Setting Up Program Enrollment

Understanding Program Enrollment

In order to gain the most value from the documentation about Program Enrollment, we recommend that you are familiar with the following features:

- Basic PeopleSoft tree structure, vocabulary and components.
- Campus Solutions academic structure.
- Campus Solutions course catalog.
- Basic academic structure security.

We also recommend that you access the Activity Management documentation. See:

Setting Up an Activity Management Framework

Understanding Activity Management

Program Enrollment describes an educational model where students must complete a strictly defined set of courses towards their academic objective in a specified sequence. Requirements must also be completed at certain points in the program and are often structured in a series of levels or stages, where one stage must be successfully completed before a student can progress and enroll in the next set of courses, examinations, or other academic activities. In core Campus Solutions, enrollment is largely a course driven process in which students select courses (with some controls and restrictions) that apply toward degree requirements. The Program Enrollment feature provides a flexible structure that can enable institutions to build frameworks that use various program requirements to organize curriculum and provide the structure to order and control enrollment.

At the center of the setup for Program Enrollment are two important components:

- Academic Item Types: Academic programs that follow the Program Enrollment model have various items like courses, milestones, study periods, and groups of courses, for example, that organize what students are required to enroll in and when they are required to enroll. Academic Item Types allow you to define the attributes and to establish the role and level of each of these types of items and build them into a program structure hierarchy.
- Academic Item Registry (AIR): The foundation of program enrollment setup is the Academic Item Registry (AIR). Use AIR to define the framework, content, and rules for a *program of study* – essentially a set of academic requirements that define what courses a student needs to take and the sequence in which they need to be taken and satisfactorily completed.

  The features described in this documentation, principally Academic Item Types and the Academic Item Registry, allow you to create program offerings using hierarchical frameworks that support institutional policies and practice for recording and calculating results, tracking student progress through a program of study, and ultimately assessing whether a student is eligible for the relevant

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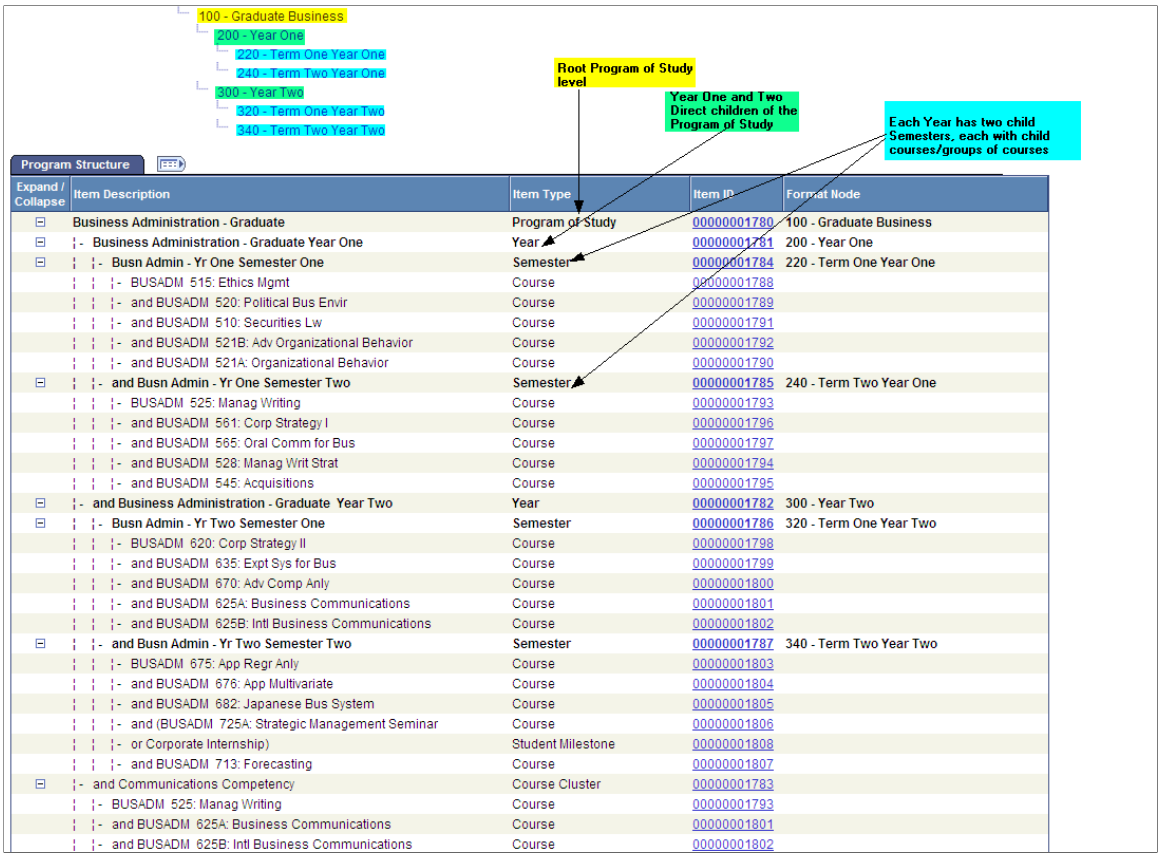
degree or award upon completion. These hierarchies are organized using parent child relationships, in which the various levels can contribute to the next level. These hierarchies can be generated and viewed as a *tree* that represents the various levels of a program of study.

Image: Program Structure example page

This is an example of the Program Structure page.



Expand / Collapse	Item Description	Item Type	Item ID	Format Node
⊟	Business Administration - Graduate	Program of Study	00000001780	100 - Graduate Business
⊟	¦- Business Administration - Graduate Year One	Year	00000001781	200 - Year One
⊟	¦ ¦- Busn Admin - Yr One Semester One	Semester	00000001784	220 - Term One Year One
	¦ ¦ ¦- BUSADM 515: Ethics Mgmt	Course	00000001788	
	¦ ¦ ¦- and BUSADM 520: Political Bus Envir	Course	00000001789	
	¦ ¦ ¦- and BUSADM 510: Securities Lw	Course	00000001791	
	¦ ¦ ¦- and BUSADM 521B: Adv Organizational Behavior	Course	00000001792	
	¦ ¦ ¦- and BUSADM 521A: Organizational Behavior	Course	00000001790	
⊟	¦ ¦- and Busn Admin - Yr One Semester Two	Semester	00000001785	240 - Term Two Year One
	¦ ¦ ¦- BUSADM 525: Manag Writing	Course	00000001793	
	¦ ¦ ¦- and BUSADM 561: Corp Strategy I	Course	00000001796	
	¦ ¦ ¦- and BUSADM 565: Oral Comm for Bus	Course	00000001797	
	¦ ¦ ¦- and BUSADM 528: Manag Writ Strat	Course	00000001794	
	¦ ¦ ¦- and BUSADM 545: Acquisitions	Course	00000001795	
⊟	¦- and Business Administration - Graduate Year Two	Year	00000001782	300 - Year Two
⊟	¦ ¦- Busn Admin - Yr Two Semester One	Semester	00000001786	320 - Term One Year Two
	¦ ¦ ¦- BUSADM 620: Corp Strategy II	Course	00000001798	
	¦ ¦ ¦- and BUSADM 635: Expt Sys for Bus	Course	00000001799	
	¦ ¦ ¦- and BUSADM 670: Adv Comp Anly	Course	00000001800	
	¦ ¦ ¦- and BUSADM 625A: Business Communications	Course	00000001801	
	¦ ¦ ¦- and BUSADM 625B: Intl Business Communications	Course	00000001802	
⊟	¦ ¦- and Busn Admin - Yr Two Semester Two	Semester	00000001787	340 - Term Two Year Two
	¦ ¦ ¦- BUSADM 675: App Regr Anly	Course	00000001803	
	¦ ¦ ¦- and BUSADM 676: App Multivariate	Course	00000001804	
	¦ ¦ ¦- and BUSADM 682: Japanese Bus System	Course	00000001805	
	¦ ¦ ¦- and (BUSADM 725A: Strategic Management Seminar	Course	00000001806	
	¦ ¦ ¦- or Corporate Internship)	Student Milestone	00000001808	
	¦ ¦ ¦- and BUSADM 713: Forecasting	Course	00000001807	
⊟	¦- and Communications Competency	Course Cluster	00000001783	
	¦ ¦- BUSADM 525: Manag Writing	Course	00000001793	
	¦ ¦- and BUSADM 625A: Business Communications	Course	00000001801	
	¦ ¦- and BUSADM 625B: Intl Business Communications	Course	00000001802	

The example above shows a program constructed based on the Academic Item Registry. This particular component (Build Program by Format) shows the tree-like framework of the program and, in the grid section, shows how the parent and child data represent the program structure depicted in the tree.

The Academic Item Registry allows an administrative user to generate a full view of a program's structure in a Program Template. AIR setup represents an extensive way for an institution to

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categorize all of the objects that are used to define and constitute a full program offering. This structure is used to organize enrollment transactions.

Image: Template example page

This is an example of the Template page.

