

CS: Local Configuration Guide - Student Records

The Student Records Configuration Guide explains necessary tables needed to set up an institution in the PeopleSoft system. The order of the configuration tables presented in this document adheres to the table setup sequence required to successfully set up all tables.

Student Records configuration is dependent upon Academic Structure setup being completed.

Some Student Records-related configuration is covered in other configuration guides, including Academic Structure, Campus Community, and Transfer Credit. Set up items related to other Campus Solutions modules will be documented within that module's configuration guide and therefore will not appear in this document.

*For all configuration activities, the Academic Career values will change from "ACAD" (Academic Career) to "UGRD" (Academic Career) and "CONT" (Continuing Education Career) to "CNED" (Continuing Education Career). The new values replace the Academic Career values that appear in decision documents.

Tables Contained within this Process

The tables in the chart below are configured using this Student Records configuration guide, the Transfer Credit configuration guide, or the Academic Advisement configuration guide. The chart below is being provided as a quick reference for listing the contents of the Student Records related guides.

Table Name (PS Name)	Text Name (Descriptive)
INSTR_ADVISOR	Instructor/Advisor table
INSTR_CRSE	Instructor Course
INST_ADV_ROLE	Instructor/Advisor Role
RQMNT_DESIG_TBL	Requirement Designation Table
CRSE_EQUIV_TBL	Course Catalog Equivalencies
CRSE_ATTRIBUTES	Course Attribute Tbl
SSR_CRSE_TYP_OFFER *	Course Typically Offered Page

<u>Table Name (PS Name)</u>	<u>Text Name (Descriptive)</u>
INSTRUCT_MODE *	Instruction Mode
DYN_CLASS_DATA	Dynamic Class Date Table
SETUP_TIME_PERIODS	Weekly Schedule Time Periods
CRSE_CATALOG	Course Catalog Data
CRSE_OFFER	Course Catalog Offerings
CRSE_COMPONENT	Course Catalog Component
CRSE_FEE_TBL	Course Fee Table
CRSE_TOPICS	Course Topics
CLASS_SCHED_INT	Classroom Scheduling Interface
STDNT_AGRMNT	Student Agreements
STDNT_AGRMNT_CR	Student Agreement Courses
DEGR_HONORS_TBL	Degree Honors Table
HONOR_AWARD_TBL	Honors/Awards Table
HONOR_AWARD_CS	CS Honors/Awards
MILESTONE_TBL	Milestone Table
STDNT_MLSTN	Student Milestone
MLSTN_ATMPT	Student Milestone Attempts
MLSTN_LVL_TBL	Milestone Level Table
MLSTN_TMPL	Milestone Template
MLSTN_TMPL_DETL	Milestone Template Detail
GB_EXC_MAP	Grd Basis Exception Mapping
GB_EXC_MAP_DTL	Grd Basis Exception Map Detail
CAR_PTR_EXC	Career Pointer Exceptions
APPOINTMENT_TBL	Enrollment Appointment Table
STDNT_ENRL_APPT	Student Appointment Table
STDNT_GRP	Student Groups
STDNT_GRP_HIST	Student Groups History
ACAD_STDNG_TBL	Academic Standing Table rules
ACAD_STACTN_TBL	Academic Standing Action Tbl
ACAD_STDNG_ACTN	Academic Standing Action
STDNT_ATTR_VAL	Student Attribute Table
GLOBAL_NOTE_TBL	Global Notes Table
REPEAT_SCHM_TBL	Repeat Scheme Table
REPEAT_CODE_TBL	Repeat Code Table
SA_TEST_TBL	Academic Test/Exam Codes
SA_TEST_CMP_TBL	Test Component Table
STDNT_TEST	Student Tests

<u>Table Name (PS Name)</u>	<u>Text Name (Descriptive)</u>
STDNT_TEST_COMP	Student Test Components
TST_CREDIT_RULE	Test Credit Rule
TST_CREDIT_EQ	Test Transfer Equivalency
TRNSFR_COMP	Ext Transfer Equiv Component
TRNSFR_FROM	External Transfer Source
TRNSFR_RSUB	External Transfer Equivalency
TRNSFR_RULE	External Transfer Equivalency
TRNSFR_SUBJ	External Transfer Equivalency
TRNSFR_TO	External Transfer Equivalent
EXT_TERM_TBL	External Term Table
INSTALLATION_AA	AA Installation Table
CUMULTV_GPA_DTL	Cumulative GPA Detail Table
CUMULTV_GPA_TBL	Cumulative GPA parent table
SSR_TSCRPT_TYPE	Transcript Type Table
RQ_ENTITY_GROUP	Requirement entity groups
RQ_ENT_GRP_DETL	Entity group detail record
RQRMNT_USE_TBL	Requirement use table
SAA_RPT_TYP_TBL	Advisement Report Type Table
COND_PROC_TBL	Condition Process table
CLST_DETL_TBL	Static Course List
CRSE_SHARE_SET	Course Share Set
COND_PROC_TBL	Condition Process table
RQ_CONDITION	Requirement condition record
RQ_COND_LINE	Requirement condition line Tbl
RQ_COND_LN_DETL	Requirement line detail table
RQ_GRP_DETL_TBL	Requirement Group Detail Tbl
RQ_GRP_PLN_TBL	Plan-SubPlan Requirement
RQ_GRP_SHR_SET	Requirement Group Share Sets
RQ_GRP_TBL	Requirement Group Table
RQ_MAIN_TBL	Requirement Table

