



WebCAPP Checklist and Instructions

Job Aid

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Introduction

Many of these forms will have already been set up when you set up CAPP. We will review all of them here to make sure no steps are missed in setting up WebCAPP. Check off each form in the Web Enabled column as you verify the form is web-enabled.

Web Enabled	Form Name
	Process Control Code Validation Form (STVPROC)
	Originator Code Validation Form (STVORIG)
	Compliance Print Code Validation Form (STVPRNT)
	Program Definition Rules Form (SMAPRLE)
	Program Requirements Form (SMAPROG)
	Curriculum Rules Form (SOACURR)
	Term Control Form (SOATERM)
	WebCAPP Rules Form (SMAWCRL)
	CAPP Compliance Default Parameter Form (SMADFLT)
	Crosswalk Validation Form (GTVSDAX)



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Process Control Code Validation Form (STVPROC)

Process Control Code Validation STVPROC 7.0			System
Code	Description	Activity Date	Required
DISPLAYGRADES	Display Roster Grades	21-MAY-1999	<input checked="" type="checkbox"/>
DISPLAYHOLDS	Display Student Holds	25-DEC-2003	<input type="checkbox"/>
DISPLAYTESTS	Display Test Scores	25-DEC-2003	<input type="checkbox"/>
ENTERGRADES	Enter Roster Grades	21-MAY-1999	<input checked="" type="checkbox"/>
TRANSCRIPT	Transcript Request	23-MAY-1999	<input checked="" type="checkbox"/>
COMPLIANCE	Compliance Request	18-AUG-2005	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Process Control Code Validation Form (STVPROC).
2	Enter <i>COMPLIANCE</i> in the Code field.
3	Enter <i>Compliance Request</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



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Originator Code Validation Form (STVORIG)

Code	Description	Activity Date
ACCT	Student Accounts Office	26-MAR-1987
WEB	WebCAPP	
ADMS	Admissions Office	26-MAR-1987
ALDR	Director of Alumni Relations	05-JUN-1990

Procedure

Follow these steps to create an originator.

Note: You must create a “Web” value to indicate the originator of a compliance request on STVORIG. This information will be recorded on the Compliance Request Management Form (SMARQCM). For more information about SMARQCM, see the *Using Curriculum, Advising and Program Planning with SCT Banner Student* handbook.

Step	Action
1	Access the Originator Code Validation Form (STVORIG).
2	Enter <i>WEB</i> in the Code field. <u>Note:</u> If you do not see a blank row, use the Insert Record icon to create one.
3	Enter <i>WebCAPP</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



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Compliance Print Code Validation Form (STVPRNT)

Print codes can be assigned to text in various places for CAPP requirements, such as *Requirement Met Text*, *Met but do not Print*, *Total Text Requirement*, and so on.

Print Code	Description	Activity Date
LONG	Long	04-SEP-1996
SHORT	Short	04-SEP-1996
TTEXT	Total Text	04-SEP-1996
WEB	Web Text	18-AUG-2005

Procedure

Follow these steps to create a print code.

Step	Action
1	Access the Compliance Print Code Validation Form (STVPRNT).
2	Enter <i>WEB</i> in the Print Code field.
3	Enter <i>Web Text</i> in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



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Program Definition Rules Form

On the Program Definition Rules Form (SMAPRLE) verify the **Web** checkbox is selected for each item you want to make available on the web.

Program Definition Rules - SMAPRLE 7.0 (C700)

Program: BA-ANTHRO **Description:** BA in Anthropology
 Web **Locked** **Curriculum Rules** **Curriculum Dependent**

Student Level: UG Undergraduate
Course Level: UG Undergraduate
Campus:
College: AS College of Arts & Sciences
Degree: BA Bachelor of Arts
ID:

Program: BA-DOUBLE **Description:** Multiple Majors
 Web **Locked** **Curriculum Rules** **Curriculum Dependent**

Student Level: UG Undergraduate
Course Level: UG Undergraduate
Campus:
College: AS College of Arts & Sciences
Degree: BA Bachelor of Arts
ID:

Procedure

Follow these steps to web-enable programs.

Step	Action
1	Access the Program Definition Rules Form (SMAPRLE).
2	Perform an Enter Query function.
3	Enter a program name in the Program field.
4	Perform an Execute Query function (F8).
5	Select the Web checkbox.
6	Click the Save icon.
7	Repeat the steps for each program for which you want to be able to generate degree evaluations using WebCAPP.



