



Creating an Area

Job Aid

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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).



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Area Library Form (SMAALIB)

Area	Description	Student Level	Course Level	Compliance	Dynamic	Prerequisite	Print Indicator
BA-ANTH-GP	BA in Anthropology - Major GPA	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_CORE	Shawn Core Requirements	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_ELET11	ELET First yr, First Semester	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Print Everything
SD_ELET12	ELET First yr, Second Semester	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_ELET21	ELET Second yr, first semester	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Print Everything
SD_ELET22	ELET Second yr, second semest	UG	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-ANTH-MJ	Major - BA in Anthropology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA-TEST	BA in PSYC Test	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
BA_PSYC	BA in Psychology	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-AS/SC	Arts & Sciences Science Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-LANG	Arts & Science Language Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
CORE-UGB	Undergraduate Bachelor's Core	UG	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET11	First Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET12	Second Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET21	Third Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELET22	Fourth Semester ELET	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything
ELETMGPA	ELET Major GPA	CR	CR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print Everything

Note: 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.



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Procedure, continued

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



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Options - Area Qualifiers

Area Library SMAALIB 7.0 (C700)

Area Library Qualifiers SMAALIB 7.0 (C700)

Area: Qualifier Term: ▼

From Term: Maintenance To Term:

Campus: ▼ Major: ▼

College: ▼ Concentration: ▼

Degree: ▼ Minor: ▼

Department: ▼ Student Attribute: ▼

Procedure

Follow these steps to view area qualifiers.

Step	Action
1	<p>Select <u>Area Qualifiers</u> from the Options menu.</p> <p><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.</p> <p><u>Note:</u> The areas have no qualifiers because the Electronic Engineering Technology program is a captive program.</p>
2	Click the Return button to close the form.



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Area Requirement Form (SMAAREA)

Area Requirements SMAAREA 7.0 (C700)

Area: Term: Student Level:
 Catalog: Course Level:

General Requirements

From Term: Copy To Term:
 Active Inactive

Attached:

	Credits	Connector None And Or	Courses
Total Required:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text" value="6"/>
Required Institutional:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Required Institutional Traditional:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Maximum Institutional Non-Traditional:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>
Maximum Transfer:	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>
Compliance:	<input type="text"/>		<input type="text"/>

Minimum Course Grade:

Minimum Area GPA:

Default Within Indicator

Default Course Reuse: Default Priority:
 Default Attribute Reuse: Default Year Limit:

Procedure

Follow these steps to define area requirements.

Step	Action
1	Select Area Requirements (SMAAREA) for the Options menu.
2	Enter <i>000000</i> (the beginning of time) in the Term field. <i>Note:</i> 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. <i>Note:</i> If in the future, the area 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	<p>Enter these values for XX_ELET11.</p> <p><u>Note:</u> On each area, you may: Include/Exclude Course Levels, Restrict Subjects/Attributes, and Restrict Grades.</p> <table border="1" data-bbox="277 720 1385 1402"> <thead> <tr> <th><i>Field</i></th> <th><i>Credits</i></th> <th><i>Connector</i></th> <th><i>Courses</i></th> <th><i>Value</i></th> </tr> </thead> <tbody> <tr> <td>Total Required</td> <td></td> <td>None</td> <td>6</td> <td></td> </tr> <tr> <td>Required Institutional</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Required Institutional Traditional</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Institutional Non-Traditional</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Transfer Compliance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Course Grade</td> <td>D</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Area GPA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Year Limit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Course Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Attribute Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Within Indicator</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Priority</td> <td></td> <td></td> <td></td> <td>10</td> </tr> </tbody> </table>	<i>Field</i>	<i>Credits</i>	<i>Connector</i>	<i>Courses</i>	<i>Value</i>	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 Indicator		Out			Default Attribute Re-Use Indicator		Out			Default Within Indicator					Default Priority				10
<i>Field</i>	<i>Credits</i>	<i>Connector</i>	<i>Courses</i>	<i>Value</i>																																																														
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Default Priority				10																																																														
6	Click the Save icon.																																																																	



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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 <u>Area 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. <u>Note:</u> 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.



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Options – Group Restricted Subjects/ Attributes

Select Area Restricted Subjects/Attributes 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.

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.

Campus	College	Department	Subject	Course Low	Course High	Attribute	Maximum Credits	Connector	None	Or	Maximum Courses
								<input checked="" type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	
								<input type="radio"/>		<input type="radio"/>	

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 Group Restricted Subjects/Attributes option on the Group Requirements Form (SMAGROP).



