

#### 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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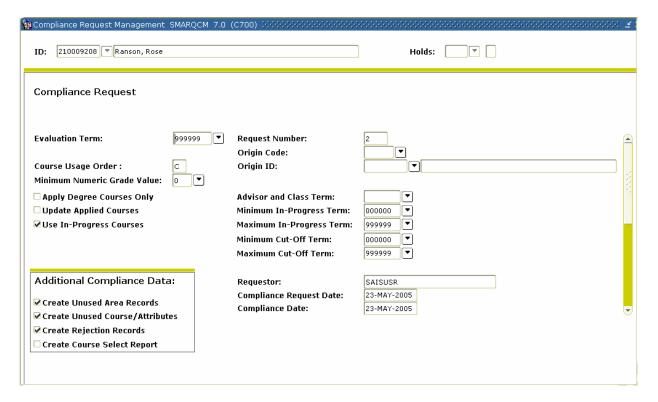
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#### **Compliance Request Management Form**

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.





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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 <b>Compliance</b> 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 <b>ID</b>
	(required) field.
4	Perform a <b>Next Block</b> function.
5	Enter the term in which the person plans to complete the program in the <b>Evaluation</b>
	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.  Click the <b>Save</b> icon.
7	
/	The remaining fields in the block will default values from the Compliance Default
8	Parameters Form (SMADFLT). Use these values for your compliance.
8	Select <u>Compliance Curriculum</u> from the <b>Options</b> menu to enter the program and major of the student.
9	Click the <b>Search</b> icon for the <b>Program</b> field
10	Select the Curriculum Change option.
11	Click the <b>OK</b> button.
12	Select the program BA-ANTH in the <b>Program</b> field.
13	Enter the student's major of ANTH in the Major 1 field.
14	Click <b>Return</b> in the lower right corner to return to SMARQCM.
15	Click the <b>Save</b> icon.
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### **Procedure, continued**

Step	Action
16	Select Request Hardcopy Output from the Options Menu.
17	Select a compliance type in the <b>Compliance Type</b> field
18	Click the <b>Print Immediately</b> checkbox to select an address.
19	Click the <b>Save</b> icon.
20	Click the <b>Return</b> button.
21	Select Submit for Processing from the Options menu. You will see a message
	"Compliance WorkingPlease Wait."
	Note: Once Compliance is run and if successful, the <b>Compliance Date</b> 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).