



CampusVue

# **Administering Academic Records**

## **User Guide**

## Campus Management Corporation

### Web Site

<http://www.campusmanagement.com/>

### E-mail

Information: E-mail Form on Web Site

Support: [support@campusmgmt.com](mailto:support@campusmgmt.com)

### Phone

Sales/Support: 561.999.9904

Toll Free: 800.483.9106

Facsimile 561.999.0096

### Address

Campus Management Corp.  
777 Yamato Road  
Boca Raton, FL 33431 USA

### Trademark Attributions

Campus Management and Campus Management Logo are trademarks, service marks, or registered trademarks of Campus Management Corp.

*Microsoft, Windows, Win32, and Windows NT* are either registered trademarks or trademarks of Microsoft Corporation.

*Adobe* and *Acrobat* are registered trademarks of Adobe Systems Incorporated.

All other product, service, and company names are trademarks or registered trademarks of their respective owners.

### Copyright

This document is covered by the terms and conditions of the license agreement and/or the non-disclosure agreement, and may not be reproduced according to the terms of that agreement, or without written consent from Campus Management Corporation.

© June 2008 by Campus Management Corp  
All rights reserved.

---

## Contents

### Preface

Related References .....	6
--------------------------	---

Document Conventions .....	6
----------------------------	---

### Administering Academic Records

#### Academic Records Folders

Student Folder .....	8
----------------------	---

Enrollment Folder .....	8
-------------------------	---

Date / Status Tab .....	9
-------------------------	---

Enrollment Information Tab .....	10
----------------------------------	----

Progress Tab .....	11
--------------------	----

Term Summary Tab .....	12
------------------------	----

Application Tab .....	13
-----------------------	----

Enrolling Students .....	14
--------------------------	----

Enrolling Students .....	14
--------------------------	----

Program Change .....	20
----------------------	----

Enrollment Transfer of an Active student .....	23
--	----

Summary Folder .....	28
----------------------	----

Schedule Folder .....	29
-----------------------	----

Individual Student Registration .....	30
---------------------------------------	----

Attendance Folder .....	34
-------------------------	----

Lessons Folder .....	37
----------------------	----

Final Grades Folder .....	38
---------------------------	----

Degree Audit Folder .....	39
---------------------------	----

Elective Courses .....	40
------------------------	----

Transfer Credits .....	40
------------------------	----

Hypothetical Programs .....	41
-----------------------------	----

Degree Progress Audit Folder .....	42
------------------------------------	----

Hypothetical Degree Audit .....	45
---------------------------------	----

Course Substitutions .....	46
----------------------------	----

Elective Pools .....	47
----------------------	----

Transfer Credit .....	48
-----------------------	----

Adding/Waiving Course Requirements .....	49
--	----

Requirement Rules .....	53
-------------------------	----

Audit Folder .....	54
--------------------	----

Grade Audit Tab .....	54
-----------------------	----

Course Status Change Audit Tab .....	55
--------------------------------------	----

SAP Audit Tab .....	55
---------------------	----

Fees Folder .....	56
-------------------	----

Degrees, Honors and Comments Folder .....	57
---	----

School Fields Folder .....	58
Transfer Credits Folder .....	59
Placement Info Folder .....	62
<b>Academic Records Daily Menu</b>	
Create an Alumni Student Record .....	64
Document Tracking .....	65
Schedule Classes .....	66
Maintaining Instructor-Course Relationships .....	73
Scheduling Unplanned Days Off .....	78
Scheduling Makeup Classes .....	79
Copy Class Schedule .....	80
Define Term Registration Groups .....	81
Registration Tracks .....	85
Registration .....	87
Track Registration .....	87
Term Registration .....	90
Registration Validation .....	94
Registration Bill .....	94
Attendance .....	96
Rosters .....	96
Record Attendance .....	98
Record Attendance Dates .....	102
Grade Book .....	103
Midterm Grades .....	105
Final Grades .....	107
Honors and Comments .....	109
Scanning Services .....	111
Instructor Maintenance .....	113
Status Change .....	114
Batch Status Change .....	115
Close/Reopen Term .....	117
Population Analysis/IPEDS Enrollment Survey .....	118
IPEDS-Completions Survey .....	120
Satisfactory Academic Progress (SAP) .....	121
<b>Advanced Academic Records Functions</b>	
Process Queued Transfers .....	129
Convert to Audit Course .....	130
Returning Students .....	131
Dropping a Student .....	134

Majors, Minors, and Concentrations .....	137
Areas of Study .....	137
Declaring Majors, Minors, and Concentrations .....	139
Student Schedule .....	141
Degree Audit .....	142
Placing a Student on Academic Hold .....	143
Assigning an Academic Hold Code to a Student Group .....	143
Applying Academic Hold to a Student .....	143
<b>Academic Records List Maintenance</b>	
Terms .....	146
Term Sequencing .....	148
Start Dates .....	152
Holidays .....	154
Courses .....	155
Course Prerequisites .....	157
Course Equivalencies/Cross-Referenced Courses .....	163
Course Attributes .....	165
Requirement Rules .....	166
Books .....	169
Associating a Book with a Course .....	170
Program Versions .....	172
Catalogs .....	177
Add a Catalog .....	177
Delete a Catalog .....	179
Disable/Enable a Catalog .....	180
Copy a Catalog .....	180
Grades .....	182
<b>Academic Records Reports</b>	
General Features of CampusVue Reports .....	184
Accessing Reports .....	186
Report Preview .....	186
Report Viewer Controls .....	187
Report Menu Options .....	187
Mail Merge .....	188
Excel .....	189
Navigation Tools .....	189
Report Printing .....	190
Cube Reports .....	191
<b>Index</b>	

## Preface

This document contains information that will enable you to use Academic Records effectively and perform specific related activities.

## Related References

Refer to the following references for more information about topics frequently discussed in this document.

Related Reference	Description
Help System	Describes how to use the CampusVue product.

## Document Conventions

The following conventions are used throughout the documentation to help guide the reader in finding information quickly.

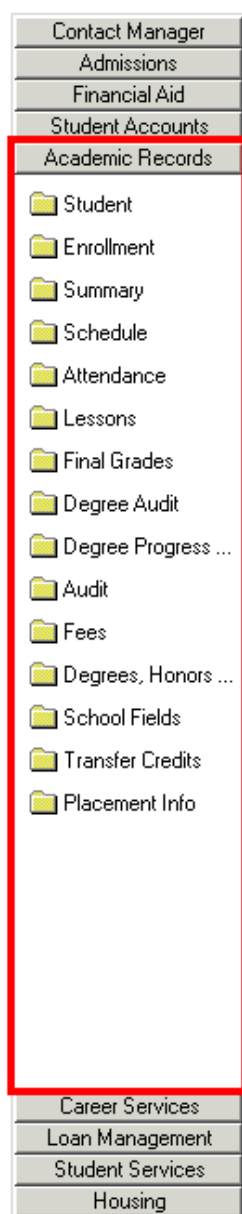
Convention	Use
BOLD	Names of files, keys, forms, paths, and program components
Italics	Titles, hyperlinks, and special terms
>	Symbol used in paths to signify a shift to the next level of options
<b>Note:</b>	Important information

## Administering Academic Records

The Academic Records module of CampusVue enables you to gather and record information about student enrollments, courses, schedules, attendance, and grades. A menu of reports permits school management to view aggregate demographic and performance data for students and faculty. The purpose of this manual is to familiarize you with the basic tasks performed by academic personnel using CampusVue.

## Academic Records Folders

The **Academic Records** tab on the Student bar provides folders in which you can view and update academic information for students.



Each folder contains one or more forms that display information associated with the student whose name appears in the Recent Students box. Click on a folder to open it and view the information it contains. Many forms have additional layers or tabs that allow you to “drill down” to more detailed information.

## Student Folder

Click on the **Student** folder to open the Student Master form. You can find the details on reading and editing the Student Master form in the *Basic Navigation* user guide.

## Enrollment Folder

The **Enrollment** Folder contains information about a student's enrollment record(s). Students who transfer from one program version to another, or who leave school and re-enter into a different program version, are considered to have multiple enrollments. For these students, each enrollment's data is recorded and displayed separately. CampusVue defaults to the current enrollment when you open this folder. Choose an alternate enrollment by clicking on the preferred enrollment in the grid at the top of the form.

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
1/6/2003	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2005	Facilities Manageme	Facilities Management for 2005S	Day	Main Grade Sc	Transfer From Other	N
9/5/2006	Bach. of General M	Bach. of General Management	Day	Primary Grade	Future Start	N

Enrollment No. 0606J00503    Program Change    Edit    Add    Transfer    Delete

Date / Status	Enrollment Information	Progress	Term Summary	Application
Application Date: 6/19/2006	Enroll Date: 6/19/2006	Expected Start: 9/5/2006		
Version Start Date:	Last Day Att:	Fin Aid Exit Date:		
Midpoint Date: 10/30/2007	Graduation Date: 12/23/2008	Transfer Date:		
Re-Entry Date:	Extern Begin Date:	Date Billed: (Never)		
Orig Exp Start Date: 9/5/2006	Orig Exp Grad Date: 12/23/2008	Orig Student Exp Start: 1/6/2003		
School Status: Future Start	Status Date: 6/19/2006			
NSLDS Status:	Determination Date:			
Enroll Status: Full Time	Refund Process Date:			
Campus: Campus Management Institute	Reason:			
Academic Advisor: Able Baker				

Status History    Degrees    Print    Save    Cancel    Close

You can add, edit, or delete the information in the **Enrollment** folder, as allowed by your security permissions. You can also process original enrollments in the Admissions module.

- The **Program Change** option is available as long as an enrollment has no attendance record.
- A **Transfer** is executed when a student switches from one active program to another active program or from one degree level to another.



**Note:** Processing internal program transfers after the close of the current term helps you preserve the integrity of the data for the institution's annual reports. Refer to the *Contents* of this manual for instructions on performing Enrollment Transfers and processing Queued Transfers.

- To view or change the student's Status History, click the **Status History** button in the **Enrollment** folder.
- To view the degrees and honors awarded to the student, click the **Degrees** button in the **Enrollment** folder.

The tabs in the **Enrollment** folder contain additional enrollment-specific information. The information reflects the enrollment selected in the grid at the top of the form, and will change if you select, edit, or add an alternate enrollment.

## Date / Status Tab

The **Date / Status** tab displays key dates relevant to the student's application, start, and expected graduation. You can also view the student's school and enrollment statuses.

**Enrollment - Jones, Mike E**

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
1/6/2003	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2005	Facilities Manageme	Facilities Management for 2005S	Day	Main Grade Sc	Transfer From Other	N
9/5/2006	Bach. of General Mz	Bach. of General Management	Day	Primary Grade	Future Start	N

Enrollment No. 0303ED0431    Edit    Add    Transfer    Delete

**Date / Status**    Enrollment Information    Progress    Term Summary    Application

Application Date: 1/6/2003    Enroll Date: 1/6/2003    Expected Start: 1/6/2003

Version Start Date: 9/3/2002    Last Day Att: 4/11/2005    Fin Aid Exit Date:

Midpoint Date: 3/1/2004    Graduation Date: 8/31/2005    Transfer Date:

Re-Entry Date:    Extern Begin Date: 8/1/2005    Date Billed: 9/24/2007

Orig Exp Start Date: 1/6/2003    Orig Exp Grad Date: 8/31/2005    Orig Student Exp Start: 1/6/2003

School Status: Active    Status Date: 9/3/2002

NSLDS Status:    Determination Date:

Enroll Status: Less Than Half Time    Refund Process Date:

Campus: Campus Management Institute    Reason: Regular Active Status

Academic Advisor: Able Baker

Status History    Degrees    Print    Save    Cancel    Close

Note the two fields with similar labels:

Orig Exp Start Date is the student's original expected start date in the selected enrollment

Orig Student Exp Start is the student's *first ever* expected start date (this date is frozen)

## Enrollment Information Tab

The **Enrollment Information** tab displays further program details specific to the enrollment that is selected on the **Enrollment** folder.

The screenshot shows a software window titled "Enrollment - Jones, Mike E". At the top is a table with enrollment records:

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Unid
1/6/2003	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2005	Facilities Manageme	Facilities Management for 2005S	Day	Main Grade Sc	Transfer From Other	N
9/5/2006	Bach. of General M	Bach. of General Management	Day	Primary Grade	Future Start	N

Below the table is an "Enrollment No." field with the value "0303ED0431" and buttons for "Edit", "Add", "Transfer", and "Delete".

The main area of the window is divided into tabs: "Date / Status", "Enrollment Information" (which is selected and highlighted with a red box), "Progress", "Term Summary", and "Application".

The "Enrollment Information" tab contains the following fields:

- Campus: Campus Management Institute
- Program: GEN | General Management
- Program Version: GENBA | Bach. of General Management
- Enrollment: Bach. of General Management (highlighted in green)
- Area(s) Of Study: Not Yet Declared | Select Area(s) Of Study
- Shift: Day | Catalog: None
- IPEDS State: WA | ☒ Transfer Student (for IPEDS reporting)
- Billing Method: Bill by Term | CIP Code: 05.0121
- Admissions Rep: Able Baker | Start Term:
- Comments: (text area)

At the bottom of the window are buttons for "Status History", "Degrees", "Print", "Save", "Cancel", and "Close".

## Progress Tab

The **Progress** tab displays information specific to academic status and provides credit load and cumulative averages that are used in monitoring the student's satisfactory academic progress, or SAP.

The screenshot shows a software window titled "Enrollment - Jones, Mike E". At the top is a table with enrollment history:

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
1/6/2003	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2005	Facilities Managem	Facilities Management for 2005S	Day	Main Grade Sc	Transfer From Other	N
9/5/2006	Bach. of General M	Bach. of General Management	Day	Primary Grade	Future Start	N

Below the table is an "Enrollment No." field with the value "0303ED0431" and buttons for "Edit", "Add", "Transfer", and "Delete".

The main area has four tabs: "Date / Status", "Enrollment Information", **Progress** (highlighted with a red box), "Term Summary", and "Application".

The **Progress** tab contains three sections:

- Credits/Hours:** Hours Req. (3,600.00), Credits Req. (120.00), Hours Sched. (60.00), Credits Sched. (2.00), Transfer Credits (8.00), Expected Hours per Week for Externship (0.00), Expected Credits per Term (0.00).
- Cumulative Grade Averages:** Enrollment Cum GPA (4.00), Num. Avg (0.00), Credits Earn. (12.00), Credits Attempted (4.00), Hours Earned (360.00), Hours Attempt (120.00), Overall Cum GPA (4.00).
- Attendance:** Time Attended (5.00), Time Absent (1.00), Days Abs (0.00), Total Makeup Hours (empty).

At the bottom, there are dropdown menus for "Grade Scale" (Primary Grade Scale) and "Grade Level" (1st year in college), an "SAP" field (SAP Met), and buttons for "Status History", "Degrees", "Print", "Save", "Cancel", and "Close".

## Term Summary Tab

The **Term Summary** tab displays term-specific academic progress details, including GPAs and term enrollment statuses.

Select a term listed on the **Term Summary** tab and then:

- Click the **View Grades** button to view the grades of the student for the selected term.
- Click the **View Schedule** button to view the student's schedule for the selected term.
- Click the **View Relationships** button to view the term's relationships to parent or child terms, if any.

Enrollment - Jones, Mike E

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
1/6/2003	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2005	Facilities Manageme	Facilities Management for 2005S	Day	Main Grade Sc	Transfer From Other	N
9/5/2006	Bach. of General M	Bach. of General Management	Day	Primary Grade	Future Start	N

Enrollment No. 0303ED0431 Edit Add Transfer Delete

Date / Status Enrollment Information Progress **Term Summary** Application

Term	FA	Credits Earn	Credits Attempt	Cur GPA	Cum GPA	Credits/Term	Enroll Status	Cr
<none>	<input type="checkbox"/>	5.00	0.00	0.00	0.00	0.00	(Unknown)	
TRANSFER	<input type="checkbox"/>	3.00	0.00	0.00	0.00	0.00	(Unknown)	
2004F	<input checked="" type="checkbox"/>	4.00	4.00	4.00	4.00	4.00	Less Than Half Time	
2005W	<input checked="" type="checkbox"/>	0.00	0.00	0.00	4.00	2.00	Less Than Half Time -	

View Grades View Schedule View Relationships

Status History Degrees Print Save Cancel Close

## Application Tab

The **Application** tab displays imported data on selected Admissions applications or tests. Click “Edit” and select a line item in the grid, then click “Edit Application” to view details.

The screenshot shows a software window titled "Enrollment - Jones, Mike E". At the top is a table with enrollment data:

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
1/6/2003	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2005	Facilities Manageme	Facilities Management for 2005S	Day	Main Grade Sc	Transfer From Other	N
9/5/2006	Bach. of General M	Bach. of General Management	Day	Primary Grade	Future Start	N

Below the table is an "Enrollment No." field with the value "0303ED0431" and buttons for "Edit", "Add", "Transfer", and "Delete".

A tabbed interface below the enrollment section includes "Date / Status", "Enrollment Information", "Progress", "Term Summary", and the "Application" tab, which is highlighted with a red box.

Inside the "Application" tab, there is a "Select Application" dropdown menu and an "Add Application" button. Below this is a large grid with columns "Description" and "Code".

At the bottom of the window are buttons for "Print Preview", "Remove Application", "Edit Application", and "View Application". The very bottom bar contains "Status History", "Degrees", "Print", "Save", "Cancel", and "Close" buttons.

## Enrolling Students

Your institution's business practices will dictate when a student is a candidate to be "enrolled." The Enrollment process associates a student with a particular program version and start date, determines the student's new post-enrollment school status, and moves the student from the "Lead" or "Applicant" status category to "Enrollment." After a student is enrolled, the student's records are automatically populated with enrollment-specific information. They are also made available for further processing, such as financial aid packaging and class registration.

### To enroll a student:

- 1 Open the Student Master form for the student to be enrolled and ensure that your school's required information for enrollment is present.

**Student Master - Essex, Leigh**

Title		Student Number	422	PIN	9876
Last Name	Essex	First Name	Leigh	Campus	Campus Management Institute
Middle Name		Suffix		School Status	New Lead
Nickname		Maiden Name		Lead Source	Referral
Address			Lead Date	7/20/2006	10:14 AM
City	Decatur	GA	30034	Lead Type	
Country	United States of America	<input type="checkbox"/> Bad Address	Last Activity Date		
Phone Number	(404) 555-6790	<input type="checkbox"/> Bad Phone	Adm. Rep		
Work Phone		Ext.	Interest		
Other Phone		County	Program		
E-mail			Shift		
Other email			Expected Start		
SSN	132-54-9876	Gender	Prev Education		
Birth Date		Veteran	Agency/Sponsor		
Marital Status		Disabled	Instrument		
Ethnic Group		Nationality	Orig Start Date		
Citizen		Alien #	Current LDA		
Driv. Lic State		DL #	<input type="checkbox"/> Non-Immigrant Student <input type="checkbox"/> Data Block Indicator		
			DBI Date		

Buttons: Picture, E-Mail, Edit, Close

- 2 Select **Daily > Admissions > Enroll Student** to open the Enrollment Wizard. If the Student Master form is missing any information that your institution requires for enrollment, the wizard will open with this error message:

**Cannot Enroll**

Cannot enroll this student. Required information is missing:

Address  
Program

OK

- 3 Click **OK** to close the message and the wizard. Edit the Student Master form to provide the missing information and click **Save**; then reopen the Enrollment wizard.



- 4 The Enrollment wizard opens to Step 1 with the current student's name in the **Student** field (but it can be changed if this is not the student you wish to enroll).

**Enroll Student: Drury, Jan - 433**

**Step 1 of 5: Select Student**

Student:

Campus:

Admissions Rep:

- 5 Click **Next** to go to Step 2. Select the **School Status** to be assigned to the newly-enrolled student. Select the **Program**, **Program Version**, **Version Start Date**, **Shift**, **Catalog**, and **Grade Level**. Your selections at the Program and Program Version levels may control your options in subsequent fields.

**Enroll Student: Drury, Jan - 433**

**Step 2 of 5: Select Program**

Program Type: ☒ Degree ☐ Non-Degree

Status:

Program:

Program Version:

Version Start Date:

Catalog:

Shift:

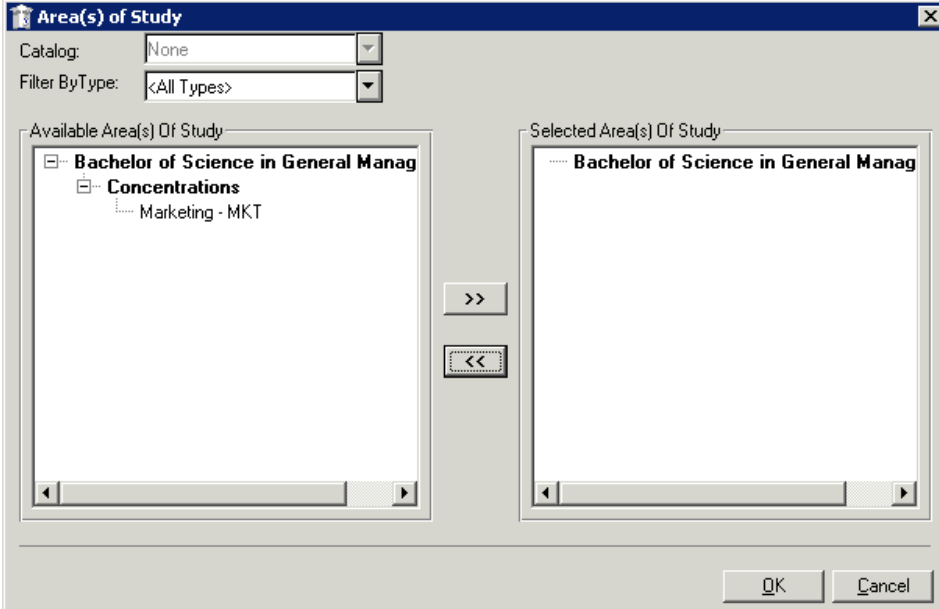
Grade Level:

Area(s) Of Study:

☐ Transfer Student (for IPEDS reporting)

**Note:** Required fields in the Enrollment wizard are controlled at **Setup > Academic Records > Enrollment**, and may differ from this example.

Click “**Select Area(s) Of Study**” if your school has defined majors, minors, or concentrations for the program and program version selected.



The Area(s) of Study form enables you to select the areas of specialization for the course of study and display them in a tree structure. In this example, the major “Bachelor of Science in General Management” has “Concentrations” attached. Expanding the “Concentrations” level displays the concentrations. Highlight an area of study and use the << and >> arrow buttons to associate a **Major**, **Minor**, and **Concentration** to the student’s degree. The list of available Areas of Study is filtered based on the **Program Version** selected in this step of the wizard. The Area(s) of Study field displays a summary of the Areas selected for this enrollment. Click **Next**.

Indicate whether the student is a transfer student (to maintain IPEDS reporting integrity).

- 6 In Step 3, select the **Start Term** for the enrollment. The **Billing Method** will likely default, but can be edited as required. Click **Next**.



Enroll Student: Drury, Jan - 433

Step 3 of 5: Select Term & Billing

Start Term: 2008W 2008 Winter

Billing Method: ACADYR Bill by Academic Year

Cancel << Back Next >>

- 7 In Step 4, modify the date fields as required. The **Application** and **Enroll** dates default to the system date (unless Applicant data was imported from the Applicant folder), and the **Expected Start** date to the start date previously selected. The system calculates **Mid-Point** and **Graduation** dates based on the start date, the defined length of the selected program version, and what the system knows about your academic calendar. Review these dates carefully, enter the **Extern Start Date** if required, and click **Next**.

Enroll Student: Drury, Jan - 433

Step 4 of 5: Enter Enrollment Dates

Application Date: 1/24/2008

Enroll Date: 1/24/2008

Expected Start: 1/14/2008

Mid-Point: 3/9/2009

Graduation Date: 5/3/2010

Extern Start Date:

Cancel << Back Next >>

- 8 Step 5 may be an optional step in the wizard. If your school has included it, select the student's advisors from the **Advisor Name** scroll list. To add a new **Advisor Type**, click **Add** and select the **Advisor Type** from the scroll list. You can then tab to the **Advisor Name** and select the corresponding Advisor name. Click **Next**.

Enroll Student: Drury, Jan - 433

**Step 5 of 5: Description & Comments**

Student Number: 0801DR0551

Description: Bachelor of Science in General Management

Comment:

Expected Hours per Week for Externship: 0.00

Expected Credits per Term: 0.00

Cancel << Back Finish

- 9 Step 6 is the final required step, although it may be followed by additional optional steps. The **Student Number** is a unique number assigned to this enrollment event. Enter comments as required and click **Enroll** to complete the enrollment process.

Enroll Student: Essex, Leigh - 422

**Step 6 of 7: Description & Comments**

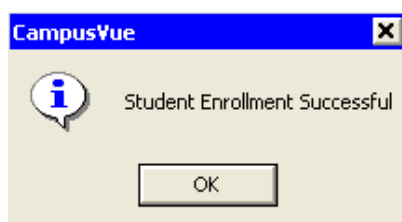
Student Number: 0607ES0511

Description: Associate in Financial Management

Comment:

Cancel << Back Enroll

- 10 Click **OK** to close the confirmation message and open any additional optional steps.



- 11 If the Documents folder opens, perform any necessary document tracking related to the new enrollment. Click **Save** to save your changes and **Close** to close the folder and return to any remaining wizard steps.

Document	Status	Date	Requested	Approved	Received	Date
AM Application for Enrollment	AM	Requested - Required	7/20/2008			7/20/08
Driver's License	AM	Required				7/21/08
Birth Certificate	AM	Required				
AM Admissions Packet	AM	Required				
Student Picture	AM	Required				
Social Security Card	CH	Required				
CS Resume	PL	Required				
Foreign Student's Letter	AD	Required				

- 12 Step 7 is the final wizard step. The buttons give you access to perform enrollment-related tasks in other parts of the student record. Select one or more buttons as required, perform the necessary tasks in the folder that opens, and close the folder to return to the wizard.

Document Tracking	opens the student's Documents folder
Registration	opens the student's Schedule folder
Enrollment Fees	opens the student's Fees folder
Ledger Card	opens the student's Ledger Card folder

- 13 Click **Finish** to close the wizard. The Student Master form now reflects the student's new school status, border color, and expected start date.

**NOTE:** Enrollment steps are configured at **Setup > Academic Records > Enrollment tab**.

## Program Change

Program changes refer to those enrollment parameters that a student may elect to change prior to beginning school. These changes include program version and/or expected start date, and are made in the student's **Enrollment** folder.

### To make a program change for a student:

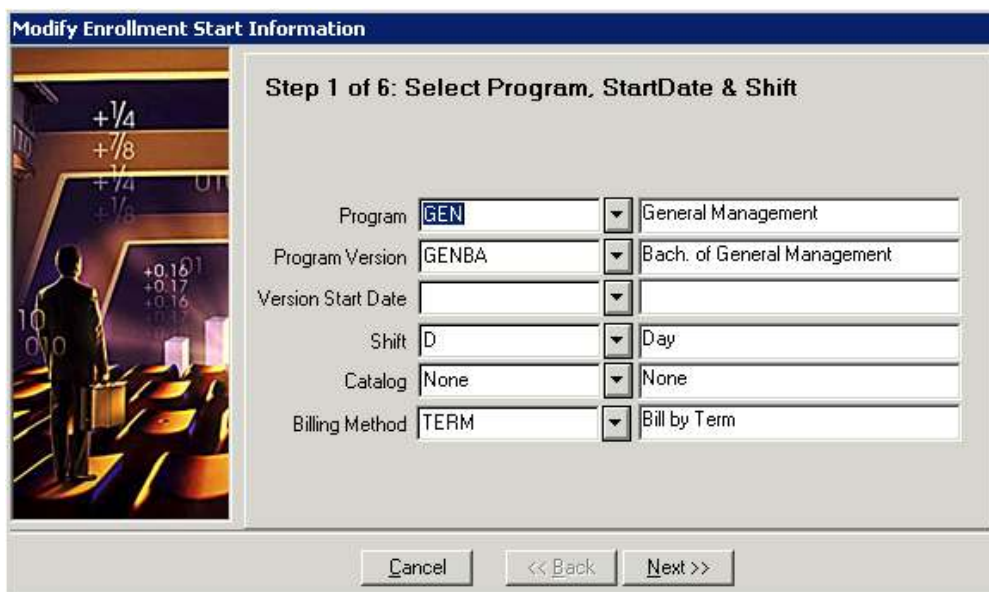
- 1 Select the student whose enrollment needs to be changed.
- 2 Select **View > Academic Records > Enrollment** to open the student's **Enrollment** folder.
- 3 In the grid at the top of the form, select the enrollment to be changed.
- 4 Click **Program Change** to open Step 1 of the Modify Enrollment Start Information wizard. (Note that the **Program Change** button is only available when you select an enrollment that has had no positive attendance posted.)

The screenshot shows the 'Enrollment - Jones, Mike E' window. At the top is a table with the following data:

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
1/6/2003	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2005	Facilities Managem	Facilities Management for 2005S	Day	Main Grade Sc	Transfer From Other	N
9/5/2006	Bach. of General M	Bach. of General Management	Day	Primary Grade	Future Start	N

Below the table is the 'Enrollment No.' field with the value '0606J00503'. To its right is a red box containing the 'Program Change' button, followed by 'Edit', 'Add', 'Transfer', and 'Delete' buttons. Below these are tabs for 'Date / Status', 'Enrollment Information', 'Progress', 'Term Summary', and 'Application'. The 'Application' tab is selected, showing a 'Select Application' dropdown and an 'Add Application' button. Below this is a large empty area for application details. At the bottom are buttons for 'Print Preview', 'Remove Application', 'Edit Application', and 'View Application'. The very bottom has buttons for 'Status History', 'Degrees', 'Print', 'Save', 'Cancel', and 'Close'.

- 5 Select or change the appropriate fields (i.e.: **Program**, **Program Version**, **Version Date**, **Shift**, **Catalog**, and/or **Billing Method**).



**Modify Enrollment Start Information**

**Step 1 of 6: Select Program, StartDate & Shift**

Program	GEN	General Management
Program Version	GENBA	Bach. of General Management
Version Start Date		
Shift	D	Day
Catalog	None	None
Billing Method	TERM	Bill by Term

Cancel << Back Next >>

- 6 Click **Next >>** to go to Step 2 of the wizard. Verify that the new enrollment dates are correct, or change the dates as required.



**Modify Enrollment Start Information**

**Step 2 of 6: Enter Enrollment Dates**

Expected Start	9/5/2006
MidPoint	10/30/2007
Expected Completion	12/23/2008
Extern Start Date	

Cancel << Back Next >>

- 7 Click **Next >>** to go to Step 3 of the wizard, where you can review the Fee Schedule.



**Modify Enrollment Start Information**

**Step 3 of 6: Review Fee Schedule** ☐ Edit Fees after save

Current

Bill Code	Amount	Term Sequence	Billed
REG	100.00	0	No
BOOK	600.00	1	No
TUIT	6,000.00	1	No
TUIT	6,000.00	2	No
BOOK	600.00	2	No
TUIT	6,000.00	3	No

New

Bill Code	Amount	Term Sequence	Billed
REG	100.00	0	No
BOOK	600.00	1	No
TUIT	6,000.00	1	No
TUIT	6,000.00	2	No
BOOK	600.00	2	No
TUIT	6,000.00	3	No

Cancel << Back Next >>

- 8 Click **Next >>** to go to Step 4 of the wizard, where you can review the Class Schedule.

**Modify Enrollment Start Information**

**Step 4 of 6: Review Class Schedule**

Course	Description	Status	Start Date	Action
ACC101	Accounting 1	Future		*** None ***
ACC208	Accounting 8	Future		*** None ***
ADM401	Administrative Skills 1	Future		*** None ***
ADM402	Administrative Skills 2	Future		*** None ***
ADM201	Admissions Procedures	Future		*** None ***
ART101	Art and Graphics in E	Future		*** None ***
FAC202	Audio-Visual Facilities	Future		*** None ***
ENG101	Business English	Future		*** None ***
EDU201	Components of Educ	Future		*** None ***

No program change. List of Courses will not change.

Cancel << Back Next >>

- 9 Click **Next >>** to go to Step 5 of the wizard, where you can review the Financial Aid Academic Years.

**Modify Enrollment Start Information**

**Step 5 of 6: Review Financial Aid Academic Years**

Seq	Start	End	Award Year 1
1	9/5/2005	4/8/2006	2005-06
2	4/10/2006	11/9/2006	2005-06
3	11/10/2006	6/13/2007	2006-07
4	6/14/2007	1/10/2008	2006-07

Financial Aid on file will not be affected by this change in student start information.

- 10 Click **Next >>** to go to Step 6 of the wizard, where you can click **Finish** to complete the program change(s) or **Cancel** to abort changes.

**Modify Enrollment Start Information**

**Step 6 of 6: Ready to Update**

Enrollment Start Information will be updated. Click finish to save the changes.

## Enrollment Transfer of an Active student

A program change made after a student has begun attending classes is called an enrollment transfer. To perform an enrollment transfer, use the Enrollment Transfer wizard, accessed from the student's **Enrollment** folder.

### To perform an enrollment transfer:

- 1 Select the student whose enrollment needs to be transferred.

- 2 Select **View > Academic Records > Enrollment** to open the student's **Enrollment** folder.

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
9/7/1999	Cert. in Facilities Man	Cert. in Facilities Management	Day	Primary Grade	Future Start	N
12/3/1999	Bachelor General M.	Bachelor General Management	Day	Primary Grade	Active	N

Enrollment No. 9912UN0226

Buttons: Edit, Add, **Transfer**, Delete

Form Fields:

- Date / Status: Application Date (12/3/1999), Enroll Date (12/3/1999), Expected Start (12/3/1999), Version Start Date (12/3/1999), Last Day Att (6/11/2001), Fin Aid Exit Date, Midpoint Date (1/26/2001), Graduation Date (3/22/2002), Transfer Date, Re-Entry Date, Extern Begin Date, Date Billed (Never), Original Exp. Grad Date (3/22/2002), Orig. Exp Start (9/7/1999)
- School Status: Active, Status Date (7/11/2005)
- Enroll Status: Full Time, Determination Date
- Campus: Campus Management Institute, Refund Process Date
- Academic Advisor, Reason: Regular Active Status

Buttons: Status History, Degrees, Print, Save, Cancel, Close

- 3 Click **Transfer** to open the Transfer Enrollment/Campus form.

Transfer Enrollment/Campus - Chen, Hope-Fullee

Current Enrollment:

- Campus: Campus Management Institute
- Program: GEN
- Program Version: GENBS
- Enroll Date: 12/3/1999
- Enrollment No.:
- School Status: Active

Transfer Enrollment:

☐ To Enrollment ☐ To Enrollment and Campus ☐ To Campus

Transfer to:

Campus:

Enrollment:

Start Date	Program Version	Enrollment Description	Shift	School Status
9/7/1999	Cert. in Facilities Manage	Cert. in Facilities Management	Day	Future Start

Buttons: New, Cancel, Next >>

**Note:** If the student has the status of **Permanent Out**, the Transfer Enrollment/Campus form offers only the campus transfer option. After making your selection, just click **Finish**.



Data for the current enrollment appears in the top half of the form. The grid in the lower half of the form shows other enrollments for the selected student.

Select the transfer option from the **Transfer Enrollment** area:

- **To Enrollment** –Transfer the student to another enrollment within the same campus.
- **To Enrollment and Campus** - Transfer the student to another enrollment in another campus (which adds the new enrollment to the student's enrollment folder and changes the **Campus** field on the Student Master to the new campus).
- **To Campus** - Transfer the student to another campus (which changes the **Campus** field on the Student Master to the new campus).

**Note:** If there are no enrollments listed on the grid, or if the enrollments shown on the grid do not include the one to which the student is transferring, click **New** to open the Enrollment wizard, where you can create a new enrollment.

- 4 Click **Next >>** to advance to the next page of the form.

- 5 Enable or disable the checkboxes on the left as required. You can also select to process this transfer **Now** or **Later**. The **Later** option is recommended if the system date falls within the student's current term.
- 6 Click **Next>>** to see a summary of the transfer process you have defined.

**Transfer Enrollment/Campus - Chen, Hope-Fullee**

Transfer Information

From Enrollment  to

Courses that will be moved to new Enrollment

	Course	Description	End Date	Grade	Required	Move
▶	ACC101	Accounting 1			Y	<input checked="" type="checkbox"/>
	ENG101	Business English	11/27/2000	A-	Y	<input checked="" type="checkbox"/>

- 7 Click **Next>>** to see the fees involved in the transfer. The form below will appear if either **Transfer to Enrollment** or **Transfer to Enrollment and Campus** was selected and the **Modify fees for new enrollment** check box was enabled.

**Transfer Enrollment/Campus - Chen, Hope-Fullee**

Transfer Information

From Enrollment  to

**Fees for Current Enrollment**

Bill Code	Amount	Term Sequence	Billed
Course Extension Fee	50	0	N

**Fees for New Enrollment**

Bill Code	Amount	Term Sequence	Billed
Tuition	3000	0	N
Books	100	0	N
Supplies	100	0	N

- 8 Click **Next>>** to see the documents involved in the transfer. The following form will appear only if either **Transfer to Enrollment** or **Transfer to Enrollment and Campus** was selected, and the **Perform document review** check box was enabled.

The screenshot shows a window titled "Transfer Enrollment/Campus - Chen, Hope-Fullee". It contains a "Transfer Information" section with two text boxes: "From Enrollment" containing "GENBS" and "to" containing "Cert. in Facilities Management". Below this is a section titled "Documents on file that can be moved to new enrollment" which contains a table with columns: Code, Description, Module, On File, Due Date, and Move. The table is currently empty. To the right of the table are two buttons: "Check All" and "Uncheck All". At the bottom of the window are three buttons: "Cancel", "<< Back", and "Next >>".

Code	Description	Module	On File	Due Date	Move
------	-------------	--------	---------	----------	------

- 9 Click **Next** to open the page which permits you to process the transfer.

The screenshot shows the same window as before, but the "Documents on file" section is now empty. Below the "Transfer Information" section, the text "By Clicking Finish Below, this transfer will be Processed Now." is displayed. At the bottom of the window are three buttons: "Cancel", "<< Back", and "Finish".

- 10 Click **Finish** to transfer the information from the source enrollment to the destination enrollment or queue. Click **OK** on the confirmation message to return to the **Enrollment** folder.

## Summary Folder

The **Summary** Folder displays all enrollment data, in report format, for the selected student.

**Enrollment Summary - Abbott, Karen A**

Enrollment: **Bach. of General Management**

### Enrollment Summary

#### Student Name & Address

Name	<b>Abbott, Karen A</b>	Student ID	<b>194</b>
Address	<b>12345 Oak Street</b>		
City	<b>Summerland, CA 93067</b>		
Telephone	<b>(213)555-8899</b>		
Work phone	<b>(213)555-3444</b>		
E-Mail	<b>fmunoz@campusmgmt.com</b>	Nickname	
Birthdate	<b>4/1/1980</b>		

#### Enrollment Details

Campus	<b>Campus Management Institute</b>	Enroll ID	<b>0108AB0294</b>
Description	<b>Bach. of General Management</b>		
Status	<b>Active</b>		
Enroll Date	<b>8/22/2001</b>		
Start Date	<b>1/7/2002</b>		

**Print** **Refresh** **Close**

The information on the **Summary** folder is organized into the following sections: **Student Name & Address**, **Enrollment Details**, **Billing Address**, **Schedule of Fees**, **Account Summary**, and **Registration**.

Each section's maroon-colored title bar is a hyperlink to the source of the data in that section. Click a title bar to open the source folder for that section. For example, clicking the **Enrollment Details** title bar will open the **Enrollment** folder.



## Schedule Folder

You can view the required course list for the selected enrollment using the **Schedule** Folder. You can use this folder to add courses, remove courses, register a student into a course, unregister a student from a course, drop a student from a course, reinstate a student into a course (same class section) with a Dropped or LOA status, associate courses to multiple enrollments, or reassign courses from one enrollment to another.

The screenshot shows a window titled "Student Schedule - Jones, Mike". It contains a table with the following columns: Term, Course, Section, Description, Instructor, Start Date, Status, Credits, and Hours. The table lists several courses with their respective statuses and credits.

Term	Course	Section	Description	Instructor	Start Date	Status	Credits	Hours
	ACC101		Accounting 1			Future	3.00	90.00
	ACC208		Accounting 2			Future	4.00	120.00
	ACC301		Cost Accounting		5/6/2005	Complete	3.00	90.00
	ACC302		Financial Analysis			Future	3.00	90.00
	ADM201		Admissions Procedures			Future	3.00	90.00
	ADM402		Administrative Skills 2			Future	4.00	120.00
	ADM403		Investor Relations		5/6/2005	Complete	2.00	60.00
	ADM404		Directed Internship			Future	6.00	180.00
	ADM405		Institutional Design Project			Future	6.00	180.00
	ADM406		The Institutional Image			Future	4.00	120.00
	ART101		Art and Graphics in Educat			Future	3.00	90.00

Below the table, there are several controls and buttons:

- ☒ Filter ☒ Show Schedule ☐ Show Grade Info
- Enrollment:
- Term:
- Course Status:
- Buttons: Add, Edit, Delete, Reassign, Register, Drop, Print, Print Registration Bill, Update Advise Status, Remove Waitlist/Res., Convert To Audit Course, Transfer Section, Registration Groups, Term Sequence, Course Status History, Close.

When a student is enrolled in a program version, all core and elective courses required by that program version are populated into the student's Schedule folder. You can add courses to a student's **Schedule** folder by clicking the **Add** button.

Following is the progression of course statuses:

- Newly-added courses are set to a **Future** status.
- When the student is registered in a class section for a particular course, the course status changes from **Future** to **Scheduled**.
- When *positive* attendance is first posted for the student in that class section, the course status changes from **Scheduled** to **Current**.
- When a final grade is posted for the student, the course status changes from **Current** to **Complete**.

**NOTE:** A course status of **Complete** indicates only that a final grade was posted and the course is finished; it is not meant to imply a successful outcome.

- A **Current** course status can also be changed to **LOA** (Leave of Absence) or **Dropped**, as conditions apply. Select a Dropped or LOA course and click **Reinstate** to return the course to its previous **Current** status.

**Note:** Once a class section has been scheduled for a student, you can no longer change the term, course, or class section. If such a change is necessary, you must first unregister the student from the class section and then register the student in the new class section.

## Individual Student Registration

A student can be registered for a single class or multiple classes directly from the Schedule folder, into either the current term or a future term, as long as the term's class schedule contains a class section for each selected course.

**To register a student for a single class from the Schedule folder:**

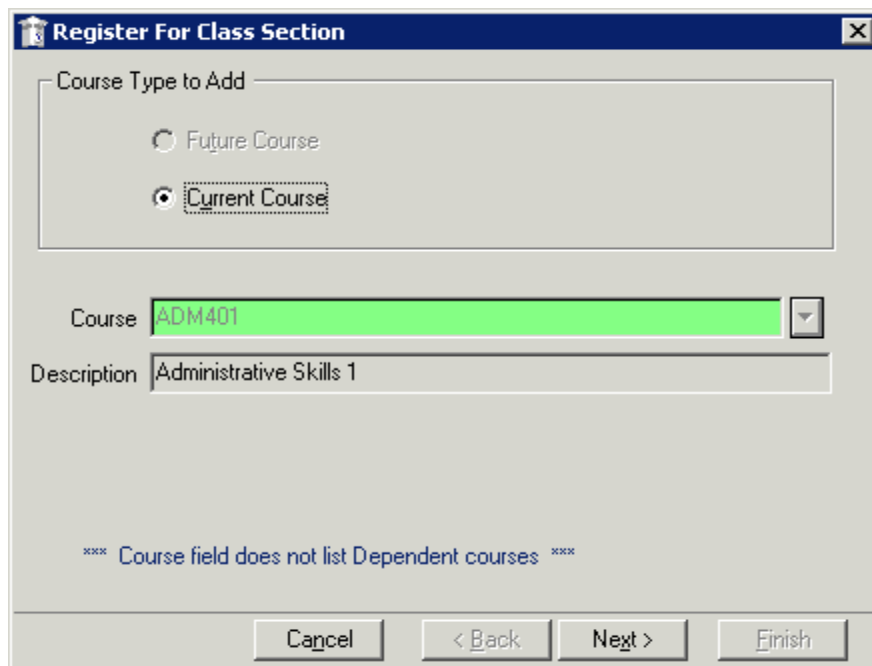
- 1 Select a course with a Future status.

Term	Course	Section	Area Of Study	Description	Instructor	Start Date	Status
	ACC150			Computerized Accounting			Future
	ADM401			Administrative Skills 1			Future
	ADM406		Concentration - Edu	The Institutional Image			Future
	COM102			Relational Database System			Future
	COM103			Visual Basic Programming			Future
	COM105			Spreadsheets			Complete
	COM201			Computer System Integratic			Future
	EDU201		Concentration - Edu	Components of Education			Future
	ENG101			Business English			Future
	FAC201		Concentration - Edu	Facilities for Learning			Future

☒ Filter    ☒ Show Schedule    ☐ Show Grade Info  
 Enrollment: CFAC / Certificate in Facilities Management  
 Term: <All> All Terms  
 Course Status: <All> All Statuses

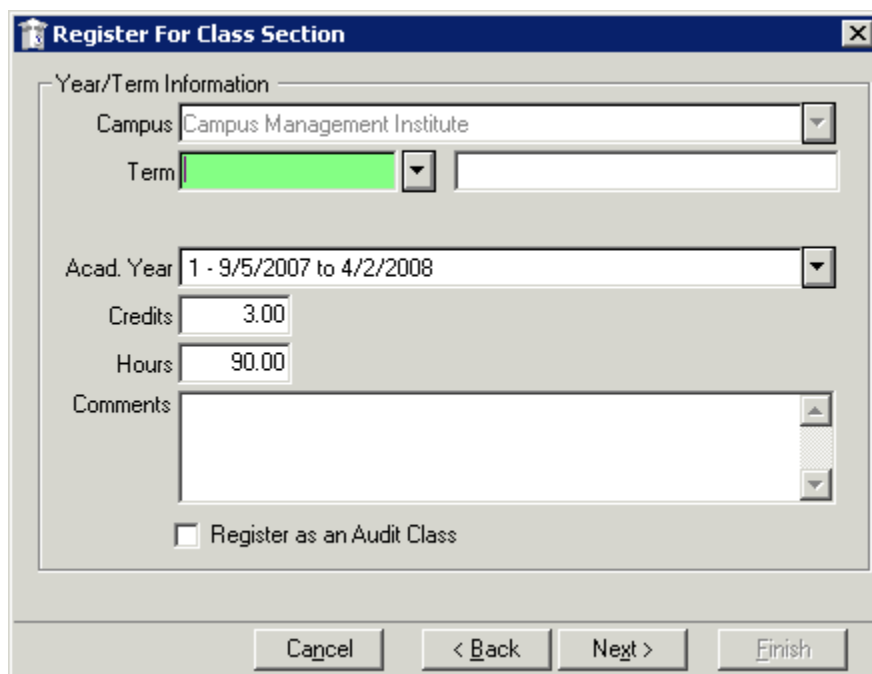
Add Edit Delete Reassign  
 Register Drop Print Associate  
 Print Registration Bill Update Advise Status  
 Remove Waitlist/Res. Convert To Audit Course  
 Transfer Section Registration Groups  
 Term Sequence Course Status History  
 View Schedule  
 Close

- 2 Click the **Register** button to open the Register for Class Section wizard.



