

Job Aid

■ Jump to TOC

Scenario

The department chair of the Engineering Technology Department wants you to create the Electronic Engineering Technology Program, a captive program that dictates which courses must be taken in the specified order.

You need to give each area a code, and because these areas are used only in the DIPELET program and represent either a specific semester or GPA, the codes used try to indicate these meanings. For example, ELET11 represents ELET first year, first semester. ELET22 represents ELET second year, second semester.

You want to look at each area in the order of the semester it represents, so you have assigned the Priority in this relative order. There is nothing magic about the numbers used in your coding structure; they merely visually reflect the order in which compliance will try to fulfill the requirements of each area based on the priority number assigned later in this process as areas are attached to a program.

Use the procedures that follow to define the general requirements for the following areas (XX = your initials):

- XX_ELET11
- XX_ELET12
- XX ELET21
- XX_ELET22
- XX ELETMGPA

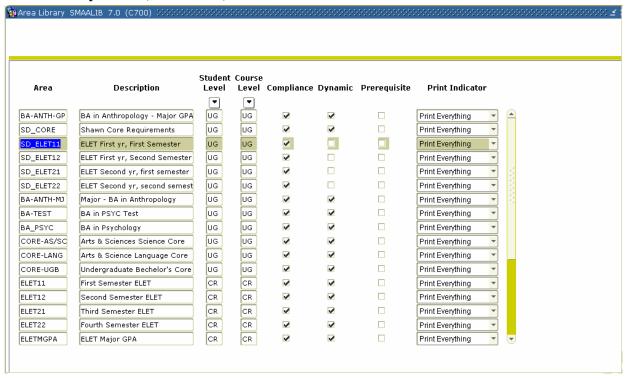
Start by creating the codes on the Area Library Form (SMAALIB), then define the requirements on the Area Requirements Form (SMAAREA).



Job Aid (Continued)

■ Jump to TOC

Area Library Form (SMAALIB)



<u>Note</u>: As you go through the process of creating an area, notice the similarities between the Group and Area forms/options.

Procedure

Follow these steps to create an area.

Step	Action
1	Access the Area Library Form (SMAALIB).
2	Perform an Insert Record function, if needed.



Job Aid (Continued)

◀ Jump to TOC

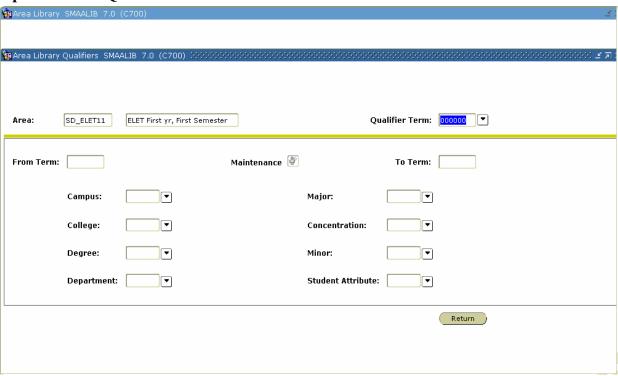
Step	Action
3	Enter a name of the area (XX_ELET where XX=your initials) in the Area field.
	Note: You should create the following areas:
	XX_ELET11
	XX_ELET12
	XX_ELET21
	XX_ELET22
	XX_ELETGPA
4	Enter a description of the group (Your name ELET Requirements, # year, # semester) in
	the Description field.
	Note: The description appears on the compliance report so the area names should be
	consistent and easily understood by advisors and students at your institution.
5	Double-click in the Student Level field to select a student level code or enter <i>UG</i> for undergraduate or <i>CR</i> for Credit.
6	Double-click in the Course Level field to select a student level code or enter <i>UG</i> for undergraduate or <i>CR</i> for Credit.
7	Select what you would like printed on the compliance in the Print Indicator field.
8	Uncheck the Dynamic checkbox since we are building a captive program.
	Note: If CAPP can select this area during dynamic compliance (used for Non-Captive
	programs) then you would leave the Dynamic checkbox checked.
9	Click the Save icon.



Job Aid (Continued)

Jump to TOC

Options - Area Qualifiers



Procedure

Follow these steps to view area qualifiers.

