

# INCLTOP #GR

## Using Eff Grad Term field to determine whether a student has already applied to graduate

Assigning a DARS System Condition Code and/or a course based on Expected Grad Term field in ST3602UG (ST\_DEGREE\_CHKOUT table).

### Overview

An INCLTOP entry of #GR in combination with the use of the ST3602UG – Exp Grad Term field, will allow a Requirement or Sub-Requirement to be turned on or off to make it clear to students that they have or have not yet applied to graduate. This document will show how to assign a Course, Course Condition Code and/or a System Condition Code to a student based on whether or not an entry has been made in the Exp Grad Term field, which is typically done when a student has submitted a graduation application. While there may be other uses for this functionality, using a system condition code or a generated pseudo course to turn on a Requirement or Sub-requirement is most common.

### #GR:

In our test environment, the ST3602UG screen looks like this:

The screenshot displays the 'ST3602UG Graduation Application Tracking Degree Maint' interface. The window title is 'Graduation Application Tracking Degree Maint'. The header shows 'ST3602UG 1.44 DVLP Bemidji State University 05/20/2010'. The form contains fields for student information (Id: 00350520, SSN: 994009343, Name: Student, Graduating, Level: , Inst Id: ), Grad Plan Information (Date Entered, Exp Grad Term, Campus, Catalog, Appl Filed Date, Prelim Honors, Eval Compl Date, Eval Status, Degree Notes, Majors - Gkp 2, Minors - Gkp 3, Stu Area Study - Gkp 4), Other Information (Grad Fee Paid, Hometown, Newspaper, Address -> Gkp 0, Diploma Name, Crmmcmnt Term, Crmmcmnt Attd, Other Msg -> Gkp 1), Tracking Info (Dissolved Appl, Re-Apply Req, Degree Pending), Graduate Level Tracking (Candidacy Date, Approve Date, Grad Plan, Plan Filed Date, Plan Hold Date, Plan Approved), and Degree Approval Information (Completion Date, Degree Term, Diploma Sent, Postage Paid, Degree Msg Code, Degree Msg). At the bottom are buttons for 'Move to Degree -> Gkp 6', 'Default Inst Id -> Gkp 7', 'Default Campus -> Gkp 8', and 'Degree Maint-> Gkp 9'. A red star icon is next to the 'Exp Grad Term' field.

#GR processing will make a check against the Exp Grad Term field. Based on your INCLTOP entry, if there is a value in the Exp Grad Term field, a course, course condition code and/or a system condition code will be assigned to be used in audit processing.

In order to assign a Course, a Course Condition code and/or a System Condition Code, an entry beginning with #GR will need to be made in INCLTOP. It should also be added to all other INCLTOP requirements (INCLWEB, others?). A sample entry is shown here:

<b>Requirement Name:</b>	INCLTOP	<b>FYT:</b>	0000 00	<b>LYT:</b>	9999 99
<b>Title:</b>					
<b>Web Title:</b>					
<b>Pseudo Name:</b>	INCLTOP	<b>Requirement Type:</b>	T - Text		
<b>Last Modified:</b>	May 26, 2010 1:24:17 PM		<b>By:</b>	trallela	

Common	Reporting	Reference/Other	<b>Text</b>	Limits (X-line)	Us
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Header		01
1	WELCOME TO YOUR DVLP UNIVERSITY DEGREE AUDIT	
2		
3	#AVAdvisor: #	
4	#O1 CLASSIFICATION: #	
5	#GT Expected Grad Term: #	
6	#GR(99999)<DATE,GRAD9999,3,P,R>[r]	
7	-----	
8	Test Scores:	
9	#20(0001,0002,5001,5003,5004,5005,5006,0120,0122,0121,0366,0224)#	
10	*30(0335,0336,0337,0310,0407,0311,0307,0300,0300,0300,0300,0300,0315)*	

In this case, #GR is being used to assign a course (GRAD9999 with a credit value of 3 and a grade of P, and a Course Condition code of 'R' and also a System Condition Code of 'r' to a student who has a term entered in ST3602UG in the Exp Grad Term field – which means that they have applied to graduate.

The format shown above for assigning a pseudo Course, Course Condition Code and a System Condition Code contains no spaces and the components are as follows:

#GR(99999)<DATE,COURSE,Credits, Grade, Course Condition Code>[System Condition Code]

Following is an explanation of the various fields:

- 99999 is entered because there needs to be an entry, but it has no value.
- The word DATE will assign a term to the course based on today's date in the Year Term Calendar. If you don't enter the word DATE, you must enter a valid term.
- The course created here should not be a real course and should only be created if used in a sub-requirement for processing the ST3602UG data. It must have a credit value and a grade.