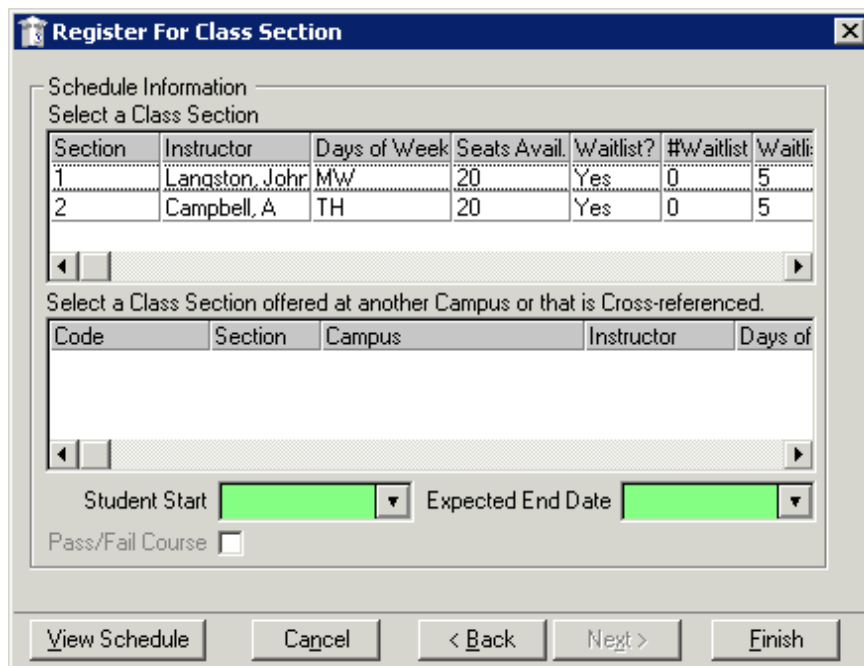
The dialog box is titled "Register For Class Section". It contains a section "Course Type to Add" with two radio buttons: "Future Course" and "Current Course". The "Current Course" radio button is selected. Below this is a "Course" dropdown menu showing "ADM401" and a "Description" text box containing "Administrative Skills 1". At the bottom, there is a message: "\*\*\* Course field does not list Dependent courses \*\*\*". Navigation buttons at the bottom are "Cancel", "< Back", "Next >", and "Finish".

- 3 Click **Next** to move to the next page of the wizard. The user's default term will appear in the Term field; otherwise, select the term for which you wish to register the student and click **Next**.



The dialog box is titled "Register For Class Section". It contains a section "Year/Term Information" with several fields: "Campus" (dropdown menu showing "Campus Management Institute"), "Term" (dropdown menu with a green highlight), "Acad. Year" (dropdown menu showing "1 - 9/5/2007 to 4/2/2008"), "Credits" (text box showing "3.00"), "Hours" (text box showing "90.00"), and "Comments" (text area). At the bottom, there is a checkbox labeled "Register as an Audit Class". Navigation buttons at the bottom are "Cancel", "< Back", "Next >", and "Finish".

- 4 The next page of the wizard displays the available class section(s).



**Register For Class Section**

Schedule Information  
Select a Class Section

Section	Instructor	Days of Week	Seats Avail.	Waitlist?	#Waitlist	Waitli:
1	Langston, John	MW	20	Yes	0	5
2	Campbell, A	TH	20	Yes	0	5

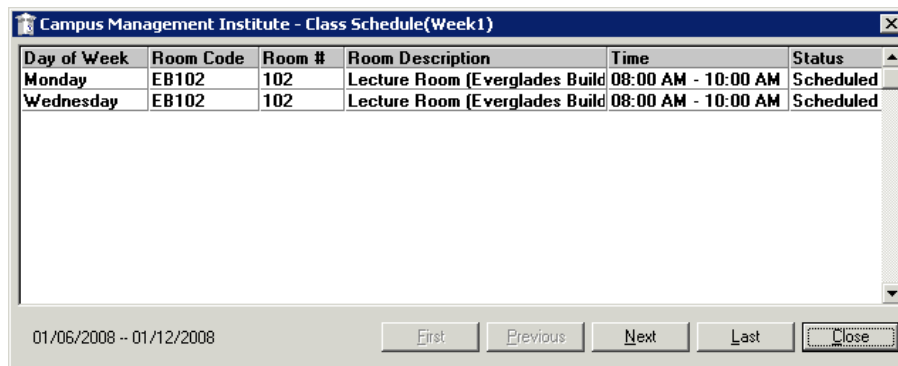
Select a Class Section offered at another Campus or that is Cross-referenced.

Code	Section	Campus	Instructor	Days of
------	---------	--------	------------	---------

Student Start  Expected End Date

Pass/Fail Course ☐

Select a class section and click the **View Schedule** button to see weekly or monthly schedule details.

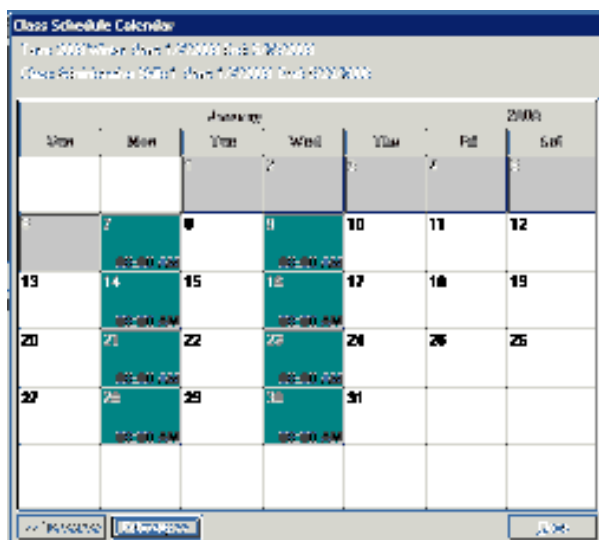


**Campus Management Institute - Class Schedule(Week1)**

Day of Week	Room Code	Room #	Room Description	Time	Status
Monday	EB102	102	Lecture Room (Everglades Build	08:00 AM - 10:00 AM	Scheduled
Wednesday	EB102	102	Lecture Room (Everglades Build	08:00 AM - 10:00 AM	Scheduled

01/06/2008 -- 01/12/2008





- To register the student, select a class section and click **Finish**. The wizard closes and the course status changes from Future to Scheduled.

You can click the **Course Status History** button to open the Audit folder and see the student's registration history as reflected in the course status changes.

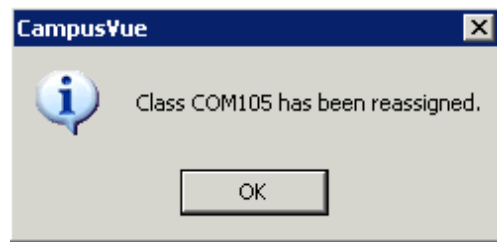
**NOTE:** You can configure an Overlapping Terms Validation Routine to prevent a student from being registered in a class section in a term that overlaps a term in which the student has a course (class section) in a Scheduled, Current, or Completed status. Attempting to register the student in an overlapping term will generate the error message "Terms are overlapping. Cannot proceed." Navigate to Setup > Campus Locations > Add/Edit > Academic Records tab; check the "Prevent Registration in Overlapping Terms (Manual Registration Only)" checkbox to activate this feature.

#### To reassign one or more courses to another enrollment:

- Select course(s) to be reassigned and click **Reassign** to open the Reassign Classes form.

Enrollment Description	Status	Campus
FACS05 / Facilities Management for Drop		Campus Management Institute

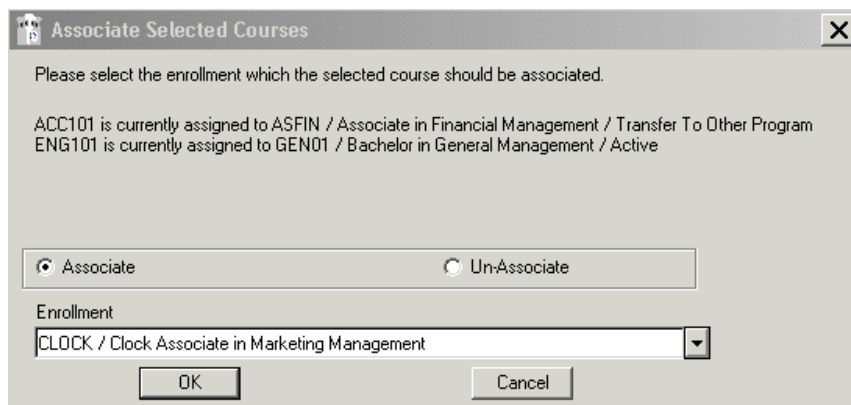
- Select the enrollment to which the courses are to be reassigned and click **OK**.
- Click **OK** on the confirmation message:



The reassigned courses will no longer appear in the Schedule folder when the original enrollment is selected, and will no longer contribute to the GPA and SAP calculations for the original enrollment.

**To associate one or more courses to another enrollment:**

- 1 Select course(s) to be associated to another enrollment and click **Associate** to open the Associate Selected Courses form.



- 2 Click the **Associate** radio button.
- 3 Select the enrollment with which to associate the selected courses.
- 4 Click **OK**, then **OK** again on the confirmation message to return to the Schedule folder.
- 5 The selected courses will appear in the Schedule folder when any enrollment with which they are associated is selected in the Enrollment filter.

To reverse the process, follow the steps above, but click the **Unassociate** radio button.

## Attendance Folder

To view a student's schedule for a particular term and work with the student's attendance records, select the **Enrollment** and the **Term** in the lower portion of the **Attendance** folder. You can also post or edit makeup hours and post externship hours using this folder for any classes in open terms.

**Student Attendance - Jones, Mike E**

**Class Schedule**

Term	Class	Section	Teacher	Description	Status
	FAC305			Facilities Extern	Future
	FIN201			Financial Aid So	Future
	MAR101			Marketing and S	Future
	MAR201			The Marketing c	Future
	MAR301			Successful Mar	Future
	MAT101			Mathematics Re	Future
	PER201			Interpersonal Re	Future
	PER301			Psychology of E	Future
	PER302			Personnel Man	Future
	PLA301			Placement Resc	Future
2004F	ADM401		Arthur Teacher	Administrative S	Comple
2005W	COM101	01	Able Baker	Introduction to F	Current
2005W	COM105	02	Able Baker	Spreadsheets	Current
	ACC301			Cost Accounting	Comple
	ADM403			Investor Relatio	Comple

**Attendance**

Class Scheduled: 1/3/2005 - 4/22/2005

Month: April Year: 2005

Weekday	Day	Time	Present	Absent	Make
Fri	01	10:00AM	60	0	
Mon	04	11:00AM	60	0	
Wed	06	10:00AM	0	60	
Fri	08	10:00AM	60	0	
Mon	11	11:00AM	60	0	
Wed	13	10:00AM			
Fri	15	10:00AM			
Mon	18	11:00AM			
Wed	20	10:00AM			
Fri	22	10:00AM			

Enrollment: <All Enrollments> Term: <All> Status: <All>

Buttons: Post Makeup Hours, Print, Close

**To post (or edit) attendance:**

- 1 Open the student's Attendance folder and highlight a class section to display the days and times that the class is scheduled to meet.

**Student Attendance - Alexander, EPA 123 Example**

**Class Schedule**

Term	Class	Section	Teacher	Description	Status
2006F	COM104		Charles Mack	Computer-Aided Com	Comple
2006F	ENG103		Arthur Teacher	Modern Business Com	Comple
2006F	MAT101		Albert Bellows	Quantitative Life Th	Comple
2006W	ACC211		Steve Instructor	Accounting II	Comple
2006W	BMF106		Flowers Bazel	21st Century M	Comple
2006W	ADM405		Chadly Burton	Institutional Bus	Comple
20070804	ART101	1	Charles Dudley	Art and Graphic	Comple
20070804	COM101		A Campbell	Introduction to F	Comple
20070804	EC300	1	Albert Bellows	Environmental T	Comple
2006W	COM202	1	John Langdon	The Internet in E	Current
2006W	EDU301	1	A Campbell	Components of I Sch	Current
2006W	FAC202	1	Jim Jones	Audio-Visual For	Current
TRANSFER	PER302			Personnel Man	Comple

**Attendance**

Class Scheduled: 1/7/2008 - 4/23/2008

Month: January Year: 2008

Weekday	Day	Time	Present	Absent	Makeup
Tue	08	07:00AM	120	0	A
Thu	10	07:00AM			
Tue	16	07:00AM			
Thu	17	07:00AM			
Tue	22	07:00AM			
Thu	24	07:00AM			
Tue	29	07:00AM			
Thu	31	07:00AM			

Enrollment: <All Enrollments> Term: <All> Status: <All>

Buttons: Post Makeup Hours, Print, Close

- 2 Select a meeting day for which to post (or edit) attendance and *double-click* to open its Attendance Detail form.

The screenshot shows the CampusVue Academic Records interface. On the left, a 'Attendance Detail' form is open, displaying fields for 'Attendance Detail', 'Attendance', and 'Attendance'. Below these fields is a large text area for comments. On the right, a 'Attendance' calendar view is shown for the month of January 2008. The calendar displays a grid of dates from 08 to 31, with columns for 'Date', 'Time', 'Status', and 'Grade'. The first row shows 'Tue 08 07:00AM 1:20 0 A'.

- 3 Enter (or edit) information as required. Use the Comments box to document changes in previously-recorded attendance.
- 4 Click **Save**, then click **OK** on the confirmation message to close the detail form.





## Final Grades Folder

You can use the **Final Grades** folder to view the student's "Schedule" (required courses) and any final grades that have been posted. You can also use this folder to post or edit final grades as well as print report cards or transcripts.

- To post or edit final grades, select a course and click **Edit** to activate the fields in the lower part of the form.

**NOTE:** Entries in the Comments box will be printed on the student's transcript.

Term	Course	Section	Description	Numeric Grade	Grade	Is Audit	Points	Credits Attempted
2005S	ACC101	01	Accounting 1	0.00	F	No	0.00	3.00
2005S	COM105		Spreadsheets	0.00		No	0.00	0.00
2002W	COM101	1	Introduction to PCs	0.00	A	No	4.00	2.00
2002W	ENG101	1	Business English	0.00	B-	No	3.10	3.00
	ACC101		Accounting 1	0.00		No	0.00	0.00
	ACC101		Accounting 1	0.00		No	0.00	0.00
	ACC208		Accounting 8	0.00		No	0.00	0.00

Student Start: 6/2/2005 Completed: 1/1/1901 Pay Status: Y Affect GPA: ☒

Numeric Grade: 0.00 Letter Grade: [ ] Credits Attempt: 3.00 Hours Attempted: 0.00

Date Posted: [ ] Credits Earned: 0.00 Hours Earned: 0.00

Term: 2005S

Comments: [ ]

Transfer Information:

From College: [ ] Course Code: [ ] Description: [ ]

Status: Complete Speed: [ ] Retake Override: ☐ Yes ☒ No

Filter:

Enrollment: <All Enrollments> Term: <All> All Terms Course Status: <All> All Statuses

Print SSN Student ID None Enrollment Number Student Acct Bal: -3,771.17

Edit Save Cancel Close

- To print transcripts and report cards for the student, click **Print**. A submenu will appear with printing options consistent with the user's security permissions.

Report Card

Official Transcript

Unofficial Transcript

Academic History and Advising Report

## Degree Audit Folder

The **Degree Audit Folder** displays the student's current enrollment information, the list of required courses, and the student's progress to date, including all final grades earned.

Enrollment: **Bach. of General Management** Status: **Active**

Program Categories:

**CORE - Core Courses (0.00 Credits)**

Course	Description	Required Credits	Earned Credits	Status / Grade	Term
ACCT101	Accounting I	3.00	0.00	FUTURE	
ACCT102	Accounting II	3.00	0.00	FUTURE	
ACCT103	Cost Accounting (Transferred from Florida Atlantic University)	3.00	3.00	COMPLETE	T (transfer)
ACCT104	Administrative Procedures	3.00	0.00	FUTURE	
ACCT105	Administrative Skills I	4.00	4.00	COMPLETE	A 2004F
ACCT106	Administrative Skills II	3.00	0.00	FUTURE	
ACCT107	Directed Internship	6.00	0.00	FUTURE	
ACCT108	Institutional Design Project	6.00	0.00	FUTURE	
ACCT109	Art and Graphics in Education	3.00	0.00	FUTURE	
ACCT110	Introduction to PCs	2.00	0.00	CURRENT	2005W
ACCT111	Micro Economics	4.00	0.00	FUTURE	
ACCT112	Micro Economics	3.00	0.00	FUTURE	
ACCT113	History of Education (sub int)	3.00	0.00	FUTURE	
ACCT114	Components of Education	3.00	0.00	FUTURE	
ACCT115	Business English	3.00	0.00	FUTURE	

Refresh Print Done

Click on a blue course number to substitute a course or post transfer credits.

Enrollment: **Bach. of General Management** Status: **Active**

Program Categories:

**CORE - Core Courses (0.00 Credits)**

Degree Audit Options

Substitute a Different Course

Course:

Description:

Post as Transfer

College:

College Course:

Term:

Transfer Points:

Transcript Comments:

Transferred Course:

Transferred Course Description:

Save Cancel

Course	Description	Required Credits	Earned Credits	Status / Grade	Term
ACCT101	Accounting I	3.00	0.00	FUTURE	
ACCT102	Accounting II	3.00	0.00	FUTURE	
ACCT103	Cost Accounting (Transferred from Florida Atlantic University)	3.00	3.00	COMPLETE	T (transfer)
ACCT104	Administrative Procedures	3.00	0.00	FUTURE	
ACCT105	Administrative Skills I	4.00	4.00	COMPLETE	A 2004F
ACCT106	Administrative Skills II	3.00	0.00	FUTURE	
ACCT107	Directed Internship	6.00	0.00	FUTURE	
ACCT108	Institutional Design Project	6.00	0.00	FUTURE	
ACCT109	Art and Graphics in Education	3.00	0.00	FUTURE	
ACCT110	Introduction to PCs	2.00	0.00	CURRENT	2005W
ACCT111	Micro Economics	4.00	0.00	FUTURE	
ACCT112	Micro Economics	3.00	0.00	FUTURE	
ACCT113	History of Education (sub int)	3.00	0.00	FUTURE	
ACCT114	Components of Education	3.00	0.00	FUTURE	
ACCT115	Business English	3.00	0.00	FUTURE	

Refresh Print Done

## Elective Courses

Some program versions allow for elective courses to fulfill program requirements. Only approved electives for a particular program version are listed as possible electives. If a program version does not have an elective pool defined, then all courses are listed.

## Transfer Credits

You can click an elective course on the **Degree Audit** Folder to substitute the elective course, post the transfer credit to apply to the enrollment, and to indicate the term to which the credit applies.

Course	Description	Required Credits	Earned Credits	Status / Grade	Term
ACC101	Accounting 1 (Transferred from - N/A)	3.00	3.00	COMPLETE	T (transfer)
ACC208	Accounting 8	4.00	0.00	FUTURE	
ACC301	Cost Accounting (Transferred from Florida Atlantic University)	3.00	3.00	COMPLETE	T (transfer)

NOTE: You may wish to create a generic **TRANSFER** term (or any another term configured to be associated with credits transferred from another college) to which all transfer credits are applied. This practice protects the calculation of term GPA.

For transfer credits from another college, you may also wish to create the generic transfer grade of **T**. (Grades associated to courses are configured using **Lists > Academic Records > Grade Scale**.)

Once the transfer has been posted, the Degree Audit will be updated to reflect the credit.

Course	Description	Required Credits	Earned Credits	Status / Grade	Term
ACC101	Accounting 1 (Transferred from - N/A)	3.00	3.00	COMPLETE	T (transfer)
ACC208	Accounting 8	4.00	0.00	FUTURE	
ACC301	Cost Accounting (Transferred from Florida Atlantic University)	3.00	3.00	COMPLETE	T (transfer)



## Hypothetical Programs

To “hypothetically” transfer a student into another active program and view what courses remain to be taken in order to successfully complete the new program, check the **Hypothetical Program** box in the lower left-hand corner of the Degree Audit form.

**Degree Audit - Abbott, Karen A**

Enrollment: **Bach. of General Management** Status: **Active**

**Abbott, Karen A**

**Student Enrollment**

Campus	<b>Campus Management Institute</b>	Enroll ID	<b>0108A80294</b>
Program	<b>Bach. of General Management</b>		
Version			
Description			
Program			
Version			
Comments			
Status	<b>Active</b>	Advisor	<b>Able Baker</b>
Enroll Date	<b>8/22/2001</b>		
Start Date	<b>1/7/2002</b>		
Credits Req'd	<b>120.00</b>	Hours Req'd	<b>3,600.00</b>
Credits Complete	<b>7.00</b>	Hours Complete	<b>210.00</b>
Credits Taking	<b>0.00</b>	Hours Taking	<b>0.00</b>

☒ **Hypothetical Program**

Program Version: **Bach. of General Management**

**Refresh** **Print** **Close**

Next, select the **Hypothetical Program** and **Program Version** and click **Refresh** to view the Hypothetical Degree Audit. A hypothetical program transfer does not change the student’s record in any way. Click **Print** to print the hypothetical degree audit.

**Degree Audit - Abbott, Karen A**

Enrollment: **Bach. of General Management** Status: **Active**

**Abbott, Karen A**

**HYPOTHETICAL Degree Audit**

Campus	<b>Campus Management Institute</b>	Enroll ID	<b>0108A80294</b>
Program Ver	<b>Bachelor of Arts</b>		
Comment			
Enroll Date	<b>8/22/2001</b>		
Start Date	<b>1/7/2002</b>		
Credits Req'd	<b>0.00</b>	Hours Req'd	<b>0.00</b>

**Program Categories**

**CORE - Core Courses (0.00 Credits)**

Course	Description	Required Credits	Earned Credits	Status / Grade	Term
ACC101	Accounting 1	3.00	0.00	COMPLETE	F 2005S

☒ **Hypothetical Program**

Program Version: **BACHARTS**

**Refresh** **Print** **Close**

## Degree Progress Audit Folder

Like the Degree Audit folder, the Degree Progress Audit folder displays the student's current enrollment information, the list of required courses, and the student's progress to date, including all final grades earned. It varies from the Degree Audit folder in the information it displays and the way it is organized. It also offers additional functionality related to editing a student's program and/or course requirements. Of the two folders, Degree Progress Audit is recommended for use with CampusPortal.

The Degree Progress Audit folder has two tabs: the View tab is read-only; the Edit tab has interactive functionality, some of which is controlled by user permissions.

**NOTE: Degree Audit and Degree Progress Audit are *not* intended to be used at the same time. Select the one you wish to retain and set user permissions to hide the unused folder.**

The View tab is a read-only tab that displays student information in a non-interactive format. The Program Details section displays enrollment-specific information.

**Degree Progress Audit - Alexander, Jane**

Enrollment: Certificate in Facilities Management Status: Attending

View Edit

**Alexander, Jane - Degree Audit**

**Program Details**

Current Program			
Program Version	Certificate in Facilities Management		
Campus	Campus Management Institute		
Degree Pursued	Certificate		
Program Version Comments			
Enrollment ID	0709AL0545	Status	Attending
Academic Advisor	Able Baker	Enroll Date	9/11/2007
Enrollment Cum. GPA	3.42	Start Date	9/4/2007
Overall Cum. GPA	3.38	Exp. Grad Date	4/3/2009
Shift	Day	SAP Status	
Credits Completed	15.00	Credits Current/Scheduled	12.00
Credits Required	90.00		
Area(s) of Study	Concentration: Educational Facilities (0.00 GPA)		

Course-level GPAs are a configuration option. If selected to be displayed, the Course Levels section appears below the Program Details.

**Course Levels**

Course Level Description	Course Level GPA
All Levels (Concentration: Educational Facilities)	0.00
Core Requirement for Major (Certificate in Facilities Management)	0.00
All Levels (Certificate in Facilities Management)	2.15

The Course Categories/Areas of Study grid contains a line for each course category and/or area of study associated with the student's program version. In the example below there are four course categories – Core Courses, General Education, Developmental

Studies, and Advisor-Approved, listed in the order in which they were added to the program version course list. The student has also chosen a concentration.

#### Course Categories/Areas of Study

Applies to	Course Category	Credits Completed	Credits Current/Scheduled	Credits Required	GPA
Certificate in Facilities Management	Core Courses	6.00	0.00	37.00	3.55
Certificate in Facilities Management	General Education	14.00	0.00	38.00	2.78
Certificate in Facilities Management	Developmental Studies	0.00	0.00	0.00	0.00
Concentration: Educational Facilities	Educational Facilities	0.00	9.00	15.00	0.00
<b>Totals</b>		20.00	9.00	90.00	

The next sections are category-specific lists of the student's courses. The categories will appear in the same order in which they were set up in the program version; the courses in each category are listed alphabetically by course code. Continuing with our example, the first section is the student's Core Courses:

#### Core Courses (37.00 credits, 10 courses)

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Completion Date	Min. GPA
ACC150	Computerized Accounting		6.00	0.00	Future				
ACC301	Cost Accounting		3.00	0.00	Future				
COM106	Word Processing (Equivalent of ADM401)	All Levels	3.00	3.00	Grade Posted	B-		5/10/2006	
ADM402	Administrative Skills 2		3.00	0.00	Future				
FAC301	Facilities Management 1		3.00	0.00	Future				
FAC302	Facilities Management 2		3.00	0.00	Future				
FAC305	Facilities Extern Program		3.00	0.00	Future				
FAC405	Facilities Design Project (Substitute)		6.00	0.00	Future				
GMP105	21st Century Mgmt Practice (Equivalent of MGT201)	All Levels	3.00	3.00	Grade Posted	A	2006W	4/21/2006	
PER302	Personnel Management		4.00	0.00	Future				
<b>Totals</b>			37.00	6.00					

Here we see one of three course statuses that are unique to the Degree Progress Audit folder. The "Grade Posted" status indicates satisfaction of a course requirement (other folders will still display the "Complete" status).

The General Education course section in our example displays the new "Unfulfilled" course status. This status is used for courses that have been dropped, that have earned a failing grade, or that have earned a grade that does not satisfy a minimum-required GPA (other folders will still display the "Complete" status).

This course section also contains some elective pools. You can click a blue elective pool link to display the courses in the pool.

**General Education (38.00 credits, 9 courses)**

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Completion Date	Min. GPA
COM104	Computer-Aided Typing (Equivalent of COM110)	All Levels	2.00	2.00	Grade Posted	A	2005F	12/16/2005	
ENG100	Modern Business English (Equivalent of ENG101)	All Levels	3.00	3.00	Grade Posted	B-	2005F	12/15/2005	
ENG301	English Composition I		3.00	0.00	Future				
ENG302	English Composition II		3.00	0.00	Future				
MAT101	Quantitative Literacy	All Levels	3.00	0.00	Unfulfilled	WF	2005F	12/16/2005	
<a href="#">Elective Pool - Arts and Letters (3.00 of 6.00 credits selected)</a>									
ART101	Art and Graphics in Education	All Levels	3.00	3.00	Grade Posted	A	20070904	12/14/2007	
End of Elective Pool - Arts and Letters									
<a href="#">Elective Pool - Science &amp; Technology (3.00 of 6.00 credits selected)</a>									
SCI300	Environmental Topics	All Levels	3.00	3.00	Grade Posted	B	20070904	12/14/2007	
End of Elective Pool - Science & Technology									

Here we clicked on the “Arts and Letters” elective pool:

Code	Description	Credits	Hours
ART101	Art and Graphics in Education	3	90
ENG103	Contemporary Literature	3	90
ENG204	Writing for Effect	3	90

You cannot select a course on the read-only View tab – you can select courses on the Edit tab.

At the bottom of the View tab, below the course category sections, is the Taken Courses Not Applied section, unique to the Degree Progress Audit folder. This section lists all

courses that the student has taken (including those from other enrollments) which are not being applied toward fulfilling course requirements in the student's current enrollment.

#### Taken Courses Not Applied

Course	Course Title	Credits	Credits Earned	Status	Grade	Term
COM202	The Internet in Education	3.00	0.00	Current		2008W
ADM405	Institutional Design Project	6.00	6.00	Grade Posted	A	2006W
COM101	Introduction to PCs	3.00	3.00	Grade Posted	A	20070904
ACC210	Accounting I	3.00	3.00	Grade Posted	A	2005F
ACC211	Accounting II	3.00	3.00	Grade Posted	A	2006W
<b>Totals</b>		18.00	15.00			

## Hypothetical Degree Audit

To perform a hypothetical degree audit:

- 1 Check the Hypothetical box.

- 2 Select an alternate program and program version (required), catalog (optional), and area of study (optional).
- 3 Click **Refresh** to display the student's progress toward completing the hypothetical program version. In the hypothetical display, some fields in the Program Details section will be empty, and the Edit tab will be unavailable.
- 4 Click **Print** to print a copy of the hypothetical degree audit.
- 5 To restore the student's actual degree progress audit, uncheck the Hypothetical box and click **Refresh**.

The Edit tab contains blue interactive links that permit editing the student's program and course requirements. Blue course codes give access to a fulfillment form in which you can select a substitute course (if available) or award transfer credit for the course. Click **Add a course requirement** to add a new course requirement to one of the course categories, with the option to increase the student's required total number of credits and contact hours. Click **Waive requirement** to waive a course requirement, with the option to reduce the student's required total number of credits and contact hours. Click an **Undo** option to reverse the action.

## Course Substitutions

In the screenshot below, the Degree Progress Audit has identified a potential substitute course for FAC405; this indicates that FAC405 has one or more substitute courses associated with it in the program version course list. It has also identified that the student has completed GMP105, a course which is defined to be equivalent to the current course requirement MGT201, and has inserted the completed course in the Degree Progress Audit to satisfy the course requirement.

<a href="#">FAC405</a>	Facilities Design Project (Substitute)		6.00	0.00	Future			
	( <a href="#">Waive requirement</a> )							
<a href="#">GMP105</a>	21st Century Mgmt Practice (Equivalent of MGT201)	All Levels	3.00	3.00	Grade Posted	A	2006W	4/21/2006
	( <a href="#">Waive requirement</a> )							
<a href="#">PER302</a>	Personnel Management		4.00	0.00	Future			
	( <a href="#">Waive requirement</a> )							

### To substitute a course:

- 1 On the Edit tab, click the blue course code link to open the Fulfillment form. For our example, we have clicked [FAC405](#).
- 2 Check the “Substitute a course” box and click the down arrow to see a list of available substitute courses.

**Fulfillment**

Course Category: Core Courses

Course Requirement: FAC405 - Facilities Design Project

☒ Substitute a course

Comments:

Code	Description
ADM405	Institutional Design Project

Transfer Credits:

☐ Post as Transfer

College: [Dropdown]

College Course: [Dropdown]

Term: [Dropdown] ...

Transfer Grade: [Dropdown]

Transcript Comments: [Text Area]

Transferred Course Code: [Text Field]

Transferred Course Description: [Text Field]

OK Cancel

- 3 Select the desired substitute course and click **OK**. When the Degree Progress Audit refreshes, the substitute course appears.

<a href="#">ADM405</a>	Institutional Design Project (Substituted for FAC405)	All Levels	6.00	6.00	Grade Posted	A	2006W 4/21/2006
	<a href="#">(Waive requirement)</a>						

## Elective Pools

Elective pools are defined in the program version course list. They are groups of courses that are related in such a way that any one of them can contribute toward satisfying a given course requirement. For example, if a student is required to take six credits of science, a science elective pool might be created containing five courses from which the student may choose any combination worth a minimum of six credits.

The Degree Progress Audit will identify any taken courses that satisfy elective pools in the student's current course requirements, and will tentatively match those courses with the corresponding elective pools. These matches are indicated by *grey* course codes. As additional courses are successfully completed, these matches may be shifted in order to satisfy as many course requirements as possible. To "lock in" one of these matches, you must manually confirm the match just as if you were selecting the course from the pool.

### To select a course from an elective pool:

- 1 Click the blue [Elective Pool](#) link to open the Fulfillment form.
- 2 Check the "Select a course" box.
- 3 Click the down-arrow to display the courses in the elective pool. Choose a course and click **OK** to close the Fulfillment form and refresh the Degree Progress Audit.



- 4 When the Degree Progress Audit reloads, the selected course appears with a blue course code link.

<a href="#">Elective Pool - Science &amp; Technology (3.00 of 6.00 credits selected)</a>									
<a href="#">(Waive requirement)</a>									
<a href="#">SCI250</a>	Physical Anthropology			0.00	Future				
SCI300	Environmental Topics	All Levels	3.00	3.00	Grade Posted	B	20070904	12/14/2007	
End of Elective Pool - Science & Technology									

(Notice that Environmental Topics has a gray course code – this is a taken course that the system has recognized as a match for this elective pool. To confirm the match, follow Steps 1-4 above.)

To return a course to the pool, click on the course code to open the Fulfillment form, uncheck the “Select a course box,” and click **OK**.

## Transfer Credit

To record transfer credit:

- 1 Click the blue course code link [PER302](#) to open the Fulfillment form.
- 2 Check the Post as Transfer box and fill in the fields.

When you have selected a college from the drop-down list, the College Course drop-down list will contain the course(s) (if any) for which a relationship has been established in the Transfer Credits folder. (These relationships will also determine the number of credits that will be awarded toward satisfying current course requirements.) Select a course to populate the College Course, Transferred Course Code, and Transferred Course Description fields on the form. If no prior relationship exists, populate these fields manually.

Select a Term and a Transfer Grade. Enter comments as required (these comments will appear on the student’s transcript).

- Click **OK** to close the form.
- When Degree Progress Audit reloads, it displays the transferred course information, including a course status of Transfer. The date that the transfer credit was recorded appears in the Completion Date column.

<p>Personnel Management (Transferred from Texas A&amp;M University, HR350 - Human Resource Management)</p> <p><a href="#">PER302</a></p> <p><a href="#">(Waive requirement)</a></p>	All Levels	4.00	4.00	Grade Posted	T	TRANSFER 3/14/2008
---	------------	------	------	--------------	---	--------------------

To restore the original course requirement, click the blue course code link to open the Fulfillment form. Uncheck the Post as Transfer box and click **OK**.

## Adding/Waiving Course Requirements

Degree Progress Audit permits you to add course requirements to a student's course list. These changes are specific to the individual student. They do not affect the program version course list, and will not be affected by subsequent changes to the program version course list (unless the Update Student Required Course Lists tool is run).

**To add a course requirement:**

- 1 Click the **Add a course requirement** link at the bottom of a course category listing.

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Completion Date	Min. GPA
Totals			0.00	0.00					

[Add a course requirement](#)

- 2** In the Add Course Requirement form, select the Course Category and Course to be added.

**Add Course Requirement**

Course Category: Developmental Studies

Course: DEVMATH

☒ Adjust Enrollment Total Credits/Hours

Total Credits: 93.00

Total Hours: 1660.00

Comments:

OK Cancel

- 3 Check the Adjust Enrollment Total Credits/Hours box if you wish this course's values to be added to the Credits Required and Hours Required fields on the Progress tab of the Enrollment folder.

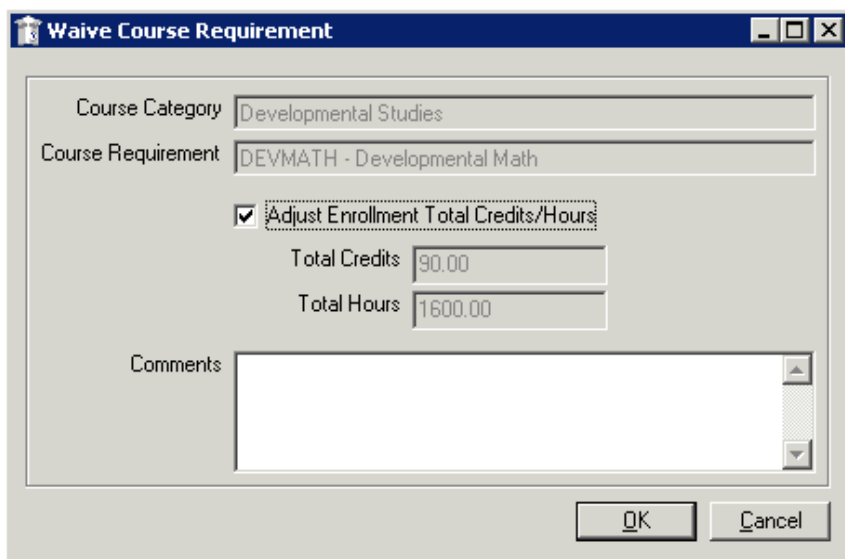
- 4 Click **OK** to close the form and refresh the Degree Progress Audit. The added course appears with a blue course code link and the options to waive the requirement or to undo the add and remove the course requirement.

#### Developmental Studies (0.00 credits, 0 courses)

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Completion Date	Min. GPA
<a href="#">DEV MATH</a>	Developmental Math		3.00	0.00	Future				
<a href="#">(Waive requirement)</a> <a href="#">(Undo Add)</a>									
<b>Totals</b>			3.00	0.00					
<a href="#">Add a course requirement</a>									

#### To waive a course requirement:

- 1 Click the blue [\(Waive requirement\)](#) link to open the Waive Course Requirement form. Check the Adjust Enrollment Total Credits/Hours box if you want to deduct this course's value in credits and contact hours from the totals on the Progress tab in the Enrollment folder.



**Waive Course Requirement**

Course Category: Developmental Studies

Course Requirement: DEVMATH - Developmental Math

☒ Adjust Enrollment Total Credits/Hours

Total Credits: 90.00

Total Hours: 1600.00

Comments:

OK Cancel

- Click **OK** to close the form. When the Degree Progress Audit reopens, the course requirement appears in a Waived status.

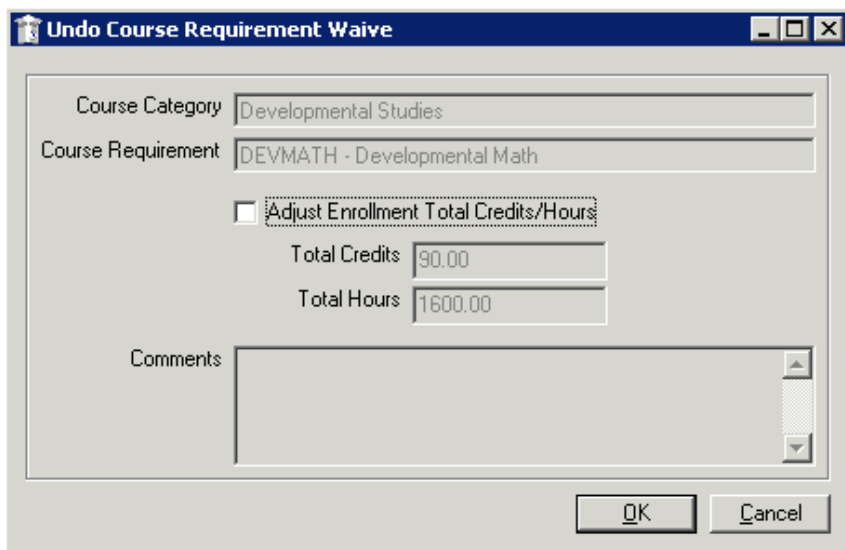
**Developmental Studies (0.00 credits, 0 courses)**

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Completion Date	Min. GPA
DEVMATH	Developmental Math		3.00						
			(Waived - Undo Waive)	(Undo Add)					
<b>Totals</b>			0.00	0.00					

[Add a course requirement](#)

#### To undo the waive:

- Click the Waived – Undo Waive link to open the Undo Course Requirement Waive form.



**Undo Course Requirement Waive**

Course Category: Developmental Studies

Course Requirement: DEVMATH - Developmental Math

☐ Adjust Enrollment Total Credits/Hours

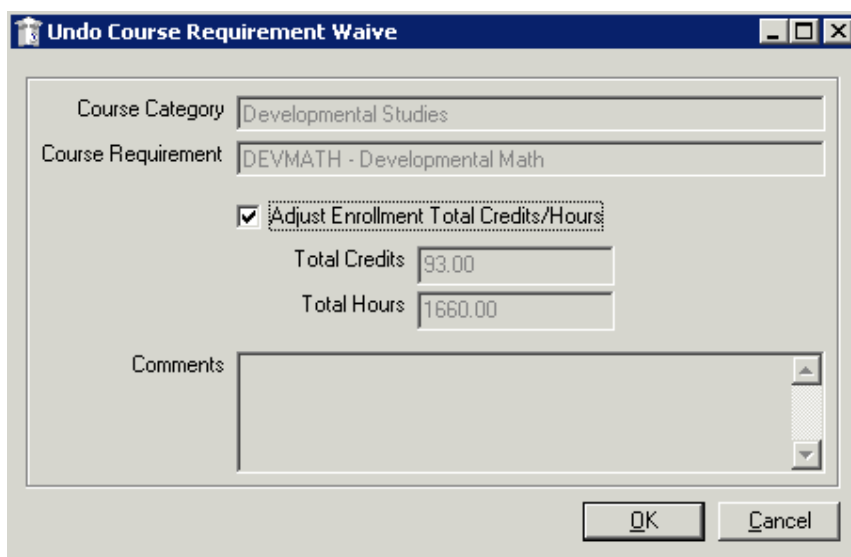
Total Credits: 90.00

Total Hours: 1600.00

Comments:

OK Cancel

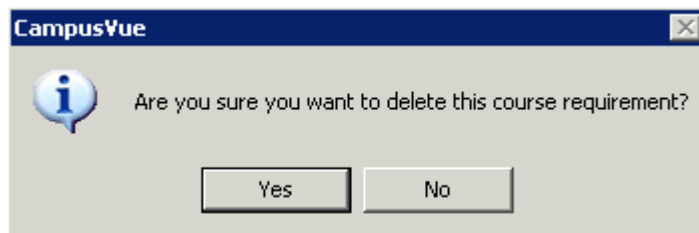
- 2 Check the Adjust Enrollment Total Credits/Hours box as required.



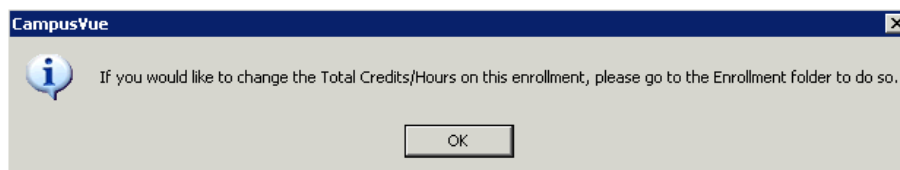
- 3 Click **OK** to close the form and refresh the Degree Progress Audit. When the Degree Progress Audit reloads, the course requirement is restored.

**To undo the add:**

- 1 Click the blue Undo Add link. The following message appears:



- 2 Click **Yes** to proceed, and the following message appears:



- 3 Click **OK** to refresh the Degree Progress Audit, where the course requirement is removed.

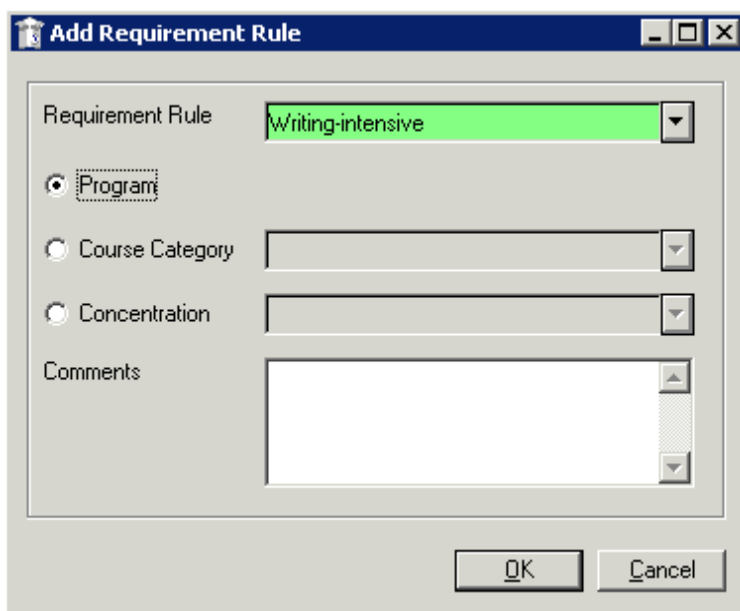
**NOTE:** You must edit the Hours Required and Credits Required fields on the Progress tab in the Enrollment folder to keep it synchronized with the Degree Progress Audit; it should match the internal total of the Credits Required column in the Course Categories section. (Remember that the Credits Required field in the Program Details section is not an internal total; it is populated by the Credits Required field in the Enrollment folder.)

## Requirement Rules

Degree Progress Audit permits you to attach requirement rules that a student's course choices must satisfy. These rules are defined at **Lists > Academic Records > Requirement Rules**, and can require that students complete a certain number of credits or courses that either fall into specified course levels or possess certain course attributes.

### To add a requirement rule:

- 1 Click the blue [Add a requirement rule](#) link to open the Add Requirement Rule form.
- 2 Select the rule to be added.



The screenshot shows a window titled "Add Requirement Rule". Inside, there is a "Requirement Rule" dropdown menu with "Writing-intensive" selected. Below this are three radio buttons: "Program" (which is selected), "Course Category", and "Concentration". Each of these radio buttons is followed by a dropdown menu. The "Course Category" and "Concentration" dropdowns are currently empty. Below these is a "Comments" text area. At the bottom right of the window are "OK" and "Cancel" buttons.

- 3 Indicate whether the rule is to be applied across the program or to a particular course category (select the category) or concentration (select the concentration).
- 4 Enter comments as required.
- 5 Click **OK** to close the form and apply the rule.
- 6 When the Degree Progress Audit refreshes, the rule appears in the Requirement Rules Summary, along with links to undo the add or to waive the rule.

Below the rule details is a list of the student's taken courses (by code) that have been applied toward satisfying the rule.

**Requirement Rules Summary**[Add a requirement rule](#)

Writing-intensive (Applies to program)

[Undo added requirement rule](#)[Waive this requirement rule](#)

	Required Courses	Applied Courses	Credits Required	Credits Earned
Attribute: Writing Intensive	4	5	12.00	13.00
Courses applied to this rule: EDU101, ENG100, GMP105, PER302, SCI300				

## Audit Folder

The **Audit** folder tracks changes made to the student's final grades, changes in the student's course statuses, and changes in the student's SAP status. Each entry displays "before" and "after" values, as well as the date and the author for each change.

On each tab of the folder, you can click on a column header to sort the entries by that column's values. The lower left corner of the form indicates the sort method selected.

### Grade Audit Tab

This tab displays changes in student final grades. The grid contains columns for Property, Old Value, New Value, Date Changed, and User Name.

**Audit : Jones, Mike E**

**Grade Audit** | Course Status Change Audit | SAP Audit

Property	Old Value	New Value	Date Changed	User Name
Course: CreditsEarned	0.00	3.00	6/20/2006	an Administrator
Course: HoursEarned	0.00	90.00	6/20/2006	an Administrator
Course: AdGradeLetterCode		T	6/20/2006	an Administrator
Course: All	0	Deleted	5/6/2005	Able Baker

Additional Information

Term : TRANSFER - Transfer Term  
 Enrollment : Bach. of General Management  
 Course : ACC101 - Accounting 1  
 Section :

Close

## Course Status Change Audit Tab

Filters include fields for date ranges and the action taken (e.g., Add, Drop, Register, etc.). The grid contains the following columns: Course Code, Course Description, Term, Old Status, New Status, Date Changed, Reason, User Name, Credits, Action, and LDA. Click the **Print** button to see the Course Status Change Audit report.