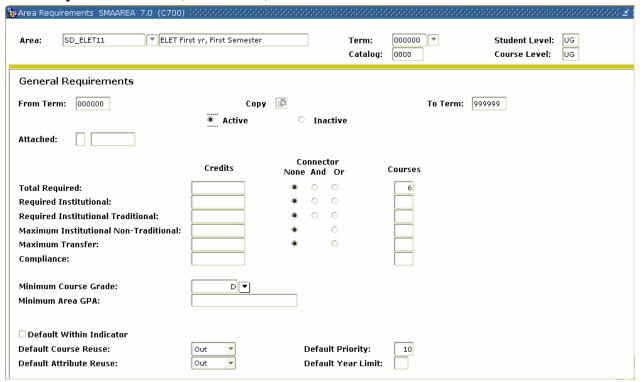
Step	Action
1	Select Area Qualifiers from the Options menu.
	<u>Note</u> : Qualifiers will be created only if the area is flagged as Non-Captive. This permits compliance to dynamically select this area by the qualifiers.
	Note: The areas have no qualifiers because the Electronic Engineering Technology
	program is a captive program.
2	Click the Return button to close the form.



Job Aid (Continued)

⋖ Jump to TOC

Area Requirement Form (SMAAREA)



Procedure

Follow these steps to define area requirements.

Step	Action					
1	Select Area Requirements (SMAAREA) for the Options menu.					
2	Enter 000000 (the beginning of time) in the Term field.					
	Note: If the area 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 area active.					
	Note: If in the future, the area is no longer used, you would return to this form and					
	select the Inactive radio button.					



Job Aid (Continued)

◀ Jump to TOC

Step	Action							
5	Enter these values for XX_ELET11.							
	Note: On each area, you may		xclude Course Le	evels, Restrict				
	Subjects/Attributes, and Restrict Grades.							
	Field	Credits	Connector	Courses	Value			
	Total Required		None	6				
	Required Institutional							
	Required Institutional							
	Traditional							
	Maximum Institutional							
	Non-Traditional							
	Maximum Transfer							
	Compliance							
	Minimum Course Grade	D						
	Minimum Area GPA							
	Default Year Limit							
	Default Course Re-Use		Out					
	Indicator							
	Default Attribute Re-Use		Out					
	Indicator							
	Default Within Indicator							
	Default Priority				10			
6	Click the Save icon.							

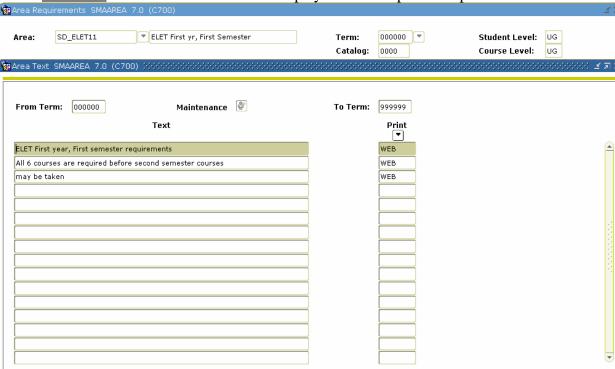


Job Aid (Continued)

Jump to TOC

Options – Area Text

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



Procedure

Follow these steps to enter comments.

Step	Action
1	Select Area Text 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.
	Note: Select WEB if you would like this text to appear in web-based self service compliance or what-if analysis.
4	Repeat steps 2 and 3 to enter additional text if needed.
5	Click the Save icon.



Job Aid (Continued)

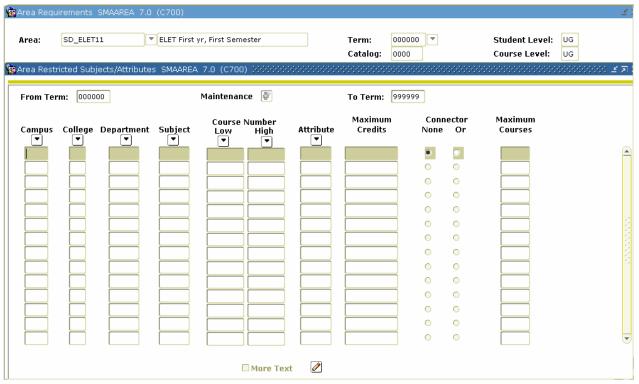
Jump to TOC

Options – Group Restricted Subjects/ Attributes

Select <u>Area Restricted Subjects/Attributes</u> to limit subjects and/or attributes that will satisfy the requirements for the area.

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.

<u>Caution</u>: 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.



Notes: Because this is a captive program, not a dynamic program, this option is not used.

Notice that this form has the same layout and functions as the <u>Group Restricted</u> Subjects/Attributes option on the Group Requirements Form (SMAGROP).



