

9.2 Using Grade Category for P and S Grade in Enrollment Requirement Group

Purpose: Use this document as a reference for how to use a P and S grade in an enrollment requirement.

Audience: Records and Enrollment staff.

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

- ZZ SACR Student Rec Config

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

P and S grades do not have any grade points and are not included in GPA calculations; they are not usable in **Academic Advisement or Enrollment Requirements**. To allow P or S grade to be used in the requisite rules, you need to assign a grade category to them on the **Grading Scheme Table** and then assign the grade category to the Line Item.

Navigation: NavBar > Navigator > Set Up SACR > Product Related > Student Records > Grading > Grade Category

Grade Category Table

The values are set up by institution. The same grade categories are shared with Academic Advisement, which may use them for different purposes.

- The **Grade Category 220P** (*your college code*) is used to identify courses taken in-residence and received a grade below 1.0 or D.
- The **Grade Category 220R** (*your college code*) is used to identify courses taken in-residence and received a passing grade, including P and S.
- The **Grade Category TRPS** is used to identify transferred-in courses with a P or S grade.

[← Student Homepage](#) **Grade Category**

Grade Category Table

Find | View All First ◀ 1 of 1 ▶ Last

SetID WA220 *Effective Date 01/01/1901 *Status Active ▼

| * Grade Category | * Description | | |
|------------------|--------------------------|--|--|
| 220P | Taken at Tacoma CC < 1.0 | | |
| 220Q | Taken at TCC = 1.0 - 1.7 | | |
| 220R | Taken at Tacoma CC | | |
| NONE | None | | |
| TRPS | Transfer pass grade | | |

Save
 Return to Search
 Notify
 Add
 Update/Display
 Include History
 Correct History

For course requisite checking, in addition to the Line Item for the minimum grade (e.g., C or 2.0), you would add two separate Line Items for the "R" grade category (220R) for courses taken in-residence and the "TRPS" grade category for transferred in courses. Below are the steps to configure the requirement with a P or S grade for the course requisite check.

Step 1 - Build Course List for Enrollment Requisite

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

- ZC CM Enrollment
- ZD CM Enrollment
- ZZ CM Local Configuration

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 > Curriculum Management > Enrollment Requirements > Enrollment Course Lists

1. The **Enrollment Course Lists** search page displays. It defaults to the Find an Existing Value tab. In this example, we'll create a new list.
2. Select **Add a New Value**.

3. **Course List** defaults to all zeroes. The course list will be assigned a unique, permanent number after your new course list has been created and saved.
4. Select **Add**.

The screenshot shows the 'Enrollment Course Lists' page. At the top, there is a navigation bar with a back arrow and 'Grade Category' on the left, and 'Enrollment Course Lists' on the right. Below the navigation bar, the title 'Enrollment Course Lists' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted in green. Below these buttons, there is a text input field labeled 'Course List' containing the value '00000000'. Below the input field, there is a green 'Add' button with a red border. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

5. On the **Course List Description** page, enter the Effective Date and Description.

The screenshot shows the 'Course List Description' page. At the top, there is a navigation bar with a back arrow and 'Student Homepage' on the left, and 'Enrollment Course Lists' on the right. Below the navigation bar, there are three tabs: 'Course List Description', 'Course List Detail', and 'Course List Parameters'. The 'Course List Description' tab is selected and highlighted in green. Below the tabs, there is a search bar and a 'View All' link. The main content area contains several fields: 'Course List' (00000000), '*Effective Date' (01/01/1901), '*Status' (Active), '*Description' (ENGL 95), and '*Short Description' (ENGL 95). The '*Description' and '*Short Description' fields are highlighted with a red border. Below these fields, there is a 'Long Description' text area. At the bottom, there are several buttons: 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'Add' button is highlighted in green. At the very bottom, there are three links: 'Course List Description', 'Course List Detail', and 'Course List Parameters'.

- On the **Course List Detail** page, enter the **Course ID**, enter or lookup the course. Select the check box to **Include Equivalent Courses**.
- Select **Save**.

Step 2 - Build Enrollment Requirement for Enrollment Requisites

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

- ZC CM Enrollment
- ZD CM Enrollment
- ZZ CM Local Configuration

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 > Curriculum Management > Enrollment Requirements > Enrollment Requirements

- The **Enrollment Requirements** search page displays. It defaults to the Find an Existing Value tab. In this example, you will create a new Enrollment Requirement.
- Select **Add a New Value**.
- Academic Requirement** defaults to all zeroes. After you've created and saved your new Enrollment Requirement, the system will assign a unique Academic Requirement number.
- Select **Add**.

<Enrollment Requirements

Enrollment Requirements

Find an Existing ValueAdd a New Value

Academic Requirement

Add

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Enrollment Requirement** tab displays. Enter information into the following fields:
6. **Effective Date:** Recommended using 1/1/1901.
7. **Status:** Select "Active."
8. **Requirement Name, Description, Report Description** and **Report Long Description:**
Enter descriptions to easily find these requirements. These are not displayed to students.
9. **Academic Institution:** Enter college code
10. Select the **Parameter** tab.

