



TEAMS2000
Registration

Changes and
Improvements in
Release 3.2

Table of Contents

Overview of Changes and Improvements.....	3
Year Sorting for the Year 2000	4
CNTRL2 Menu.....	4
SPECL Menu.....	4
Subterm Processing.....	6
Instructions for Using Subterm Processing.....	6
Quality Points Changes	10
Academic Update Processing.....	10
Grade Report Processing.....	11
Transcripts	12
Model--Available for Use by All Clients	12
Non-model--But Updated for Release 3.2, Only for the Original Client.....	12
Institutional Transcript Notes Changes	12
Honors, Probation and Class Level Update Changes	13
Data Snapshot	13
Course Leveler and Bidding	14
CONFIG Menu	14
CNTRL3 Menu.....	14
REGSTR Menu	14
Teammate Spec Changes.....	17
Summary of File Changes	18
Some New Configuration Items	20
RE Configuration File Fields That Influence the Academic Update.....	20
RE Configuration File Fields That Influence the Transcript.....	21
Miscellaneous RE Configuration Fields	22
RE Configuration 2 File Fields That Influence the Academic Update.....	22
RE Configuration 2 File Fields That Influence the Transcript.....	23
Miscellaneous Configuration 2 Fields	23
Grade Table Fields That Influence the Academic Update.....	25
Grade Table Flags That Affect the Transcript.....	25

Overview of Changes and Improvements



Warning: Registration Release 3.2 contains many file and other processing changes. It is important to read and understand how your Registration module will be affected by the changes **before** applying the PTF.

If you have had any custom work done on your Registration module, it will probably need re-work. You should contact CMDS to discuss a contract to re-do your custom Registration programming **before** you apply the PTF.

Year Sorting for the Year 2000

The Registration module had only one significant issue that needed to be changed to make it Year 2000 compliant. Only some schools were affected by this issue. If your school used any year definition other than real calendar years, for example "9899" instead of "1998," then you must update your system according to these instructions. If you do not, then your academic update and transcript will not process years and terms in the proper order. If you used legitimate calendar years for the year code, you may skip this process.

We have added a new Year Sort Field to the Year Definition file. You will use this field to tell the system the order in which to sort years. We suggest that you fill in the real calendar year. Year code "9899" will get the Year Sort Field value of "1998." Many clients now use alpha values for Transfer year codes so that these codes will sort to the beginning of the transcript. If this is how you want transfer terms to sort, either repeat the Year Code in the Year Sort Field or leave the Year Sort Field blank. It is your responsibility to define these Year Sort Field values so that your Year/Terms sort the way you want them to. Values entered on the Year definition screen will be used by the new conversion function described below to fill in the field on all of the files that need to be sorted by Year and Term.

CNTRL2 Menu

Option 1, Year Definition

This screen is where you enter the Year Sort Field values. The field on this screen is for input; however, there are no edits on the field. It does not order the screen by the field, but you can fill in any values that will make the years sort in the order you desire.

Option 3, Year/Term Table

This screen has been changed to display the Year Sort Field. The screen does not order records by field, and they cannot be entered or changed here.

SPECL Menu

These are programs to initialize the Year Sort Field using values filled in on the Year definition screen. They are copied to the transaction files which need to use it. The second program is an audit report that reads the transaction files looking for blank Year Sort Fields. It prints a list of year codes that have no corresponding Year Sort Field.

These programs have now been placed on the SPECL menu:

Option 6, Initialize Year Sort Field

We recommend that you job queue this conversion.

Option 17, Print Year Sort Field Audit Report

Run the option and then look for these reports on your spool file or printer:

- REHEPFR\$
- REHPPFR\$
- REHQPFR\$
- REHRPFR\$
- REHSPFR\$
- REHTPFR\$
- REHUPFR\$
- REHVPFR\$
- REHW PFR\$.

Review the reports and make any corrections necessary. Check each of the listings for any year codes in use on files that do not have the proper set up on the Year definition file. If there are Years listed, you must correct the Year definition file, re-run the conversion program, then re-run the audit reports until you get a clean run.

Once you have clean files, you must run the full Academic Update (SPECL menu, Opt 2) for all students. You should then run some sample transcripts and examine the results. This process will read through several large files, so you will want to respond with “Yes” to the Jobq question and should probably run it overnight.

After the initial time, if you ever change an existing year sort value on the year definition screen, you must go through this process again.

