Text* to enter comments which display on the compliance and *Group Course/Attribute Attachments* to list the courses or attributes needed to fulfill the group requirements.

Options – Group Text

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



Steps

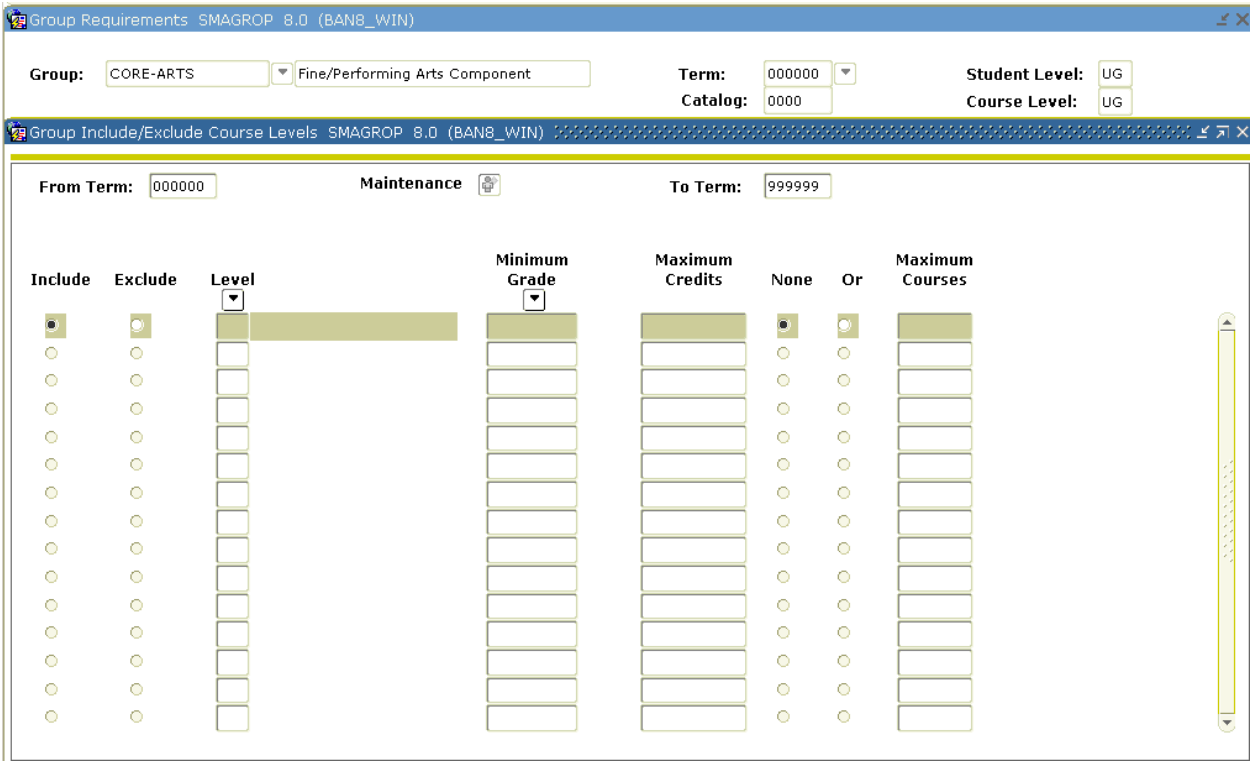
1. Select *Group Text* from the **Options** menu.
2. Enter a description that describes the requirement in the **Text** field.
3. Click the drop-down arrow next to the **Print** field to select where you would like the text to print.
4. Repeat steps 2 and 3 to enter additional text if needed.
5. Click the **Save** icon.

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.



Steps

1. Select *Group Additional Levels* 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.

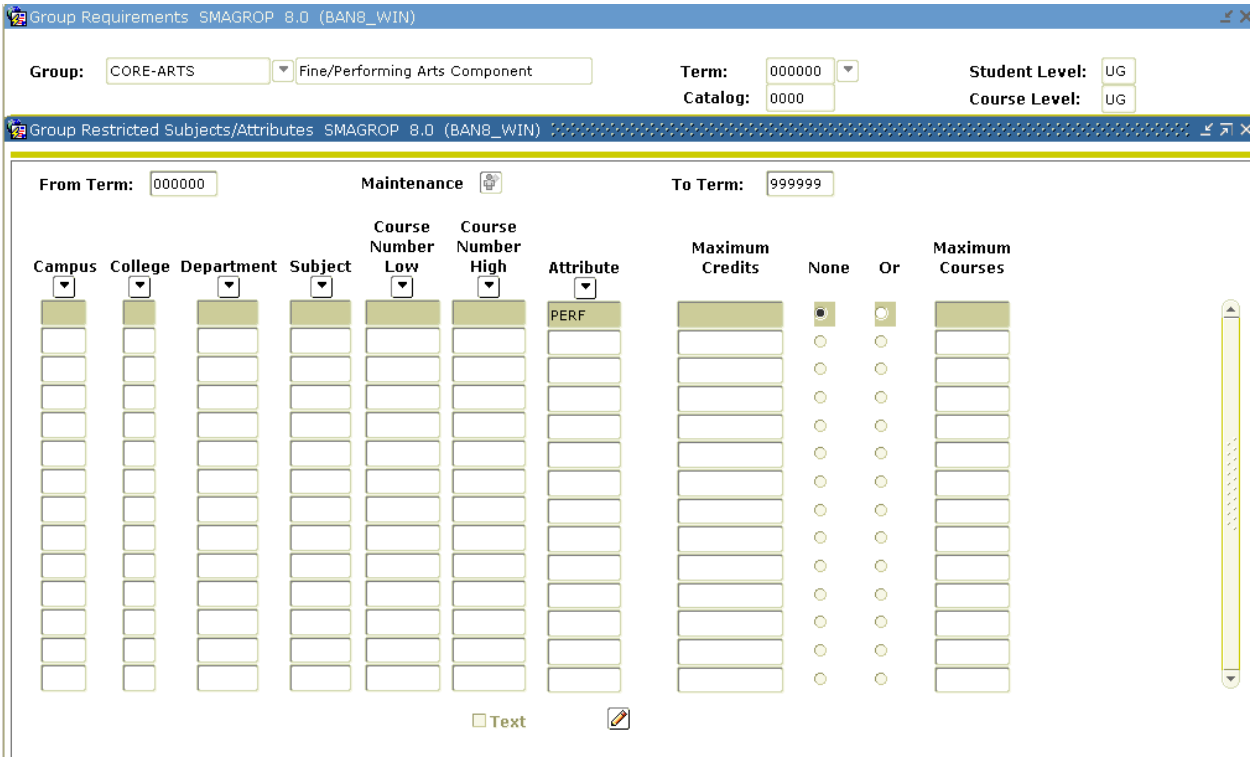
6. Select the **None** or the **Or** checkbox.
7. Enter the maximum courses in the **Maximum Courses** field.
8. Click the **Save** icon.

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.



Steps

1. Select Group Restricted Subjects/Attributes from the **Options** menu.

2. Enter a department code in the **Department** field to restrict courses that will fulfill the requirement to just those courses in the selected department.

   Note: The **Department** field is being used as an example. You could restrict courses by Campus, College, Department, Subject, Course range, or Attribute.

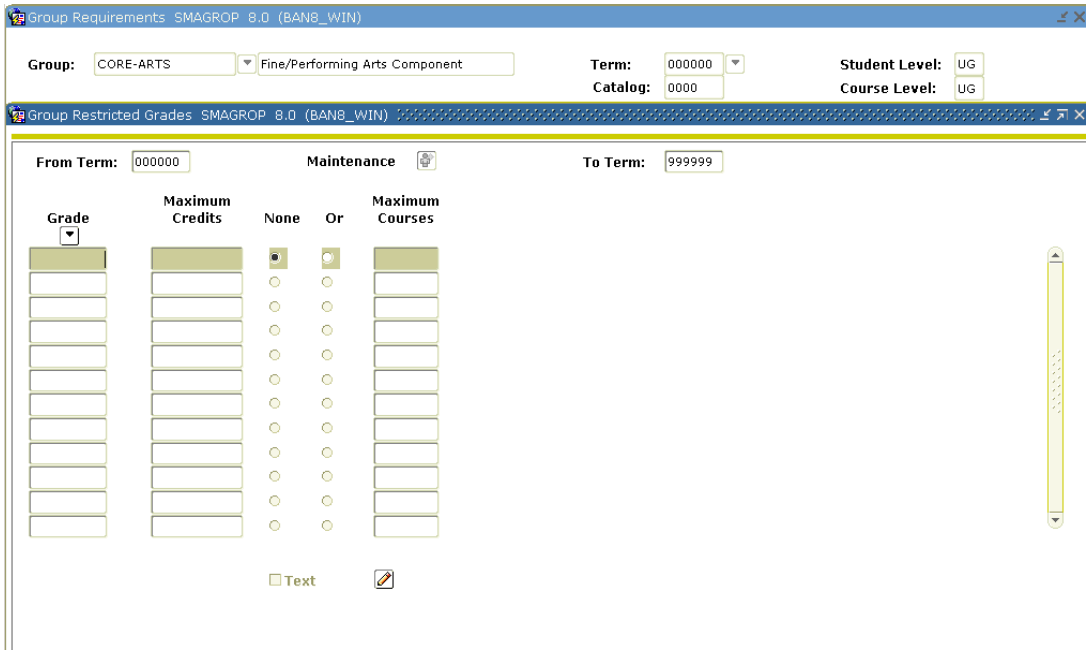
3. Click the **Save** icon.

   Note: Click the **Text** icon if you would like to enter an explanation of this restriction.

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.



Steps

1. Select *Group Restricted Grades* from the **Options** menu.
2. Enter a letter grade in the **Grade** field.

   Note: 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.

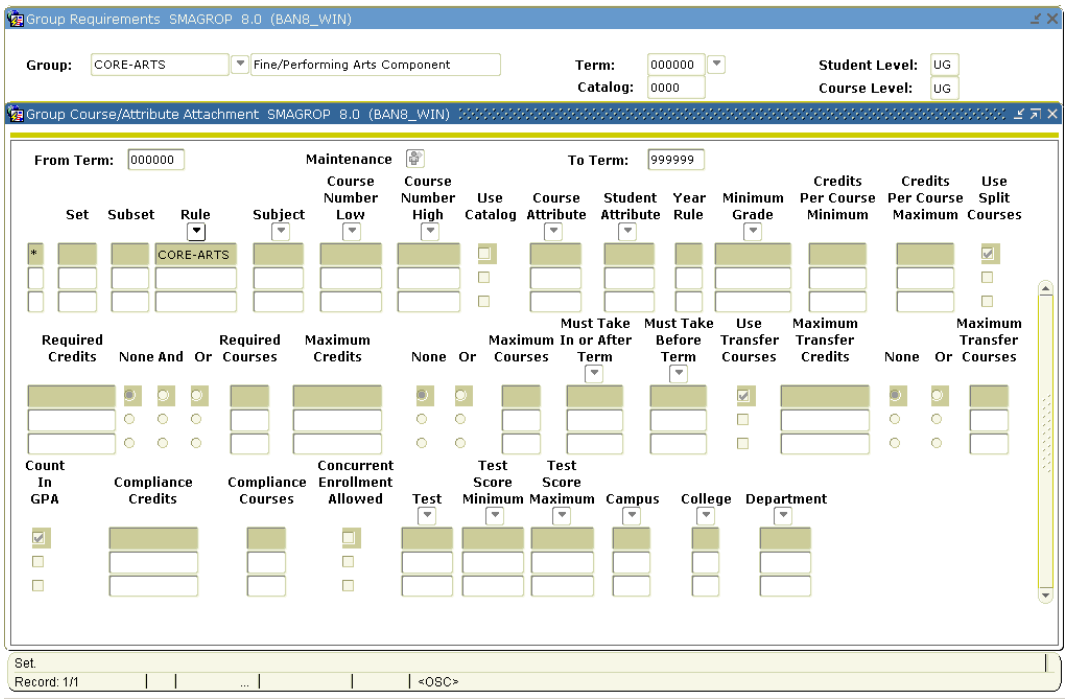
   Note: Click the Text icon if you would like to enter an explanation of this restriction.

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* for more detailed information on using Set/Subsets and Rules.



Steps

1. Select Group Course/Attribute Attachments from the Options menu.

   Note: Use the following table to complete this exercise.

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 three-digit number in the **Subset** field.

   Note: 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 *A10* for the set name and counting by fives in the **Subset** field. When the Set code is the same, there is an implied *or* condition. Select Arab, or French, or Italian.

3. Enter a subject code in the **Subject** field.

4. Enter the lowest course number that will be accepted to fulfill this requirement in the **Course Low** field.

5. Enter the highest course number that will be accepted to fulfill this requirement in the **Course High** field.

   Note: 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.

6. Use the scroll bar to scroll to the left and enter the number of credits needed in the **Required Credits** field.

7. Repeat steps 2-7 to enter all requirements.

8. Click the **Save** icon.

9. Click the **Exit** icon.

Next step

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

Creating an Area by Attaching Groups

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:

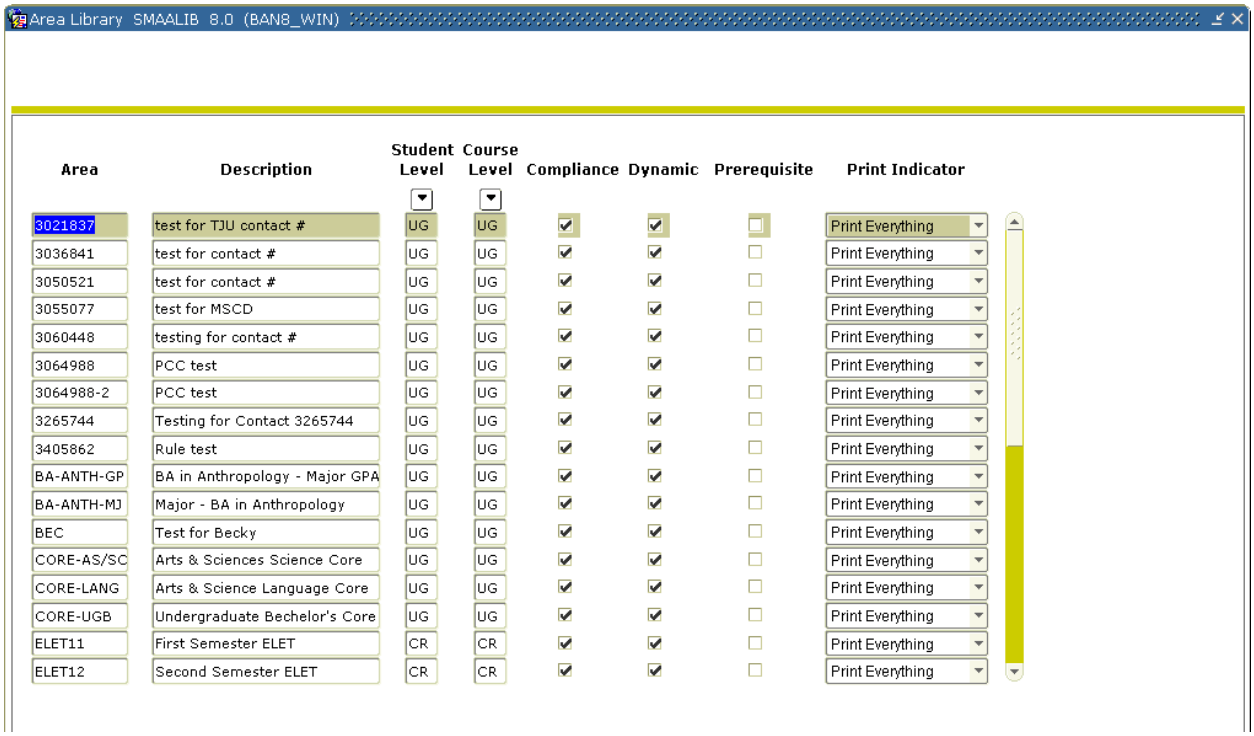
- Foreign language requirements
- Science requirements
- Mathematics requirements
- History requirements
- Philosophy requirements
- Natural science requirements
- Social science requirements

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 an area called XX_Core and attach the groups to the area.

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

Area Library Form (SMAALIB)



Steps

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

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.

   Note: 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 *UG* for undergraduate.