Term	Old Status	New Status	Date Changed	Reason	User Name	Credits	Action
2006 Fall	Future	Future	9/21/2006 3:14:45 PM	Manually Added	an		
2006	Future	Future	9/21/2006 10:34:43 AM	Manually Added	an		

Additional Information: Term: 2006F - 2006 Fall  
Enrollment: Marketing Version Catalog  
Course: CHEM101 - Beginning Chemistry  
Section:

List sorted by Date Changed

## SAP Audit Tab

The grid contains the following columns: Term, Units Earned, Units Attempted, GPA, CGPA, Previous SAP Status, New SAP Status, Date Changed, User Name, Checkpoint, Hours Attended, Percent completed, Term sequence, and Failed SAP sequence. Click the **Print** button to see the Student SAP Audit report.

Term	Units Earned	Units Attempted	Current GPA	Cumulative GPA	Previous SAP Status	New SAP Status	Date Changed	User Name
2000F	5	11	2	1.27		SAP Not Met	12/22/2006	an
2000F	5	11	2	1.27		SAP Not Met	12/22/2006	an
2000F	5	11	2	1.27	SAP Not Met	SAP Not Met	4/5/2006	an
2000F	5	11	2	1.27	SAP Not Met	SAP Not Met	4/5/2006	an
2000F	5	11	2	1.27	SAP Not Met	SAP Not Met	4/5/2006	an

Additional Information: SAP Failed. Minimum percent complete is greater than 0 and the enrollment units earned divided by enrollment units attempted multiplied by 100 is less than the minimum percent complete.  
School Status changed because of SAP calculation. New Status: Recommend Suspension  
New Student Group: Recommend Suspension



## Fees Folder

The **Fees** folder allows you to view, add, and edit the enrollment fees for the student. You can select from the list of enrollment fees applicable for the **Enrollment** and enter amounts to be charged for each kind of fee. At the time the student is enrolled, the fees listed here are recorded in the student's receivable account.

**Enrollment Fees: Abbott, Karen**

Enrollment: Bach. of General Management

Description	Term Seq	Ac Yr	Bill Code	Amount	OneTime	Term	Billed?
Registration Fee	0	0	REG	100.00			No
Tuition	0	1	TUIT	6,000.00			No
Books	0	1	BOOK	600.00			No
Tuition	0	2	TUIT	6,000.00			No
Books	0	2	BOOK	600.00			No
Tuition	0	3	TUIT	6,000.00			No
Books	0	3	BOOK	600.00			No
Tuition	0	4	TUIT	6,000.00			No
Books	0	4	BOOK	600.00			No

Total Amount Listed: 26,500.00

Code:  Amount: 100.00 ☐ One Time Fee

Description: Registration Fee ☐ Billed

Term Seq: 0 Acad Year: 0

Term:

Save Cancel Close

## Degrees, Honors and Comments Folder

If a student holds previously-awarded degrees from your school, you can view the type of degree conferred, the date the degree was awarded, and the date the degree was verified (cleared) by the institution.

Degree	Date Awarded	Date Cleared
Associate of Applied Science	7/14/2005	

Enrollment:

Buttons:

Fields: Degrees  Date Awarded  Date Cleared

Comments:

Buttons:

**Note:** The **Date-Cleared** field must be completed before the degree prints on the student's transcript.

You can also view any term-specific honors that the student has earned, such as President's List or Dean's List, by clicking the **Term-Comments and Honors** tab.

## School Fields Folder

The **School Fields** folder displays unique fields set up for use within your institution. These fields are designed to collect information that is not captured elsewhere in CampusVue.

This is but one example; your institution's School Fields folder will vary:

Abbott, Karen - Academic Records - School Fields

Second Rep	<input type="text"/>	Instrument	<input type="text"/>
Steno Machine SN:	<input type="text"/>	Credit Checked	<input type="text"/>
Locker Number	<input type="text"/>	In Collections	<input type="text"/>
Mother's Maiden Name	<input type="text"/>	Collections	<input type="text"/>
High School GPA	<input type="text" value="0"/>	Other Degrees	<input type="text"/>
		LM Comment	<input type="text"/>

Save Cancel Close

Enter the second reps name

## Transfer Credits Folder

The **Transfer Credits** folder is an additional place to post transfer credits, or to review requests for transfer credit.

Each line in the grid represents a request for transfer credit. Select a line to review the status of the request in the detail fields at the bottom of the form. Click **Edit** and change the status from “Submitted” to “Approved” to grant transfer credit.

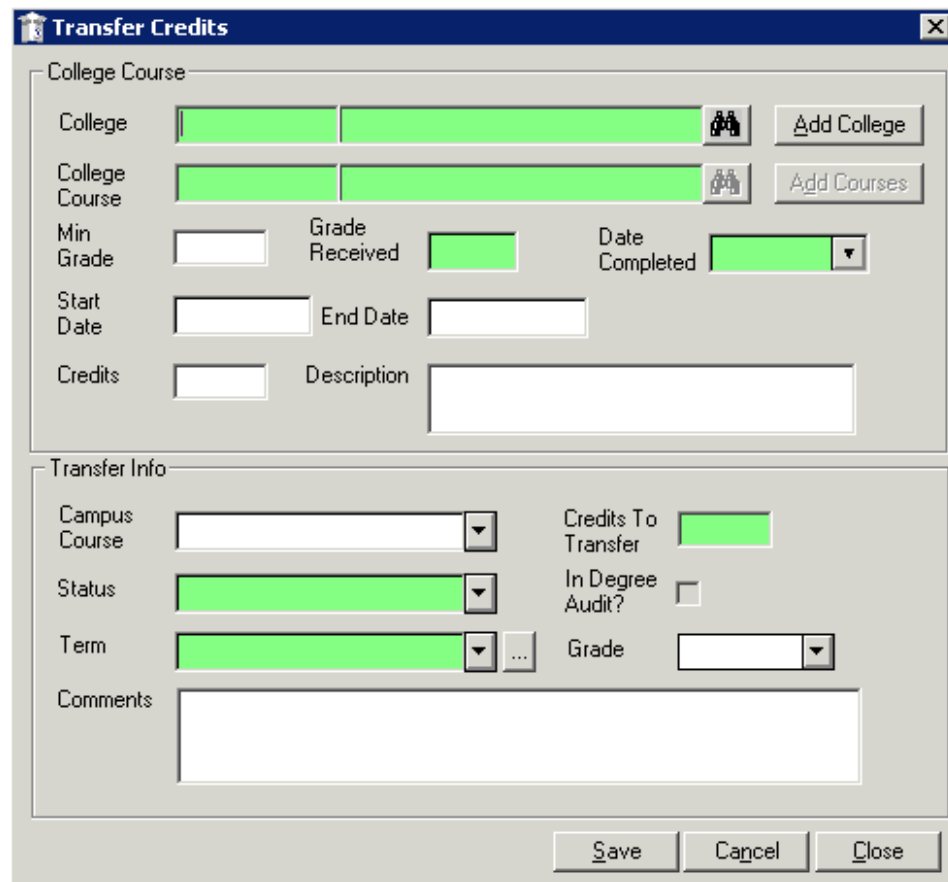
	Date Submitted	Add Relationship	College	College Course	Course Descrip	College Credits	Date Completed	Course Grade	Campus Course
<input checked="" type="checkbox"/>	9/11/2007	Add Relationship	Palm Beach	*			9/11/2007		PER302
<input checked="" type="checkbox"/>	3/14/2008	Add Relationship	Texas A&M University	HR350	Human Resource	3	3/14/2008		PER302

Status:  Grade Received:  Credits Transferred:   
 Term:  Comments:   
 In Degree Audit: ☒

Summary:  
 Credits Submitted by student:   
 Total Credits Transferred:

To add a request for transfer credit, click **Add**. Complete all relevant information and then click **Save**.

Note: If the source college is not available in the search form, you can add a college to the list with the **Add College** button. Use the **Add Course** button to add a course to the list of courses associated with a college.



The **Transfer Credits** dialog box is divided into two main sections: **College Course** and **Transfer Info**.

**College Course Section:**

- College:** A text input field with an **Add College** button.
- College Course:** A text input field with an **Add Courses** button.
- Min Grade:** A text input field.
- Grade Received:** A text input field.
- Date Completed:** A date picker.
- Start Date:** A text input field.
- End Date:** A text input field.
- Credits:** A text input field.
- Description:** A large text area.


**Transfer Info Section:**


- Campus Course:** A dropdown menu.
- Credits To Transfer:** A text input field.
- Status:** A dropdown menu.
- In Degree Audit?:** A checkbox.
- Term:** A dropdown menu with a **...** button.
- Grade:** A dropdown menu.
- Comments:** A large text area.

At the bottom of the dialog are three buttons: **Save**, **Cancel**, and **Close**.

Click the **Add Relationship** button to permanently pair an incoming course from another institution with a course on your campus. Once the relationship has been established, transfer credit will always be approved for requests citing that course and source institution.

**Add Course Relationship**

College:  Texas A&M University 

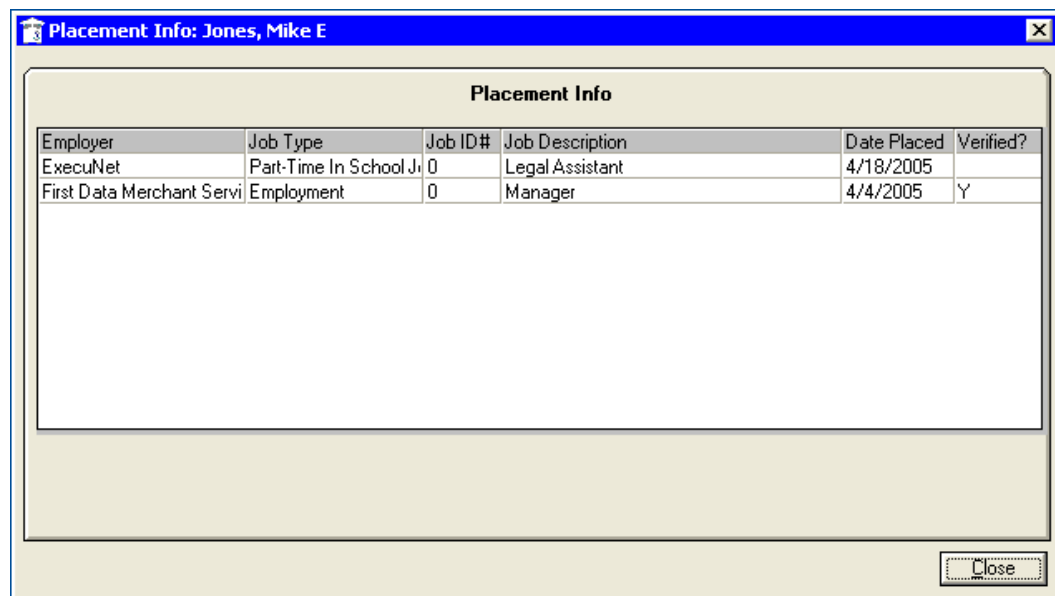
College Course:  

Campus Course:

	CampusName	Start Date	End Date	Credits To Transfer
<input type="checkbox"/>	Campus Management Institute	...	...	4
<input type="checkbox"/>	Campus Institute of Art	...	...	4

## Placement Info Folder

You can use the **Placement Info** folder to view the placement data for the student.



The screenshot shows a window titled "Placement Info: Jones, Mike E" with a close button (X) in the top right corner. The window contains a table titled "Placement Info" with the following data:

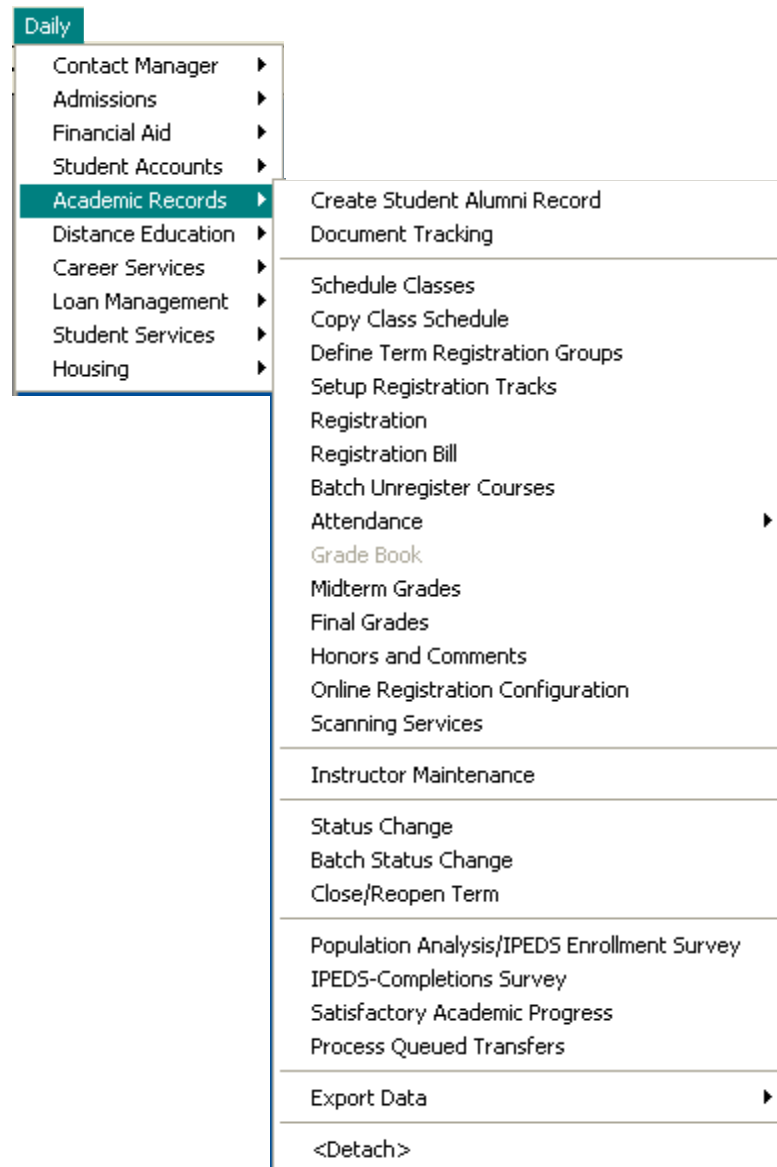
Employer	Job Type	Job ID#	Job Description	Date Placed	Verified?
ExecuNet	Part-Time In School J	0	Legal Assistant	4/18/2005	
First Data Merchant Servi	Employment	0	Manager	4/4/2005	Y

Below the table is a large empty rectangular area. At the bottom right of the window is a "Close" button.

## Academic Records Daily Menu

*The Daily menu helps you perform processes that affect more than one student at a time.*

The Daily menu provides the batch processes performed within the Academic Records department, such as scheduling, registering, reporting attendance and grades, and determining student satisfactory academic progress (SAP).



These batch processes are discussed below.



## Create an Alumni Student Record

If you have the appropriate permissions in CampusVue, you can create master records in the CampusVue database for students who graduated before your school migrated to CampusVue. Records for such students may not exist in the current database, depending on how long ago they graduated and how much historical data was included in the initial data conversion (and/or data entry process).

The newly-created alumni record serves as a skeleton record for the student and allows further work in the *Placement* module.

### To create an alumni student record:

- 7 Select **Daily > Academic Records > Create Student Alumni Record** to display the Create an Alumni Student Record form. This form is a four-step wizard with fields to enter basic information about the former student.

The screenshot shows a window titled "Create an Alumni Student Record" with a blue border. On the left is a vertical sidebar with four steps: "STEP 1 Student Info" (highlighted with an orange circle), "STEP 2 Additional Info" (blue circle), "STEP 3 Enrollment" (blue circle), and "STEP 4 Comments" (blue circle). Below these is a "PROCESS COMPLETE" button. The main area is titled "Step 1 of 4: Student Information" and contains the following fields: "Title" (dropdown), "Last Name" (text), "First Name" (text), "Middle Name" (text), "Suffix" (dropdown), "Maiden Name" (text), "Nickname" (text), "Address" (text with a vertical scroll bar), "City" (text with a dropdown), and "Country" (dropdown). At the bottom are three buttons: "Cancel", "<< Back", and "Next >>".

- 8 When the process is complete, the system displays a message confirming that the student record was created successfully. A student master record has been created and the individual can be found via the Student Search form.

## Document Tracking

Document Tracking helps you monitor the status of the Academic Records-related documents that are necessary for processing student records. These documents may be requested from students, family members, schools previously attended, or other persons or organizations connected with the student.

**Document Tracking - AD**

Document: **Transcript from College** Document Status: **[Empty]**

☒ View documents not Received ☒ View all Statuses

	Student	Status	Date Req	Date Due	Date Rec'd	Date Acptd	St
1	Abel-McHann, Jacqueli	Required					
2	Adams, Kent	Required					
3	Addison, Gina	Required					
4	Adeletti, Melinda	Required					
5	Agasild, T.	Required					
6	Alexander, Jane	Required					
7	Anderson, James	Required					
8	Austin, Becky	Required					
9	Bacon, Carla	Required					
10	Barnes, Djuna	Required					
11	BAYLER, ROSS M	Required					
12	Best, Barbara	Required					
13	Billings, John	Required					
14	Bloom, Leopold	Required					
15	Brown, Ann	Required					
16	Cake, Blain	Required					

**Default Values** **Search Student**

Document Status: **[Empty]** Date Req: **[Empty]** Date Due: **[Empty]** Date Rec'd: **[Empty]** Date Acptd: **[Empty]** Award Year: **[Empty]**

**Set**

**Save** **Cancel** **Close**

**Note:** The lists of documents are set up by the System Administrator and assigned by authorized users to each student record. The student's **Documents** folder displays the progression of a document through statuses such as **Requested**, **Required**, and **On File**, along with associated dates.

Note that the Document tracking form (**Daily > Academic Records > Document Tracking**) differs from the **Documents** folder (**View > Contact Manager > Documents**). A student's **Documents** folder displays all documents related to that student, and they can be updated individually. The batch process at **Daily > Academic Records > Document Tracking** displays all students related to a given document.

The Document Tracking form works with the **Documents** folder to display all students whose **Documents** folder contains the selected document in the status you specify. You can update document statuses and dates directly from this form.

## Schedule Classes

Use the Schedule Classes batch process to create a class schedule, which includes data on instructors, times and days of the week that classes meet, classroom configuration, and availability. Courses offered multiple times within the same schedule can be identified by different section numbers.

### To schedule classes:

- 1 Select **Daily > Academic Records > Schedule Classes** to display the Class Scheduling form.

Term	Course	Section	Description	Instructor	Max Stud.	Seats Taken	#Reg	#Drop	Waitlist M
SPRING	ACT 221	22	Accounting Princ	Matthew Barry	20	0	0	0	20
SPRING	BIOL510		Natural History of	Scott Greene	30	0	0	0	25
SPRING	CAPS302	DCPF1A	Analysis, Principle		45	0	0	0	25
SPRING	CAPS303	DCPF2A	Conflict Resolution		35	0	0	0	25
SPRING	CAPS306	DCPF1A	Religion/Philosophy		35	0	0	0	25
SPRING	CAPS306	DCPF1E	Religion/Philosophy		45	0	0	0	25
SPRING	CAPS309	DCPF2A	Natural Science w		35	0	0	0	25
SPRING	CAPS310	DCPF1A	Liberal Arts/Huma		35	0	0	0	25
SPRING	CIS401	A	Information Syster	Matthew Barry	40	0	0	0	25
SPRING	CIS401	M	Information Syster	Matthew Barry	40	1	1	0	25
SPRING	CSIS120	01	Introduction to Co	Tom Cronin	20	1	1	0	20
SPRING	CSIS120	TUG1	Introduction to Co	Walter Hacke	35	1	1	0	25
SPRING	DANP 12	TUG1	Introduction to Da	Eva Hollands	35	0	0	0	25
SPRING	ECM315	DCPF1A	Principles of E-cor		45	0	0	0	25

- 2 If you have selected a default term, that term's schedule will appear in the grid; otherwise, enter the desired term to display any existing class schedule for the current campus. The campus name appears in the title bar at the top of the form.
- 3 To reduce the amount of data displayed, use the filter list boxes in the lower left corner of the form. The filters available are Term, Course, and Instructor.
- 4 To edit an existing class section, highlight the section and click **Edit** to open the Class Schedule form. This form contains current data about the class section.

CMC University- Main - Class Schedule

Term: **SPRING0607** Spring Semester 2006- 2007

Course: **BIOL510** Natural History of Invertebrates

Instructor: **0906SGREENE** Greene, Scott

Section: Description: **Natural History of Invertebrates**

Start Date: **1/15/2007** Section End: **5/18/2007** Max. Studs.: **30**

Att Type: **Time Absent - All** Unit type: minutes ☐ Fill Schedule From Period

☐ Blind Grading Required ☐ Class meets at various Days/Times?

Shift: ☐ Student Specific Meeting Schedule ☐ Requires Audit Advisement

Section Delivery Method: Pass/Fail Course: **Non-Pass/Fail**

Secondary Instructors: Crgs List

Edit Detail View Weekly Schedule Save Cancel Close

**Schedule** Class Comments Attendance Rules Waitlist Portal Options LMS Options

Pattern	Frequency	Day(s) of Week	Time
Weekly	Recur every 1 week(s) on:	Fri	07:00 AM - 07:50 AM

Add New Period Edit Delete

Day	Room Code	Room #	Room Description	Time	Length
Fri	103	103	Lecture (Moore Center)	07:00 AM - 07:50 AM	50

Save Room Cancel Room

- Click **New** add a class section. The blank Class Schedule form that opens already contains the name and corresponding **Start Date** and **End Date** for the term. Complete the form as described below.

**Note:** The **New** button is disabled if the course is defined as a "Dependent" course. This will prevent a course section from being scheduled if the defined "Parent" course has not been scheduled for the selected term. In this instance the following message will appear: "There are no parent courses currently scheduled for the term for this course. This course section cannot be added to the term class schedule until at least 1 parent course has been scheduled." Click **OK** to close the message window.

Complete each field on the Class Schedule form:

- **Term** - The term in which the class section will be offered.
- **Course** - The course that is being taught in the class section.
- **Teacher** - The instructor who will teach the class.
- **Section** - The section number, if the course is offered multiple times within this class schedule (alphabetic and/or numeric characters).
- **Description** - The description of the course (may be edited).
- **Start Date** - The date on which the class section will start (defaults to term start date, but can be edited).
- **End Date** - The last day of the class section (defaults to term end date, but can be edited).
- **Max. Students** - The maximum number of students who can be registered for the class. (Users with the necessary security permission may override this number at the time of registration.)
- **Att. Type** - This determines how attendance will be recorded for the class section
  - Select **Time Absent - All** (designed for classes with defined meeting length) to record only the values of minutes absent. The system determines and enters time attended values.
  - Select **Time Present - Only** (designed for classes with no defined meeting length), to record only positive time attended. The system does not enter time absent.

- Select **Time Present - All** (designed for classes with defined meeting length) to record positive time attended. The system determines and enters time absent values.
- **Blind Grading Required** - Enable this option if this class will be using blind grade IDs to conceal student names for this class.
- **Section Delivery Method** – Select the type of class.
- **Secondary Instructors** - Used to assign and track additional instructors for a class.
- **Fill Schedule from period** - If you have designed class periods to reflect the combination of days and time of day necessary to schedule class sections, you can enable this option to fill in that information from the period table.
- **Class meets at various Days/Times** - Enable this option if the class section does not have a regular schedule of meeting days and times.
- **Requires Audit Advisement** - Enable this option if the student requires audit advisement to register for this course (for Portal registration).
- **Active** - Enable or disable the **Active** flag as required.
- The **Schedule** tab:

The screenshot shows the 'Schedule' tab selected. It features a table for scheduling with columns: Pattern, Frequency, Day(s) of Week, Time, and Length. Below this is a table for room details with columns: Day, Room Code, Room #, Room Description, Time, and Length. Buttons for 'Add New Period', 'Edit', 'Delete', 'Save Room', and 'Cancel Room' are visible.

- **Day of Week** - The day(s) of the week on which this class section will meet.
- **Room Code, Room #, Room Description** - The details of the room(s) in which the class section will meet.
- **Time** - The time(s) at which the class will meet. You can enter times that are not on the list.
- **Length** - Enter the number of minutes for which the class will meet. If a student is given credit for an hour, even though there is a ten-minute break, enter 60.
- The **Class Comments** tab:

The screenshot shows the 'Academic Records Daily Menu' interface. At the top, there are several tabs: 'Schedule', 'Class Comments', 'Attendance Rules', 'Waitlist', 'Portal Options', and 'LMS Options'. The 'Class Comments' tab is highlighted with a red box. Below the tabs, the main area is titled 'Comments for Student's schedule' and contains a large, empty text box for entering comments.

Enter comments to be printed on students' schedules registered for this class section.

- The **Attendance Rules** tab:

The screenshot shows the 'Academic Records Daily Menu' interface with the 'Attendance Rules' tab highlighted by a red box. The main area contains four sections for configuring attendance rules:
 

- Auto Drop After:** Three input fields for 'Cum. Hrs.', 'Cons. Hrs.', and '% Absent'.
- Absence Warning:** Three input fields for 'Cum. Hrs.', 'Cons. Hrs.', and '% Absent'.
- Makeup Hour:** A section for 'Max. Makeup hour' with radio buttons for 'Hours' and 'Percentage', and an input field below.
- Student Specific:** A section for 'Default Duration per Meeting (minutes)' with an input field.

- **Auto Drop After** - Enter any or all of the three comparison values:
  - **Cum. Hrs.** - Cumulative hours absent that drop the student from class.
  - **Cons. Hrs.** - Consecutive hours absent that drop the student from class.
  - **% Absent** - The percent of total scheduled hours that, if posted as absent, drop the student from class. A value of zero results in no warning based on percentage.
- **Absence Warning** - Enter any of the three comparison values:
  - **Cum. Hrs.** - Cumulative hours absent that will set a warning flag on the student class schedule and rosters.
  - **Cons. Hrs.** - Consecutive hours absent that will set a warning flag n the student class schedule and rosters.
  - **% Absent** - The percent of total scheduled hours that, if posted as absent, set a warning flag on the student class schedule. A value of zero results in no warning based on percentage.
- **Makeup Hour:** Enter either **Hours** or a **Percentage** for the maximum number of hours a student is allowed to make up for this class.
- The **Waitlist** tab (for Portal registration):

Schedule   Class Comments   Attendance Rules   **Waitlist**   Portal Options   LMS Options

Allow Waitlist? ☒

Waitlist Max. Seats

- **Allow Waitlist?** - Enable this check box if wait listing is allowed.
- **Waitlist Max. Seats** - the number of seats allowed to be waitlisted.

**NOTE:** For online classes, CampusVue can be configured to auto-add additional class sections if demand exceeds class max limits. **Setup > Campus Locations > Academic Records > Others tab.**

- The **Portal Options** tab:

Schedule   Class Comments   Attendance Rules   Waitlist   **Portal Options**   LMS Options

☐ Hide Faculty   ☐ Hide Location

Secondary Teachers

Instructor Name	Post Attendance	Post Lesson	Post Final Grades

- **Hide Faculty** - Prevents faculty names from appearing in online forms.
- **Hide Location** - Prevents the class location from appearing in online forms.
- **Secondary Teachers** - Provides an area to specify the duties that each secondary instructor can perform. Enable check boxes for **Post Attendance**, **Post Lesson**, and/or **Post Final Grades** to allow the instructor to perform the task(s).
- The LMS Options tab:

Use this tab to configure the relationship and exchange of information between this class section and a third-party LMS vendor delivery system.



### Adding “Online” sections with attendance requirements:

- 1 Selecting the “Class meets at various Days/Times?” option will enable the checkbox just underneath it – “Student Specific Meeting Schedule.” Checking this box will default the lower part of the form to the Attendance Rules tab, where an additional field appears at the far right: Student Specific.

When these selections are made, defining the meeting schedule is not an available feature at this time; however, the system will allow the configuration of a default meeting period time for each day of positive attendance posted.

- 2 Enter a value between 1 and 999. This value will be entered for the student when attendance is posted using A and P entries.

## Maintaining Instructor-Course Relationships

Schools can establish and maintain instructor/course relationships, thus facilitating the scheduling of courses to the proper instructors. A school will be able to associate instructors to a specific course (e.g., ENG101), to specific course code prefixes (for example, course codes beginning with “ENG”), and/or to courses based on Course Level (e.g., Undergraduate 300/400 Level).

The following rules and features apply:

- One or multiple instructors can be associated to a course.
- One instructor (only) can be defined as the “Owner” of a specific course.
- Any instructor/course association can be deleted or made inactive.
- When the user is scheduling a class section for a course, only instructors associated to that course will appear in the instructor drop-down list. (If no instructors have been assigned to the course, the system will default to “All” instructors.)
- Staff members and staff groups can be given permission to override instructor/course associations.
- Users can audit any changes made to instructor-assigned courses.
- A report is provided for Instructor/Course allowable assignments.

**To associate one or more instructors to a particular course:**

- 1 Navigate to **Daily > Academic Records > Associate Instructors to Courses** to open the Associate Instructors/Owners to Courses wizard. In Step 1, click the **Select by Course** radio button and click **Next** to proceed to Step 2.

**Associate Instructors/ Owners to Courses**

Step 1 of 3 : Select an Association Type

**Instructor/ Course Assignment**

Create an association between courses and instructors to limit which instructors can teach each course

☒ Select by Course

☐ Select by Instructor

**Assign Course Owner**

A course owner can be assigned to a course. This association is not enforced in CampusVue, but can be used for reporting as necessary

☐ Select by Owner

Cancel < Back Next >

- 2 In Step 2, the Select Campus filter will default to the campus in which you are working (change as required). Select the course(s) to which you wish to associate your instructor(s) (use the optional Staff Group filter to filter the list of instructors).

Associate Instructors/ Owners to Courses

Step 2 of 3 : Use the criteria below to filter by Instructor

Select Campus: Campus Management Institute

Select Course(s):

Select staff group to filter available instructors (optional)

Staff Group: All Instructors

☐ Include Inactive Instructor(s)

Cancel < Back Next >

Click **Next** to proceed to Step 3.

- 3 In Step 3, the grid at the top displays your selected course(s):

Associate Instructors/ Owners to Courses

Step 3 of 3 : Associate Course to Instructor(s)

Select a course from the grid below to view or modify the instructors assigned

Description	Code
Beginning Chemistry	CHEM101

Available Instructor(s)

Description	Code
Borders, Lara	BOR@CMC
Brown, Classy	CB
Elmore, Diane	ELMORED
Fox, Wiley	FOX@CMC
Gibson, Mel	MGIBSON
Instructor, Sara	SINSTRUCTOR
Joyce, Jim	JJ@CMC
Langston, John	LAN@CMC

Associated Instructor(s)

Description	Code
Campbell, A	ACAMPBELL

> >> < <<

Cancel < Back Finish

With the desired course highlighted, select names from the list of Available Instructor(s) on the left and use the arrow to move them to the list of Associated Instructor(s) on the right. Click **Finish**.

**To associate one or more courses to a particular instructor:**

- 1 Navigate to **Daily > Academic Records > Associate Instructors to Courses** to open the Associate Instructors/Owners to Courses wizard. In Step 1, click the **Select by Instructor** radio button and click **Next** to proceed to Step 2.

The screenshot shows a window titled "Associate Instructors/ Owners to Courses" with a close button (X) in the top right corner. The main area is labeled "Step 1 of 3 : Select an Association Type". It contains two sections: "Instructor/ Course Assignment" and "Assign Course Owner". The "Instructor/ Course Assignment" section has the text "Create an association between courses and instructors to limit which instructors can teach each course" and two radio buttons: "Select by Course" (unselected) and "Select by Instructor" (selected). The "Assign Course Owner" section has the text "A course owner can be assigned to a course. This association is not enforced in CampusVue, but can be used for reporting as necessary" and one radio button: "Select by Owner" (unselected). At the bottom right, there are three buttons: "Cancel", "< Back", and "Next >".

- 2 In Step 2, the Select Campus filter will default to the campus in which you are working (change as required). Select the instructor to which you wish to associate the courses. Use the optional course filters as required, and click **Next** to proceed to Step 3.

The screenshot shows the same window as the previous screenshot, but now it is at "Step 2 of 3 : Use the criteria below to filter by Course". The "Select Campus" dropdown menu is set to "Campus Management Institute". The "Select Instructor(s)" dropdown menu is also set to "Campus Management Institute". Below these, there is a section titled "Select any of the criteria below to filter available courses (optional)" which contains three input fields: "Code", "Description", and "Course Level(s)". There is also a checkbox labeled "Include Inactive Course(s)" which is currently unchecked. At the bottom right, there are three buttons: "Cancel", "< Back", and "Next >".

- 3 In Step 3, the grid at the top displays your selected instructor(s):

With the desired instructor highlighted, select courses from the list of Available Course(s) on the left and use the arrow to move them to the list of Associated Course(s) on the right. Click **Finish**.

#### To designate a course owner:

- 1 Navigate to **Daily > Academic Records > Associate Instructors to Courses** to open the Associate Instructors/Owners to Courses wizard. In Step 1, click the Select by Instructor radio button and click **Next** to proceed to Step 2.

- 2 In Step 2, the Select Campus filter will default to the campus in which you are working (change as required). Click the Select by Owner down arrow to display a list of *all staff members* for the selected campus. Select a course owner from the list. Use the optional course filters as required, and click **Next** to proceed to Step 3.

- 3 In Step 3, the designated course owner-to-be appears in the grid at the top.

Select courses from the list of Available Course(s) on the left and use the arrow to move them to the “Currently Assigned” list on the right. Click **Finish**.

## Scheduling Unplanned Days Off

In cases of bad weather or other emergencies, you have the option to cancel classes and configure CampusVue not to expect attendance to be recorded for them.

To schedule unplanned days off:

- 1 Select **Daily > Academic Records > Schedule Classes** to open the Class Scheduling form.
- 2 Select the class section to be cancelled, and then click **Unschedule**.

Term	Course	Section	Description	Instructor	Max Stud.	Seats Taken	#Reg	#Drop	Waitlist M
2005S	ACC101		Accounting 1	James Astor	30	0	0	0	5
2005S	ACC101	00	Accounting 1	Joy Adden	10	0	0	0	5
2005S	ACC101	01	Accounting 1	Joy Adden	25	12	13	0	5
2005S	ACC101	N	Accounting 1	Able Baker	25	0	1	1	5
2005S	ACC208		Accounting 2	Dee Beasley	25	1	1	0	5
2005S	ACC301	01	Cost Accounting	Arthur Teache	50	1	1	0	5
2005S	ADM201		Admissions Proce	Anne Mosely	25	1	1	0	5
2005S	ADM401	02	Administrative Skil	Able Baker	25	0	0	0	5
2005S	ADM402		Administrative Skil	Albert Bellows	56	0	0	0	5
2005S	ADM405	05	Institutional Design	Arthur Teache	50	0	0	0	5
2005S	ART101		Art and Graphics i	Iva Bucksley	20	0	0	0	5
2005S	COM101		Introduction to PC	Sandy Bittler	25	0	0	0	5
2005S	COM105		Spreadsheets	Dee Beasley	25	11	11	0	5
2005S	ECD201		Macro Economics	John Langstor	25	0	0	0	5
2005S	ECD201	01	Macro Economics	Arthur Teache	50	1	1	0	5

- 3 Enter the **Date** in the Class Unschedule Date form, and click **Save**. Attendance will not be required to be entered for that date for that class.

**Note:** This procedure is not intended for regularly-scheduled holidays. Holidays should be entered in **Lists > Academic Records > Calendar**. Once a holiday is entered on the calendar, any class to be held on that day will automatically be "unscheduled" and no attendance will be required to be entered.

## Scheduling Makeup Classes

Sometimes an extra class session needs to be scheduled to make up for a bad weather day or other emergency class cancellation.

### To schedule makeup classes:

- 1 Select **Daily > Academic Records > Schedule Classes** to display the Class Scheduling form.
- 2 Find the class for which you need to schedule an alternate session and double-click it to open the Class Schedule form.
- 3 Click **Edit Detail** to bring up the Class Schedule Calendar.

**Class Schedule Calendar**

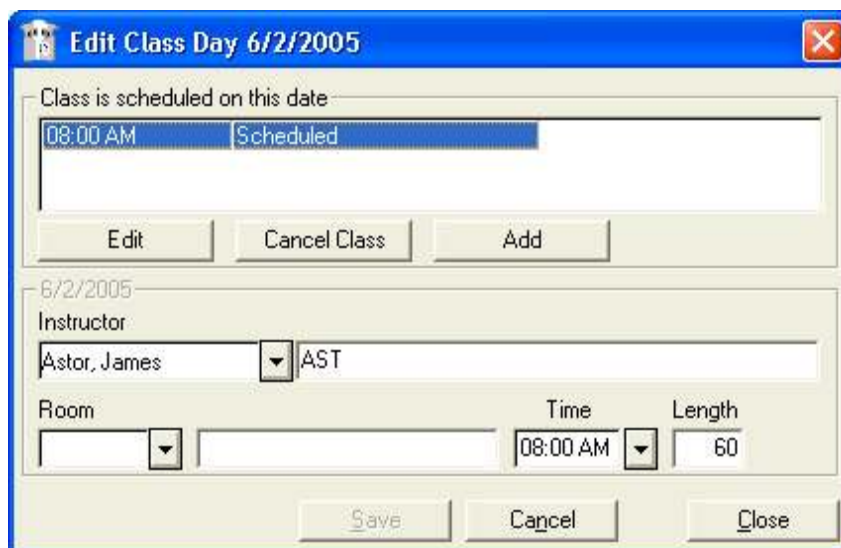
Term: 2005 Summer Start: 6/2/2005 End: 8/31/2005  
 Class: Accounting 1 Start: 6/2/2005 End: 8/31/2005

June						2005	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2 08:00 AM	3 08:00 AM	4	
5	6 08:00 AM	7 08:00 AM	8	9 08:00 AM	10 08:00 AM	11	
12	13 08:00 AM	14 08:00 AM	15	16 08:00 AM	17 08:00 AM	18	
19	20 08:00 AM	21 08:00 AM	22	23 08:00 AM	24 08:00 AM	25	
26	27 08:00 AM	28 08:00 AM	29	30 08:00 AM			

<< May      July >>      Close

- 4 Double-click the date that you need to change (i.e. either schedule or unschedule a class session) to open the **Edit Class Day** form.





- 5 Click **Cancel Class** to cancel the class session or **Add** to add a class session.
- 6 Click **Save** to save the changes.

## Copy Class Schedule

Use the **Copy Class Schedule** batch process to copy all class sections from a source term to a destination term, or to copy the data from one class section to another class section within the same term.

**To copy an entire term's class schedule to another term:**

- 1 Select **Daily > Academic Records > Copy Class Schedule** to open the Copy Class wizard. In Step 1 the wizard prompts you to select a campus and term whose schedule you wish to copy. Click **Next >**.



**Note:** Use the drop-down list to select the **Term**.

- In step 2 of the wizard, select the destination term for the schedule. If required, you can select a single class section whose detailed information you wish to copy to another section. Also, select whether you want the **Rooms**, **Wait List Properties**, and other attributes to be copied to the new term's classes.

- Click **Finish** to close the wizard.

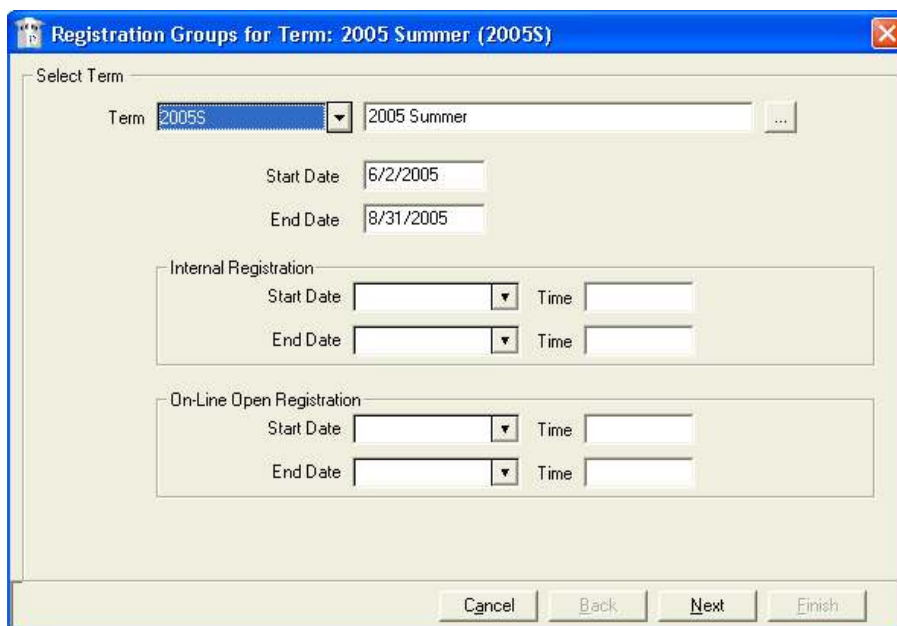
Once the copy process is completed, verify for each class that the dates, times, locations, and instructors are valid for the new term or section.

## Define Term Registration Groups


The Term Registration Groups batch process allows you to define groups of students for registration. For example, students can be divided into three groups based on whether their last name begins with A through H, I through P, and Q through Z. By setting different registration dates for these groups, you can avoid having all students trying to register at the same time. Registration groups can also be defined by expected graduation date, Admissions Representative, etc.

**To define a term registration group:**

- Select **Daily > Academic Records > Define Term Registration Groups** to open the Registration Groups for Term form.



The screenshot shows a software window titled "Registration Groups for Term: 2005 Summer (2005S)". It contains a "Select Term" section with a "Term" drop-down menu set to "2005S" and a text field showing "2005 Summer". Below this are "Start Date" (6/2/2005) and "End Date" (8/31/2005) fields. There are two registration sections: "Internal Registration" and "On-Line Open Registration". Each section has "Start Date", "End Date", and "Time" fields. At the bottom are "Cancel", "Back", "Next", and "Finish" buttons.

- 2 Select the term code from the **Term** drop-down list. You can also click the ellipsis button (  ) to the right of the **Term** field to view the Term Selection form for easy term selection.

The start and end dates for the selected term appear in the **Start Date** and **End Date** fields.

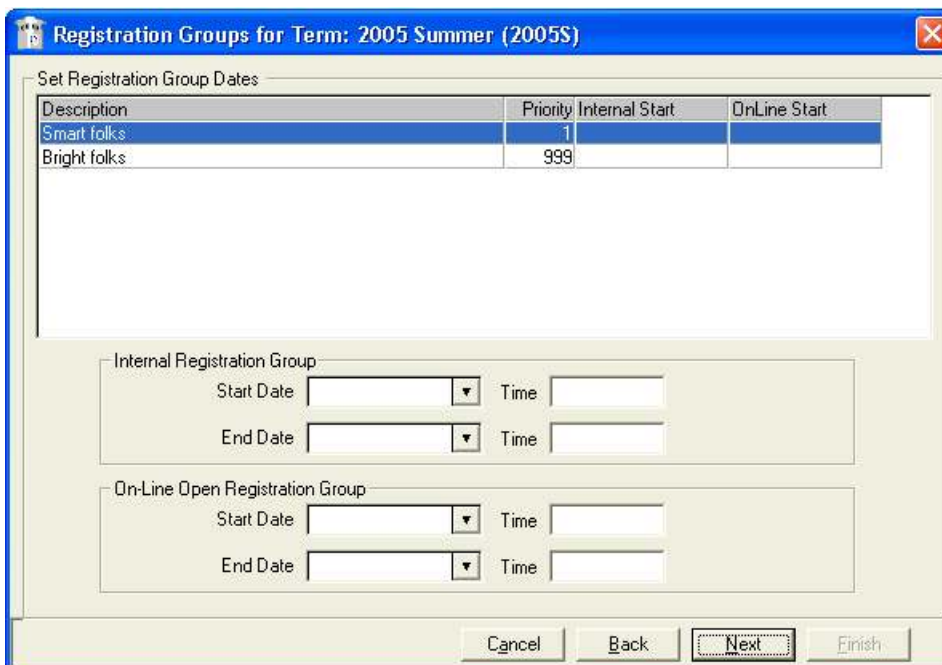
- 3 Enter the dates and times for the start and end of the registration periods for the selected term into the **Start Date** and **End Date** fields in the **Internal Registration** fields and/or the **On-Line Open Registration** fields.
- 4 Click **Next** to open the Select Registration Group Priority form.



The screenshot shows a software window titled "Registration Groups for Term: 2005 Summer (2005S)". It contains a "Select Registration Group Priority" section with a table titled "Registration Groups". The table has two columns: "Description" and "Priority". The table contains two rows: "Bright folks" with priority "999" and "Smart folks" with priority "001". Below the table are "Cancel", "Back", "Next", and "Finish" buttons.

Description	Priority
Bright folks	999
Smart folks	001

- 5 Assign a numeric value from 0 through 999 to prioritize the groups.
- 6 Click **Next** to open the Set Registration Group Dates form.



The screenshot shows a window titled "Registration Groups for Term: 2005 Summer (2005S)". The main section is "Set Registration Group Dates". It contains a table with the following data:

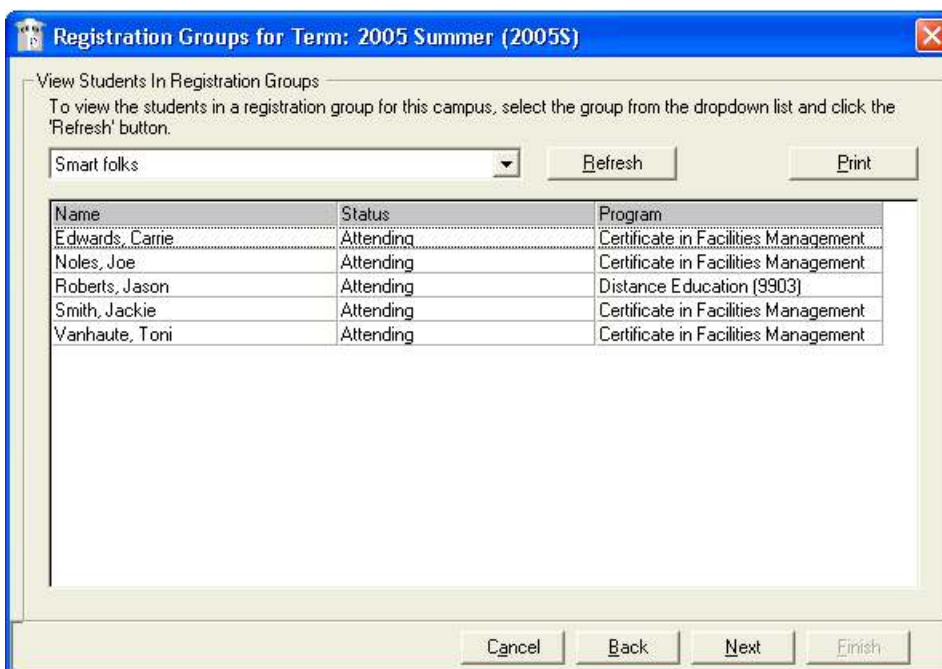
Description	Priority	Internal Start	OnLine Start
Smart folks	1		
Bright folks	999		

Below the table are two sections for setting dates and times:

- Internal Registration Group**
  - Start Date: [ ] Time: [ ]
  - End Date: [ ] Time: [ ]
- On-Line Open Registration Group**
  - Start Date: [ ] Time: [ ]
  - End Date: [ ] Time: [ ]

At the bottom are buttons: Cancel, Back, Next (highlighted), and Finish.