The following screens have been changed to order records by the new sort field:

- Student Course Inquiry - Available on many menus
- NEWTRM menu, Opt 4 Select Section Master
- NEWTRM menu, Opt 14 Print Section Requests
- GRADES menu, Opt 7 Grade Changes
- REPORT menu, Opt 1 Course Enrollment Inquiry.

Subterm Processing

Release 3.2 has added subterm processing that allows you to:

- Create course sections for a subterm
- Register students for courses in a subterm.
- Set up group registration definitions for a subterm
- Calculate academic subterm totals and career totals as of a subterm
- Print a transcript with subterm headers, courses, and totals
- Print a grade report showing courses in a subterm.

Other screens and reports which display subterm, but may not be limited to one subterm:

- View/print course enrollments
- View/print student schedules
- View wait list
- View class lists
- Print class lists (model options 1 and 2 only)
- View grade lists
- Print grade lists (model options 1 and 2 only)
- Student course inquiry
- Student locator
- Grade entry.

Functions which are not changed for subterm processing and are still only calculated for or associated with a term:

- Class level
- Class rank
- Academic honors and probation
- Part time/Full time status and hours
- Student Loan Clearinghouse processing
- Transcript notes (Individual or Institutional)
- Transfer entry screens
- Create sections from catalog master screen
- View/print professor schedules
- View/print room schedules.

Instructions for Using Subterm Processing

CONFIG Menu

Option 6 - Registration Configuration 2

Use subterm on registration and schedule screens?

If you answer Yes to this question:

The Student Registration screen will show the subterm and will order courses by subterm. It doesn't limit the courses to one subterm. You always work with all the courses in the term. The student schedule screen does display the courses in subterm order.

Use session on grade report prompt?

If you answer "Yes" to this question, then the grade report prompt will include a Session field. You can optionally print a grade report for one subterm by entering an appropriate value in the Session field.

Print transcript by subterm?

If you answer "Yes" to this question, the transcript will break courses out by subterm within term. Summary data will be shown for subterms as well as terms.



Note: ONLY "Model" transcripts (1 through 6, Y and Z) have been modified to process subterms.

Print career totals after each subterm on transcript?

You may not want to see the career summary line after each subterm. If you answer No to this question, you will not print the career summary line after each subterm.

CNTRL3 Menu

Option 4 - Group Registration Definition

This is the table of courses for which the members of the group should be registered. The course is always specified as belonging to a year and term. The screen now has an optional field where you can specify a subterm. This table is used both on the Student Registration prompt to register one student for the selected list of courses and in the batch Group Registration function.

Option 6 - Subterm Definition

This table is where you set up a list of valid subterms. Name your subterm codes so they will sort chronologically within terms.



Note: The Section master and schedule screen (NEWTRM/4) now edits the subterm field against the Subterm definition table. If you have already been entering subterms for course sections, you will need to define the values that are in use.

Option 7 - Sessions

Sessions are used to print a grade report for a single subterm.

This option is where you define session codes and indicate which blocks to include within a session. A block is specified as a combination of Year, Term and Subterm.

You must set up a separate session for each subterm for which you want to print a grade report with subterm summary information. Each subterm is entered as a block.

To Create a Session:

1. Use F6 to add a session and enter a Session code.
2. Press F10 to accept the data.
3. Enter a B in the option field next to the new session code to add a Block, then press enter.
4. On the Add Block screen enter the Year, Term and Subterm codes. You can use F4 to prompt each of these fields.
5. Press F10 to accept the data.
6. Any time you have added or changed data the Work with Sessions screen will give a message that you must press F10 again to accept the changes. If you do not press F10 again, you will lose your changes.

NEWTRM Menu

Option 3 - Sections from Catalog Master

This option was not changed to create sections for a particular subterm. You can use this to create the sections for the term. Then go to Section Master and Schedules screen to fill in subterm field.

Option 4 - Section Master and Schedules

The prompt has not changed. You enter the course section id or prompt and select one. Then you enter the subterm code on the main data entry screen. You can prompt the field to select a value from the subterm definition file.



Note: The Section master and schedule screen (NEWTRM/4) now edits the subterm field against the Subterm definition table. If you have already been entering subterms for course sections, you will need to define the values that are in use using the CNTRL3 menu option 6, Subterm Definition.

REGSTR Menu

Option 1 - Student Registration

Student Registration Prompt screen:

Specify the year and term to register. You do not specify a particular subterm.

Student Registration screen:

If you prompt on a Course Number field, you will get the Select Section screen. It will let you subset the courses to see only those belonging to one subterm.

Once you select or enter courses, the screen will re-order them to show them in subterm order.