6. Double-click in the **Course Level** field to select a student level code or enter *UG* for undergraduate.

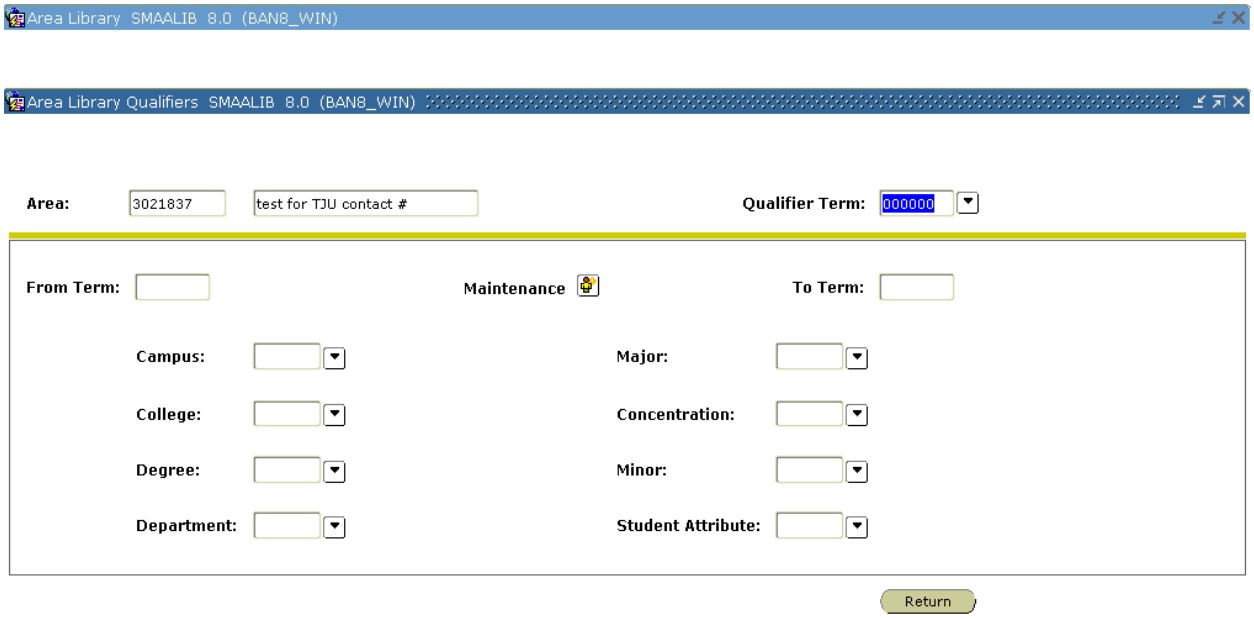
7. Select what you would like printed on the compliance in the **Print Indicator** field.

8. Click the **Dynamic** checkbox if CAPP can select this area during dynamic compliance (used for Non-Captive programs).

   Note: Leave the **Dynamic** checkbox unchecked if you want this area to be used only when attached to a program. You would need to select this checkbox if you want to use area qualifiers.

9. Click the **Save** icon.

Options - Area Qualifiers



Steps

Follow these steps to define area qualifiers.

1. Select *Area Qualifiers* from the **Options** menu.

   Note: 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:

- 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.

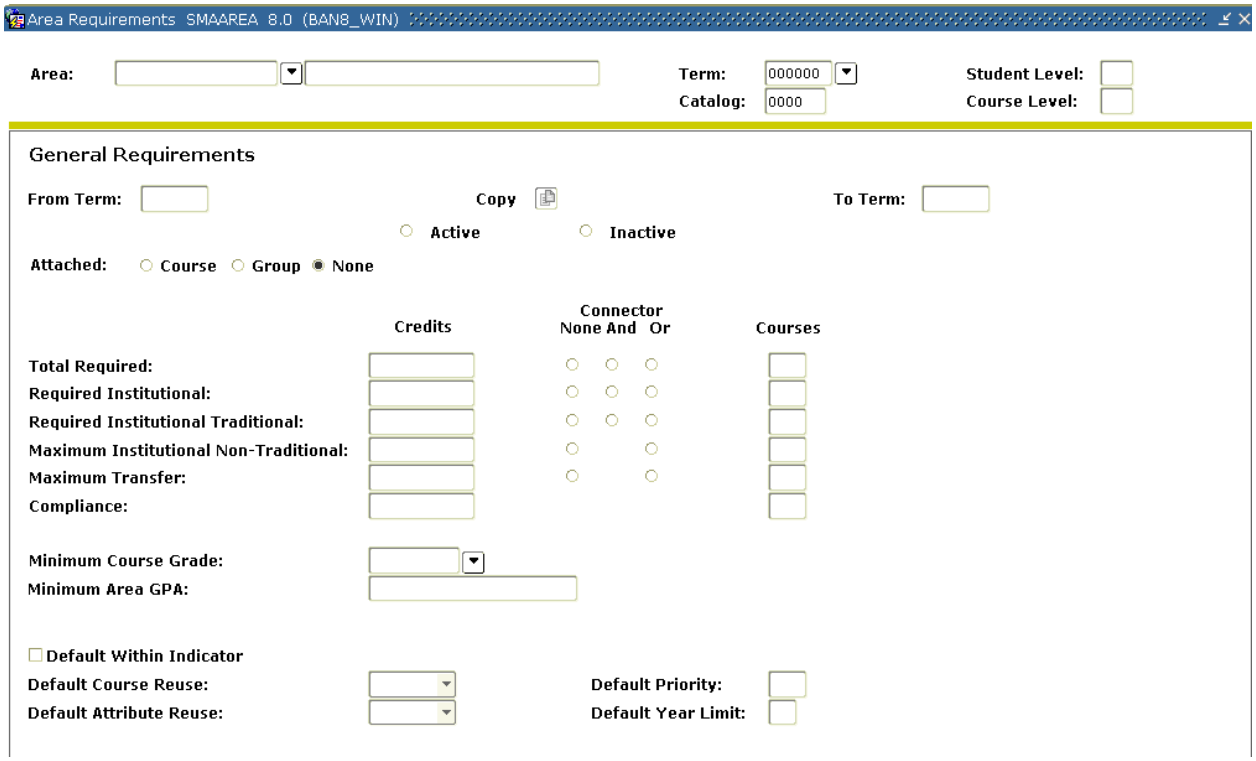
- **Few** is used to specify that the area applies *only* to the few characteristics listed. If you wish to include a group, click on the icon and enter the inclusions.

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.

Area Requirement Form (SMAAREA)



Steps

Follow these steps to define area requirements.

1. Select *Area Requirements (SMAAREA*) from the **Options** menu.

2. Enter *000000* (the beginning of time) in the **Term** field.

   Note: 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.

   Note: If in the future, the area is no longer used, you would return to this form and select the **Inactive** radio button.

5. Enter the total required credits needed to satisfy this requirement in the **Credits** field.

   Note: 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.

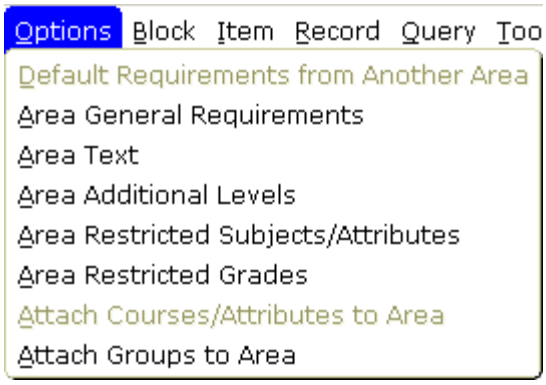
6. Select the course reuse indicator that applies to courses in this area in the **Default Course Reuse** field.

7. Enter a letter grade in the **Minimum Course Grade** field.

   Note: Use the **Search** icon to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.

8. Click the **Save** icon.

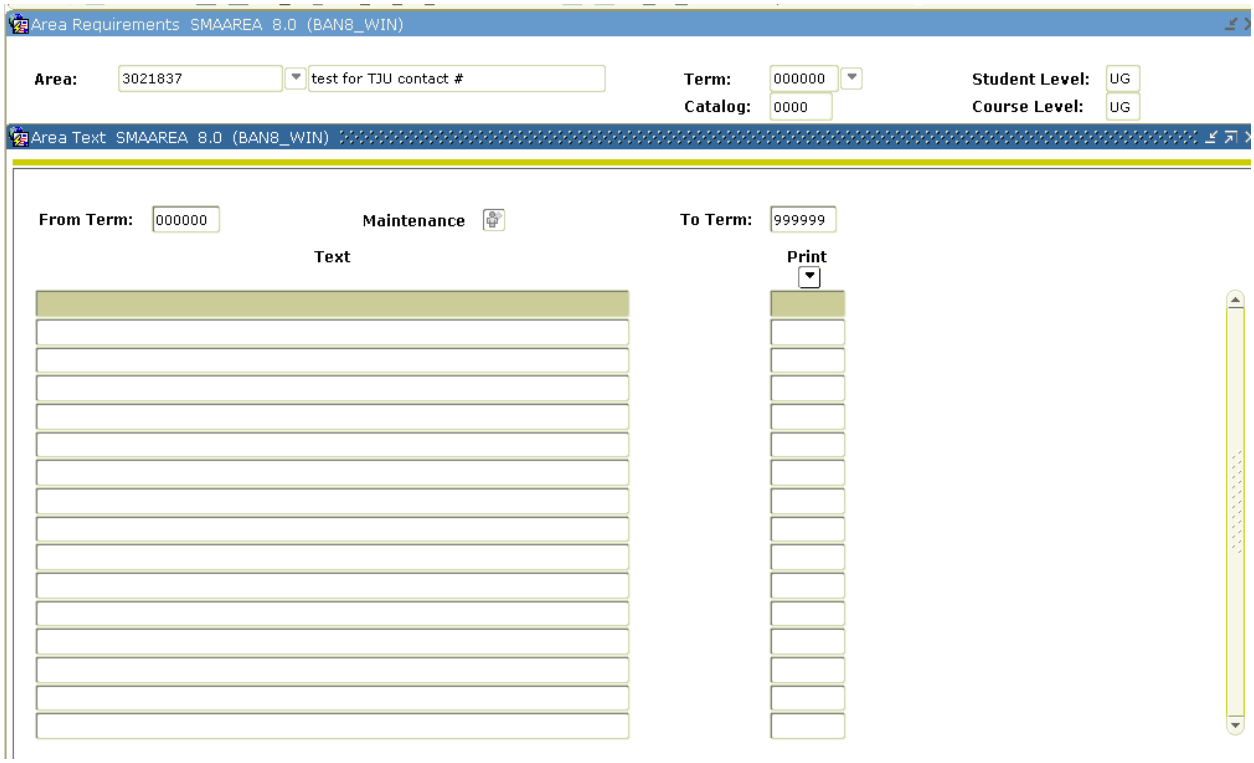
9. Select the option you need to define group requirements from the **Options** menu.



Note: At a minimum, you should select *Area Text* to enter comments which display on the compliance and *Attach Groups to Area* to attach the groups needed to fulfill the area requirements.

Options – Area Text

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

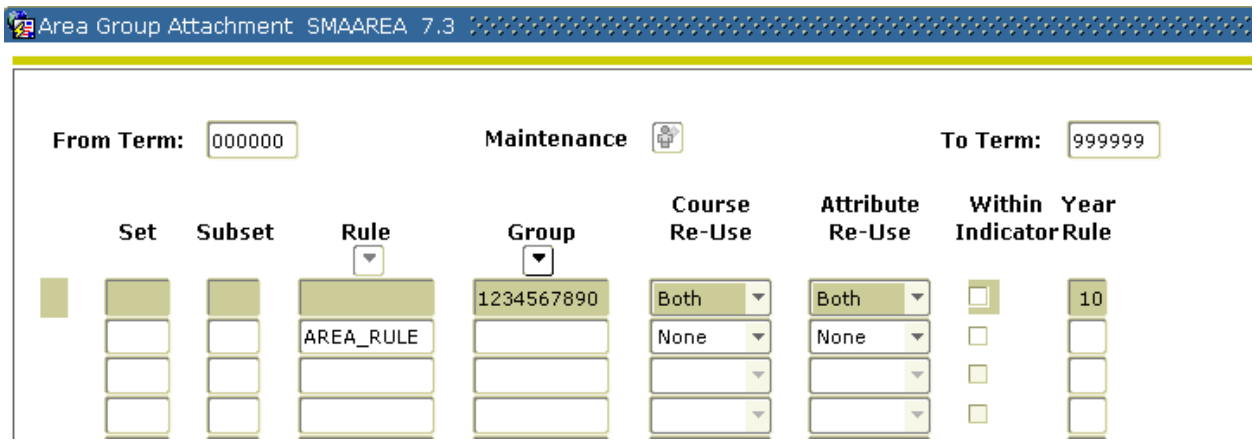


Steps

1. Select *Area Text* 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.

Options – Attach Groups to Area

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



Steps

1. Select *Area General Requirements* from the **Options** menu.
2. Select *Attach Groups to Area* 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.
5. Result: The selected group is now attached to the form in the **Group** field.
6. Repeat steps 2 and 3 until all groups that you want to attach are attached.
7. Click the **Save** icon.
8. Click the **OK** button to acknowledge the message.
9. Click the **Exit** icon.

Creating an Area by Defining Course/Attribute Details

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.

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.

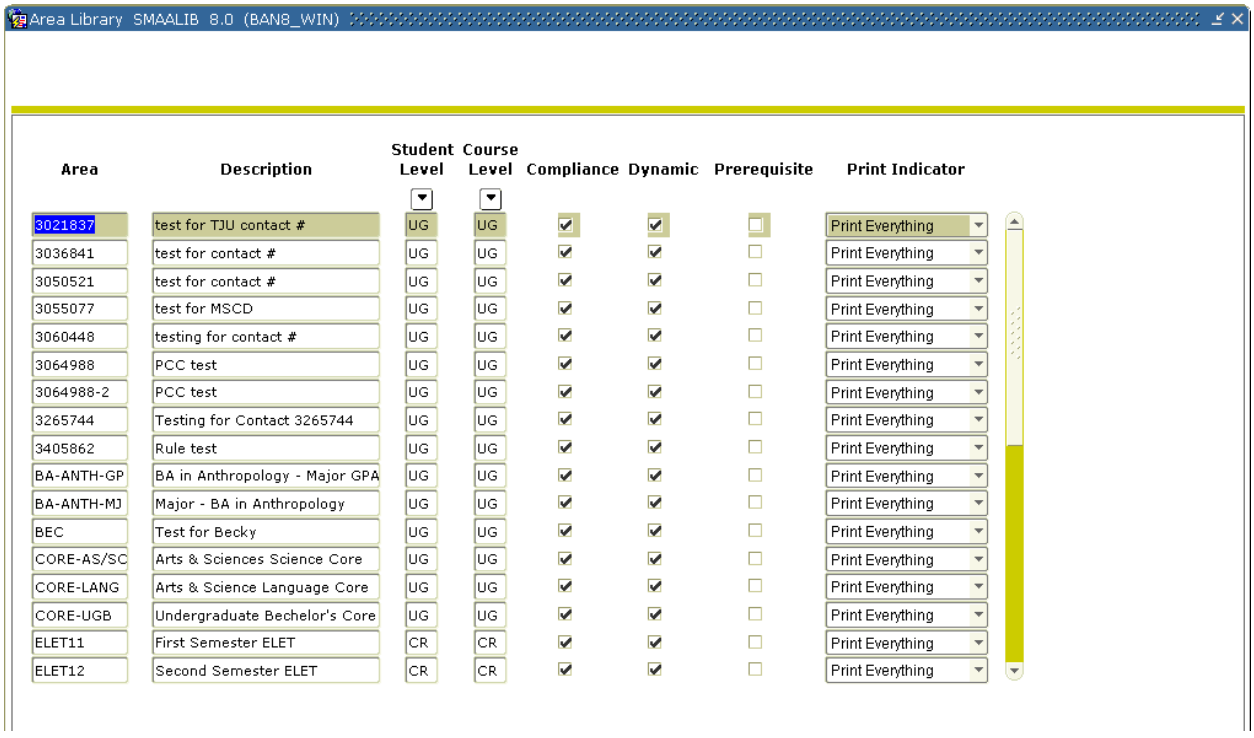
You want to look at each area in the order of the semester it represents, so you have assigned the Priority in this relative order. There is nothing magic about the numbers used in your coding structure; they merely visually reflect the order in which compliance will try to fulfill the requirements of 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).