Template | Template - Long

Academic Institution PeopleSoft University
Academic Item ID 00000001780 Business Administration - Graduate
Academic Item Type Program of Study

As of Date 19/03/2013 Generate Program Format Structure View

Expand / Collapse	Item Description	Enrollment Category	Item Type	Item ID
⊟	Business Administration - Graduate		Program of Study	00000001780
⊟	¦- Business Administration - Graduate Year One		Year	00000001781
⊟	¦ ¦- Busn Admin - Yr One Semester One		Semester	00000001784
	¦ ¦ ¦- BUSADM 515: Ethics Mgmt	Mandatory	Course	00000001788
	¦ ¦ ¦- and BUSADM 520: Political Bus Envir	Mandatory	Course	00000001789
	¦ ¦ ¦- and BUSADM 510: Securities Lw	Mandatory	Course	00000001791
	¦ ¦ ¦- and BUSADM 521B: Adv Organizational Behavior	Electives	Course	00000001792
	¦ ¦ ¦- and BUSADM 521A: Organizational Behavior	Mandatory	Course	00000001790
⊟	¦ ¦- and Busn Admin - Yr One Semester Two		Semester	00000001785
	¦ ¦ ¦- BUSADM 525: Manag Writing	Mandatory	Course	00000001793
	¦ ¦ ¦- and BUSADM 561: Corp Strategy I	Required Electives	Course	00000001796
	¦ ¦ ¦- and BUSADM 565: Oral Comm for Bus	Required Electives	Course	00000001797
	¦ ¦ ¦- and BUSADM 528: Manag Writ Strat	Electives	Course	00000001794
	¦ ¦ ¦- and BUSADM 545: Acquisitions	Electives	Course	00000001795
⊟	¦- and Business Administration - Graduate Year Two		Year	00000001782
⊟	¦ ¦- Busn Admin - Yr Two Semester One		Semester	00000001786
	¦ ¦ ¦- BUSADM 620: Corp Strategy II	Electives	Course	00000001798
	¦ ¦ ¦- and BUSADM 635: Expt Sys for Bus	Required Electives	Course	00000001799
	¦ ¦ ¦- and BUSADM 670: Adv Comp Anly	Electives	Course	00000001800
	¦ ¦ ¦- and BUSADM 625A: Business Communications	Required Electives	Course	00000001801
	¦ ¦ ¦- and BUSADM 625B: Intl Business Communications	Required Electives	Course	00000001802
⊟	¦ ¦- and Busn Admin - Yr Two Semester Two		Semester	00000001787
	¦ ¦ ¦- BUSADM 675: App Regr Anly	Electives	Course	00000001803
	¦ ¦ ¦- and BUSADM 676: App Multivariate	Electives	Course	00000001804
	¦ ¦ ¦- and BUSADM 682: Japanese Bus System	Electives	Course	00000001805
	¦ ¦ ¦- and (BUSADM 725A: Strategic Management Seminar	Required Electives	Course	00000001806

Other features that comprise the fundamental support of Program Enrollment setup are:

- Program format
- Enrollment cohort
- Enrollment category
- Item attributes
- Course group

Understanding the Academic Item Registry

The Academic Item Registry (AIR) is used to define the framework, content, and rules for a ‘program of study’, such as a bachelor’s or master’s degree, or set of academic requirements that specify what courses a student needs to take and when they need to be taken, as well as the rules for calculating results and

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degree or qualification awards. The AIR allows you to organize academic requirements into a hierarchy that can be used to provide a program template for driving and controlling enrollment activity.

The AIR provides a flexible way for your institution to define all of the objects that constitute a program offering. These entries must be categorized and grouped in order to define program hierarchies. The categories are established by system and user defined Academic Item Types that allow you to define the types of attributes an item can have, and to establish the role and level of an item in a program hierarchy.

Academic item types can:

- Represent a level in a program of study hierarchy, the program itself, a year or stage, a list of courses, or a single course.
- Provide user defined values with configurable attributes.
- Allow you to create as many items/levels as you need to define your program offerings.
- Point to existing Campus Solutions *core* objects such as courses, components, and milestones.
- Be configured to represent a level in a structure where statistics (for example, credits, results) can accumulate.

Although you can define your own academic item types, some item types are delivered as system data. For further information,

See Using Delivered Academic Item Types

This documentation discusses the AIR (and supporting features) and its role as a tool to define and maintain the programs of study for an institution.

The AIR also provides the data or *academic items* that feed into the student data structure—the Academic Progress Tracker (APT).

See Understanding the Academic Progress Tracker

Setting Up Academic Item Types

This section discusses how to:

- Define academic item types.
- Define academic item type attributes.
- Use delivered academic item types.

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Pages Used to Set Up Academic Item Types

Page Name	*Definition Name*	*Navigation*	*Usage*
Academic Item Type	SSR_ITEM_TYPE	Set Up SACR, Product Related, Student Records, Program Enrollment, Academic Item Type, Academic Item Type	Define academic item types.
Attributes	SSR_ITEM_TYPE_DEFN	Set Up SACR, Product Related, Student Records, Program Enrollment, Academic Item Type, Attributes	Define academic item type attributes.

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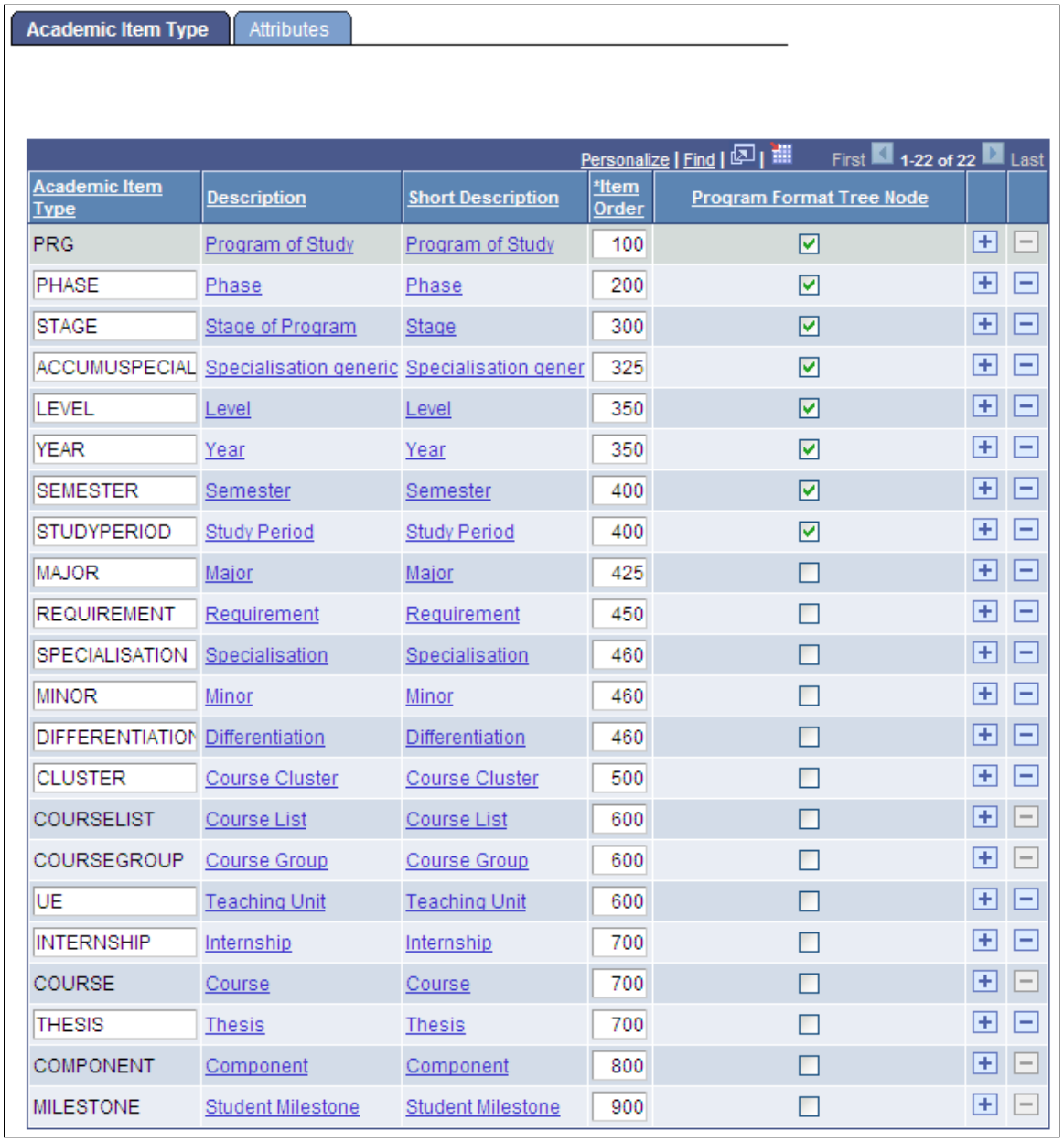
Defining Academic Item Types

Access the Academic Item Type page (Set Up SACR, Product Related, Student Records, Program Enrollment, Academic Item Type, Academic Item Type).

Image: Academic Item Type page

This example illustrates the fields and controls on the Academic Item Type page. You can find definitions for the fields and controls later on this page.