Group Registration for One Student:

The Student Registration prompt has a new subterm field that affects only the group registration function. If you specify a group registration code for a student, you may optionally also specify a subterm. If the subterm field is left blank, it will select all the courses from the Group registration table for the year and term and place them on the Student Registration screen for you. If you enter

a subterm, it will select only those courses from the group registration table with that subterm specified.



Note: The biggest change to this function is that the previous version would only fill in the courses for you if the student had no courses already registered in that year and term. Because you may want to use it to register for each successive subterm the processing has been changed so that each time you enter the screen it will look up and fill in the courses from the group registration table. If you do not want it to do this, you must blank out the group registration code shown for the student on the prompt.

It does not duplicate a course for which a student is already registered, but if you have manually adjusted a student's schedule to delete one of the group courses, it will try to put it back.

Option 9 - Group Registration (Batch option for multiple students)

The prompt has a new subterm field. If you specify a group registration code for a student, you may optionally also specify a subterm. If the subterm field is left blank, it will select all the courses from the Group registration table for the year and term and place them on the Student Registration screen for you. If you enter a subterm, it will select only those courses from the group registration table with that subterm specified. Unlike the group registration for one student on the online Student Registration, it was always possible to re-run this function. You can run Group Registration for each successive subterm in a term. It will not duplicate any course for which a student is already registered.

GRADES Menu

Option 6 - Grade Report

There is a Configuration question described earlier in the document that determines whether or not to include a Session field on the grade report prompt. If you answer "Yes" to this question, then the grade report prompt will include the Session code field.

You must also have set-up one Session for each subterm on the Subterm Definition screen.

You can optionally print a grade report for one subterm by entering an appropriate value in the Session field. It will look for this session within the Teammate Selection Year/Term shown on the screen. If the session you want to print is not within that year and term, you must still go to the Registration Configuration 1 screen to reset the Teammate Selection Year and term fields.



Note: Since clients use many different grade reports and they are already formatted to fit specific forms, we have not attempted to provide a grade report format that actually prints the subterm totals. If you run a grade report with the subterm selection, it will print only the courses for the subterm but will print whatever is in the term and career totals at that time. You may contact CMDS if you wish to contract with us to modify a grade report to print subterm totals.

RECRDS Menu

Option 13 - Print Individual Transcripts

Nothing has to be specified here to print transcripts by subterm. It is controlled by the Configuration questions referred to earlier in this document. If you wish to sometimes print a transcript by subterms and other times by terms, change the Configuration question.



Note: ONLY “Model” transcripts (1 through 6, Y and Z) have been modified to process subterms.

Quality Points Changes

Quality Points for a Student Course History record are calculated by multiplying the Quality Points for the grade received by the credit hours for the course. Each of these fields was previously defined with only 2 decimal places. This meant that the calculated field value had decimal values truncated. This caused a problem for some clients, so the calculated Quality Points fields on all files have been changed from 99999.99 to 99999.9999. You can still only define the Quality Points value for a grade table entry with 2 decimal positions. This ensures that when it is multiplied by the credit hours for the course (with 2 decimal places), the students course Quality Points field will have a good 4 decimal place value.

Academic Update Processing

Registration release 3.2 has changed the following items that affect the academic update:

1. **Subterm Totals** are always calculated and stored on the Student subterm sum by division file. A configuration item determines whether or not to break the transcript out by subterm. The system calculates totals for just the subterm and for career as of the subterm. It is just like the term summary by division totals processing.
2. **Quality Points** are calculated for courses and summary reports using the new 4 decimal place fields.
3. **Repeat Handling** is implemented on course components 4 - 6. It previously only handled components 1 - 3 for matching courses. Only clients using more than 3 catalog components are affected.
4. The **Grade Change** function resets all the student’s repeat flags back to “R” prior to doing the academic update so that repeat handling will work correctly.



Note: This reset feature is only done when the configuration indicates that a school uses Automatic repeat handling.