Area Library Form (SMAALIB)



Area	Description	Student Level	Course Level	Compliance	Dynamic	Prerequisite	Print Indicator
3021837	test for TJU contact #	UG	UG	☑	☑	☐	Print Everything
3036841	test for contact #	UG	UG	☑	☑	☐	Print Everything
3050521	test for contact #	UG	UG	☑	☑	☐	Print Everything
3055077	test for MSCD	UG	UG	☑	☑	☐	Print Everything
3060448	testing for contact #	UG	UG	☑	☑	☐	Print Everything
3064988	PCC test	UG	UG	☑	☑	☐	Print Everything
3064988-2	PCC test	UG	UG	☑	☑	☐	Print Everything
3265744	Testing for Contact 3265744	UG	UG	☑	☑	☐	Print Everything
3405862	Rule test	UG	UG	☑	☑	☐	Print Everything
BA-ANTH-GP	BA in Anthropology - Major GPA	UG	UG	☑	☑	☐	Print Everything
BA-ANTH-MJ	Major - BA in Anthropology	UG	UG	☑	☑	☐	Print Everything
BEC	Test for Becky	UG	UG	☑	☑	☐	Print Everything
CORE-AS/SC	Arts & Sciences Science Core	UG	UG	☑	☑	☐	Print Everything
CORE-LANG	Arts & Science Language Core	UG	UG	☑	☑	☐	Print Everything
CORE-UGB	Undergraduate Bechelor's Core	UG	UG	☑	☑	☐	Print Everything
ELET11	First Semester ELET	CR	CR	☑	☑	☐	Print Everything
ELET12	Second Semester ELET	CR	CR	☑	☑	☐	Print Everything

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

Steps

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

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.

   Note: You should create the following areas:

   XX_ELET11

   XX_ELET12

   XX_ELET21

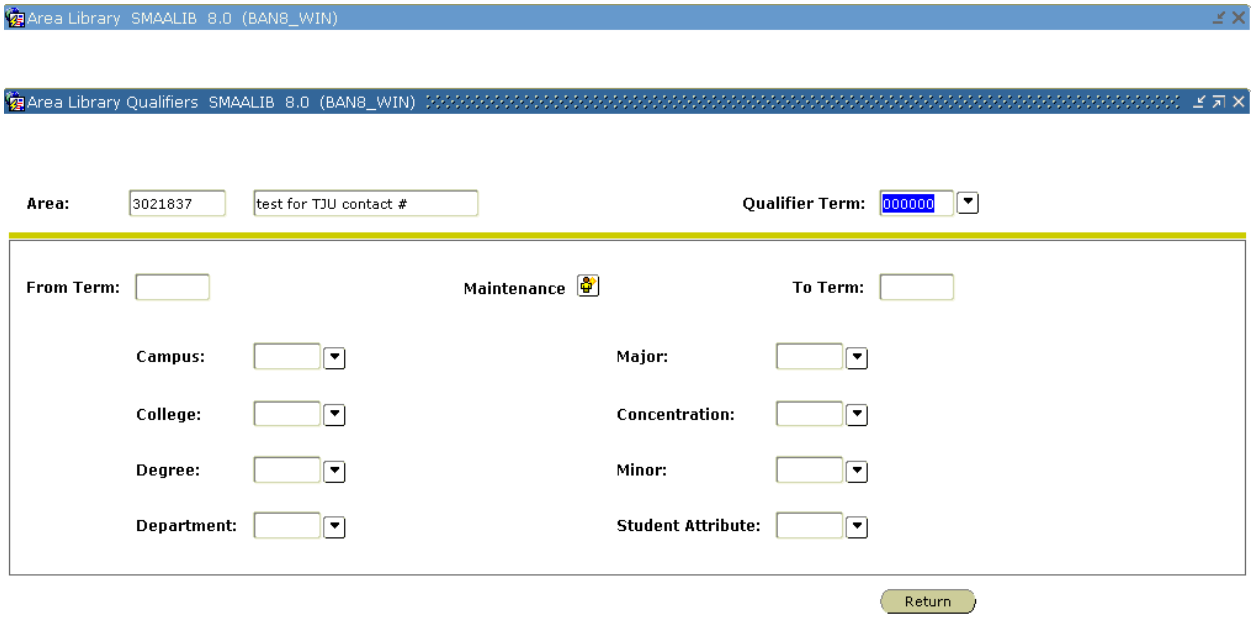
   XX_ELET22

   XX_ELETGPA
4. Enter a description of the area (Your name ELET Requirements, # year, # semester) in the **Description** field.

   Note: 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 *UG* for undergraduate or *CR* for Credit.
6. Double-click in the **Course Level** field to select a student level code or enter *UG* for undergraduate or *CR* 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.

   Note: 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.

Options - Area Qualifiers



Steps

Follow these steps to define area qualifiers.

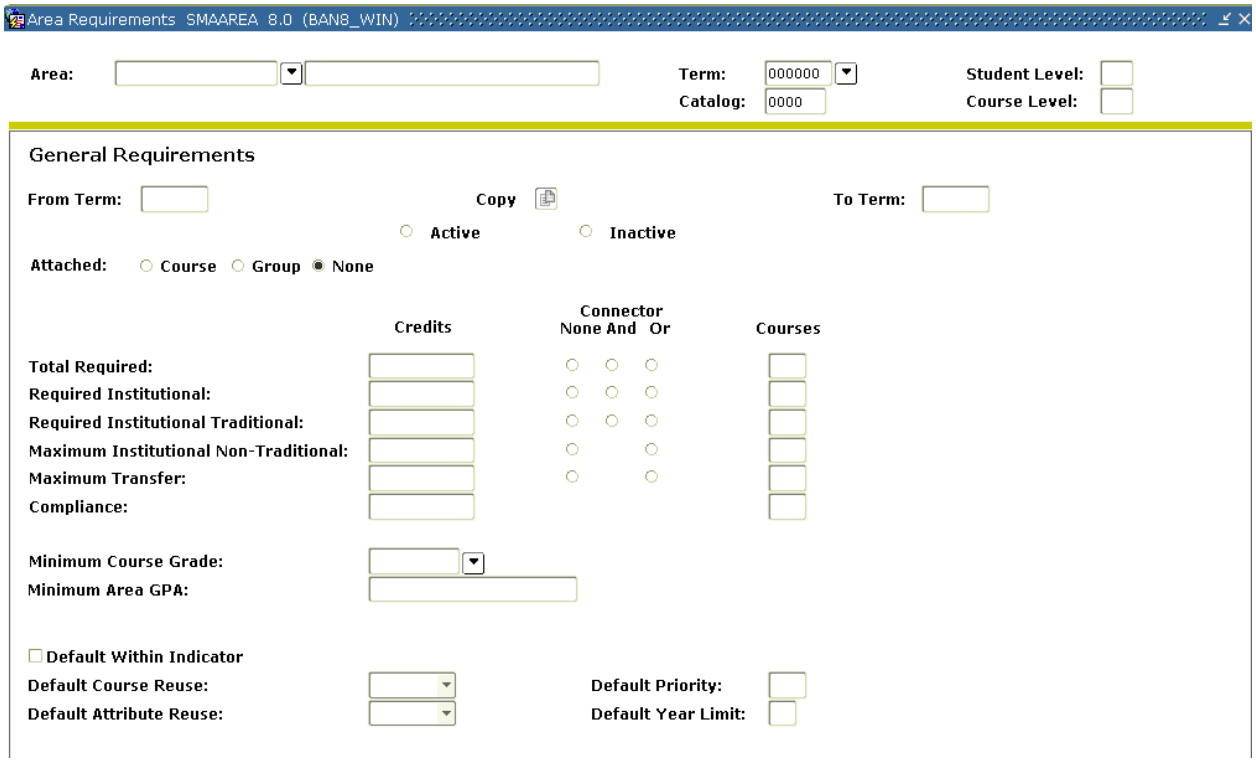
1. Select *Area Qualifiers* from the **Options** menu.

   Note: 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

   Note: The areas have no qualifiers because the Electronic Engineering Technology program is a captive program.

2. Click the **Return** button to close the form.

Area Requirement Form (SMAAREA)



Steps

Follow these steps to define area requirements.

1. Select *Area Requirements (SMAAREA*) for the **Options** menu.
2. Enter *000000* (the beginning of time) in the **Term** field.

   Note: 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.

   Note: If in the future, the area is no longer used, you would return to this form and select the **Inactive** radio button.

5. Enter these values for XX_ELET11.

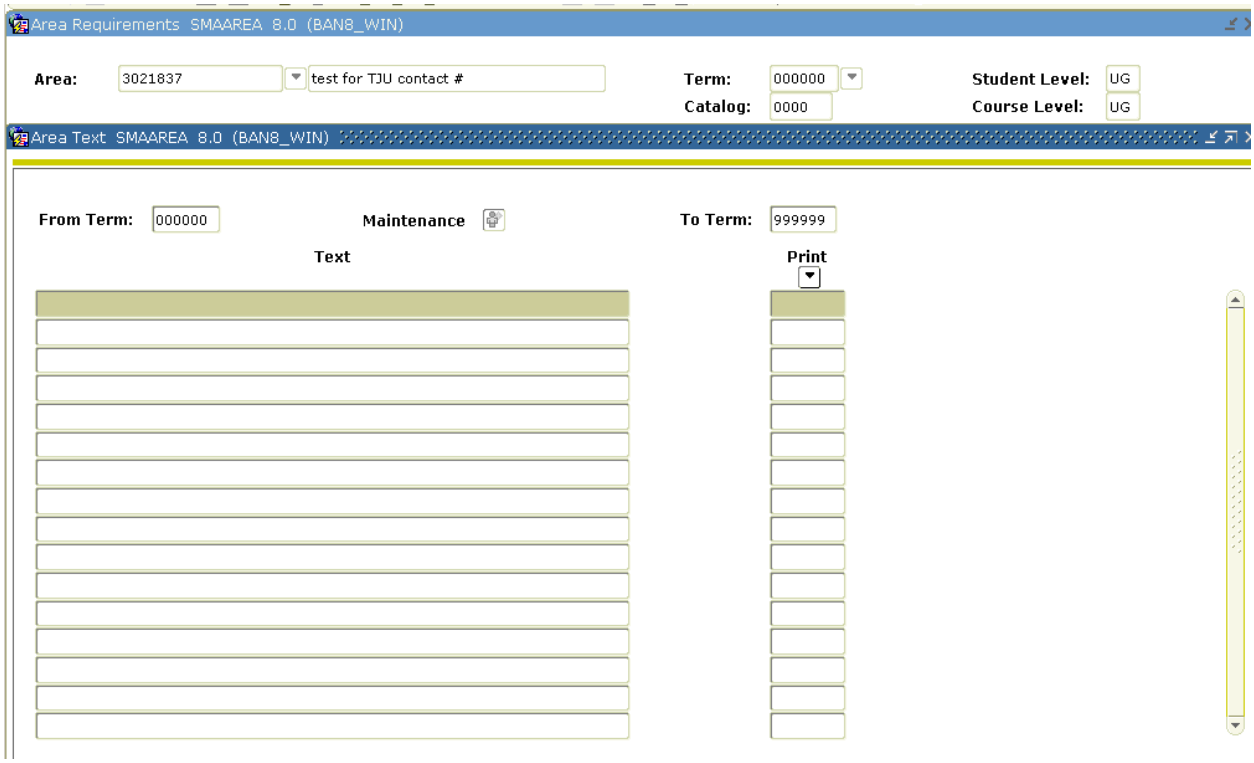
   Note: On each area, you may: Include/Exclude Course Levels, Restrict Subjects/Attributes, and Restrict Grades.

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

6. Click the **Save** icon.

Options – Area Text

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



Steps

1. Select *Area Text* 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.

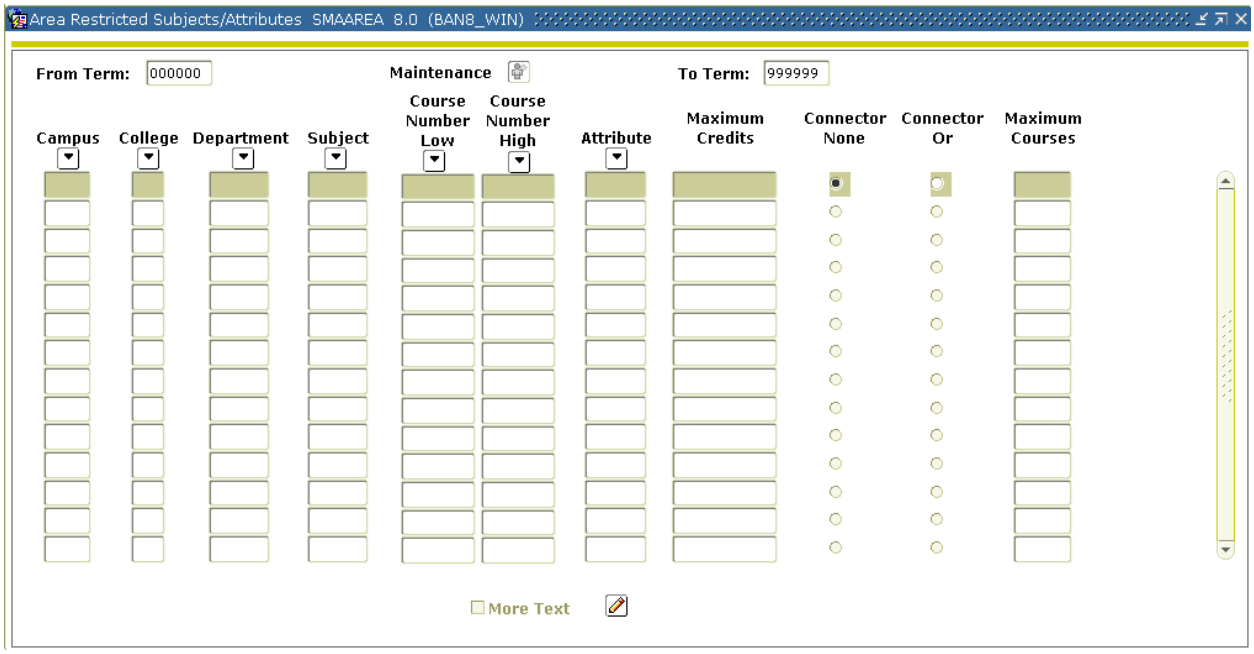
   Note: Select WEB if you would like this text to appear in web-based self service compliance or what-if analysis.
4. Repeat steps 2 and 3 to enter additional text if needed.
5. Click the **Save** icon.

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.



Steps

1. Select Area Restricted Subjects/Attributes from the **Options** menu.

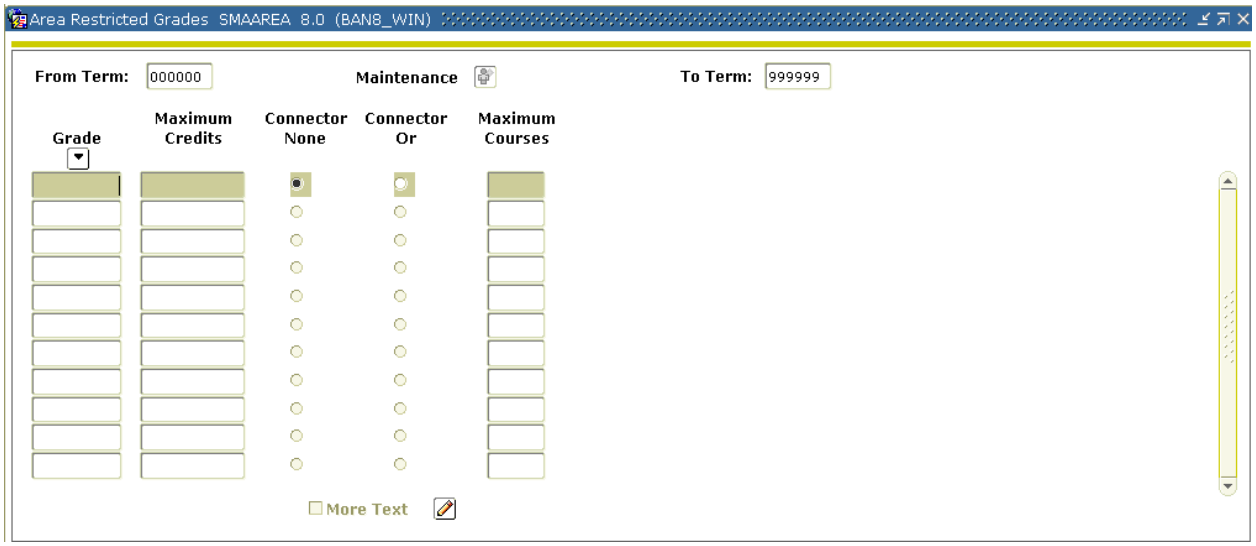
   Notes: Because this is a captive program, not a dynamic program, this option is not used.

