


Defining Enrollment Requirement Conditions Using a Group or Plan Within a List of Possible Groups or Plans (Requisite Entity Groups)

Purpose: Use this document to reference entity groups as enrollment requirements in ctCLink.

Audience: Student Records and Class Scheduling staff.

 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.


Entity Groups are used as a condition on an Enrollment Requirement Group when selecting a **Student Group** or **Plan Code** within a list of possible groups or plans. This is recommended rather than an "OR" statement on the Enrollment Requirement Group.

Student Groups must be set up for use in Requirements before being used in an entity group. Visit the QRG [Defining Student Groups for Requisite](#) for detailed instructions.

Verifying that you are always working with your institution's data is essential.

Define Requisite Entity Groups--Student Groups

Navigation: Curriculum Management > Enrollment Requirements > Define Requisite Entity Groups

 Student Groups (**plural**) is used for **exclusion**, and Student Group (singular) is used for **inclusion**.

1. The default option is **Find an Existing Value**. Select **Search** to view existing values.
2. Click the **Add a New Value** tab to create a new requisite entity group. When adding a new value, allow the **Academic Entity Group** number to default to 000000. **Do not enter a new number in this field**. A unique Entity Group number will be auto-assigned by the system when the Academic Entity Group is saved for the first time.
3. Select **Add**.
4. The **Define Requisite Entity Groups page** displays. Enter the appropriate information into the following fields:
 - a. **Effective Date**: Input the earliest date that this group can be used.
 - b. **Description**: Input entity group name.
 - c. **Short Description**: Input entity group condensed.
 - d. **Long Description**: Input details to describe the entity group.
 - e. **Academic Institution**: Select from the drop-down menu.
5. Select the Entity Group Type **Student Group** by activating the drop-down list. You will receive a message: "Changing Entity Group Type will cause all Entity Group data to be deleted (14600,392)." Click the **"OK"** button.
6. **Entity Item Details** will display accordingly below.
7. Enter or look up the desired Student Groups.
8. Select the **plus icon [+]** to add items to the list of possible Student Groups.
9. Select **Save**.
10. Ensure you note the Entity Group number before moving on to the next step, [Adding Entity Groups to Enrollment Requirement Groups](#).

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.

View Tutorial Via Panopto

View the external link to [Define Requisite Entity Groups \(Student Groups\)](#). This link will open in a new tab/window.

Define Requisite Program Status

When defining an Entity Group for Academic Plans, this step (Define Requisite Program Status) only needs to be performed once.

Navigation: Curriculum Management > Enrollment Requirements > Define Requisite Prog Status

1. Select **Search** to find out if the **ENR** value already exists. If it already exists, you are done.
The default option is Find an Existing Value.
2. Click the **Add a New Value** tab to define an ENR Requisite Program Status.
3. Enter or look up your **Academic Institution**.
4. Enter a Report Type of **ENR**.
5. Select **Add**.
5. Enter the **Effective Date** of **01/01/1901**.
6. Select **Active in Program** from the **Program Status** drop-down list.
7. Select **Save**.

The screenshot shows the 'Define Requisite Prog Status' form. The form is titled 'Define Requisite Prog Status' and has a navigation bar with '< Valid Student Groups' and 'Define Requisite Prog Status'. The form contains fields for 'Academic Institution' (WA220 Tacoma CC), '*Effective Date' (01/01/1901), and '*Program Status' (Active in Program). There are buttons for 'Find', 'View All', 'First', '1 of 1', and 'Last'. Below the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Define Requisite Entity Groups--Academic Plans

Navigation: Curriculum Management > Enrollment Requirements > Define Requisite Entity Groups

Academic Plans (plural) is used for exclusion, and Academic Plan (singular) is used for inclusion.

1. The default option is **Find an Existing Value**. Select **Search** to view existing values.
2. Click the **Add a New Value** tab to create a new requisite entity group.

3. When adding a new value, allow the **Academic Entity Group** number to default, **DO NOT CHANGE**. When you add a new value and see a series of 0s, that is an auto-counter. Let it increment naturally! Don't try and override it or manually assign a number. Examples of places you will see these: courses, classes, class notes, advising requirements, and enrollment requirements.
4. Select **Add**.
5. The **Define Requisite Entity Groups** page displays. Enter the appropriate information into the following fields:
 - a. **Effective Date**: Input the earliest date that this group can be used.
 - b. **Description**: Input entity group name.
 - c. **Short Description**: Input entity group condensed.
 - d. **Long Description**: Input details to describe the entity group.
 - e. **Academic Institution**: Select from the drop-down menu.
6. Select the Entity Group Type **Plan** by activating the drop-down list. You will receive a message: "Changing Entity Group Type will cause all Entity Group data to be deleted (14600,392). Click the **OK**" button.
7. **Entity Item Details** will display accordingly below.
8. Enter or look up the desired Academic Plans.
9. Select the **plus icon [+]** to add additional items to the list of possible Academic Plans.
10. Select **Save**.
11. Ensure you note the Entity Group number before moving on to the next step, [Adding Entity Groups to Enrollment Requirement Groups](#).

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Adding Entity Groups to Enrollment Requirement Groups

Navigation: Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups



For complete instructions on creating enrollment requirement groups see the QRG [Creating Enrollment Requirement Groups](#).

1. The default option is **Find an Existing Value**. Select **Search** to view existing values.
2. Click the **Add a New Value** tab to create a new Enrollment Requirement Group.
3. When adding a new value, allow the **Academic Entity Group** number to default, **DO NOT CHANGE**. When you add a new value and see a series of 0s, that is an auto-counter. Let it increment naturally! Don't try and override it or manually assign a number. Examples of places you will see these: courses, classes, class notes, advising requirements, and enrollment requirements.
4. Select **Add**.
5. The **Course Requisite** tab displays.
6. Select **Requisite Detail**.
7. The **Requisite Detail tab displays**. Enter information for the following fields:
 - a. **Group Line Type**: "Condition."
 - b. **Report Description/Report Long Description**: Enter descriptions.
 - c. **Condition Code**: Select Program, Plan, Student Group, or Sub Plan as defined in the entity group above.
 - d. **Condition Operator**: Select "IN."
 - e. **Condition Data**: Select the entity group number created above.
8. Select **Save**.
9. Process complete.

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