

9.2 Graduation Status Letters

Purpose: Use this document as a reference for sending graduation status communications in ctcLink.

Audience: Graduation Evaluators.

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

- ZC CC 3Cs User
- ZZ CC 3Cs User

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

Queue a Job Process for Sending Communications

Navigation: NavBar > Navigator > Campus Community > 3C Engine > Run 3C Engine

1. The **3C Engine** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

Student Homepage 3C Engine

3C Engine

Find an Existing Value Add a New Value

Run Control ID GRAD_ELIG_EXAMPLE

Add

Find an Existing Value | Add a New Value

5. The **3C Engine Parameters** tab displays.
6. Select **Population Selection**.
7. Select **No Joint Processing**.
8. Enter **Academic Institution**.
9. Enter **Administrative Function** per table below.
10. Enter **Event ID** per table below.
11. Enter **Selection Tool** = "PS Query".
12. Enter **Query Name** per table below.
13. Select **Edit Prompts**.

Administrative Function	Event ID	PS Query
SPRG - Student Program	RAPYDLTR - Apply for Degree Notice	CTC_SR_POPSEL_ELIG_BLANK
STRM - Student Term	RAPRDLTR - Approved Degree Notice	CTC_SR_POPSEL_ELIG_APPROVED
	RAWDDLTR - Degree Awarded Notice	CTC_SR_POPSEL_ELIG_AWARDED
	RDENDLTR - Degree Denied Notice	CTC_SR_POPSEL_ELIG_DENIED

Student Homepage
Run 3C Engine

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID: GRAD_ELIG_EXAMPLE
Report Manager
Process Monitor
Run

Process 3Cs
☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records
☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution: WA172 Spokane Falls CC
Administrative Function: STRM Student Term
Event ID: RAWDDLTR Degree Awarded Notice

Communication Key: RAWDDLTR Degree Awarded

Checklist Code

Comment Category

Population Selection

Selection Tool: PS Query
Edit Prompts

Query Name: CTC_SR_POPSEL_ELIG_AWARDED
Launch Query Manager
Preview Selection Results

Save
Notify
Add
Update

IC Engine Parameters | Manage Duplicate Assignment

14. The **Query Prompts** window displays.
15. Enter **Institution**.

16. Enter **Career**.
17. Enter **Term**.
18. Select **OK**.

The screenshot shows the 'Run 3C Engine' application window. The main interface has a header with 'Student Homepage' and 'Run 3C Engine'. Below the header, there are tabs for '3C Engine Parameters' and 'Manage Duplicate Assignment'. The '3C Engine Parameters' tab is active, showing a 'Run Control ID' of 'GRAD_ELIG_EXAMPLE' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The main content area is divided into several sections: 'Process 3Cs' with checkboxes for 'Population Selection', 'Trigger Table', and 'Mass Change'; 'Process Joint Records' with radio buttons for 'No Joint Processing', 'Yes, all Joint IDs', and 'Yes, if match exists'; 'Event Selection' with search fields for 'Academic Institution' (WA172), 'Administrative Function' (STRM), 'Event ID' (RAWDDLTR), and 'Degree Awarded Notice'; 'Communication Key' with a dropdown for 'RAWDDLTR' and 'Degree Awarded'; 'Checklist Code'; and 'Comment Category'. A 'Population Selection' section at the bottom has a 'Selection Tool' dropdown set to 'PS Query' and a 'Query Name' field with 'CTC_SR_POPSEL_ELIG_AWARDED'. A 'Query Prompts' dialog box is open in the center, with fields for 'Institution' (WA172), 'Career' (UGRD), and 'Term' (2181). The 'OK' button is highlighted with a red box. At the bottom of the main window, there are 'Save' and 'Notify' buttons, and a status bar with 'Engine Parameters | Manage Duplicate Assignment'.

19. The **Query Prompts** window disappears.
20. If desired, select **Preview Selection Results** to review students selected by the query.
21. Select the **Manage Duplicate Assignment** tab.

Student Homepage
Run 3C Engine

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID GRAD_ELIG_EXAMPLE
Report Manager
Process Monitor
Run

Process 3Cs
☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records
☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution WA172 Spokane Falls CC
Administrative Function STRM Student Term
Event ID RAWDDLTR Degree Awarded Notice
Detail

Communication Key
RAWDDLTR Degree Awarded

Checklist Code

Comment Category

Population Selection

Selection Tool PS Query
Query Name CTC_SR_POPSEL_ELIG_AWARDED
Edit Prompts
Launch Query Manager
Preview Selection Results

Save
Notify
Add
Update

3C Engine Parameters | Manage Duplicate Assignment

22. The **Manage Duplicate Assignment** tab displays.
23. Confirm the **Check Duplicate Communication** box is unchecked.
24. Select **Run**. Refer to the Process Scheduling QRG for instructions.