   Notice that this form has the same layout and functions as the *Group Restricted Subjects/Attributes* option on the Group Requirements Form (SMAGROP).

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.



Steps

1. Select *Area Restricted Grades* from the **Options** menu.
2. Enter a letter grade in the **Grade** field.

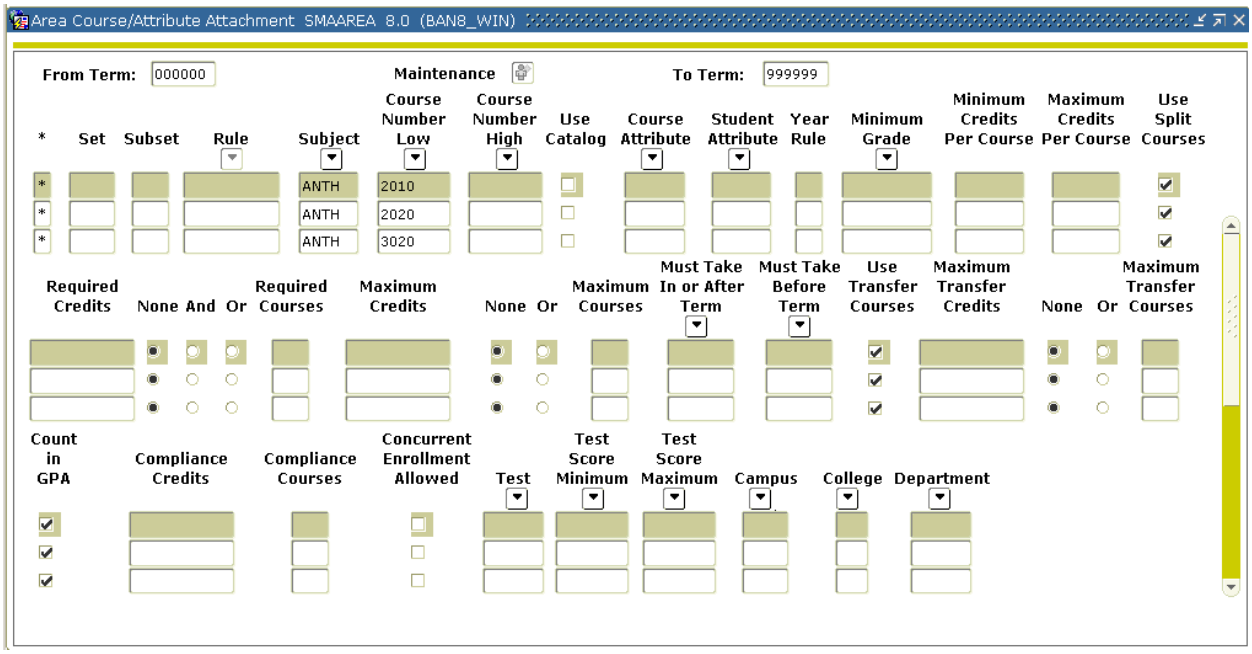
   Note: Use the **Search** icon to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.
3. Enter a number in the **Maximum Credits** field.
4. Click the **Save** icon.

   Note: Click the **Text** icon if you would like to enter an explanation of this restriction.
5. Select *Area General Requirements* from the **Options** menu to close the window.

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* for more detailed information on using Set/Subsets and Rules.



Steps

1. Select Attach Course/Attributes to Area 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

2. Enter the lowest course number that will be accepted to fulfill this requirement in the **Course Number Low** field.

   Note: By entering just a **Course Number Low** you have identified a single course that will fulfill the requirement.

3. Use the scroll bar to scroll to the left and enter the number of courses needed in the **Required Courses** field.

4. Select the **Use Transfer Courses** checkbox.

5. Select the **Count in GPA** checkbox.

6. Repeat steps 2-6 to enter all requirements.

7. Click the **Save** icon.

8. Click the **OK** button.

9. Click the **Exit** icon.

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 TMTH 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.

Notes: The following procedure is a streamlined version of the procedures you completed previously in this lesson. 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.

Steps

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

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 2nd yr, 2nd Semester) in the **Description** field.

   Note: 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 *UG* for undergraduate.
6. Double-click in the **Course Level** field to select a student level code or enter *UG* 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.

   Note: The areas have no qualifiers because the Electronic Engineering Technology program is a captive program.
9. Click the **Save** icon.
10. Click the **Return** button to close the form.
11. Select *Area Requirements (SMAAREA*) for the **Options** menu.
12. Enter *000000* (the beginning of time) in the **Term** field.

    Note: 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.
13. Perform a **Next Block** function.
14. Click the **Active** radio button to make this area active.

15. Enter these values for XX_ELET22.

    Note: On each area, you may: Include/Exclude Course Levels, Restrict Subjects/Attributes, and Restrict Grades.

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

16. Select *Area Text* from the **Options** menu.

17. Enter a description that describes the requirement in the **Text** field.

18. Double-click in the **Print** field to select where you would like the text to print.

    Note: Select WEB if you would like this text to appear in web-based self service compliance or what-if analysis.

19. Repeat steps 2 and 3 to enter additional text if needed.

20. Click the **Save** icon.

21. Select *Area General Requirements* from the **Options** menu.

22. Select Attach Course/Attributes to Area from the **Options** menu.

23. Use the information in this table to set up the XX_ELET22 Course/Attribute details.

    Note: After the other courses are set up, go to step 3 to create the rule.

Set	Subset	Rule	Subject	Course Number		Require Courses
				Low	High	
			ELET	250		1
			ELET	292		1
			ELET	293		1
			PHYS	201		1
A10	110		SOCI	201	203	1
A10	115		PSYC	105	110	1
		TECHELEC				

24. Enter a user-define value in the **Set** field, if needed.

    Note: 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.

    These principles apply:

    1. Different sets are an implied *and* condition
    2. Like subsets within a set are an implied *and* condition
    3. Unlike subsets within a set are an implied *or* condition.

    When compliance is run, it will sort your entries to a sort priority as follows:

    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.

25. Enter a user-defined value in the **Subset** field, if needed.

26. Enter a subject code in the **Subject** field.

27. Enter the lowest course number that will be accepted to fulfill this requirement in the **Course Number Low** field.

    Note: By entering just a **Course Number Low** you have identified a single course that will fulfill the requirement.

28. Use the scroll bar to scroll to the left and enter the number of courses needed in the **Required Courses** field.

29. Select the **Use Transfer Courses** checkbox.

30. Select the **Count in GPA** checkbox.

31. 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.

    Note: Use the Course Low and High fields to select multiple courses from a range of similar courses.

    Example: 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.

32. Follow steps 34-56 to create a rule to choose multiple courses from a list of courses.

    Example: For the technical electives requirement, the student can select any two of the following courses: ELET 260, MICR 270, or TMTH 204.

33. Type *XXTECHEL* (your initials, TechEl) for the rule name in the **Rule** field.

34. Click the **Save** icon.

35. Click the **OK** button.

36. Click the **OK** button again.

37. Click the **Set** field of a row that does not include the rule.

38. Click the **Set** field of the row that includes the rule.

39. Click the **Rule** icon to open the Course/Attribute Rules window.

40. Enter *Technical Electives* in the **Description** field.

Note: The name in the **Description** field, not the **Rule** field, is printed on the compliance or visible on the Web.

41. Enter *2* in the Required Number of Conditions field.
42. Scroll and enter *1* in the **Required Courses per Condition** field.
43. Enter *1* in the Maximum Courses per Condition field.
44. Enter *2* in the **Total Required Courses** field.
45. Enter *2* in the **Total Maximum Courses** field.
46. Click the **Save** icon.
47. Enter *ELET* in the **Subject** field.
48. Enter 260 in the **Course Number Low** field.
49. Enter *MICR* in the **Subject** field.
50. Enter 270 in the **Course Number Low** field.
51. Enter *TMTH* in the **Subject** field.
52. Enter 203 in the **Course Number Low** field.
53. Click the **Save** icon.
54. Click the **Return** button to close the window.
55. Click the **Save** icon.
56. 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		Out		
Default Attribute Re-Use Indicator		Out		
Default Within Indicator				
Default Priority				20

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
		ELET	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

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
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

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.

Creating a Captive Program

Introduction

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

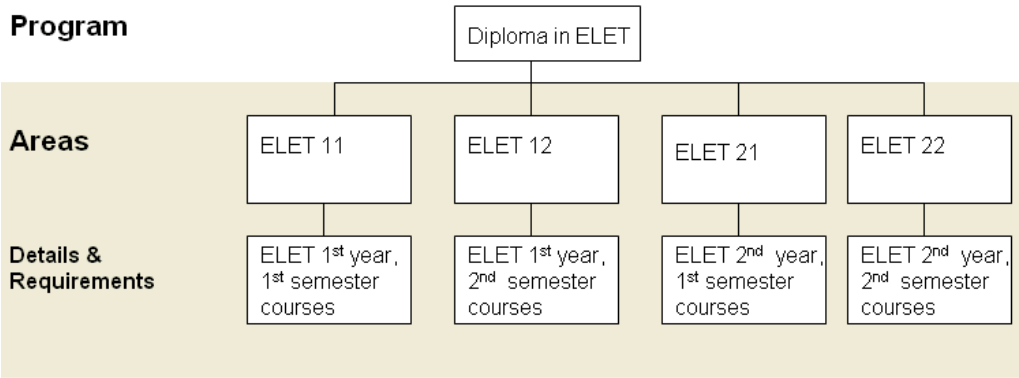
Once areas have been defined they can be attached to a program. Indeed, for captive programs, all areas which are to be examined when performing a compliance for a program **must** be attached.

Notes: 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?

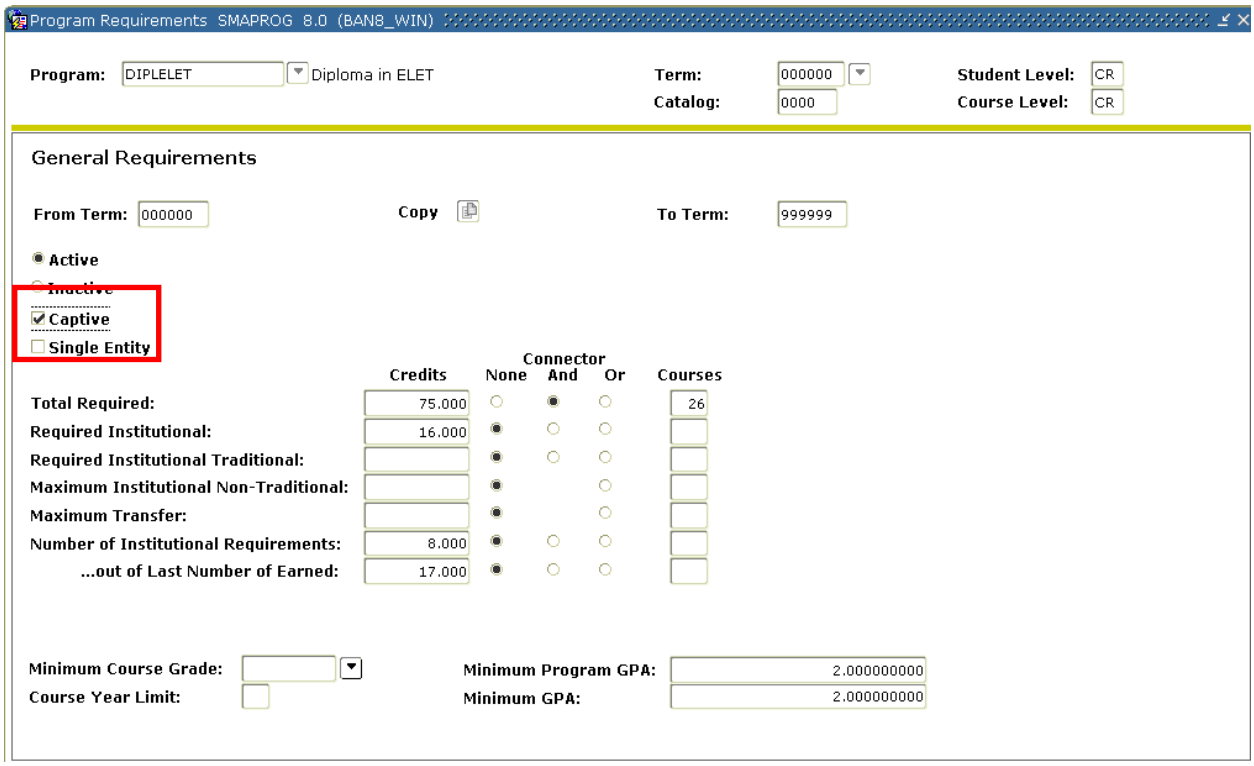
Captive programs are defined as programs where the compliance process examines records based on the program and areas attached to that program. If an area is not attached to a program, it will not be checked when the compliance is run.

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, Banner will compare the student record to the area requirements.



Banner form

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



Steps

Follow these steps to create a captive program.

1. Access the Program Requirements Form (SMAPROG).

   Note: 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.

   Example: XX*_DIPLELET*

   Note: 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.

    Note: 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	

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 Program Text 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.

    Note: 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 *Program Non-Course Requirements* 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 *Program Additional Levels* from the **Options** menu to access the Program Additional Levels block.

    Note: 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.

24. Click the **Save** icon.

25. Select *Program Required Attributes* 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.

    Note: 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 *Program Restricted Subjects/Attributes* 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.

    Note: 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.

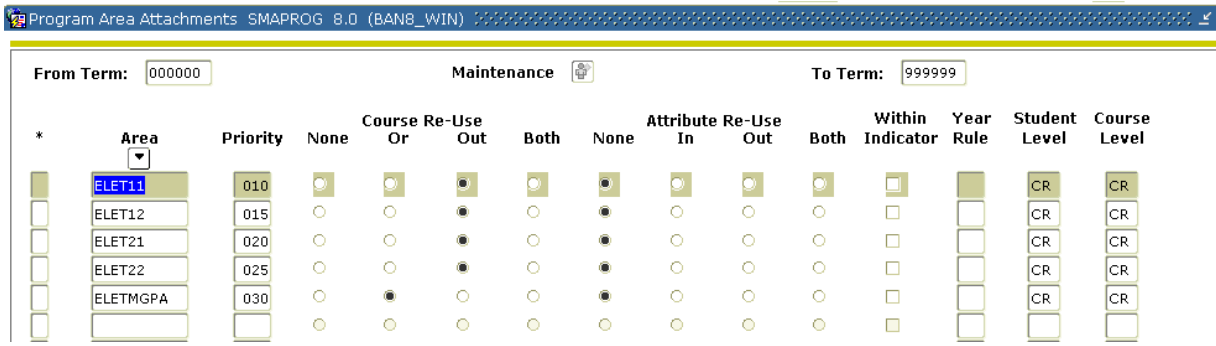
    Note: If text exists, the **Text** radio button will already be checked.

35. Select *Program Restricted Grade* from the **Options** menu to enter restricted grade information.

    Note: 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.

36. Click the **Save** icon.

37. Select *Attach Areas to program* from the **Options** menu.



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.

Creating a Non-Captive Program

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 Banner will select it dynamically based on Area Qualifiers you defined with the *Area Qualifiers* option on the Area Library Form (SMAALIB).

Notes: 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.