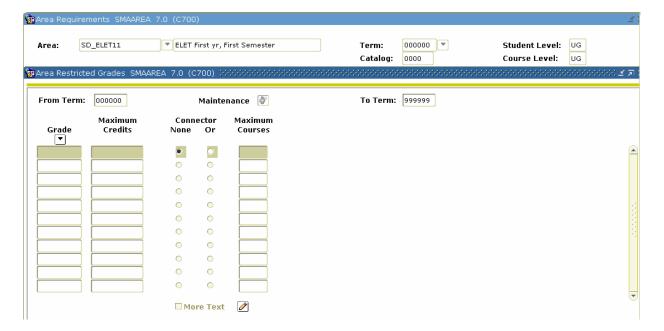
Job Aid (Continued)

Jump to TOC

Options – Area Restricted Grades

Select <u>Area Restricted Grades</u> to restrict which grades will be accepted to fulfill the requirements of the area.

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 area. On the Area 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 Area Restricted Grades 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.
5	Select Area General Requirements from the Options menu to close the window.

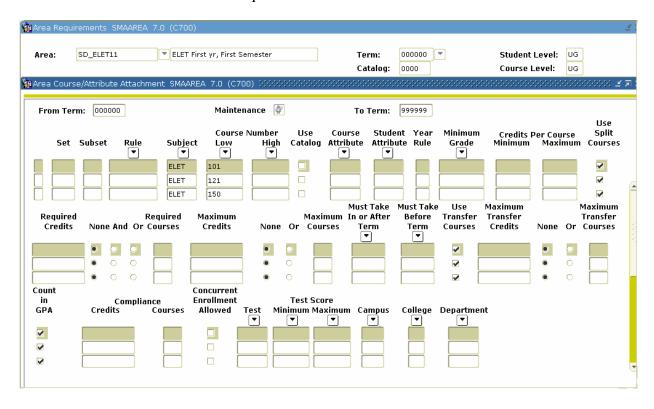


Job Aid (Continued)

Jump to TOC

Options - Attach Course/ Attributes to Area

Select <u>Attach Course/Attributes to Area</u> to enter the details regarding the courses and/or attributes that will fulfill the area requirements.





Job Aid (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter course details.

Step	Action							
1	Select Attach Course/Attributes to Area from the Options menu.							
	Notes: Use the following table to complete this exercise.							
	Set	Subset	Subject	Course	Number	Required		
				Low	High	Courses		
			ELET	101		1		
			ELET	121		1		
			ELET	150		1		
			ENGL	101		1		
			TMTH	101		1		
			TMTH	105		1		
2			the Subject f					
3				will be accepte	ed to fulfill this r	requirement in the		
	Course Nu	mber Low	field.					
	Note: Dy a	ntorina just	o Course Nu	mbon I ou vou	, hove identified	a single course that		
		he requirem		illiber Low you	i nave identified	a single course mai		
4				and enter the r	number of course	es needed in the		
		Courses field		and onter the i	idilioci oi codis	os necaca in the		
5	Select the Use Transfer Courses checkbox.							
6	Select the C	Count in GF	A checkbox.					
7	Repeat step	s 2-6 to ente	er all requirer	nents.				
8	Click the Sa							
9	Click the O	K button.						
10	Click the Exit icon.							



Job Aid (Continued)

Jump to TOC

XX_ELET22

Now we are going to repeat this entire process to create another area of your program: XX_ELET22 (where XX= your initials). The course requirements for the previous area used set and subset logic to choose between courses. In this area, there are Technical Electives which state that the student can select any two of the following courses: ELET 260, MICR 270, or TMTH 204. Because the student must choose 2 out of the 3 courses, a rule will need to be created.

Working from the easiest course requirement to the most complex, first enter courses, then use set/subset logic to enter a choice between courses, and finally create a rule to choose multiple courses from a list of courses.

<u>Notes</u>: The following procedure is a streamlined version of the procedures starting on page 2. Because we do not need all the options, this set of procedures will not include them. Very often, you can use these simplified procedures to set up your areas. If you have an area that is more complex, then you can use the other options as needed.

On each area you should use the following options:

- Area Qualifiers
- Area Requirements (SMAAREA)
 - o Area Text
 - o Attach Course/Attribute To Area

You may also use these options if you desire:

- Area Requirements (SMAAREA)
 - o Include/Exclude Course Levels
 - o Restrict Subjects/Attributes

Restrict Grades.



Job Aid (Continued)

◀ Jump to TOC

Procedure

Follow these steps to set up the XX_ELET22 area in CAPP.