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Program Requirements Form

For every program that you want to be active, select the **Active** radio button on the Program Requirements Form (SMAPROG).

Program Requirements SMAPROG 7.0 (C700)

Program: BA-ANTHRO BA in Anthropology Term: 000000 Student Level: UG
 Catalog: 0000 Course Level: UG

General Requirements

From Term: 000000 Copy To Term: 999999

Active
 Inactive
 Captive
 Single Entity

	Credits	Connector			Courses
		None	And	Or	
Total Required:	122.000	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	42
Required Institutional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Required Institutional Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Institutional Non-Traditional:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maximum Transfer:		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Number of Institutional Requirements:	30.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
...out of Last Number of Earned:	30.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Minimum Course Grade: Minimum Program GPA: 2.000000000
 Course Year Limit: Minimum GPA: 2.000000000



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Curriculum Rules Form (SOACURR)

For every program you want associated with the term:

- Make sure that a record exists and that the **Lock** checkbox is selected on the Base Curriculum Rules tab.
- On the Module Control tab, select the **On** radio button for **Curriculum, Advising, and Program Planning**.

Curriculum Rules SOACURR 7.0 (C700)

Term: 000000 The Beginning of Time

Base Curriculum Rules | Majors and Departments | Rule-Based Concentrations | Minors | **Module Control**

Module Control

Curriculum Rule: 4
Program: BA-ANTHRO Level: UG Campus: College: AS Degree: BA

From Term: 000000 To Term: 999999

Modules	On	Off
Recruiting:	<input checked="" type="radio"/>	<input type="radio"/>
Admissions:	<input checked="" type="radio"/>	<input type="radio"/>
General Student:	<input checked="" type="radio"/>	<input type="radio"/>
Academic History:	<input checked="" type="radio"/>	<input type="radio"/>
Curriculum, Advising, and Program Planning:	<input checked="" type="radio"/>	<input type="radio"/>



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Term Control Form (SOATERM)

On the Term Control Form (SOATERM), click the **Process Web Controls** button then select the **Web Evaluation Term** checkbox in the WebCAPP Controls area.

Term: 000000 The Beginning of Time

Schedule
CRN Starting Sequence Number: 0

Registration
 In Progress
 Permit
 Calculate Time Status
 Include Attempted Hours
 Hold Password:
 Re-Admit:

Registration Fee Assessment
 On-line Assessment
 Track by CRN
 Refund by Total
 Allow Swapping
 Reverse Non Tuition/Fee Charges
 Effective Date:
 Original Charge Cutoff Date: 01-JAN-1900

Gradebook Parameters
 Process Gradebook Controls

Title IV Date Source
 Term Date
 Part-of-Term Dates

Web Self-Service, Voice Response and Partner Systems

Fee Assessment
 On-line Assessment
 Batch Only
 Batch Update
 Not Available

Control Settings
 Print Bill
 Synchronize Partner Systems
 Master Web Term Control

Procedure

Follow these steps to permit new degree evaluations to be generated for a term.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Enter your term in the Term field.
3	Perform a Next Block function.
4	Click the Master Web Term Control checkbox.
5	Click the <u>Process Web Controls</u> button.
6	Select the Web Evaluation Term checkbox in the Web CAPP Controls area.
7	Click the Save icon.



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WebCAPP Rules Form (SMAWCRL)

On the WebCAPP Rules Form (SMAWCRL) select the items you want to print on the web.

Procedure

Follow these steps to set WebCAPP rules for evaluation requests.

Step	Action
1	Access the WebCAPP Rules Form (SMAWCRL)
2	Enter your term in the Term field.
3	Under the What-if Analysis Display area, select the curriculum components that you want to allow students to run degree evaluations against. <u>Note:</u> Major 1 is always required and therefore is not included as a selection.