5. A **Grade Change** with a division code change does a full recalculation of both divisions.

6. **Repeat Handling** now sorts on Year Sort Field, then year/term when looking for the most recent previous matching course. The sorting works correctly both for subterms within a term and across terms. See the separate discussion of Year Sort. This change only affects clients who defined years as “9596” instead of “1995.”
7. **All Functions** now call the full academic instead of attempting to add only the newly graded courses into history. We found that over the years, as we added more configurable variations on repeat handling, the limited recalc had become unreliable. You will see a performance difference in the grade report and grade entry functions. It will take somewhat longer to run this full recalc. We have attempted to manage this issue by giving you more options for selecting students, for choosing whether to recalculate or simply to print, and to schedule the academic update and grade report functions.
8. **Midterm Grade Reports** still use old “limited” recalc. Midterm summaries are only for the purpose of printing the current term’s midterm grade report. The processing looks up the career cum values stored on Student division master and just adds the new term’s graded courses into it. As always, you can’t go back and recreate these once the final grades are updated.
9. **Miscellaneous:** There are a number of old and new configuration items that affect the academic update. They have been summarized in this document in the section titled “Some New Configuration Items.”

Grade Report Processing



Warning: Release 3.2 contains many file and other processing changes. If you have a customized grade report, it will probably need re-work. Only grade report options 1 through 7 are considered model and guaranteed to work in Release 3.2. If you use other options, you should contact CMDS to discuss a contract to re-do your custom grade report **before** you apply the PTF.

Some of the changes to the grade report function have been discussed in the sections on the Academic update and Subterm processing. In addition to those, we have added more controls to the grade report prompt.

You now have these choices:

1. You may run the academic update without printing grade reports. This feature allows you to use this prompt’s capabilities to select one student, multiple students using the F8 function key, or by writing a Teammate spec.



Note: You must do this at least once after grades are entered and before you print reports for the term!

2. You may print grade reports without running the academic update. This option will save time if you are only interested in re-printing the reports.
3. Run the function immediately or indicate a future schedule date or schedule time.

Transcripts



Warning: Release 3.2 contains many file and other processing changes. There is a strong probability that customized transcripts will need re-work. Only this list of transcripts is considered 'model' and guaranteed to work in Release 3.2. If you use any option not on the list, you should contact CMDS to discuss a contract to re-do your custom option **before** you apply the PTF.

See the section in this document titled "Some New Configuration Items" for explanation of configuration and grade report flags which affect transcript printing.

Model--Available for Use by All Clients

Only the following model transcripts have been updated to do subterm processing: Options 1 through 6, Y, Z and +.

Non-model--But Updated for Release 3.2, Only for the Original Client

The following do **not** do subterm processing:

- Coe College
- Kirtland
- Bay de Noc
- Florida Southern College
- Maryland Institute
- Virginia Union.

Institutional Transcript Notes Changes

If you are using an institutional note to print Birth Date or Death Date fields from the Person Master File, you will have to change the set-up of the note to refer to the new fields. These notes should be printed with the &VALU keyword instead of &DATE in the note text. They will print in the CCYY-MM-DD format.



Note: For clients upgrading to Admissions 3.X, the new release of Admissions has a very different file structure. Currently, Applicant and Prospect files are among those that can be used for Transcript notes. These files will not exist in the new release and so will not be usable in Transcript notes. If this is a problem for you, please contact CMDS to discuss alternatives.

Honors, Probation and Class Level Update Changes

It seems unlikely that anyone is using Birth Date or Death Date in these updates. The new format for these fields makes them unusable on these update tables. If this is a problem for you, please contact CMDS.



Note: For clients upgrading to Admissions 3.X, the new release of Admissions has a very different file structure. Currently, Applicant and Prospect files are among those that can be used for Transcript notes. These files will not exist in the new release.

Data Snapshot

The Student term summary by division file has fields to capture a point-in-time snapshot of degree, major, minor and advisor fields. This processing was previously done as part of the grade report processing. It checked to see when the student's transactions status for the term first changed from "P" or "C" to "H" and took the snapshot at that point. It did not update the student again in successive runs of the grade report. The problem was that if a full recalc was run for a student, either from the Academic update menu option or from Transfer entry, the status was changed and the data snapshot never got done. We have chosen to make this a stand-alone menu option like the academic standing and class level updates. You must decide when to run it. It now uses a separate flag called "Snapshot Taken for Term?" to determine whether or not to update the student. If the flag is not "Yes," the snapshot fields are updated and the flag is set to "Yes." You may now wish to plan to run this update for the term when you run grade reports and the academic standing updates. Since the data snapshot prompts you for the term to update, the timing of this is not critical.

To run the Data Snapshot, use RECRDS menu Option 3.

In Teams Integrator, it is Fast Path SNAPSHOT, again on the RECRDS menu.

The degree, major and minor fields are taken from the degree history record marked as the "current degree." The data is copied to the Student Term Summary by division record for the term.