Population Selection/Update Bind Records

Bind Records Used with Population Selection/Population Update:

Record Name
SAA_RPTRQST_BND - Pop Select AA Report Bind
SCC_BND_SI_ORG - Pop Selection Bind Record
SCC_BND_SRCIND - Pop Selection Bind Record
SCC_PS_RSTR_BND - PopSel Bind record for RSTR
SSR_TSCREQ_BND - Pop Select Transcript Bind
STDNT_GRP_BIND - Pop Select Student Group Bind
SSR_GRADTRK_BND - Graduation Tracking
SSR_GRADPRG_BND - Graduation Processing
SSR_REQS_RC_BND - Post Enroll Req Bind Table

List of Translate Tables Important to Student Records

Following are the crucial translate tables that you will need to examine as you are setting up Student Records:

Translate Table	Pre-requisite to
GRADING_BASIS	Creating the Grading Scheme Table which contains Grading Bases
ACAD_CAREER	Creating Academic Careers in the Academic Career Table component
EDUCATION_LVL	Creating Levels to attach in the Degree Table component
TERM_TYPE	Creating Academic Careers in the Academic Career Table component
TERM_CATEGORY	Creating terms in the Term/Session Table component
WITHDRAW_REASON	Creating Reasons for Withdraw and Cancel via Term History component
TIME_PERIOD	Creating Time Periods used in securing registration activity
ACAD_PLAN_TYPE	Creating Academic Plan Types for definition within the Academic Plan component
FACILITY_TYPE	Creating Facility Types in setting up the Facility Table component
INSTR_ROLE	Creating Instructor Roles to define Instructor roles on Schedule of Classes
INSTR_TYPE	Creating Instructor Types to define Instructor types in Instructor Advisor component
OTHR_CREDIT_TYPE	Creating Other Credit Types to use in Other Credit component

Translate Table	Pre-requisite to
SESSION_CODE	Creating Session Codes to be used in the Term Session/Academic Calendar /Class Scheduling components
SSR_COMPONENT	Creating Class Component Types to define within the Course Catalog and Schedule of Classes components

Enrollment Action Reasons (College)

Define enrollment action reasons to provide relevant information about class enrollment transactions.

Enrollment Actions are measures that are used for actions such as adds, drops, and grade changes. Action reasons are keyed on the Academic Career and the enrollment action tables. Use these action reasons to further classify your enrollment actions for reporting and analysis purposes.

The following values will be configured globally for every college because of dependency with other Student Records Installation settings and conversion.

Local Enrollment Action Reasons will also be configured as requested by each college.

Career	Action	Reason	Description
CNED	Drop	CANC	Class Cancelled
CNED	Drop	SDRP	Student Drop Request
CNED	Enroll	CONV	Conversion
UGRD	Drop	CANC	Class Cancelled
UGRD	Drop	DRNP	Drop for Nonpayment
UGRD	Drop	PERC	Drop Prerequisite not met
UGRD	Drop	SDRP	Student Drop Request
UGRD	Enroll	CONV	Conversion
UGRD	Swap	ACCL	Accelerated Outcome

Enrollment Action Reason Table

SetID WA

Academic Career: Academic Career

Enrollment Action: Drop

Reason Code DRNP

Enrollment Action Reason

Find | View All First 1 of 1 Last

*Effective Date

01/01/1901

*Description

Retain Drop Until Time Period

Drop for Non-Payment

999 Forever

Short Description

*Status

DRNP

Active

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

Navigation: Home > Set Up SACR > Product Related > Student Records > Enrollment > Enrollment Action Reason

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: ENRL_RSN_TBL

Page: ENRL_RSN_TBL

Action: A/UD/DA/C

Honors/Awards Table (College)

Define honor and award codes for internal and external term specific awards, for example, Dean’s List or Phi Theta Kappa.

Term related Honors/Awards values will be configured for each college.

Honors/Awards Table

Academic Institution WA CC

Honor/Award VPRESH

Honors/Awards Detail
Find | View All
First 1 of 1 Last

*Effective Date 01/01/1901 31

*Status Active v

Short Description VicePres

*Description Vice President's Honor Roll

*Internal/External Internal v

Grantor

Transcript Level Print on Official v

*Formal Description Vice President's Honor Roll

Save
Return to Search
Notify

Add
Update/Display
Include History
Correct History

Navigation: Set Up SACR > Product Related > Student Records > Student Standing and Awards > Honors/Awards Table

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: SA_HONORS_AWARDS

Page: Honors/Awards Table

Action: A/UD/DA/C

Honors/Awards Rule (College)

Define rules to be used by the processor to assign term specific awards to students.

Honors and Award rules will be configured for each college and associated with the Academic, Professional/Technical, and Bachelor programs.