- 7 Modify the start and end dates or times for the registration periods. The start date must occur on or before the term start date. The end date must occur on or before the term end date.
- 8 Click **Next** to open the View Students in Registration Groups form.



The screenshot shows a window titled "Registration Groups for Term: 2005 Summer (2005S)". The main section is "View Students In Registration Groups". It contains a dropdown menu with "Smart folks" selected, a "Refresh" button, and a "Print" button. Below this is a table with the following data:

Name	Status	Program
Edwards, Carrie	Attending	Certificate in Facilities Management
Noles, Joe	Attending	Certificate in Facilities Management
Roberts, Jason	Attending	Distance Education [9903]
Smith, Jackie	Attending	Certificate in Facilities Management
Vanhaute, Toni	Attending	Certificate in Facilities Management

At the bottom are buttons: Cancel, Back, Next, and Finish.

- 9 Select a group from the drop-down list and click **Refresh** to view the students in the registration group.
- 10 Click **Next** to open the Create Advisement Hold Groups form.



Registration Groups for Term: 2005 Summer (2005S)

Create Advisement Hold Groups

The following Student Groups will be created to control Advisement where Advisement is required for the Registration Group. The description may be changed before continuing.

Description
2005S: Smart folks

Buttons: Cancel, Back, Next, Finish

If any registration groups have the Advisement option enabled, this form displays registration groups that will be on hold until the required advisement is conducted.

- 11 Click **Next** to open the Generate Random Passwords form.



Registration Groups for Term: 2005 Summer (2005S)

Generate Random Passwords

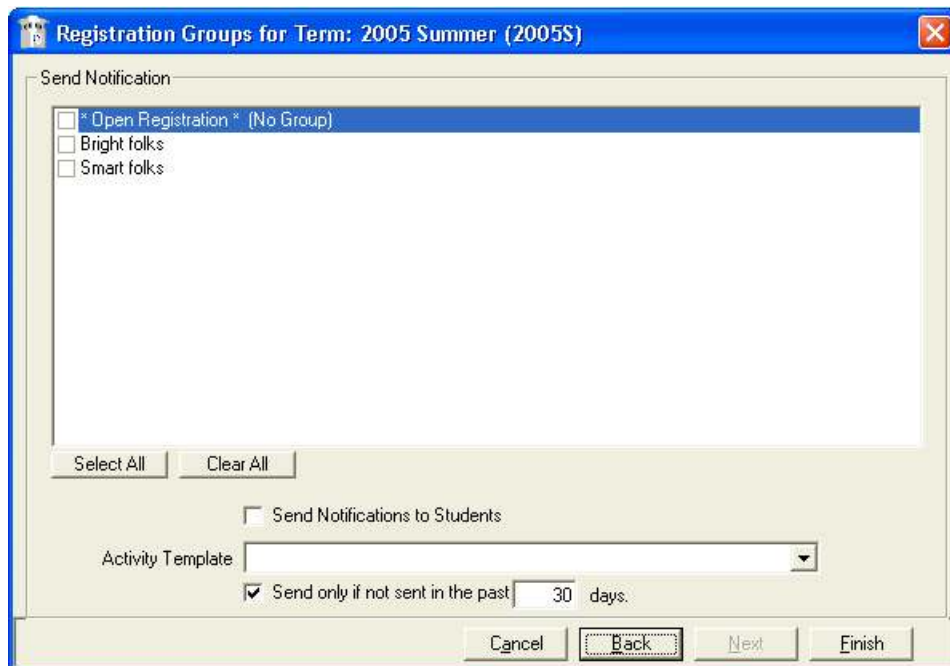
The following groups will require passwords for Advisement. Random passwords will be generated for each student in the group(s) when this wizard is complete (by clicking the Finish button).

Description
-------------

Buttons: Cancel, Back, Next, Finish

If the Password option is enabled, the form displays the registration groups that will require passwords for advisement.

- 12 Click **Next** to open the Send Notification form.




- 13 Use the check boxes to enable or disable the notification for each registration group. Select the activity used to notify the students from the **Activity Template** dropdown.
- 14 Click **Finish** to save your changes and close the batch process.

## Registration Tracks

You can set up an entire track of courses to be used for registration using the Registration Tracks form. The track will include the class sections that a student will take and the order in which the student will take them. A school can set up a different registration track for each start date or for each program version.

### To add a registration track:

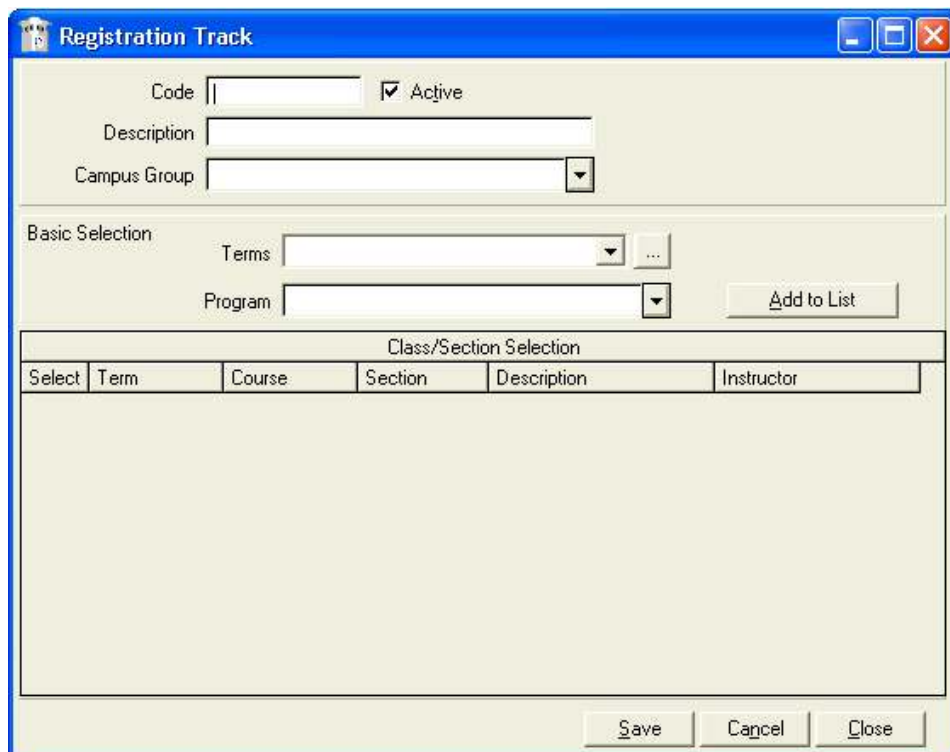
- 1 Select **Daily > Academic Records > Setup Registration Tracks** to open the Registration Tracks form.



The "Registration Tracks" window displays a table with three columns: Description, Code, and Active. The table contains three rows of data. Below the table is a toolbar with buttons for Add, Edit, Copy, Delete, Disable, Print, and Close.

Description	Code	Active
Track 2	TR2	Y
Track 3	TR3	Y
Track Program 1	TRACK1	Y

- Click **Add** to create a new track on the Registration Track form.



The "Registration Track" form is used to add a new track. It includes fields for Code, Description, and Campus Group. There is a checkbox for Active. Below these fields are sections for Basic Selection (Terms and Program) and Class/Section Selection (a table with columns: Select, Term, Course, Section, Description, Instructor). Buttons for Add to List, Save, Cancel, and Close are also present.

Code:  ☒ Active

Description:

Campus Group:

Basic Selection

Terms:  ...

Program:

Class/Section Selection

Select	Term	Course	Section	Description	Instructor
--------	------	--------	---------	-------------	------------

- Enter a **Code** and **Description** for the new registration track.
- Select a **Campus Group** that will use the registration track.



- 5 Select one or more **Terms** that will be included the registration track. Use the **Terms** and **Program** drop-down lists to add scheduled classes to the **Class/Section Selection** grid.
- 6 Select a **Program** from which courses will be added to the **Class/Section Selection** grid.
- 7 Click **Add to List**. The class sections required by the program in all the selected terms are added to the **Class/Section Selection** grid.
- 8 To form your registration track, select the courses to be taken by the students in each term.
- 9 Click **Save** to save the class sections you selected for your registration track.
- 10 After saving the track, only the courses that were selected will appear in the grid. More courses can be added to the grid by selecting the program and/or term(s) to add and then selecting the class sections to add.

**Note:** It is best to make any additions or changes to the registration track before registering students in it.

- 11 Click **Close** to close the Registration Track form.

## Registration

The CampusVue Registration Wizard makes it easy to register students into classes.

There are two batch registration methods:

- **Track Registration:** The system automatically registers students based on a configured track setup (see “Registration Tracks” above).
- **Term Registration:** You select a term and class section, and the system displays a list of the students who have that course in a “Future” status in their Schedule folder. You then choose which students to register into the class section.

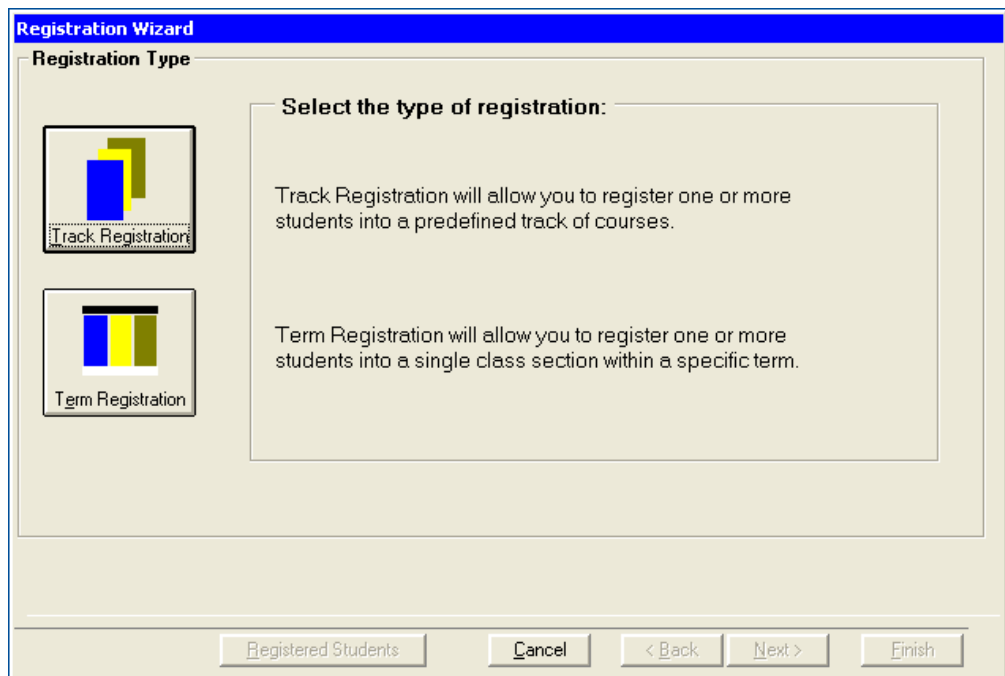
**Note:** Students can also be individually registered in a class section by selecting the student and going to **View > Academic Records > Schedule**, highlighting a course and then clicking **Register**.

## Track Registration

To register a batch of students in a class section by track:

- 1 Select **Daily > Academic Records > Registration** to open the Registration Wizard.





The screenshot shows the 'Registration Wizard' window with the 'Registration Type' tab selected. On the left, there are two icons: 'Track Registration' (a blue square with a yellow L-shape) and 'Term Registration' (a blue square with a yellow vertical bar). The main area is titled 'Select the type of registration:' and contains two paragraphs of text. At the bottom, there are five buttons: 'Registered Students', 'Cancel', '< Back', 'Next >', and 'Finish'.

**Registration Wizard**

**Registration Type**

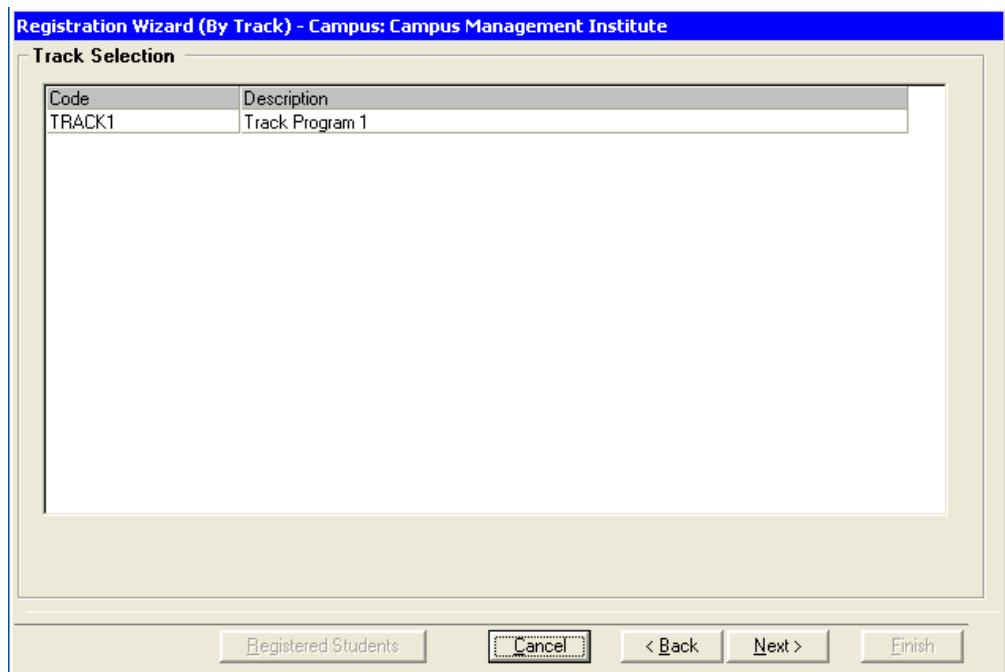
**Select the type of registration:**

Track Registration will allow you to register one or more students into a predefined track of courses.

Term Registration will allow you to register one or more students into a single class section within a specific term.

Registered Students Cancel < Back Next > Finish

- 2 Click **Track Registration** to open the “By Track” page of the wizard.



The screenshot shows the 'Registration Wizard (By Track) - Campus: Campus Management Institute' window. The 'Track Selection' tab is selected, displaying a table with two columns: 'Code' and 'Description'. The table contains one row: 'TRACK1' and 'Track Program 1'. At the bottom, there are five buttons: 'Registered Students', 'Cancel', '< Back', 'Next >', and 'Finish'.

**Registration Wizard (By Track) - Campus: Campus Management Institute**

**Track Selection**

Code	Description
TRACK1	Track Program 1

Registered Students Cancel < Back Next > Finish

- 3 Select the **Track** for which you want to register students.
- 4 Click **Next >** to go to the third page of the registration wizard. This page displays a list of student groups from which you can choose one or more groups.

Registration - Track: Track Program 1 - Campus: Campus Management Institute

**Student Group Selection**

Group Name
2006S: Smart folks
2006W: Smart folks
AB Group
AB Group
ABaker Leads
ABakers Leads
AckerHold
Active Evening Students
Active Students
Alans group
AR - Credit Balances
Baker's Bunch
Bunyon's Gang
Corinthian Group
Dropped Students
Fall 2004 Deans List
Fin Mgt Recommended for Suspension

Select Student Group(s) - No selection = select by student

Clear Selection

Registered Students Cancel < Back Next > Finish

- 5 Select the group(s) to be included in the track registration from the **Student Group Selection** list. If you need to select students for registration individually, rather than by group, click **Next >**.



To choose more than one group:

- If the groups are listed together, click the first group name, then hold down the SHIFT key while you click the last group name.
  - If the groups to be selected are not listed together, hold down the CTRL key while clicking the group names to be included.
  - Click **Clear Selection** to unselect those groups that have been selected.
- 6 Click **Next >** to go to the next page of the wizard.

Registration - Track: Track Program 1 - Campus: Campus Management Institute																			
<b>Student Selection</b>																			
Select Students to Register	Students Selected																		
<table border="1"> <thead> <tr> <th>Student Name</th> <th>SSN#</th> </tr> </thead> <tbody> <!-- Empty table body --> </tbody> </table>	Student Name	SSN#	<table border="1"> <thead> <tr> <th>Student Name</th> <th>Enrollment</th> </tr> </thead> <tbody> <tr><td>Acker, Bill</td><td>Bachelor in General</td></tr> <tr><td>Ackerman, Ryan</td><td>Personnel</td></tr> <tr><td>Baltzley, Val</td><td>Bachelor in General</td></tr> <tr><td>Grant, David</td><td>Bachelor in General</td></tr> <tr><td>Johnson, John</td><td>Associate in Financial</td></tr> <tr><td>Macia, Maria</td><td>Crime</td></tr> <tr><td>Scott, Randolph</td><td>Associate in Financial</td></tr> </tbody> </table>	Student Name	Enrollment	Acker, Bill	Bachelor in General	Ackerman, Ryan	Personnel	Baltzley, Val	Bachelor in General	Grant, David	Bachelor in General	Johnson, John	Associate in Financial	Macia, Maria	Crime	Scott, Randolph	Associate in Financial
Student Name	SSN#																		
Student Name	Enrollment																		
Acker, Bill	Bachelor in General																		
Ackerman, Ryan	Personnel																		
Baltzley, Val	Bachelor in General																		
Grant, David	Bachelor in General																		
Johnson, John	Associate in Financial																		
Macia, Maria	Crime																		
Scott, Randolph	Associate in Financial																		
Registration Group: <input type="text"/>	<input type="button" value="More Students"/>																		
<input type="button" value="Registered Students"/> <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Next &gt;"/> <input type="button" value="Finish"/>																			

If you selected one or more student groups on the previous page, the names of the students who are being registered in the selected track(s) appear in the **Students Selected** grid on the right.

If you chose to select students individually from the list of those eligible for the track, the students will be listed on the left under **Select Students to Register**.

- To select a student for registration in the class section, either double-click the name of the student in the **Select Students to Register** column or select the student and click the right arrow button (  ). The student's name will be moved to the **Students Selected** column.
- 7 To unselect a student for registration in the class section, either double-click the name of the student in the **Students Selected** column, or select the student and click the left arrow button (  ). The student's name will be moved to the **Select Students to Register** column.
  - 8 When you have selected the list of students for the class section, click **Finish**. Click **OK** on the confirmation message to acknowledge the message and close the wizard.

Repeat steps 1 through 9 to register students in another track.


## Term Registration

**To register a batch of students in a class section by term:**

- 1 Select **Daily > Academic Records > Registration** to open the Registration Wizard.

**Registration Wizard**

**Registration Type**



Track Registration

Select the type of registration:

Track Registration will allow you to register one or more students into a predefined track of courses.

Term Registration will allow you to register one or more students into a single class section within a specific term.

Registered Students

Cancel

< Back

Next >

Finish

- 2 Click **Term Registration** to open the first page of the Term Registration wizard.

Registration Wizard (By Term) - Campus: Campus Management Institute

Term/Course Section Selection

Parent Term

Child Term

Select a Course Section

Course	Section	Description	Instructor	Start Date	Delivery Method
<div> <div> </div> <div> </div> </div>					

Select a Course Section offered at another Campus

Campus	Course	Section	Description	Instructor
<div> <div> </div> <div> </div> </div>				

Instructor

Start Date

Select Enrollments From

☒ All Campuses
☐ Selected Campus

Registered Students

Cancel

< Back

Next >

Finish

- 3** Select the **Term** for which the students are to be registered. All the course sections scheduled for the term will be listed in the grid. Columns in the grid include **Course**, **Section**, **Description**, **Instructor**, and **Start Date**. Click on a row in the grid to view the associated **Instructor** and **Start Date**.

**Registration Wizard (By Term) - Campus: Campus Management Institute**

**Term/Course Section Selection**

Parent Term

Term **2006S**  2006 Summer

Select a Course Section

Course	Section	Description	Instructor	Start Date	Delivery Meth
COM105		Spreadsheets	Beancounter, Dee	5/1/2006	Standard class
ACC101		Accounting 1	Adden, Joy	5/1/2006	Standard class
ADM201		Admissions Procedures	Mosity, Annie	5/1/2006	Standard class
ACC208		Accounting 2	Beancounter, Dee	5/1/2006	Standard class
FIN201		Financial Aid Sources	Dudley, Charles	5/1/2006	Standard class
COM101		Introduction to PCs	Bitfiddler, Sparky	5/1/2006	Standard class
ECO201		Macro Economics	Langston, John	5/1/2006	Standard class

Instructor  Start Date

Select Enrollments From

☒ All Campuses ☐ Selected Campus

The course section list can be sorted by clicking on the column headers. For example, to see all the course sections for a given instructor, scroll to the right until the **Instructor** column header is visible. Click the column header and scroll down the list until that instructor's courses appear.

- 4 Select a class section by clicking once on the row containing the class section. The **Class Section** drop-down list shows all available scheduled classes for the selected term.
- 5 In the **Select Enrollments From** area, select either **All Campuses** or a **Selected Campus** (select a campus from the drop-down list). Only the students that are enrolled or active in the selected campus(es) will be eligible for registration. Click **Next >** to advance to page two of the wizard.

On page two of the Registration Wizard, the left side of the form contains the names of the students who are candidates to be registered for the selected course. This list can be filtered using the fields labeled **Shift**, **Student Group**, and **Registration Group**.

**Registration - Term: 2006S - Class Section: ACC101 - - Campus: Campus Management Institute**

**Student Selection**

Students Available

Student Name	Campus	SSN#	Shift
Abbott, Victoria A	CMI	569-55-8956	Day
Abel-McHann, Jacq	CMI	573-11-2676	Day
Ackerman, Ryan A	CMI	705-58-5555	Day
Adams, Tiffany	CMI	805-58-5555	Day
Adeletti, Melinda	CMI	805-58-5555	Day
Ademola, Dennis M	CMI	805-58-5555	Day
Afoutou, Robin	CMI	264-44-6677	Day
Agasild, T.	CMI	805-58-5555	Day
Agnew, Jill	CMI	805-58-5555	Day
Ahmed, Sandra	CMI	805-58-3004	Day
Alexander, Jane	CMI	392-88-4773	Day
Allen, Alan	CMI		Day

Shift: All Shifts

Student Group: All Student Groups

Reg. Group: All Registration Groups


Students Selected


Student Name	Campus	SSN#
--------------	--------	------

Max Students 25 # Registered 1

Registered Students Cancel < Back Next > Finish

Click **Registered Students** to view the list of already-registered students. Students registered in a dependent course do not add to the count of registered students.

- 6 To select a student for registration in the class section, select a student name from the list on the left and click the right arrow button (). The student's name will be moved to the **Students Selected** column.

To deselect a student for registration in the class section, select a name from the list on the right and click the left arrow button (). The student's name will be moved to the **Students Available** column.

You can also double-click a student's name to move it from one list to the other.

The **Max Students** box displays the maximum class size as defined in the class schedule. When the **# Registered** counter reaches the maximum number of students allowed in the class section, registration is cut off (selected users may have override permissions).

- 7 When you have finished selecting students for the class, click **Finish**. Click **OK** on the "Registration complete" message to close the form.

**NOTE:** You can configure an Overlapping Terms Validation Routine to prevent a student from being registered in a class section in a term that overlaps a term in which the student has a course (class section) in a Scheduled, Current, or Completed status. Attempting to register the student in an overlapping term will generate the error message "Terms are overlapping. Cannot proceed." Navigate to Setup > Campus Locations > Add/Edit > Academic Records tab; check the "Prevent Registration in Overlapping Terms (Manual Registration Only)" checkbox to activate this feature.

## Registration Validation

Term Registration checks for the following five potential conflicts in the registration process.

- 1 **Maximum Students in Class:** CampusVue checks the number of students registered for the class against the maximum allowed in the class. If the system detects that the maximum number of students allowed in the class section has been exceeded, it will not allow students to be registered. Adjustments to maximum students can be made from the **Daily > Academic Records > Schedule Classes** menu option.
- 2 **Prerequisites:** If a student has not taken a required prerequisite course, a message will appear, depending on whether permission is granted to override the prerequisite requirement.
- 3 **Currently Taking:** If the student is already registered for the class, a message will appear indicating that the student cannot be registered again.
- 4 **Already Taken:** If the student has already taken the course, a message will appear asking if this class should be registered again as a retake.
- 5 **Conflicts:** If the class being scheduled meets on the same day and time as another class that is already on the student's schedule, CampusVue will display the conflicting course(s). If you have the necessary authority, a message will ask if you want to override the conflict. If you do not have the authority to override the conflict, the current registration will be disallowed.

## Registration Bill

This wizard helps you gather input and produce either student bills or a summary report.

To run the Registration Bill wizard:

- 1 Select **Daily > Academic Records > Registration Bill** to open the Registration Bill Wizard.

**Registration Bill**

**Step 1 of 4: Select Population**

Single Student

Batch  
 Billing Terms  ...  
 Student Group  ...  
 Program Version  ...  
 Student Start Date  to

Status  
☐ Active  
☐ Applicant Processing  
☐ Enrollment  
☐ Graduate - Placement  
☐ InSchool - Placement

- 2 Use the multi-select control to select **Billing Terms, Student Group, Program Version, and Student Start Date(s)**.
- 3 Select the student's statuses using the tree-view control. If you choose to search for a single student, then the other controls for batch selection will be disabled when the search form is closed.
- 4 Click **Next >>** to go to Step 2 of the Registration Summary by Term Wizard.

**Registration Summary by Term**

**Step 2 of 4: Select Print Options**

ID to Print

☒ SSN

☐ Student ID

☐ Enrollment Number

☐ None

Print

☒ Overall Student Balance

☒ Enrollment Information

☒ Student Class Schedule

☐ Payment Due Date

☒ Add/Drop Date

Statement Comment

Registration Comment

Cancel << Back **Next >>** Finish

- 5 Choose the ID to print on the Student Bill. Use the check-box controls to select whether to include or exclude the choices shown. The **Print Student Schedule on Bill** option is visible only if a single term has been selected. Text boxes are provided for **Statement** and **Registration** comments to print on the student bill (do not use special characters like **&** and **<** in your comments). These fields are defaulted using the defaults on the campus you are logged into. If you check the **Print Payment Due Date**, then you will be required to enter a date. This date is printed on each bill. The **Add/Drop Date** defaults to the add/drop date for the term if a single term is selected.
- 6 Click **Next >>** to go to Step 3 of the Registration Summary by Term Wizard.

**Registration Summary by Term**

**Step 3 of 4: Select Print Options**

Expected Funding

☐ Do Not Print Expected Funding

☒ Print ALL expected funding

☐ Print Expected funding through specified term

Aid Status to Include

☒ Estimated

☒ Pending

☒ Approved

Cancel << Back **Next >>** Finish



- 7 The Billing Information group determines the charges source. **Aid Status to Include** is determined by the check boxes in this group. If you select **Print Expected funding through specified term**, you can specify only one term. CampusVue gathers disbursements that have an expected date on or before the end date of the term selected.
- 8 Click **Next >>** to go to Step 4 of the Registration Summary by Term Wizard.

**Registration Summary by Term**

**Step 4 of 4: Students Selected**

Student	SSN	Program Version	Term	Charges
Abbott, Victoria A	569-55-8956	Bach. of General	2004S	6,000.00
Aberdoon, Craig E	236-01-0009	Associate in Financial	2004S	6,000.00
Adamek, Sylvia	805-58-5555	Credit Associate in	2004S	6,000.00
Adams, Jodi	805-58-5555	Associate in Financial	2004S	6,000.00
Adams, Kameko M	805-58-5555	Bach. of General	2004S	6,000.00
Adams, Samuel	264-44-5656	Bach. of General	2004S	6,000.00
Adams, Tiffany	805-58-5555	Bach. of General	2004S	6,000.00
Adcock, Jeff	805-58-5555	Associate in Financial	2004S	6,000.00
Addison, Gina	805-58-5555	Bach. of General	2004S	6,000.00
Ademola, Dennis M	805-58-5555	Credit Associate in	2004S	6,000.00
Afoutou, Robin	264-44-6677	Credit Associate in	2004S	6,000.00
Ajina, Larria	232-11-4565	Credit Associate in	2004S	6,000.00

Print Registration Bills

Cancel << Back Next >> Finish

- 9 A summary grid shows the students who match your selection criteria from Step 1. You can choose to print a summary and/or bills. The **Finish** and **Cancel** buttons confirm that you want to close the form. The charges column lists the **Actual/Expected** charges calculated for each student for the term(s) specified.

## Attendance

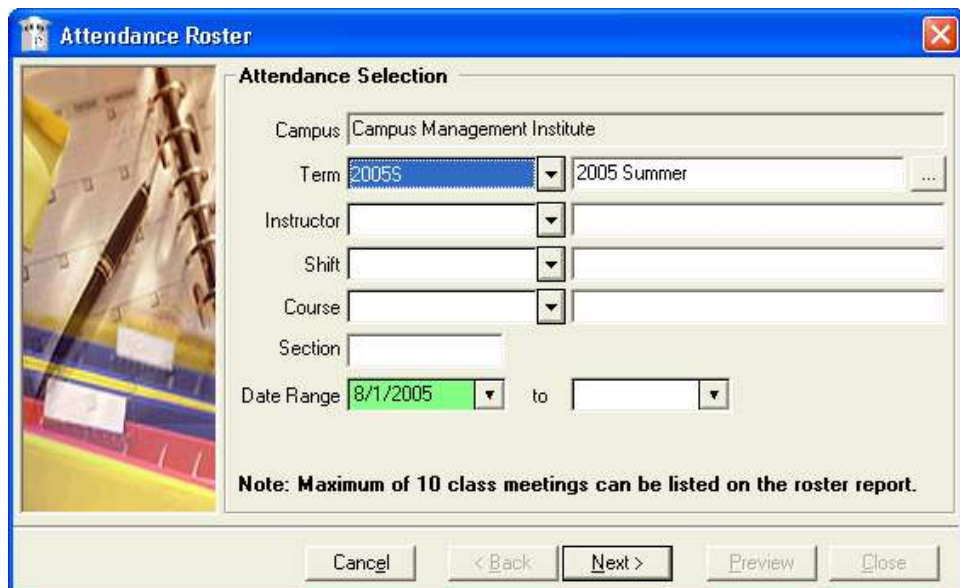
CampusVue provides many process efficiencies in the area of recording attendance. Your institution can enable instructors to post attendance directly to CampusVue via a Web interface, or you may print rosters from which to post attendance within CampusVue by following the steps given below.

### Rosters

Rosters provide instructors with a convenient form for taking attendance in their class sections. Use the Attendance Roster wizard to select a group of class sections for which to print rosters. Each roster will have a grid for recording attendance for up to ten class meetings. The instructor can indicate a student's attendance for each class meeting.

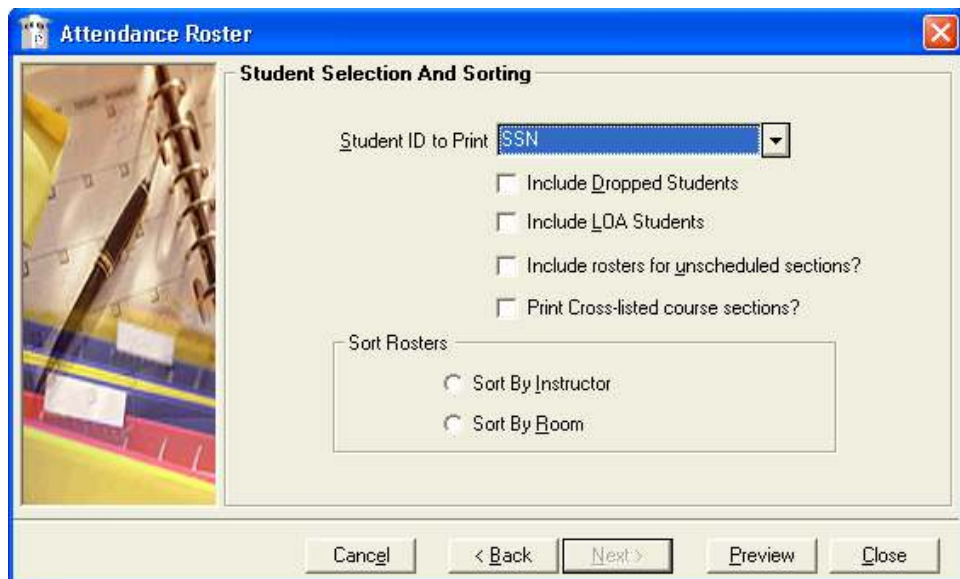
#### To print Attendance Rosters for class sections:

- 1 Select **Daily > Academic Records > Attendance > Rosters** to open the Attendance Roster wizard.



The screenshot shows the 'Attendance Roster' window with the 'Attendance Selection' tab active. On the left is a thumbnail image of a spiral-bound notebook with a pen. The main area contains several input fields: 'Campus' is set to 'Campus Management Institute'; 'Term' is a dropdown menu showing '2005S' with a calendar icon to its right; 'Instructor', 'Shift', and 'Course' are empty dropdown menus; 'Section' is an empty text box; and 'Date Range' shows '8/1/2005' with a calendar icon, followed by 'to' and another empty date field. A note at the bottom states: 'Note: Maximum of 10 class meetings can be listed on the roster report.' At the bottom of the window are five buttons: 'Cancel', '< Back', 'Next >', 'Preview', and 'Close'.

- 2 Select the **Term** (required).
- 3 Optionally, select an **Instructor**, **Shift**, **Course**, or **Section**. If you do not make selections in these fields, rosters will be printed for all courses.
- 4 Select or enter a **Date Range** (required). As rosters are typically printed a week at a time, the first field by default shows the beginning day of the week. The program defaults to the closest Monday to the current system date.
- 5 Click **Next >** to move to the next step of the wizard.



The screenshot shows the 'Attendance Roster' window with the 'Student Selection And Sorting' tab active. On the left is the same thumbnail image of a spiral-bound notebook. The main area contains: a dropdown menu for 'Student ID to Print' set to 'SSN'; four unchecked checkboxes: 'Include Dropped Students', 'Include LDA Students', 'Include rosters for unscheduled sections?', and 'Print Cross-listed course sections?'; and a 'Sort Rosters' section with two radio buttons: 'Sort By Instructor' (selected) and 'Sort By Room'. At the bottom are five buttons: 'Cancel', '< Back', 'Next >', 'Preview', and 'Close'.

- 6 Select the type of **Student ID to Print** (required).

- 7 Enable or disable the options to **Include Dropped Students**, **Include LOA Students**, **Include rosters for unscheduled sections**, and **Print Cross-listed course sections**.
- 8 Select a **Sort Roster** option (required): either **Sort By Instructor** or **Sort By Room**.
- 9 Click **Finish** to preview the roster. The sample below shows one week (Aug 1-7) of a class that meets twice weekly.

Student Name	Section	Instructor	Room	Status
John Doe	001	Smith, J.	101	A
Jane Smith	001	Smith, J.	101	A
Mike Johnson	001	Smith, J.	101	A
Sarah Lee	001	Smith, J.	101	A
David Kim	001	Smith, J.	101	A
Emily White	001	Smith, J.	101	A
Robert Brown	001	Smith, J.	101	A
Michelle Green	001	Smith, J.	101	A

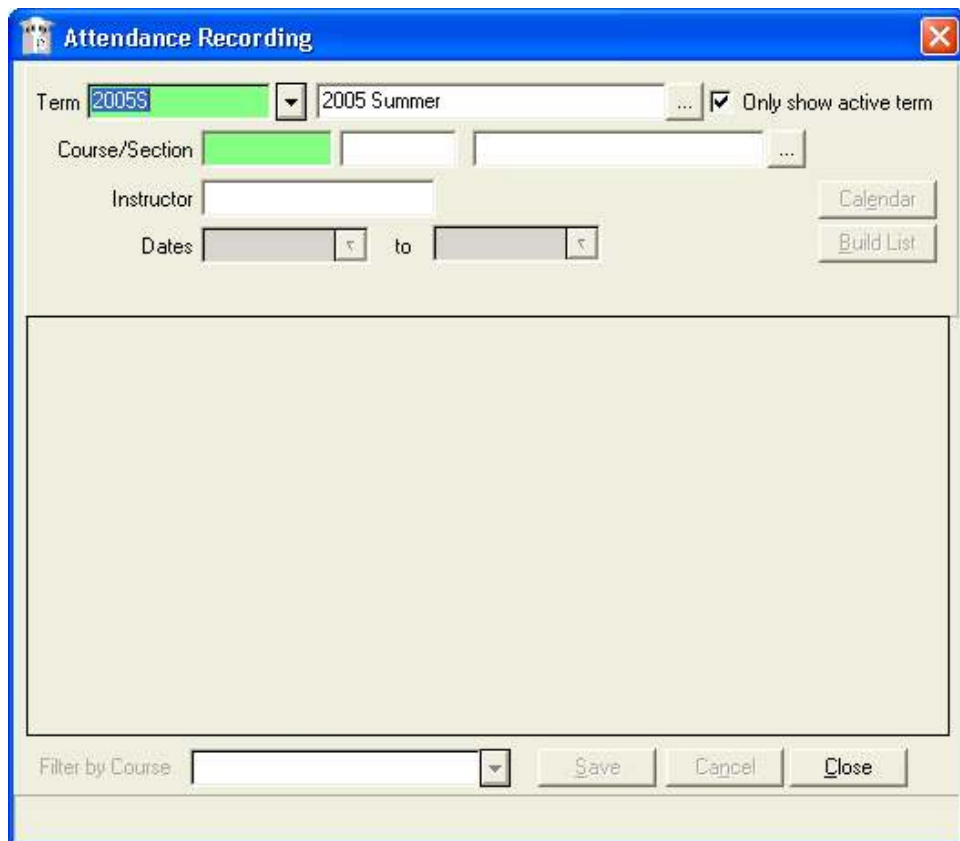
- 10 View or print the rosters as required. Close the Report Viewer to complete the Attendance Roster procedure.

## Record Attendance


The Record Attendance option provides a tool for recording daily attendance in class sections. You can choose the term, class section, and date range for the attendance to be posted. The attendance that you enter will be determined by the **Attendance Type** selected in the Class Schedule form.

### To record class section attendance:

- 1 Select **Daily > Academic Records > Attendance > Record Attendance** to open the Attendance Recording form.



The image shows a software window titled "Attendance Recording" with a blue title bar and a red close button. The window contains several input fields and buttons. At the top, there is a "Term" dropdown menu with "2005S" selected, followed by a text field containing "2005 Summer" and an ellipsis button. To the right of this is a checked checkbox labeled "Only show active term". Below the term fields are two more text fields for "Course/Section" and "Instructor", each followed by an ellipsis button. Further down is a "Dates" section with two date pickers separated by the word "to". To the right of the dates are two buttons: "Calendar" and "Build List". The main body of the window is a large, empty rectangular area. At the bottom, there is a "Filter by Course" dropdown menu, and three buttons: "Save", "Cancel", and "Close".

- 2 Select a **Term** code from the drop-down list to display the related description.
- 3 Click the ellipsis button (  ) to select a course and section, and then click **OK**.

The dialog box titled "Attendance Recording" has a blue header bar with a close button (X) on the right. Below the header, there are two input fields: "Term" with a dropdown menu showing "2005S" and "2005 Summer", and "Course/Section" with a text box and a dropdown arrow. To the right of these fields is a checkbox labeled "Only show active term" which is checked. Below the input fields is a table with the following data:

Course	Section	Description	Instructor	Start
ACC101	00	Accounting 1	Adden, Joy	6/2/2005
ACC101	01	Accounting 1	Adden, Joy	6/2/2005
ACC101	N	Accounting 1	Baker, Able	6/6/2005
ACC101		Accounting 1	Astor, James	6/2/2005
ACC208		Accounting 2	Beasley, Dee	6/2/2005
ACC301	01	Cost Accounting	Teacher, Arthur	6/6/2005
ADM201		Admissions Procedures	Mosely, Anne	6/2/2005
ADM401	02	Administrative Skills 1	Baker, Able	6/6/2005
ADM402		Administrative Skills 2	Bellows, Albert	6/2/2005
ADM405	05	Institutional Design Project	Teacher, Arthur	6/6/2005
ART101		Art and Graphics in Education	Bucksley, Iva	6/2/2005
COM101		Introduction to PCs	Bittler, Sandy	6/2/2005
COM105		Spreadsheets	Beasley, Dee	6/2/2005
ECO201	01	Macro Economics	Teacher, Arthur	6/6/2005
ECO201		Macro Economics	Langston, John	6/2/2005
ECO301		Micro Economics	Beasley, Dee	6/2/2005
ENG101		Business English	Teacher, Arthur	6/2/2005
FIN201		Financial Aid Sources	Dudley, Charles	6/2/2005

At the bottom of the dialog box, there is a checkbox labeled "Only show active courses" which is checked, and an "OK" button on the right.

- 4 Select a date range for recording attendance. Note that the first field of the date range defaults to the earliest date for which attendance has not been entered, and the second date field defaults to one week later. You can change the date range as required; for example, you can go back, if necessary, to earlier dates in order to post changes to previously recorded attendance – unless, of course the term has been closed. Enter the dates in the date range for which attendance is to be posted.

**Note:** Do not include dates for which attendance is not required or prepared to be recorded. Depending on the **Attendance Type**, the system may automatically post time present or absent based on empty cells.

- 5 Click **Build List** to view a grid for recording attendance.

The screenshot shows the 'Attendance Recording' window. At the top, the 'Term' is set to '2005S' (2005 Summer). Below this, 'Course/Section' is 'ACC101 01' (Accounting 1) and the 'Instructor' is 'Joy Adden'. The date range is '6/2/2005 to 8/31/2005'. The 'Dates' field shows '6/13/2005' to '6/17/2005'. A 'Calendar' button and a 'Build List' button are present. The main section is titled 'Enter Time Absent' and contains a table with student names, their status, and attendance for specific dates.

Student Name	Status	Mon Jun 13 07:30AM	Wed Jun 15 07:30AM
Abbott, Karen A	A		
Abel-McHann, Jac	ATT		
Adams, Tiffany	A		
Adeletti, Melinda	A		
Agasild, T.	ATT		
Anderson, Charles	ATT		
Best, Barbara	POTGR		
Conklin, Art	POTGR		
Done, Jane	ATT		
Lynn, Todd	ATT		
Odom, Debbie	ATT		

At the bottom, there is a 'Filter by Course' dropdown set to '<All Courses>', and 'Save', 'Cancel', and 'Close' buttons.

Each row in the grid contains a student's name, the student's status in the class, and a cell for each meeting in the date range. Holidays are not included.

**Note:** CampusVue does not include holidays in actual school days since there are no class meetings; therefore, students do not get credit for attending classes, and there is no expectation for attendance to be posted. One extra row appears at the bottom for technical reasons.

- 6 Enter the time absent, time present, or units for each date for each student as indicated under the date range
  - Enter an **A** (upper- or lower-case), if the student was absent and CampusVue will convert it to the number of minutes scheduled for the class.
  - Enter a **P** (upper- or lower-case) if the student was present for the entire class period, and CampusVue will credit the student with being present for the number of minutes scheduled for the class period.
  - Alternatively, you can enter the number of minutes scheduled for the class.
  - If a student has an excused absence, enter an **E** (upper or lower case) to record an excused absence for the scheduled time of the class.
  - To record a "tardy" in the "Time Absent" scenario, simply enter the number of minutes that the student missed. In other words, if the student was 15 minutes late to class, enter 15.



Attendance is always posted in the time variable configured in the scheduling of each individual class.

- 7 Click **Save** to save the posted attendance data.

**Note:** If all students were present in a class section, you still need to open the Attendance Recording form and click **Save** to record the attendance.

Attendance for a selected class section can also be posted by going to **Daily > Academic Records > Schedule Classes > Attendance**.

## Record Attendance Dates

If your school does not keep attendance records for each meeting of a class section, you can use the Record Attendance Dates form to record the students' enrollment status, actual start date in the class section, and the Last Date of Attendance (LDA) in the class section.

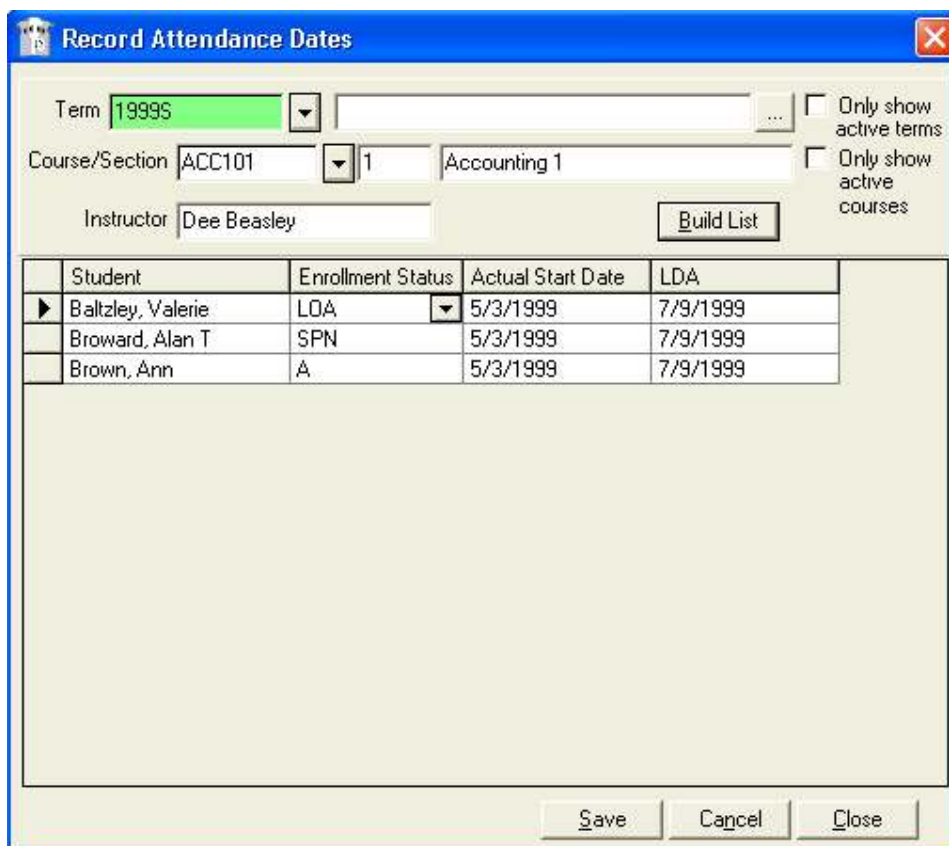
**To record attendance dates for a class section in which no regular attendance is posted:**

- 1 Select **Daily > Academic Records > Attendance > Record Attendance Dates** to open the Record Attendance Dates form.

Student	Enrollment Status	Actual Start Date	LDA
---------	-------------------	-------------------	-----

- 2 Select the **Term** for which attendance dates are to be recorded.