The Snapshot fields are:

- Advisor ID number
- Advisor 2 ID
- Advisor 3 ID
- Degree code
- Major 1
- Major 2
- Major 3
- Minor 1
- Minor 2
- Minor 3.

Course Leveler and Bidding

This is a set of new features that allows you to manage registration more easily when the demand for certain courses exceeds the available seats. You can award each student a specified number of points with which they can “bid” for a seat in various classes according to their own priorities. The number of points can be adjusted for different time periods (pre-registration, registration, add/drop period, etc.).

Once the initial registrations are done through the Student registration screen, you can work with a screen that looks like a class roster to make adjustments to membership. From this screen you can:

1. Allow faculty to prioritize which students should get available or newly opened seats
2. Move a group of students from one section of a class to another
3. Change the enrollment maximum for the class
4. Update the transaction status for each student.

CONFIG Menu

Option 1, Registration Configuration

This screen has the new Registration Period field. If you place a non-blank value in this field, it will activate the use of this new feature. The Student Registration screen (REGSTR menu Opt. 1) will include the new Registration period field. It edits the field against the new Registration Period table (CNTRL3 menu, Opt. 8), so once you activate this feature, you must build the table of valid values before you attempt to register students.

Option 6, Registration Configuration 2

This screen has two new fields:

1. **Crs lvl default sts - in:** For Course Leveler prompt. Pre-fills the screen with default status for students who get a seat in the class. Typically “C” for Current.
2. **Crs lvl default sts - out:** For Course Leveler prompt. Pre-fills the screen with default status for students who do not get a seat in the class. Typically “W” for Waitlist or “D” for Drop.

CNTRL3 Menu

Option 9 - Registration Periods

Define a table of Registration Period with a maximum number of points a student may use to bid for courses in each period. Registration periods may be defined with special periods for Seniors, Juniors, etc., or for Pre-registration, regular registration, add/drop. It is up to you how to define these.

REGSTR Menu

Option 1 - Student Registration

The prompt comes up pre-filled with a registration period flag value. This default is set on the Registration Configuration File. It reads the Registration period table to find the maximum number of points for the period and uses that to limit a student's bid.

Priority Field

This field affects the Student registration and Course leveler screens. The Student Registration screen only edits the points against the maximum if the Registration period field on the prompt is non-blank. Enter this field as a number and remember to field exit.

Option 2 - Course Leveler

This screen does not allow you to do the initial registration of students into a course. You still have to do that through the Student Registration screen or the Group Registration function. This screen will let you work with the class roster and make adjustments. This feature is particularly useful when the class is over-enrolled.

You can assign to each student two specific priorities for inclusion in the class, the student's priority and the faculty's priority. The Faculty priority can be entered for each student on the Course leveler screen. The Student priority comes from their bid on the online registration screen. It can also be entered here. The Random priority is generated by the Course leveler screen.

You can then repeatedly re-order the students on the screen by any of the following fields. Up to 6 of the 7 fields can be specified at a time:

1. Student priority
2. Faculty priority
3. Random priority
4. Name order (alpha)
5. Wait-list date/time
6. Registration date/time
7. Transaction status.

Each time you re-order the screen, it refers to the maximum enrollment for the section (X). The first X students on the screen will be considered "in" the class and any others will be considered "out." On the prompt screen you can specify the default transaction status to be assigned to "in" students and to "out" students. The prompt screen fields are initially filled with values set on the

Registration Configuration 2 screen. Typically “in” students would be assigned either a “C”urrent or “P”reregistered status. Typically “out” students would be assigned either a “D”ropped or “W”aitlisted status. The Course leveler screen shows 2 status columns. One is the current status on the Student course history record. The other is the status that will be assigned the next time you press F10. This is the one being defaulted in from the prompt screen values. You can manually key in a value different from the default, and it will be accepted.

You can change the enrollment maximum for the section right on this screen. When you do, the screen will adjust how many students are “in” or “out” and change their statuses accordingly.

To transfer students to another section, you can do an option 3 on one or more records. It will give you a screen where you can pick a different class section. It will check to make sure the student is not already enrolled in the target section. Then it will change them, dropping them out of the current section and adding them into the target one. It will adjust the enrollment count for each. This feature may be useful for clients who want to use Group registration. For example, These clients you could use Group registration to add all freshmen into one section of Freshman English or some other required course, then use Course leveler to prioritize and move groups of students to specific sections. Another use is when you cancel a section of a course. You can use the leveler to move students to other open sections or to drop them all at once.