- The Course Condition Code is user defined. Check your Condition Description table or use the Utilities – Find Condition Code function to make sure you are assigning an available course code.
- The System Condition Code is user defined and must be in [ ] brackets. Check your Condition Description table or use the Utilities – Find Condition Code function to make sure you are assigning an available system code.
- If you choose not to create some of the values, you must enter the commas to delineate the fields, so in the case where you only wish to create a system condition code, the entry would be:
  - #GR(99999)<,,,,>[r]

A requirement to be used with #GR is shown below:

The screenshot shows a software interface for configuring a requirement. The title bar reads "Requirement: GRADUATIO 000000". On the left is a tree view with "GRADUATIO" and "Sub 1: 1 0.0". The main area contains the following fields:

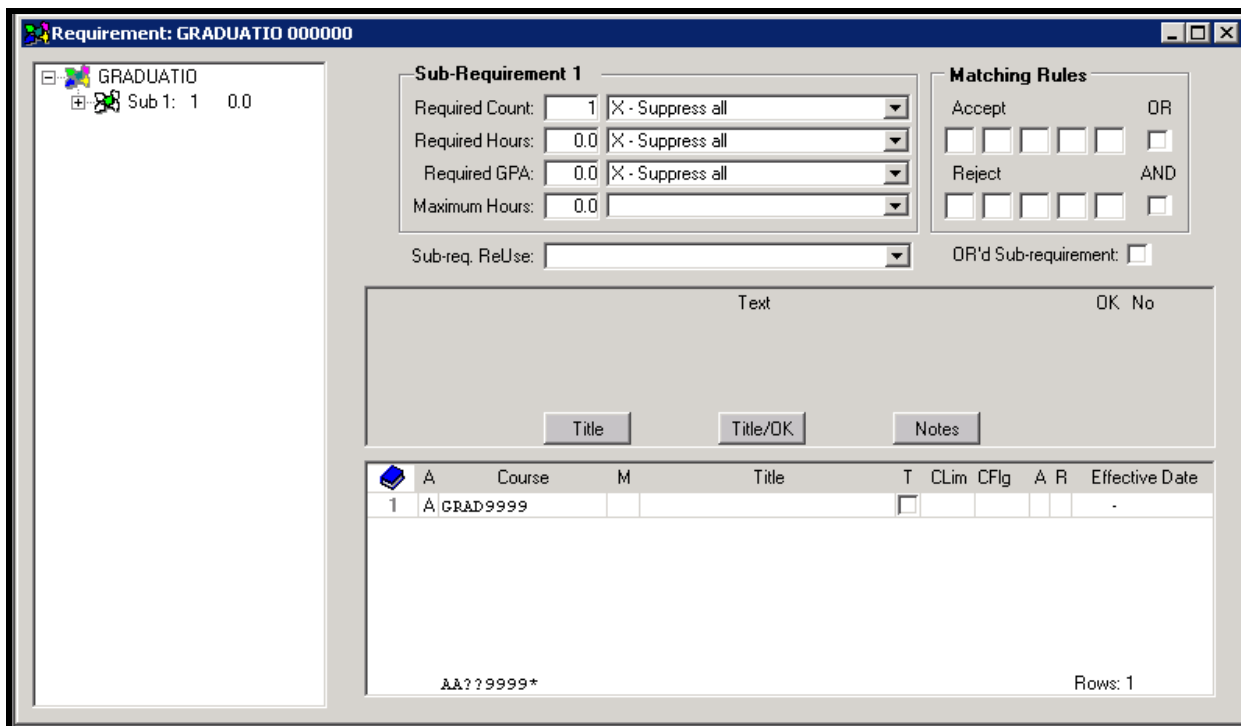
- Requirement Name:** GRADUATIO
- FYT:** 0000 00
- LYT:** 9999 99
- Title:** You are enrolled in a degree program/major for which you must apply to graduate
- Web Title:** (empty)
- Pseudo Name:** GRADUATIO
- Requirement Type:** '' - <Normal>
- Last Modified:** Sep 10, 2010 2:58:35 PM
- By:** trallela

Below these fields are several tabs: Common, Reporting, Reference/Other, Text, Limits (X-line), and Used By. The "Text" tab is active, showing two sections:

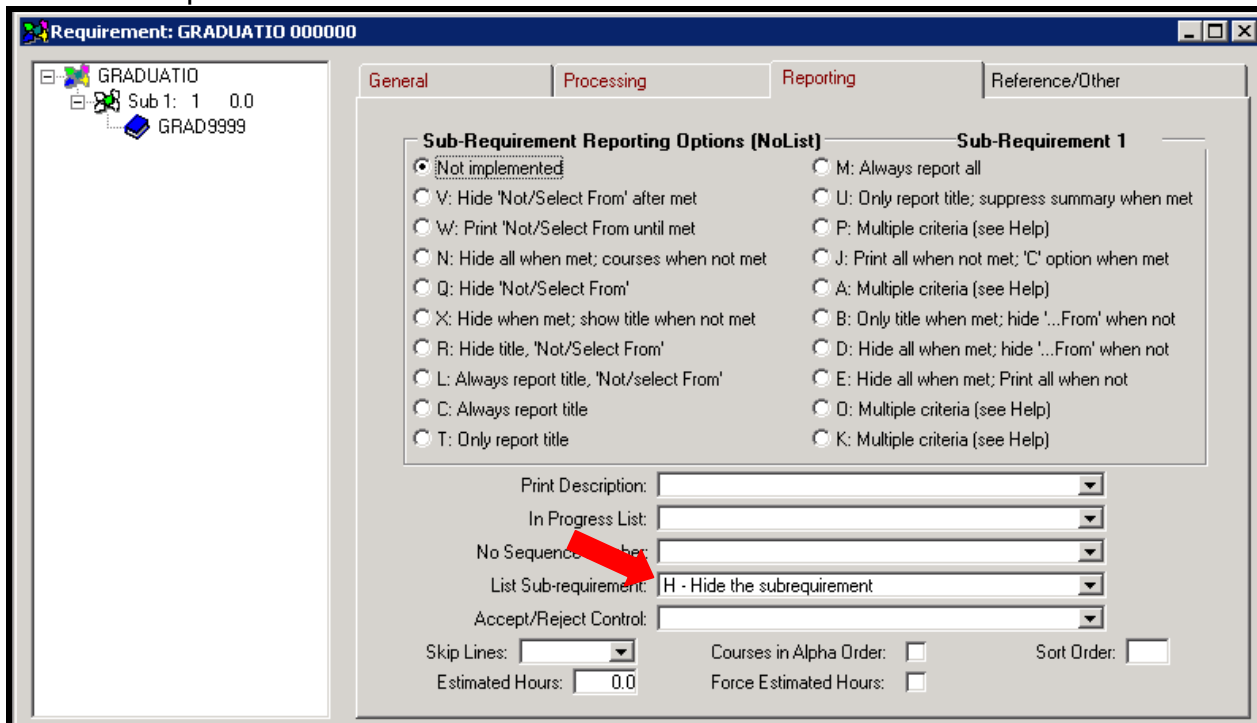
- Completion Rules:**
  - Required Sub-req's: 1 (with "X - Suppress all" dropdown)
  - Required Hours: 0.0 (with "X - Suppress all" dropdown)
  - Required GPA: 0.0 (with "X - Suppress all" dropdown)
  - Required Count: 0 (with "X - Suppress all" dropdown)
  - Maximum Hours: 999.9
- Condition Code Assignment:**
  - Assignment Control: (dropdown)
  - Assign Condition Codes: (checkboxes)
- Matching Rules:**
  - Course Condition Codes
    - Accept 1/2: (checkbox)
    - Reject 1/2: (checkbox)
  - Conditional Requirement
    - Accept System CC: (checkbox)
    - Reject System CC: [ r ] (checkbox, circled in red)

In this case the whole requirement will be turned off when the System Condition Code of "r" is present – which happens after the student has applied to graduate and an entry is made in the Exp Grad Term field in ST3602UG. In some instances it may be necessary to turn on a requirement. In such a case, place the System Condition Code in the Accept System CC field.

If you wish to have the student get a **red X** completion indicator on the Interactive Audit when they haven't yet applied to graduate, but also receive a **green ✓** completion indicator when they have already applied to graduate, it may work better to create a sub-requirement which looks for one course – such as the GRAD9999 course:



In this example, the sub-requirement is hidden and a Title and a Title OK message have been set at the requirement level.



**Requirement Name:** GRADUATIO      **FYT:** 0000 00      **LYT:** 9999 99  
**Title:** You are enrolled in a degree program/major for which you  
must apply to graduate  
**Web Title:** \_\_\_\_\_  
**Pseudo Name:** GRADUATIO      **Requirement Type:** '' - <Normal> ▾  
**Last Modified:** Sep 10, 2010 2:58:35 PM      **By:** trallela

**TITLE**

**Requirement: GRADUATIO 000000**

**Requirement Name:** GRADUATIO      **FYT:** 0000 00      **LYT:** 9999 99  
**Title:** You are enrolled in a degree program/major for which you  
must apply to graduate  
**Web Title:** \_\_\_\_\_  
**Pseudo Name:** GRADUATIO      **Requirement Type:** '' - <Normal> ▾  
**Last Modified:** Sep 10, 2010 2:58:35 PM      **By:** trallela

Common    Reporting    Reference/Other    **Text**    Limits (X-line)    Used By

	Title/OK	OK	No
1	You have already applied to graduate	<input type="checkbox"/>	<input type="checkbox"/>

Header    Header/OK    Title    **Title/OK**

In this example, a student who has an active major in ST1100UG Area Study tab, but has no Exp Grad Term entered in ST3602UG will have the Graduation reminder requirement pop up. If it is a requirement that is not complete it will remain in red with a 'red X' completion indicator on the Interactive Audit. Hopefully, students will understand that the requirement of applying to graduate must be done in order to complete their degree requirements.

Here is the audit appearance showing a sample requirement for a student who has not yet applied to graduate:

```

*****
----- AT LEAST ONE REQUIREMENT NOT COMPLETED -----
▼ X You are enrolled in a degree program/major for which you
    must apply to graduate

```

Here is the audit appearance showing a sample requirement for a student who has applied to graduate:

```

-----
▼ ✓ You have applied to graduate.
-----

```