Academic Item Type | Attributes

Personalize | Find | First 1-22 of 22 Last

Academic Item Type	Description	Short Description	*Item Order	Program Format Tree Node
PRG	Program of Study	Program of Study	100	☑
PHASE	Phase	Phase	200	☑
STAGE	Stage of Program	Stage	300	☑
ACCUMUSPECIAL	Specialisation generic	Specialisation gener	325	☑
LEVEL	Level	Level	350	☑
YEAR	Year	Year	350	☑
SEMESTER	Semester	Semester	400	☑
STUDYPERIOD	Study Period	Study Period	400	☑
MAJOR	Major	Major	425	☐
REQUIREMENT	Requirement	Requirement	450	☐
SPECIALISATION	Specialisation	Specialisation	460	☐
MINOR	Minor	Minor	460	☐
DIFFERENTIATION	Differentiation	Differentiation	460	☐
CLUSTER	Course Cluster	Course Cluster	500	☐
COURSELIST	Course List	Course List	600	☐
COURSEGROUP	Course Group	Course Group	600	☐
UE	Teaching Unit	Teaching Unit	600	☐
INTERNSHIP	Internship	Internship	700	☐
COURSE	Course	Course	700	☐
THESIS	Thesis	Thesis	700	☐
COMPONENT	Component	Component	800	☐
MILESTONE	Student Milestone	Student Milestone	900	☐

Define academic item types (by installation) on the Academic Item Type page by inserting new rows in a grid. When you insert a new row, you are taken to the Attributes page to define the detail for the item type. The Academic Item Type page also provides a summary view of all academic items. You can also update Item Order and Program Format Tree Node values on this page. The default sort order for the grid is by Item Order so that you can quickly scan items to verify logical order.

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Note: You cannot delete an academic item type row here if an academic item of this type has been created in the Academic Item Registry.

See Setting Up Academic Item Registry Entries, Item Details, and Item Security

Description and **Short Description**

Click the Description or Short Description links to access the Attributes page and further define the item type.

Item Order

Enter a number to define the hierarchy and sort order of the items in the user interface. The lowest number represents the highest node – for example, the number that you enter for YEAR is lower than the number you enter for COURSE.

The potential children of an academic item type must have an item order greater than that of the item type itself. You define child item types for an academic item type in the Item Type Matrix component.

See Identifying Child Item Types and Syncing Entities

We advise you to increment child item orders by ranges of 50 or 100, ensuring that you have space between two levels so that you can insert additional items in your structure if needed in the future. If two academic items are at the same level in your program hierarchy, they can bear the same Item Order number.

PRG item type is delivered with an item order of 100 but you can change the item order. The system ensures that the item order for PRG is always the lowest.

For more information about delivered item types,

See Using Delivered Academic Item Types

Program Format Tree Node

Select to identify an academic type as one that can be used to construct a Program Format definition. The Program Format Tree Node field also appears on the Attributes page. For more information about this field,

See Setting Up Program Formats

See Defining Academic Item Type Attributes

See Setting Up Academic Item Registry Entries, Item Details, and Item Security

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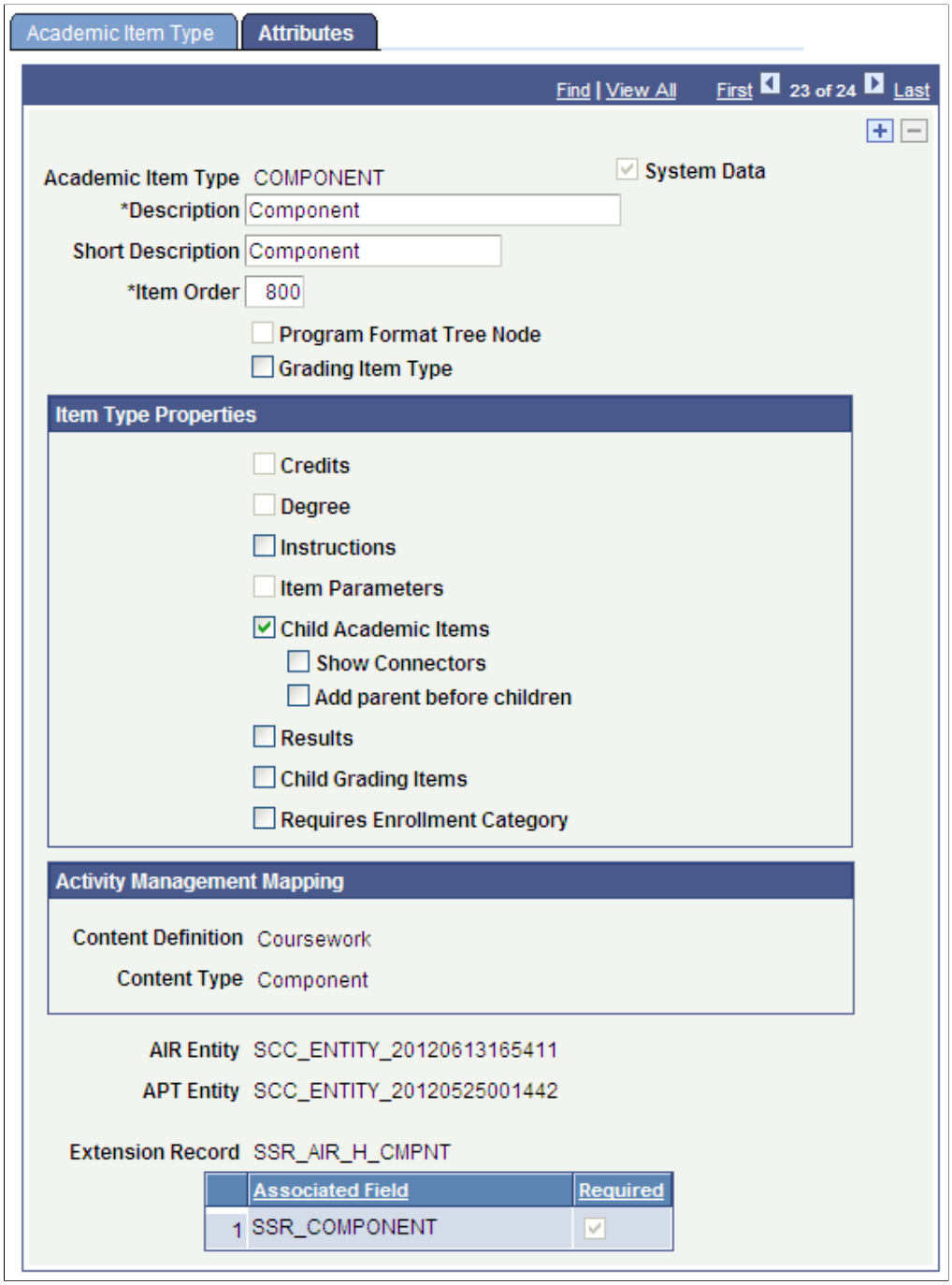
Defining Academic Item Type Attributes

Access the Attributes page (Set Up SACR, Product Related, Student Records, Program Enrollment, Academic Item Type, Attributes).

Image: Attributes page

This example illustrates the fields and controls on the Attributes page. You can find definitions for the fields and controls later on this page.



Use the Attributes page to define the types of attributes that are available for an item in the AIR, and, through the Extension Record, what type of external (to AIR) objects can be referenced by the item (such as courses or milestones).

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See Defining Academic Item Type Attributes

The setup options that you select on the Attributes page impact the Academic Item Registry component (AIR).

See Setting Up Academic Item Registry Entries, Item Details, and Item Security

System Data

If an academic item type is delivered as system data, the System Data check box is selected and is not available for edit.

See Using Delivered Academic Item Types

Item Order

Define the value for this field on the Academic Item Type page. You can update the value here.

Program Format Tree Node

This check box identifies an academic item type as one that is used to define a Program Format, which provides the framework for a program of study, based on level, such as year or stage, study period or semester.

Grading Item Type

If you select this check box, academic items of this type can be assigned as child grading items for another academic item type using the Grading Academic Items grid on the Item Details page in AIR. When selected, this check box makes the Grading Items check box in the Item Type Properties group box unavailable for editing–an academic item that is identified as a grading item cannot itself have grading items attached to it. A grading academic item type could represent a set of courses for which a result might need to be calculated outside of the regular, structured program requirements. For example, a Chemistry student might need to achieve an average score of 70 in all courses taken from the Chemistry department. A grading academic item type could also be used to determine if a student was eligible for some kind of degree or certificate award.

Item Type Properties

Credits

If you select this check box, the Credits field is available for the academic item on the Academic Items Registry page. This allows you to assign a credit value to an academic item which is also reflected in student's APT instance (if the item is added to it). The field is disabled for COURSE items, because a course credit value is established and maintained in the course catalog.

Degree

If you select this check box, the Degree field is available for the academic item on the Academic Items Registry page, allowing you to assign the item a Degree value in AIR. You would typically select the check box only for an item type that represents an overall program of study leading to a degree or certificate, or for an item type that represents an element of a program (for example, a year or stage) for which a student might receive an award (or intermediate degree) during progress towards the overall degree/certification objective.

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Note: Note: Currently this field is informational only.

Instructions

Select this check box to enable the Instructions field on the Item Details page in the AIR component.

Item Parameters

Select this check box to enable the Academic Item Parameters grid on the Item Details page in the AIR component. This check box is disabled for the delivered COURSE item type.

See Using Delivered Academic Item Types

Child Academic Items

If you select this check box, academic items of this type can have other academic items associated with them as children—the Child Academic Items grid becomes available in AIR on the Item Details page. For example, an item representing a Year or Stage would probably need to have child items such as courses.

For COURSELIST item types, the Child Academic Items check box is selected and not available for edit.

Show Connectors

Select this check box to activate AND/OR connectors in the AIR Child Academic Items grid.

Add parent before children

This property is used in the student self-service user interface. When the check box is selected, no child item of the item can be selected until the item itself is added to APT. For example, if a CONCENTRATION has four child courses, you must first add the CONCENTRATION item to APT before you can add the child course. This serves two main purposes: It provides another way of representing the parent/child dependency to self-service users and allows you to attach rules to a parent item that can enforce eligibility before course selection–for example, a student might need a particular number of credits in order to select a particular concentration.

