

## 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**.

The screenshot shows the '3C Engine' interface. At the top, there is a dark blue navigation bar with a back arrow and 'Student Homepage' on the left, and '3C Engine' on the right. Below this, the page title '3C Engine' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red border. Below the tabs, there is a text input field labeled 'Run Control ID' containing the value 'GRAD\_ELIG\_EXAMPLE'. Below the input field, there is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and '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

The screenshot shows the 'Run 3C Engine' interface. At the top, there's a navigation bar with 'Student Homepage' and 'Run 3C Engine'. Below that, there are tabs for '3C Engine Parameters' and 'Manage Duplicate Assignment'. The main area contains several sections: 'Run Control ID' (GRAD\_ELIG\_EXAMPLE), 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Process 3Cs' section has 'Population Selection' checked. The 'Process Joint Records' section has 'No Joint Processing' selected. The 'Event Selection' section has 'Academic Institution' (WA172), 'Administrative Function' (STRM), and 'Event ID' (RAWDDLTR) entered. Below this are sections for 'Communication Key', 'Checklist Code', and 'Comment Category'. The 'Population Selection' section at the bottom has 'Selection Tool' (PS Query) and 'Query Name' (CTC\_SR\_POPSEL\_ELIG\_AWARDED) entered, with an 'Edit Prompts' button highlighted in red.

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' interface. At the top, there are tabs for '3C Engine Parameters' and 'Manage Duplicate Assignment'. Below these, there are fields for 'Run Control ID' (GRAD\_ELIG\_EXAMPLE) and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The main 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 'RAWDDLTR' and 'Degree Awarded'; 'Checklist Code'; and 'Comment Category'. A 'Population Selection' section at the bottom includes a 'Selection Tool' dropdown (PS Query), a 'Query Name' field (CTC\_SR\_POPSEL\_ELIG\_AWARDED), and buttons for 'Edit Prompts', 'Launch Query Manager', and 'Preview Selection Results'. A 'Query Prompts' dialog box is overlaid on the interface, containing fields for 'Institution' (WA172), 'Career' (UGRD), and 'Term' (2181), with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

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   Spokane Falls CC

Administrative Function   Student Term

Event ID   Degree Awarded Notice [Detail](#)

**Communication Key**

RAWDDLTR Degree Awarded

**Checklist Code**

**Comment Category**

**Population Selection**

Selection Tool

Query Name   [Launch Query Manager](#) Preview Selection Results

[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

**Duplicate Checklist Check**

Check Duplicate Checklist [Explain](#)

**Additional Conditions to Prevent Duplicate Checklist**

Variable Data

Checklist Status

[3C 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**.

**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

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.

The screenshot shows the '3C Engine Parameters' interface for 'Communication Generation'. The 'Process Parameters' tab is selected. The 'ID Selection' dropdown is set to 'All Person IDs'. The 'Letter Code Selection' section shows '\*Letter Code' as 'R4I'. The 'Template Selection' section shows 'No Matching Template Found' and 'Use Default Template' is selected. The 'Communication Language Usage' section shows 'Specified' selected and 'Language' as 'English'. The 'Communication Method Usage' section shows 'Specified' selected and 'Method' as 'E-Mail'. Buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Refresh Enclosure List' are visible.

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

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**Usage Tables**

**Person Communication Usage**

Address: Student Email

Address Name: Full Name-Pri,Prf,Leg

Salutation: Full Name-Pri,Prf,Leg

Extra Name: Full Name-Pri,Prf,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

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**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 Ac

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:   
\*Required if communication method usage is specific email or preferred.

Subject:   
\*Required if communication method usage is specific email or preferred.

Reply to:

Sender:

Bounce to:

Importance	Sensitivity
<input type="radio"/> low	<input checked="" type="radio"/> normal
<input checked="" type="radio"/> normal	<input type="radio"/> personal
<input type="radio"/> high	<input type="radio"/> private
	<input type="radio"/> company-confidential

          

[Selection Parameters](#) | [Process Parameters](#) | [Email Parameters](#) | [Checklist Parameters](#)

26. Process complete.