

COURSE LISTS

Course list is the basic building block of PS Academic Advisement requirements. A course list contains courses or groups of courses that can be used to satisfy a requirement.

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- Effective Date – Effective date changes in the course list when a course should be added or deleted from the specific course list. Make sure this date is on or before the first day of the term it should be effective for. Currently at CI we are using 8/1/year for the changes that occur each year.
 - **Note:** Before entering a new effective dated row on the course list be sure to Fetch the current row so that when you do insert a new row the courses will carry forward
 - **Note:** If the number of courses in the course list changes, you must ask yourself if the required number of courses to complete the requirement where this course list is attached has also changed. If so, you must also update the requirement where this course list is attached.
- Description is seen in the search box and should reflect what courses are contained in this course list or for what major/minor this course list is for.
- Short Description is required and should be abbreviation of the description
- Long Description should reflect what courses are contained in this course list or for what major/minor this course list is for
- Academic Career, Program, Plan and Sub-plan are used for prompting, not analysis. We will not use these values at CI.

Fetch is used to view the courses in the course list.

- **Note:** Before entering a new effective dated row on the course list be sure to Fetch the current row so that when you do insert a new row the courses will carry forward
- Course Sequence is the order of the courses within the course list and the order which the system will process courses within the course list. You can change the sequence of courses around if you'd like.
- Course ID is the value in the course catalog that is used to attach a course to the course list.
- Include Equivalent Courses checkbox is checked on if a group of courses have been determined to be equivalent and have been set up as equivalent courses on the course catalog. Checking this box allows either course in that group to fulfill the requirement.
 - **Note:** Equivalent courses are courses setup with different courses Ids that are determined to be equivalent at some given point in time. This change will be effective dated in the course catalog and when the course is added to the course list this checkbox will be checked.

- Wild Card Indicator is selected when you want to list a group of courses i.e. all Math 200 courses.
- Term, Associated Class, Topic ID are only entered if the course only fulfills the requirement if the student took it in that term.
- Minimum Units / Crs is entered to specify the minimum number of units that the course must be taken for to satisfy the requirement
- Minimum GP / Unit is entered to specify the minimum number of grade points per course unit that must be attained to satisfy the requirement
- Transfer Level Allowed is entered to indicate what type of transfer credit may be used to satisfy the requirement
- Valid Beg/End date range is used to indicate what dates this course must have been taken between to satisfy the requisite
- Course must be GPA material is unchecked by default. Check this box if a course's grade must be included in the student's GPA in order to satisfy this requirement
- Test Credit is Allowed is checked by default. This allows a student to satisfy this course requirement with a corresponding test credit.
- Other Credit is Allowed is checked by default. This allows a student to satisfy this course requirement with other credit.

Academic Requirements

NOTE: When making changes to a requirement be sure to change the necessary effective dated row.

Requirement is the next building block of PS Academic Advisement requirements.

Home - Manage Student Records - Define Academic Requirements - Setup - Academic Requirements

- Effective Date is added at the academic requirement level when a the previous requirements change.
- Description is seen in the search box and should reflect what major/minor use this requirement.
- Short Description is required and should be abbreviation of the description
- Long Description is what prints on the student's AA report and should reflect what major/minor use this requirement
- Usage is always Academic Advisement
- Academic Institution is used for prompting only but is mandatory
- Academic Career, Program, Plan and Sub-plan are used for prompting, not analysis. We will not use these values at CI.

- Pre-Condition is a field that limits who the requirement should be evaluated for based on the value selected.

Parameters setup on the parameters pages apply to the entire requirement and all the data use therein and can be override on the requirement group Parameters page.

- Minimum GPA is the minimum overall GPA requirement for classes selected to satisfy this requirement line
- Minimum Units is the minimum units of courses required for this requirement line.
- Minimum Courses is the minimum number of courses required for this requirement line.
- Minimum GP / Unit is the minimum grade points per unit needed to satisfy this requirement line
- Course Ranking Scheme value should equal Chronological
- Credit Include Mode should equal All Stats except for the requirements that evaluate the student's GPA, those are set to Verify

Line Item pages is where we enter the specifics of the requirement.