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Options – Area Restricted Grades

Select Area Restricted Grades 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 <u>Area 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.
5	Select <u>Area General Requirements</u> from the Options menu to close the window.



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Options – Attach Course/ Attributes to Area

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

Area Requirements SMAAREA 7.0 (C700)

Area: SD_ELET11 ELET First yr, First Semester Term: 000000 Student Level: UG
 Catalog: 0000 Course Level: UG

Area Course/Attribute Attachment SMAAREA 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 Minimum	Per Course Maximum	Use Split Courses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELET	101		<input type="checkbox"/>							<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELET	121		<input type="checkbox"/>							<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELET	150		<input type="checkbox"/>							<input checked="" type="checkbox"/>

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

Count in GPA	Compliance Credits	Compliance Courses	Concurrent Enrollment Allowed	Test	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 type="checkbox"/>						



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Procedure

Follow these steps to enter course details.

Step	Action																																												
1	<p>Select <u>Attach Course/Attributes to Area</u> from the Options menu.</p> <p><u>Notes:</u> Use the following table to complete this exercise.</p> <table border="1"> <thead> <tr> <th rowspan="2">Set</th> <th rowspan="2">Subset</th> <th rowspan="2">Subject</th> <th colspan="2">Course Number</th> <th rowspan="2">Required Courses</th> </tr> <tr> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>ELET</td> <td>101</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>ELET</td> <td>121</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>ELET</td> <td>150</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>ENGL</td> <td>101</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>TMTH</td> <td>101</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>TMTH</td> <td>105</td> <td></td> <td>1</td> </tr> </tbody> </table>	Set	Subset	Subject	Course Number		Required Courses	Low	High			ELET	101		1			ELET	121		1			ELET	150		1			ENGL	101		1			TMTH	101		1			TMTH	105		1
Set	Subset				Subject	Course Number		Required Courses																																					
		Low	High																																										
		ELET	101		1																																								
		ELET	121		1																																								
		ELET	150		1																																								
		ENGL	101		1																																								
		TMTH	101		1																																								
		TMTH	105		1																																								
2	Enter a subject code in the Subject field.																																												
3	<p>Enter the lowest course number that will be accepted to fulfill this requirement in the Course Number Low field.</p> <p><u>Note:</u> By entering just a Course Number Low you have identified a single course that will fulfill the requirement.</p>																																												
4	Use the scroll bar to scroll to the left and enter the number of courses needed in the Required Courses field.																																												
5	Select the Use Transfer Courses checkbox.																																												
6	Select the Count in GPA checkbox.																																												
7	Repeat steps 2-6 to enter all requirements.																																												
8	Click the Save icon.																																												
9	Click the OK button.																																												
10	Click the Exit icon.																																												



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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 TMTM 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.

Notes: 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)
 - Area Text
 - Attach Course/Attribute To Area

You may also use these options if you desire:

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

Restrict Grades.



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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. <u>Note:</u> 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 <i>UG</i> 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 <u>Area Qualifiers</u> 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. <u>Note:</u> The areas have no qualifiers because the Electronic Engineering Technology program is a captive program.
11	Click the Return button to close the form.
12	Select <u>Area Requirements (SMAAREA)</u> for the Options menu.
13	Enter <i>000000</i> (the beginning of time) in the Term field. <u>Note:</u> 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.



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Job Aid (Continued)

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Procedure, continued

Step	Action																																																																						
16	<p>Enter these values for XX_ELET22.</p> <p><u>Note:</u> On each area, you may: Include/Exclude Course Levels, Restrict Subjects/Attributes, and Restrict Grades.</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Credits</th> <th>Connector</th> <th>Courses</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Total Required</td> <td></td> <td>None</td> <td>6</td> <td></td> </tr> <tr> <td>Required Institutional</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Required Institutional Traditional</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Maximum Institutional Non-Traditional</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Maximum Transfer</td> <td></td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Compliance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Course Grade</td> <td>D</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Area GPA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Year Limit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Course Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Attribute Re-Use Indicator</td> <td></td> <td>Out</td> <td></td> <td></td> </tr> <tr> <td>Default Within Indicator</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Default Priority</td> <td></td> <td></td> <td></td> <td>30</td> </tr> </tbody> </table>	Field	Credits	Connector	Courses	Value	Total Required		None	6		Required Institutional		None			Required Institutional Traditional		None			Maximum Institutional Non-Traditional		None			Maximum Transfer		None			Compliance					Minimum Course Grade	D				Minimum Area GPA					Default Year Limit					Default Course Re-Use Indicator		Out			Default Attribute Re-Use Indicator		Out			Default Within Indicator					Default Priority				30
Field	Credits	Connector	Courses	Value																																																																			
Total Required		None	6																																																																				
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17	Click the Save icon.																																																																						
18	Select Area Text from the Options menu.																																																																						
19	Enter a description that describes the requirement in the Text field.																																																																						
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22	Click the Save icon.																																																																						
23	Select Area General Requirements from the Options menu.																																																																						