- 3 Select a class section for which attendance dates are to be recorded. The form displays the course description and the instructor's name for the class section.
- 4 Click **Build List** to display the student roster grid for the class section.



The form is titled "Record Attendance Dates". It contains the following fields and controls:

- Term:** A dropdown menu showing "1999S".
- Course/Section:** A dropdown menu showing "ACC101" and a text field showing "1".
- Course Description:** A text field showing "Accounting 1".
- Instructor:** A text field showing "Dee Beasley".
- Buttons:** "Build List", "Save", "Cancel", and "Close".
- Checkboxes:** "Only show active terms" and "Only show active courses".
- Table:** A table with 5 columns: Student, Enrollment Status, Actual Start Date, and LDA. It contains 3 rows of student data.

Student	Enrollment Status	Actual Start Date	LDA
Baltzley, Valerie	LOA	5/3/1999	7/9/1999
Broward, Alan T	SPN	5/3/1999	7/9/1999
Brown, Ann	A	5/3/1999	7/9/1999

- 5 Enter the **Enrollment Status**, **Actual Start Date**, and **LDA** for each student.
- 6 Click **Save** to save the data.
- 7 Click **Close** to close the form.

## Grade Book

You can use the Grade Book form to post lessons and exam grades for a class section. If the courses are planned and set up with distinct components such as lessons, book reports, exams, and so on, the Grade Book lets you track the students' progress. The form is laid out in a spreadsheet format with the lesson/exam codes across the columns and the students in the rows.

**Note:** To navigate around the Grade Book grid, use the ARROW keys to move from one cell to another and the ENTER key to edit the grade. Press the TAB key to exit from the grid.



**To post lesson and exam grades using the grade book:**

- 1 Select **Daily > Academic Records > Grade Book** to open the Grade Book form.

The screenshot shows the 'Grade Book' application window. At the top, there's a title bar. Below it, the 'Term' is set to '2005S' with a dropdown arrow, and '2005 Summer' is displayed next to it. There are checkboxes for 'Only show active terms' and 'Only show active courses'. The 'Course/Section' and 'Instructor' fields are empty. A 'Build List' button is located to the right of the 'Instructor' field. Below these fields is a 'Filter by Course:' dropdown. The main area is a spreadsheet grid with columns labeled A through I and rows numbered 1 through 18. At the bottom of the window are 'Save', 'Cancel', and 'Close' buttons.

- 2 Select the **Term** for which lesson or exam grades are to be posted, and the term description appears. You can also click the ellipsis button ( ... ) on the right of the **Term** field to view the Term Selection form for easy term selection.
- 3 Select the class section for which lesson or exam grades are to be posted. The class section description, Instructor name, and begin/end dates appear in the form.
- 4 Click **Build List**. The spreadsheet will display the lessons and exams (as column headers), students (as row headers), and any previously posted grades in the grid.

**Grade Book**

Term: 1999W 1999 Winter ☐ Only show active terms

Course/Section: ENG101 1 Business English ☐ Only show active courses

Instructor: Albert Bellows 1/4/1999 to 4/16/1999 [Build List](#)

Filter by Course: All Courses

	Student	Status	Parts of	Tense of	The Right	Punctuation	Capitalization	Midte
1	Acker, Bill	LOA	80	90	88			
2	Ackerman, Ryan A	BP	85	79				
3	Brown, Ann	A	88	92				
4	Smith, John	SUSPEND	67	58				
5	Smith, John A	LOA	87	89				
6	Smith, John A	A	87	89				
7	Snacker, Peabody A	GRAD	88	94				

[Save](#) [Cancel](#) [Close](#)

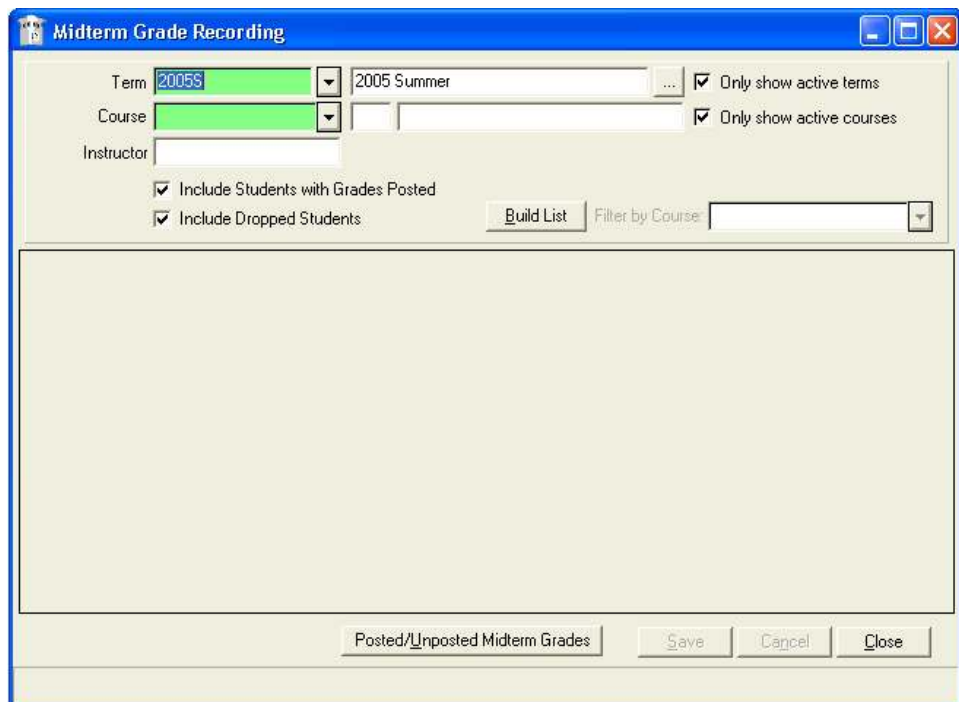
- 5 Enter the grades for lessons and exams by clicking a cell and typing the grade.
- 6 Double-click a row to open that student's Student Master form.
- 7 Click **Save** to save the grades you have posted.

## Midterm Grades

You can post midterm grades for a student using the Midterm Grade Recording form.

### To post midterm grades:

- 1 Select **Daily > Academic Record > Midterm Grade** to open the Midterm Grade Recording form.



The image shows a software window titled "Midterm Grade Recording". It contains several input fields and checkboxes. The "Term" field is set to "2005S" and "2005 Summer". The "Course" field is empty. The "Instructor" field is empty. There are two checkboxes: "Only show active terms" and "Only show active courses", both of which are checked. Below these are two more checkboxes: "Include Students with Grades Posted" and "Include Dropped Students", both of which are checked. A "Build List" button is located to the right of the "Include Dropped Students" checkbox. To the right of the "Build List" button is a "Filter by Course" dropdown menu. At the bottom of the window, there is a "Posted/Unposted Midterm Grades" button, a "Save" button, a "Cancel" button, and a "Close" button.

- 2 Select the **Term** for which midterm grades are to be posted.
- 3 Select the class section for which the midterm grades are to be posted. The course instructor's name appears.
- 4 Click **Build List**.
- 5 Select the student from the **Student Name** list and post numeric and letter grades for the students in the **Numeric Grade** and/or **Letter Grade** columns.
- 6 Click **Posted/Unposted Midterm Grades** to open the Report Selection form that will lead to a report in which you can view the number of posted and unposted midterm grades for a particular course.
- 7 Select **Yes**, **No**, or **Both** from the **Grade Posted** drop-down list to view posted/unposted grades or both types of grades.

- 8 Click **Preview** to view the Posted/Unposted Midterm Grades report.

Course	Course Section	Description	Section	Finals	Midterm	Unposted	Unposted
College of Business Administration	Business Administration	2024 Course	2024 Course	2024 Course	2024 Course	2024 Course	2024 Course

1 record selected

- 9 Click **Save** on the Midterm Grade Recording form to save the midterm grades you posted.

## Final Grades

Final grades for class sections can be batch-posted using the Final Grade Recording form. Alternatively, final grades for an individual student can be posted using the student's **Final Grades** folder (**View > Academic Records > Final Grades**).

**To post final grades for a class section:**

- 1 Select **Daily > Academic Records > Final Grades** to open the Final Grade Recording form.
- 2 Select the **Term** for which grades are to be posted.

**Final Grade Recording**

Term:  2005 Summer  ☒ Only show active terms

Course:   ☒ Only show active courses

Staff Member:

☒ Include Students with Grades Posted

☒ Include Dropped Students

Filter by Course:

- 3 Select the **Class Section** for which grades are to be posted. The class section description, instructor's name, and beginning and ending dates appear.
- 4 If you need to see which final grades have already been posted, enable the **Include Students with Grades Posted** check box. The default is to show all students. Disable the check box to see only those students who have not had grades posted.
- 5 Click **Build List**. A grid opens with columns labeled **Student Name**, **Status**, **Class Status**, **Numeric Grade**, **Letter Grade**, **Speed**, and **Grade Comments**.
  - **Student Name**: list is controlled by your check-box choices.

**Note:** The form allows you to size the **Student Name** column (and other columns) to accommodate long entries.

- **Status**: the student's present school status from the Student Master form.
- **Class Status**: the student's present course status – current, scheduled, drop, cancel, or complete.
- **Numeric Grade**: the numeric grade awarded the student whose name appears on the row. If your institution does not award numeric grades, this cell is blank.
- **Letter Grade**: the letter grade awarded the student whose name appears on the row. If a numeric grade has been entered, it will be converted to a letter grade according to the grading scale associated with the student's program version.
- **Speed**: This field is a free-text numeric field used to record such data as typing or transcription speed.
- **Grade Comments**: Displays instructor comments or other information regarding a student's grade.

Final Grade Recording

Term: 2005S 2005 Summer ☒ Only show active terms

Course: ACC101 N Accounting 1 ☒ Only show active courses

Staff Member: Able Baker 6/6/2005 to 8/31/2005

☒ Include Students with Grades Posted

☒ Include Dropped Students

Build List Filter by Course: All Courses

Student Name	Status	Class Status	Numeric Grade	Letter Grade	Speed	Grade Comments
▶ Jones, Mike E	POTGR	Dropped		WF		

Unposted Grades Save Cancel Close

6 Enter the **Numeric Grade** and/or **Letter Grade** for each student on the roster. Letter grades can be typed into the cell, or selected from the list box that appears when the insertion point is in a letter grade cell. **Letter Grades** will be converted to upper case during data entry. It is not necessary to enter grades for all students in the same session; it is possible to close the grading form and come back at a later date with more grades or with changes.

7 Enter **Speed** if this parameter is appropriate for the class.

8 Enter **Grade Comments** as needed.

**Note:** Grade comments print directly on the student's transcript.

9 Click **Save** to save the entries.

Once you have saved the final grades, the **Date Grade Posted** field is updated with the final grades for students. This date indicates the actual system date that the grade letter was recorded. This date is used to produce grade reports.

The **Date Completed** field will be updated with the end date for the course.

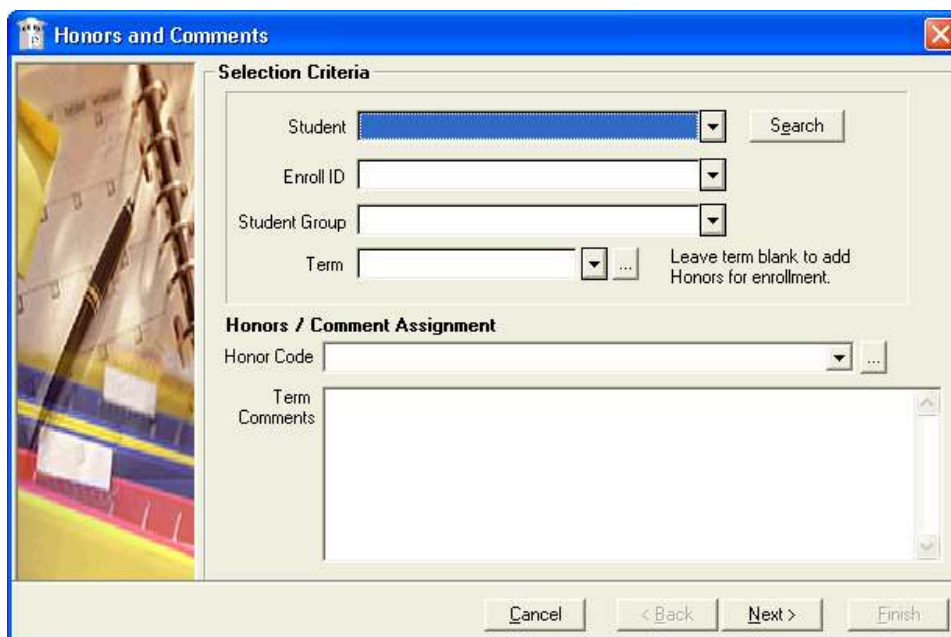
## Honors and Comments

This option is used to assign honors to a student or a group of students. You can select the student or the group of students, the term, and the honor to be awarded. The Term Summary Information (**View > Academic Records > Enrollment > Term Summary**) is updated for each student selected.

An easy way to create an Honors group based on GPA is to run the GPA Average Range report and save the results as a group. For example, save the students with GPAs of 3.5 or higher as “Fall 2004 Deans List.” If you are assigning honors to a student group, be sure to update the list of students in the group before executing this procedure.

**To post Honors:**

- 1 Select **Daily > Academic Records > Honors and Comments** to open the Honors and Comments wizard.



- 2 Select the **Student** or **Student Group** to whom honors are being assigned. If necessary, click **Search** to find a student. If you use the search tool, double-click a student name in the search results to insert that student's name in the **Student** field.
- 3 Select the **Term** for which the honors are being assigned.
- 4 Select the **Honor Code**.
- 5 Enter **Term Comments**, if required.
- 6 Click **Next** to go to the second page of the wizard.

**Honors and Comments**

**Students selected**

Student Name	Program Version	Term	Honors	Comment
Acker, Bill	N/A	2005S	Error! No Activity in Term	N/A
Ackerman, Ryan	N/A	2005S	Error! No Activity in Term	N/A
Baltzley, Val	N/A	2005S	Error! No Activity in Term	N/A
Grant, David	N/A	2005S	Error! No Activity in Term	N/A
Johnson, John	N/A	2005S	Error! No Activity in Term	N/A
Macia, Maria	N/A	2005S	Error! No Activity in Term	N/A
Scott, Randoph	N/A	2005S	Error! No Activity in Term	N/A

Number of enrollments being effected :0

Cancel < Back Next > Finish

- 7 Review the list of students. If necessary, deselect students by highlighting a name and clicking **Delete Student** to remove them from the list.
- 8 Click **Finish** to process the assignment of honors to the selected students and close the form.

## Scanning Services

Scanning Services provides daily scanning procedures include printing of attendance and final grade forms, scanning of marked forms, and roster maintenance. This option is only available for use if you use scanning services, such as SCANTRON®.

### To use Scanning Services:

- 1 Select **Daily > Academic Records > Scanning Services** to open the Scanning Services form.

Select the **Print Rosters** tab to print rosters for final grades, midterm grades, or attendance.

You should preprint SCANTRON® forms for the rosters to be printed. While it is possible to print the rosters on plain paper for test purposes, plain paper rosters cannot be scanned by the ScanMark™ optical mark reader (OMR). Note that it is not necessary to have an OMR connected to your PC to print the rosters. They are printed on your default report printer.



The screenshot shows the 'Scanning Services' window with the 'Print Rosters' tab selected. On the left is a small image of a spiral-bound notebook with a pen. The main area is titled 'Attendance Roster' and contains the following fields:

- Select Roster Type:** Radio buttons for 'Final Grades' and 'Attendance' (selected).
- Campus:** Text field containing 'Campus Management Institute'.
- Term:** A dropdown menu showing '2005S' (highlighted in green) and a text field showing '2005 Summer' with a search icon.
- Teacher:** A dropdown menu.
- Shift:** A dropdown menu.
- Course:** A dropdown menu.
- Section:** A text field.

At the bottom are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

- 2 Select the **Scan Rosters** tab to scan either Final Grades rosters or Attendance rosters.

The screenshot shows the 'Scanning Services' window with the 'Scan Rosters' tab selected. The main area contains:

- Number of Forms for Scanning:** A text input field.
- Buttons:** 'Scan Grades' and 'Scan Attendance'.
- Close:** A button at the bottom right.

- 3 Select the **Roster Maintenance** tab to add students to a previously printed roster. This form allows the class section instructor to "write in" a new student at the bottom of a previously printed roster.

The **Scanning Services** window contains three tabs: **Print Rosters**, **Scan Rosters**, and **Roster Maintenance**. The **Roster Maintenance** tab is active, showing a **Roster ID** input field and a **Get Roster** button. Below these are three columns: **New Students not on Roster**, **Students on Roster**, and **Dates Processed**. Each column has a table with headers **Student Name** and **Enroll #** (for the first two) or **Dates** (for the third). A **>>** button is located between the first two columns. A **Close** button is at the bottom right.

## Instructor Maintenance

The Instructor Maintenance form enables staff members at campus levels to add new instructors and update information for existing staff members.

The **Instructor Maintenance** window has a **Members** tab. It displays a table of instructors with the following columns: **Last Name**, **First Name**, **User ID**, **Active**, **Pass. Profile**, and **Pass. Exp.**. Below the table are buttons for **Add**, **Edit**, and **Disable**, along with a checkbox for **Only Show Active** and a **Close** button.

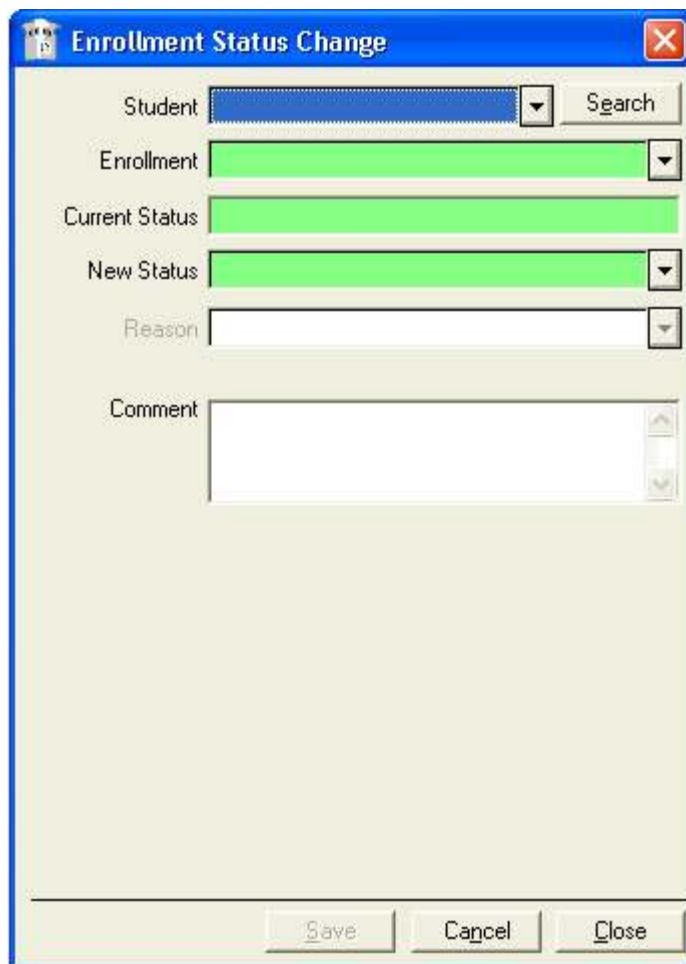
Last Name	First Name	User ID	Active	Pass. Profile	Pass. Exp.
Adden	Joy	JADDEN	Y	LEADS	1/1/9999
Astor	James	AST	Y	DEF	1/1/9999
Baker	Able	ABAKER	Y	LEADS	1/1/9999
Barton	Charity	BAR	Y	DEF	6/26/2003
Barton	Paul	PBUNYON	Y	LEADS	1/1/9999
Beasley	Dee	BEA	Y	DEF	1/1/9999
Bellows	Albert	BEL	Y	DEF	1/1/9999
Bittler	Sandy	BIT	Y	LEADS	1/1/9999
Borzone	Lucy	BOR	Y	DEF	1/1/9999
Brazzi	Roberto	BRA	Y	DEF	1/1/9999
Bucksley	Iva	BUC	Y	DEF	1/1/9999
Dudley	Charles	DUD	Y	DEF	1/1/9999
Fox	Whitney	FOX	Y	DEF	1/1/9999
Joyce	Jim	JJ	Y	LEADS	1/1/9999
Langston	John	LAN	Y	DEF	1/1/9999
Mackay	Clarence	MAC	Y	DEF	1/1/9999
Mellon	Arthur	MEL	Y	DEF	7/9/2003
Mosely	Anne	MOS	Y	DEF	1/1/9999
Smith	Raquel	RAQ	Y	DEF	7/9/2003
Teacher	Arthur	TEACH	Y	DEF	1/1/9999

## Status Change

CampusVue allows you to change the status of a single student (described here) or a group of students (for example, pending graduates – see Batch Status Change below).

### To change the status of an individual student:

- 1 Select **Daily > Academic Records > Status Change** to open the Enrollment Status Change form.

The screenshot shows a web-based form titled "Enrollment Status Change" with a blue header bar. The form contains several input fields: a "Student" field with a blue dropdown arrow and a "Search" button; an "Enrollment" field with a green dropdown arrow; a "Current Status" field with a green dropdown arrow; a "New Status" field with a green dropdown arrow; a "Reason" field with a white dropdown arrow; and a "Comment" field with a white text area and a vertical scrollbar. At the bottom of the form are three buttons: "Save", "Cancel", and "Close".

- 2 Select or find the **Student** whose status is to be changed.
- 3 Select the **Enrollment** in which the student's status is to be changed, and the student's **Current Status** appears.
- 4 Select the **New Status** for the student from the drop-down list.  
You can only change the status to one of the statuses available in the drop-down list. This list is controlled by the policies of acceptable status changes within your institution.
- 5 Select a **Reason** from the drop-down list.

**Status Change for: Abbott, Karen - 194**

Student: Abbott, Karen - 194 [Search]

Enrollment: Bach. of General Management

Current Status: Active

New Status: Probation

Reason: [Dropdown]

Comment:

Description	Code
Academic Probation 1	PROB1
Academic Probation 2	PROB2
Academic Grades	GRAD
Attendance	ATT
Improper Behavior	BEH

Effective Date: 07/17/2009

[Save] [Cancel] [Close]

The **Reason** field is initially disabled, but may be activated if the **New Status** selected *requires* a reason to be entered. If so, the background color of the Reason field will change to green. If no reason is required, the **Reason** field will remain disabled.

- 6 Enter any **Comments** necessary to explain the change of status.
- 7 Click **OK** to save the status change. Click **OK** on the confirmation message to acknowledge the message and close the form.

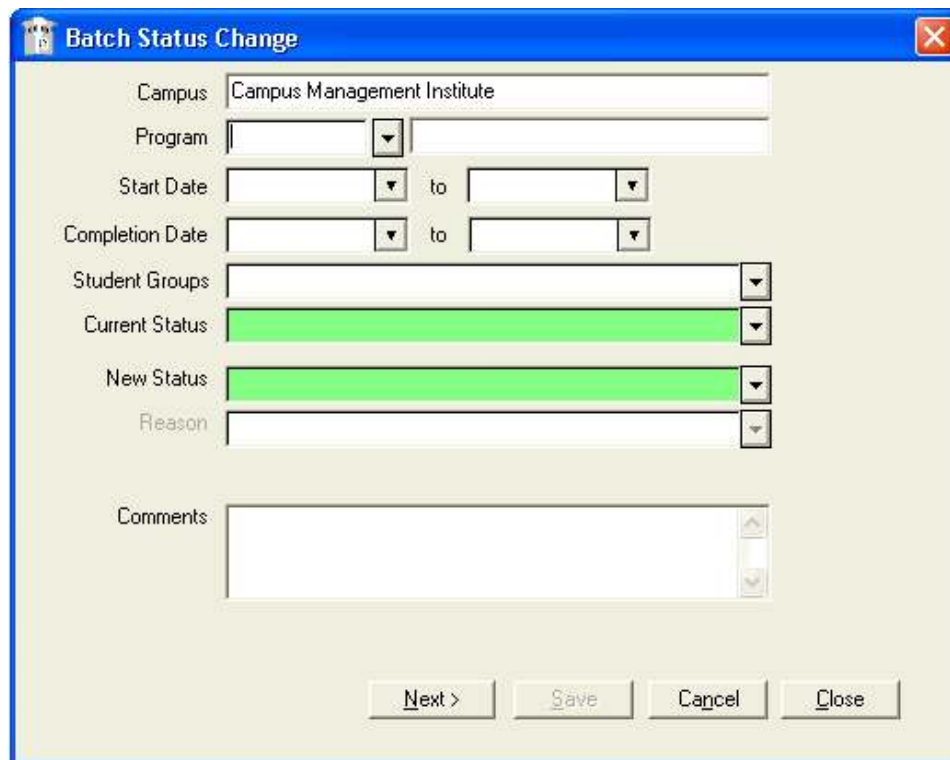
## Batch Status Change

You can use the Batch Status Change form to change the school status for multiple students who share a common current school status and need to be moved to a common “new” school status.

You can also perform a status change on a student group. CampusVue includes logic to check for hold codes, verify status change rules, and create exception reports for students in the group who do not meet the conditions required for the selected status change.

**To change the status for multiple students:**

- 1 Select **Daily > Academic Records > Batch Status Change** to open the Batch Status Change form.



The screenshot shows a software window titled "Batch Status Change" with a blue header bar and a red close button in the top right corner. The form contains several input fields and dropdown menus. The "Campus" field is a text box containing "Campus Management Institute". The "Program" field is a dropdown menu. The "Start Date" and "Completion Date" fields are date pickers, each followed by a "to" label and another date picker. The "Student Groups" field is a text box with a dropdown arrow. The "Current Status" and "New Status" fields are dropdown menus, both of which are currently highlighted in green. The "Reason" field is a text box with a dropdown arrow. The "Comments" field is a large text area with a scrollbar. At the bottom of the form, there are four buttons: "Next >", "Save", "Cancel", and "Close".

- 2 The default **Campus** appears in the form. To change the **Campus**, you must change the campus session default.
- 3 Select the **Program code** (required), **Date Fields** (optional), **Current Status** (required), **Student Group** (optional) and **New Status** (required). Depending upon the selections, the **Reason** and **Date** fields may also be required in order to move to the next screen. You can also record **Comments** to explain why this status change is being made.
- 4 Click **Next**. CampusVue checks for hold codes, verifies status change rules, and displays a list of students who meet the conditions required for the selected status change.

**Batch Status Change**

Selected Enrollments				
Student Name	Start Date	Grad Date	# Days Last Chng	Omit?
Abbott, Karen	1/7/2002	12/23/2003	21	<input type="checkbox"/>
Adams, Kameko	5/7/2001	8/25/2003	21	<input type="checkbox"/>
Adams, Samuel		8/23/2004	21	<input type="checkbox"/>
Adams, Tiffany	1/7/2002	12/12/2003	21	<input type="checkbox"/>
Addison, Gina	5/7/2001	11/1/2007	18	<input type="checkbox"/>
Adeletti, Melinda	1/3/2005	12/12/2003	21	<input type="checkbox"/>
Ahmeed, Sandra	1/7/2002	12/12/2003	21	<input type="checkbox"/>
Alfano, Debbie	5/7/2001	8/22/2003	21	<input type="checkbox"/>
Babe, Jeanette	9/8/1999	4/25/2002	21	<input type="checkbox"/>
Baig, Saba	1/25/2000	1/25/2000	1579	<input type="checkbox"/>
Baltzley, Val	9/8/1999	5/31/2002	21	<input type="checkbox"/>
Baught, Jeff	5/7/2001	12/15/2003	21	<input type="checkbox"/>
Bell, Yvette	5/6/2002	12/23/2003	21	<input type="checkbox"/>
Benn, Elaine	5/10/1999	12/10/2003	21	<input type="checkbox"/>

Print

< Back Save Cancel Close

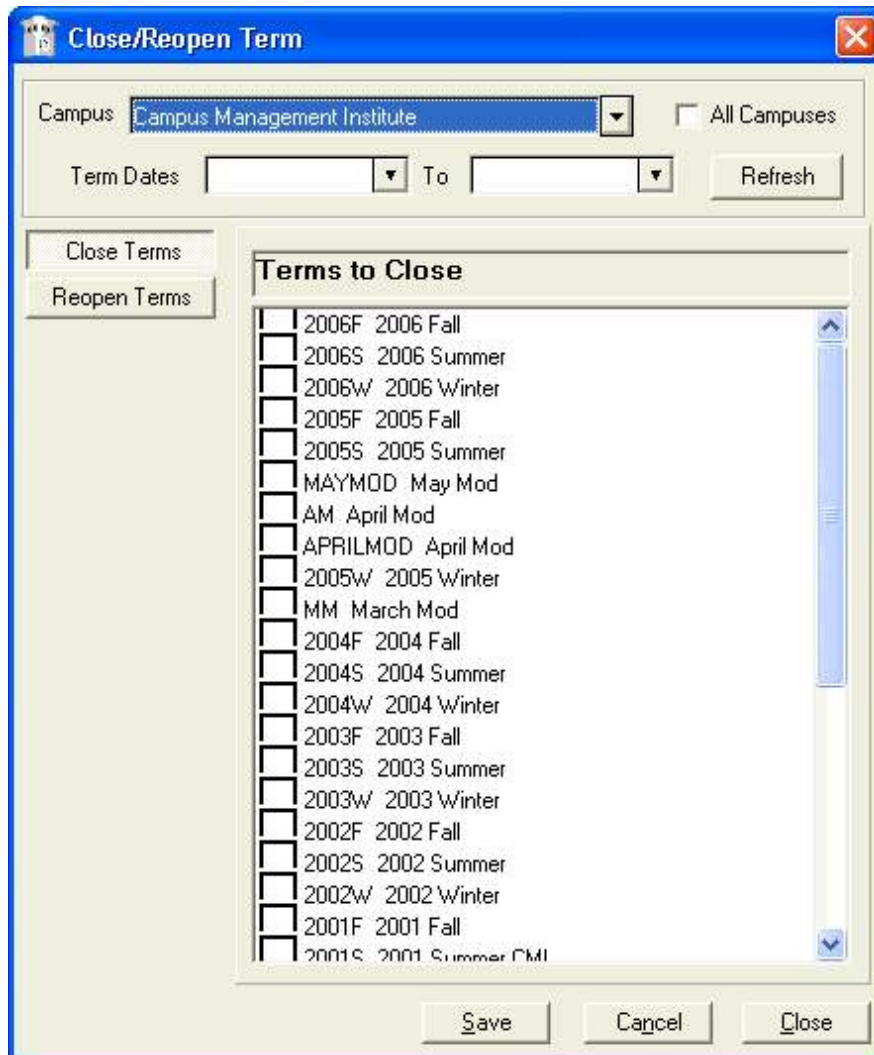
- 5 Click **Print** to open the Report Selection form, and then click the **Print Preview** button to view the list of students affected by the status change.
- 6 Enable the corresponding check-box in the **Omit** column to abort the status change for a student.
- 7 Click **Save** to save the status changes. A message will appear if any of the student statuses cannot be changed.
- 8 A confirmation message appears when the status change process is complete. Click **OK** to acknowledge the confirmation.

## Close/Reopen Term

You can use the **Close/Reopen Term** function to close terms after all attendance and final grades have been entered. A closed term's data cannot be changed without the proper authorization.

### To close an open term:

- 1 Select **Daily > Academic Records > Close/Reopen Terms** to open the Close/Reopen Term form.
- 2 Select the term(s) to close and then click **Save**. The terms are now closed and no administrative changes can be made to the terms.
- 3 To reopen a term, select the term and then click **Reopen Terms/**



The dialog box is titled "Close/Reopen Term". It features a "Campus" dropdown menu set to "Campus Management Institute" and an unchecked "All Campuses" checkbox. Below these are "Term Dates" dropdowns and a "Refresh" button. On the left, there are two buttons: "Close Terms" and "Reopen Terms". The main area is a list box titled "Terms to Close" containing a scrollable list of terms with checkboxes. The terms listed are: 2006F 2006 Fall, 2006S 2006 Summer, 2006W 2006 Winter, 2005F 2005 Fall, 2005S 2005 Summer, MAYMOD May Mod, AM April Mod, APRILMOD April Mod, 2005W 2005 Winter, MM March Mod, 2004F 2004 Fall, 2004S 2004 Summer, 2004W 2004 Winter, 2003F 2003 Fall, 2003S 2003 Summer, 2003W 2003 Winter, 2002F 2002 Fall, 2002S 2002 Summer, 2002W 2002 Winter, 2001F 2001 Fall, and 2001S 2001 Summer CMI. At the bottom are "Save", "Cancel", and "Close" buttons.

Term	Year	Season
<input type="checkbox"/>	2006F	2006 Fall
<input type="checkbox"/>	2006S	2006 Summer
<input type="checkbox"/>	2006W	2006 Winter
<input type="checkbox"/>	2005F	2005 Fall
<input type="checkbox"/>	2005S	2005 Summer
<input type="checkbox"/>	MAYMOD	May Mod
<input type="checkbox"/>	AM	April Mod
<input type="checkbox"/>	APRILMOD	April Mod
<input type="checkbox"/>	2005W	2005 Winter
<input type="checkbox"/>	MM	March Mod
<input type="checkbox"/>	2004F	2004 Fall
<input type="checkbox"/>	2004S	2004 Summer
<input type="checkbox"/>	2004W	2004 Winter
<input type="checkbox"/>	2003F	2003 Fall
<input type="checkbox"/>	2003S	2003 Summer
<input type="checkbox"/>	2003W	2003 Winter
<input type="checkbox"/>	2002F	2002 Fall
<input type="checkbox"/>	2002S	2002 Summer
<input type="checkbox"/>	2002W	2002 Winter
<input type="checkbox"/>	2001F	2001 Fall
<input type="checkbox"/>	2001S	2001 Summer CMI

## Population Analysis/IPEDS Enrollment Survey

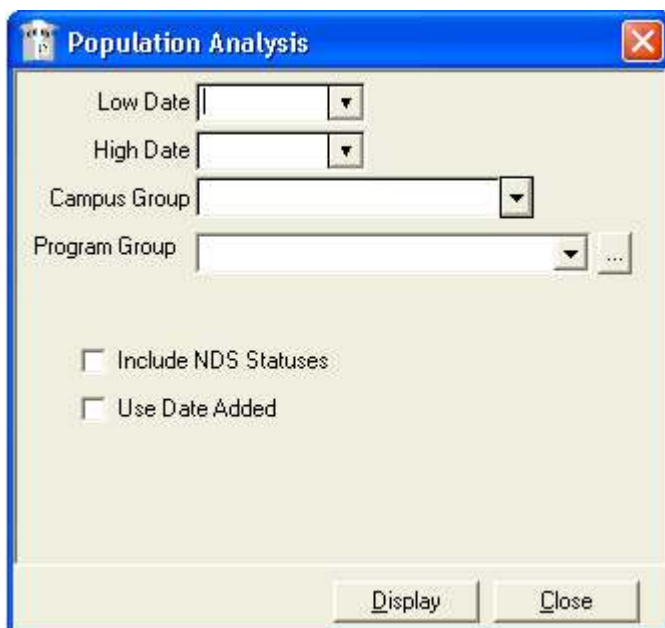
The Population Analysis supports the IPEDS Fall Enrollment Survey report as well as many accrediting agency reports. The format for this report is called a “cube” report.

The cube report format permits you to manipulate the rows and columns, preview and print the data in spreadsheet format, create and print a graph, export the data to Excel, or save the results to a file. The cube report opens with one row for each program version in the school. For each program version, there are columns for beginning population, new starts, re-entry students, transfers in, transfers out, incompletes, drops, completes, Standard Period of Non-Enrollment (SPN), graduates, and ending population. Additional variables include campus, student status, shift, lead source, admissions rep code, student name, SSN, ethnic code, gender, zip code, enrollment status, grade level, degree, and age bracket.



**To run the Population Analysis cube report:**

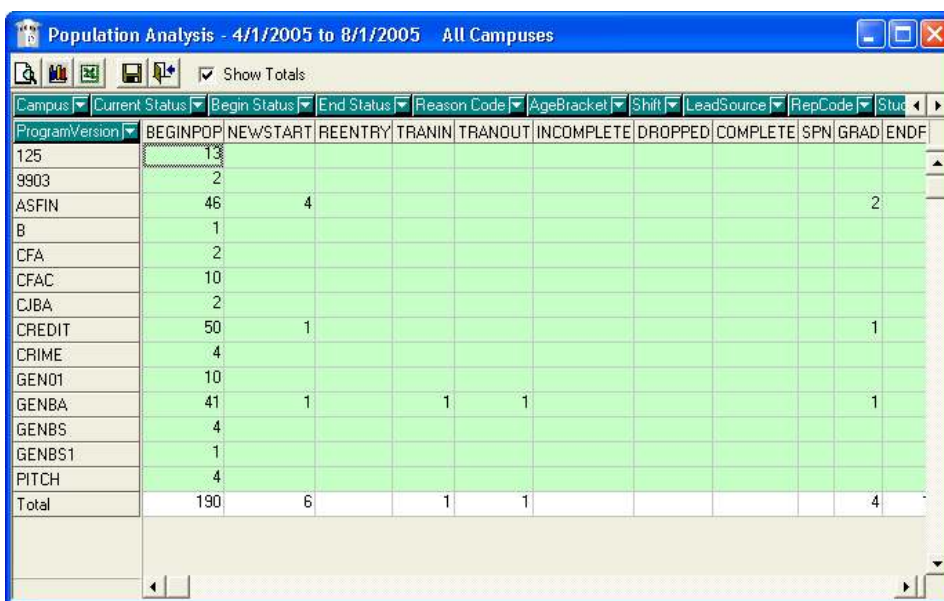
- 1 Select **Daily > Academic Records > Population Analysis/IPEDS Enrollment Survey** to open the Population Analysis form.



The screenshot shows the 'Population Analysis' dialog box. It contains the following fields and options:

- Low Date:** A date selection field.
- High Date:** A date selection field.
- Campus Group:** A dropdown menu.
- Program Group:** A dropdown menu with an ellipsis button.
- ☐ **Include NDS Statuses**
- ☐ **Use Date Added**
- Display** and **Close** buttons at the bottom.

- 2 Enter the **Low Date**, **High Date**, **Campus Group**, and **Program Group** for which to run the analysis. Enable other check-boxes as required.
- 3 Click **Display** to run the Population Analysis cube report. When the calculations are finished, the cube report appears.



The screenshot shows the 'Population Analysis - 4/1/2005 to 8/1/2005 All Campuses' report window. It includes a toolbar with icons for search, print, and other functions, and a 'Show Totals' checkbox. The main area is a table with the following columns: Campus, Current Status, Begin Status, End Status, Reason Code, Age Bracket, Shift, Lead Source, Rep Code, Student Name, SSN, Race, and Program Version. The table displays data for various programs, with a 'Total' row at the bottom.

Program Version	BEGINPOP	NEWSTART	REENTRY	TRANIN	TRANOUT	INCOMPLETE	DROPPED	COMPLETE	SPN	GRAD	ENDF
125	13										
9903	2										
ASFIN	46	4								2	
B	1										
CFA	2										
CFAC	10										
CJBA	2										
CREDIT	50	1									1
CRIME	4										
GEN01	10										
GENBA	41	1		1	1						1
GENBS	4										
GENBS1	1										
PITCH	4										
<b>Total</b>	<b>190</b>	<b>6</b>		<b>1</b>	<b>1</b>						<b>4</b>

The available variables in the cube report include **Campus**, **Status** (of student in school), **Age Bracket**, **Shift**, **Lead Source**, **Rep Code**, **Student Name**, **SSN**, **Race**



**Code, Gender, State, Zip, Grade Level Code, Degree Code, Program Version, and Enrollment Status.**

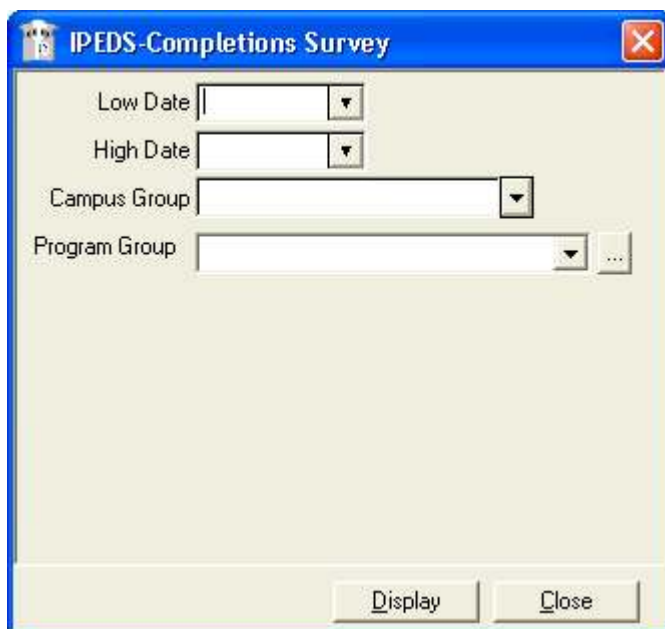
- 4 Click **Preview** to view a preview of the spreadsheet report with the data from the cube report. The report can be formatted to a limited extent and printed.
- 5 Click **Excel** to transfer the data to an Excel spreadsheet.
- 6 Click **Save** to save a copy of the Population Analysis data. A confirmation message shows the name and location of the saved cube file.
- 7 Enable or disable **Show Totals** as required.
- 8 Click **Exit** to close the Population Analysis Cube.
- 9 Click **Close** to close the selection form.

## IPEDS-Completions Survey

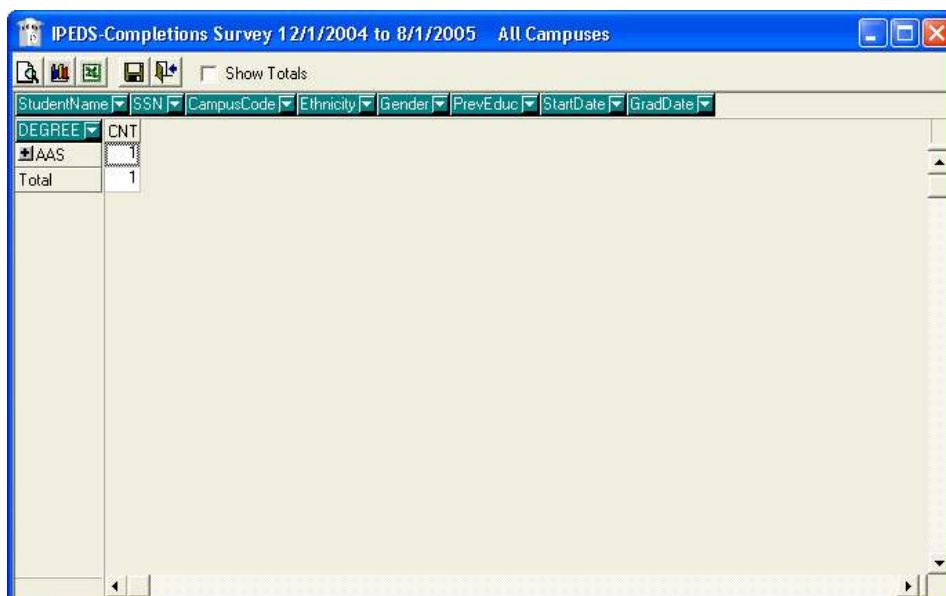
This IPEDS-Completions Survey cube report provides information to help you complete the IPEDS-C Form.

**To run the IPEDS Completions Survey cube report:**

- 1 Select **Daily > Academic Records > IPEDS-Completions Survey** to open the IPEDS-Completions Survey form.



- 2 Select the **Low Date** and **High Date**. The date range is "Enrolled As Of Date Range" similar to that on the population analysis.
- 3 Select the **Campus Group** for which to run the report.
- 4 Click **Display** to open the cube report.



StudentName	SSN	CampusCode	Ethnicity	Gender	PrevEduc	StartDate	GradDate	DEGREE	CNT
								AAS	1
Total									1

The available data variables for this cube report are **Student Name**, **SSN**, **Campus Code**, **Ethnicity**, **Gender**, **Grad Date**, and **Degree**.

Arrange the data elements on the horizontal and vertical axes of the grid as required to obtain the analysis of the data.

- 5 Click **Close** to close the report.
- 6 Click **Close** to close the IPEDS Completions Survey form.

## Satisfactory Academic Progress (SAP)

The SAP wizard calculates satisfactory academic progress based on tables that are configured at **Lists > Academic Records > SAP**. You can calculate SAP manually at any time, or configure it to run automatically. The process updates the records of the affected students with the results of the latest calculation, and can be configured to change students' statuses, e.g., to **Probation** or **Recommend Suspension**. The SAP indicator for a selected student can be seen at **View > Academic Records > Enrollment > Progress tab**.

SAP can be configured to run automatically after the end of a term and be repeated for a specific length of time after the term without any intervention from users. You can configure SAP to exclude certain SAP statuses from both manual and automatic processing.

Individual campuses can limit the period after a term during which automated or manual SAP processing may occur. The campus setting may be overridden for specific terms. Specific users may be given authority to perform manual SAP processing outside of the defined SAP processing period.

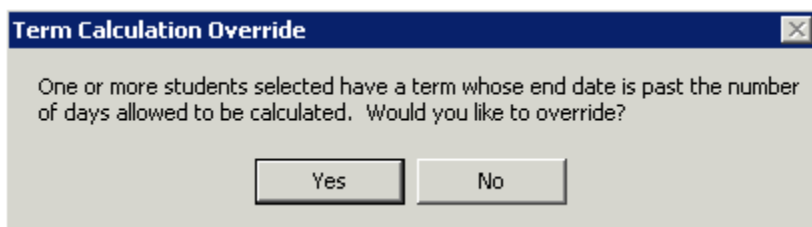
**To calculate SAP on demand:**

- 1 Select **Daily > Academic Records > Satisfactory Academic Progress** to open the SAP wizard.

The screenshot shows the 'Satisfactory Academic Progress Calculation' window. It has a title bar with a close button. Below the title bar is a section for 'Student selection criteria' containing a 'Single' text field, a 'Group' dropdown menu, a 'Search' button, and a 'Campus' dropdown menu (currently set to 'Campus Management Institute'). Below this are two radio buttons: 'Term Based' (selected) and 'Cumulative'. There is a checked checkbox for 'Only show active terms'. Below these are several date and selection fields: 'Term:' with a dropdown and an ellipsis button, 'Term Sequence Range' with 'From:' and 'To:' text boxes, 'Shift:' with a dropdown, and 'Out of School Date Range' with two date boxes and a 'to' separator. At the bottom right are three buttons: 'Cancel', 'Next >', and 'Finish'.

SAP wizard calculates SAP for students in the **Active** status category in the default campus.

- 2 If you are calculating SAP for an individual student, click **Search** to find the student and automatically populate the Single field.  
  
If you are calculating SAP for a specific group of students, select the group from the Group drop-down list.
- 3 Select if the calculation is to be based on terms (enable the **Term Based** radio button) or cumulative (enable the **Cumulative** radio button).
- 4 Select the **Term(s)** for which you need to calculate SAP or enter a **Term Sequence Range**. Enable or disable **Only show active terms** as you require.
- 5 Select the **Shift** for which SAP is to be calculated. If you do not select a shift, all shifts will be calculated.
- 6 Select the beginning date and end date of the **Out of School Date Range**, if applicable.
- 7 Click **Next >** to go to the second page of the wizard. If any student gathered in the process has a term ending date for which the allowable SAP calculation period has expired, you will get the following message before the grid populates with the results of SAP processing:



Click **Yes** or **No** as required.