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)

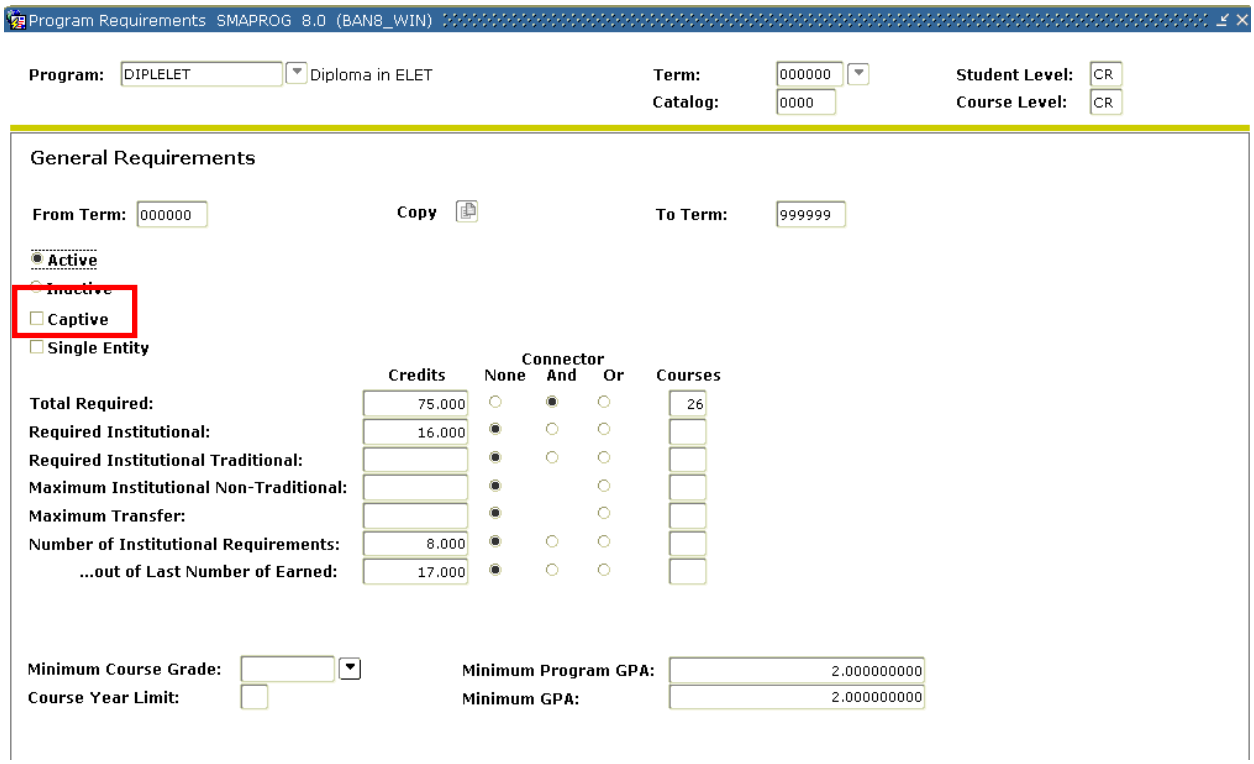
Remember that dynamic areas can be attached to a program or left in the area library for selection when the audit is run. If the dynamic area is attached to a non-captive program and the qualifiers *do not match* the student's record, that area will *not* be used in the student's audit.

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.

Banner form

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



Steps

Follow these steps to create a non-captive program.

1. Access the Program Requirements Form (SMAPROG).

   Note: 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.

9. DO NOT select the **Captive** checkbox.

   Note: Leave the Captive checkbox unchecked to indicate that this is a non-captive program.

10. Click the **Active** checkbox.

    Note: 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.

    Note: 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 *Program Text* 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.

IF...	**THEN...**
you want to attach areas to your program	go to step 18.
you do not want to attach an area	go to step 21.

18. Select *Attach Areas to Program* from the **Options** menu.

    Note: 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.

19. Add the dynamic areas you created in the **Area** field.

20. The priority and reuse codes will default from the values you entered when creating your areas.

21. Click the **Save** icon.

22. Click the **Exit** icon.

Reviewing the Complete Requirements for a BA in Anthropology

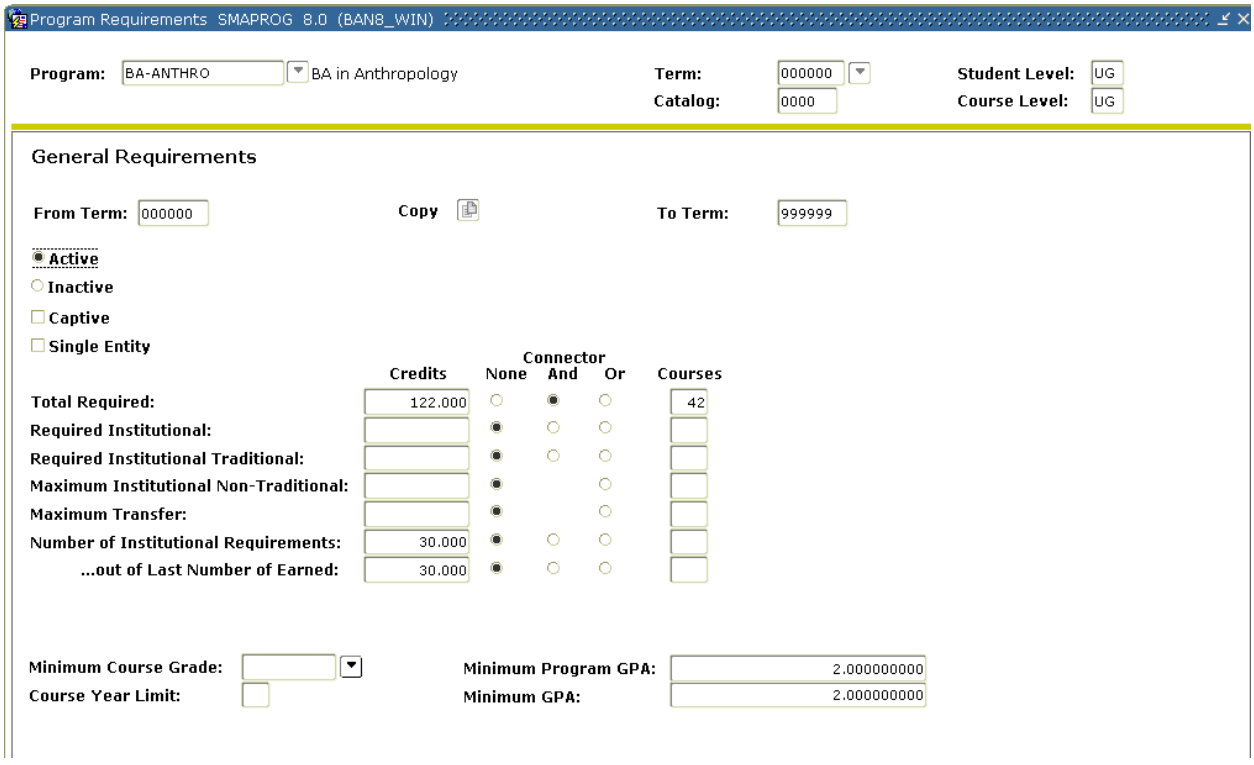
Introduction

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)



Steps

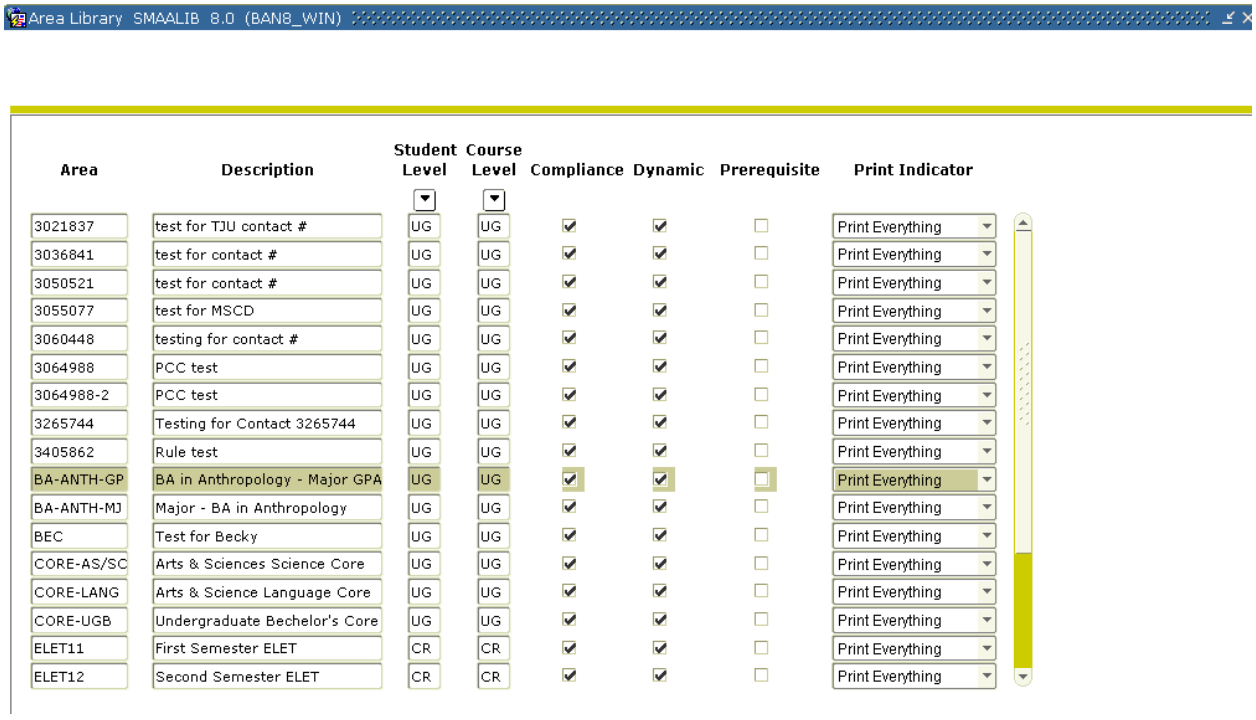
Follow these steps to complete the process.

1. Access the Program Requirements Form (SMAPROG).
2. Select *BA-ANTHRO* in the **Program** field.
3. Enter *000000* in the **Term** field.
4. Perform multiple **Next Block** functions to review each block.
5. When you get to the Program Area Attachment block, view the attached areas.

   Note: 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.

Banner form

Area Library (SMAALIB)



Steps

1. Access the Area Library Form (SMAALIB).

2. 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 *Area Qualifiers* from the **Options** menu.

    - BA-ANTH-MJ
    - BA-ANTH-GP
    - CORE-UGB
    - CORE-LANG
    - CORE-AS/SC
    - UG-BUS-MIN
    - UG-ELEC-GN
    - UG-UPPER

3. Select Area Requirement from the Options menu for each area to view the Area Requirements Form (SMAAREA) for each area.

Running a Compliance

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 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.

Requirements before Running a Compliance

You will also need to ensure that the program has been built in 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 *Section B: Set Up* for information on using the Compliance Default Parameter Form (SMADFLT) and the Compliance Print Type Rules Form (SMACPRT).

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

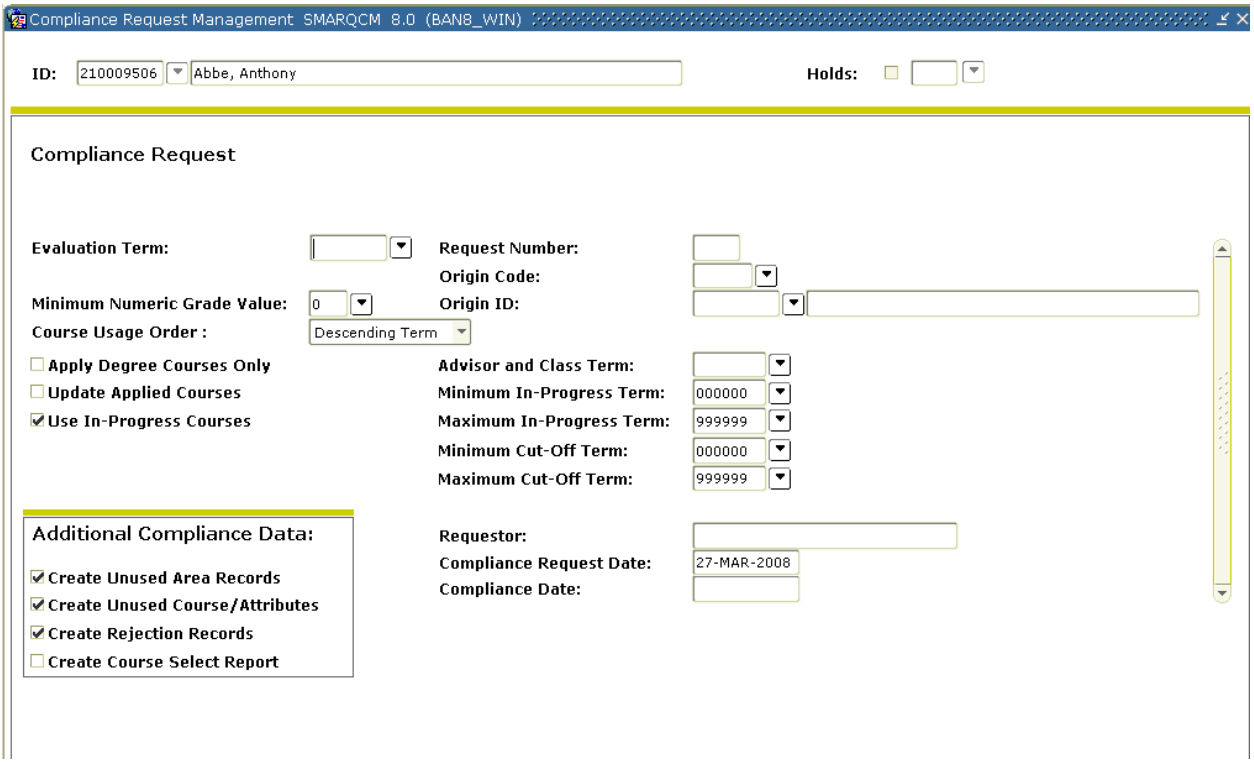
Compliance Request Management Form

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



Steps

Follow these steps to complete the process.

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).
3. Enter in the **Compliance** field the printer code given to you by your computer center staff to enable sleep/wake printing.
4. Enter the ID of the person you wish to run a Compliance Request on in the **ID** (required) field.
5. Perform a **Next Block** function.
6. Enter the term in which the person plans to complete the program in the **Evaluation Term** field.

   Note: 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.
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 *Compliance Curriculum* 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 *Curriculum Change* option.
11. Click the **OK** button.
12. Select the program *BA-ANTH* in the **Program** field.
13. Enter the student's major of *ANTH* in the **Major 1** field.
14. Click **Return** in the lower right corner to return to SMARQCM.
15. Click the **Save** icon.

16. Select *Request Hardcopy Output* 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 *Submit for Processing* from the **Options** menu. You will see a message "Compliance Working...Please Wait."

    Note: Once Compliance is run and if successful, the **Compliance Date** field will be updated. You can now review the results by selecting the *Display Compliance Results* option to transfer to the Compliance Results Inquiry Form (SMICRLT).

Viewing a compliance

You can view a compliance through these Banner forms:

Form	**Purpose**
Compliance Request Activity (SMACACT)	See all compliances that have been created and generated; purge compliances or to go to SMICRLT to review compliance output
Compliance Results Inquiry (SMICRLT)	Can take you to SMIPOUT
Program Output Inquiry (SMIPOUT)	Can take you to SMIAOUT; also used to review the program (SMAPROG) results
Area Output Inquiry (SMIAOUT)	Can take you to SMIGOUT; also used to review the area (SMAAREA) results
Group Output Inquiry (SMIGOUT)	Review the group (SMAGROP) results

Day-to-Day Operations

Section goals

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.

Objectives

In this section you will learn how to

- enter an adjustment to degree requirements
- enable WebCAPP
- run a web compliance/degree audit
- use related reports and processes.

Process Introduction

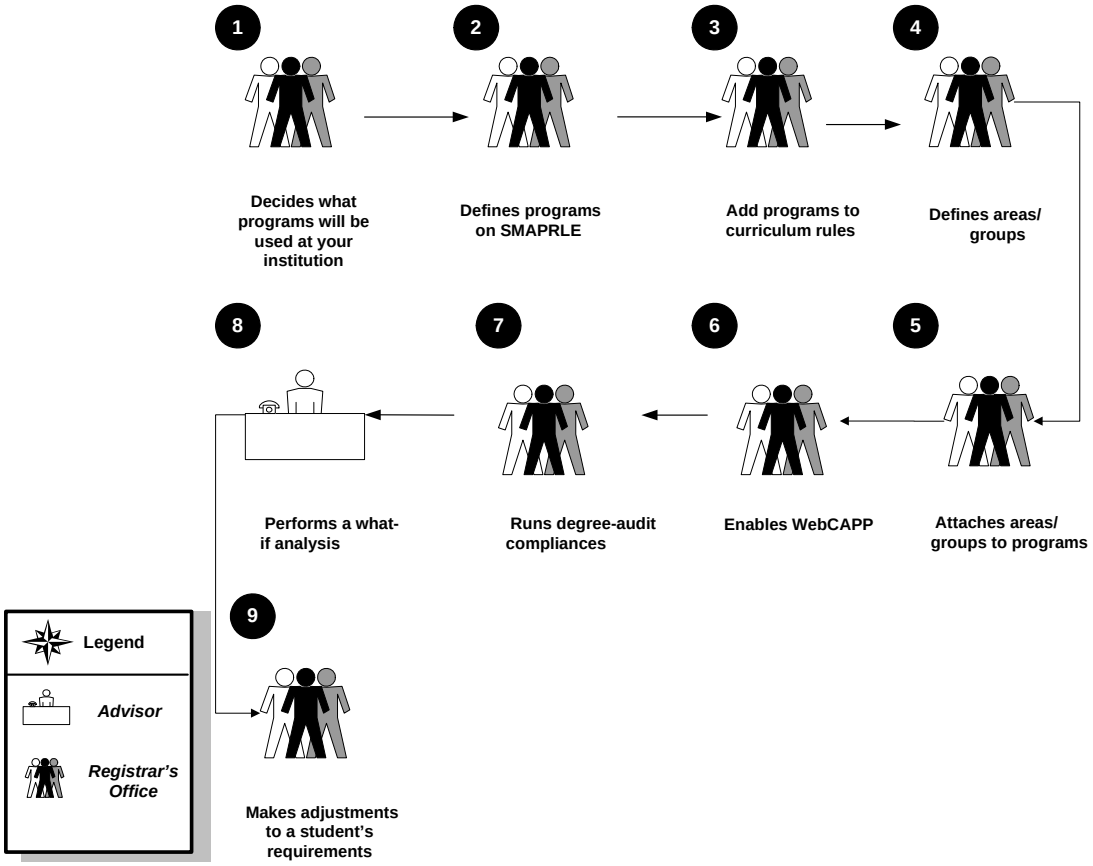
About the process

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.



