



Running a Compliance

Job Aid

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Introduction

The CAPP Compliance process includes:

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

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

Prerequisites

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

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

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

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



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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.

Compliance Request Management: SMARQCM 7.0 (C700)

ID: 210009208 Ranson, Rose Holds: [] [] []

Compliance Request

Evaluation Term: 999999
Request Number: 2
Origin Code: []
Origin ID: []

Course Usage Order : C
Minimum Numeric Grade Value: 0

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

Advisor and Class Term: []
Minimum In-Progress Term: 000000
Maximum In-Progress Term: 999999
Minimum Cut-Off Term: 000000
Maximum Cut-Off Term: 999999

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

Requestor: SAISUSR
Compliance Request Date: 23-MAY-2005
Compliance Date: 23-MAY-2005



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Procedure

Follow these steps to run a compliance

Step	Action
1	Access the Compliance Request Management Form (SMARQCM).
2	The first time you access the Compliance Management Form, the system will first take you to the Student System Distribution Initiation Information Form (SOADEST). Enter in the Compliance field the printer code given to you by your computer center staff to enable sleep/wake printing.
3	Enter the ID of the person you wish to run a Compliance Request on in the ID (required) field.
4	Perform a Next Block function.
5	Enter the term in which the person plans to complete the program in the Evaluation Term field. <u>Note:</u> Compliance uses this field in conjunction with all year rules to determine whether a requirement was met within an allotted time period. (Year rules indicate a number of years within which a requirement must be met.) Evaluation term is also used to select appropriate equivalent course rules.
6	Click the Save icon.
7	The remaining fields in the block will default values from the Compliance Default Parameters Form (SMADFLT). Use these values for your compliance.
8	Select <u>Compliance Curriculum</u> from the Options menu to enter the program and major of the student.
9	Click the Search icon for the Program field..
10	Select the <u>Curriculum Change</u> option.
11	Click the OK button.
12	Select the program <i>BA-ANTH</i> in the Program field.
13	Enter the student's major of <i>ANTH</i> in the Major 1 field.
14	Click Return in the lower right corner to return to SMARQCM.
15	Click the Save icon.



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Procedure, continued

Step	Action
16	Select <u>Request Hardcopy Output</u> from the Options Menu.
17	Select a compliance type in the Compliance Type field..
18	Click the Print Immediately checkbox to select an address.
19	Click the Save icon.
20	Click the Return button.
21	Select <u>Submit for Processing</u> from the Options menu. You will see a message "Compliance Working...Please Wait." <u>Note:</u> Once Compliance is run and if successful, the Compliance Date field will be updated. You can now review the results by selecting the <u>Display Compliance Results</u> option to transfer to the Compliance Results Inquiry Form (SMICRLT).