



Creating a Group

Job Aid

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Introduction

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

A group is a subset of requirements within an area. Groups are **not** a required component of an area. Whether or not you use them depends on the requirements of each area. You can attach either groups or individual courses/attribute detail requirements to an area. Use groups when there is a clearly definable subset of course/attribute requirements within an area, see the example below.

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

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

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

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



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Group Library Form (SMAGLIB)

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

Procedure

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

Step	Action
1	Access the Group Library Form (SMAGLIB).
2	Perform an Insert Record function, if needed.
3	Enter a name of the group in the Group field.



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Procedure, continued

Step	Action
4	<p>Enter a description of the group in the Description field.</p> <p><u>Note:</u> The description appears on the compliance report so the group names should be consistent and easily understood by advisors and students at your institution.</p> <p><i>Example:</i> The following group names and descriptions are part of the core/general education requirements:</p> <ul style="list-style-type: none">CORE-ARTS: Fine/Performing Arts ComponentCORE-COMP: Comp/Literature ComponentCORE-MATH: Math/Stat ComponentCORE-SSCI: Social Science Component
5	Double-click in the Student Level field to select a student level code or enter <i>UG</i> for undergraduate.
6	Double-click in the Course Level field to select a student level code or enter <i>UG</i> for undergraduate.
7	Select what you would like printed on the compliance in the Print Indicator field.
8	Click the Save icon.



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Group Requirement Form (SMAGROP)

Group Requirements SMAGROP 7.0 (C700)

Group: Language Component: Term: Student Level:
 Catalog: Course Level:

General Requirements

From Term: To Term:

Active Inactive

Copy

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

Default Within Indicator

Default Course Reuse: Minimum Course Grade:

Default Attribute Reuse: Default Year Limit:

Procedure

Follow these steps to define group requirements.

Step	Action
1	Select Group Requirements (SMAGROP) for the Options menu.
2	Enter 000000 (the beginning of time) in the Term field. <u>Note:</u> 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. <u>Note:</u> If in the future, the group is no longer used, you would return to this form and select the Inactive radio button.

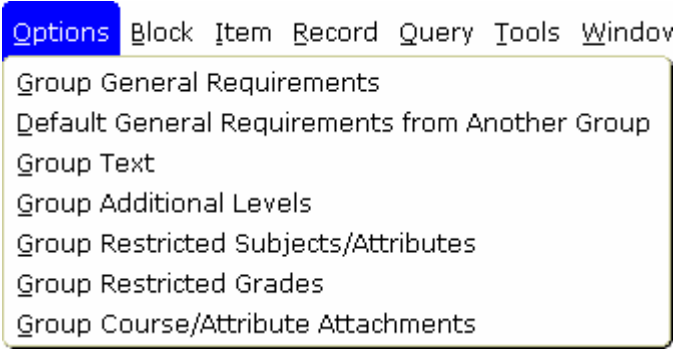


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Procedure, continued

Step	Action
5	Enter the total required courses needed to satisfy this requirement in the Courses field. <u>Note:</u> 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. <u>Note:</u> Use the Search icon to open the Grade Code Maintenance Form (SHAGRDE) to see details for each grade.
9	Click the Save icon.
10	Select the option you need to define group requirements from the Options menu.  <p><u>Options</u> Block Item Record Query Tools Window <u>G</u>roup General Requirements <u>D</u>efault General Requirements from Another Group <u>G</u>roup Text <u>G</u>roup Additional Levels <u>G</u>roup Restricted Subjects/Attributes <u>G</u>roup Restricted Grades <u>G</u>roup Course/Attribute Attachments</p> <u>Note:</u> At a minimum, you should select <u>Group Text</u> to enter comments which display on the compliance and <u>Group Course/Attribute Attachments</u> to list the courses or attributes needed to fulfill the group requirements.



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Options – Group Text

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

Procedure

Follow these steps to add group text.

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



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Options – Group Additional Levels

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

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

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

Procedure

Follow these steps to indicate additional course levels you would like to either include or exclude from fulfilling your group requirements.

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



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Options – Group Restricted Subjects/ Attributes

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

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

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

Procedure

Follow these steps to limit subjects.

Step	Action
1	Select <u>Group Restricted Subjects/Attributes</u> 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. <u>Note:</u> The Department field is being used as an example. You could restrict courses by Campus, College, Department, Subject, Course range, or Attribute.
3	Click the Save icon. <u>Note:</u> Click the Text icon if you would like to enter an explanation of this restriction.



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Options – Group Restricted Grades

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

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

Procedure

Follow these steps to restrict grades.

Step	Action
1	Select <u>Group Restricted Grades</u> from the Options menu.
2	Enter a letter grade in the Grade field.
3	Enter a number in the Maximum Credits field.
4	Click the Save icon.
<u>Note:</u> Click the Text icon if you would like to enter an explanation of this restriction.	



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Options – Group Course/ Attribute Attachments

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

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

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

Group Requirements SMAGROP 7.0 (C700)

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

Group Course/Attribute Attachment SMAGROP 7.0 (C700)

From Term: 000000 Maintenance To Term: 999999

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

Required Credits	None	And	Or	Required Courses	Maximum Credits	None	Or	Maximum In or After Term	Must Take In or After Term	Must Take Before Term	Use Transfer Courses	Maximum Transfer Credits	None	Or	Maximum Transfer Courses
6.000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input checked="" type="radio"/>	<input type="radio"/>				<input checked="" type="checkbox"/>		<input type="radio"/>	<input type="radio"/>	
6.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>				<input checked="" type="checkbox"/>		<input type="radio"/>	<input type="radio"/>	
6.000	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>			<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input checked="" type="checkbox"/>		<input checked="" type="radio"/>	<input checked="" type="radio"/>	

Count In GPA	Compliance Credits	Compliance Courses	Concurrent Enrollment Allowed	Test Minimum	Test Score Minimum	Test Score Maximum	Campus	College	Department
<input checked="" type="checkbox"/>			<input type="checkbox"/>						
<input checked="" type="checkbox"/>			<input type="checkbox"/>						
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						



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Procedure

Follow these steps to enter the details regarding the courses and/or attributes that will fulfill the group requirements.

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

Next steps

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.