Honors and Awards Rule

Academic Career UGRD Academic Career CC

* Honor Award Rule	* Effective	Term	Description	Short Desc		
HONORSRULE	1847	FALL 1984	Academic Honors	Academic	+	-

Find | View All First 1 of 1 Last

Honor Award Rule HONORSRULE Effective Term 1847 FALL 1984

GPA and Units Detail Find | View All First 1 of 2 Last

*Honor/Award Group 01 *Seq. No 10

*Honor/Award PRESHN President's Honor Roll

Cumulative GPA GE 3.500 And/Or And

Current Term GPA GE 12.000 And/Or And

Cumulative Units Passed GE

Current Units Passed GE

Cumulative Units Attempted GE

Current Units Attempted GE

Academic Year GPA GE

Find | View All First 1 of 2 Last

Honor/Award Group 01 Seq. No 10

Honor/Award PRESHN President's Honor Roll

Any Academic Standing Set: ☒ No Academic Standing Set: ☐

Current Term Academic Standing

Navigation: Set Up SACR > Product Related > Student Records > Student Standing and Awards > Honors/Awards Rule

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: HONOR_AWRD_RULE

Page: Honors/Awards Rule

Action: A/UD/DA/C

Milestones Table (College)

Define milestone codes and their grading bases, and define the levels of the milestone.

Milestones can be created for use in Enrollment Requirements (as an unofficial credentials evaluation), Academic Advisement Reports and on a student's Official Transcript to note a degree concentration.

Colleges will decide which milestones should be created to meet their business processes.

Milestone Table

Academic Institution CC

Milestone 45 CREDITS

Find | View All 1 of 1

*Effective Date 01/04/2016

*Status Active

*Description 45 CREDITS & GRADUATION

*Formal Description ADVISEMENT PETITION FOR GRADUATION (45+ CREDITS)

*Calculate Required Date Do Not Calculate

*Calculate Anticipated Date Do Not Calculate

*Transcript Level Never Print

*Print Milestone Detail Never Print

Attempts Allowed

Grading Scheme

Grading Basis

Self-Service Availability

☒ Allow Student Self-Service ☒ Allow Advisor Self-Service

☒ Allow Student Attachment ☒ Allow Advisor Attachment

Information For Students

According to our records, you have accumulated 45 or more credit hours. Students who have earned 45+ credit hours should work with their assigned advisor to petition for graduation. By petitioning for graduation, you will receive an official degree/graduation letter from CC's degree evaluator that outlines your progress and provides you with the information you need to ensure that you are completing your coursework.

Enter Milestone Levels Here Personalize | Find | View All | First 1 of 1 Last

*Milestone Level	*Description	*Formal Description
45	45 CREDITS & GRADUATION	ADVISEMENT PETITION FOR GRADUATION (45+ CREDITS)

javascript:submitAction_win0(document.win0,'#CRnw0')- graduation COMPLETE GRADUATION APPLICATION FORM

Navigation: Set Up SACR > Product Related > Student Records > Enrollment > Milestone Table

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Milestone Config

Menu: DEFINE_STUDENT_RECORDS

Component: MILESTONE_TBL

Page: Milestone Table

Action: A/UD/DA/C

Milestones Templates (College)

Create milestone templates to reduce data entry later on.

Milestone templates may be configured by the college after go-live.

Milestone Templates

Academic Institution CC Academic Career Academic Career
Academic Program Academic Plan

Find | View All 1 of 1

*Effective Date 01/28/2016 *Status Active

*Description Academic Career

Templates Detail Find | View All 1 of 1

*Milestone 45 CREDITS *Milestone Nbr 10

Milestone Level GRAD APPL GRADUATION APPLICATION

*Description 45 CREDITS & GRADUATION

*Formal Description ADVISEMENT PETITION FOR GRADUATION (45+ CREDITS)

Milestone Title

Comment

[Manage Milestone Documents](#)

*Calculate Required Date Do Not Calculate

Term Required Date Required

*Calculate Anticipated Date Do Not Calculate

Anticipated Term Anticipated Date

*Transcript Level Never Print *Print Milestone Detail Never Print

☐ Advised by Committee

Navigation: Set Up SACR > Product Related > Student Records > Enrollment > Milestone Templates

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Milestone Config

Menu: DEFINE_STUDENT_RECORDS

Component: MILESTONE_TMPL

Page: Milestone Template

Action: A/UD/DA/C

Student Group Table (College)

Set up a new student group or view an existing student group definition.

Student Groups designate a group of students by demographic, program, and/or enrollment information for reporting purposes. Student Groups starting with “S” are created by SBCTC and used for state-level reporting. Some student groups are “mass assigned”, or assigned automatically, based upon student characteristics or information gathered at admissions. Other student groups are “manually assigned” by college staff.

Because these codes are for the purpose of state-level reporting, they should not be edited. Use caution if using them for local operational purposes as the criteria or effective dating

application may differ by purpose. Refer to the Global Student Records Configuration Guide for values.

Colleges may also request additional Student Group codes for college business processes. Local Student Group codes begin with a letter other than “S”.

Student Group Table

Academic Institution

W/

CC

Student Group

SBFT

Find | View All

First

1 of 1

Last

*Effective Date

01/01/1901

*Status

Active

*Description

Basic Food, Employment & Train

*Short Description

BFET

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Incl

Navigation: Set Up SACR > Common Definitions > Student Group Table

Security:

- ZC SACR Config
- ZD SACR Student Grp Config
- ZZ SACR Student Grp Config

Menu: DEFINE_STUDENT_ADMINISTRATION

Component: STDNT_GROUP_TABLE

Page: Student Group Table

Action: A/UD/DA/C

Degree Honors Table (College)

Define degree honors for your institution. Example degree honors might be *with Distinction*, *Highest Honors in* and *Summa Cum Laude*.


Student Records shares this page with Recruiting and Admissions because admissions staff may need to track external degree honors of applicants.