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Procedure, continued

Step	Action
4	Click the Secondary Curriculum checkbox under the Evaluation Display area if you want the secondary curriculum to display.
5	<p>Enter a valid print type code in the Print Type/Compliance Type field.</p> <p><u>Notes:</u> The external code should be a print type code entered on STVPRNT. The text associated with this print type is displayed in various areas on the General Requirements page and Detail Requirements page.</p> <p>If no code is designated, no text will be printed.</p> <p>You can enter a compliance type from STVCPRT. If the compliance type is entered, two types of text can be displayed for the program, area, or group: <i>Met</i> and <i>Unmet</i>.</p>
6	<p>Enter a valid e-mail type code in the Faculty Email Type field.</p> <p><u>Note:</u> This external code should be a valid e-mail type on GTVEMAL. The e-mail address associated with this code (that is, active) and marked as Preferred and Display on Web on GOAEMAL will be displayed.</p>
7	<p>Enter a valid e-mail type code in the Student Email Type field.</p> <p><u>Note:</u> This external code should be a valid e-mail type on GTVEMAL. The e-mail address associated with this code (that is, active) and marked as Preferred and Display on Web on GOAEMAL will be displayed.</p>
8	Click the Student Delete checkbox under the Purge Controls area if a student can delete degree evaluations that he or she ran.
9	Click the Save icon.
10	Click the Exit icon.



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CAPP Compliance Default Parameter Form (SMADFLT)

On the CAPP Compliance Default Parameter Form (SMADFLT) set the default values your institution uses for compliance processing.

Compliance Default Parameters SMADFLT 7.0 (C700)

Default Code: ▼

Compliance Request Default Parameters

Evaluation Term: ▼

Course Usage Order :

Minimum Numeric Grade Value:

Apply Degree Course Only

Update Applied Courses

Use In-Progress Courses

Additional Compliance Data:

Create Unused Area Records

Create Unused Courses and Attributes

Create Rejection Records

Create Course Select Report

Advisor/Class Term: ▼

Minimum In-Progress Term: ▼

Maximum In-Progress Term: ▼

Minimum Cut-Off Term: ▼

Maximum Cut-Off Term: ▼

User:

Activity Date:



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Fields

You will need to populate these fields on SMADFLT to complete the procedure that follows.

Field	Value
Evaluation Term	Enter the term you have been using in other lessons.
Course Usage Order	Enter the code for the order in which you want courses or course attributes to be processed. You have three choices: C = Chronological Term Order T = Descending Term G = Descending Grade (default)
Minimum Numeric Grade Value	Enter the lowest numeric grade value allowed for courses or course attributes brought in for consideration for compliance. You can use this field, for example, to restrict withdrawals or courses taken for audit from being considered for compliance.
Apply Degree Courses Only, Update Applied Courses	Select these check boxes as appropriate for your institution. Refer to the <i>Using Curriculum, Advising, and Program Planning with SCT Banner Student</i> handbook for details on how these check boxes work.
Create Unused Area Records	If you want SCT Banner to create output records for unused areas when a degree evaluation is run, select this check box.
Create Unused Course/Attributes	Select this check box if you want SCT to create output records for unused courses or course attributes when a degree evaluation is run.
Create Rejection Records	Select this check box if you want SCT Banner to create output records for rejected courses or course attributes when a degree evaluation is run.
Create Course Select Report	Select this check box if you want SCT Banner to create the Compliance Course/Attribute Selection Report (SMRCMPL) when a degree evaluation is run. Typically, this feature is used in testing, but because it is a long report, you might consider turning it off after testing.



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Fields, continued

Field	Value
Advisor/Class Term	Enter the term code for the system to use when selecting the student classification and advisor information for hardcopy output.
Minimum In-Progress Term	Enter the earliest term from which in-progress courses will be selected for consideration by the system for a degree evaluation. The term entered must be the same as or earlier than the maximum in-progress term.
Maximum In-Progress Term	Enter the latest term from which in-progress courses will be selected for consideration by the system for a degree evaluation.
Minimum Cut-Off Term	Enter the earliest term from which any (in-progress, academic history, or transfer) courses will be selected for consideration by the system for a degree evaluation. The term entered must be the same as or earlier than the maximum cut-off term.
Maximum Cut-Off Term	Enter the latest term from which any (in-progress, academic history, or transfer) courses will be selected for consideration by the system for a degree evaluation. The term entered must be the same as or later than the maximum cut-off term.

Procedure

Follow these steps to define default values for degree evaluations using the table on the previous pages.