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 compliances.
Advisor	
8	Performs a what-if analysis.
Registrar	
9	Makes adjustments to a student's requirements.

Making Adjustments

Introduction

Occasionally, you might need to adjust the requirements for a student's program.

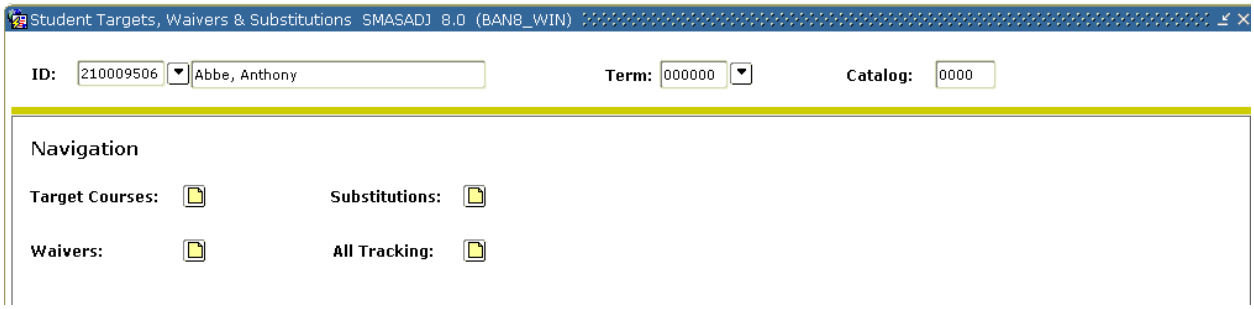
You can

- 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



Other forms used in making adjustments

- Student Adjustments Library (SMASLIB)
- Student Program Adjustments (SMASPRG)
- Student Area Adjustments (SMASARA)
- Student Group Adjustments (SMASGRP)

Steps

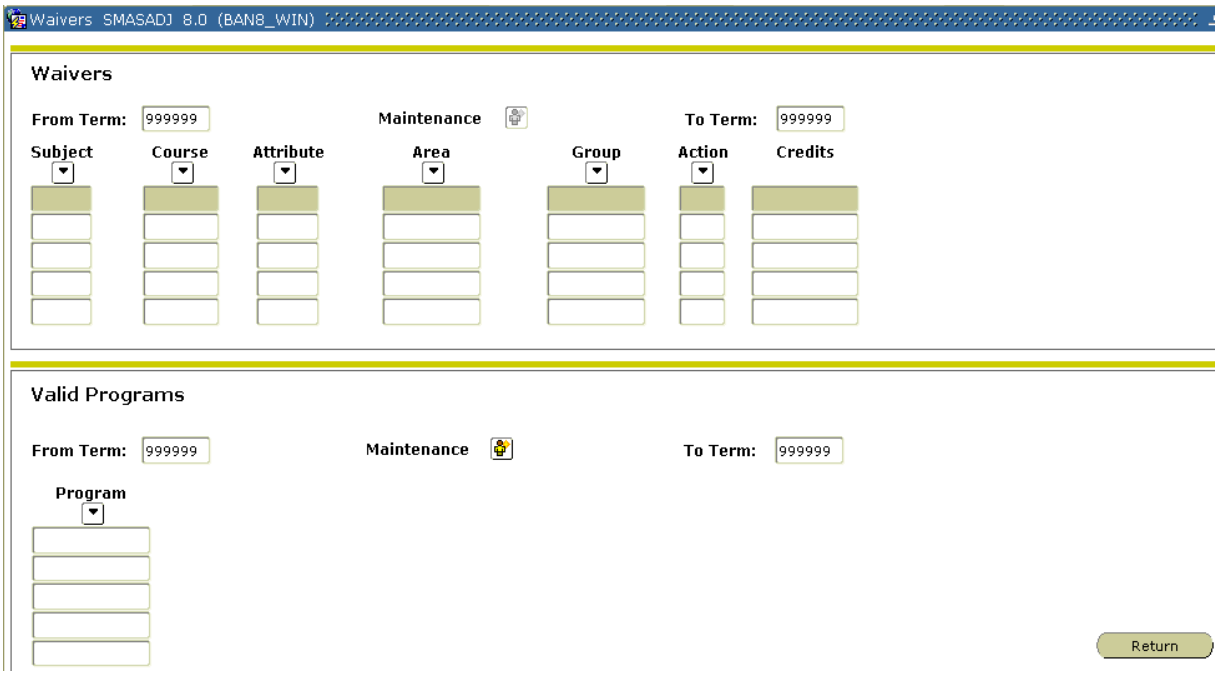
Follow these steps to make an adjustment.

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.

   Note: 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.

   Note: Although you did not key in your student's ID on the form, it has been saved. Banner will return you to the Adjustments Form.
10. Enter a waiver for your student by clicking on the **Waiver** button.

11. Enter *CHSM* in the **Subject** field.



12. Enter *1000* in the **Course** field.

13. Enter *CORE-GHUM* in the **Group** field.

14. Enter *W* (or the code you are using for waivers) in the **Action** field.

15. Click the **Save** icon.

16. Click the **Exit** icon.

Setting up WebCAPP - Degree Evaluations

WebCAPP

If you are already using the Curriculum, Advising, and Program Planning (CAPP) feature in Banner Student, then you can also use the WebCAPP feature in both Banner Self-Service for Students and Banner 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 Banner Student system, providing uniform Web access functionality to CAPP information in the Banner software.

In this lesson, you will learn how to set up 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.

Checklist

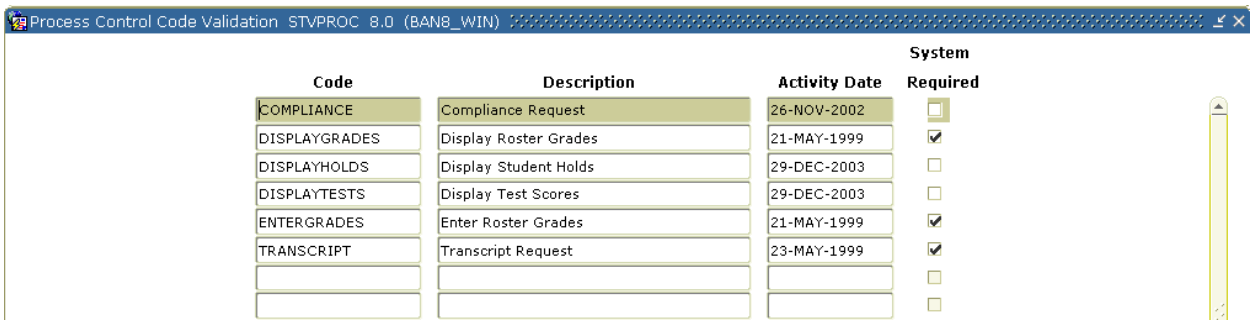
Many of these forms will have already been set up when you set up CAPP. We will review all of them here to make sure no steps are missed in setting up WebCAPP. Check off each form in the Web Enabled column as you verify the form is web-enabled.

Not all of these forms have web indicators. Some are used to create additional security for Faculty & Advisor Self Service (STVPROC / STVROLE / SOAFAPC) and some of them are used to insert a code when a compliance is created from the web (STVORIG / SMADFLT / STVDFLT). Some are to determine what types of text should display on the web (STVCPRT / STVPRNT). Others are used to determine the search criteria allowed (SMAWCRL / SOATERM / SMAPRLE / GTVSDAX). The last process is required for a compliance to be generated through SSB (SFRPINI).

Web Enabled	Form Name
	Process Control Code Validation (STVPROC)
	Originator Code Validation (STVORIG)
	Compliance Print Code Validation (STVPRNT)
	Role Definition Validation (STVROLE)
	Program Definition Rules (SMAPRLE)
	Faculty Attribute/Advisor Type Control (SOAFAPC)
	Term Control (SOATERM)
	WebCAPP Rules (SMAWCRL)
	CAPP Compliance Default Parameter (SMADFLT)
	Crosswalk Validation (GTVSDAX)
	Compliance Listener Start Up (SFRPINI)
	Default Parameter Code Validation (STVDFLT)

Banner form

Process Control Code Validation Form (STVPROC)



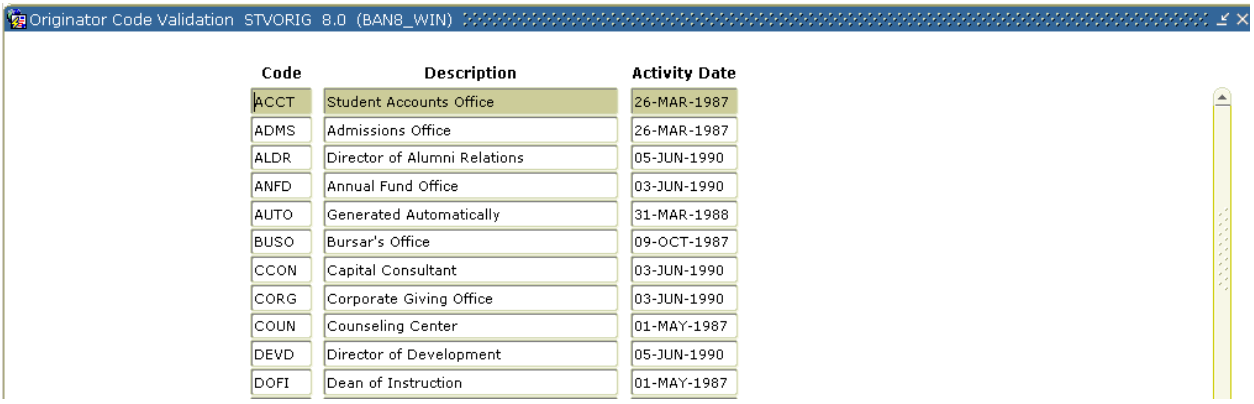
Steps

Follow these steps to create a process.

1. Access the Process Control Code Validation Form (STVPROC).
2. Enter *COMPLIANCE* in the **Code** field.
3. Enter *Compliance Request* in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Banner form

Originator Code Validation Form (STVORIG)



Steps

Follow these steps to create an originator.

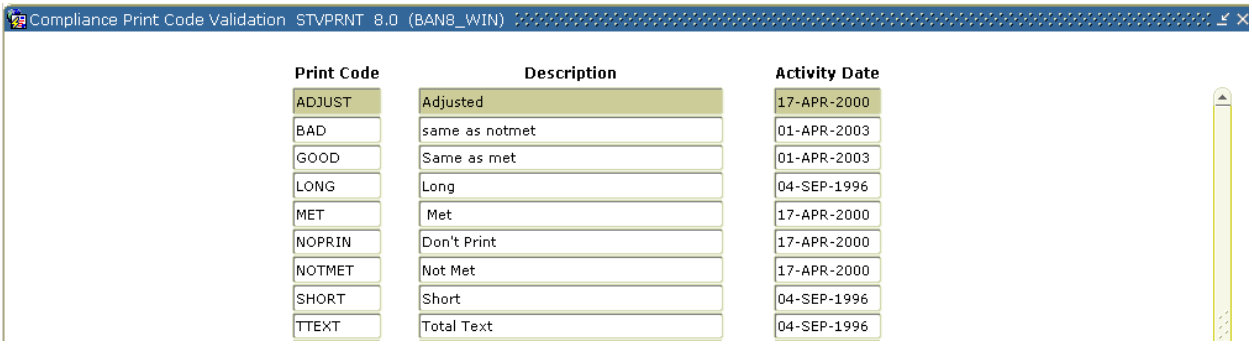
Note: You must create a "Web" value to indicate the originator of a compliance request on STVORIG. This information will be recorded on the Compliance Request Management Form (SMARQCM). For more information about SMARQCM, see the *Using Curriculum, Advising and Program Planning with Banner Student* handbook.

1. Access the Originator Code Validation Form (STVORIG).
2. Enter *WEB* in the **Code** field.

   Note: If you do not see a blank row, use the **Insert Record** icon to create one.
3. Enter *WebCAPP* in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Banner form

Compliance Print Code Validation Form (STVPRNT)



Steps

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.

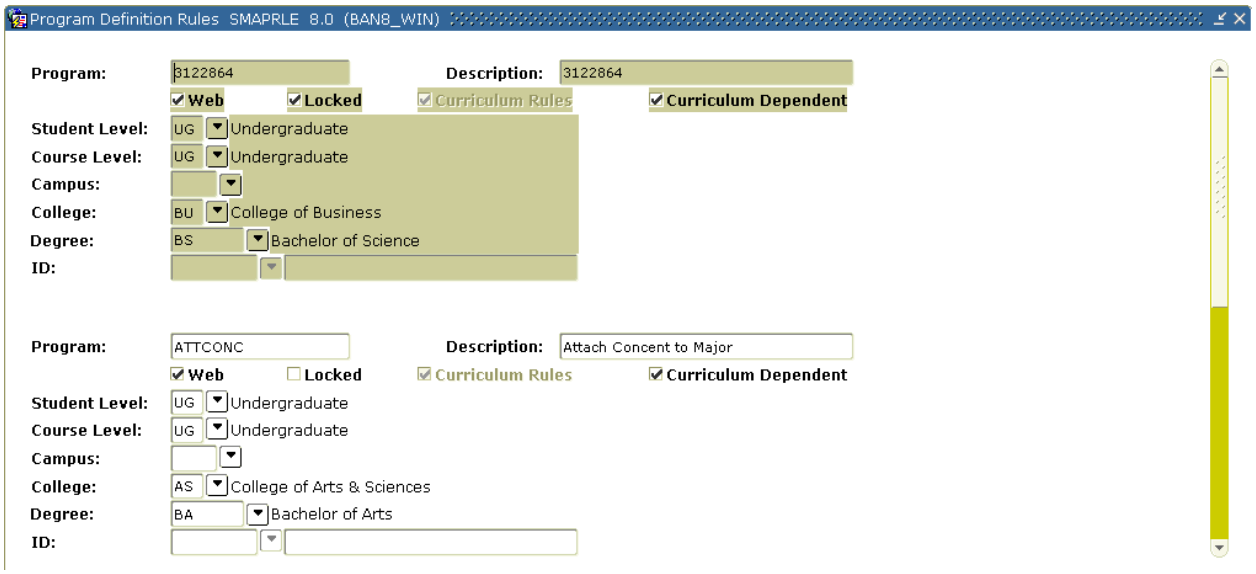
Follow these steps to create a print code.

Note: These steps are only necessary if you want different text on the Web than on the hardcopy output.

1. Access the Compliance Print Code Validation Form (STVPRNT).
2. Enter *WEB* in the **Print Code** field.
3. Enter *Web Text* in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Banner form

On the Program Definition Rules Form (SMAPRLE) verify the **Web** indicator is selected for each item you want to make available on the WebCAPP What-If-Analysis pages.