- 8 The grid on Page 2 of the wizard displays all students gathered in this batch and their SAP results for the selected term and each subsequent term up to and including the most recently completed term. If the **SAP** check box for a student is enabled, the student is making SAP. If the check box is disabled, the student is not making SAP. The **SAP Status** column displays the student's status as it will be updated in the Enrollment folder.

**Satisfactory Academic Progress Calculation**

Student Name	Units	Units Att.	Cur GPA	Cum GPA	SAP	SAP Status	Term Seq.	Checkpoint	Fail. SAP
Baught, Jeff	14	14	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	1	
Bejarano, Sally	13	13	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Bencivenja, Tatrece	3	3	2.00	2.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Bennett, Nikita	2	2	3.00	3.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Best, Barbara	2	2	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	1	
► Bevens, Brenda	0	3	0.00	0.00	<input type="checkbox"/>	SAP Not Met	1	0	
Blitch, Kristi	13	13	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Brinkley, John	26	26	3.65	3.62	<input checked="" type="checkbox"/>	SAP Met	3	0	
Brown, Ann	3	3	2.00	2.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Brown, Ann	3	3	2.00	2.00	<input type="checkbox"/>	Not Evaluated	1	0	
Brown, Ann	3	3	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Budd, Billy	0	0	2.25	2.25	<input type="checkbox"/>	Not Evaluated	0	0	
Bunyon, Paul	3	3	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Butler, Wretch	0	8	0.00	0.00	<input type="checkbox"/>	SAP Not Met	2	0	
Campaigne, Michelle	13	13	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Carter, Cynthia	14	14	4.00	4.00	<input checked="" type="checkbox"/>	SAP Met	1	0	
Comer, Steve	3	3	3.00	3.00	<input checked="" type="checkbox"/>	SAP Met	1	0	

Cumulative GPA (0.00) is less than minimum GPA (1.00).  
 Current GPA (0.00) is less than minimum term GPA (1.50).  
 The required minimum percent complete is 50.00% and the enrollment units earned (0.00) divided by the enrollment units attempted (3.00) multiplied by 100 equals 0.00%.

Filter Printout By SAP Status:  Create Letter Activities ☐

Print Cancel <Back Next > Finish

Select a student to see additional information about the student's SAP status in the box below the grid. Filter the list with the Filter Printout by SAP Status down-arrow. Check the Create Letter Activities checkbox to send a letter to each student in the list; select the letter to be sent by clicking the enabled down-arrow to display a list of Contact Manager letter activities.

Users with the necessary permission (granted at **Setup > Staff > User Info tab > Academic Records tab**) can override a student's calculated SAP status by checking or clearing the SAP checkbox and selecting an alternate SAP status. The overrides will be saved and shown in the SAP report. The next time SAP is calculated, the student will be re-evaluated and any previous overrides will be overwritten, based on the new calculation.

- 9 Click **Print** to print a list of the results of the SAP calculation, including any overrides. You can filter the results by selecting a status from the **Filter Printout by SAP Status** drop-down list.

**SAP Report**

Report by Status Group

10/26/2012 10:16:10 AM

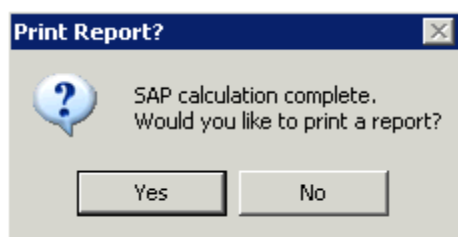
Student Name	SAP Status	SNR	Term	Current	Previous	Change	Notes	Printed	Printed Date
John Doe	SAP Status	001	1012	001	001	000		10/26/12	10/26
Student in SAP Status: 0010000000									
John Doe	SAP Status	001	1012	001	001	000		10/26/12	10/26
Student in SAP Status: 0010000000									
John Doe	SAP Status	001	1012	001	001	000		10/26/12	10/26
Student in SAP Status: 0010000000									
John Doe	SAP Status	001	1012	001	001	000		10/26/12	10/26
Student in SAP Status: 0010000000									

11 Records returned

- 10 Click **Finish** to complete the SAP process. CampusVue will ask:



- 11 Click **Yes** to update student records and display a confirmation message that the process is complete. (Click **No** to return to the SAP wizard.)



- 12 Click **Yes** if you wish to print the SAP Report, or click **No** to close the message and the SAP wizard.

#### To configure SAP to run automatically:

- 1 Configure and activate the SQL job related to automated SAP processing. Contact your system administrator or CampusVue Support for assistance.

**CAUTION:** Do not proceed to Step 2 until the SQL job is activated.

- 2 Navigate to **Setup > Campus Locations > Academic Records > SAP/Grades/Registration** and enable automated SAP reporting.

The screenshot shows the 'Campus Information' window with the 'SAP/Grades/Registration' tab selected. A red rectangle highlights the 'Enable Automated SAP reporting on Daily Menu' checkbox (checked) and the 'Number of Days after term end date to continue calculating SAP' text box (containing '15'). Other visible options include 'Perform SAP after dropping student?' (No), 'Post Independent Midterm Grade?' (No), 'Calculate Grades In Progress' (No), 'Prevent Registration in Overlapping Terms (Manual Registration Only)' (checked), 'Enable Catalog' (checked), 'Set Start Date to Term Start?' (checked), 'Allow Makeup Hours?' (checked), 'Update LDA with Makeup Date?' (unchecked), 'Retain LDA on Unregistered Courses?' (unchecked), 'Auto-associate Complete/Dropped courses for new enrollments/ADS changes?' (No), and 'Grade Level to be evaluated for Course Prerequisite' (AD). The 'Comments to Print on Student Class Schedule' text area contains the text: 'This is your class schedule for the term indicated at the top of the report.' Buttons for 'Save', 'Cancel', and 'Close' are at the bottom.

- 3 Indicate the number of days following the term ending date to continue SAP calculation. If the field is left blank, no automated processing will occur, but SAP may be processed manually at any time; if n=zero, automated and manual SAP processing may occur on the last day of the term; if n=1 or greater, automated and manual SAP may occur up to n days after the term end date.

This number can be overridden for a specific term by entering a different number on the Length/Relationships tab of the Term Code Setup form – see screenshot below.

Users will normally only be able to calculate SAP manually for the defined period after the term end date. If individual staff members or staff groups will perform SAP calculations outside of these dates, they must be given permission at **Setup > Staff > User Info > Academic Records**.

- 4 Open the SAP Status Code Setup form for any SAP statuses that should be excluded from both manual and automatic SAP processing.

Enable the “Exclude status from being recalculated” checkbox where applicable. In the above example, a campus may want a status of “SAP Appeal” to remain on a student's record and not be altered when SAP calculations are redone for the same time period.

#### To view automated SAP results:

- 1 Select **Daily > Academic Records > Review Automated SAP Results** to open the Review Automated SAP Calculations form.

**Review Automated SAP Calculations**

Campus: Campus Management Institute

Date Processed: [ ] to [ ] Refresh

Date Completed	Time Completed	Records Selected	Records Updated
----------------	----------------	------------------	-----------------

Review Close

- 2 Enter the processing date(s) and click **Refresh** to populate the grid with a list of automated SAP batches corresponding to those dates.

**Review Automated SAP Calculations**

Campus: CAMPUS MANAGEMENT - NEW YORK

Date Processed: 3/14/2008 to 3/14/2008 Refresh

Date Completed	Time Completed	Records Selected	Records Updated
3/14/2008	02:27 PM	51	51
3/14/2008	02:24 PM	4	4

Review Close

- 3 Select a batch and click **Review** to open a Report Selection form in which you can configure the display of individual student SAP results for that batch.



- 4 Select your desired sort order and click **Preview** to display the SAP report.

### SAP Report

lst\_adSAP.rpt  
TBLEFELD

Sorted by: Student Name

**Automated SAP Calculation**  
**Campus:** CAMPUS MANAGEMENT - NEW YORK  
**Date:** 3/14/2008  
**Time:** 2:27PM

3/14/2008  
2:30:01PM

Student Name	SAP Status	GPA	Num Avg	Curr. GPA	Current	Units	Units	Hours	Action If
Program Version	School Status	Term Seq	Term	Code/Descrip	Num. Avg	Attempted	Earned	Attended	Failed
Sap Failure Reason									
Allen, Albertina L	SAP Met	3.27	0.00	3.09	0.00	39.00	39.00	469.00	
	Active-Externship	7		C0801-4/Child - January, 2008 4 Week			100.00%		
	SAP Met based on hours and attending status.								Checkpoint: 0
Medical Assisting									
Altman, John H	SAP Met	2.56	0.00	2.00	0.00	43.00	43.00	414.00	
	Drop	7		C0801-4/Child - January, 2008 4 Week			100.00%		
	SAP Met based on hours and attending status.								Checkpoint: 0
Pharmacy Technician									
Anderson, Jill R	SAP Met	4.00	0.00	4.00	0.00	41.00	41.00	540.00	
	Active-Externship	7		C0801-4/Child - January, 2008 4 Week			100.00%		
	SAP Met based on hours and attending status.								Checkpoint: 0
Medical Insurance Coding									
Banks, Shera L	SAP Met	0.50	0.00	0.00	0.00	11.00	5.50	125.00	
	Drop	2		C0801-4/Child - January, 2008 4 Week			50.00%		
	SAP Met based on hours and attending status.								Checkpoint: 0

## Advanced Academic Records Functions

### Process Queued Transfers

Transfers are initiated on an individual student basis from **View > Academic Records > Enrollment**. The user recording the transfer can select whether to complete the transfer process “Now” or “Later” (i.e., at the end of the term).

This menu option is used to process student transfers that have been queued to wait for a certain date before processing. You can view or print transfers currently waiting to be processed and/or cancel a queued transfer.

#### To process queued transfers:

- 1 Select **Daily > Academic Records > Process Queued Transfers** to open the Academic Records - Process Transfers form.

Student Name	SSN	Current Campus	Current Prog Version	Proc Date	Process
Training, Charlie	498-48-6863	Campus	GENBA	3/13/2008	<input type="checkbox"/>
Training, Martha	544-09-7786	Campus	GENBA	3/13/2008	<input checked="" type="checkbox"/>
Training, Ginger	333-44-4555	Campus	GENBA	3/13/2008	<input checked="" type="checkbox"/>
Training, Toni	222-44-6789	Campus	GENBA	3/13/2008	<input checked="" type="checkbox"/>
Training, Sean	555-51-2578	Campus	GENBA	3/13/2008	<input checked="" type="checkbox"/>

Student has Current/Scheduled courses. Cannot Transfer.

Clear All Cancel Transfer

Transfer Process Details

New Campus: Campus Institute of Art

New Prog Version: 0506MUSIC

Move Courses: Move all Courses to New Enrollment

☒ Move Date Billed

☒ Move Exp./Actual Start Date

☐ Move Last Day of Attendance

☐ Perform Document Review

☐ Modify Fess for New Enrollment

FA Activity Assignment

Activity: E-mail Student

Assign to: Joe Tester

SA Activity Assignment

Activity: Change of Status Letter

Assign to: John Langston

Add to Student Group:

Process Transfers Close

- 2 Students are selected by default to be processed. As only five queued transfers can be processed at one time, click **Clear All** to deselect the students and then select the student(s) you wish to process.

In the example above, the first student cannot be transferred because he has course in Current and/or Scheduled statuses (see the note in blue). His Process checkbox was unchecked by default.

- 3 To remove a student from the list, select the student name and then click **Cancel Transfer**.

You can edit the **Proc Date** to a date later than the system date and disable the Process check box, or you can set the date to today's date or earlier and enable the Process checkbox.

- 4 Click **Process Transfers**. All transfer records with the Process checkbox enabled will be processed.
- 5 When processing is complete, the form will remain open so that additional students can be selected for processing.

## Convert to Audit Course

You can convert a Full Credit course being taken by a student to an Audit course.

**To convert a course to an audit course:**

- 1 Select the student.
- 2 Select **View > Academic Records > Schedule** to open the Student Schedule form.
- 3 Select the scheduled course and click **Convert to Audit Course**.

Term	Course	Section	Description	Instructor	Start Date	Status	Credits	Hours
	MAR201		The Marketing of Education			Future	4.00	120.00
	MAR301		Successful Marketing Techniques			Future	3.00	90.00
	MAT101		Mathematics Review			Future	3.00	90.00
	PER201		Interpersonal Relationships			Future	3.00	90.00
	PER301		Psychology of Education			Future	3.00	90.00
	PER302		Personnel Management			Future	3.00	90.00
	PLA301		Placement Resources			Future	2.00	60.00
2004F	ADM401		Administrative Skills 1	Arthur Teacher	8/30/2004	Complete	4.00	120.00
2005W	COM101	01	Introduction to PCs	Able Baker	1/3/2005	Current	2.00	60.00
2005W	COM105	02	Spreadsheets	Able Baker	1/3/2005	Current	2.00	60.00
TRANSFER	ACC101		Accounting 1		6/20/2006	Complete	3.00	90.00

☒ Filter    ☒ Show Schedule    ☐ Show Grade Info  
 Enrollment: Bach. of General Management  
 Term: <All> All Terms  
 Course Status: <All> All Statuses

Add Edit Delete Reassign  
 Unregister Drop Print  
 Print Registration Bill Update Advise Status  
 Remove Waitlist/Res. **Convert To Audit Course**  
 Transfer Section Registration Groups  
 Term Sequence Course Status History  
 Close

- 4 Select the **Effective Date** for the course to become Audit, and then click **OK**.



- A message appears asking you to manually adjust the audit refund amount on the student's ledger card. A pending refund is added to the student ledger card.
- The audit course fee amount is setup under **Lists > Academic Records > Courses > Course Fees**. If no audit amount exists, then no adjustment is required.
- If the auto charge billing method is used, the adjustment is generated automatically.

**Note:** If the selected **Effective Date** is later than the **Audit Designation Deadline** date for the associated term, a warning message appears. In such a case, the student cannot be registered if you do not have the permission to override the **Audit Designation Deadline** date for the course.

## Returning Students

You can use the **Reentry Wizard** to re-enroll students who have the status of **Cancelled**, **No-Show**, **Drop**, or **Withdraw**. For drops and withdrawals, even if the students are returning to take a different program version from their original enrollment, you must re-enroll them in their original program version then transfer them to the new program. This is necessary for correct IPEDS reporting.

### To perform the reentry process:

- 1 Select the student for whom the reentry is to be performed.
- 2 Select **View > Academic Records > Enrollment** to open the student's Enrollment form.
- 3 Select a course with the **School Status** of **Drop**, and then click **Reentry** to open the Reentry wizard.

Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status
1/4/1999	Personnel Manager	Personnel Management	Day	Primary Grade : Future Start	
1/4/1999	Bachelor in General	Bachelor in General Management	Day	Primary Grade : Being Processed	
2/26/1999	Bachelor in General	Bachelor in General Management	Day	Primary Grade : Drop	

Enrollment No. 9902AC0069

**Reentry** Edit Add Transfer Delete

Date / Status	Enrollment Information	Progress	Term Summary
Application Date: 2/26/1999	Enroll Date: 2/26/1999	Expected Start: 2/26/1999	
Version Start Date: 2/26/1999	Last Day Att:	Fin Aid Exit Date:	
Midpoint Date: 7/31/1999	Graduation Date: 2/29/2000	Transfer Date:	
Re-Entry Date:	Extern Begin Date:	Date Billed: (Never)	
	Original Exp. Grad Date: 2/29/2000	Orig. Exp Start: 1/4/1999	
School Status: Drop		Status Date: 7/22/1999	
Enroll Status: Full Time		Determination Date: 7/22/1999	
Campus: Campus Management Institute		Refund Process Date:	
Academic Advisor:		Reason:	

Status History Degrees Print Save Cancel Close

- 4 Select from a list of valid **Start Dates** (if validation to start date calendar is in use). Assign a new future **School Status** for the enrollment, and enter the **Shift** and **Academic Advisor** as required.

**Re-Entry Wizard - Ackerman, Ryan A / Bachelor in General Management**

**Step 1 of 4: Enter Reentry Enrollment Information**

Reentry Start Date: [Dropdown]

Shift: [Dropdown]

School Status: [Dropdown]

Academic Advisor: [Dropdown]

Grade Level: 1st year, attended college before [Dropdown]

Enrollment Dates:

- Re-Entry Date: 2/26/1999 [Dropdown]
- Mid-Point: 7/31/1999 [Dropdown]
- Graduation Date: 2/29/2000 [Dropdown]
- Extern Start Date: [Dropdown]

Cancel Next >>

- 5 Click **Next >>** to go to Step 2 of the wizard.

Re-Entry Wizard - Ackerman, Ryan A / Bachelor in General Management

Step 2 of 4: Review Fee Schedule

☐ Edit Fees after save

Bill Code	Amount	Term Sequence	Billed
TUIT	24,000.00	0	No
BOOK	500.00	0	No
SUP	200.00	0	No
TOOL	100.00	0	No

Cancel << Back Next >>

- 6 Enable the **Edit Fees after save** check box to edit the fees after the reentry process.
- 7 Click **Next >>** to go to Step 3 of the wizard.

Re-Entry Wizard - Ackerman, Ryan A / Bachelor in General Management

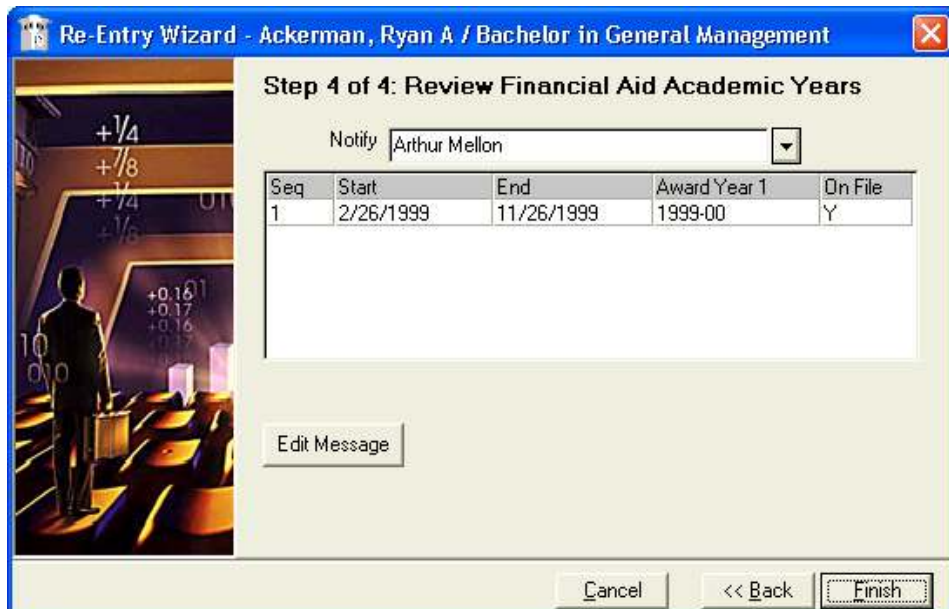
Step 3 of 4: Review Course List

Course	Description	Status	Start Date	Action
ACC101	Accounting 1	(unknown)		*** Add ***
ACC208	Accounting 8	(unknown)		*** Add ***
ADM401	Administrative Skills 1	(unknown)		*** Add ***
ADM402	Administrative Skills 2	(unknown)		*** Add ***
ART101	Art and Graphics in E	(unknown)		*** Add ***
FAC202	Audio-Visual Facilities	(unknown)		*** Add ***
ENG101	Business English	(unknown)		*** Add ***
EDU201	Components of Educ	(unknown)		*** Add ***
COM104	Computer Aided Typi	(unknown)		*** Add ***
COM201	Computer System Int	(unknown)		*** Add ***
FAC203	Computer-Aided Instr	(unknown)		*** Add ***
ACC301	Cost Accounting	(unknown)		*** Add ***
ENG201	Creative Writing	(unknown)		*** Add ***

Cancel << Back Next >>

- 8 Review the new course schedule, based on the new Enrollment Start Date. The class schedule displays classes on the student current schedule where the status is not Future.
- 9 Click **Next >>** to go to Step 4 of the wizard.





**Step 4 of 4: Review Financial Aid Academic Years**

Notify:

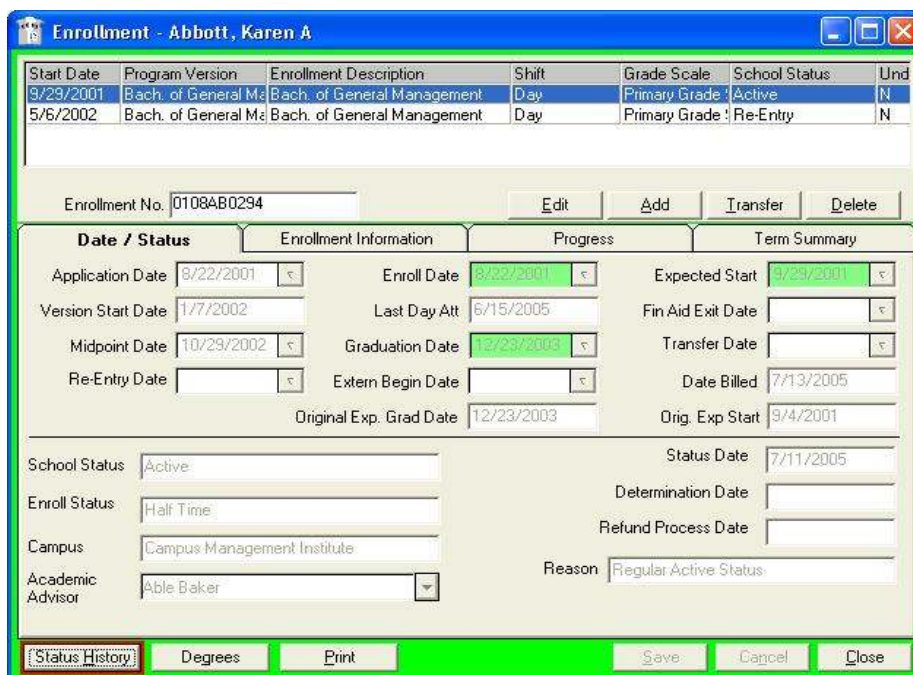
Seq	Start	End	Award Year 1	On File
1	2/26/1999	11/26/1999	1999-00	Y

- Click **Finish** to process the Reentry. If you selected to edit the fees, the **Fees** form displays.

## Dropping a Student

To drop a student:

- Select the student to drop.
- Select **View > Academic Records > Enrollment** to open the **Enrollment** folder.



Start Date	Program Version	Enrollment Description	Shift	Grade Scale	School Status	Und
9/29/2001	Bach. of General M	Bach. of General Management	Day	Primary Grade	Active	N
5/6/2002	Bach. of General M	Bach. of General Management	Day	Primary Grade	Re-Entry	N

Enrollment No.

Date / Status		Enrollment Information		Progress		Term Summary	
Application Date	8/22/2001	Enroll Date	8/22/2001	Expected Start	9/29/2001		
Version Start Date	1/7/2002	Last Day Att	6/15/2005	Fin Aid Exit Date			
Midpoint Date	10/29/2002	Graduation Date	12/23/2003	Transfer Date			
Re-Entry Date		Extern Begin Date		Date Billed	7/13/2005		
		Original Exp. Grad Date	12/23/2003	Orig. Exp Start	9/4/2001		
School Status	Active	Status Date	7/11/2005				
Enroll Status	Half Time	Determination Date					
Campus	Campus Management Institute	Refund Process Date					
Academic Advisor	Able Baker	Reason	Regular Active Status				

- 3 Click **Status History** to open the Status Change History form.

**Abbott, Karen - Status Change History**

Admissions  
Enrollment Bach. of General Management

Current Status: Active Change

School Status		Enrollment Status		
New System Status	Previous System Status	Date Added	Begin Date	System
Active	Attending	7/11/2005	7/11/2005	an Adm
X Attending	Future Start	7/2/2002	5/6/2002	System
X Interview Scheduled	New Lead	8/22/2001	8/22/2001	an Adm

Comment

Print Undo Close

- 4 Click **Change** to open the Status Change form.
- 5 Change the **New Status** to **Drop**.

**Status Change for: Abbott, Karen - 194**

Student: Abbott, Karen - 194 Search

Enrollment: Bach. of General Management

Current Status: Active

New Status: Drop

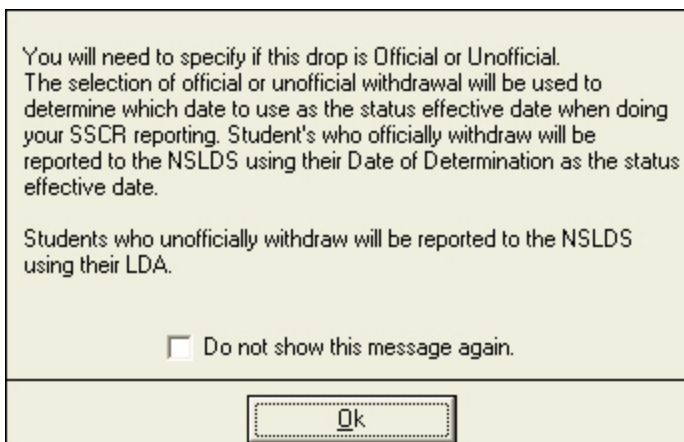
Reason: Standard Period of Non-Enrollment, Graduate, Complete, Drop, Transfer To Other Program, Transfer To Other Campus, In Collections - Drop, Incomplete

Comment

Save Cancel Close



- 6 The following message appears the first time you perform a drop. If you do not want this message to appear again, enable the **Do not show this message again** check box and click **Ok**.



You will need to specify if this drop is Official or Unofficial. The selection of official or unofficial withdrawal will be used to determine which date to use as the status effective date when doing your SSCR reporting. Student's who officially withdraw will be reported to the NSLDS using their Date of Determination as the status effective date.

Students who unofficially withdraw will be reported to the NSLDS using their LDA.

☐ Do not show this message again.

Ok

- 7 A message appears asking you whether the drop is official. Select **Yes** or **No** as the case may be.



CampusVue

Is this an OFFICIAL withdrawal?

Yes No

The **Withdrawal** option on the status change form is automatically populated, depending on the choice you make.

**Note:** A withdrawal is considered "official" if the student notifies the school that he/she is dropping. A withdrawal is "unofficial" if the student fails to return from LOA or a term break, or otherwise stops attending without notifying the school.

- 8 Select a **Reason** for the drop.
- 9 Enter **Comments** if required.
- 10 Select the **Date of Determination**. This field defaults to the current date.
- 11 The **LDA** field populates with date information from the attendance folder.
- 12 Enable the **Remove Attendance Records Back to LDA** checkbox, if required. (This action will add the user's User ID to the Attendance Audit table.)
- 13 Click **Save** to process the status change and close the form.

## Majors, Minors, and Concentrations

The traditional academic delivery model permits students to select multiple majors and minors for their degrees.

Conceptually, **Degree** is the top level of the academic chain, followed by **Concentration**, **Major**, **Major Concentration**, and then **Minor**. **Minors**, while similar to **Concentrations** in that they are a collection of courses, are associated only to **Degrees**. All of these selections happen on the student enrollment level. You can configure program versions with a list of allowable Areas of Study for student selection.

### Areas of Study

Areas of Study in CampusVue are used to indicate a student's **Major**, **Minor**, or **Concentration** associated with a **Degree**. Areas of Study must first be created at **Lists > Academic Records > Area(s) of Study** before they can be attached to a program version.

**To configure Areas of Study for a Program Version:**

- 1 **Select Lists > Academic Records > Program tab.** Select a program and then click the **Program Versions** button to open the Program Versions form.
- 2 Select a program version.

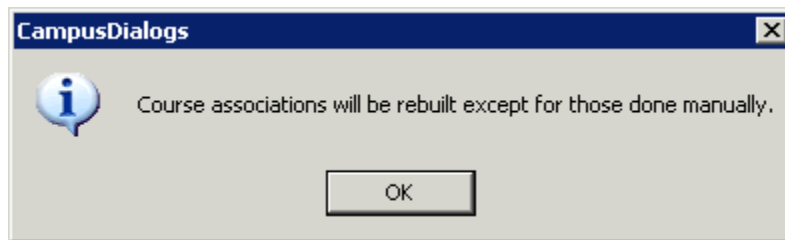
Program	Version Code	Version Description	Campuses	Degree
GEN	101	Habilitation Prerequisite	CMI, CIA	Associate of Applied Scienc
GEN	125	Financial Ethics	CMI	Associate of Applied Scienc
GEN	A	A Version	CMI, CIA	Bachelor
GEN	B	Business Basics with emph on Marketing	CMI, CIA	Bachelor
GEN	GEN01	Bachelor in General Management	CMI, CIA	Bachelor
GEN	GENBA	Bach. of General Management	CMI	Bachelor
GEN	GENBS	Bachelor of Science in General Management	CMI, CIA	Bachelor
GEN	GENBS	Bachelor General Management	CMI	Bachelor
GEN	GENBS	Bachelor	CMI	Bachelor
GEN	GENBS1	Bachelor of Science in General Management	CMI	Bachelor
GEN	GENTEST	Bach. of General Management	CMI	Bachelor
GEN	NEWP	New Program Version	CMI	Bachelor
GEN	PITCH	Personnel Management	CMI, CIA	Certificate

Buttons at the bottom: Course List, Start Date, Tests | Enrollment, Areas of Study, Edit, Add, Delete, Close.

- 3 Click **Areas of Study** to open the **Area(s) of Study** form. Use this form to select components for the course of study. Expand the tree on the left to view the available majors, minor, and/or concentrations that can be associated with this program. If the component is of the type **Major** and has **Concentrations** attached, the system adds the **Concentrations** to the tree automatically.

- 4 Use the << and >> buttons to move selected areas of study to the “Selected” box on the right. The areas of study in the “Selected” box will be available for selection in the Enrollment wizard.

- 5 Click **Save** to save your choices, then click **OK** on the dialog box.



## Declaring Majors, Minors, and Concentrations

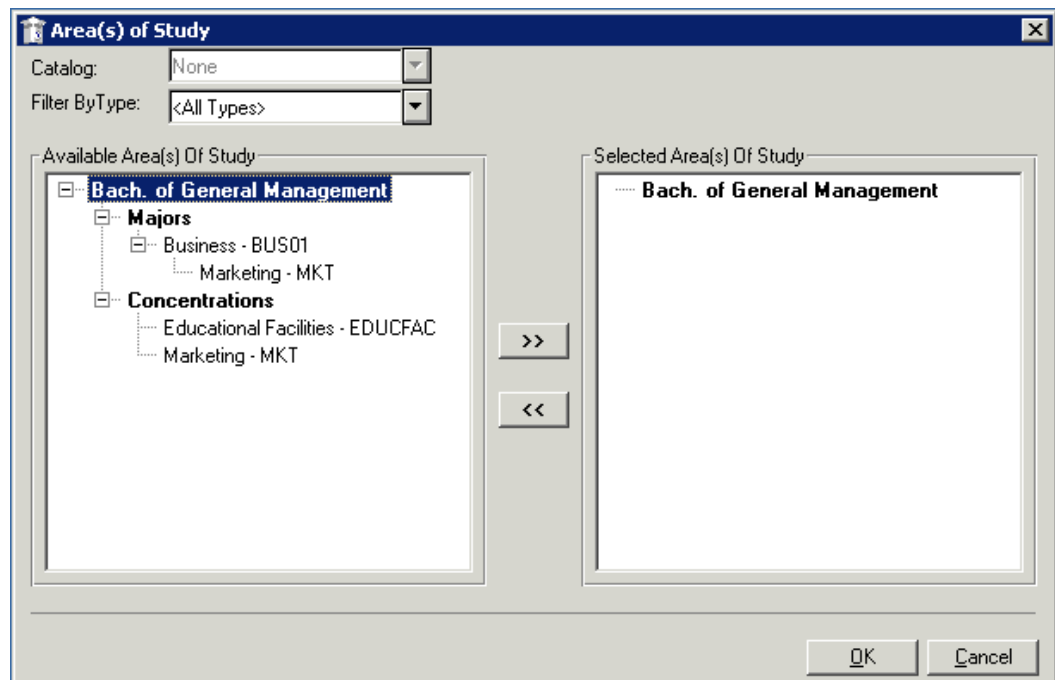
### At the time of enrollment

The majors, minors, and concentrations can be associated to a student's degree while adding an enrollment for the student using the Enrollment Wizard (**View > Academic Records > Enrollment > Add button**).

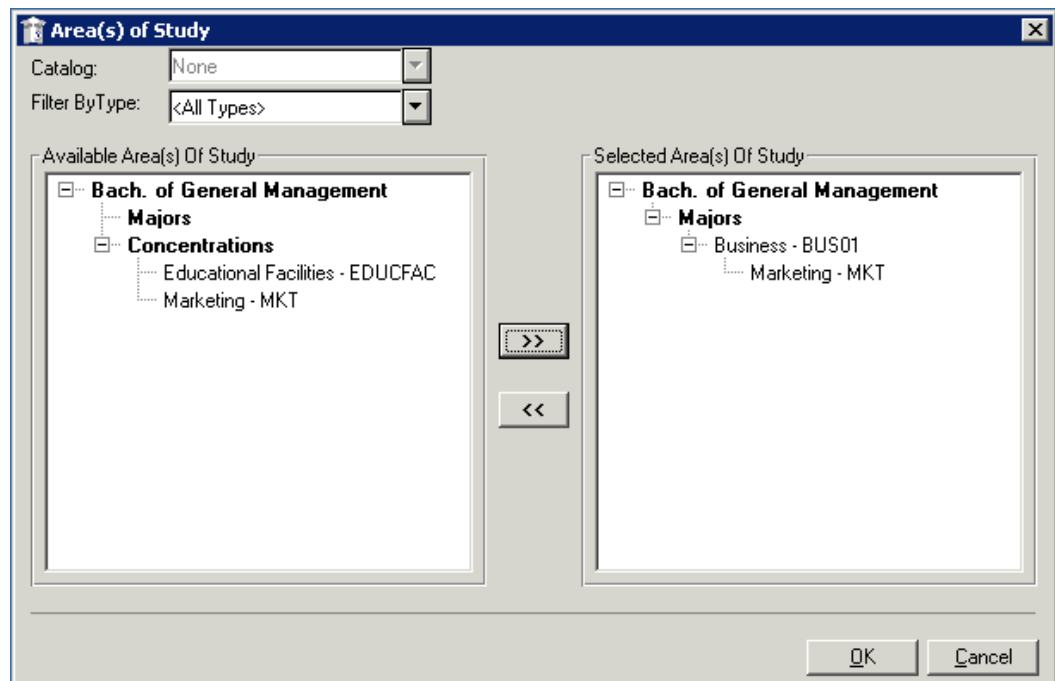
On Step 2 of this wizard, click **Select Area(s) of Study** to include an Area of Study.

 A screenshot of a software wizard window titled "Enroll Student: Adams, Jennifer - 26493". The window is divided into two main sections. On the left is a vertical image showing a person standing in a hallway with mathematical equations floating in the air. On the right is a form titled "Step 2 of 5: Select Program". The form contains several fields with dropdown menus, all of which are currently set to green text: "Program Type" (radio buttons for Degree and Non-Degree, with Degree selected), "Status" (FUT), "Program" (GEN), "Program Version" (GENBA), "Version Start Date" (2008wST), "Catalog" (None), "Shift" (D), and "Grade Level" (1). Below these fields is an "Area(s) Of Study" field, which is currently empty. To the right of this field is a button labeled "Select Area(s) Of Study", which is highlighted with a red rectangular box. At the bottom of the form is a checkbox labeled "Transfer Student (for IPEDS reporting)". At the very bottom of the window are three buttons: "Cancel", "<< Back", and "Next >>".

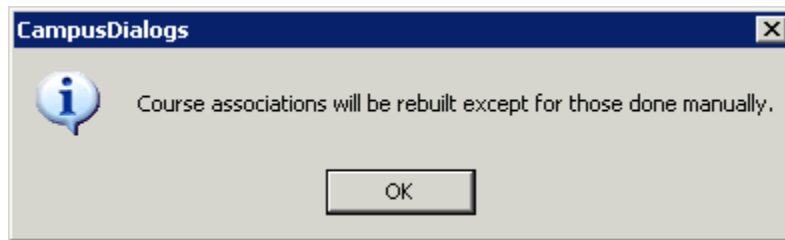
In the **Area(s) of Study** form that opens, expand the list of available Areas of Study on the left.



Use the << and >> keys to move areas of study to the “Selected” box on the right; these areas of study will be the student’s declared major, minor, and/or concentration.



Click **Save** to save your choices, then click **OK** on the dialog box.



The Enrollment wizard displays the student's declared area(s) of study:

 A screenshot of the 'Enroll Student: Adams, Jennifer - 26493' window. The title bar says 'Enroll Student: Adams, Jennifer - 26493'. The main area is titled 'Step 2 of 5: Select Program'. On the left is a small image of a person standing in a hallway with numbers on the wall. The right side contains several dropdown menus and a checkbox. The fields are: Program Type (radio buttons for Degree and Non-Degree, with Degree selected), Status (FUT), Program (GEN), Program Version (GENBA), Version Start Date (2008WST), Catalog (None), Shift (D), Grade Level (1), and Area(s) Of Study (MAJOR - Business CONCEN - Marketing). There is a 'Select Area(s) Of Study' button next to the Area(s) Of Study field. At the bottom is a checkbox for 'Transfer Student (for IPEDS reporting)'. Navigation buttons at the bottom are 'Cancel', '<< Back', and 'Next >>'.

## After Enrollment

In the student's **Enrollment** folder, select the **Enrollment Information** tab and then click **Edit**. If the student is undeclared and has already enrolled, you can click the **Select Area(s) of Study** button to open the Areas of Study form. Proceed as above.

## Student Schedule

The **Student Schedule** folder for a student displays the **Area of Study** column. If a student's enrollment does not have a major, minor or concentration selected, this column does not appear.

**Student Schedule - Atmann, Karen**

Term	Course	Section	Area Of Study	Description	Instructor	Start Date	Stat
	ACC101		Major - Business	Accounting 1			Fut
	ACC208		Concentration - Finance	Accounting 8			Fut
	ACL101			Accounting Lab			Fut
	ACC301		Concentration - Finance	Cost Accounting			Fut
	ACC302		Concentration - Finance	Financial Analysis			Fut
	COM101		Major - Business	Introduction to PCs			Fut
	ADM403		Concentration - Finance	Investor Relations			Fut
	ECO201		Concentration - Finance	Macro Economics			Fut
	ECO301		Concentration - Finance	Micro Economics			Fut
	COM105			Spreadsheets			Fut

☒ Filter   
☒ Show Schedule   
☐ Show Grade Info

Enrollment: Bachelor of Arts  
Term: <All>    All Terms  
Course Status: <All>    All Statuses

Add   Edit   Delete   Reassign  
Register   Drop   Print  
Print Registration Bill   Update Advise Status  
Remove Waitlist/Res.   Convert To Audit Course  
Transfer Section   Registration Groups  
Term Sequence

Close

## Degree Audit

The Degree Audit (**View > Academic Records > Degree Audit**) for a student also displays information about the student's Degree, Major, Minor, and Concentrations.

The system audits courses associated with Areas of Study and evaluates the requirement rules associated with the Area of Study.

**Degree Audit - Atmann, Karen**

Enrollment: Bachelor of Arts    Status: Being Processed

Area of Study  
Concentration: Finance

ELECTIVE - Elective Courses (15.00 Credits, 5 Courses)

Course	Description	Required Credits	Earned Credits	Status / Grade	Term
ACC301	Cost Accounting	3.00	0.00	FUTURE	
ACC302	Financial Analysis	3.00	0.00	FUTURE	
ADM403	Investor Relations	2.00	0.00	FUTURE	
ECO201	Macro Economics	4.00	0.00	FUTURE	
ECO301	Micro Economics	3.00	0.00	FUTURE	
<b>Category Total</b>		15.00	0.00		

CORE - Core Courses (0.00 Credits)

Course	Description	Required Credits	Earned Credits	Status / Grade	Term
<input type="checkbox"/> Hypothetical Program    Refresh    Print Program Version    Close					

## Placing a Student on Academic Hold

An academic hold placed on a student's record will inhibit selected processes from being applied to that student. For example, students with past-due balances may be placed on registration hold to prevent them from being registered for future terms, or on transcript hold to prevent them from receiving a printed transcript.

Academic holds are applied to student groups. Students added to a group that is designated as a "hold" group are placed on the particular hold(s) assigned to that group.

## Assigning an Academic Hold Code to a Student Group

Academic hold is applied to student groups using the **Hold Codes** tab on the Academic Records Settings form (**Setup > Academic Records**).

This form allows users (who have permissions to edit this form) to select the actions to be blocked for the members of that student group. The list of actions includes:

- **Registration** - Prevents a student from registering for courses.
- **Transcripts** - Prevents student transcripts from being printed or sent from the campus.
- **Online Schedule** - Prevents a student from accessing their class schedule online.
- **Academic Graduation** - Prevents changing the student's status from **Enrollment** to **Graduation**.
- **Student Print Schedule** - Prevents a student's schedule from being printed from the student schedule form.
- **Bookstore** – Prevents the student from ordering books.

## Applying Academic Hold to a Student

To put a student on an academic hold, you need to add the student to the student group associated with that academic hold.

**To add a student to a group:**

- 1 Select **View > Contact Manager > Student Groups** to display the Groups for Student dialog box.



Group	Date On	User ID	Date Off	User ID	Hold Group
Karens Pending Grads 6/20/06	6/23/2006	an Administrator			

Remove Student from Group      Add      Close

- Click **Add** to open the Add Student To Group dialog box and add the selected student to a group (in this case, a group put on Transcript Hold).

Student: Alexander, Jane - 421      Search

Group:     

Save      Cancel      Close

- Select the Transcript Hold group from the **Group** drop-down list.

Student: Alexander, Jane - 421      Search

Group: Transcript Hold

Save      Cancel      Close

- Click Save to save the entry.

## Academic Records List Maintenance

The following list maintenance tasks are performed on an as-needed basis. Academic Records list maintenance is performed at **Lists > Academic Records**, which opens a window containing tabs for various functional areas:

Description	Code	Active
AMTI - Massage Therapy	MASS	Y
Bachelor of Business Administration Degree	BBAD	Y
BBC- Church Ministries	BBC-BS	Y
CBI - Massage Therapy	CBI-MT	Y
Cosmetology	COSMET	Y
Facilities Management	FAC	Y
Financial Management	FIN	Y
Friends University Music Program	FRIENDS	Y
General Management	GEN	Y
Introduction To Security Managemet	SM101	Y
Marketing Management	MAR	Y
Medical Assit	CAMED	Y
NDS Continuing Management Studies	NDSMGT	Y
PIMA- Diagnostic Medical Sonography	DMSPIMA	Y

Select a tab by clicking directly on it. You can also click the **Go To** button to change it into a field with a down-arrow; click the down-arrow to select the desired tab or list.

**NOTE:** Many of the screenshots illustrate the recommended naming convention that puts the *least common* element first in the item code and description, thus making it easier to find a specific line item. For example, term codes and descriptions start with the year in which they occur, rather than the designation of "Fall" or "Spring." Over time, there will be dozens of Fall terms, but only one Fall term in 2007; that term will be easier to pick out of a list if it is named 2007 Fall rather than "Fall 2007."

## Terms

Program start and end dates often correspond to the beginning and ending dates of academic terms. It is therefore recommended that terms be set up well into the future, making specific program start and end dates available for recruiting, enrollment, and scheduling.

### To add a term:

- 1 Select **Lists > Academic Records** to open the Setup - Academic Records Lists form. On the **Term** tab, click **Add** to open the Term Code Setup form.

The Term Code Setup form contains the following three tabs:

- General
- Length/Relationships
- LMS Data Exchange

### To complete the form on the General tab (open by default):

- 2 Enter a **Code** and **Description**.
- 3 Check **Active** if the code selected is an active code.
- 4 Select one or more **Campuses** that will use this term.
- 5 Enter optional **Revenue Units** to override the term length calculation.
- 6 Select the **Add/Drop End Date**, which is the last date students are allowed to modify their schedule for this term without penalty.

- 7 Select the registration deadline date for an audit course based on the term associated with the course. You cannot register a student to audit a course, or change a course to audit status, after this date.
- 8 If your school sends data to a third party FA servicer, you may see an option labeled **Global Extract Term?**. Select **Yes** or **No** as required.

**To complete the form on the Length/Relationships tab:**

- 9 Click the **Length/Relationships** tab on the Term Code Setup form.

The screenshot shows the 'Term Code Setup' window with the 'Length/Relationships' tab selected. The form is divided into several sections:

- Term Length:** Includes radio buttons for 'Fixed Length' (selected) and 'Perpetual - No Start or End Date'. The 'Fixed Length' section has 'Start Date' and 'End Date' dropdown menus. A checkbox 'Child Term's Start/End Dates Must Fall Within The Start/End Dates' is checked.
- This Term applies to ...:** Includes radio buttons for 'All Shifts' (selected) and 'Specific Shift' (disabled), followed by a dropdown menu.
- Term Usage:** Includes checkboxes for 'Financial Aid' (checked), 'Student Accounts' (checked), 'Registration/Attendance' (checked), 'Reporting' (unchecked), and 'SAP' (checked).
- Buttons:** A 'Define Relationships' button is at the bottom left of the main form area.
- Campuses:** A separate panel on the right lists 'Campus Institute of Art' (unchecked) and 'Campus Management Institute' (checked).
- Footer Buttons:** 'Select All', 'Clear All', 'Save', 'Cancel', and 'Close' buttons are at the bottom right.

- 10 For **Term Length**, select either **Fixed Length** or **Perpetual - No Start or End Date**. If you select **Fixed Length** for the term length, enter the **Term Start Date** and **Term End Date**.
- 11 Next, select the option to enforce whether the start and end dates for any of the term's child terms must fall within the start and end dates of the parent. To enforce the rule, enable the **Child Term's Start/End Dates Must Fall Within The Start/End Dates** checkbox. This checkbox is disabled if the term is set to **Perpetual - No Start or End Date**, because the rule cannot apply unless the term has start and end dates.
- 12 Select either **All Shifts** or **Specific Shift**. If you select **Specific Shift**, select the **Shift** to which this term applies from the drop-down list.
- 13 For **Term Usage**, select one of the options to determine how this term will be used. If the term will be used for scheduling financial aid, select **Financial**. If the term will be used for posting financial aid or billing, select **Student Accounts**. If the term will be used for registration and attendance, select **Registration/Attendance**. If the term will be used for reporting only, select **Reporting**.

- 14 The **SAP Term** check box is used when editing or adding a term. You can enable this check box (the default is to have it checked). Then, on the SAP Calculation form, only terms that have this check box enabled and meet other criteria to retrieve the terms, such as campus, will appear in the drop-down list.
- 15 Once you have defined a term, you can also define relationships to other terms by clicking the **Define Relationships** button.

To complete the form on the **LMS Data Exchange** tab:

- 16 Click the **LMS Data Exchange** tab on the Term Code Setup form.