Teammate Spec Changes

Spec name	Used in Function	What Changed
@@MRECFG	Registration Configuration	New fields
@@M@RECF2	Registration Configuration 2	New fields
@@P@TRANS	Batch transcripts	Bug fix
@@Z@IPAG	Auto Update of IPEDS Age Group	Bug fix
@@Z@IPED3	Update IPEDS Work File 3	Bug fix
@@M@STDNT	Student Information Screen	New birth and death date formatted fields and now has both the Student master and Name master Current address code fields.

Summary of File Changes

File	TM file code	Description	New or Changed	What changed
TRNHRP	SH	Transcript header	Changed	Year sort
YRDFP	SL	Year definition	Changed	Year sort
YTMTBP	S5	Year/Term table	Changed	Year sort
GRDHSP	S1	Grade maintenance history	Changed	Quality points
GRDSMP	ZI	Crs grade summary	Changed	Quality points
GRDTBP	RX	Grade table	Changed	Quality points
GRPTBP	SX	Group registration table	Changed	Subterm
MAJDFP	R2	Major/minor definition	Changed	IPEDS, Level, User flds
RECFGP	R5	RE configuration	Changed	TDF descriptions only
RECF2P	S2	RE configuration 2	Changed	TDF descriptions only
REWK2P	NONE	Work file for Schedules	Changed	Subterm
REWK3P	NONE	Work file for grade entry	Changed	Class code
SCTMSP	R7	Section master	Changed	Year sort, New user defined fields. Some new "future use" fields for CMDS use only.
SCTSHP	R8	Section schedule	Changed	Year sort
SDVMSP	SA	Student division master	Changed	Quality points
SMDSMP	RF	Student midterm summary	Changed	Quality points Year sort
STCHRP	SS	Student term summary	Changed	Year sort, Grade rept needed flag
STCHSP	R9	Student courses history	Changed	Quality points Year sort, New user defined fields. Some new "future use" fields for CMDS use only.
STDMSMP	SB	Student master	Changed	New "future use" fields for CMDS use only.
STMSMP	SD	Student trm sumry by divsn	Changed	Quality points, Year sort, Data snapshot flag
CRSLPP	NONE	Course Leveler Priority	NEW	

GRDSTP	NONE	Grade/Eval Summary-Term	NEW	
GRDS1P	NONE	Grade/Eval Summary-Crs	NEW	
GRDS2P	NONE	Grade/Eval Summary-Dept	NEW	
GRDS3P	NONE	Grade/Eval Summary-Prof	NEW	
GRDS4P	NONE	Grade/Eval Summary-InsDiv	NEW	
REPDP	ZS	Registration period defn	NEW	
SBTDFP	ZL	Subterm definition	NEW	
SDTBP	ZM	Session Division Table	NEW	
SESSTP	ZN	Session Set	NEW	
SSGDFP	ZO	Session Group Definition	NEW	
SSGTBP	ZP	Session Group Table	NEW	
STCHDP	NONE	Student courses desktop	NEW	
STSBSP	ZK	Studnt subtrm sum by dvsn	NEW	
STSSMP	ZR	Student Session Summary	NEW	

Some New Configuration Items

Many of these affect the academic update and transcript printing. Others affect the new subterm processing. Some of these were available in Release 3.1, some are new. This is just an attempt to list some important items and describe their use.

RE Configuration File Fields That Influence the Academic Update

(CONFIG MENU OPTION 1)

Item	Choices	Where used
<p><i>Repeat type</i></p> <p>Most recent grade: Forgive the earlier attempt at the course, based on sort order of years and terms. Affected by the new Year Sort Field.</p> <p>Best grade: Based on the Grade priority field value on the Grade table. User must rank order grades to tell which is “best.”</p> <p>Average: Not used.</p>	<p>Average Best grade Most recent grade</p>	<p>Academic Update</p>
<p><i>Repeat determination</i></p> <p>When looking for a “matching course” what should the system use to compare them?</p>	<p>Catalog components Curriculum ID</p>	<p>Academic Update</p>
<p><i>If Repeat determination = Catalog components</i> then these fields determine which components to match on. The process only uses components flagged “Yes” for the catalog.</p> <p>Use comp 1 for catalog Use comp 2 for catalog Use comp 3 for catalog Use comp 4 for catalog Use comp 5 for catalog Use comp 6 for catalog</p>	<p>Yes/No</p>	<p>Academic Update</p>
<p><i>Repeat update type</i></p> <p>Determines whether or not the system should even evaluate repeated courses to determine whether or not to forgive one.</p> <p>If Manual, the system does not do the processing.</p>	<p>Automatic Blank Manual</p>	<p>Academic Update</p>
<p><i>Cum update from grd entry</i></p> <p>Determines whether or not to run the academic update immediately when a grade is entered for a course. Typically set to “No.”</p>	<p>Yes/No</p>	<p>Academic Update</p>