The Degree Honors Table page differs from the Honors/Awards Table page in that it relates degrees and plans and the Honors/Awards Table is generally for term type honors.

Degree Honors Table

Honors Code HON Honors Type: Degree Honors CC

Find | View All First 1 of 1 Last

*Effective Date 10/31/2013 








Status Active 

*Description Honors Short Description Honors

Formal Description Honors

☒ Print on Diploma

☒ Print on Transcript

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

Navigation: Set Up SACR > Product Related > Student Records > Student Standing and Awards > Degree Honors Table

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_ADMINISTRATION

Component: DEGREE_HONORS_TBL

Page: Degree Honors Table

Action: A/UD/DA/C

Academic Standing Values (College)

Define academic standing action codes for each academic career within your institution, for example, Probation and Suspension.

Academic Standing Table

Academic Institution W/ CC

Academic Career UGRD Academic Career

Find | View All 1 of 1

*Effective Date 01/01/1901 [B] *Status Active [v] [+] [-]

Find | View 1 1-5 of 5

*Academic Standing Action FSUS [v] [v] [-]

*Description Final Suspension Short Description FSUS

*Academic Standing Status Final Suspension [v]

*Formal Description Final Suspension

*Internal Description Final Suspension

*Transcript Level Print on Offi [v]

*Academic Standing Action GOOD [v] [v] [-]

*Description Good Short Description GOOD

*Academic Standing Status Good Standing [v]

*Formal Description Good Standing

*Internal Description Good Standing

*Transcript Level Print on Offi [v]

*Academic Standing Action PROB [v] [v] [-]

Navigation: Set Up SACR > Product Related > Student Records > Student Standing and Awards > Academic Standing Table

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: ACAD_STDNG_TBL

Page: Academic Standing Table

Action: A/UD/DA/C

Academic Standing Rules (College)

Create academic standing rules to be used by the processor to assign academic standing codes to students. Academic standing rules are keyed by academic career, so define a broad description for an academic standing rule (such as Undergraduate Rules or Graduate Rules). Within each rule, you create detail lines that correspond with academic standing action codes that you define.

Academic Standing rules will be configured for each college and associated with the Academic, Professional/Technical, and Bachelor programs.

Academic Standing Rule

Academic Career UGRD Academic Career CC

* Academic Standing Rule	* Effective	Term	Description	Short Description		
ACADRULE	1847	FALL 1984	Academic Standing Rule	AcStdRule	+	-
ACADRULE	2177	FALL 2017	Academic Standing Rule	AcStdRule	+	-

Find | View All 1 of 2

Academic Standing Rule ACADRULE Effective Term 1847 FALL 1984

GPA and Units Detail Find | View All First 1 of 5 Last

Seq. No 10 *Academic Standing Action FSUS Final Suspension

Cumulative GPA

Current Term GPA LT 2.000 And/Or And

Cumulative Units Passed

Current Units Passed

Cumulative Units Attempted

Current Units Attempted

Academic Year GPA

☒ Exclude No GPA Attempted Units

Academic Standing Detail Find | View All First 1 of 5 Last

Seq. No 10 Academic Standing Action FSUS Final Suspension

☐ Any Academic Standing Set ☐ No Academic Standing Set

Prior Term Academic Standing:

Navigation: Set Up SACR > Product Related > Student Records > Student Standing and Awards > Academic Standing Rule

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: ACAD_STDNG_RULE

Page: Academic Standing Rule

Action: A/UD/DA/C

Student Attributes and Attribute Values (College)

Define the various student attributes your institution uses for tracking and reporting on different cohorts.

Student Attributes designate a group of students by attaching to a student program/plan stack. Attributes starting with "S" are created by SBCTC and used for state-level reporting. Because these codes are for the purpose of state-level reporting, they should not be edited. A list of attributes defined by SBCTC is included in the Student Records global configuration guide.

Student Attributes Table

Student Attribute Value Table

Find | View All

First 1 of 1 Last

Academic Institution

WA

CC

Student Attribute

SWRF

*Effective Date

01/01/2016

*Status

Active

*Description

WorkFirst

Short Description

WorkFirst

Academic Career

UGRD

Academic Career

Academic Program

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Inc

Student Attributes Table

Student Attribute Value Table

Find | View All

First 1 of 1 Last

Academic Institution

WA

CC

Student Attribute

SWRF

WorkFirst

Effective Date

01/01/2016

Find View 5				First	1-6 of 6	Last
*Student Attribute Value	*Description	Short Description	Primacy			
01	Customized Job Training	WRF 01				
02	Full Time Vocational Education	WRF 02				
03	Part Time Vocational Education	WRF 03				
04	Part Time Basic Education	WRF 04				
05	Basic Education	WR F05				
06	Life Skills	WR F06				

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Inclu

Navigation: Set Up SACR > Product Related > Student Records > Student Standing and Awards > Student Attribute Table

Security: ZC SACR Config and ZD SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: STDNT_ATTR_TBL

Page: Student Attribute Table

Action: A/UD/DA/C

Repeat Scheme Table (Global)

Create repeat schemes and the repeat codes within each scheme.

The Repeat Scheme Table configuration will be the same for all colleges. Refer to the Student Records global configuration guide for values.