The screenshot shows the 'Term Code Setup' window with the 'LMS Data Exchange' tab selected. The window is divided into two main sections. The left section contains two expandable panels. The top panel, 'Term Settings/Version 1, Term Version 2', has two checkboxes: 'Send Course Sections' and 'Send Student Registrations'. The bottom panel, 'LMS Settings/Version 1, L', has four checkboxes: 'Send Initial Course Sections', 'Send Initial Instructor Assignments', 'Send Instructor Assignments', and 'Send Initial Student Registrations'. The right section, 'Object List', shows a tree view with 'Campus Institute of Art' expanded, revealing 'Campus Management Institute'. At the bottom of the window are buttons for 'Save', 'Cancel', 'Close', 'Open', 'Print', and 'Go'.

- 17 Enable the check boxes according to your method(s) for exchanging data pertaining to course sections, instructor assignments, and student registrations.
- 18 Click **Save** to save your changes and then click **Close** to close the form.

## Term Sequencing

Term sequencing is a process that allows you to organize a program version's courses and academic terms into a suggested or required course order for students. You can define the exact order in which individual courses must be taken, or you can define the order in which groups of courses must be taken.

You can specify the actual term sequence for each program version start date, and you can specify the number of terms in an academic year. This data is used to calculate the start and end dates for a student's academic years at the time of enrollment.

When a student is enrolled, the system will calculate the course sequence based on this configuration; you can then edit an individual student's course sequence, if desired.

For more detailed information, see the "Term Sequencing" Help topic.

**To define the term sequence for a program version:**

- 1 Select **Lists > Academic Records > Programs** tab. Highlight the program for term sequencing and click **Edit** to open the Programs Code Setup form.

**Programs Code Setup**

Code:

Description:

Program Group:

CIP Code:

☒ Active

☐ AllowOnlineApplications

Buttons: Versions, Tests | Pre-Enrollment, Documents, Requirement Rules

Bottom Buttons: Save, Cancel, Close

- 2 Click **Versions** to open the Program Versions form.

**Program Versions**

Campus:

Program:

☐ All Programs

Program	Version Code	Version Description	Campuses	Degree
CAMED	MAS	Medical Assistant Specialist	CMI	Certificate

Bottom Buttons: Course List, Start Date, Tests | Enrollment, Areas of Study, Edit, Add, Delete, Close

- 3 Select a program version and click **Edit** to open the Program Version form.

Note: Term Sequencing requires that the **Expected Credits Per Term** field be populated; otherwise, an error message appears.

- 4 Click **Term Sequencing** to open the Term Sequencing Template.

The Term Sequencing Template displays the courses defined in the program version's course list at the top of the form. These courses can be dragged onto the grid area with either the program version or start date level of sequencing.

- Click the **Add Column** button to add Sequence 1, Sequence 2, etc., to the grid at the bottom. Drag courses from the list at the top of the form and drop them into their required sequence columns in the grid at the bottom.

In the screenshot below, we created Sequences 1, 2, and 3 in Term 1. We then dragged MAB120 to the Sequence 1 column for Term 1, followed by CAM105 to Sequence 2 and MD120 to Sequence 3. (Notice that these courses now appear in bold in the list at the top to the grid.) We have now created a Term 1 course sequence that will be imposed on students enrolling in this program version.

**Term Sequencing Template**

Select a course from the list and drag it to the grid below into the appropriate Term area.

Category	CourseC...	Description	Credits	# Repeats	Hours
Core Courses	ME210	Clinical Procedures	2.4	99	57
Core Courses	ME200	Life Sciences	2	99	30
Core Courses	MD210	Clinical Procedures	1.9	99	42
<b>Core Courses</b>	<b>MD120</b>	<b>Medical Ethics</b>	<b>3</b>	<b>99</b>	<b>45</b>
Core Courses	MAC200	Medical Terminology	0	99	0
Core Courses	MAC126	Interpersonal Communications	0	99	0
<b>Core Courses</b>	<b>MAB120</b>	<b>Intro to Life Sciences</b>	<b>0</b>	<b>99</b>	<b>0</b>
Core Courses	MAB118	Business English	0	99	0
Core Courses	MAB102	Administrative Procedures II	0	99	0
Core Courses	MAA124	Computer Applications	0	99	0
Core Courses	MAA102	Administrative Procedures I	0	99	0
Core Courses	MAA100	Math for Health Professionals	0	99	0
Core Courses	CAM150	Career Marketing	0.8	99	12
Core Courses	CAM108	Keyboarding for Health Professionals	0	99	0
<b>Core Courses</b>	<b>CAM105</b>	<b>Classroom Success Skills</b>	<b>0</b>	<b>99</b>	<b>0</b>
Core Courses	CAM100	Thought Patterns for Successful Careers	1.4	99	21
Core Courses	C&M 103	MS Windows & Learning Resource Systems	0	99	0

Legend: Course Code \_ Course Description \_ Course Credits

TERM	Sequence 1	Sequence 2	Sequence 3
Term 1	MAB120 _ Intro to Life Sciences _ 0	CAM105 _ Classroom Success Skills _ 0	MD120 _
Term 2			
Term 3			
Term 4			
Term 5			

☐ Lock Courses in Horizontal/Vertical Track      Expected Credits Per Term: 10

Buttons: Add Row, Delete Row, Add Column, Delete Column, Clear Cell, Reset Grid, Save, Cancel, Close

- Continue in this fashion to build term sequences for remaining terms. Click **Add Row** to add terms to the grid, or **Delete Row** to remove terms from the grid. Click **Reset Grid** to remove all courses from the grid.

The Term Sequencing Template also contains placeholders for student electives, allowing all terms for the program version to be created and populated with credits even before the course name is known.

You can define the number of future courses (within the sequence) that the student sees during online registration. You can also prevent students who are registering online from deviating from the course and term order by enabling the **Lock Courses in Horizontal/Vertical Track** check-box. Additionally, you can enforce “track” rules across terms on the sequence, so that a sequence will have an order of terms and courses, with a track order to its courses.

- If students “place out” of one course in the track (due to credits transferred or tests passed) and therefore have a free slot in their term, they will be required to take a specific course in the next term that is part of that same track.



- If they place out of two consecutive terms' worth of courses in a track, they will have to take a track course in the second term from now rather than the next term from now.

**Note:** Based on the assumption that one course per track is required per academic term, these tracks will not automatically override the prerequisite criteria set on a course.

When a student is enrolled, a copy of the program version's start date term sequence is copied to the student level for the student to handle any deviation from the default term sequence during course registrations. Changes made to the start date term sequence after this point will have no effect on the student's term sequence.

You can, at any point, can have the system recalculate the student's term sequence. If the student is registered into a locked vertical term sequence and the student registers for more or less credits than the expected credits per term configured on the program version, the following events will trigger a recalculation of the student's term sequence:

- Student re-enters the program version
- Student's transfer credits are posted. The system will then remove credits required from the end of the program version. Track rules, if selected by the school, will be enforced.
- Student tests out of a course.
- Student transfers into a program version.
- Student registers for classes.

When any of the above conditions are met, CampusVue will recalculate the student's sequence of terms to reflect the new event, such as the re-entry date, etc. Viewing the student's term sequence from the student schedule will verify the recalculation.

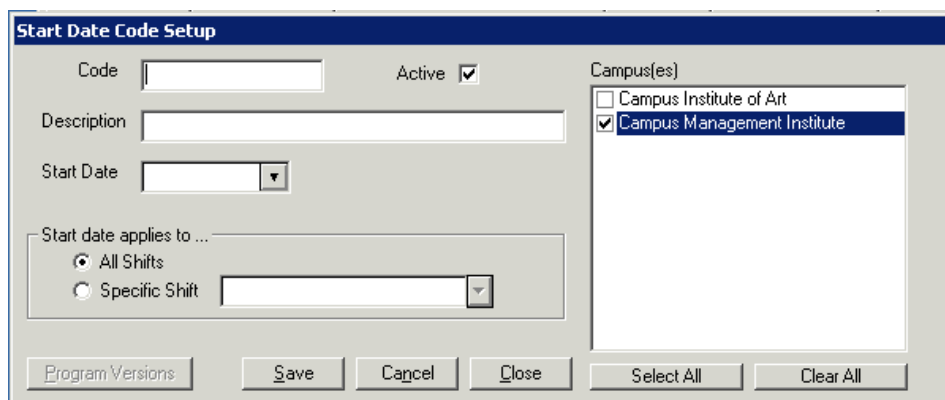
If a student is *not* registered into a locked vertical term sequence and the student registers for more or less credits than the expected credits per term configured on the program version, CampusVue will recalculate the term sequence and add or subtract terms to the end of the program if necessary. The system will assume that all subsequent terms will contain at least the expected credits per term as defined on the program version. Again, viewing the student's term sequence from the student schedule will verify the recalculation.

## Start Dates

Start dates can be associated with program versions in one of two ways. Each program version has its own start date record (see Program Versions). You can also add start dates using the following batch mode.

### To add a start date:

- 1 Select **Lists > Academic Records** to open the Setup – Academic Records Lists form. Select the **Start Date** tab.
- 2 Click **Add** to open the Start Date Code Setup form.



**Start Date Code Setup**

Code:  Active: ☒

Description:

Start Date:

Start date applies to ...

☒ All Shifts

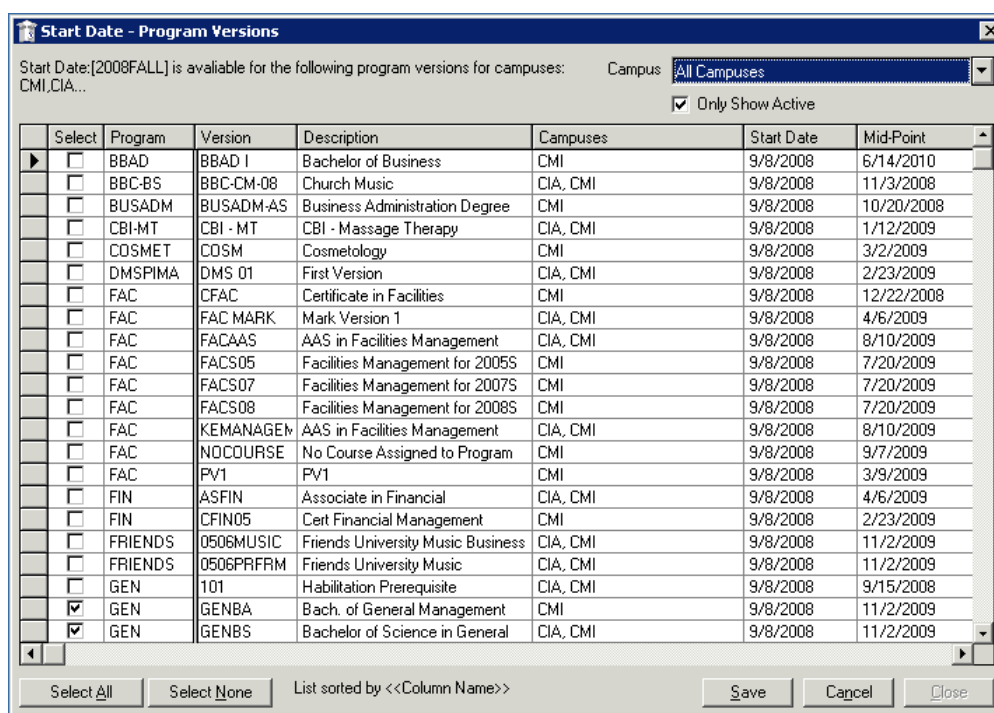
☐ Specific Shift:

Campus(es):

- ☐ Campus Institute of Art
- ☒ Campus Management Institute

Buttons: Program Versions, Save, Cancel, Close, Select All, Clear All

- 3 Enter the code, description, and date.
- 4 Indicate the shift(s) to which this start date applies.
- 5 Select the campus(es) to which this start date applies. The campus(es) selected here will be the only ones for which this start date is available, such as in the dropdown list in the enrollment wizard.
- 6 Click **Save** to save the start date and enable the **Program Versions** button.
- 7 Click the **Program Versions** button to open a list of program versions with which this start date can be associated.



**Start Date - Program Versions**

Start Date: [2008FALL] is available for the following program versions for campuses: CMI, CIA, ...

Campus:

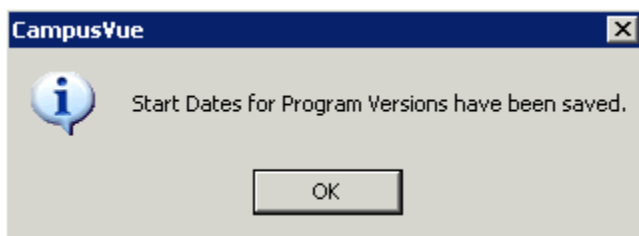
☒ Only Show Active

Select	Program	Version	Description	Campuses	Start Date	Mid-Point
<input type="checkbox"/>	BBAD	BBAD I	Bachelor of Business	CMI	9/8/2008	6/14/2010
<input type="checkbox"/>	BBC-BS	BBC-CM-08	Church Music	CIA, CMI	9/8/2008	11/3/2008
<input type="checkbox"/>	BUSADM	BUSADM-AS	Business Administration Degree	CMI	9/8/2008	10/20/2008
<input type="checkbox"/>	CBI-MT	CBI - MT	CBI - Massage Therapy	CIA, CMI	9/8/2008	1/12/2009
<input type="checkbox"/>	COSMET	COSM	Cosmetology	CMI	9/8/2008	3/2/2009
<input type="checkbox"/>	DMSPIMA	DMS 01	First Version	CIA, CMI	9/8/2008	2/23/2009
<input type="checkbox"/>	FAC	CFAC	Certificate in Facilities	CMI	9/8/2008	12/22/2008
<input type="checkbox"/>	FAC	FAC MARK	Mark Version 1	CIA, CMI	9/8/2008	4/6/2009
<input type="checkbox"/>	FAC	FACAAS	AAS in Facilities Management	CIA, CMI	9/8/2008	8/10/2009
<input type="checkbox"/>	FAC	FACS05	Facilities Management for 2005S	CMI	9/8/2008	7/20/2009
<input type="checkbox"/>	FAC	FACS07	Facilities Management for 2007S	CMI	9/8/2008	7/20/2009
<input type="checkbox"/>	FAC	FACS08	Facilities Management for 2008S	CMI	9/8/2008	7/20/2009
<input type="checkbox"/>	FAC	KEMANAGE	AAS in Facilities Management	CIA, CMI	9/8/2008	8/10/2009
<input type="checkbox"/>	FAC	NOCOURSE	No Course Assigned to Program	CMI	9/8/2008	9/7/2009
<input type="checkbox"/>	FAC	PV1	PV1	CMI	9/8/2008	3/9/2009
<input type="checkbox"/>	FIN	ASFIN	Associate in Financial	CIA, CMI	9/8/2008	4/6/2009
<input type="checkbox"/>	FIN	CFIN05	Cert Financial Management	CMI	9/8/2008	2/23/2009
<input type="checkbox"/>	FRIENDS	0506MUSIC	Friends University Music Business	CIA, CMI	9/8/2008	11/2/2009
<input type="checkbox"/>	FRIENDS	0506PRFRM	Friends University Music	CIA, CMI	9/8/2008	11/2/2009
<input type="checkbox"/>	GEN	101	Habilitation Prerequisite	CIA, CMI	9/8/2008	9/15/2008
<input checked="" type="checkbox"/>	GEN	GENBA	Bach. of General Management	CMI	9/8/2008	11/2/2009
<input checked="" type="checkbox"/>	GEN	GENBS	Bachelor of Science in General	CIA, CMI	9/8/2008	11/2/2009

Buttons: Select All, Select None, List sorted by <<Column Name>>, Save, Cancel, Close

The default display is for all campuses; click the down arrow to filter the list by a specific campus.

- 8 In the Select column, check the box for each program version that will use this start date.
- 9 Click **Save** to save your choices, then click **OK** on the confirmation message.



## Holidays

Program version start and end dates often correspond to the beginning and ending dates of academic terms. It is therefore recommended that terms be set up well into the future, making specific program start and end dates available for recruiting and enrollment. Since holidays must be taken into account when setting term start and end dates, they too should be defined well into the future.

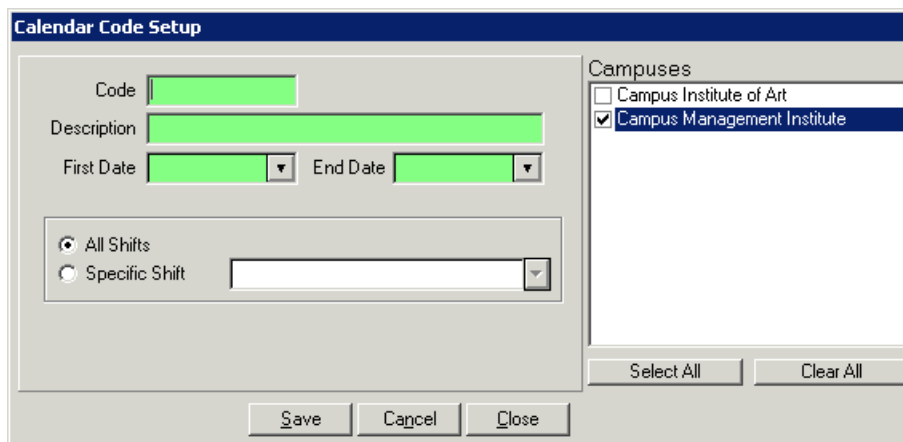
### To add a holiday:

- 1 Select **Lists > Academic Records** to open the Setup - Academic Records Lists form. Select the **Calendar** tab.

Description	Code	Start Date	End Date
1999 Good Friday	1999GF	4/2/1999	4/2/1999
1999 Independence Day	1999IND	7/5/1999	7/5/1999
1999 Martin Luther King Day	1999MLK	1/18/1999	1/18/1999
1999 Memorial Day	1999MEM	5/31/1999	5/31/1999
1999 Thanksgiving	1999THKS	11/25/1999	11/28/1999
1999 Winter Break	1999MAS	12/23/1999	12/31/1999
2000 Good Friday	2000GF	4/21/2000	4/21/2000
2000 Independence Day	2000IND	7/4/2000	7/4/2000
2000 Martin Luther King Day	2000MLK	1/17/2000	1/17/2000
2000 Memorial Day	2000MEM	5/29/2000	5/29/2000
2000 Thanksgiving	2000THKS	11/23/2000	11/26/2000
2000 Winter Break	2000MAS	12/25/2000	1/1/2001
2001 Good Friday	2001GF	4/13/2001	4/13/2001
2001 Independence Day	2001IND	7/4/2001	7/4/2001

**NOTE:** Notice the naming convention that puts the *least-common* element first in both code and description.

- 2 Click **Add** to open the Calendar Code Setup form.



**Calendar Code Setup**

Code:

Description:

First Date:  End Date:

☒ All Shifts  
☐ Specific Shift:

**Campuses**

☐ Campus Institute of Art  
☒ Campus Management Institute

Select All Clear All

Save Cancel Close

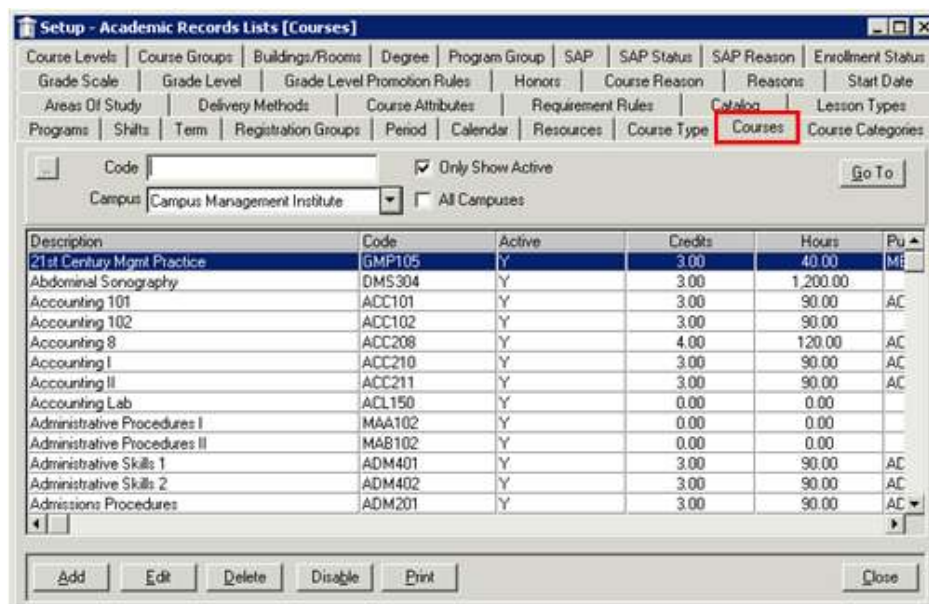
- 3 Enter the **Code**, **Description**, **First Date** (the first non-class day), and **End Date** (the last non-class day).
- 4 Select **All Campuses** or a specific campus that this holiday applies to.
- 5 Select either **All Shifts** or **Specific Shift**. If you select **Specific Shift**, choose a shift from the drop-down list.
- 6 Click **Save**.

## Courses

As units of curriculum, courses

**To add a course:**

- 1 Select **Lists > Academic Records** to open the Setup - Academic Records Lists form. Select the **Courses** tab.



**Setup - Academic Records Lists [Courses]**

Course Levels | Course Groups | Buildings/Rooms | Degree | Program Group | SAP | SAP Status | SAP Reason | Enrollment Status

Grade Scale | Grade Level | Grade Level Promotion Rules | Honors | Course Reason | Reasons | Start Date

Areas Of Study | Delivery Methods | Course Attributes | Requirement Rules | Catalog | Lesson Types

Programs | Shifts | Term | Registration Groups | Period | Calendar | Resources | Course Type | **Courses** | Course Categories

Code:  ☒ Only Show Active

Campus:  ☐ All Campuses

Description	Code	Active	Credits	Hours	Pu
21st Century Mgmt Practice	GMP105	Y	3.00	40.00	ME
Abdominal Sonography	DMS304	Y	3.00	1,200.00	
Accounting 101	ACC101	Y	3.00	90.00	AC
Accounting 102	ACC102	Y	3.00	90.00	
Accounting 8	ACC208	Y	4.00	120.00	AC
Accounting I	ACC210	Y	3.00	90.00	AC
Accounting II	ACC211	Y	3.00	90.00	AC
Accounting Lab	ACL150	Y	0.00	0.00	
Administrative Procedures I	MAA102	Y	0.00	0.00	
Administrative Procedures II	MAB102	Y	0.00	0.00	
Administrative Skills 1	ADM401	Y	3.00	90.00	AC
Administrative Skills 2	ADM402	Y	3.00	90.00	AC
Admissions Procedures	ADM201	Y	3.00	90.00	AC

Add Edit Delete Disable Print Close

- 2 Click **Add** to open the Courses Code Setup form.

**Courses Code Setup**

Code  Active ☒

Course Title

Course Type

Course Level

Catalogs  [View Campus Association](#)

Hours  Credits  ☐ Allow Override

Grade Level  Published Code

Minimum Days  Maximum Days  Dependent ☐

Unit Type ☒ Minutes ☐ Quantity Remedial Course? ☐

Enable Comparison of Course Contact Hours with Scheduled Hours ☐

Will this course be considered as a Retake? ☒ Yes ☐ No

Maximum Number of Repeats Allowed  0

Default Pass/Fail Setting  Non-Pass/Fail

Course Description

Parent Fees Books Attributes

Prerequisites Corequisites Resources Equivalency

Select All Clear All

Save Cancel Close

- 3 Enter the **Code** and **Description**.
- 4 Select the **Campuses** that will offer this course.
- 5 Select the **Course Type**.
- 6 Select the **Course Level**.
- 7 Select the **Catalog** to which this course applies (or select None).
- 8 Enter the number of **Hours** and/or **Credits**.
- 9 Enable **Allow Override** check box if the user who registers a student in the course is allowed to override the number of credits awarded for successful completion of the course.
- 10 Select a **Grade Level** to indicate the grade at which the student typically takes this course.
- 11 Enter the **Catalog** code (this is the code that will display on the Transcript).
- 12 For distance learning, enter the number of **Minimum Days** that the student must spend on this course.
- 13 For distance learning, enter the number **Maximum Days** that the student may spend to complete the course.
- 14 Select either **Minutes** or **Quantity** as the units in which attendance is measured.

- 15 Enable the **Dependent** check box if the course is related as a dependent to a parent course.
- 16 Enable the **Remedial Course?** check box if the course is a remedial course.
- 17 Select **Yes** or **No** for **Will this course be considered a retake?**. Select **Yes** to mark this course as one that is affected by your school's retake procedures. Select **No** to indicate courses that will not be considered as retakes.
- 18 Enter a number to set the **Maximum Number of Repeats Allowed** for the course.
- 19 Select the **Default Pass/Fail Setting** for the course.
- 20 Enter **Comments** (for example, the full course description).
- 21 Click **Save** to save the new course and activate additional buttons at the bottom of the form.

## Course Prerequisites

You can identify both prerequisites and corequisites with individual courses. CampusVue will verify during registration whether course prerequisites have been met; there is no such verification for corequisites.

To define a course prerequisite:

- 1 Select **Lists > Academic Records**. Select the **Courses** tab.

Description	Code	Active	Credits	Hours	Pu
21st Century Mgmt Practice	GMP105	Y	3.00	40.00	Me
Abdominal Sonography	DMS304	Y	3.00	1,200.00	
Accounting 101	ACC101	Y	3.00	90.00	AC
Accounting 102	ACC102	Y	3.00	90.00	
Accounting 8	ACC208	Y	4.00	120.00	AC
Accounting I	ACC210	Y	3.00	90.00	AC
Accounting II	ACC211	Y	3.00	90.00	AC
Accounting Lab	ACL150	Y	0.00	0.00	
Administrative Procedures I	MAA102	Y	0.00	0.00	
Administrative Procedures II	MAB102	Y	0.00	0.00	
Administrative Skills 1	ADM401	Y	3.00	90.00	AC
Administrative Skills 2	ADM402	Y	3.00	90.00	AC
Admissions Procedures	ADM201	Y	3.00	90.00	AC

- 2 Select the course that requires a prerequisite and click **Edit** to open the Courses Code Setup form.

- 3 Click **Prerequisites** to open the Course Prerequisites form.

	Optional	Required	Enabled
Course Prerequisites:	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Credits/Hours Prerequisites:	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Grade Level Prerequisites:	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Test Prerequisites:	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Student must meet at least  optional prerequisite(s).

Step 1 of 4: Configure Prerequisites Next > Cancel Close

- 4 To enable a prerequisite, check the Enabled box and indicate whether the prerequisite is Required (pushed by default) or Optional. If you define multiple Optional prerequisites, indicate how many must be met.
- 5 Click **Next** to go to Step 2, where you can configure course prerequisites.

In the following screenshots, we will require that students must take Accounting 101 before they may register for Accounting 102.

**NOTE:** If there are no Prerequisite Courses, you may press the **Next** button to go to Step 3. Otherwise you must add a Rule and then associate courses with the rule.

**Course Prerequisites for: Accounting 102**

Course Prerequisites

Campus: Campus Management Institute

Course Available	Course Code
21st Century Mgmt Practice	GMP105
32159COURSE1	32159COURSE1
32159COURSE2	32159COURSE2
32159COURSE3	32159COURSE3
32159COURSE4	32159COURSE4
32159COURSE5	32159COURSE5
32159COURSE6	32159COURSE6
32159COURSE7	32159COURSE7
32159COURSE8	32159COURSE8
Abdominal Sonography	DMS304
Accounting 101	ACC101

>> <<

Add Rule Delete Rule

Prerequisite Courses

Students must satisfy the conditions of each rule configured.

Step 2 of 4: Configure Course Prerequisites < Back Next > Cancel Close

Click **Add Rule** to open the following dialog box where you can indicate how many courses will be required for your rule. We are requiring only one course, Accounting 101, so we enter **1** and click **OK**.

**CampusVue**

How many courses are required for this rule?

OK Cancel

1

- 6 Our rule now appears in the Prerequisite Courses pane on the right.

**Course Prerequisites for: Accounting 102**

Course Prerequisites

Campus: Campus Management Institute

Course Available	Course Code
21st Century Mgmt Practice	GMP105
32159COURSE1	32159COURSE1
32159COURSE2	32159COURSE2
32159COURSE3	32159COURSE3
32159COURSE4	32159COURSE4
32159COURSE5	32159COURSE5
32159COURSE6	32159COURSE6
32159COURSE7	32159COURSE7
32159COURSE8	32159COURSE8
Abdominal Sonography	DMS304
Accounting 101	ACC101

>> <<

Add Rule Delete Rule

Prerequisite Courses

Rule 1 : requires 1 of the following courses

Students must satisfy the conditions of each rule configured.

Step 2 of 4: Configure Course Prerequisites < Back Next > Cancel Close



- 7 Select Accounting 101 from the **Course Available** list, then click the right arrow button **>>** to move the course to the node structure in the **Prerequisite Courses** frame. Students must now satisfy this rule before registering in the course for which this is a prerequisite (i.e., they must complete Accounting 101 before registering in Accounting 102).

**Course Prerequisites for: Accounting 102**

Course Prerequisites

Campus: Campus Management Institute

Course Available	Course Code
21st Century Mgmt Practice	GMP105
32159COURSE1	32159COURSE1
32159COURSE2	32159COURSE2
32159COURSE3	32159COURSE3
32159COURSE4	32159COURSE4
32159COURSE5	32159COURSE5
32159COURSE6	32159COURSE6
32159COURSE7	32159COURSE7
32159COURSE8	32159COURSE8
Abdominal Sonography	DMS304
Accounting 8	ACC208

Prerequisite Courses

Rule 1 : requires 1 of the following courses

- Accounting 101 - ACC101

Students must satisfy the conditions of each rule configured.

Step 2 of 4: Configure Course Prerequisites

< Back   Next >   Cancel   Close

**NOTE:** Users with the necessary permissions can override course prerequisites. Permission is set at **Setup > Staff > User Info > Academic Records**.

- 8 Click **Next** to go to Step 3, where you can configure the minimum number of credits or hours the student must have completed and/or the minimum grade level the student must have achieved before registering for this course.

**Course Prerequisites for: Accounting 102**

Configure Credits/Hours

Minimum Credits Required: 0

Minimum Hours Required: 0

Configure Grade Level

Grade Level: [Dropdown Menu]

Step 3 of 4: Configure Cr/Hr and Grade Level Prerequisites

< Back   Next >   Cancel   Close

- 9 Click **Next** to go to Step 4, where you can configure test prerequisites, such as tests taken or minimum scores received.

For example, if you require students who wish to register for Accounting 102 to have scored a minimum of 70% on Part A (Math Ability) of the Entrance Test, you must configure a rule that makes this score a prerequisite.

Expand the Entrance Test (Score) line item in the Available Tests list to give you access to select Part A:

- 10** Click **Add Rule** to open the following dialog box. Indicate that one test is required for this rule and click **OK**.

- 11** Our rule appears in the Selected Tests grid on the left:

**Selected Tests**

Test	Type	Opera
<b>Rule No. 1</b>	<b>(Min Required 1)</b>	

- 12 To add the Entrance Test – Part A to the rule, select Part A in the list and click the right arrow button **>>** to move the test to the Selected Tests grid:

**Course Prerequisites for: Accounting 102**

Test Prerequisites

**Available Tests**

- ADATE (Date)
- ANUMERIC (Numeric)
- ASCORE (Score)
- ATEXT (Text)
- College Entrance Exam (Score)
- Entrance Test (Score)
- Part A: Math Ability (Score)**
- Part B: Language Ability (Score)
- JTPA Required Exam (Score)
- Law Schools Admissions Test (Score)
- SAT (Score)

**Selected Tests**

Test	Type	Opera
<b>Rule No. 1</b>	<b>(Min Required 1)</b>	
Entrance Test\Part A: Math	Score	>=

To insert date, double-click on the corresponding Value cell.

**Step 4 of 4: Configure Test Prerequisites** < Back Finish Cancel Close

- 13 To add the score requirement (minimum 70%), scroll right in the Selected Tests grid to access the Operator and Value columns. The Operator column contains the “greater than/equal to” symbol. Enter **70** in the Value column.

**Selected Tests**

Type	Operator	Value
<b>(Min Required 1)</b>		
Score	>=	70

- 14 Click **Finish** to save your work, close the form, and apply your prerequisites.

## Course Equivalencies/Cross-Referenced Courses

To define a course equivalency or to cross-reference a course:

- 1 Select **Lists > Academic Records**. Select the **Courses** tab.

**Setup - Academic Records Lists [Courses]**

Course Levels | Course Groups | Buildings/Rooms | Degree | Program Group | SAP | SAP Status | SAP Reason | Enrollment Status  
 Grade Scale | Grade Level | Grade Level Promotion Rules | Honors | Course Reason | Reasons | Start Date  
 Areas Of Study | Delivery Methods | Course Attributes | Requirement Rules | Catalog | Lesson Types  
 Programs | Shifts | Term | Registration Groups | Period | Calendar | Resources | Course Type | **Courses** | Course Categories

Code:  ☒ Only Show Active   
 Campus:  ☐ All Campuses

Description	Code	Active	Credits	Hours	Pu
21st Century Mgmt Practice	GMP105	Y	3.00	40.00	ME
Abdominal Sonography	DMS 304	Y	3.00	1,200.00	
Accounting 101	ACC101	Y	3.00	90.00	AC
Accounting 102	ACC102	Y	3.00	90.00	
Accounting 8	ACC208	Y	4.00	120.00	AC
Accounting I	ACC210	Y	3.00	90.00	AC
Accounting III	ACC211	Y	3.00	90.00	AC
Accounting Lab	ACL150	Y	0.00	0.00	
Administrative Procedures I	MAA102	Y	0.00	0.00	
Administrative Procedures II	MAB102	Y	0.00	0.00	
Administrative Skills 1	ADM401	Y	3.00	90.00	AC
Administrative Skills 2	ADM402	Y	3.00	90.00	AC
Admissions Procedures	ADM201	Y	3.00	90.00	AC

- 2 Click the course that requires equivalencies or cross-referencing.
- 3 Click **Edit** to open the Courses Code Setup form.

**Courses Code Setup**

Code:  Active: ☒

Course Title:

Course Type:

Course Level:

Catalogs:  View Campus Association

Hours:  Credits:  Allow Override: ☐

Grade Level:  Published Code:

Minimum Days:  Maximum Days:  Dependent: ☐

Unit Type: ☒ Minutes ☐ Quantity Remedial Course?: ☐

Enable Comparison of Course Contact Hours with Scheduled Hours: ☐

Will this course be considered as a Retake?: ☒ Yes ☐ No

Maximum Number of Repeats Allowed:

Default Pass/Fail Setting:

Course Description:

Buttons: Parent, Fees, Books, Attributes, Prerequisites, Corequisites, Resources, **Equivalency**, Select All, Clear All, Save, Cancel, Close

- 4 Click **Equivalency** to open the Course Equivalency form.

**Course Equivalency for: Business English**

Campus:

**Available Courses**

Code	Description
32159COUR	32159COURSE1
32159COUR	32159COURSE2
32159COUR	32159COURSE3
32159COUR	32159COURSE4
32159COUR	32159COURSE5
32159COUR	32159COURSE6
32159COUR	32159COURSE7
32159COUR	32159COURSE8
AAA101	An Awesome Adventure
ACC100	Principles of Accounting

**Equivalent Courses**

Code	Description
ENG100	Modern Business English

**Cross-referenced Courses**

Code	Description
------	-------------

Buttons: Save, Cancel, Close

- 5 Select a course in the **Available Courses** list (left window) then click the right arrow button ( **>>** ) next to the **Equivalent Courses** window to move the course to the **Equivalent Courses** window.

OR

Select a course in the **Available Courses** list (left window) then click the right arrow button ( **>>** ) next to the **Cross-referenced Courses** window to move the course to the **Cross-referenced Courses** window.

- 6 Click **Save** to save your work.

## Course Attributes

To define a course attribute:

- 1 Select **Lists > Academic Records > Course Attributes** and click **Add** to open the Course Attributes Code Setup form
- 2 Enter a unique code and a description for the attribute.
- 3 Select the campus(es) to which this course attribute will apply.
- 4 Click **Save**.

To associate a course attribute to a course:


- 1 Select **Lists > Academic Records > Courses**.
- 2 Select the course you wish to work with and click **Edit** to open the Courses Code Setup form.

- 3 Click **Attributes** to open the Course Attributes form.

The dialog box titled "Course Attributes for: Abdominal Sonography" contains two lists of attributes. The "Available Attributes" list on the left includes: ENG (Basic English Gramr), GORD (Gordon Rule Writing), INTERNET (Internet-intensive), MATH (Math-intensive), and WRIT (Writing Intensive). The "Selected Attributes" list on the right contains: FNM (Math Fundamentals). Between the lists are ">>" and "<<" buttons. At the bottom are "Save", "Cancel", and "Close" buttons.

Code	Description
ENG	Basic English Gramr
GORD	Gordon Rule Writing
INTERNET	Internet-intensive
MATH	Math-intensive
WRIT	Writing Intensive

Code	Description
FNM	Math Fundamentals

- 4 Select one or more attributes from the Available Attributes list on the left and use the  button to add it to the list of Selected Attributes on the right.
- 5 Click **Save** and **Close** on the Course Attributes form.
- 6 Click **Save** and **Close** on the Courses Code Setup form.

## Requirement Rules

To add a requirement rule:

- 1 Select **Lists > Academic Records > Requirement Rules** to open the Requirement Rules Code Setup form.

The "Requirement Rules Code Setup" dialog box has a "Rule Properties" section with fields for Code, Description, Number Of Required Courses, and Minimum Credits. There is a checked "Active" checkbox and an "Advanced Settings" button. At the bottom are "Save", "Cancel", and "Close" buttons.

Code	<input type="text"/>	<input checked="" type="checkbox"/> Active
Description	<input type="text"/>	
Number Of Required Courses	<input type="text"/>	Advanced Settings
Minimum Credits	<input type="text"/>	

- 2 Enter the requirement rule Code and Description.
- 3 Define the overall number of required courses and credits for the rule and click **Save**, or leave them blank and click **Advanced Settings** to expand the form for more options

**Requirement Rules Code Setup**

Rule Properties

Code: 300-400 ☒ Active

Description: 300-400 Level

Number Of Required Courses: 20

Minimum Credits: 60

Advanced Settings

Save Cancel Close

If you specify the overall number of courses and credits, you will be unable to add credit or course values to individual course categories or attributes in the expanded form.

- 4 The expanded form has two tabs, Course Levels and Course Attributes. You can make entries on these tabs, provided an overall count was not specified in step 3.

**Requirement Rules Code Setup**

Rule Properties

Code: ASSOC ☒ Active

Description: Associate Degree Requirements

Simple Settings

Course Levels Course Attributes

Code	Description	Credits	Courses	Has Attributes?

Add Edit Delete

Save Cancel Close

- 5 Use the Course Levels tab to assign one or more course levels to the rule. Click **Add** to open the Requirement Rule Course Level form. Select the course level(s) to be applied to the rule and indicate the total credits and courses that are required from each course level selected.



**Requirement Rule Course Level**

Course Level

Course Level: 200-LEVEL - 200-Level

Number Of Required Courses: 15

Minimum Credits: 45

Select	Code	Description	Credits	Courses
<input type="checkbox"/>	WRIT	Writing Intensive	0	0
<input type="checkbox"/>	FNM	Math Fundamentals	0	0
<input type="checkbox"/>	GORD	Gordon Rule Writing	0	0
<input type="checkbox"/>	ENG	Basic English Grammar	0	0
<input type="checkbox"/>	MATH	Math-intensive	0	0
<input type="checkbox"/>	INTERNET	Internet-intensive	0	0

Totals: 0 0

Save Cancel Close

Click **Save** and **Close** to add your selection(s) to the grid on the Course Levels tab.

**Requirement Rules Code Setup**

Rule Properties

Code: ASSOC ☒ Active

Description: Associate Degree Requirements

Simple Settings

**Course Levels** **Course Attributes**

Code	Description	Credits	Courses	Has Attributes?
200-LEVEL	200-Level	45	15	No

Add Edit Delete

Save Cancel Close

- 6 Use the Course Attributes tab to assign course attributes to the rule.
- 7 Click Save to save your changes (or click Cancel to discard the changes), and click Close to close the form.

After the rule is saved, the rule is applied, and the criteria set in the steps above will be factored in when the system determines completion of a student's enrollment.

## Books

To add a book to the book list:

- 1 Select **Lists > Book Store** to open the Setup – Book Store Lists [Inventory] form.

Description	Code	Active
Accounting Principles	ACP	Y
Book of Health	9840H000123	Y
Crystal Reports User Guide	CRYSTAL	Y
Doing Objects in VB	DBJ/VB	Y
Facilities Guide for Managers	FAC	Y
Guide to WIN 32 API	BOOK1	Y
HTML, The Definitive Guide	HTML	Y
Reengineering the Corporation	1234	Y
Using Front Page 98	MSFP	Y
Visual Basic & SQL Server	VB&SQL	Y
Visual Basic Programmer's Guide	VBPG	Y
Webster's New World Dictionary	WEBSTER	Y

- 2 Click **Add** to open the Inventory Code Setup form.

- 3 Enter the **Item #** for this inventory item - up to 20 Characters.
- 4 Enable the **Active** check box to indicate that the item is an active inventory item.
- 5 Enter the title of the book in the **Description** field.
- 6 Enter the **Publisher, Year Published, Author, ISBN, Cost, Price, and Price (Used)**.
- 7 Click **Save**.

## Associating a Book with a Course

To associate a book with a course:

- 1 Select **Lists > Academic Records**. Select the **Courses** tab.

Description	Code	Active	Credits	Hours	Pu
21st Century Mgmt Practice	GMP105	Y	3.00	40.00	MI
Abdominal Sonography	DMS304	Y	3.00	1,200.00	
Accounting 101	ACC101	Y	3.00	90.00	AC
Accounting 102	ACC102	Y	3.00	90.00	
Accounting 8	ACC208	Y	4.00	120.00	AC
Accounting I	ACC210	Y	3.00	90.00	AC
Accounting II	ACC211	Y	3.00	90.00	AC
Accounting Lab	ACL150	Y	0.00	0.00	
Administrative Procedures I	MAA102	Y	0.00	0.00	
Administrative Procedures II	MAB102	Y	0.00	0.00	
Administrative Skills 1	ADM401	Y	3.00	90.00	AC
Administrative Skills 2	ADM402	Y	3.00	90.00	AC
Admissions Procedures	ADM201	Y	3.00	90.00	AC

- 2 Highlight the course to which you need to associate a book and click **Edit** to open the Courses Code Setup form.

**Courses Code Setup**

Code: **ACC101** Active: ☒

Course Title: **Accounting 101**

Course Type: **Lecture**

Course Level: **All Levels**

Catalogs:  View Campus Association

Hours: **90** Credits: **3** ☐ Allow Override

Grade Level: **1** Published Code: **ACC101**

Minimum Days: **0** Maximum Days: **0** ☐ Dependent

Unit Type: ☒ Minutes ☐ Quantity Remedial Course? ☐

Enable Comparison of Course Contact Hours with Scheduled Hours ☐

Will this course be considered as a Retake? ☒ Yes ☐ No

Maximum Number of Repeats Allowed: **999**

Default Pass/Fail Setting: **Non-Pass/Fail**

Course Description: Principles of double entry book-keeping and accounting. Overview of manual and computerized accounting procedures. Journal entries, subsidiary journals, types of accounts.

Parent Fees **Books** Attributes

Prerequisites Cerequisites Resources Equivalency

Dependent Course: **ACL101 - Accounting Lab**

Select All Clear All

Save Cancel Close

- 3 Click **Books** to open the Course Book List form.

**Course Book List**

Book	Required
Accounting Principles	Yes
Webster's New World Dictionary	No
Crystal Reports User Guide	No

Course: **Accounting 101** Edit Add Delete

Book:  ☐ Required

Date Effective:

Date Obsolete:

Print Save Cancel Close

- 4 Click **Add** to activate the fields in the lower part of the form.
- 5 Select an item from the **Course/Book** list.
- 6 Enable the **Required** check-box if the book is required for the course.

- 7 Select the **Date Effective** and **Date Obsolete**. These dates are optional.
- 8 Click **Save** to save your work and **Close** to close the form.

## Program Versions

To add a new program version:

- 1 Select **Lists > Academic Records**. Select the **Programs** tab.

Description	Code	Active
COSNET		Y
Financial Management	FIN	Y
Financial Management	FM	Y
General Management	GM	Y
Marketing Management	MM	Y
NDS Continuing Management Rules	NDSMGT	Y

- 2 Select the program to which you need to add a program version and click **Edit** to open the Programs Code Setup form.

Code: **FIN**

Description: **Financial Management**

Program Group: **Financial Management**

CIP Code:

☒ Active

☒ AllowOnlineApplications

Buttons: Versions, Tests | Pre-Enrollment, Documents, Requirement Rules

Bottom Buttons: Save, Cancel, Close

- 3 Click **Versions** to open the Program Versions form.

The screenshot shows the 'Program Maintenance' window. At the top, there are dropdown menus for 'Campus' (set to 'SEC Campus') and 'Program' (set to 'FIN'). Below these is a checkbox for 'All Programs'. A table lists three programs:

Programs	Version Code	Version Description	Campuses	Degree
FIN	AFPM	Associate in Financial Management	QNL CIA	Associate of Applied Science
FIN	CFMOS	Cert Financial Management	QNL	Certificate
FIN	SUMNER00	Financial Management Summer 2000 Track	QNL CIA	Associate of Applied Science

At the bottom, there are buttons: 'Cancel', 'Print Data', 'Print Enrollment', 'Print Study', 'Edit', 'Add', 'Delete', and 'Close'.

- 4 Click **Add** to open the Program Version form.

The screenshot shows the 'Program Version' form. It contains various fields for program details:

- Description:** Facilities Management
- Code:** [Empty] ☒ Active
- Version Description:** [Empty]
- Program Type:** ☒ Degree ☐ Non-Degree
- Degree:** [Empty]
- Program Group:** Facilities Management
- Total Weeks:** [Empty] **Total Months:** [Empty]
- Credits:** [Empty] **Hours:** [Empty]
- Expected Credits Per Term:** [Empty] ☐ Require Extern Start Date
- Total Credits for Externship:** 0 **Total Hours for Externship:** 0
- Total Lessons:** [Empty] **Expected Hours per Week for Externship:** 0
- Full Time Minimum:** [Empty] **3/4 Time Minimum:** [Empty]
- Half Time Minimum:** [Empty] **Less Than Half Time:** [Empty]
- Grade Scale:** [Empty]
- Grade Level Promotion:** [Empty]
- SAP Table:** [Empty]
- Active Units:** [Empty]
- CIP Code:** 52.0204 **Office Management and Supervision**
- Misc 1:** [Empty] **Misc 3:** [Empty]
- Misc 2:** [Empty] **Misc 4:** [Empty]
- Curriculum Standard:** ☒ Credit Hour ☐ Clock Hour
- Version Comments:** [Empty]

On the right side, there are buttons: 'Course List', 'Start Date', 'Distance Education', 'Copy Version', 'Tests | Enrollment', 'Areas Of Study', 'Term Sequencing', 'CLU' (set to [Empty]), 'Weighted GPA' (checked), 'Requires Area Of Study' (unchecked), 'Undeclared' (unchecked), 'Select All', 'Clear All', 'English Proficiency Req' (Yes/No), and 'Reason for EP Not Req'.