<p><i>Forgive rpts in term cums</i></p> <p>Typically a course is forgiven in both the term and career totals. If you set this flag to “No,” the course is not forgiven in the term totals for the term in which it was taken. It is forgiven in that term’s career totals.</p> <p><u>Limitation:</u> Do not set both Forgive rpts in term cums and Non retroactive repeats? To “Yes.” The rules conflict and cannot be combined.</p>	<p>Yes/No</p>	<p>Academic Update</p>
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RE Configuration File Fields That Influence the Transcript

(CONFIG MENU OPTION 1)

Item	Choices	Where used
<p><i>Show current on transcript</i></p> <p>This determines whether or not to include the “In Progress” term on the transcript. If the flag is turned on, then the term that matches the Configuration file Current Year and Current Term, and the term status is Current, fields will be included. Ungraded courses will show IP in the grade code field.</p>	<p>Yes/No</p>	<p>Transcript</p>
<p><i>Use comp 1 for trans</i> <i>Use comp 2 for trans</i> <i>Use comp 3 for trans</i> <i>Use comp 4 for trans</i> <i>Use comp 5 for trans</i> <i>Use comp 6 for trans</i></p> <p>Some of the “Model” transcripts use these fields to determine which course components will print. The reference manual contains the details of when and how these fields are used.</p>	<p>Yes/No</p>	<p>Transcript</p>
<p><i>Term grouping on trn prt?</i></p> <p>Used all through the Transcript Driver programs. Many clients disliked the fact that column and page breaks occurred in the middle of one term’s data on the transcripts. This feature allows you to keep all the term lines together. They will not break across columns or pages.</p> <p>This is only guaranteed to work for “Model” transcripts: (1 through 6, Y, Z and +).</p>	<p>Yes/No</p>	<p>Transcript</p>
<p><i>Prt career ttls @ trm</i></p>	<p>Yes/No</p>	<p>Transcript</p>

<p>At the end of each term detail, the term totals line always prints. The client can indicate here whether or not to print the Career totals as of the term. Some prefer it to print only at the end of the transcript.</p>		
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Miscellaneous RE Configuration Fields

(CONFIG MENU OPTION 1)

Item	Choices	Where used
<p>Registration Period This is used in the new Course leveler and Bidding features. It allows you to control how many points students may have to bid with during different time periods (for example, pre-registration time, regular registration, add/drop period).</p>	<p>User defined values.</p>	<p>Course leveler and Bidding.</p>

RE Configuration 2 File Fields That Influence the Academic Update

(CONFIG MENU OPTION 6)

Item	Choices	Where used
<p><i>Upd in-prog while recal?</i> In the Academic update, this is used to determine at which year/term to stop processing the update. When No If the Course year is less than the Config Current Year, or The Course year is the same as the Config Current Year and the Course term is less than the Config Current Term then include the course in the update. When Yes Any graded course in the Current Year/Term will be included in the update.</p>	<p>Yes/No</p>	<p>Academic Update</p>
<p><i>Non retroactive repeats?</i> This is a new way of processing repeats in the Academic update. Imagine terms 1 through 4. A course is taken in term 1 and failed. It is taken again in term 4 and receives a better grade.</p>	<p>Yes/No</p>	<p>Academic Update</p>

<p>In term 1 the course should show a Repeat flag of * to show that it is forgiven but it still counts in the term and career totals (with it's adverse effect on the cum) in terms 1, 2, and 3. In term 4, the second attempt at the course will have a Repeat flag of R and from that point forward, the career totals will not be affected by the values for the "forgiven" course.</p> <p><u>Limitation:</u> Do not set both <i>Forgive rpt</i>s in term cums and <i>Non retroactive repeats?</i> To "Yes." The rules conflict and cannot be combined.</p>		
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RE Configuration 2 File Fields That Influence the Transcript

(CONFIG MENU OPTION 6)