Note: Select this check box only for an academic item type that is truly an optional selection, regardless of the child items and enrollment categories.

Results

If you select this check box, results can be attached to academic items of this type in the Item Type Usage grid on the Result Type page.

See Setting Up Result Types

Child Grading Items

If you select this check box, the Grading Academic Items grid is available in AIR on the Item Details page.

Requires Enrollment Category

If you select this check box, items of this type require an Enrollment Category code when they are inserted as child items of another item.

See Defining Academic Item Details

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Activity Management Mapping

These mapping fields allow you to map an academic item type to one of the delivered Activity Management Content Types. This mapping is used when defining Result Types.

See Setting Up Result Types

See Setting Up an Activity Management Framework

Content Definition	Currently only the Coursework content definition is available.
Content Type	This field lists all Activity Management Content Types flagged as system data.

Entities

AIR Entity and **APT Entity**	A system generated ID for the entity that is created for this academic item ID. Program Enrollment uses the Entity Registry to access AIR and APT data. See "Setting Up Entity Registry" (PeopleSoft Campus Solutions 9.2: Campus Community)

Note: For information about the Sync Entities process and when you must run the process,

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See Identifying Child Item Types and Syncing Entities

See Using Item Attributes to Extend AIR Data Elements

See Using Item Attributes to Extend APT Instance Header Data Elements

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Note: Each time that you create a new academic item type or make changes to an existing academic item type, you must run various entity sync processes. The steps you must follow are documented in the “Identifying Child Item Types and Syncing Entities” section.

See Identifying Child Item Types and Syncing Entities

Using Academic Item Type Extensions

An academic item type can point to an existing Campus Solutions object. The AIR structure can use core functionality, such as courses and milestones and Program Enrollment features such as Course Groups.

An object that is created outside of the AIR, for example, a course, must still be *registered* within the structure. To do this, you create academic items that are linked to the external object through an extension record. The extension record contains the necessary keys to allow the external (to AIR) object to be referenced within the hierarchy. The addition of an extension record (and associated fields) to an academic item type opens up the indicated fields in the AIR, providing the link to the external object.

The Extension Record field prompts against PS record definitions with the pattern %_AIR_H_% (where % represents the record prefix and name/suffix). This is the recommended naming convention for any custom extension that you add.

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The following extension records are delivered:

- SSR_AIR_HDR_PRG: Program Extension: Used by the delivered Academic Item Type PRG. Used to store Program (item type) specific fields.

  Image: Extension Record SSR_AIR_HDR_PRG example

  This example illustrates a SSR_AIR_HDR_PRG extension record.

  Extension Record SSR_AIR_HDR_PRG

	Associated Field	Required
1	SSR_AVAIL_TO_USE	☑
2	SSR_FORMAT_ID	☑
3	SSR_LAST_ADM_DT	☐
4	SSR_LAST_PRS_DT	☐

- SSR_AIR_H_CRSE: Course Catalog extension: Used by the delivered Academic Item Type COURSE and references a Course defined in the Course Catalog. As delivered, you can create academic items that point to a course ID or a course offering or to a course ID/offering with a specific Course Topic ID.

  Note: Course ID is always required (Required check box is selected and not available for edit).

  Image: Extension Record SSR_AIR_H_CRSE example

  This example illustrates a SSR_AIR_H_CRSE extension record.

  Extension Record SSR_AIR_H_CRSE

	Associated Field	Required
1	CRSE_ID	☑
2	CRSE_OFFER_NBR	☐
3	CRS_TOPIC_ID	☐

- SSR_AIR_H_CMPNT: Course Component extension: Allows you to create academic items at a level below the course. Academic items representing Course Components can be built and graded in AIR and then be available for use in calculating the overall course and for evaluation outside of the course.

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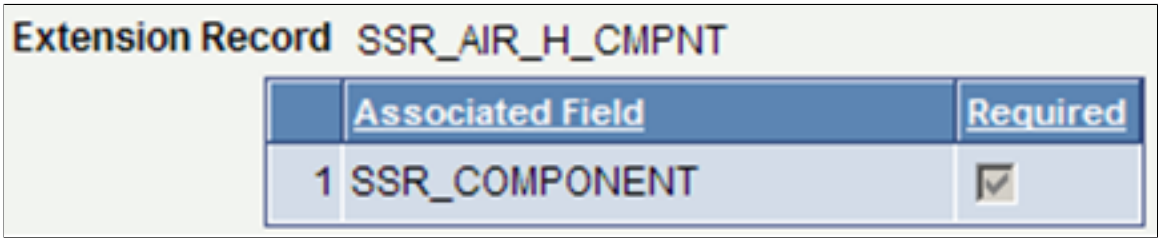
For example a student might need a CHEM 101 LAB score of 65 in addition to an overall course result of 60, in order to pass a particular requirement.

Image: Extension Record SSR_AIR_H_CMPNT example

This example illustrates a SSR_AIR_H_CMPNT extension record.

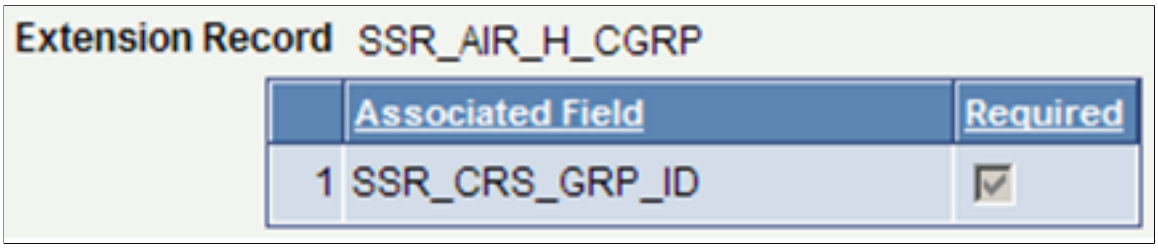


- SSR_AIR_H_CGRP: Course Group extensions: Used by the delivered COURSEGROUP Academic Item Type, and allows you to create academic items that reference the Course Group feature which makes available loosely defined group of courses (using wild card indicators within a program hierarchy).

  See Setting Up Course Groups

  Image: Extension Record SSR_AIR_H_CGRP example page

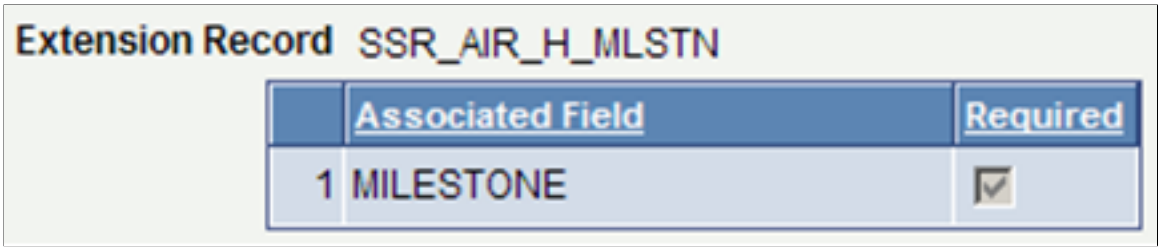
  This example illustrates a SSR_AIR_H_CGRP extension record.



- SSR_AIR_H_MLSTN: Milestone extension: Used by the delivered MILESTONE Academic Item Type, and allows you to create academic items that point to existing Milestone records, making the Milestone itself available in a program hierarchy.

  Image: Extension Record SSR_AIR_H_MLSTN example page

  This example illustrates a SSR_AIR_H_MLSTN extension record.



Using Delivered Academic Item Types

The following academic item types are delivered as system data. The item order value shown for each item can be modified if needed.