Student Homepage
Run 3C Engine

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID GRAD_ELIG_EXAMPLE
Report Manager
Process Monitor
Run

Duplicate Communication Check
☐ Check Duplicate Communication
Explain

Additional Conditions to Prevent Duplicate Communication

Variable Data
Communication Status
Explain
Explain

Duplicate Checklist Check
☒ Check Duplicate Checklist
Explain

Additional Conditions to Prevent Duplicate Checklist

Variable Data
Checklist Status
Explain
Explain

Save
Notify
Add

C Engine Parameters | Manage Duplicate Assignment

Sending Communications

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

- ZC CC 3Cs User
- ZD CC 3Cs User
- ZZ CC 3Cs User

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

Navigation: NavBar > Navigator > Campus Community > Communications > Communication Generation

1. The **Communication Generation** run control ID search page displays.
2. Enter the **Run Control ID** you used in the previous section of this QRG.
3. Select **Search**.

< 3C Engine Parameters Communication Generation

Communication Generation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Run Control ID begins with GRAD_ELIG_EXAMPLE

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

4. The **Selection Parameters** tab displays.
5. Select **ID Selection** = "All Person IDs".
6. Enter **Letter Code**.
7. Select **Use Default Template**.
8. Select **Method** = "E-Mail".
9. Select the **Process Parameters** tab.

3C Engine Parameters **Communication Generation**

Selection Parameters **Process Parameters** Email Parameters Checklist Parameters

Run Control ID: GRAD_ELIG_EXAMPLE Report Manager Process Monitor Run

ID Selection

ID Selection: All Person IDs

Letter Code Selection

*Letter Code: R41 Administrative Function

Template Selection

Report Name View Report Definition

Data Source ID

Template List

Template ID	Description	Language	Method	Default Template
				<input type="checkbox"/>

Enclosures Assigned (Softcopy)

No Matching Template Found

☒ Use Default Template ☐ Do Not Produce Communication Refresh Enclosure List

Communication Language Usage

☒ Specified ☐ Preferred Language: English

Communication Method Usage

☒ Specified ☐ Preferred Method: E-Mail

Save Return to Search Notify Add

Selection Parameters | Process Parameters | Email Parameters | Checklist Parameters

10. The **Process Parameters** tab displays.
11. Select **Address** = "Student Email".
12. Select **Address Name** = "Full Name-Pri,Prf,Leg".
13. Select **Salutation** = "Full Name-Pri,Prf,Leg".
14. Select **Extra Name** = "Full name-Pri,Prf,Leg".
15. If desired, select **Use Preferred Email Address** to send this communication to the student's preferred email address.
16. Enter ***From Date** and ***To Date**. These dates must match your 3C Engine run date.
17. Uncheck **Produce Communication**.
18. Uncheck **Complete Communication**.
19. Select the **Email Parameters** tab.

3C Engine Parameters **Communication Generation**

Selection Parameters | Process Parameters | **Email Parameters** | Checklist Parameters

Run Control ID: GRAD_ELIG_EXAMPLE | Report Manager | Process Monitor | **Run**

Usage Tables

Person Communication Usage

Address: Student Email

Address Name: Full Name-Pri.Prfl.Leg

Salutation: Full Name-Pri.Prfl.Leg

Extra Name: Full Name-Pri.Prfl.Leg

☒ Use Preferred Email Address

Joint Salutation Usage

Joint Name:

Org Communication Usage

Org Recipient:

Contact Name:

Communication Processing Dates

Communication Date Range Selection

*From Date: 12/17/2018

*To Date: 12/17/2018

Update Communication Generation Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Update Communication Completed Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Output Settings

*Sort Option: Country, Postal

☐ Online Preview

☐ Send to Printer

☐ Send to File

☐ Create Envelopes

☐ Create Labels

Missing Critical Data

☒ Produce Communication ☐ Complete Communication

Save | Return to Search | Notify |

Selection Parameters | Process Parameters | Email Parameters | Checklist Parameters

20. The **Email Parameters** tab displays.
21. Enter **From**.
22. Enter **Subject**.
23. Enter **Reply to**, if different from **From**.
24. Enter **Bounce to**, if different from **From**.
25. Select **Run**. Refer to the Process Scheduling QRG for instructions.

3C Engine Parameters
Communication Generation

Selection Parameters
Process Parameters
Email Parameters
Checklist Parameters

Run Control ID GRAD_ELIG_EXAMPLE
Report Manager
Process Monitor
Run

Email Parameters

From NoOne@nowhere.edu
*Required if communication method usage is specific email or preferred.

Subject Graduation Status
*Required if communication method usage is specific email or preferred.

Reply to

Sender

Bounce to

Importance
☐ low
☒ normal
☐ high

Sensitivity
☒ normal
☐ personal
☐ private
☐ company-confidential

Save
Return to Search
Notify
Add
Update/Display

Selection Parameters | Process Parameters | Email Parameters | Checklist Parameters

26. Process complete.