The screenshot shows the 'Repeat Scheme Table' configuration window. At the top, there are tabs for 'SetID' (WA) and 'Repeat Scheme' (ACAD). Below these are search and view controls: 'Find | View All' and '1 of 1'. The main form contains several fields: '*Effective Date' (01/01/1901), '*Status' (Active), '*Description' (Academic Repeat Scheme), and '*Short Desc' (Academic). Below these is a section for '*Repeat Code' (REXP) with its own search and view controls ('Find | View All', '1 of 4'). This section includes '*Description' (Special Exception), '*Short Desc' (REXP), 'Formal Description' (Special Exception), and a list of checkboxes: 'Earn Credit' (checked), 'Include in GPA' (checked), 'Print Repeat Description' (unchecked), and 'Display in AA Reports' (unchecked). There is also a '*Units Attempted' dropdown set to 'Yes'. A section titled 'When this code exists in student data' contains '*Count and Process Option' (1) Count = Y Process = Y, and two checkboxes: 'Allow to be overlaid' (unchecked) and 'Bypass processing if it is on Current Attempt' (unchecked). At the bottom, there is a row of buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display, and Include.

Navigation: Records and Enrollment > Term Processing > End of Term Processing > Repeat Scheme Table

Security:

- ZD SR End of Term Processing
- ZD SR Super User

Menu: DEFINE_STUDENT_RECORDS

Component: REPEAT_SCHEME_TBL

Page: Repeat Scheme Table

Action: A/UD/DA/C

Repeat Checking Rules (Global, College)

Describe the repeat rules that you will later link to academic careers and academic programs.

Repeat rules will be set at the program level. See the Student Records global configuration guide for values.

Additional college level configuration captures which grade values can be repeated. See the Academic Structure local configuration guide for Grade Scheme Table configuration values.

The screenshot shows a web-based configuration interface for 'Repeat Rule'. At the top, there are six tabs: 'Repeat Rule' (selected), 'Repeat Rule2', 'Repeat Rule3', 'Repeat Rule Detail 1', 'Repeat Rule Detail 2', and 'Repeat Rule Detail 3'. Below the tabs, there are two rows of dropdown menus: 'Academic Institution' with 'WA' and 'CC' options, and 'Academic Career' with 'UGRD' and 'Academic Career' options. A search bar at the top right of the main content area shows 'Find | View All' and 'First 1 of 3 Last'. The main form contains several fields: '*Repeat Rule' with the value 'ACADEMIC', '*Effective Term' with '2023' and a search icon, and '2002 SPRNG'. Below these are '*Description' with 'Academic Repeat Rule' and '*Short Description' with 'Academic R'. A large text area for '*Long Description' contains 'Academic Repeat Rule'. At the bottom of the form are three buttons: 'Save', 'Return to Search', and 'Notify'. Below the buttons is a breadcrumb trail: 'Repeat Rule | Repeat Rule2 | Repeat Rule3 | Repeat Rule Detail 1 | Repeat Rule Detail 2 | Repeat Rule Detail 3'.

Navigation: Records and Enrollment > Term Processing > End of Term Processing > Repeat Rule

Security:

- ZD SR End of Term Processing
- ZD SR Super User

Menu: DEFINE_STUDENT_RECORDS

Component: REPEAT_RULE

Page: Repeat Rules

Action: A/UD/DA/C

Define Transcript Type (Global, College)

Define transcript types, associate service indicators, specify transcript levels, define self-service availability, and indicate if a transcript type includes an advising report. Typical transcript types are those such as official, unofficial, graduate, undergraduate, degree audit, NCAA, continuing education, and so on.

Global Transcript Types and template(s) will be used, with logos provided by each college.

Global recommendations for Transcript Type settings will be included.

Transcript Types will be configured for each college:

- OFFCL - Official Transcript, includes both Academic and Continuing Education Career information
- UNOFF Unofficial Transcript, includes both Academic and Continuing Education Career information

The screenshot shows the 'Basic Data' tab for a Transcript Type configuration. The form includes the following fields and sections:

- Academic Institution:** WA, CC
- Transcript Type:** OFFCL
- *Effective Date:** 01/01/1901
- *Description:** Official Transcript
- *Formal Description:** Official Transcript
- *Transcript Level:** Print on Official
- *Detail Organization:** Order by Career
- Transcript Fee Required?:** Yes (selected), No
- Term Activated Careers Only:** (checkbox)
- Allow XML Output File:** (checkbox)
- Report Definition ID:** SSR_TSRPT, Transcript Report
- Template ID:** CTC_SSR_TSRPT_L, Transcript Report Landscape
- FERPA Information:** (checkbox)
- Service Indicators:** Check Service Indicators (checked), Service Impacts: TRAN, No transcript
- Self-Service Availability:** Allow Student Self-Service (checkbox), Allow Advisor Self-Service (checkbox)

Navigation: Set Up SACR > Product Related > Student Records > Transcript > Define Transcript Type

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: SSR_TSCRPT_TYPE

Page: Transcript Type - Basic Data

Action: A/UD/DA/C

Academic Statistics Types (Global, College)

Statistics period types are descriptors of an academic statistics period, helping to identify the type of reporting requirement that relates to a particular academic statistics period. For

example, you might define the statistics period type *IP* for IPEDS reporting, *N* for NSC reporting and *SR* for the Student Record Census report.

Three Statistics Period Types will be configured globally for all colleges:

- IP (IPEDS)
- NS (NSC Reporting Type)
- SR (SR Census)

For the NSC Reporting Type, colleges will select which grades will have the associated units (credits) excluded when reported to the National Student Clearing House.