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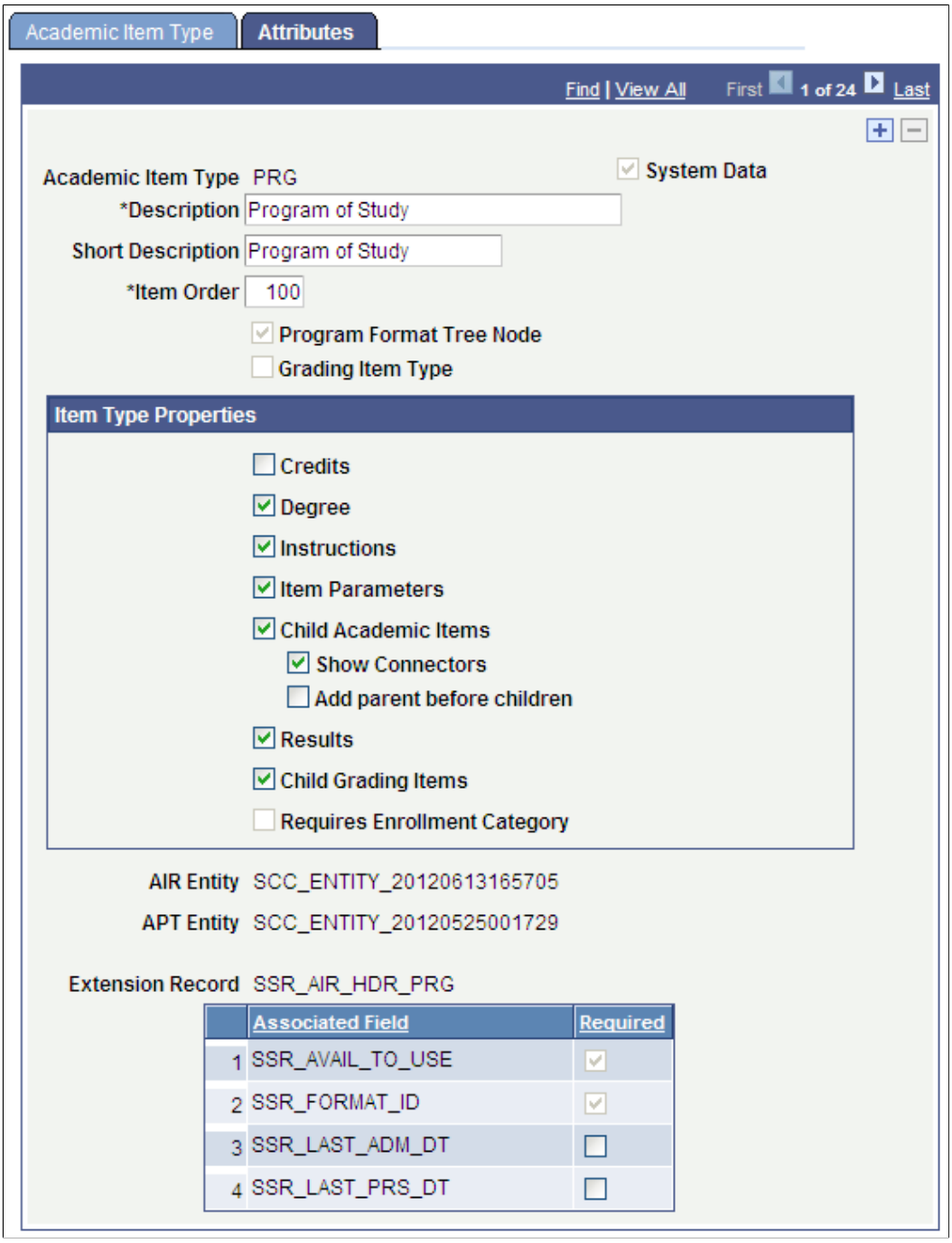
- PRG: Program of Study:
  - PRG is used for all academic items that represent an overall educational objective and that comprise all of the child items necessary to achieve the objective.

Note: You must define an academic item with an Academic Item Type of PRG for every Program of Study that you want to build in AIR.

Image: Academic Item Type PRG example

This example illustrates an academic item type of PRG.



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  - PRG is the root item for all AIR based programs. All other academic item types must have an item order greater than the PRG item order value.
  - Attribute Restrictions: All attributes are available except for Requires Enrollment Category.

- COURSE: Course
  - COURSE points to a predefined Course Catalog offering (can be defined down to the Course Topic ID).

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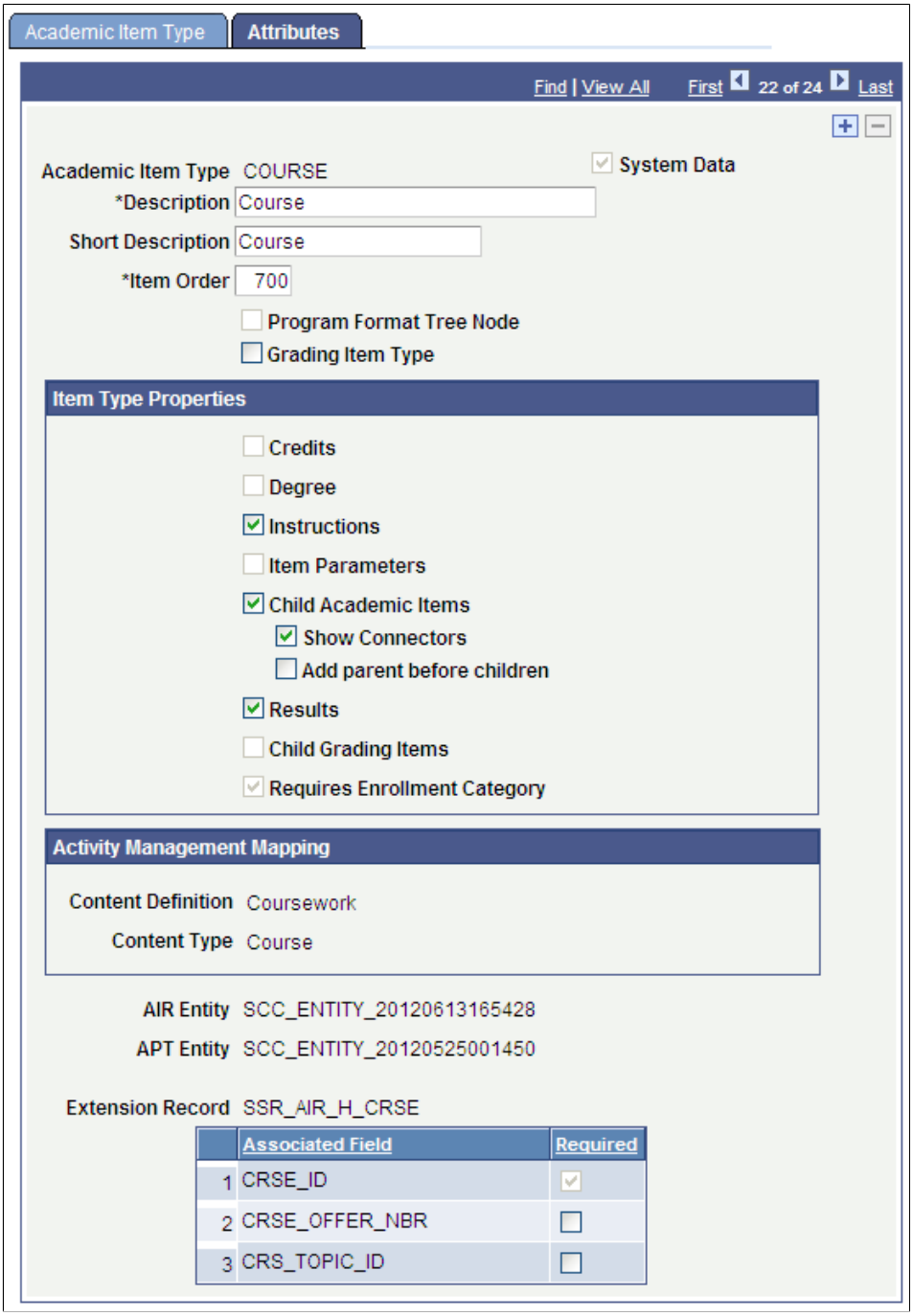
Note: All Courses that are used in an AIR program definition must be defined as academic items in AIR.

Image: Academic Item Type COURSE example

This example illustrates an academic item type of COURSE.



- The main purpose of the COURSE academic item is to serve as a pointer to an established Course ID, Course offering (CRSE_OFFER) or Course topic. Because a course has predefined unit/credit value (at the CRSE_CATALOG level) the credits and so on for a COURSE item are always inherited directly from there—the item has no credit value itself.

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- Attribute Restrictions:

  Cannot have Credits or Item Parameters, because these define a credit value that could contradict the Course Catalog definition. The Credits check box and the Item Parameters check box are not available for selection.

  Child Items are allowed, because AIR can be used to support a model where components could be graded, (themselves defined as academic items) rolling up to a parent course.

  Cannot have Grading Items.

  The Requires Enrollment Category check box is selected and cannot be edited.

- COMPONENT: Component

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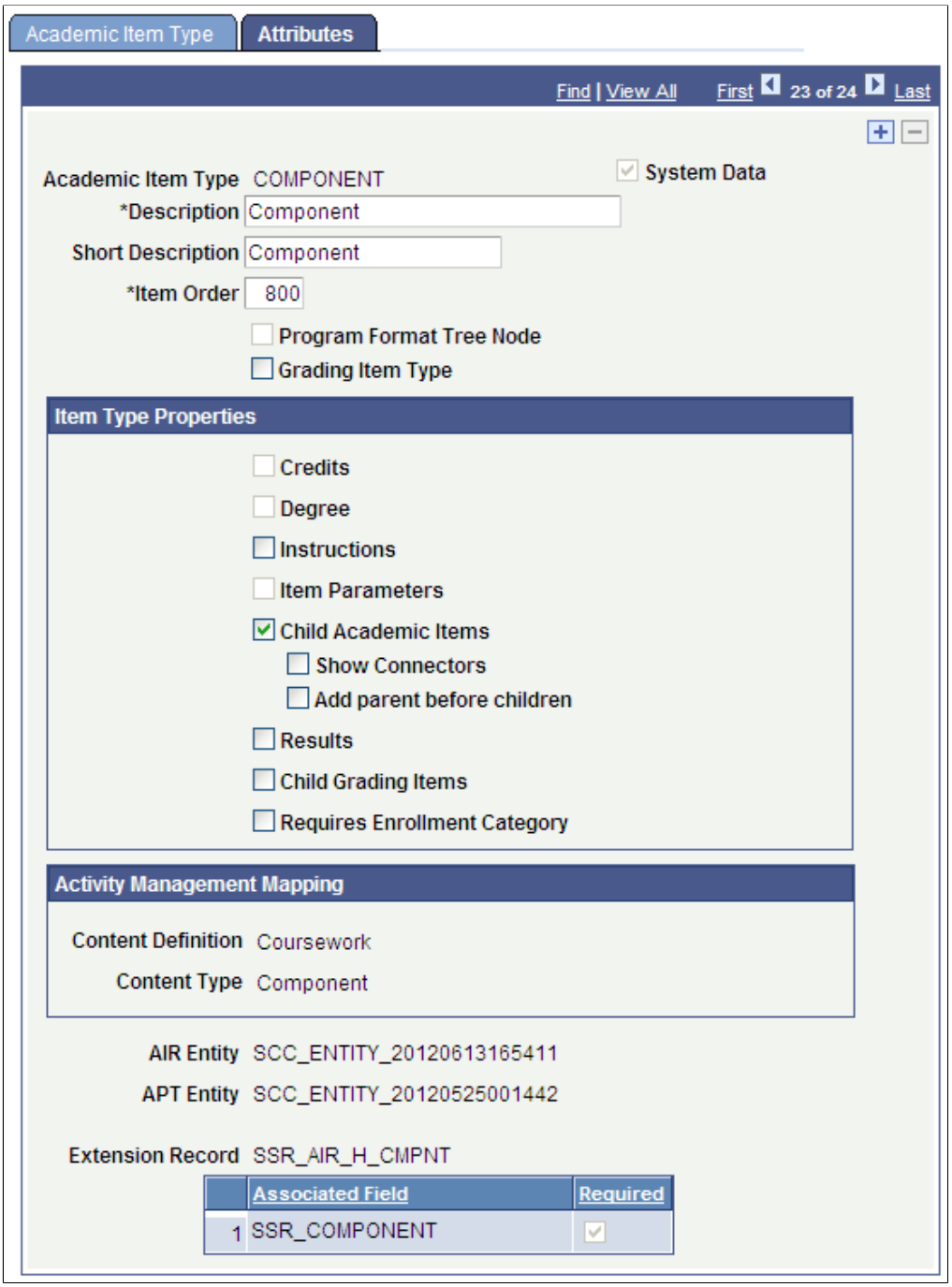
- COMPONENT is used to build Course components in AIR, such as Lectures and Labs. When a COMPONENT item type is built in AIR, the component field is visible and prompts against the XLATTABLE for the field SSR_COMPONENT