Steps

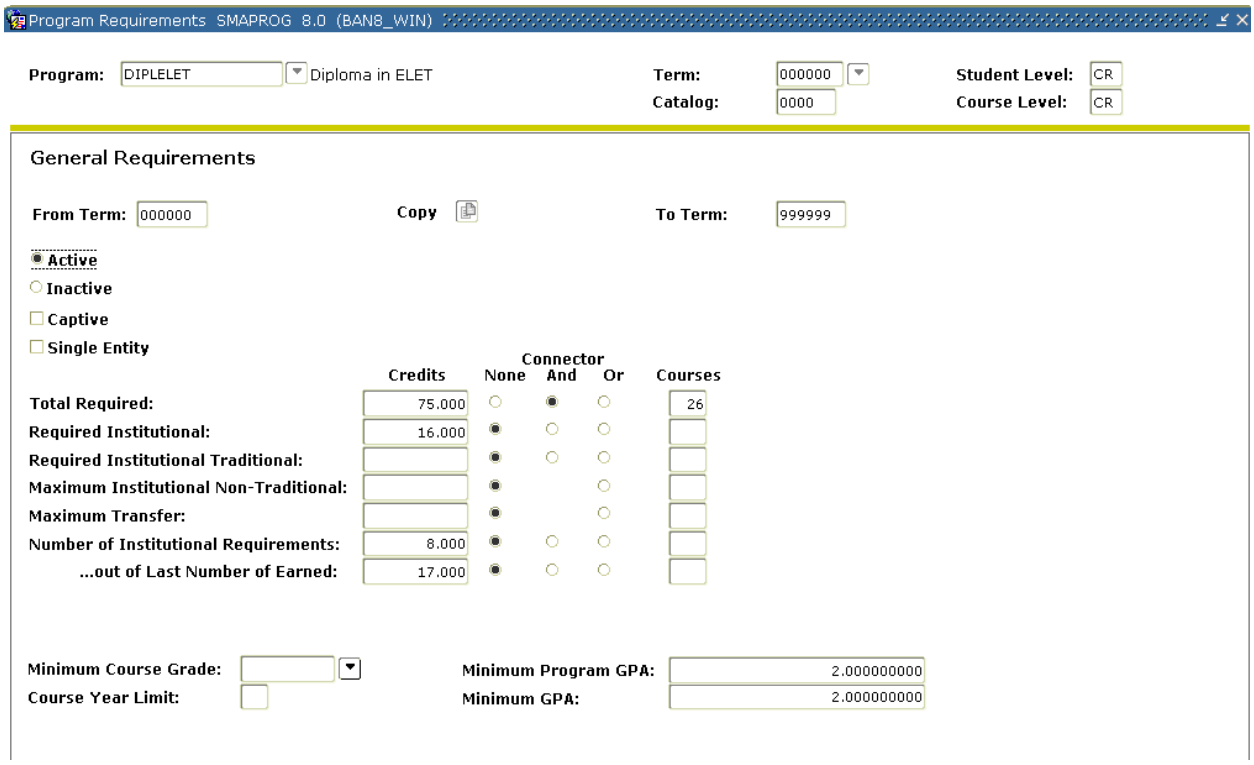
Follow these steps to Web-enable programs.

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** indicator checkbox if you want the program available for What-If-Analysis.

   Note: If the program is attached to the student, the program will show up under generate a new evaluation whether the **Web** indicator is checked or not.
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.

Banner form

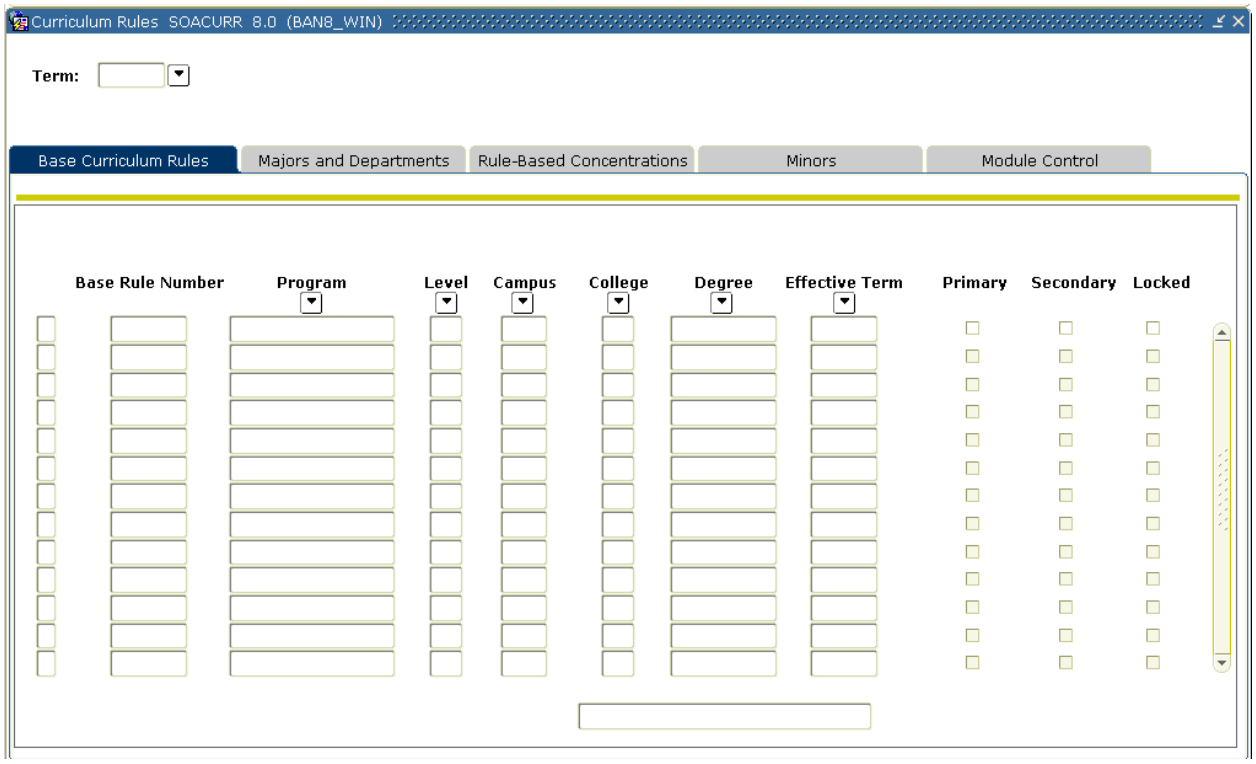
Program Requirements Form (SMAPROG) - For every program that you want to be active, select the **Active** radio button.



Banner form

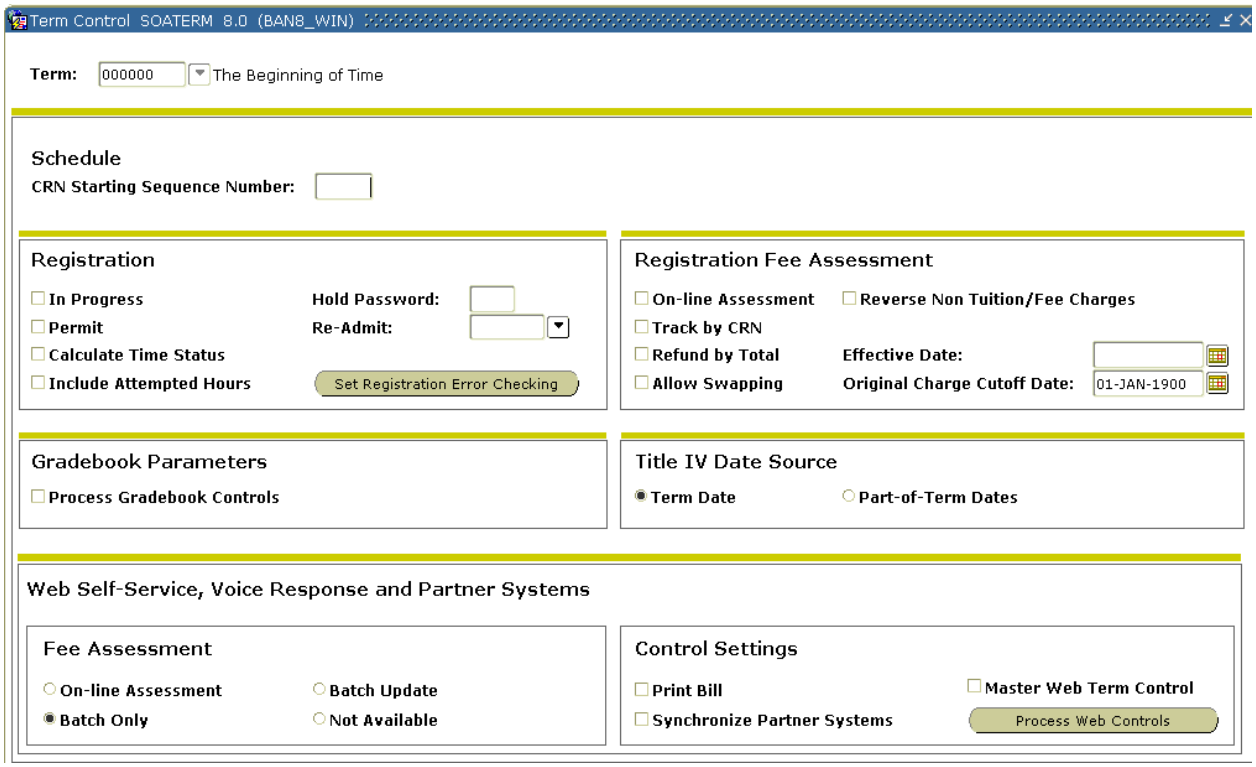
Curriculum Rules Form (SOACURR) - For every program you want associated with the term:

- 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**.



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. This determines the evaluation term, which is sometimes called the graduation term. The person generating the compliance needs to either select the term the student is graduating or the current term. This term is used to determine whether any student attributes apply to the student that term or if any courses fall outside the course year limit. Also select the **Web Catalog Term** checkbox in the WebCAPP Controls area to determine which curriculum catalog terms should be available to generate a what-if analysis against.



Steps

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

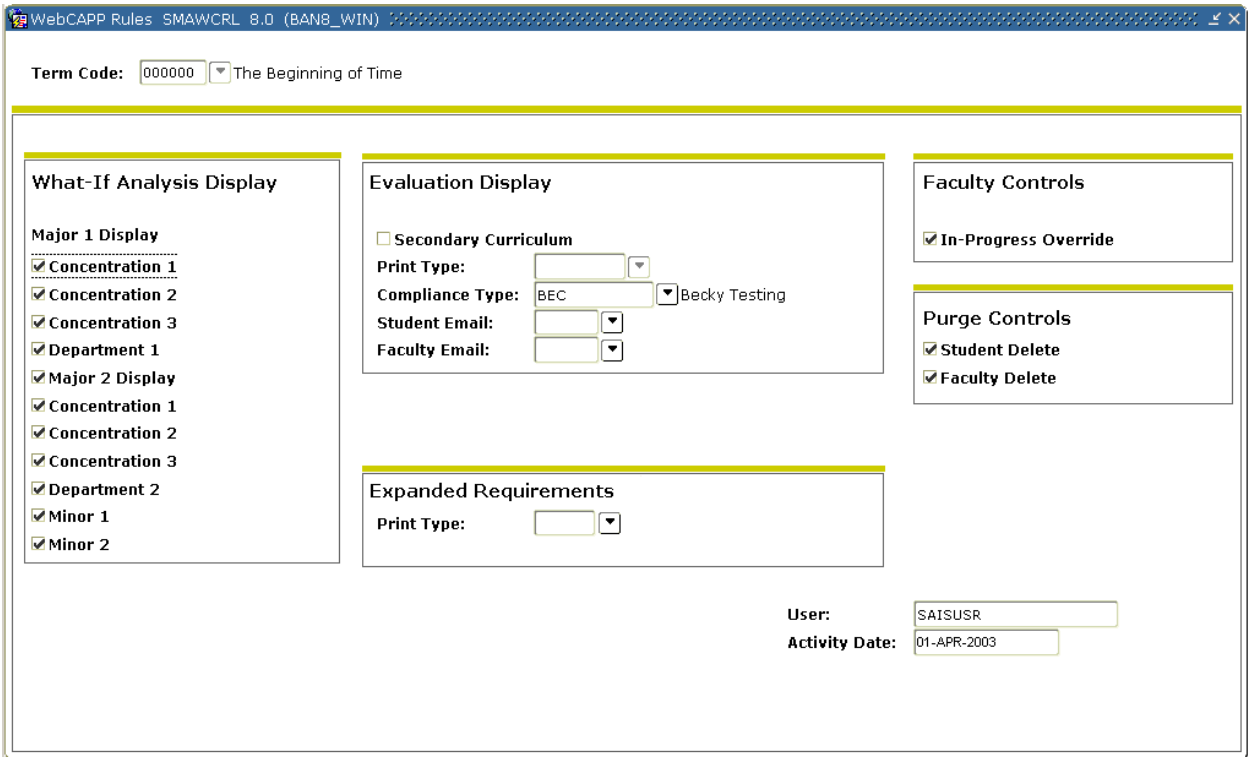
1. Access the Term Control Form (SOATERM).
2. Enter your term in the **Term** field.
3. Perform a **Next Block** function.
4. Click the **Master Web Term Control** checkbox.
5. Click the *Process Web Controls* button.

6. Select the **Web Evaluation Term** checkbox in the Web CAPP Controls area.

7. Click the **Save** icon.

Banner form

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



Steps

Follow these steps to set WebCAPP rules for evaluation requests.

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.

   Note: **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.

Notes: 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.

6. If no code is designated, no text will be printed.

7. 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: *Met* and *Unmet*.

8. Enter a valid e-mail type code in the **Faculty Email Type** field.

   Note: 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.

9. Enter a valid e-mail type code in the **Student Email Type** field.

   Note: 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.

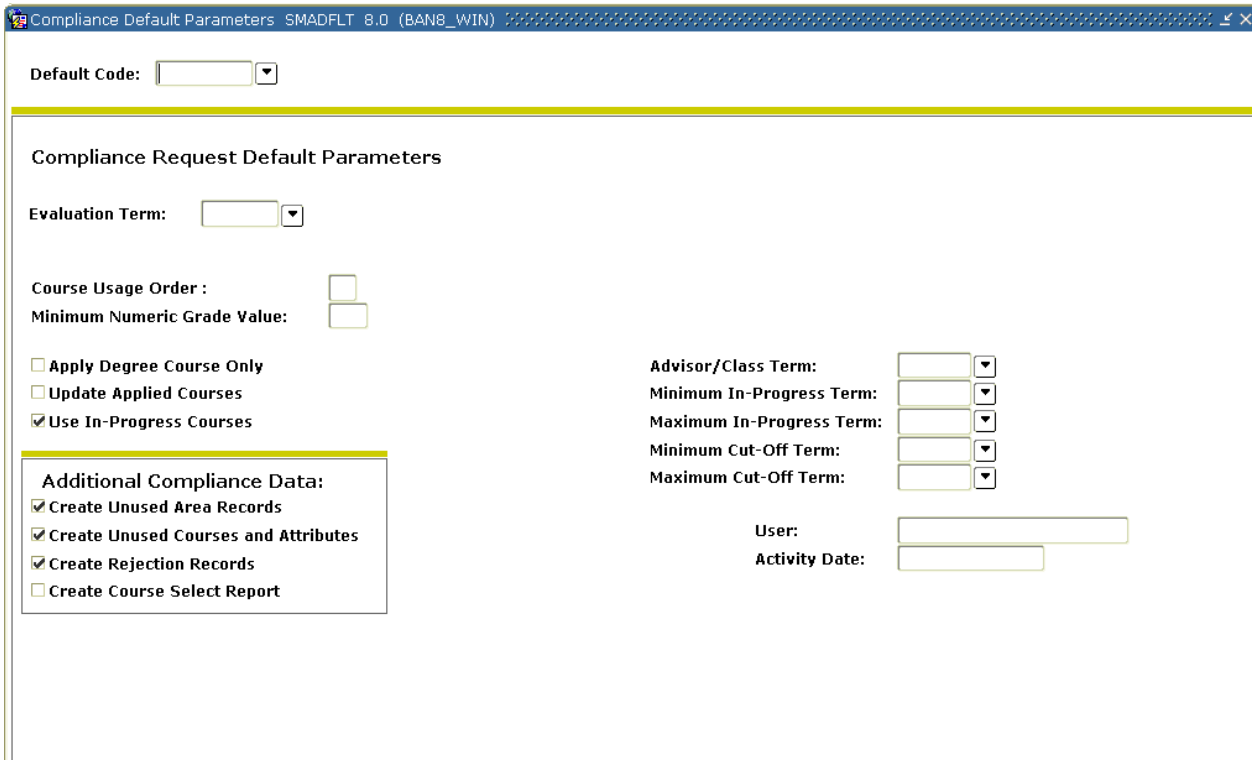
10. Click the **Student Delete** checkbox under the **Purge Controls** area if a student can delete degree evaluations that he or she ran.

