

Batch Term Activating Student

Home, Manage Student Records, Manage Academic Records, Process, Term Activation

PEOPLE
Soft

Home Worklist

Home > Manage Student Records > Manage Academic Records > Process > Term Activation

Selection 1 Selection 2 Selection 3 Process Control Custom Population

Run Control ID: UGRDTERM Report Manager Process Monitor Run

Required Fields

Institution: PSUNV PeopleSoft University *Run Mode: Insert
 Acad Career: UGRD Undergraduate *Selection Criteria: Panel
 Actvtn Term: 0460 2002 Spring *Student Type: Both
 *Commit Freq: 1000

Acad Group: Acad Prog: Acad Plan: Student Group: Global Exclusion Rule:

Program Action Date Range

Start Date: End Date:

1. Select the criteria for the required fields that identify the population to be term activated.

➡ If you want to perform a basic run of the Term Activation process without specifying inclusions and exclusions, select values for all of the following fields found in the Required Fields group box and do not make any additional selections.

- **Institution:** Institution defaults from operator defaults. You may select a different value
- **Acad Career:** Select the Academic Career of students to activate.
- **Term:** Select the Term in which to activate the students.
- **Commit Freq:** Commit Frequency defaults to 1000.
 - ➡ The lower the Commit Frequency the better concurrence of data. While the higher the Commit Frequency will enable faster processing of the job, the job could get tied up with another process. Consult with your technical staff on the proper setting for your environment.
- **Run Mode:** Select the Run Mode of Insert to add a row for a student for the career and term only when none exists. Select the Run Mode of Update to modify any existing record for student for same term and career. Typically when activating students for a term, Insert mode is selected.
- **Selection Criteria:** Select Panel unless a custom population to be term activated has been identified by some other method.
- **Student Type:** Select the type of students to activate. Values are new, continuing or both.
 - ➡ New or continuing is determined by admit term of the student's current primary program.

2. Select additional criteria to further limit the population to be term activated. The additional criteria are optional.
 - **Acad Group:** Select the Academic Group in which the students must be active to be term activated for new term in this run.
 - **Acad Prog:** Select the Academic Program in which the students must be active to be term activated in this run.
 - **Acad Plan:** Select the Academic Plan in which the students must be active to be term activated in this run.
 - **Student Group:** Select the Student Group to which student must be assigned to be term activated in this run.
 - **Global Exclusion Rule:** Select the Global Exclusion Rule that will be applied when determining the students to be term activated. A global exclusion rule will prevent students from being term activated if they meet the criteria of the Term Activation and the Global Exclusion Rule.
 - ➔ Global Exclusions are defined under the Setup option for Term Activation. Exclusions can be based on selected academic standing, program action, and/or service indicator values.
 - **Program Action Start and End Date:** Enter a Start Date and End Date if you want to limit who is term activated based on an active program status due to program action of MATR or ACTV within the selected date range.
 - ➔ Note this is the action date (the date on which the action took place rather than the effective date). This feature enables you to activate newly admitted students on regular basis after the major term activation occurred. For example, if the majority of students were term activated in March for a fall term, you can continue to run the term activation process on a nightly or weekly basis to term activate newly admitted students.

3. Tab to the Selection 2 page to further restrict the population for term activation based on program actions and/or reasons, service indicator codes and/or reasons, and academic standing actions.

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Program Action Selection		Academic Standing Selection	
View All First 1 of 1 Last		View All First 1 of 1 Last	
Program Action	Action Reason	Academic Standing Action	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Service Indicator Selection	
View All First 1 of 1 Last	
Service Indicator Cd	Service Ind Reason Cd
<input type="text"/>	<input type="text"/>

4. Select the additional criteria to include only that population for term activation.
 - **Program Action and Action Reason:** If you want to term activate students with selected Program Actions and/or Action Reasons only, select the values for students who should be term activated. If you want to term activate all students with a selected program action, leave the Action Reason field blank. If Program Action or Action Reason is not a determining factor for term activation, do not select any values.
Click to add values.
 - **Academic Standing Action:** If you want to term activate students based on specific academic standing actions select the appropriate values.
Click to add values.
 - **Service Indicator Cd and Service Ind Reason Cd:** If you want to term activate students with selected Service Indicators and/or Indicator Reasons only, select the values for students who should be term activated. If you want to term activate all students with a specific service indicator, leave the Indicator Reason field blank. If Service Indicator or Reason is not a determining factor for term activation, do not select any values.
Click to add values.
5. Tab to the Selection 3 page to identify previous terms in which student must have been enrolled to be term activated.