Course List Description Enrollment Requirements

Enrollment Requirement | Parameters | Line Item | Line Item Parameters | Line Item Detail

Academic Requirement 000000000 + -

*Effective Date 01/01/1901 *Status Active

Requirement Name: ENGL 95 with grade or pass *Short Description ENGL 95 wi

Description: ENGL 95 with grade or pass

*Report Description ENGL 95 with grade or pass

*Report Long Description ENGL 95 with grade or pass

*Academic Institution WA220 Tacoma CC

Academic Group

Subject Area

Catalog Nbr

Save Notify Add Update/Display Include History Correct History

Enrollment Requirement | Parameters | Line Item | Line Item Parameters | Line Item Detail

11. On the **Parameters** page, leave the fields blank. The line items will all be an OR statement; you can change the Connector Type to **OR**.
12. Select the **Line Item** tab.

Course List Description Enrollment Requirements

Enrollment Requirement | **Parameters** | Line Item | Line Item Parameters | Line Item Detail

Academic Requirement 000000000 + -

Effective Date 01/01/1901 Description ENGL 95 with grade or pass

Status: Active

Course Credit Parameters

Minimum GPA

Minimum Units

Minimum Courses

Default for Detail Level

Min Grade Points/Unit:

Detail Selection Parameters

Connector Type

AND OR

Save Notify Add Update/Display Include History Correct History

Enrollment Requirement | Parameters | Line Item | Line Item Parameters | Line Item Detail

13. On the **Line Item** page, insert three line items.
 - Label the first Line Name for the course with a grade (e.g., *ENGL 95 with grade*)

- Label the second Line Name for the course with a P or S grade
- Label the third Line Name for the transfer-in course with a P or S grade

14. Select the **Line Item Parameter** tab.

The screenshot shows the 'Enrollment Req' system interface. The 'Line Item' tab is selected, displaying three line items for the requirement 'ENGL 95 with grade or pass'. Each line item is a 'Course Requirement' with a 'NEW' status. The first line item is 'ENGL 95 with grade' with a short description of 'ENGL 95 wt'. The second line item is 'ENGL 95 with P or S' with a short description of 'ENGL 99 wt'. The third line item is 'ENGL 95 transfer-course with P' with a short description of 'ENGL 99 tr'. Each line item has fields for 'Description', 'Report Description', and 'Report Long Description'. The 'Line Name' field for each item is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

15. On line **Line Item Parameter** page, enter the following

- On the first line--enter **Minimum Units** and **Min Grade Points/Unit**
- On the second and third lines--only enter **Minimum Units** value for the P and S grades. Leave the fields for **Min Grade Points/Units** blank.

16. Select the **Line Item Details** tab.

The screenshot displays the 'Line Item Parameters' interface. At the top, there are tabs for 'Enrollment Requirement', 'Parameters', 'Line Item', 'Line Item Parameters', and 'Line Item Detail'. The 'Line Item Parameters' tab is active. Below the tabs, there is a search bar and a 'View All' link. The main content area shows three line items, each with a 'Line Nbr', 'NEW' status, and a description. The first line item is 'ENGL 95 with grade', the second is 'ENGL 95 with P or S', and the third is 'ENGL 95 transfer-course with P'. Each line item has a 'Course Credit Parameters' section with fields for 'Minimum GPA', 'Minimum Units', 'Minimum Courses', 'Maximum Units Allowed', 'Maximum Courses Allowed', and 'Min Grade Points/Unit'. The 'Minimum Units' field for the first two items is highlighted with a red box and contains the value '5.00'. The 'Min Grade Points/Unit' field for the first item is highlighted with a red box and contains the value '2.00'. The 'Minimum Units' field for the third item is highlighted with a red box and contains the value '4.50'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

17. The **Line Item Detail** page displays.
18. In the row for the first line item, select **Course List (CLST)** for the **Line Detail Type**, and attach the course list (e.g., *ENGL 95*).
19. For the second line item, insert two rows.
 - In the first row, select **Course List (CLST)** for **Line Detail Type** and attach the course list (e.g., *ENGL 95*).
 - In the second row, select **Derived Course List (DLST)** for the **Line Detail Type**, select **Intersection with (I)** for the **List Include Mode**, select **Grade Category** for **List Recall Mode**, and select **Taken at Tacoma CC** (or your college name) for the **Reference Data** field.
20. For the third line item, insert two rows.
 - In the first row, select **Course List (CLST)** for **Line Detail Type** and attach the course list (e.g., *ENGL 95*).
 - In the second row, choose **Derived Course List (DLST)** for the **Line Detail Type**, select **Intersection with (I)** for the **List Include Mode**, select **Grade Category** for **List Recall Mode**, and choose **Transfer P/S** for the **Reference Data** field.

