D.O.C. Student Group Processing

Purpose: Use this document to update the *Process Student Group* ctcLink page with additional parameters to assist with proper coding and reporting for D.O.C. students.

Audience: Staff working with student groups (especially D.O.C. students.)

ℹ️ The Issue Addressed:

The SDOC process (currently) was not meant to function within tuition calculation and was originally designed with reporting as it's primary directive. Within ctcLink, this process was updated to function as the main tuition calculating process for this special group of students, however, we've learned that some tuition is not accurate.

The student groups may not be assigned/removed from accounts with appropriate effective dates to be considered properly for tuition calculation. Because of this, we find that students removed from the group can run into tuition calculation issues (they're charged tuition when they should remain in the DOC tuition group.)

Solution:

In the short term, we've configured a few adjustments to the current process which will drastically decrease manual tuition adjustments and provide more accurate tuition. The Reporting and S.F. Support Teams will be working towards an automated solution over the long term.

The State Board has created a new student group named BDOC to ensure that the D.O.C. students tuition calculate appropriately. One difference however, is that colleges will manage the group assignment to ensure that it's on the account prior each term's start date. This will ensure that the students are charged correctly when registering at any time in the quarter when enrolled at the appropriate locations (which is what makes them eligible for being SDOC in the first place.)

1. To assign the BDOC student, four new Run Controls should be established using the **QCS_SF_BDOC_GRP_ASSIGN_NT** query. Each Run Control will include the appropriate *Edit Prompts* distinguishing it for each term.
   - Additionally within the student group data section of the Process Student Groups page, each term based Run Control job should include an *Effective Date* set 2 days prior to the start of that term.

2. For each Run Control, set it up as a recurrence to happen on a Monday thru Friday time, prior to your automated nightly tuition calculation job.

    BE SURE TO SET A REMINDER TO UPDATE EACH RUN CONTROL EDIT PROMPT TERM AT THE CONCLUSION OF EACH TERM.

3. To remove the BDOC group from students who no longer qualify, establish a Run Control using the **QCS_SF_BDOC_GRP_DELETE_NT** query. This process only needs to be run once per term. We recommend to run this between terms. Be sure to update the Edit Prompts institution and term. In addition, use the Effective Date of at least three (3) days prior to the upcoming start of the quarter.

⚠ You must have at least one of these local college managed security roles:

- ZC CS Student Groups
- ZZ CS Student Groups

    You must also one or more of these Query security roles depending on the user and the access needed:

- ZD_DS_QRY_ADMISSIONS
- ZD_DS_QRY_CAMPUS_COMMUNITY
- ZD_DS_QRY_CURRICULUM_MGMT
- ZD_DS_QRY_FACULTY_WORKLOAD
- ZD_DS_QRY_FINANCIAL_AID
- ZD_DS_QRY_SECURITY_TABLES
- ZD_DS_QRY_STUDENT_FINANCE
- ZD_DS_QRY_STUDENT_RECORDS

    Run Query: QXX_DS_QUERY_RECORD_USER_RPT to find out What Record the user is missing, and add the necessary role from above.

    You must also set these SACR Security permissions:

- Set Up SACR > Security > Secure Student Administration > User ID> Student Groups

    Student Group: BDOC. Click the box for both Inquiry and Update Indicator

    If you need assistance with the above security roles or SACR Security permissions, please contact your local college supervisor or IT Admin to request role access.

Creating/Updating Summer/Fall/Winter/Spring BDOC Assignment Run Controls

Navigation: Records and Enrollment > Career and Program Information > Process Student Groups

1. The Process Student Groups search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA010_FALL_ADD_BDOC (College, Quarter/Term, Process, Description)

> ❗ Create a Run Control for Summer, Fall, Winter, Spring. The only thing that will need to be updated each year is the effective date and Term in the Query Prompts. The year is not listed in the Run Control ID because it will be associated through the Effective Date and Query Prompt Term field.

3. The Process Student Groups page displays.
4. Within the **Population Selection** field, ensure the **Population Selection** box is checked.
5. Select the **Selection Tool** drop-down field and select **PS Query**.
6. Search for or enter the query **QCS_SF_BDOC_GRP_ASSIGN_NT.**
7. Select the **Edit Prompts** link.
8. The Query Prompts box displays.
9. Enter or search for the **Institution** and **Term**, then select the **OK** button.
10. The Process Student Groups page displays.
11. Under the **Student Group Data** section, enter for search for the:
    A. **Academic Institution**
    B. **Student Group: BDOC**
    C. **Effective Date:** *(See alert below)*
    D. **Effective Status: Active**

> ❗ The Effective Date for each term (Summer/Fall/Winter/Spring) should be two (2) days prior to the start of the term.

12. Select the **Save** button.

13. Select the **Run** button.
14. The Process Scheduler Request page displays.
15. Select the **Recurrence** drop-down and select your time-frame.
16. Within the **Time Zone** field, enter or search for **PST**.
17. Select the **Reset to Current Date/Time** button.
18. Under the **Process List**, select the **SCC_STD_GRP** checkbox.
19. Select the **OK** button.

> ❗ The recurrence time should be nightly and occur prior to your night Tuition Calculation process. Example: The daily Tuition Calculation at my college runs at 7pm. I would set the Assign BDOC Student Group recurrence prior to 7pm.

20. **Repeat Steps 1 through 22 for all other terms.**
21. Please refer to the [Process Schedule Request](#) steps for further instructions.
22. Process complete.

Video Tutorial

> The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

> View the external link to [Process Batch Assign BDOC Student Groups](#). This link will open in a new tab/window.

Inactivate BDOC Students

> ❗ The removal process must be completed at the end of each term with an updated Prompts and Effective Date from the prior use of the same Run Control.

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   - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA010_REMOVE_BDOC (College, Process, Description).
3. The Process Student Groups page displays.
4. Within the **Population Selection** field, ensure the **Population Selection** box is checked.
5. Select the **Selection Tool** drop-down field and select **PS Query**.
6. Search for or enter the query **QCS_SF_BDOC_GRP_DELETE_NT.**
7. Select the **Edit Prompts** link.
8. The Query Prompts box displays.
9. Enter or search for the **Institution** and **Term**, then select the **OK** button.
10. The Process Student Groups page displays.
11. Under the **Student Group Data** section, enter for search for the:
    A. **Academic Institution**
    B. **Student Group: BDOC**
    C. **Effective Date:** *(See alert below)*
    D. **Effective Status: Inactive**

> ❗ The Effective Date should be at least three (3) days prior to the upcoming start of the quarter. It should also occur prior to the upcoming quarters' ADD_BDOC run control.

12. Select the **Save** button.
13. Select the **Run** button.
14. The Process Scheduler Request page displays.
15. Under the **Process List**, select the **SCC_STD_GRP** checkbox.
16. Select the **OK** button.
17. Please refer to the Process Schedule Request steps for further instructions.
18. Process complete.

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