Note: Each line will be processed in the order of their line number smallest first.

If necessary, select the refresh parentheses button to update how the requirements are grouped. i.e. (Chem or Phy) and English

- Description is our use and should reflect what the line requirement contains.
- Short Description is required and should be abbreviation of the description
- Long Description is what prints on the student's AA report and should reflect what the line requirement contains.

Line Item Parameters allow you to set parameters specific to this line requirement.

- Minimum GPA is the minimum overall GPA requirement for classes selected to satisfy this requirement line
- Minimum Units is the minimum units of courses required for this requirement line.
- Maximum Units Allowed is the maximum units of courses required for this requirement line
- Minimum Courses is the minimum number of courses required for this requirement line.
- Maximum Courses Allowed is the maximum number of courses required for this requirement line
- Minimum GP / Unit is the minimum grade points per unit needed to satisfy this requirement line
- Course Ranking Scheme value should equal Chronological

- Credit Include Mode should equal All Stats except for the requirements that evaluate the student's GPA, those are set to Verify
- Reporting should equal Always Report
- Count Attempts box is not checked
- Display Select Line box is checked for all requirements except for the requirements that evaluate the student's GPA. This field is not valid for those requirements.
- Enable Splitting box is not checked
- Print Control should equal Print on audit reports

Line Items Detail page is where course lists are attached to each Requirement line to specify what courses can be used to meet the line requirement.

- Line Detail Type can be CLST or DLST. Course list (CLST) line detail type indicates a group of courses that can be used to satisfy an academic requirement. These courses are defined in the COURSE_LIST table from the course catalog. Derived course list (DLST) line detail type specifies a subset of a student's transcript or academic record that can be used to satisfy an academic requirement.

Select the appropriate course list ID in the course list box.

- **Note:** When viewing the courses in the course list at this level be sure that you are looking at the correct effective dated row.

REQUIREMENT GROUPS

NOTE: When updating a requirement group be sure to change both the UGRD and PBAC requirement group if both exist.

Requirement Group is the last building block of PS Academic Advisement requirements. Requirement Groups will reflect GE requirements, University requirements, Major requirements, Minor requirements and Certificate requirements.

Home - Manage Student Records - Define Academic Requirements - Setup - Academic Requirement Groups

- Effective Date is added at the requirement group level when a new requirement is required.
- Description is seen in the search box and should reflect what major/minor use this requirement group.
- Short Description is required and should be abbreviation of the description
- Long Description is what prints on the student's AA report and should name the plan and sub-plan the requirement group is setup for.
- The academic structure (as reflected by the Academic Career, Academic Program, Academic Plan, and Academic Sub-Plan) fields define what students this requirement group applies to.

- Usage is always Academic Advisement
- Pre-Condition is a field that limits a requirement group based on the value selected. It is used only twice by CI to limit students with sub-plans from the generic major requirements.

The Parameters page indicates rules that apply to the entire requirement group. (For example, major GPA, total major units, etc.)

The Detail page is where we attached the requirements used to evaluate students in this program/plan/sub-plan. Requirements will be evaluated and print in the order they appear on this page by the line number.

- Group Line Type is Requirement
- Enter the Requirement ID in the requirement field

All other pages in the requirement group are not being used by CI.

AA GENERAL NOTES

- To create a new course list, requirement, or requirement group go into Add mode and select the Copy button on the first page. Select the course list, requirement, or requirement group you wish to copy from to create your new group. Once copied be sure to change all appropriate information including the effective date.
 - **NOTE:** Only use this to create a **NEW** course list, requirement, or requirement group **NOT TO INSERT A NEW EFFECTIVE DATE.**

OTHER GENERAL NOTES

- Overall GPA, Campus GPA and Major GPA for CO reporting must be calculated by the Additional GPA mod. However, the AA report will calculate unofficial versions of these values.