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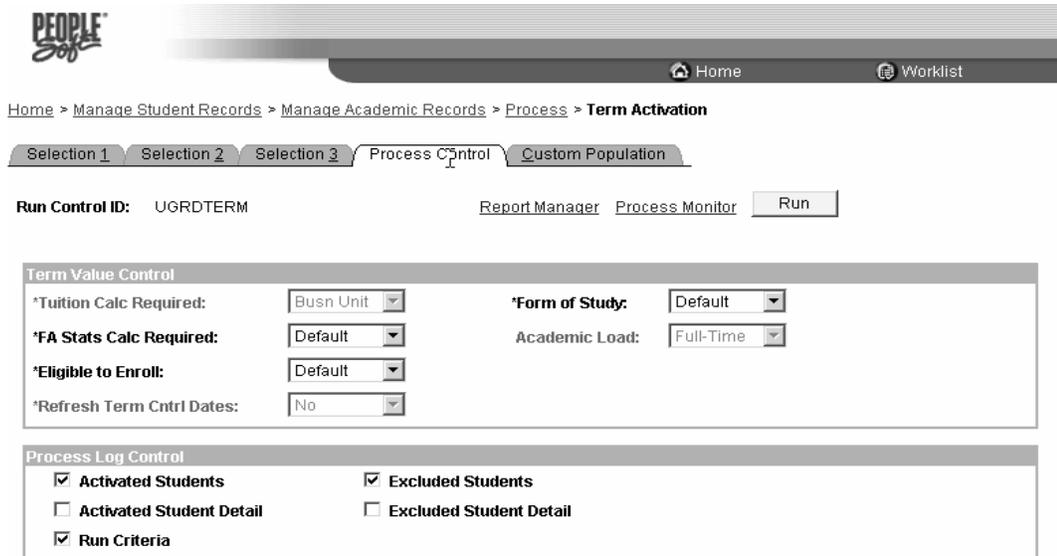
Connector Type
 AND OR Set Parentheses

Required Enrollment Terms View All First 1 of 1 Last

*Line	*Enrollment Term
1	30

6. Create rules to determine required terms of enrollment for new term activation.
 - **Connector Type:** Select And or Or connector to indicate how the enrollment term being added as criteria is to be linked with the prior term entered here. For example, if Or is selected the student can be enrolled in either term linked by the or.
 - **Line:** The Line number defaults to 10 and increments by 10. It determines the sequence in which the rules are processed.
 - **Enrollment Term:** Select the term in which student must be enrolled to be activated in the new term. Enrollment is based on a student enrollment record for the specified term.
Click to add additional terms.

7. Tab to the Process Control page to set how values will be set on the new term record and what information will be written to the output log from the term activation run.



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Selection 1 Selection 2 Selection 3 **Process Control** Custom Population

Run Control ID: UGRDTERM Report Manager Process Monitor Run

Term Value Control

*Tuition Calc Required: Busn Unit *Form of Study: Default

*FA Stats Calc Required: Default Academic Load: Full-Time

*Eligible to Enroll: Default

*Refresh Term Cntrl Dates: No

Process Log Control

Activated Students Excluded Students

Activated Student Detail Excluded Student Detail

Run Criteria

8. Select the appropriate Term Value Controls to be set on each student's term record.
 - Let all these flags stay as they default in
9. Select the appropriate Process Log controls to determine what should appear in the log after running the term activation process.
 - **Activated Students:** Select Activated Students checkbox to include information about students who have been term activated.
 - **Activated Student Detail:** Select Activated Student Detail checkbox to include more details about students who have been term activated.
 - **Run Criteria:** Select Run Criteria checkbox to log the selection criteria used.
 - **Excluded Students:** Select Excluded Students checkbox to include basic information about students who were excluded from term activation.
 - **Excluded Student Detail:** Select Excluded Student Detail checkbox to include more detail about students who have been excluded from term activation.
10. Click the button when run control criteria are complete. The Process Scheduler Request page is displayed.



Process Scheduler Request

User ID: PS Run Control ID: UGRDTERM

Server Name: [dropdown] Run Date: 07/09/2002 [calendar icon]

Recurrence: [dropdown] Run Time: 4:19:47PM

Time Zone: [dropdown] [Reset to Current Date/Time]

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Term Activation	SRTRMAC	SQR Report	Web [dropdown]	PDF [dropdown] [print icon]

- Click the button to run the SRTRMAC SQR report.
- When the SQR icon has disappeared or if using process monitor, when program has run to completion, check the C:\temp\filename to view counts of term records inserted and updated.

Activate a Single Student –

See additional docs on how to update a single student’s term activation

Students will be activated on an individual basis when the student has been admitted late or has indicated intent to return after the mass activation process has run. Home, Manage Student Records, Manage Academic Records, Use, Term Activation

- The Term Activation component displays all existing Careers and Terms for a student. The highest term within each career is displayed first. Use the button to display earlier terms one at a time or select to display all terms and scroll down the page.
- To activate student in new term, click button to insert a new row. Complete the fields as follows:
 - Academic Institution:** The system defaults in the Academic Institution from your operator defaults. You can specify any valid Institution here, but you can only add a record if the student is active in a Program at that Institution as of the Start Date of the specified Term.
 - Term:** Enter new Term value or click button to search for a valid Term.
 - Student Career Number:** The system defaults to the lowest active Student Career Nbr from the student’s Academic Program stack. Select the Student Career Number that corresponding to the student’s primary program.

➡ The Student Career Number is used by the system to perform various calculations, including Level and Load. You can override the Number for students with more than one program. Once you override the Student Career Number in one Term it rolls from Term to Term.