At the bottom, there are buttons: 'Student Accounts', 'Financial Aid', 'Save', 'Cancel', and 'Close'.

**NOTE:** The fields related to English proficiency will only appear if your school accepts international students.

- 5 Enter data in the various fields on the form or click **Copy Version** to reduce data entry.
- 6 Click **Save**.

**To add the course list for a new program version:**

- 1 Click **Course List** to open the Course List for Program - [ ] form.

- 2 Click **Add Catalog** to associate the course list with a specific catalog year (default is None). The Catalog designation precludes the need to create a new program version for each new/revised course list.

- 3 Click **Add Category**. An additional row appears in the **Course Categories** grid.

- 4 Select the **Code**.
- 5 Enable the **Core** and **Repeat** check boxes, if required.
- 6 Enter the Required **Credits**, **Hours**, and **Courses**. Leave corresponding “Selected” fields at zero – they will serve as counters as courses are added in the lower grid.
- 7 Enter a **Comment** to describe the course category, if desired.
- 8 Click **Save** to save the course category.
- 9 Click **Add Course** to open the Add Course form.



- 10 Select a **Category**. The dropdown list is limited to the categories thus-far defined in the grid.
- 11 Select a **Course**. The Description, Credits, and Hours fields fill automatically.
- 12 Edit the maximum number of repeats allowed for this course (default is 0).
- 13 Enable **Allow Substitution** to indicate that another course can be substituted for this one.
- 14 Enable **Requires Advisement** if the course requires an advisor's approval.
- 15 Click **Save**.

As each course is added, its credit hour and contact hour values are added to the “Selected” counters in the Course Categories grid. When all courses have been added, the totals in the corresponding “Required” and “Selected” cells should be equal.

**To add the Start Dates for a new program version:**

- 1 From the Program Version form, click **Start Date** to open the Start Date Setup form.

- 2 Click **Add**.
- 3 Enter data in the various fields on the form. Entering a start date and clicking the Tab key will populate subsequent dates, calculated using what the system knows about program length, etc. These dates may not reflect school calendar events; edit as required.
- 4 Click **Save** and **Close** to close the Start Date Setup form

## Catalogs

This feature allows courses to be associated with a particular campus catalog, rather than be inextricably linked to a particular program version course list. Although a student's program requirements are typically taken from the catalog that is active at the time of enrollment, the catalog feature permits a student to realign with a different catalog with potentially different program requirements. These catalog settings may be assigned to program versions and areas of study.

### Add a Catalog

To add a catalog:

- 1 Select **Lists > Academic Records > Catalog** tab.

Description	Code	Active	Effective Start Date	Effective End Date	Campus List
2000 Spring Catalog	2000SP	N	5/1/2000	12/31/2000	CNI, CIA
2006 Fall Catalog cnp	2006F C2	N	9/18/2006	12/18/2006	CNI, CIA
2006 Fall Catalog thrs	2006F C3	N	9/18/2006	12/18/2006	CNI, CIA
2007 Fall Catalog	2007 FCA	N	1/12/2007	1/12/2011	CNI, CIA

Buttons at the bottom: Add, Edit, Delete, Duplicate, Print, Copy Catalog, Done.

- 2 Click **Add** to open the Catalog Code Setup form.

The 'Catalog Code Setup' dialog box contains the following elements:

- Code:** An empty text input field.
- Active:** A checked checkbox.
- Description:** An empty text input field.
- Effective Start Date:** An empty date selection dropdown.
- Effective End Date:** An empty date selection dropdown.
- Courses:** A button located at the bottom right of the main form area.
- Campuses:** A list box containing two items: 'Campus Institute of Art' (unchecked) and 'Campus Management Institute' (checked).
- Select All:** A button below the campuses list.
- Clear All:** A button below the campuses list.
- Save, Cancel, Close:** Buttons at the bottom of the dialog.

- 3 Enter a code and description.
- 4 Enter the start and end dates of the time period that the catalog is in force.
- 5 Select the campus(es) to which this catalog applies.
- 6 Click **Save** to save the new catalog and enable the **Courses** button.

The 'Catalog Code Setup' dialog box is now populated with the following data:

- Code:** 2008F
- Active:** Checked
- Description:** 2008 Fall
- Effective Start Date:** 8/25/2008
- Effective End Date:** 8/1/2012
- Courses:** The button is highlighted with a red rectangular box.
- Campuses:** The same list as before, with 'Campus Management Institute' selected.
- Select All, Clear All, Save, Cancel, Close:** Buttons remain at the bottom.

- 7 Click **Courses** to open the **Associate Courses to Catalog** form.

**Associate Courses to Catalog**

☐ Show Inactive Courses Also

**Available Courses**

Courses Available	Course Code
32159COURSE1	32159COUR9
32159COURSE2	32159COUR9
32159COURSE3	32159COUR9
32159COURSE4	32159COUR9
32159COURSE5	32159COUR9
32159COURSE6	32159COUR9
32159COURSE7	32159COUR9

>> <<

**Assigned Courses**

Courses Assigned	Course Code
------------------	-------------

Select All Remove All

Save Cancel Close

The campus's entire course list appears in the grid on the left side of the form (check "Show Inactive Courses Also" to expand the list to include any inactive courses). Use the >> and << buttons to move courses from one side of the form to the other and build the list of courses assigned to the new catalog, or click **Select All** to move the entire course list to the right-hand grid.

**Associate Courses to Catalog**

☐ Show Inactive Courses Also

**Available Courses**

Courses Available	Course Code
-------------------	-------------

>> <<

**Assigned Courses**

Courses Assigned	Course Code
32159COURSE1	32159COUR9
32159COURSE2	32159COUR9
32159COURSE3	32159COUR9
32159COURSE4	32159COUR9
32159COURSE5	32159COUR9
32159COURSE6	32159COUR9
32159COURSE7	32159COUR9

Select All Remove All

Save Cancel Close

- 8 Click **Save** to save changes.

## Delete a Catalog

### To delete a catalog:

It is recommended that the **Disable** feature be used, instead of deleting the catalog year entirely. However, if you would like to remove the catalog listing, then select the catalog listing that you would like to delete and then click the **Delete** button.

## Disable/Enable a Catalog

To disable/enable a catalog:

- 1 To deactivate a catalog, select the catalog from the list and click **Disable**.
- 2 An 'N' will appear in the “Active” column for the selected catalog, and the deactivated catalog will not appear in the grid unless the “Only Show Active” checkbox is *unchecked*.

Description	Code	Active	Effective
2006 Fall Catalog	2006F CT	Y	
2006 Fall Catalog copy	2006F C2	Y	
2006 Fall catalog three	2006F C3	N	
2007 Fall Catalog	2007 FCA	Y	
2008 Fall	2008F	Y	

- 3 To activate the catalog, select it and click the **Edit** button to open the Catalog Code Setup form. Place a check in the Active checkbox and click the **Save** button to enable the catalog.

## Copy a Catalog

To copy a catalog:

- 1 Select a catalog listing to use as a template to create a new catalog, and click the **Copy Catalog** button to open the Copy Catalog form. Notice that the Campuses are disabled, since you are copying the selected catalog that is already associated with the campus. The Campus information may be modified after the required fields are entered and saved.

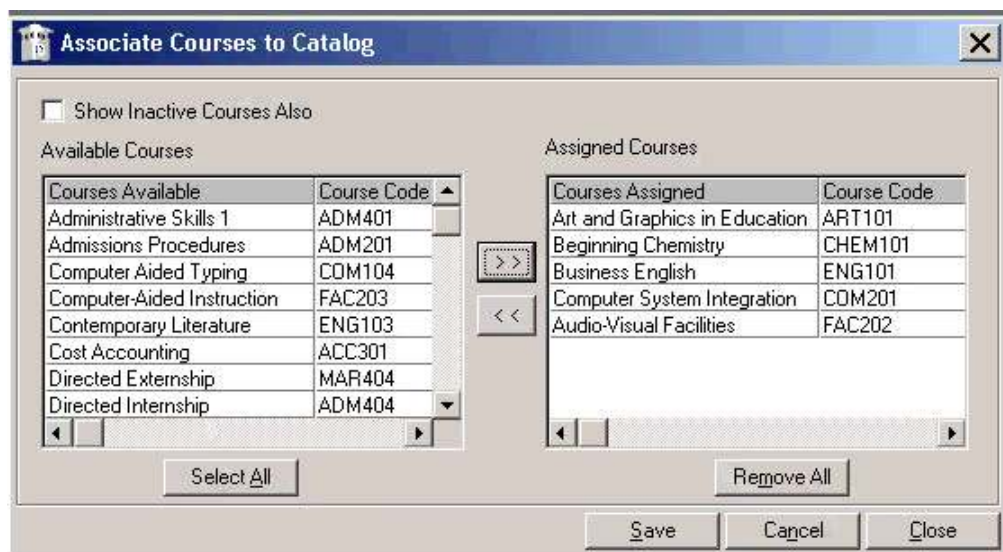
- 2 Enter the new catalog fields (as if you were creating a new catalog).

- 3 Click **Save** to retain the new catalog information, then click **OK** in the confirmation message.



- 4 The Campuses are now enabled and may be modified.

- 5 Click on the **Courses** button to view the courses that are already assigned to this catalog. Edit the course list as required.



**Associate Courses to Catalog**

☐ Show Inactive Courses Also

**Available Courses**

Courses Available	Course Code
Administrative Skills 1	ADM401
Admissions Procedures	ADM201
Computer Aided Typing	COM104
Computer-Aided Instruction	FAC203
Contemporary Literature	ENG103
Cost Accounting	ACC301
Directed Externship	MAR404
Directed Internship	ADM404

> > < <

**Assigned Courses**

Courses Assigned	Course Code
Art and Graphics in Education	ART101
Beginning Chemistry	CHEM101
Business English	ENG101
Computer System Integration	COM201
Audio-Visual Facilities	FAC202

Select All Remove All

Save Cancel Close

- Click the **Save** button to retain the information, or **Cancel** to disregard any changes.

## Grades

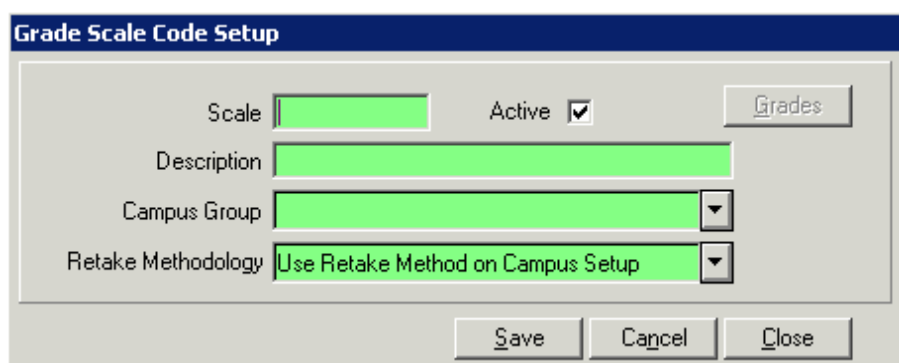
Grade Scales define the grading parameters that your school uses to evaluate the academic achievements of your students. You can have as many grading scales as you need. Each program version will have a grade scale associated to it. Each grade scale is associated either with all campuses or with a campus group.

A grade scale is composed of grade letters, a description, upper and lower numeric limits, grade points, and indicators as to how the grade is treated in GPA calculations and academic progress.

You may add, edit, delete, disable/enable, print, or copy a grade scale.

### To add a grade scale:

- Select **Lists > Academic Records > Grade Scales > Add** to open the Grade Scale Code Setup form.



**Grade Scale Code Setup**

Scale  Active ☒ [Grades](#)

Description

Campus Group

Retake Methodology  Use Retake Method on Campus Setup

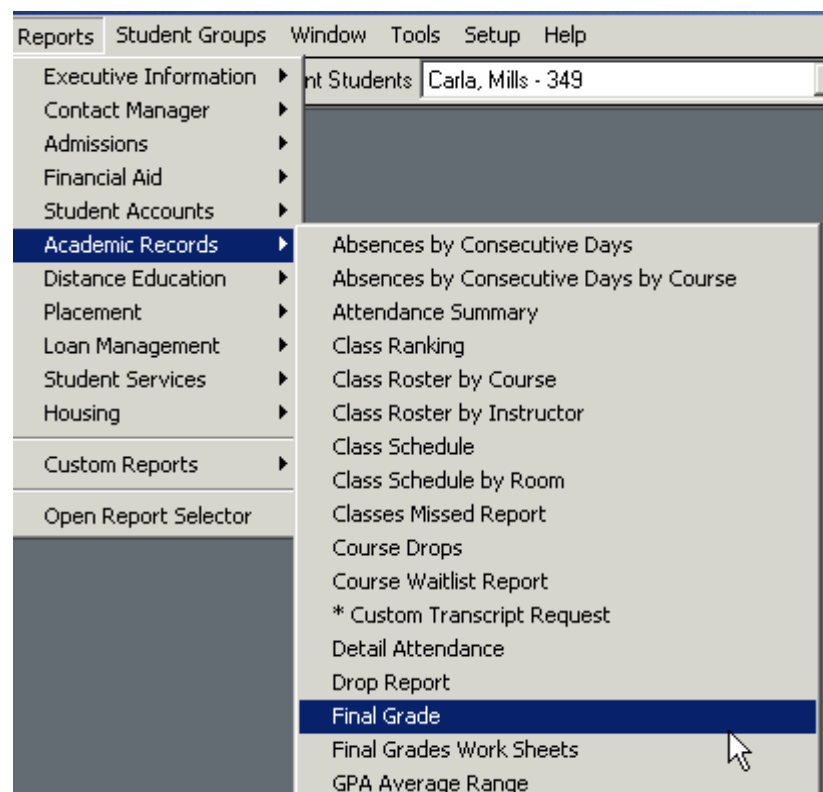
Save Cancel Close





## Academic Records Reports

The **Reports** drop-down menu is organized by departments. Each department has a list of reports relevant to its work. The list of reports is alphabetically sorted for each module and varies in length as new reports are added and old reports are replaced with newer versions. An asterisk (\*) indicates a customized report designed for your institution(s). You can click **Reports > Academic Records** to access reports associated with the Academic Records module.



The Reports menu displays the following two menu items for each module:

### Custom Reports

Custom Reports are designed especially for your campus by someone at your school who can use Crystal Reports®. These reports are created either by editing an existing generic CampusVue report or by creating a new report from scratch. Your System Administrator can use the **Setup > Report Maintenance** option to work with custom reports.

### Open Report Selector

Select **Reports > Open Report Selector** to display a list of all reports (for all modules) that you have permission to run.

## General Features of CampusVue Reports

Following are the generic features of all department-specific reports in CampusVue:

- The **Title** of the report is in the upper-left corner of each page.
- The **Selection Criteria** are listed in the upper-left corner of the first page.
- The **Sort Order** is listed in the upper left corner of the first page.
- The **Name of the Program** that produced the report is listed in the upper-right corner of the first page.
- The **Date and Time** that the report was printed is listed in the upper right corner of each page.
- **Column headers** are shown at the top of each page.
- **Group headers** are listed on the left side of the report as required by your sorting criteria. Note that you can sort by all the available sort variables but group totals are available only for the three highest-order sort variables.
- The **Total number of records** selected will be listed at the end of the report.
- The **Company name** will appear in the lower-left corner of each page. (This is the company name from the **Setup > System** menu option.)

## Final Grade

rpt\_wdFinalGrade.rpt  
ADMINISTRATORCampuses:  
Campus Management Institute

Sorted by: Campus, Term Code, Courses, Section, Student Name

Campus Management Institute  
Accounting 1

Term	Class Section ACC101	Instructor Alex Baker	Credits 3.00	Start	End			
Student ID	Student Name	Program/ Program Variables	Class Status	Enrollment Status	Start	End	Grade	Numeric Grade
0811R00218	Roberts, Jason	Criminology/CRIME	Grade Posted	Graduate	11/11/08		C	
Student Count = 1								

Campus Management

Page 1 of 173

**Note:** Reports from your system parameter tables can be printed in a similar manner from the **Lists** menu.

Some reports appear as HTML documents. You can right-click on an HTML report and then select **Print** from the context-menu to print it.

## Accessing Reports

Reports are accessed from the main CampusVue menu under the **Reports** option. You can run reports only if your user profile has been granted the proper permissions. Selecting **Reports > Open Report Selector** displays a window that lists by department all the reports (for all modules) that you have permission to run.

**To access a specific Academic Records report:**

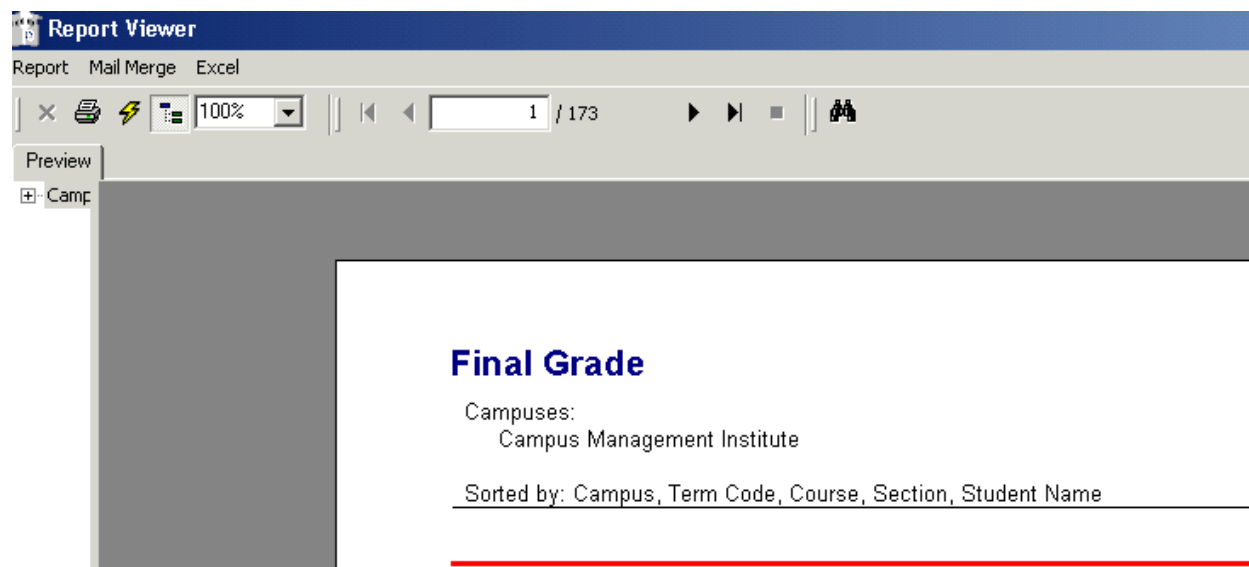
- 1 Select **Reports > Academic Records > specific report**.
- 2 When the Report Selection form appears, choose the selection parameters (on the **Selection** tab) and the sort variables (in the upper-right corner, if available) to satisfy your reporting requirements.

Below is the Report Selection form for the Master Student Listing Summary report:

## Report Preview

Click **Preview** to open the Report Viewer where you can see your report.

The following screen displays the Report Viewer for the Final Grade form.

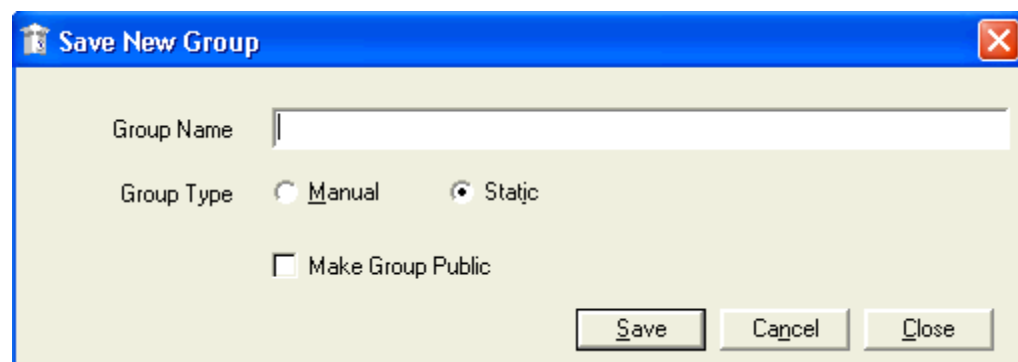


## Report Viewer Controls

### Report Menu Options

- **Print:** You can select this option when you are ready to print the report. A Print icon is also provided at the top of the Report Viewer form.
- **Print Setup:** This option calls the typical Windows printer setup form from which you can select a printer, set the number of copies to be printed, and access other reporting functions.
- **Save Student Group:** If the internal Campus Id and internal Student Id are contained in the record set for the report, you can save the students listed on the report as a group. Select this option and give your group a name.

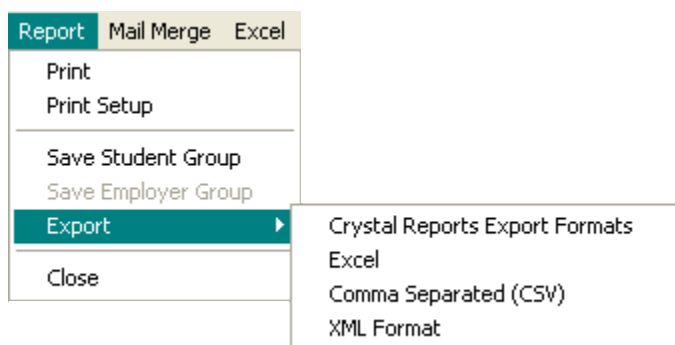
The following screen displays the Save New Group dialog:



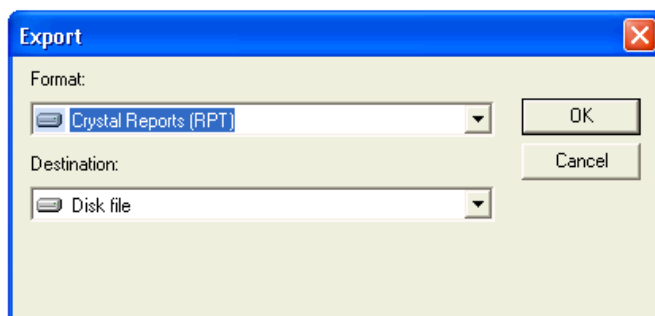
In this example, the default definition for the new student group is a "Static" group, meaning that the list of names in the group can be refreshed on demand (your school can also choose manual for the default group definition). You can also open the group via

View/Student Groups and change the group type to Dynamic, Frozen, or Manual. For details refer to *CampusVue Help*.

- **Save Employer Group:** If the internal Campus Id and internal Employer Id are contained in the record set for the report, you can save the employers listed on the report as a group. Select this option and give your group a name.
- **Export:** You can select this option to view different export formats. In the example given below, users can select from the following four export formats: **Crystal Reports Export Formats**, **Excel**, **Comma Separated (CSV)**, and **XML Format**.



With each report selection you can choose from several options for the format and destination of your report. Click **OK** after you make your selections.



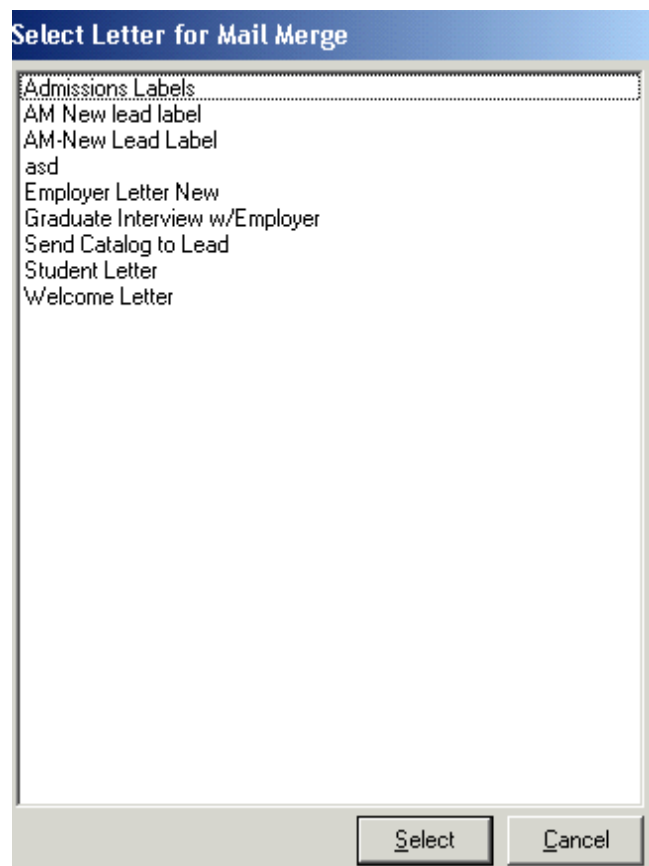
- **Close:** Select this option to close the Report Viewer at any time and return to the Report Selection form.

## Mail Merge

The **Mail Merge** option appears on the Report Viewer Menu Bar if the following three conditions are met:

- Your school has letter activities related to students.
- The path to the letters is correctly designated in **Setup > System**.
- The report being previewed lists students (or employers).

When you click the **Mail Merge** option, all letter activities are listed as options. Select the one with which to merge the student names on the displayed report.



When you select to use the Mail Merge feature, you will be able to run the selected report, use the Merge tool to combine and print letters, and update the student's activity record after processing the letter. The system will prompt you with a dialog box asking if you would like to update the Contact History. If you select 'Yes', then the student's (or employer's) Contact History will be updated after the Mail Merge is completed.

## Excel



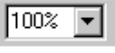

This option exports the data on the report to an Excel spreadsheet. This feature appears on every report. The export procedure uses column names for headings. A maximum of 65,000 rows can be exported. However, sub (drill-down) reports are not exported.

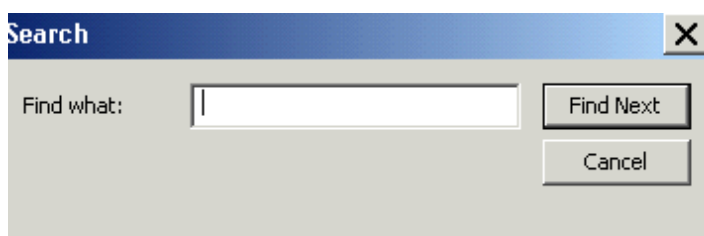
## Navigation Tools

At the top of the Report Viewer form, there is a set of navigation tools to help you maneuver in a multi-page report. By clicking the appropriate tool, you can go to the first page of the report, the next page, the previous page, and the last page.



The following tools are available for selection:

- **Report Views:** The report viewer provides a method of narrowing your view of the previewed report. By double clicking on a report heading or sub-heading, you can open a view containing only that heading and the data below it. When you open a view of a heading, the program creates a view tab at the top of the report. You can alternate between views until you get the information you require. You can also print only a selected view of the report.
- **Close Current View:** Click on the view to be closed and click this control (  ) to close it.
- **Group Tree:** On the left side of the Report Viewer is a control known as the Group Tree. It is used to drill down to specific portions of your report. It is more significant in long reports and in those that have more than one or two groups. Click on the plus and minus boxes beside the group names to expand or contract the tree list. Click on a tree item to go to that portion of the report.
- **Toggle Group Tree:** This tool (  ) is used to show or hide the Group Tree. If you want to see more of the report page in your viewer window, hide the Group Tree by clicking this tool. Click it again to bring back the Group Tree.
- **Report Size:** Use this tool (  ) to size the image of the report to a convenient viewing size. Select one of the options from the drop down list or type in your own percentage value.
- **Text Search:** Use this tool (  ) to find the text you need in the report preview by clicking the binoculars and then typing the word into the Text Search box. The program will find the first occurrence of the text in the report. If you click the binoculars again, it will find the next occurrence, and so on. Your search text entries are saved in a list so that you can go back to them by clicking the arrow beside the text box. When you close the report, your search entries are discarded.




**Note:** The **Text Search** function searches in a forward direction only. If you wish to search your entire report, begin your search on page one of the report.

## Report Printing

Report Printing is performed from the Report Viewer window after you have selected the various filtering criteria and clicked **Preview** in the Report Selection window.

**To print a report in CampusVue:**

- 1 With your report previewed on the screen, click the **Print** icon () at the top of the window to open the **Print** dialog box. You can choose to print all of the report or selected pages. Indicate the number of copies of the report to be printed. Click **OK** to send the report to the printer.

Alternatively, select **Print** from the Report menu at the top of the Preview window. The report will be sent to your designated printer. If you want to change the destination printer, select a printer from the **Print Setup** dialog.

- 2 From the **Report** menu, select **Close** to close the Report Viewer window after the report is printed. You will return to the Report Selection window.
- 3 In the Report Selection window, you can choose to print another variation of the report by selecting different parameters. You can also save your previous selection of parameters by giving them a Preference Name and saving your preference for a later rerun.
- 4 Click **Close** on the Report Selection window to return to the CampusVue main window.

## Cube Reports

The term "Cube Report" refers to a multidimensional, spreadsheet-style report that you can manipulate for the purpose of extracting data from the CampusVue database. An ordinary spreadsheet is two-dimensional in nature. As the term implies, a cube report can accommodate three or more (possibly hundreds of) dimensions in a report presentation. Each of the CampusVue modules has one or more cube reports associated with it. Data elements for the various cube reports are provided by the program in a form that you can readily manipulate to yield a particular view. Flexibility is the key characteristic of cube reports. You can move data around on the report, adding or removing horizontal and vertical data elements to achieve the precise combination of rows and columns you need to present the results in the desired format.

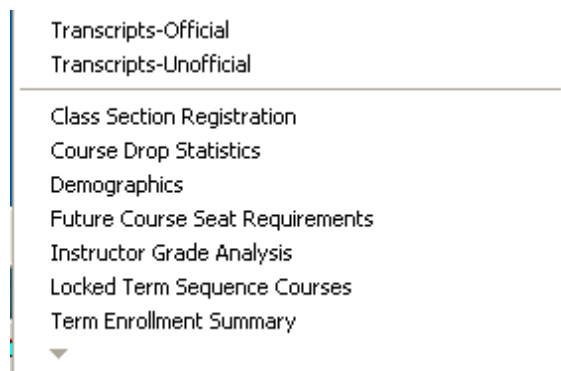
The program gathers data for a cube report each time the report is opened. The data is stored in a temporary file while the cube is open. For large databases, this data-gathering effort can take a few minutes.

Output can be generated from cube reports in four forms:

- On-screen displays in which rows and columns can be rearranged to suit your needs
- Printed spreadsheets with optional horizontal and vertical cross-footed totals
- Charts and graphs
- Export files to Excel

On a department's Reports menu, the cube reports are listed below the horizontal line at the bottom of the report list. The Academic Records cube reports appear below:





← **Cube Reports**

In this list, the Class Section Registration report is an example of a cube report.

**To view the Class Section Registration Cube Report:**


- 1 Select **Reports > Academic Records > Class Section Registration** to open the Report Selection form in your work area.


Some cube reports are set up with selection criteria and others are not. If selections are available, make whatever choices you like. (In this example of the Class Section Registration cube report, the only selection parameter available is “Term.”)


- 2 Click **Preview** on the Report Selection form to start the gathering of data for the cube report. Be patient – this can take a few minutes. There's a lot of work going on that you can't see.
- 3 When the program has assembled the necessary data, the cube similar to the following screen will open.


	1000	2000	3000	4000	5000	6000	7000	8000	9000	10000
1000	1000	2000	3000	4000	5000	6000	7000	8000	9000	10000
2000	2000	4000	6000	8000	10000	12000	14000	16000	18000	20000
3000	3000	6000	9000	12000	15000	18000	21000	24000	27000	30000
4000	4000	8000	12000	16000	20000	24000	28000	32000	36000	40000
5000	5000	10000	15000	20000	25000	30000	35000	40000	45000	50000
6000	6000	12000	18000	24000	30000	36000	42000	48000	54000	60000
7000	7000	14000	21000	28000	35000	42000	49000	56000	63000	70000
8000	8000	16000	24000	32000	40000	48000	56000	64000	72000	80000
9000	9000	18000	27000	36000	45000	54000	63000	72000	81000	90000
10000	10000	20000	30000	40000	50000	60000	70000	80000	90000	100000

Across the top of the cube window are some important controls.

**Preview:**  Shows you a preview of the printed report in spreadsheet format.

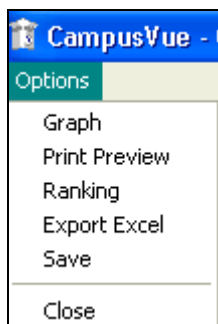
**Graph:** () Takes you to the graph design feature. You need to select the data elements you want in the graph before clicking Graph. Ordinarily, you would not want to graph the totals along with the data cells. To select data cells to be graphed, click one corner of the range with the left mouse button, hold the button down and "drag" to the diagonally opposite corner of the range. All selected cells except the first one will be darkened.

**Excel:**  Exports the cube report to an Excel spreadsheet. You can also select the parts of the report you want to export before clicking Excel. You will also export the totals unless you take action to do otherwise.

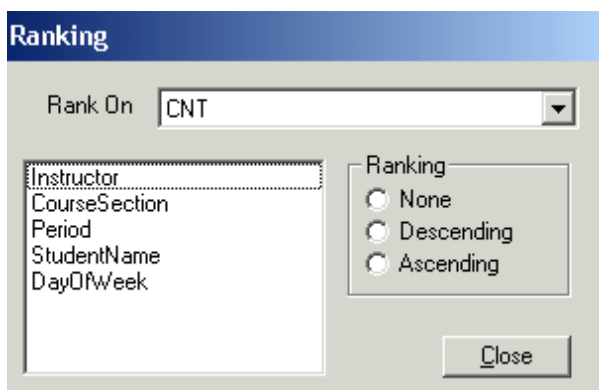
**Exit:** () Closes the report and returns to the CampusVue work area.

**Show Totals:** (☒ Show Totals) You can elect to show or not show the totals on the report. If you want to export the data, you may not want to export the totals along with the data cells.

**Options Menu:** When the cube report is opened in your work area, a new menu bar is added to the CampusVue window right under the title bar. It has one menu on it labeled **Options**.

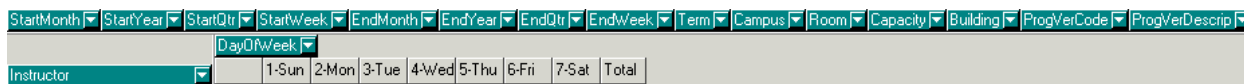


- The **Graph**, **Print Preview**, **Export Excel**, and **Close** options work like the corresponding options described in step 5 above. **Save** will save data from the report to a variety of file formats.
- The **Ranking** option gives you the ability to rank (sort) data elements in the cube report in ascending or descending order.

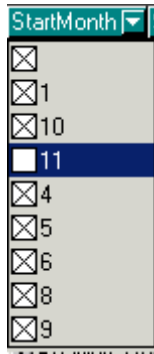


The example cube shows a three-dimensional report in a two-dimension format. Each row represents a student record. Subtotals and totals are shown for each row and column.

Notice the other data elements that have not been used in this particular view of the array. Any of these other data elements can be "dragged" to the horizontal or vertical axis of the grid. By doing so, you can change the report to give an entirely different picture.

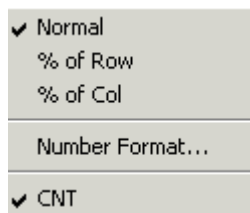


Another technique that you can use to tailor the cube is to select only portions of any one data element. For example, as we have done here, you can select only a few out of many Start Months.



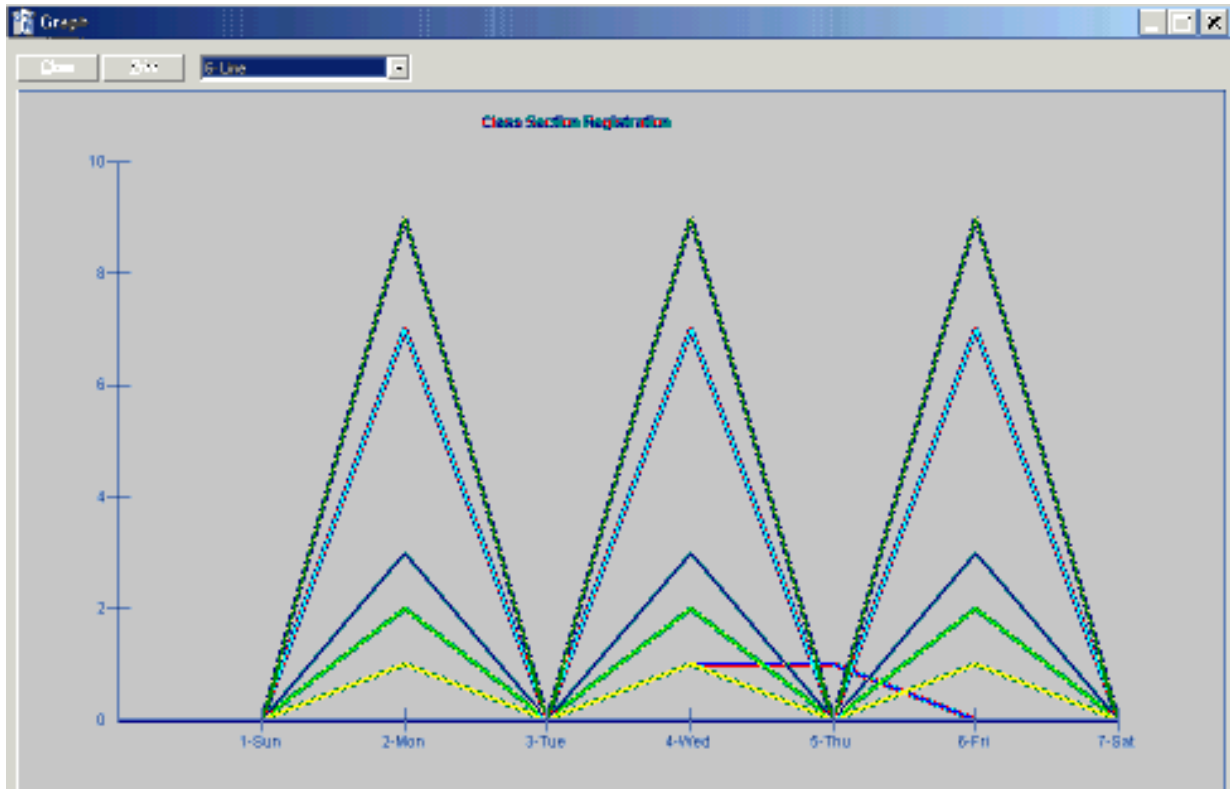
Click on the arrow beside the data element name. The list of codes, names, and so on, will be dropped down for your selection. Click the box beside each desired code or name. Those with X in the box will be used in your report. Those with blank boxes will not be used. To select all choices, or to deselect all choices, hold the Ctrl (Control) key down while selecting.

**Right Click Options:** If you right-click anywhere in the data area of the cube report, a menu appears with some important features listed.



- **Normal:** Displays the cube data in its normal format. In our example, it is contribution to the class section Registration sorted by Instructor.
- **% of Row:** Changes the data format to be a percentage of the row total.
- **% of Col:** Changes the data format to be a percentage of the column total.
- **Number Format:** Allows you to change the format of the numbers in the data cells.
- **CNT:** This is the only option for the detailed data to be displayed. In other cubes, there may be more options listed here.

**Graphing Data:** The example below shows a 6-line graph based on selected data from the cube (totals have been turned off to facilitate the data selection). To select data cells to be graphed, click one corner of the range with the left mouse button, hold the button down and "drag" to the diagonally-opposite corner of the range. All selected cells except the first one will be darkened.



To change the type of graph, click the graph style list in the upper right corner of the graph screen. Select any of the listed styles. Maximize the graph screen to see the labels clearly when you are working with many elements.

**Export to Excel:** Data can be exported to Excel as in the example below. The column headers were formatted manually after the import to improve the look of the example.

Instructor	Course Sec	Period	Student Name	1-Sun	2-Mon	3-Tue	4-Wed	5-Thu	6-Fri	7-Sat	Total
	PA1144	98-30	Adams, Kent / 14828	0	0	1	0	1	1	0	3
	F6620H	98-30	Total	0	0	1	0	1	1	0	3
	PA1144	Total		0	0	1	0	1	1	0	3
	F6620H	98-30		0	0	2	0	2	0	2	6
	F6620H	98-30	Total	0	0	2	0	2	0	2	6
	F6620H	98-30		0	0	2	0	2	0	2	6
	F6620H	98-30	Total	0	0	7	0	7	0	7	21
	F6620H	98-30	Grant, David R / 3	0	0	1	0	1	0	1	3
	F6620H	98-30	Mace, Emma U / 25705	0	0	1	0	1	0	1	3
	F6620H	98-30	Sawyer, Peabody A / 26710	0	0	1	0	1	0	1	3
	F6620H	98-30	Total	0	0	10	0	10	0	10	30
	F6620H	28-30		0	0	10	0	10	0	10	30
	F6620H	28-30	Total	0	0	3	0	3	0	3	9
	F6620H	28-30	Total	0	0	3	0	3	0	3	9
	F6620H	28-30		0	0	3	0	3	0	3	9
	F6620H	28-30	Total	0	0	9	0	9	0	9	27
	F6620H	28-30	Agoston, John / 14762	0	0	1	0	1	0	1	3
	F6620H	28-30	Baloy, Jeannette / 14363	0	0	1	0	1	0	1	3
	F6620H	28-30	Balsamley, Theresa / 14577	0	0	1	0	1	0	1	3
	F6620H	28-30	Jameson, Jim J / 26673	0	0	1	0	1	0	1	3
	F6620H	28-30	Smith, Samantha / 25657	0	0	1	0	1	0	1	3
	F6620H	28-30	Swadlow, Annabelle A / 26707	0	0	1	0	1	0	1	3
	F6620H	28-30	Total	0	0	15	0	15	0	15	45
	F6620H	Total		0	0	16	0	16	0	16	46
	MSPH44	8-30		0	0	1	0	1	0	1	3
	MSPH44	8-30	Brown, Alan T / 26598	0	0	1	0	1	0	1	3

**Print Preview:** There are several controls on the preview form including Print, Print Setup, Margins and Columns, Page Change, and Zoom In and Out.

## Index

### A

- Academic hold, 105
- Academic Records
  - Advanced Functions, 85
  - Daily menu, 29
  - Folders, 7
  - Maintenance Functions, 107
- Academic Records Folders
  - Attendance folder, 16
  - Degree Audit folder, 19
  - Degree Grade Audit folder, 22
  - Degrees, Honors and Comments folder, 25
  - Enrollment folder, 8
  - Fees folder, 24
  - Final Grades folder, 18
  - Lessons folder, 17
  - Placement Info folder, 28
  - Schedule folder, 15
  - School Fields folder, 26
  - Student folder, 8
  - Summary folder, 14
  - Transfer Credits folder, 27
- adding
  - books, 118
  - Course, 113
  - Course equivalencies, 116
  - Course prerequisites, 114
  - Holiday, 111
  - Program versions, 121
  - Term, 107
- Alumni student record, 30
- Areas of study, 101
- Attendance, 56
  - Record, 58
  - Record Attendance Dates, 62
  - Rosters, 56
- Attendance folder, 16
- Audit course, 93

### B

- Batch status change, 75
- Book list, 118
- Books
  - adding, 118
  - associating with a course, 119

### C

- CampusVue Reports
  - Features, 131
- CampuVue Reports
  - Printing, 137
- changing
  - Program, 85
- Class Schedule
  - copying, 40

- Close/Reopen Term, 77
- Concentrations, 101
- Convert to audit course, 93
- Copying
  - Class Schedule, 40
- Course, 113
  - adding, 113
- Course equivalencies, 116
  - adding, 116
- Course prerequisites, 114
  - adding, 114
- Course Status, 15
- Create
  - Alumni student record, 30
- Cube Reports, 137

### D

- Daily menu, 29
  - Attendance, 56
  - Batch Status Change, 75
  - Close/Reopen Term, 77
  - Copy Class Schedule, 40
  - Create Student Alumni Record, 30
  - Define Term Registration Groups, 41
  - Document Tracking, 31
  - Final Grades, 67
  - Grade Book, 63
  - Honors and Comments, 69
  - Instructor Maintenance, 73
  - IPEDS-Completions Survey, 80
  - Midterm Grades, 65
  - Population Analysis/IPEDS Enrollment Survey, 78
  - Process Queued Transfers, 84
  - Registration, 47
  - Registration Summary by Term, 54
  - Satisfactory Academic Progress, 81
  - Scanning Services, 71
  - Schedule Classes, 32
  - Setup Registration Tracks, 45
  - Status Change, 74
- Defining
  - Term Registration Groups, 41
- Degree Audit folder, 19
  - Elective courses, 20
  - Hypothetical programs, 21
  - Transfer credits, 20
- Degrees, Honors and Comments folder, 25
- Distance Education courses, 17
- Document tracking, 31
- Documents folder, 31
- Drop
  - Student, 98

### E

- Editing
  - Final Grades, 18

- Elective courses, 20
- Enrollment folder, 8
  - Date / Status tab, 9
  - Enrollment Information tab, 10
  - Progress tab, 11, 13
  - Term Summary tab, 12
- Enrollment Summary, 14
- Externship hours, 16

### F

- Fees folder, 24
- Final grades, 67
- Final Grades
  - editing, 18
  - posting, 18
- Final Grades folder, 18

### G

- Grade Audit folder, 22
- Grade book, 63

### H

- Hold, 105
- Holiday
  - adding, 111
- Honors, 70
- Honors and comments, 69
- Hypothetical programs, 21

### I

- IPEDS-Completions Survey, 80
- IPEDS-Completions Survey cube report, 80

### L

- Lessons folder, 17

### M

- Major, 101
- Majors, Minors, and Concentrations, 101
  - Declaring, 102
- Makeup classes, 39
- Markup hours, 16
- Midterm grades, 65
- Minors, 101

### O

- Open Report Selector, 130

### P

- Placement Info folder, 28
- Population Analysis cube report, 79
- Population Analysis/IPEDS Enrollment Survey, 78
- Posting
  - Final Grades, 18
  - Honors, 70
- Preface, 6
- Printing
  - Report cards, 18

- Transcripts, 18
- Processing
  - Queued transfers, 84
- Program change, 85
- Program transfer, 88
- Program versions
  - adding, 121
- Program versions, 121

### Q

- Queued transfers, 84

### R

- Recording
  - Attendance, 58
  - Attendance dates, 62
- Reentry, 95
- Registration, 47
  - Term registration, 50
  - Track registration, 47
  - validation, 53
- Registration summary by term, 54
- Registration tracks, 45
- related references, 6
- Report cards
  - printing, 18
- Report Preview, 133
- Report Viewer Controls, 133
- Returning students, 95
- Rosters, 56

### S

- SAP, 81
- Satisfactory Academic Progress, 81
- Scanning services, 71
- Schedule folder, 15
- Scheduling
  - Makeup classes, 39
  - Unplanned days off, 38
- School Fields folder, 26
- Status change, 74
- Student Accounts Reports
  - Accessing, 132
- Student folder, 8
- Student Master form, 8
- Summary folder, 14

### T

- Term
  - adding, 107
  - Close/Reopen, 77
- Term registration, 50
- Term Registration Groups, 41
- Term sequencing, 125
- Track registration, 47
- Transcripts
  - printing, 18
- Transfer, 8
- Transfer credits, 20
- Transfer Credits Folder, 27

Transferring  
Program, 88

**U**

Unplanned days off, 38