11. Click the **Save** icon.

12. Click the **Exit** icon.

Banner form

In 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)
Minimum Numeric Grade Value	Enter the lowest numeric grade value allowed for courses or course attributes brought in for consideration for compliance. You can use this field, for example, to restrict withdrawals or courses taken for audit from being considered for compliance.

Apply Degree Courses Only, Update Applied Courses	Select these check boxes as appropriate for your institution. Refer to the *Using Curriculum, Advising, and Program Planning with Banner Student* handbook for details on how these check boxes work.
Create Unused Area Records	If you want Banner to create output records for unused areas when a degree evaluation is run, select this check box.
Create Unused Course/Attributes	Select this check box if you want to create output records for unused courses or course attributes when a degree evaluation is run.
Create Rejection Records	Select this check box if you want Banner to create output records for rejected courses or course attributes when a degree evaluation is run.
Create Course Select Report	Select this check box if you want Banner to create the Compliance Course/Attribute Selection Report (SMRCMPL) when a degree evaluation is run. Typically, this feature is used in testing, but because it is a long report, you might consider turning it off after testing.
Advisor/Class Term	Enter the term code for the system to use when selecting the student classification and advisor information for hardcopy output.
Minimum In-Progress Term	Enter the earliest term from which in-progress courses will be selected for consideration by the system for a degree evaluation. The term entered must be the same as or earlier than the maximum in-progress term.
Maximum In-Progress Term	Enter the latest term from which in-progress courses will be selected for consideration by the system for a degree evaluation.
Minimum Cut-Off Term	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. The term entered must be the same as or earlier than the maximum cut-off term.
Maximum Cut-Off Term	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. The term entered must be the same as or later than the maximum cut-off term.

Steps

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

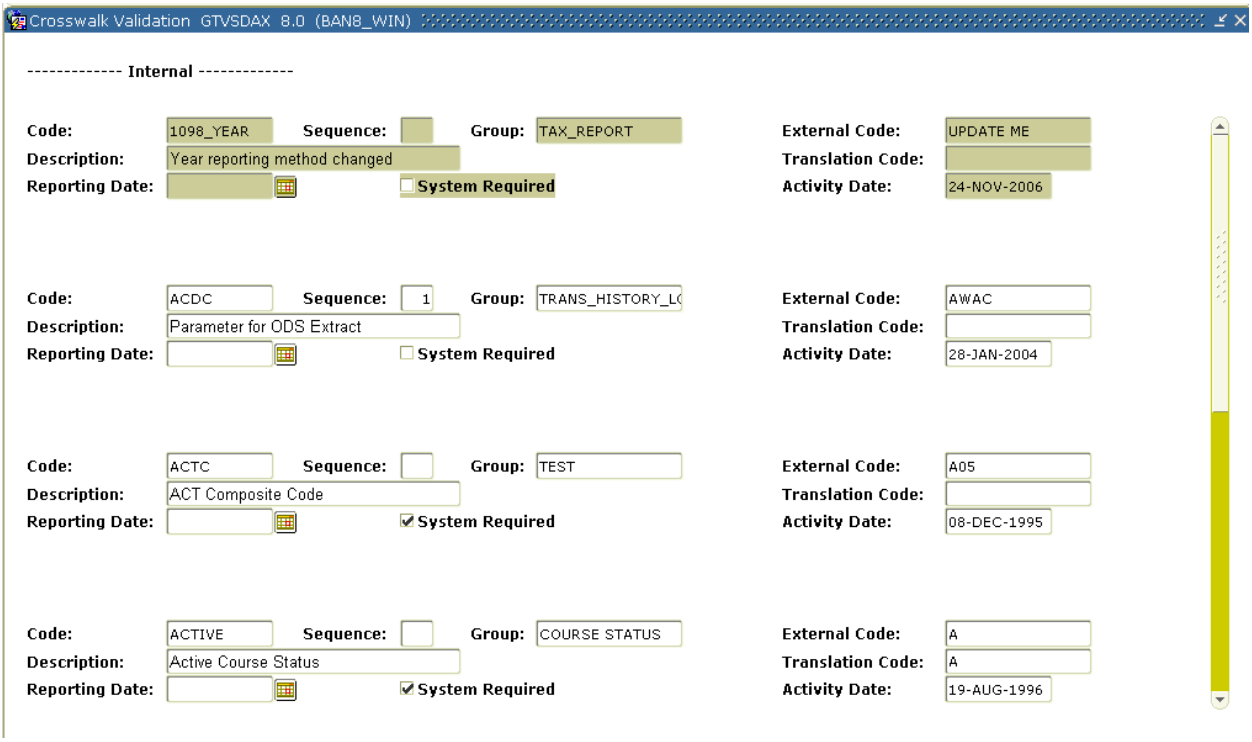
Note: These steps are only necessary if you want different text on the Web than on the hardcopy output.

1. Access the Compliance Default Parameter Form (SMADFLT).
2. Enter *WEB* in the **Default Code** field.

   Note: 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.

Banner form

Use the Crosswalk Validation Form (GTVSDAX) to define the WEBCURR hierarchy.



Steps

Follow these steps to define the Crosswalk Validation Form (GTVSDAX) settings.

1. Access the Crosswalk Validation Form (GTVSDAX).
2. Select *Insert* from the **Record** menu.
3. Enter values for each of these fields: **Code**, **Sequence**, **Group**, **External Code**, **Description**, and **System Requirements**. (Use the values on the pages that follow.)
4. Click the **Save** icon.
5. Repeat steps 1-4 for each rule.
6. Click the **Exit** icon.

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.

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

Field	Value
Group	WEBCAPP
External Code	REC
Description	WebCAPP Curriculum Source

Running a Web Compliance/Degree Evaluation

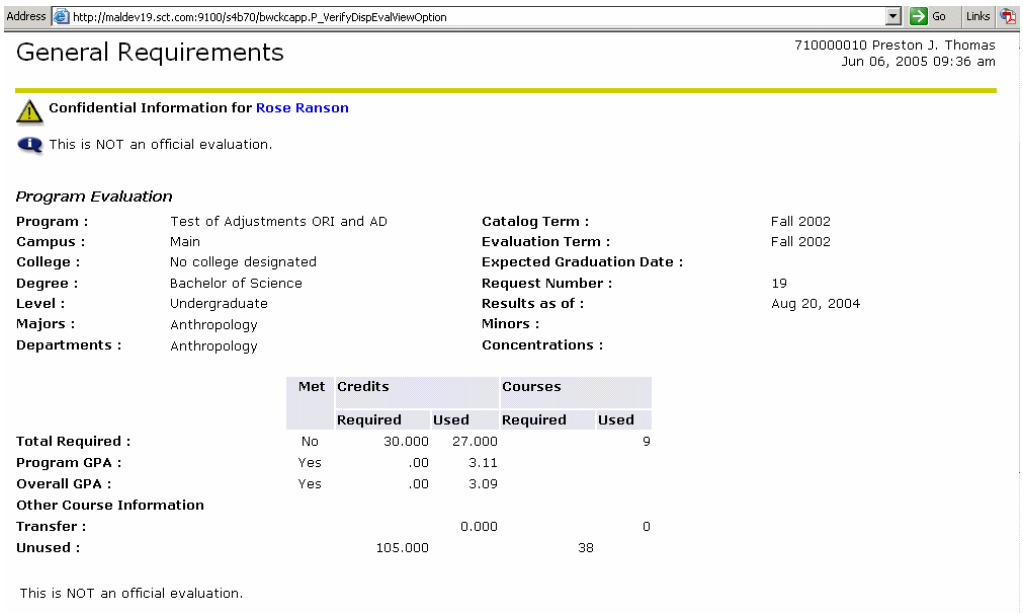
Introduction

Once you have set up WebCAPP, faculty, advisors and students can perform degree evaluations/compliances through Student or Faculty & Advisor Self-Service.

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

Screen image 1

An example of General Requirements in a WebCAPP online compliance/degree evaluation.



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

General Requirements

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

Confidential Information for Rose Ranson

This is NOT an official evaluation.

Program Evaluation

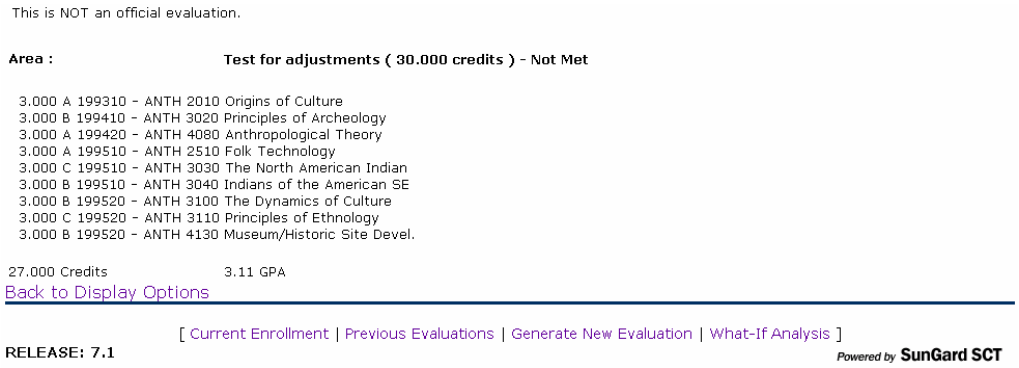
Program :	Test of Adjustments ORI and AD	**Catalog Term :**	Fall 2002
Campus :	Main	**Evaluation Term :**	Fall 2002
College :	No college designated	**Expected Graduation Date :**	
Degree :	Bachelor of Science	**Request Number :**	19
Level :	Undergraduate	**Results as of :**	Aug 20, 2004
Majors :	Anthropology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

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.



Steps

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

1. Open your Web browser and go to the 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 Banner ID in the **User ID** field and the PIN in the **PIN** field.

   Note: Depending upon institution settings, these fields may be case-sensitive. Your instructor will provide the User ID to use in class.

4. Enter a login verification security question and answer.

   Notes: 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.

5. You need to respond to these prompts only when the **PIN Hint Question** and **PIN Hint Response** fields on GOATPAD are blank.

6. If you see the Terms of Usage page, click the **Continue** button.

Notes: When you click this button, the **Accepted** check box on GOATPAD is automatically selected.

7. 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 Banner Self-Service product must accept the terms of usage before they may log in.

8. Click the *Faculty & Advisors* link.

9. Click the *Student Information Menu* link.

10. Click the *Degree Evaluation* link.

11. Select a term from the **Select a Term** drop-down list.

12. Click the **Submit** button.

13. Enter *210009506* (Anthony Abbe) in the **Student or Advisee ID** field.

    Note: You can also use the Student and Advisee Query to find the student you want to review.

14. Click the **Submit** button.

15. Click the **Submit** button to select the student.

16. Click the *Degree Evaluation* link.

17. Click the *What-if Analysis* link at the bottom of the screen.

18. Select a term the student began taking classes in the **Entry Term** field.

19. Click the **Continue** button.

20. Select a program in the **Program** field.

21. Click the **Continue** button.

22. Select a major in the **First Major** field.

23. Click the **Submit** button.

24. Select the current term in the **Evaluation Term** field.

25. Click the **Generate Request** button.

Processes Used in CAPP

Processes

These are delivered processes that are commonly used in CAPP:

- Compliance Purge Process (SMPCPRG)
- Batch Compliance Process (SMRBCMP)
- Program Compliance Report (SMRCMPL)
- Compliance Hardcopy Output (SMRCRLT)
- Compliance Rule Report (SMRRLST)

About the processes

The Compliance Purge Process (SMPCPRG) is used to purge unneeded compliance requests. This process needs to be run at least once a week during advising periods, since this table can fill up quickly and can slow down or shut down the generation of compliances.

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

The Program Compliance Report (SMRCMPL) is produced when compliance is performed for a compliance request and the **Create Course Select Report** checkbox on the Compliance Request Management Form (SMARQCM) is selected. The report displays diagnostic messages, if any (for example if the program is inactive or if an area is rejected) and then lists student attributes and student courses.

The Compliance Hardcopy Output (SMRCRLT) prints hardcopy compliance output.

The Compliance Rule Report (SMRRLST) gives you a list of all of the rules you have created, so you can review them to decide if they are written correctly.

Summary

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.

Self Check

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 if 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?

Answer Key for Self Check

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.

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 if 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.

Appendix

Forms Job Aid

Form Code	Full Name	Use this form to...
STVMAJR	Major, Minor, and Concentration Validation	create, update, insert, and delete major, minor, and concentration codes, such as Undeclared, Journalism, Music, Law, and so on.
STVSUBJ	Subject Code Validation	create, update, insert, and delete subject codes, such as Accounting, Botany, Economics, and so on.
STVATTR	Attribute Validation	create, update, insert, and delete degree program codes, such as Affiliated Teaching Requirement, Language Requirement, or Writing Intensive Requirement.
STVTESC	Test Code Validation	create, update, insert, and delete codes for test types (ACT Math, GRE French, Law School Admission, or SAT Verbal, and so on.
STVCOLL	College Code Validation	create, update, insert, and delete college codes, such as College of Engineering, College of Law, College of Music, and so on.
STVCAMP	Campus Code Validation	create, update, insert, and delete campus codes, such as Main Campus, Downtown Campus, or Foreign Campus.
STVLEVL	Level Code Validation	create, update, insert, and delete level codes, such as No Level Declared, Undergraduate, Non-Matriculated Graduate, and so on.
STVDEGC	Degree Code Validation	maintain the degree codes, such as Undeclared, Bachelor of Arts, Doctor of Education, and so on.

STVDEPT	Department Code Validation	maintain department codes such as History Department, Counseling Department, or Department Undeclared, and so on.
STVTERM	Term Code Validation	create, update, insert, and delete term codes, such as 999999 The End of Time, 200010 Fall 1999, 200020 Spring 2000, and so on.
STVACTN	Action Code Validation	define codes, descriptions, and processing rules for actions that can be made in CAPP student adjustment processing.
STVDFLT	Compliance Default Option Validation	define compliance types to be used as optional default values for use in running batch compliance.
STVCPRT	Compliance Type Code Validation	define and maintain codes, descriptions, and titles for different types of compliance hardcopy output.
STVATTS	Student Attribute Validation	create, update, insert, and delete student attribute codes such as First Year Student, Achieved Senior Standing, or Non-degree Student. You can create or update these codes only from this form.
STVPRNT	Compliance Print Code Validation	define and maintain compliance print codes.
STVORIG	Originator Code Validation	Use this form to create, update, insert, and delete originator codes, such as Student Accounts Office, Bursar's Office, Dean of Students, and so on.
SMAPRLE	Program Definition Rules	make 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.
SOACURR	Curriculum Rules	view or create curriculum rules. The key to this form is term, which is optional.

SOACTRL	Curriculum Control	set various options related to the use of the curriculum rules and to set the severity level of curriculum checking for the associated Student System modules.
SMADFLT	Compliance Default Parameter	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).
SMACPRT	Compliance Print Type Rules	set up print rules.
SMAPROG	Program Requirements	define program requirements that students must fulfill to receive a degree.
SMAALIB	Area Library	add an area to the area library for use in CAPP.
SMAAREA	Area Requirement	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.
SMAGLIB	Group Library	add a group to the group library for use in CAPP.
SMAGROP	Group Requirement	define group requirements.
SMAWCRL	WebCAPP Rules	This form is effective term driven. It is used to set up the controls for the WebCAPP rules for evaluation requests.
SMARQCM	Compliance Request Management	add a new request for a compliance evaluation, create requests for hardcopy output and submit the requests for processing. Processing performs a compliance evaluation, if required, and/or produces hardcopy output.
SMASPRG	Student Program Adjustments	adjust program requirements for a student without changing the requirements for the entire program for all students.

SMASADJ	Student Targets, Waivers, and Adjustments	indicate that specific courses should be used to fulfill specific requirements or to waive individual course/attribute detail requirements entirely.
SMASLIB	Student Adjustments Library	authorize a student as eligible to receive one or more adjustments to CAPP compliance rules and/or restrictions.
SMASARA	Student Area Adjustments	enter adjustments to area requirements for an individual student without changing the requirements for the entire area for all the students.
SMASGRP	Student Group Adjustments	enter adjustments to group requirements for an individual student without changing the requirements for the entire group for all the students.

Terminology

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 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 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.

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.

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.