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Procedure, continued

Step	Action																																																										
24	<p>Select <u>Attach Course/Attributes to Area</u> from the Options menu.</p> <p>Use the information in this table to set up the XX_ELET22 Course/Attribute details.</p> <p><u>Note:</u> After the other courses are set up, go to step 30 to create the rule.</p> <table border="1"> <thead> <tr> <th rowspan="2">Set</th> <th rowspan="2">Subset</th> <th rowspan="2">Rule</th> <th rowspan="2">Subj.</th> <th colspan="2">Course Number</th> <th rowspan="2">Req. Courses</th> </tr> <tr> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>ELET</td> <td>250</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ELET</td> <td>292</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ELET</td> <td>293</td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>PHYS</td> <td>201</td> <td></td> <td>1</td> </tr> <tr> <td>A10</td> <td>110</td> <td></td> <td>SOCI</td> <td>201</td> <td>203</td> <td>1</td> </tr> <tr> <td>A10</td> <td>115</td> <td></td> <td>PSYC</td> <td>105</td> <td>110</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>TECHELEC</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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			TECHELEC				
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A10	115		PSYC	105	110	1																																																					
		TECHELEC																																																									
25	<p>Enter a user-define value in the Set field, if needed.</p> <p><u>Note:</u> 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.</p> <p>These principles apply:</p> <ol style="list-style-type: none"> 1. Different sets are an implied <i>and</i> condition 2. Like subsets within a set are an implied <i>and</i> condition 3. Unlike subsets within a set are an implied <i>or</i> condition. <p>When compliance is run, it will sort your entries to a sort priority as follows:</p> <ol style="list-style-type: none"> 1. Null entries (entries without a rule or set and subset) 2. Null entries with a rule, then 3. Sets sorted alphabetically, and finally 4. Subsets within a set, sorted numerically. 																																																										
26	Enter a user-defined value in the Subset field, if needed.																																																										
27	Enter a subject code in the Subject field.																																																										



Creating an Area

Job Aid (Continued)

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Procedure, continued

Step	Action
28	Enter the lowest course number that will be accepted to fulfill this requirement in the Course Number Low field. <i>Note:</i> 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. <i>Note:</i> Use the Course Low and High fields to select multiple courses from a range of similar courses. <i>Example:</i> 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. <i>Example:</i> For the technical electives requirement, the student can select any two of the following courses: ELET 260, MICR 270, or TMTH 204.
34	Type <i>XXTECHEL</i> (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.



Creating an Area

Job Aid (Continued)

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Procedure, continued

Step	Action
38	Click the Rule icon to open the Course/Attribute Rules window.
39	Enter <i>Technical Electives</i> in the Description field. <u>Note:</u> 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 <i>TMTH</i> 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.



Creating an Area

Job Aid (Continued)

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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 Traditional		None		
Maximum Institutional Non-Traditional		None		
Maximum Transfer Compliance		None		
Minimum Course Grade	D			
Minimum Area GPA				
Default Year Limit				
Default Course Re-Use Indicator		Out		
Default Attribute Re-Use Indicator		Out		
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 Courses
			Low	High	
		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



Creating an Area

Job Aid (Continued)

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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 Traditional		None		
Maximum Institutional Non-Traditional		None		
Maximum Transfer		None		
Compliance				
Minimum Course Grade	D			
Minimum Area GPA				
Default Year Limit				
Default Course Re-Use Indicator		Out		
Default Attribute Re-Use Indicator		Out		
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 Courses
			Low	High	
		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



Creating an Area

Job Aid (Continued)

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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 Traditional		None		
Maximum Institutional Non-Traditional		None		
Maximum Transfer		None		
Compliance				
Minimum Course Grade				
Minimum Area GPA	2.0			
Default Year Limit				
Default Course Re-Use Indicator		in		
Default Attribute Re-Use Indicator		None		
Default Within Indicator				
Default Priority				35

Note: 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.