Academic Statistics Type

Statistics Period Type NS

Find | View All

First 1 of 1 Last

Effective Date 12/09/2016

Status Active

+ -

*Description NSC Reporting Type

Short Description NSC Report

☐ Enforce FA Eligibility

☐ IPEDS Report

☒ NSC Report

Include the Following Program Statuses

Academic Program Status		
1	Active in Program	+ -
2	Completed Program	+ -

Year CIP Code Published 2010

Exclude Withdrawal Grades

Personalize | Find [2] []

First 1-9 of 9 Last

*SetID	*Grading Scheme		*Grading Basis		*Grade Input		
WA:	[] ACA []	CrGrd	GRD []	Graded	W []	+ -	
WA:	[] ACA []	CrGrd	GRD []	Graded	W []	+ -	
WA:	[] ACA []	CrGrd	GRD []	Graded	Z []	+ -	
WA:	[] ACA []	CrGrd	GRD []	Graded	Z []	+ -	
WA:	[] ACA []	CrGrd	GRD []	Graded	W []	+ -	
WA:	[] ACA []	CrGrd	GRD []	Graded	WI []	+ -	
WA:	[] ACA []	CrGrd	GRD []	Graded	V []	+ -	
WA:	[] ACA []	CrGrd	GRD []	Graded	Z []	+ -	

Navigation: Records and Enrollment > Enrollment Reporting > Consolidated Statistics > Define Statistics Type

Security: ZD SR Super User

Menu: DESIGN ACADEMIC STRUCTURE

Component: ACAD_STAT_TYPE

Page: Academic Statistics Type

Action: A/UD/DA/C

Academic Statistics Periods (Global, College)

Describe an academic statistics period, including the statistics period type, academic load rule, consolidation trigger, and snapshot date.

Academic Statistics Periods will be defined by each college post go-live when the process is run for the first time. Run control naming conventions are strongly recommended.

Academic Statistics Period

Academic Statistics Period WINTER-4TH

CC

*Description End-of-Term-Winter

Short Description End-of-ter

*Statistics Period Type NS

NSC Reporting Type

*Academic Load Rule Term Load Rule Applies

*Consolidation Trigger Consolidation Date

As of Date 03/23/2016

Aid Year 2016

2015-2016 Financial Aid Year

*Academic Career	*Term	Term Type	*Snapshot Date		
UGRD	2161	2016 WINTR	Quarter	03/23/2016	+ -

Save Return to Search Previous in List Next in List Notify Add Update/Display

Navigation: NavBar > Navigator > Records and Enrollment > Enrollment Reporting > Consolidated Statistics > Define Statistics Period

Security: ZD SR Super User and ZZ SR NSC Reporting

Menu: DESIGN_ACADEMIC_STRUCTURE

Component: ACAD_STATS_PERIOD

Page: Academic Statistics Period

Action: A/UD/DA/C

NSC Reports - Branch Codes (College)

Create NSC Branch Codes.

A Branch Code of "00" will be configured for each college.

NSC Branch Table

Find | View All
1 of 1

+
-

Academic Institution
WA
CC

*Branch Code
00
*Effective Date
01/01/1901
Status
Active

*Description
NSC Branch Code 00 - WA
Short Description
00 WA

Personalize | Find
1 of 1

Acad Prog	Campus	Career
		Academic Career

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

Navigation: NavBar > Navigator > Set Up SACR > Product Related > Student Records > Enrollment Reporting Codes > NSC Branch Table

Security: ZC SACR Config and ZD SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: NSLC_BRANCH_TBL

Page: NSC Branch Table

Action: A/UD/DA/C

NSC Reports (Global, College)

Run the NSC Report process to generate a flat file extract of students enrolled during a specific period of time that you can then send electronically to the NSC.

The delivered NSC report will be used. It is recommended that colleges use a naming convention for their NSC Run Controls as well as their Academic Statistics Period.

NSC Report

Run Control ID NSC-Report
Report Manager
Process Monitor
Run

*Academic Institution WA
CC

*Academic Statistics Period 2197-2
Fall 2019 First of Term

SSN Exclusions

*Branch Code 00
NSC Branch Code 00 - WA172

*Report Type Standard Report

*Address Usage EM_H,B,C
Email Home,Business,Campus

*FICE Code 009544

*Output File

Save
Notify
Add
Update/Display

Navigation: NavBar > Navigator > Records and Enrollment > Enrollment Reporting > NSC Report

Security: ZZ SR NSC Reporting

Menu: MANAGE_ACADEMIC_RECORDS

Component: RUNCTL_SRNSLC

Page: NSC Report National Student Clearinghouse report

Action: A/UD/DA/C

Graduation Review Status (College)

Define Graduation Status values.

Graduation Tracking will be enabled for each college. All fields will be selected so they can be viewed on the Graduation Tracking page, should the college decide to use.

A default status of AG (Applied for Graduation) will be configured. If the college enables the Self-Service graduation application, the student will have a graduation status row added as AG when they submit an application.

Graduation Review Status Table

Academic Institution WA

Graduation Review Status AG

Find | View All

First 1 of 1 Last

Effective Date 01/01/1901

*Status Active

*Description Applied for Graduation

Short Description AppGraduat

Save

Return to Search

Notify

Add

Update/Display

Include History

Co

Navigation: NavBar > Navigator > Set Up SACR > Product Related > Student Records > Graduation > Graduation Status Table

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS
Component: SSR_GRADSTATUS_TBL
Page: SSR_GRADSTATUS_TBL
Action: A/UD/DA/C

Graduation Notes (n/a)

Define Graduation Tracking note values.