Course List Description Enrollment Re

Enrollment Requirement Parameters Line Item Line Item Parameters Line Item Detail

Academic Requirement 00000000 Description ENGL 95 with grade or pass
Effective Date 01/01/1901 Status Active

Line Item Line Nbr NEW Description ENGL 95 with grade

Line Item Detail First Line Item

*Line Detail Sequence 1 *Line Detail Type CLST Course List + -
Course List 000017684 ENGL/ 95 View

Line Nbr NEW Description ENGL 95 with P or S

Line Item Detail Second Line Item

*Line Detail Sequence 1 *Line Detail Type CLST Course List + -
Course List 000017684 ENGL/ 95 View

*Line Detail Sequence 2 *Line Detail Type DLST Derived Course List + -
List Include Mode I Intersection with
List Recall Mode Grade Category
Reference Data Taken at Tacoma CC

Line Nbr NEW Description ENGL 95 transfer-course with P

Line Item Detail Third Line Item

*Line Detail Sequence 1 *Line Detail Type CLST Course List + -
Course List 000017684 ENGL/ 95 View

*Line Detail Sequence 2 *Line Detail Type DLST Derived Course List + -
List Include Mode I Intersection with
List Recall Mode Grade Category
Reference Data Transfer pass grade

Save Notify Add Update/Display Include History Correct History

Enrollment Requirement Parameters Line Item Line Item Parameters Line Item Detail

21. Select the **Save** button at the bottom of the page, and write down the enrollment requirement number which appears on the top.

Course List Description Enrollment Requirements

Enrollment Requirement Parameters Line Item Line Item Parameters Line Item Detail

Academic Requirement 000003902 Description ENGL 95 with grade or pass
Effective Date 01/01/1901 Status Active

Line Item Line Nbr 0010 Description ENGL 95 with grade

Line Item Detail

*Line Detail Sequence 1 *Line Detail Type CLST Course List + -
Course List 000017684 ENGL/ 95 View

Line Nbr 0020 Description ENGL 95 with P or S

Line Item Detail

*Line Detail Sequence 1 *Line Detail Type CLST Course List + -
Course List 000017684 ENGL/ 95 View

Step 3 - Attach Enrollment Requirement to Enrollment

Requirement Group

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

- ZC CM Enrollment
- ZD CM Enrollment
- ZZ CM Local Configuration

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 > Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups

1. The **Enrollment Requirement Groups** search page displays. It defaults to the Find an Existing Value tab. In this example, you will create a new requirement group.
2. Select **Add a New Value**.
3. Allow **Requirement Group** number to default to all zeroes. After you've created and saved your new requirement group, the system will assign a unique and permanent requirement group number.
4. Select **Add**.

The screenshot shows the 'Enrollment Requirement Groups' search page. At the top, there is a dark blue header with a back arrow and the title 'Enrollment Requirement Groups'. Below the header, the main content area has the title 'Enrollment Requirement Groups'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted in green. Below the tabs, there is a 'Requirement Group' label and a text input field containing '000000'. Below the input field is a green 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

5. The **Course Requisite** tab displays. Enter information into the following fields:
6. **Effective Date:** Recommended to use 1/1/1901.

7. **Status:** Select "Active."
8. **Description, Short Description, Long Description, Report Description and Report Long Description:** The Description and Long Description will display to students on catalog search and class search. Give specific details for students on these descriptions.
9. **Academic Institution:** Enter college code.

 *Please be diligent and always confirm that you are working with your institution's data.*

Course List Description | Enrollment Requirement Groups

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

Requirement Group: 000000

*Effective Date: 01/01/1901 | *Status: Active

*Description: ENGL& 101 | *Short Description: ENGL& 101

*Long Description: ENGL& 101

*Report Description: ENGL& 101

*Report Long Description: ENGL& 101

*Academic Institution: WA220 Tacoma CC

Academic Group: | Subject Area: | Catalog Nbr: | Enable Catalog Print

Save | Notify | Add | Update/Display | Include History | Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

10. On the **Requisite Parameters** page, leave the fields blank.
11. Select the **Requisite Detail** tab.

Enrollment Requirement Groups

Course List Description

Course Requisite | **Requisite Parameters** | Requisite Detail | Requisite Detail Parameters

Requirement Group 000000 Description ENGL& 101
 Effective Date 01/01/1901 Status: Active

Course Credit Parameters

Minimum GPA Default for Detail Level
 Minimum Units Min Grade Points/Unit:
 Minimum Courses

Detail Selection Parameters

Connector Type
 AND OR

Save Notify Add Update/Display Include History Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

12. On the **Requisite Detail** page, attach the **Requirement** number.
13. Select the **Save**.

Enrollment Requirement Groups

Course List Description

Course Requisite | Requisite Parameters | **Requisite Detail** | Requisite Detail Parameters

Requirement Group 007451 Description ENGL& 101
 Effective Date 01/01/1901 Status Active

Group Line Type

*Line 0010
 *Group Line Type Requirement
 Requirement 000003902 ENGL 95 with grade or pass
 Requirement Usage Requisite/Restriction
 Requisite Type Pre-Requisite

Save Notify Add Update/Display Include History Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

14. Process complete.