Step	Action						
1	Access the Area Library Form (SMAALIB).						
2	Perform an Insert Record function, if needed.						
3	Enter a name of the area (XX_ELET22 where XX=your initials) in the Area field.						
4	Enter a description of the group (Your Name ELET 2 nd yr, 2 nd Semester) in the						
	Description field.						
	Note: The description appears on the compliance report so the area names should be						
	consistent and easily understood by advisors and students at your institution.						
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 UG for						
	undergraduate.						
7	Select what you would like printed on the compliance in the Print Indicator field.						
8	Leave the Dynamic checkbox unchecked since we are building a captive program.						
9	Click the Save icon.						
10	Select Area Qualifiers from the Options menu.						
	Note: Qualifiers will be created only if the area is flagged as Non-Captive. This						
	permits compliance to dynamically select this area by the qualifiers.						
	Natar The same have as an life as he can dee Electoral's Engineering Technology						
	Note: The areas have no qualifiers because the Electronic Engineering Technology						
11	program is a captive program.						
11	Click the Return button to close the form.						
	Select Area Requirements (SMAAREA) for the Options menu.						
13	Enter 000000 (the beginning of time) in the Term field.						
	Note: If the area 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.						
14	Perform a Next Block function.						
15	Click the Active radio button to make this area active.						
13	Chek the 120010 fathor to make this area active.						



Job Aid (Continued)

◀ Jump to TOC

Step	Action						
16	Enter these values for XX_ELET22.						
	Note: On each area, you may: Subjects/Attributes, and Restri	Levels, Res	trict				
	Field	Credits	Connector	Courses	Value]	
	Total Required		None	6			
	Required Institutional		None				
	Required Institutional		None				
	Traditional						
	Maximum Institutional		None				
	Non-Traditional						
	Maximum Transfer		None			_	
	Compliance	_				_	
	Minimum Course Grade	D				_	
	Minimum Area GPA						
	Default Year Limit					_	
	Default Course Re-Use		Out				
	Indicator		0.1				
	Default Attribute Re-Use		Out				
	Indicator Default Within Indicator						
					30	-	
17	Default Priority Click the Save icon.				30		
18	Select Area Text from the Opt	tions menu					
19	Enter a description that descri			Text field			
20	Double-click in the Print field				xt to print.		
20	Note: Select WEB if you would like this text to appear in web-based self service compliance or what-if analysis.						
21	Repeat steps 2 and 3 to enter a		ext if needed.				
22	Click the Save icon.						
23	Select Area General Requirem	nents from t	he Options me	enu.			



Job Aid (Continued)

◀ Jump to TOC

27

Procedure, continued

Step	Action						
24	Select Attach Course/Attributes to Area from the Options menu.						
			ion in this table other courses ϵ	-			/Attribute details.
	Set	Subset	Rule	Subj.	Course	Number	Req. Courses
					Low	High	† •
				ELET	250		1
				ELET	292		1
				ELET	293		1
				PHYS	201		1
	A10	110		SOCI	201	203	1
	A10	115		PSYC	105	110	1
25		1 2	TECHELEC		2 1 1		
	Enter a user-define value in the Set field, if needed. Note: The area for ELET22 has information in sets and subsets. A set is a collection of records; a subset is a division within the set. These principles apply: 1. Different sets are an implied and condition 2. Like subsets within a set are an implied and condition 3. Unlike subsets within a set are an implied or condition. When compliance is run, it will sort your entries to a sort priority as follows: 1. Null entries (entries without a rule or set and subset) 2. Null entries with a rule, then 3. Sets sorted alphabetically, and finally						
		-	•	•	7		
26						ed.	
26	1. Nul 2. Nul 3. Sets 4. Sub	l entries (e l entries w s sorted alp sets within	entries without vith a rule, then	t a rule or so n nd finally numerically	et and subse	t)	is follows.

Enter a subject code in the **Subject** field.



Job Aid (Continued)

◀ Jump to TOC

Step	Action						
28	Enter the lowest course number that will be accepted to fulfill this requirement in the						
	Course Number Low field.						
	Note: By entering just a Course Number Low you have identified a single course that						
	will fulfill the requirement.						
29	Use the scroll bar to scroll to the left and enter the number of courses needed in the						
	Required Courses field.						
30	Select the Use Transfer Courses checkbox.						
31	Select the Count in GPA checkbox.						
32	Repeat steps 25-31 as needed to enter all requirements that involve a single course or						
	involve using set/subset logic to select a course from a list of courses, or multiple						
	courses from a range of courses.						
	Note: Use the Course Low and High fields to select multiple courses from a range of similar courses.						
	Sililiai courses.						
	Example: If you need any two upper level English courses, enter ENGL in the Subject						
	field, 300 in the Course Number Low field, 399 in the Course Number High field,						
	and 2 in the Minimum Courses Required field.						
33	Follow steps 34-56 to create a rule to choose multiple courses from a list of courses.						
	Example: For the technical electives requirement, the student can select any two of the						
	following courses: ELET 260, MICR 270, or TMTH 204.						
34	Type XXTECHEL (your initials, TechEl) for the rule name in the Rule field.						
35	Click the Save icon.						
36	Click the OK button.						
37	Click the OK button again.						
38	Click the Set field of a row that does not include the rule.						
39	Click the Set field of the row that includes the rule.						