Pre-defined Graduation Notes will not be configured prior to go-live. Graduation Notes can be manually added to a student through the tracking process. Colleges may also request Graduation Notes post go-live.

Graduation Notes Table

Academic Institution WA

Graduation Note FREE

Find | View All First 1 of 1 Last

Effective Date 04/15/2020

*Status Active

*Description I'm free!

Short Description Free

Save

Notify

Add

Update/Display

Include History

Correct History

Navigation: NavBar > Navigator > Setup SACR > Product Related > Student Records > Graduation > Graduation Notes Table

Security:

- ZC SACR Config
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

Menu: DEFINE_STUDENT_RECORDS

Component: SSR_GRAD_NOTES_TBL

Page: SSR_GRAD_NOTES_TBL

Action: A/UD/DA/C

Service Indicator Table (College)

Create service indicator codes for positive and negative service indicators.

- Service Indicators can be used to restrict or provide services to students.
- A set of Service Indicators are globally defined and used in batch processes. Refer to the Global Configuration Student Records guide for a list of these global Service Indicators that were configured for each college. Colleges may add Reasons and Impacts to these Service Indicators, but the delivered configuration values for Reasons and Impacts should not be removed or modified.
- Colleges may also define their own Service Indicators along with selecting the Service Impact and Reasons. See the spreadsheet below for the final configuration of all local and global Service Indicators for your college.

A naming convention will apply to all Service Indicators. Service Indicator codes will begin with one letter followed by two numbers. The letter “S” is reserved for SBCTC defined Service Indicators and should not be used.

Department	Begin With:
Admissions	A
Bursar	B
Financial Aid	F
Advising	G
Student Records	R
SBCTC defined – Do not use	S

Service Indicator Codes

Service Indicator Reasons

Academic Institution

WA

CC

Service Indicator Code

A01

Copy

Service Indicator Details

Find | View All

First

1 of 1

Last

*Effective Date

05/13/2017

*Status

Active

*Description

Admissions Hold - CC

Short Description

AdmssnHold

Default Reason

☐ Set No Default

Attributes

Use with

☒ Person

☐ Organization

☐ Positive Service Indicator

☐ Default Start Term (0000)

☐ Display Deceased Label

☒ Display in Self-Service

☒ Default Start Date

Service Indicator Impact

Find | View All

First

1 of 1

Last

*Service Impact

AENR

Allow drop only

Term Category

Description

Restricts all enrollment activity (such as adds, swaps, or wait lists) for a student with existing enrollment for the current term.

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

Service Indicator Codes

Service Indicator Reasons

Navigation: NavBar > Navigator > Set Up SACR > Common Definitions > Service Indicators > Service Indicator Codes

Security (being added by Security team): ZD SACR Srvs Ind Config

Menu: DESIGN_STUDENT_ADMINISTRATION

Component: SRVC_IND_CD_TABLE

Page: Service Indicator Codes

Action: A/UD/DA/C

Document Table

Create Document Types, valid file extensions, and maximum file size for uploading documents from the Student Homepage.

Create Document Types, valid file extensions, and maximum file size for uploading documents from the Student Homepage.

Document Table

Document Group: WA : CC

Document Class: Student Records

Document Configuration

Find | View All

First 1 of 1 Last

*Document Type: IRSWS

Status: Inactive

Description: IRS Form W-9S

Short Description: IRS W9S

*Max Size Allowed: 10 MB

File Path: /CS/WA172/SR/IRWS/

Valid Extensions

Personalize | Find | View All

First 1-2 of 2 Last

*File Extension		
.PDF	+	-
.RTF	+	-

Save

Return to Search

Previous in List

Next in List

Add

Navigation: NavBar > Navigator > Set Up SACR > CTC Custom > Extensions > Document Table

Security: ZC SACR Config

Menu: CTC_E034_DOC_UPLOAD

Component: CTC_DOC_SETUP_CMP

Page: CTC_DOC_SETUP_PG

Action: A/UD/DA

Document Security

Grant security to specified Document Types to existing Security Roles for both students and staff.

Grant security to specified Document Types to existing Security Roles.

Document Security

Role Name: ZZ SS Student
Document Group: WA CC

Document Security

Find | View All

First 1 of 1 Last

*Document Class: RD Residency Documents

Document Security

Personalize | Find | View All

First 1 of 1 Last

*Document Type	Review	View Only
IRSW9S IRS Form W-9S	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

Return to Search

Previous in List

Next in List

Add

Navigation: NavBar > Navigator > Set Up SACR > Security > Secure Student Administration > CTC Custom > Document Security

Security:

- ZC FA Local Configuration
- ZC SACR Config
- ZC SACR Financial Aid Config

Menu: CTC_E034_DOC_UPLOAD
Component: CTC_DOC_SEC_CMP
Page: CTC_DOC_SEC_PG
Action: A/UD/DA

File List Table (College)

Create File Paths for upload/download of electronic transcripts and downloading the National Student Clearing House file.

Create File Paths for upload/download of electronic transcripts and downloading the National Student Clearing House file.