Step	Action
1	Access the Compliance Default Parameter Form (SMADFLT).
2	Enter <i>WEB</i> in the Default Code field. <u>Note:</u> This value is defined on the Compliance Default Codes Validation Form (STVDFLT) and is required by the system.
3	Perform a Next Block function.
4	Enter values in the fields as indicated in the table above.



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Crosswalk Validation Form (GTVSDAX)

On the Crosswalk Validation Form (GTVSDAX) define the WEBCURR hierarchy and the DISPTXT, FACEMAIL, STUEMAIL, and SECONDCURR codes.

----- Internal -----

Code	Sequence	Group	External Code
WEBCURR	1	WEBCAPP	*DEG
WEBCURR	2	WEBCAPP	*GST
WEBCURR	3	WEBCAPP	*ADM
WEBCURR	4	WEBCAPP	*REC

Additional fields shown in the screenshot include Description (WebCAPP Curriculum Source), Reporting Date, System Requirements checkbox, Translation Code, and Activity Date (03-JUN-2005).

Procedure

Follow these steps to define the Crosswalk Validation Form (GTVSDAX) settings using the tables starting on the next page.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX).
2	Select Insert from the Record menu.
3	Enter values for each of these fields: Code , Sequence , Group , External Code , Description , and System Requirements . (Use the values shown in the tables that follow.)
4	Click the Save icon.
5	Repeat steps 1-4 for each rule.
6	Click the Exit icon.



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Fields

You will need these values entered on GTVSDAX to complete the procedure that follows.

Field	Value
Code	DISPTEXT
Sequence	1
Group	WEBCAPP
External Code	WEB You can enter any valid value from the Compliance Print Code Validation Form (STVPRNT).
Description	Display Compliance Text on Web

Field	Value
Code	FACEMAIL
Sequence	1
Group	WEBCAPP
External Code	FAC You can enter any valid value from the E-mail Address Type Code Validation Form (GTVEMAL).
Description	Faculty Email Type

Field	Value
Code	STUEMAIL
Sequence	1
Group	WEBCAPP
External Code	STU You can enter any valid value from the E-mail Address Type Code Validation Form (GTVEMAL).
Description	Student Email Type



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Fields, continued

Field	Value
Code	SECONDCURR
Sequence	1
Group	WEBCAPP
External Code	Y/N Y = Secondary curricula are displayed on degree evaluation. N = Secondary curricula are not displayed.
Description	Secondary Curriculum Display

WEBCURR

The internal code of WEBCURR uses this hierarchy to determine where and in what order to retrieve the current curriculum record:

Sequence	Description
1 = DEG:	Degree record on the Degree and Other Formal Awards Form (SHADEGR)
2 = GST:	General student record on the General Student Form (SGASTDN)
3 = ADM:	Applicant record on the Admissions Application Form (SAAADMS)
4 = REC:	Recruiting record on the Recruiting Prospect Information Form (SRARECR)

The sequence number (1, 2, 3, or 4) associated with the external code determines the order in which records will be displayed on the Current Curriculum page (the first page of the Degree Evaluation option).



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WEBCURR, continued

For example, if DEG is specified for sequence 1, the Degree record will be displayed first. If DEG is sequence 1 and the student does not have a Degree record, the system looks for the record type specified for sequence 2; if that record does not exist for sequence 2, it goes on to the next sequence number, and so on. If no record is found, the “No Curriculum Record Found” message will be displayed.

Each of the four **Sequence** fields must have a value. If you want to have only one record be used (for example, the Degree record) enter the associated external code for that record for all four sequence numbers or enter an unknown value, such as xxx in the other three. If the record(s) in the hierarchy do not exist, the “No Curriculum Record Found” message is displayed.

Fields

These values must be entered on GTVSDAX.

Field	Value
Code	WEBCURR
Sequence	1
Group	WEBCAPP
External Code	*DEG
Description	WebCAPP Curriculum Source

Field	Value
Code	WEBCURR
Sequence	2
Group	WEBCAPP
External Code	*GST
Description	WebCAPP Curriculum Source



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Fields, continued

Field	Value
Code	WEBCURR
Sequence	3
Group	WEBCAPP
External Code	*ADM
Description	WebCAPP Curriculum Source

Field	Value
Code	WEBCURR
Sequence	4
Group	WEBCAPP
External Code	* REC
Description	WebCAPP Curriculum Source