Job Aid (Continued)

◀ Jump to TOC

Step	Action
38	Click the Rule icon to open the Course/Attribute Rules window.
39	Enter Technical Electives in the Description field.
	Note: The name in the Description field, not the Rule field, is printed on the
	compliance or visible on the Web.
40	Enter 2 in the Required Number of Conditions field.
41	Scroll and enter 1 in the Required Courses per Condition field.
42	Enter 1 in the Maximum Courses per Condition field.
43	Enter 2 in the Total Required Courses field.
44	Enter 2 in the Total Maximum Courses field.
45	Click the Save icon.
46	Enter <i>ELET</i> in the Subject field.
47	Enter 260 in the Course Number Low field.
48	Enter <i>MICR</i> in the Subject field.
49	Enter 270 in the Course Number Low field.
50	Enter TMTH in the Subject field.
51	Enter 203 in the Course Number Low field.
52	Click the Save icon.
53	Click the Return button to close the window.
54	Click the Save icon.
55	Click the Exit icon.



Job Aid (Continued)

⋖ Jump to TOC

XX_ELET12

Use the information in this table to set up the XX_ELET12 area requirements. Refer to the procedures for XX_ELET22 if needed.

Field	Credits	Connector	Courses	Value
Total Required		None	8	
Required Institutional		None		
Required Institutional		None		
Traditional				
Maximum Institutional		None		
Non-Traditional				
Maximum Transfer		None		
Compliance				
Minimum Course	D			
Grade				
Minimum Area GPA				
Default Year Limit				
Default Course Re-Use		Out		
Indicator				
Default Attribute Re-		Out		
Use Indicator				
Default Within				
Indicator				
Default Priority				20

Use the information in this table to set up the XX_ELET12 Course/Attribute details.

Set	Subset	Subject	Course Number		Required
			Low	High	Courses
		ELET	102		1
		ELET	110		1
		PHYS	101		1
		TMTH	102		1
A10	105	ENGL	102	104	1
A10	110	ENGL	122		1
A10	115	ENGL	150		1
A10	120	ENGL	155		1



Job Aid (Continued)

◀ Jump to TBC

XX_ELET21

Use the information in this table to set up the XX_ELET21 area requirements.

Refer to the procedures for XX ELET22 if needed.

Field	Credits	Connector	Courses	Value
Total Required		None	8	
Required Institutional		None		
Required Institutional		None		
Traditional				
Maximum Institutional		None		
Non-Traditional				
Maximum Transfer		None		
Compliance				
Minimum Course	D			
Grade				
Minimum Area GPA				
Default Year Limit				
Default Course Re-Use		Out		
Indicator				
Default Attribute Re-		Out		
Use Indicator				
Default Within				
Indicator				
Default Priority				25

Use the information in this table to set up the XX_ELET21 Course/Attribute details.

Set	Subset	Subject	Course Number		Required
			Low	High	Courses
		ELET	210		1
		ELET	220		1
		ELET	225		1
		ELET	243		1
		ELET	291		1
		TMTH	201	202	2
A10	105	SOCI	201	203	1
A10	110	PSYC	105	110	1



Job Aid (Continued)

⋖ Jump to TOC

XX_ELETGPA

Use the information in this table to set up the XX_ELETGPA area requirements. Refer to the procedures for XX_ELET22 if needed.

Field	Credits	Connector	Courses	Value
Total Required		None	8	
Required Institutional		None		
Required Institutional		None		
Traditional				
Maximum Institutional		None		
Non-Traditional				
Maximum Transfer		None		
Compliance				
Minimum Course				
Grade				
Minimum Area GPA	2.0			
Default Year Limit				
Default Course Re-Use		in		
Indicator				
Default Attribute Re-		None		
Use Indicator				
Default Within				
Indicator				
Default Priority				35

<u>Note</u>: For XX_ELETGPA, you are checking to make sure GPA requirements are met so you do not need to attach any courses or attributes. Give this the lowest priority (any number before the number you assign will be checked first).

Next steps

After you have created all your areas, the next step is to create a program and attach the areas to the program.