Item	Choices	Where used
<p><i>Prt transcript by subterm</i></p> <p>This causes the transcript to show summary lines for each subterm in between the detail lines and the term summary lines. ONLY "Model" transcripts (1 through 6, Y, Z and +) have been modified to process subterms.</p>	Yes/No	Transcript
<p><i>Prt career ttls @ subterm</i></p> <p>Just as you can configure whether or not to print the career totals as of each term, this flag allows you to indicate whether to print the career totals as of each subterm. It assumes that the flag <i>Prt transcript by subterm</i> is set to "Yes" so that the whole transcript uses the subterm processing. ONLY "Model" transcripts (1 through 6, Y, Z and +) have been modified to process subterms.</p>	Yes/No	Transcript

Miscellaneous Configuration 2 Fields

(CONFIG MENU OPTION 6)

Item	Choices	Where used
<p><i>Override days validation during section schedule entry</i> See 3.1 documentation chapter 6</p>		Section master and schedule entry
<p><i>Allow changes to census date on Section master screens</i> See 3.1 documentation chapter 6</p>		Section master and schedule entry
<p><i>Include waitlisted courses on print of student schedules</i></p>		Student

See 3.1 documentation chapter 6		schedules
<p><i>Use subterm on registration and schedule screens</i> When this is set on, the subterm field is added to these screens. On the Registration prompt and main screens it is for input. On the schedule screens it is display only but sometimes influences the sort.</p>		Student registration and Student schedules
<p><i>Use session on grade report prompt</i> It allows a user to print a grade report for a previously defined session which will be one or more subterms. This is described in this document in the Subterm Processing section.</p>		Grade reports
<p><i>Print hrs/qps from midterm fields</i> Some schools record midterm grades and print midterm grade reports. If this field is “Yes,” the course detail hours and quality points (and for some formats, the credit type code) are printed from the midterm fields on Student courses history. Otherwise they are zeroed out for midterm grade reports..</p> <p>Influences the midterm grade report. It does not affect final grade report This only works for “model” grade reports 1 - 7.</p>		Grade reports
<p><i>Print midterm summary lines</i> Some schools record midterm grades and print midterm grade reports. Some only want to print the course detail lines. If this flag is set to “Yes,” the summary lines will print too. If summary lines are printed, the totals are taken from the Student mid-term summary file.</p> <p>Influences midterm grade report. Final grade reports are not affected. Only implemented for “model” grade reports 1 - 7.</p>		Grade reports
<p><i>Crs lvl default sts - in</i> For Course Leveler prompt. Pre-fills the screen with default status for students who get a seat in the class. Typically “C” for Current.</p>	1 alpha, user discretion	Course leveler
<p><i>Crs lvl default sts - out</i> For Course Leveler prompt. Pre-fills the screen with default status for students who do not get a seat in the class. Typically “W” for Waitlist or “D” for Drop.</p>	1 alpha, user discretion	Course leveler

Grade Table Fields That Influence the Academic Update

(GRADES MENU OPTION 8)

Item	Choices	Where used
<p><i>Grade priority</i></p> <p>Used when Repeat type = Best grade. It is a user assigned rank ordering of grades to tell which is better than another.</p>	<p>Numeric, 0 - 95</p>	<p>Academic Update</p>
<p><i>Exclude from repeat proc?</i></p> <p>This was implemented to solve a problem that could occur when a student failed a course, repeated it, but withdrew or otherwise did not complete the course. The system previously could allow a Withdrawn or Incomplete to “forgive” an earlier attempt at a course. It was only a problem if Repeat type = Most recent grade. Now you can flag these “exceptional” grades so that they cannot replace another attempt at the course.</p> <p>In Release 3.2: The course with a grade flagged this way will still show with an “R” in the repeat flag. When it is the course being processed, the system will skip the repeat checking altogether. When another occurrence of the course is looking for a “match,” this one will be ignored. In short, it is handled as if it were not a repeat at all. Whatever is specified on the grade table for the grade code is the way it will be counted. It is equivalent to manually blanking out the Repeat flag.</p>	<p>Yes/No</p>	<p>Academic Update</p>
<p><i>'Add to xxx' fields</i></p> <p>These determine whether a grade causes the credit hours to be added into the various hours fields.</p>	<p>Yes/No</p>	<p>Academic Update</p>

Grade Table Flags That Affect the Transcript

(GRADES MENU OPTION 8)

Item	Choices	Where used
<p><i>Print on transcript</i></p> <p>This is a new feature If set to “No,” a course with this grade does not print on the transcript.</p>	<p>Yes/No</p>	<p>Transcript</p>
<p><i>Grade to report</i></p> <p>See Reference manual. There has been no change to this feature.</p>		<p>Transcript</p>
<p><i>Grade to report if repeat</i></p> <p>See Reference manual. There has been no change to this feature.</p>		<p>Transcript</p>