Image: Academic Item Type COMPONENT example page

This example illustrates an academic item type of COMPONENT.



- Use the Component item type if you want to represent course component structures in AIR program structure for possibly grading students at the component level in the Academic Progress Tracker (APT).

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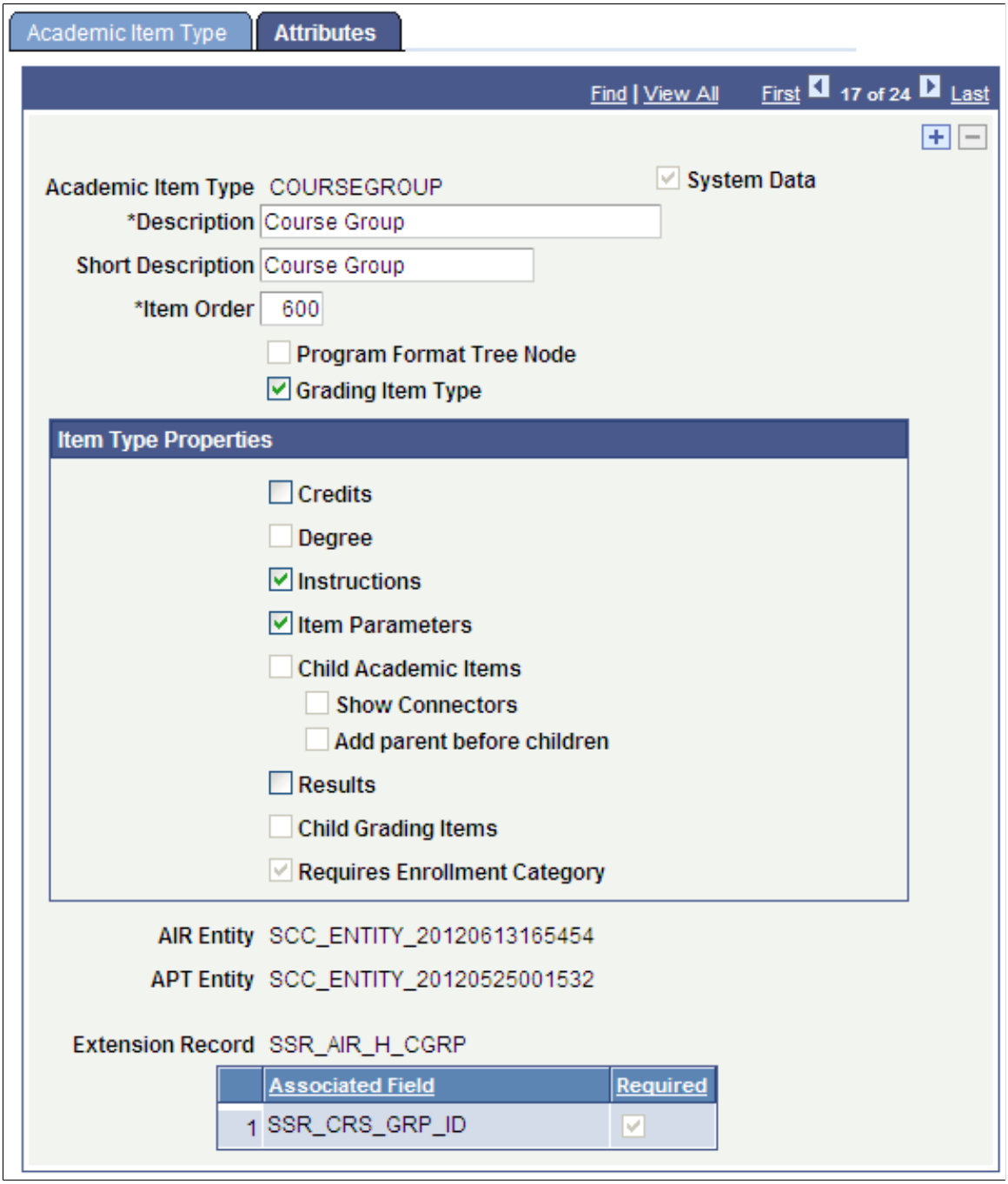
- Attribute Restriction: The Component item type is delivered with the check boxes for all attributes cleared, but you can select the check boxes.

- COURSEGROUP: Course Group
  - COURSEGROUP is used to point to a Course Group ID that allows you to define a ‘wild card’ course listing.

    Image: Academic Item Type COURSEGROUP example

    This example illustrates an academic item type of COURSEGROUP.



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- The main purpose of the COURSEGROUP item type is to serve as a placeholder (or pointer) to a loosely defined list of courses defined using wildcard indicators. Some attributes are therefore restricted.
- Attribute Restrictions:

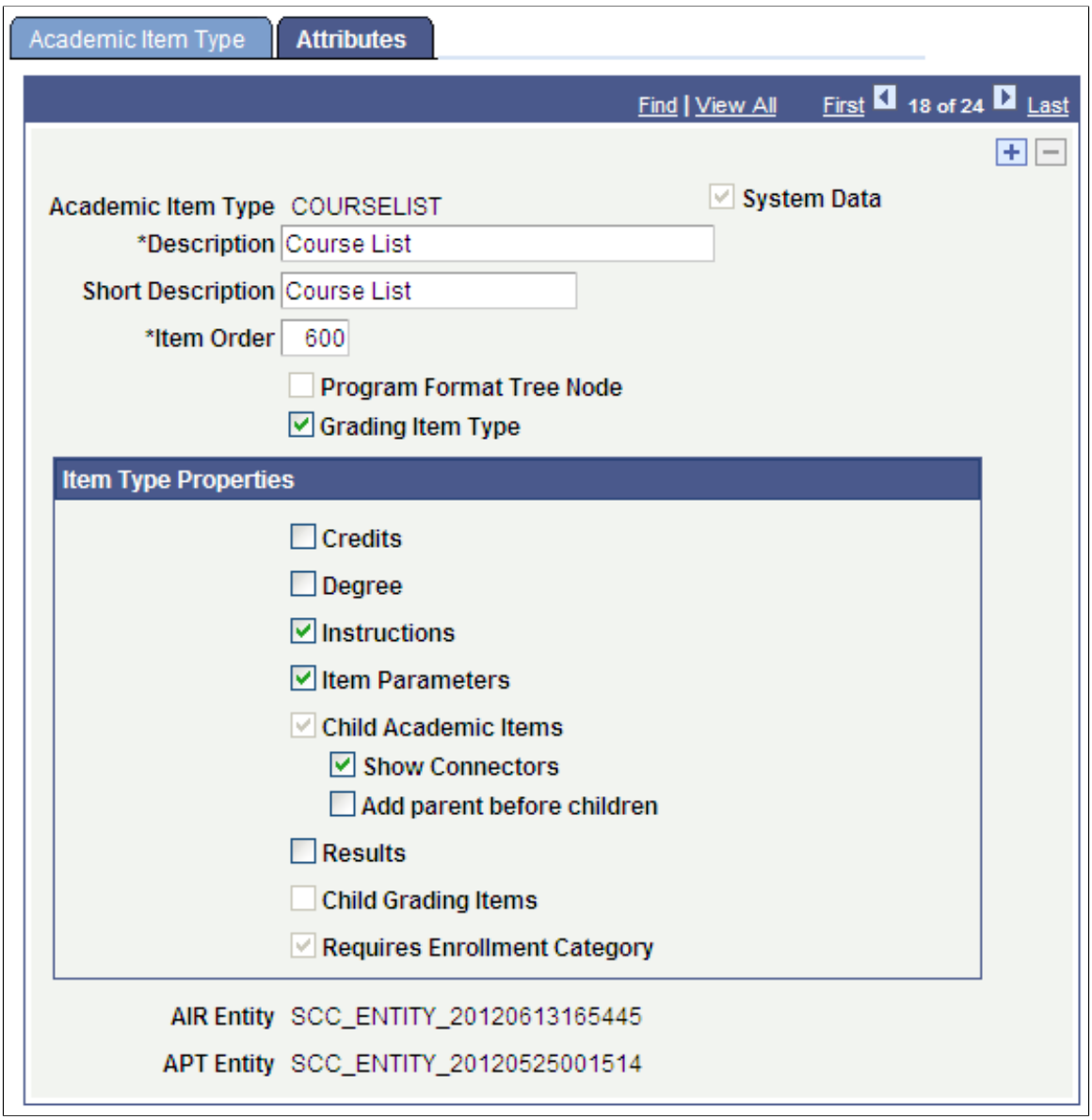
  Cannot have Child Academic Items or Grading Items.

