


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

i 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**.

[< Grade Category](#)Enrollment Course Lists

Enrollment Course Lists

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

Course List

Add

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

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

[< Student Homepage](#)Enrollment Course Lists

Course List DescriptionCourse List DetailCourse List Parameters

Course List000000000

*Effective Date01/01/1901

*StatusActive

*DescriptionENGL 95

*Short DescriptionENGL 95

Long Description

*Academic InstitutionWA220Tacoma CC

Academic Career

Academic Group

Subject Area

Catalog Nbr

SaveNotify

AddUpdate/DisplayInclude HistoryCorrect History

- 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**.

The screenshot shows the 'Enrollment Course Lists' application. The 'Course List Detail' tab is active. It displays course information: Course List 000017684, Description ENGL/ 95, Effective Date 01/01/1901, and Status Active. Below this, the 'Course List Details' section contains a form with the following fields: *Course Sequence (1), WildCard Indicator (unchecked), Include Equivalent Courses (checked), Course ID (011743), Academic Reading & Writing I, and a search box for ENGL/ 95. At the bottom, there is a row of buttons: Save (highlighted with a red box), Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History.

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

Academic Requirement

000000000

[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

1 of 1
View All

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

1 of 1
View All

Academic Requirement
000000000
Description
ENGL 95 with grade or pass

Effective Date
01/01/1901
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 'Course List Description' form with the 'Line Item' tab selected. The form displays three line items for the course 'ENGL 95 with grade or pass'. The first line is 'ENGL 95 with grade'. The second line is 'ENGL 95 with P or S'. The third line is 'ENGL 95 transfer-course with P'. The 'Line Name' field for the second line is highlighted with a red box. The form also includes fields for 'Line Type', 'Description', 'Report Description', and 'Report Long Description' for each line item. 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.

Course List Description Enrollment R

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

Academic Requirement: 000000000 Description: ENGL 95 with grade or pass
Effective Date: 01/01/1901 Status: Active

Line Item Parameters 1-3 of 3 View 1

| Line Nbr | NEW | Description | ENGL 95 with grade |
|---------------------------------|------|-------------------------|--------------------|
| Course Credit Parameters | | | |
| Minimum GPA | | Maximum Units Allowed | |
| Minimum Units | 5.00 | Maximum Courses Allowed | |
| Minimum Courses | | Min Grade Points/Unit: | 2.00 |

| Line Nbr | NEW | Description | ENGL 95 with P or S |
|---------------------------------|------|-------------------------|---------------------|
| Course Credit Parameters | | | |
| Minimum GPA | | Maximum Units Allowed | |
| Minimum Units | 5.00 | Maximum Courses Allowed | |
| Minimum Courses | | Min Grade Points/Unit: | |

| Line Nbr | NEW | Description | ENGL 95 transfer-course with P |
|---------------------------------|------|-------------------------|--------------------------------|
| Course Credit Parameters | | | |
| Minimum GPA | | Maximum Units Allowed | |
| Minimum Units | 4.50 | Maximum Courses Allowed | |
| Minimum Courses | | Min Grade Points/Unit: | |

Save Notify Add Update/Display Include History Correct History

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

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 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 Item 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 Item 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 NEW 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 Item NEW 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**.

Enrollment Requirement Groups

Enrollment Requirement Groups

Find an Existing Value Add a New Value

Requirement Group 000000

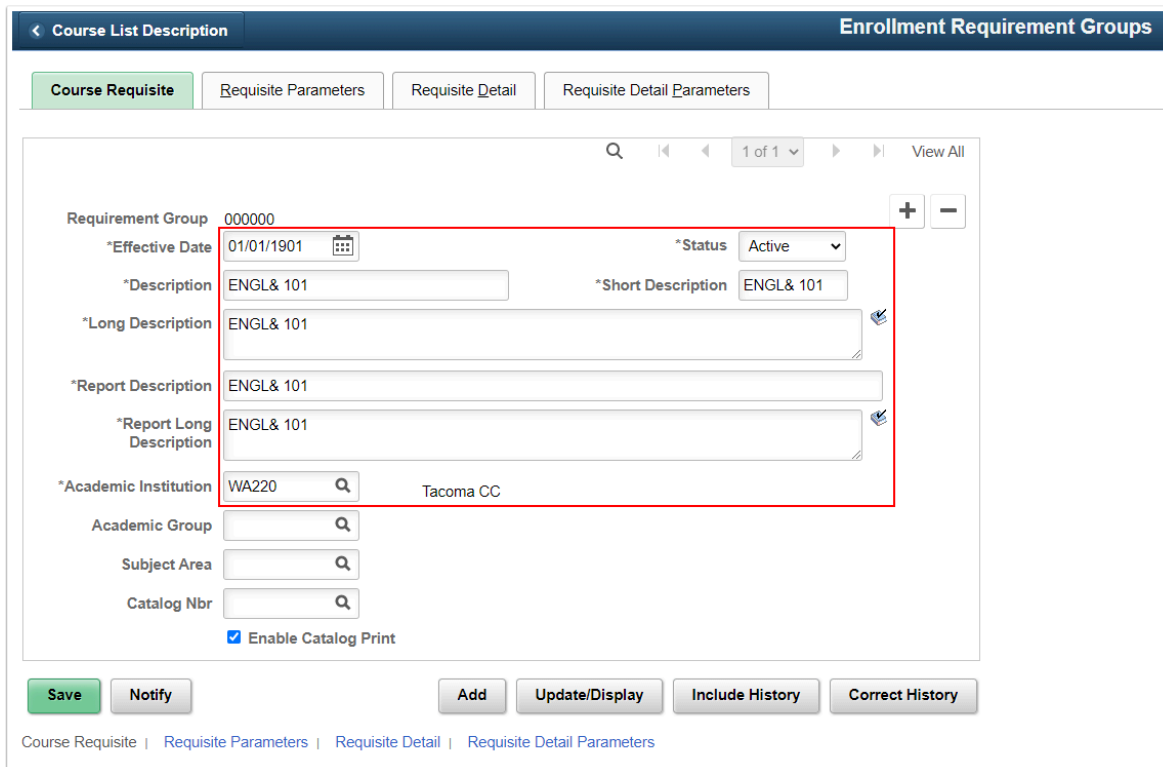
Add

Find an Existing Value | 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.*



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.