File List Table

Institution: WA CC

Functional Area: Student Records

File List Find | View 1 First 1-2 of 2 Last

*Business Process: Incoming Transcripts

Description: Incoming Transcripts

Max Size Allowed: 020 MB (Only for Upload)

File Path

Upload:

Download: /CSTRANSFER/WA /Legacy_ETranscripts/

*Business Process: National Student Clearinghouse

Description: National Student Clearinghouse

Max Size Allowed: 020 MB (Only for Upload)

File Path

Upload:

Download: /CSTRANSFER/WA /NSC/

Save Return to Search Previous in List Next in List Add

Navigation: NavBar > Navigator > PeopleTools > CTC Custom > Extensions > File List Table

Security:

- ZC FA Local Configuration
- ZC SACR Financial Aid Config
- ZZ_FA_UPLOAD_DOWNLOAD

Menu: CTC_E207_FL_UPLD_DOWNLD

Component: CTC_E207_FL_CONFIG

Page: CTC_FL_UPLD_DL_CFG

Action: A/UD/DA/C

Program Action Reasons

Create program action reasons for an institution.

Values are globally defined. College may request additional after go-live.

Program Action	Action Reason	Description	Short Desc
ACTV	CONV	Conversion	Conversion
ADMT	AUTO	Auto Assigned	Auto Assig
APPL	AUTO	Auto Assigned	Auto Assig
APPL	AWAT	Application Materials Pending	Mtls Pend
DATA	DEFR	Defer Graduation Term	DefrGrdTrm
DATA	EGT	Expected Grad Term Updated	EGT
DATA	GRAP	Graduation Application Receive	GradAppRcv
DATA	MOVE	Applicant Term Move	Appl Move
DEIN	IDEP	Offer Accepted	Initl Dep
DENY	AUTO	Auto Assigned	Auto Assig
DISC	CONV	Conversion	Conversion
DISC	DEAT	Death	Death
DISM	COND	Student Conduct	StdConduct
MATR	AUTO	Auto Assigned	Auto Assig
MATR	FDEP	Application Complete	App Comp
RADM	ADAP	Advisor Approval	AdvisApprv
RADM	AUTO	Auto Assigned	Auto Assig
WADM	DEAT	Deceased	Deceased
WADM	INCM	Incomplete Application	Incomplete
WADM	NRSP	No Response	No Respons
WAIT	AUTO	Auto Assigned	Auto Assig
WAIT	WLST	Wait List Offered - Full	WL-Full
WAPP	FWL	From Waitlist	From WL

Program Action Reason Table

SetID WA

Program Action ADMT Admit

Action Reason AUTO

Find | View All
First 1 of 1 Last

*Effective Date 01/01/1901
*Status Active

*Description Auto Assigned

Short Description Auto Assig

Long Description

Script Text

Save Return to Search Previous in List Next in List Notify Refresh

Navigation: NavBar > Navigator > Set Up SACR > Product Related > Student Records > Program Action > Program Action Reason Table

Security: ZC SACR Config and ZD SACR Student Rec Config

Menu: DEFINE_STUDENT_ADMINISTRATION

Component: PROG_RSN_TBL

Test Component (Global, College)

Create Test Components to be used in the Test Table configurations. These are values configured for the college on a global configuration table.

Create Test Components to be used in the Test Table configurations.

Test Component Table

Test Component SATRW

Test Component Details

Find | View All

First 1 of 1 Last

*Effective Date 01/01/1901

*Status Active

*Description SAT Reading_Writing Average

Short Description SATRW

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Navigation: Main Menu > Set Up SACR > Product Related > Recruiting and Admissions > External Test Scores > Test Component Table

Security: ZC SACR Config
Menu: DESIGN_ADMISSIONS
Component: SA_TEST_COMP_TABLE
Page: SA_TEST_COMP_TABLE
Action: A/UD/DA/C

Test Table (Global, College)

Create a Test ID for test components and score ranges unique to the college. These college specific values are configured on a global configuration table. Access to test scores specified by Test ID is controlled by SACR security.

Create a Test ID for test components and score ranges unique to the college. These college specific values are configured on a global configuration table. Access to test scores specified by Test ID is controlled by SACR security.

Test Tables

Test ID
WA

Test ID Details

Find | View All
First
1 of 1
Last

*Effective Date
01/01/1901
*Status
Active

*Description
College Placement

Short Description

Testing Agency

Entity ID
SCC_ENTITY_20191022104546

Test Component Details

Find | View 4
First
1-10 of 10
Last

*Component	*Description	*Short Description	Min Score	Max Score	Subtest
010EC	English Challenge Essay	ECHAL	90.00	102.00	
010EM	Math Reciprocity	MRECP	63.00	265.00	
010EP	Engl Directed Self Placemen	EDSP	90.00	102.00	
010ER	English Reciprocity	ERECP	90.00	102.00	
010ET	English High School Transcr	EHSTR	90.00	102.00	
010MC	Math Challenge	MCHAL	63.00	265.00	
010MP	Math Directed Self Placemer	MDSP	63.00	265.00	
010MT	Math High School Transcript	MHSTR	63.00	265.00	
010UE	English Unoff Transcript	ETRAN	90.00	102.00	
010UM	Math Unoff Transcript	MTRAN	63.00	265.00	

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include History

Navigation: Main Menu > Set Up SACR > Product Related > Recruiting and Admissions > External Test Scores > Test Tables

Security: ZC SACR Config

Menu: DESIGN_ADMISSIONS

Component: SA_TEST_TABLE

Page: SA_TEST_TABLE

Action: A/UD/DA/C