  The Requires Enrollment Category check box is selected and cannot be edited.

- COURSELIST: Course List
  - COURSELIST is used to define a list of courses that can be attached to another academic item.

    Image: Academic Item Type COURSELIST example

    This example illustrates an academic item type of COURSELIST.



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- The COURSELIST academic item type is provided for defining academic items that represent lists of courses. While user defined items can be used for this same purpose, various system edits are triggered by using the delivered COURSELIST item.

  See Setting Up Academic Item Registry Entries, Item Details, and Item Security

- Attribute Restrictions:

  Only COURSE items can be assigned as child items.

  Cannot have Grading Items.

  The Child Academic Items check box is selected and cannot be edited.

  The Requires Enrollment Category check box is selected and cannot be edited.

- MILESTONE: Student Milestone

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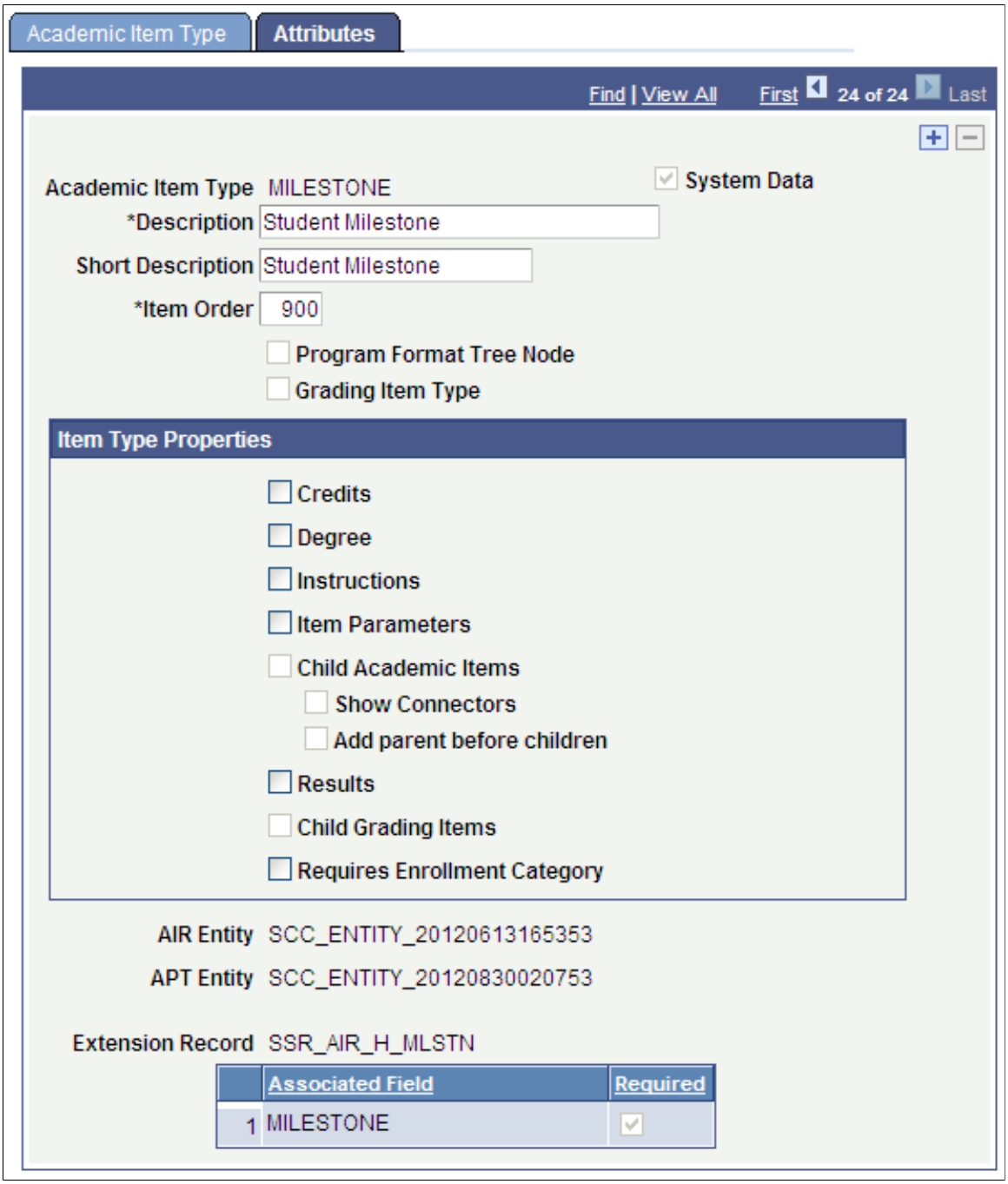
- MILESTONE points to a predefined Milestone definition.

  Image: Academic Item Type MILESTONE example

  This example illustrates an academic item type of MILESTONE.



- The main purpose of the MILESTONE academic item is to serve as a pointer to an established Milestone table entry, where the rules for the completion of the milestone are defined.
- Attribute Restrictions: Cannot have Child Academic Items or Grading Items.

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Identifying Child Item Types and Syncing Entities

This section discusses how to use the Item Type Matrix to identify child item types. It also discusses the processes that you must run each time that you create a new academic item type or make changes to an existing item type.

Page Used to Identify Child Items and Sync Entities

Page Name	*Definition Name*	*Navigation*	*Usage*
Item Type Matrix	SSR_CHILD_ITEM_TYP	Set Up SACR, Product Related, Student Records, Program Enrollment, Item Type Matrix	Identify child item types and sync entities.

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Using the Item Type Matrix

Access the Item Type Matrix page ((Set Up SACR, Product Related, Student Records, Program Enrollment, Item Type Matrix).

Image: Item Type Matrix page (1 of 3)

This example illustrates the fields and controls on the Item Type Matrix page (1 of 3). You can find definitions for the fields and controls later on this page.

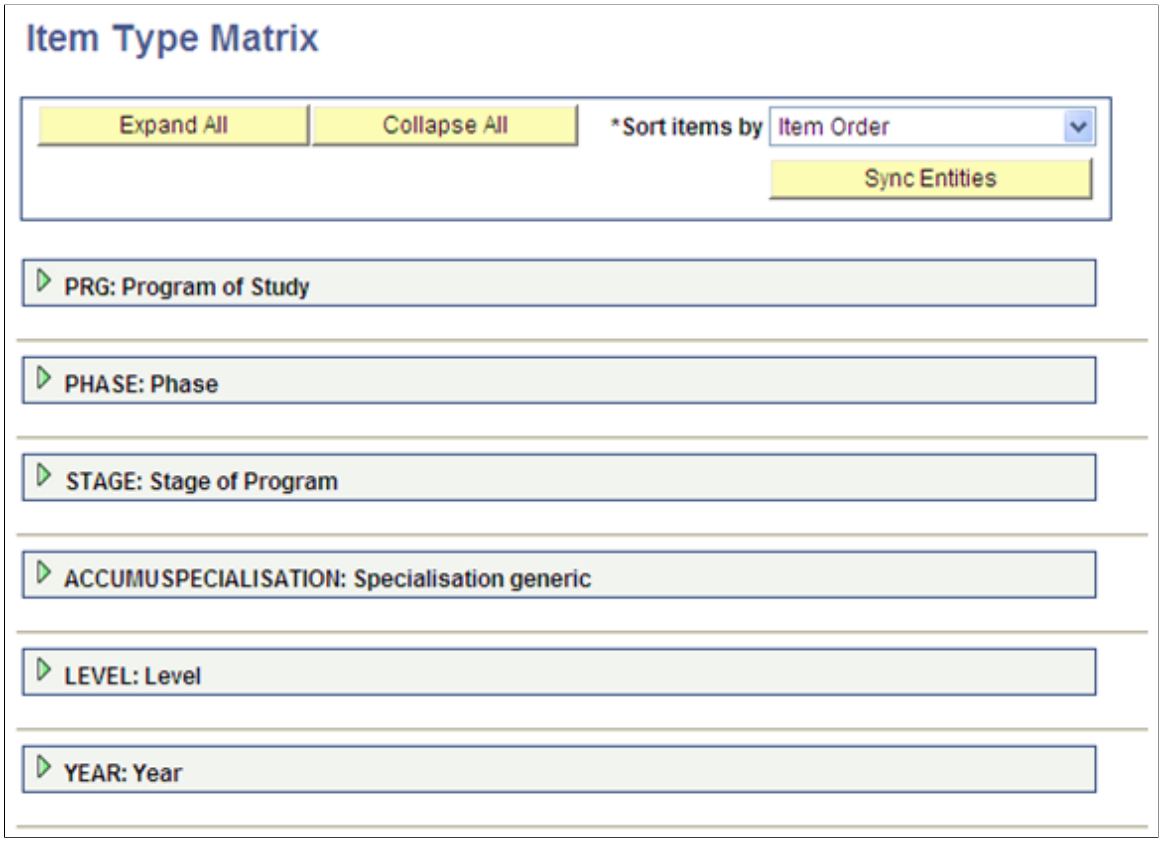

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Image: Item Type Matrix page (2 of 3)

This example illustrates the fields and controls on the Item Type Matrix page (2 of 3). You can find definitions for the fields and controls later on this page.

SEMESTER: Semester

Academic Item Type SEMESTER

Description Semester

Item Order 400

System Data

Program Format Tree Node

Valid Child Item Types

Select	Academic Item Type	Description	Item Order	Program Node
☐	MAJOR	Major	425	☐
☑	REQUIREMENT	Requirement	450	☐
☑	DIFFERENTIATION	Differentiation	460	☐
☑	MINOR	Minor	460	☐
☑	SPECIALISATION	Specialisation	460	☐
☑	CLUSTER	Course Cluster	500	☐
☑	UELIST	UE List	500	☐
☐	DSTEST3	Test Item	550	☐
☑	COURSEGROUP	Course Group	600	☐
☑	COURSELIST	Course List	600	☐
☐	DSTEST2	DS Test	600	☐
☑	UE	Teaching Unit	600	☐
☑	COURSE	Course	700	☐
☑	INTERNSHIP	Internship	700	☐
☑	THESIS	Thesis	700	☐
☑	COMPONENT	Component	800	☐
☑	MILESTONE	Student Milestone	900	☐

☑ Select All

☐ Deselect All

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Image: Item Type Matrix page (3 of 3)

This example illustrates the fields and controls on the Item Type Matrix page (3 of 3). You can find definitions for the fields and controls later on this page.

Identifying Child Item Types

As explained earlier in the "Setting Up Academic Item Types" section, the Item Order value of an academic item (defined on the Academic Item Type page) indicates which items are potential child items for that academic item.

After you create your academic item types, use the Item Type Matrix component to determine which item types (those with a higher item order than the item itself) can be defined as child item types for each academic item.

When the Child Academic Items check box is cleared on the Attributes page for an academic item type, a message appears in the Item Type Matrix for that item type: *This item is not set up to have child academic items.*

The Valid Child Item Types grid is refreshed whenever the component is opened. For each item type, the system retrieves all other academic item types with an item order (SSR_ITEM_TYPE.SSR_ITEM_LVL) that is greater than its own item order.

Select

Select this check box to identify the item as a valid child for the academic item type.

Note: Only item types for which this check box is selected are listed as potential child items in any prompt for this item. This applies in:
Program Format definition.
Academic Item Registry: adding child elements
Academic Progress Tracker: adding child items and substituting items.

See Setting Up Program Formats

See Defining Academic Item Details

See Managing APT Items

Sort items by

Sort by *Item Order, Item Type,* or *Item Description.* The default value is *Item Order.*

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Syncing Entities

If you implemented Program Enrollment before April 2013, you must run the processes listed here after you apply those updates.

Each time that you create a new academic item type, make changes to an existing academic item type, or set or make changes to the child item matrix for an academic item type, you must run the following processes:

1. Item Type Matrix Sync Entities

   Here on the Item Type Matrix page (SACR, Product Related, Student Records, Program Enrollment, Item Type Matrix):

   - Click the Sync Entities button. This initiates the SSR_PE_SYNC process.
   - Check the Process Monitor to ensure that the process completes successfully.

     This process can be scheduled using the process scheduler

     Note: If you make changes on the Item Matrix page, be sure to *save* those changes before you launch the Sync Entities Process.

2. Entity Property Sync

   Go to the Entity Property Sync page (SACR, System Administration, Entity, Entity Property Sync) and:

   - Click the Sync All Entities button.
   - Check the Process Monitor to ensure that the process completes successfully.

3. Wipe Entity Cache

   Remain on the Entity Property Sync page and:

   - After the Sync All Entity Properties process has completed successfully, click the Wipe Entity Cache button.
   - Check the Process Monitor to ensure that the process completes successfully.

See "Setting Up Entity Registry" (PeopleSoft Campus Solutions 9.2: Campus Community)

Note: You must also run these processes when you add common attributes for the AIR (SSR_AIR_HDR, SSR_AIR_ELEM) and APT (SSR_APT_HDR) record contexts.

See Using Item Attributes to Extend AIR Data Elements

See Using Item Attributes to Extend APT Instance Header Data Elements

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Setting Up Rules for Program Enrollment

This section discusses how to:

- Set up rule types.
- Associate rule types with execution events.

See Program Enrollment Activity Management (PEAM) Documentation in My Oracle Support (ID 1400723.1).

- Using the Rules Engine for Program Enrollment Student Self-Service: System/Example Data
- Using the Rules and Engine for Program Enrollment Calculation and Evaluation: System/Example Data

Note: The Rules Engine requires PeopleTools 8.53.

See "Understanding the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Setting Up the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)

Page Used to Set Up Rules for Program Enrollment

Page Name	*Definition Name*	*Navigation*	*Usage*
Program Enrollment - Rule Type Table	SSR_RULE_TYPE_TBL	Set Up SACR, Product Related, Student Records, Program Enrollment, Rule Type Table	Set up rule types.
Program Enrollment - Execution Event Rule Types	SSR_EXEC_EVENT	Set Up SACR, Product Related, Student Records, Program Enrollment, Execution Event Rule Types	Associate rule types with execution events.

Setting Up Rule Types for Program Enrollment

The Program Enrollment - Rule Type Table provides a link between Program Enrollment-related features and the Rules Engine (RE) in these ways:

- Provides a functional 'wrapper' around a RE Rule Group (the RE construct that determines what a rule can do, the inputs and outputs of a rule and so on) that makes sense in the context of the Academic Item Registry, and which therefore simplifies rule prompting, and provides context for the user.
- When attached to an execution event, a rule type enables the invocation of rules, based on a user action (in the User Interface) or some other system event (see “Associating Rule Types with Execution Events” later in this section).
- Because a rule type can categorize rules from a functional perspective, the combination of type and execution event can be used to enable different behaviors and controls in a User Interface.

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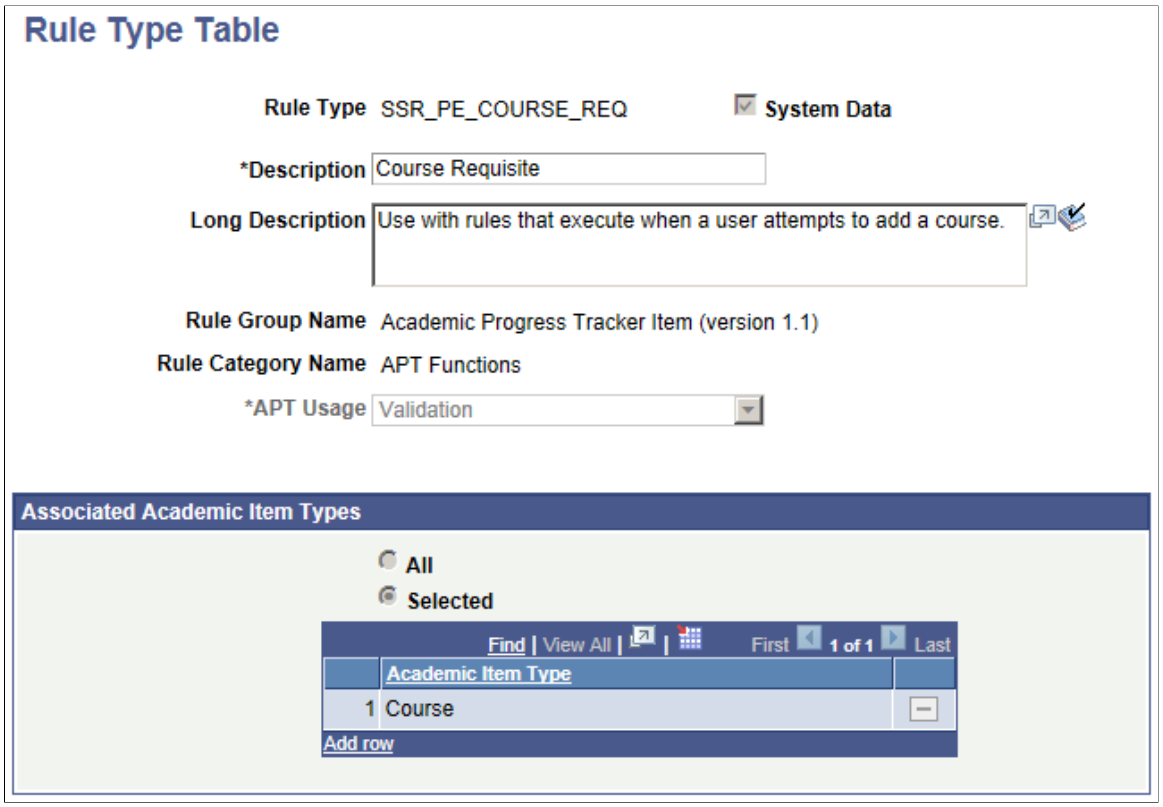
- Controls rule prompting in the Academic Item Registry component such that available rules can be restricted by item type.

Access the Program Enrollment - Rule Type Table page (Set Up SACR, Product Related, Student Records, Program Enrollment, Rule Type Table).

Image: Program Enrollment - Rule Type Table page

This example illustrates the fields and controls on the Program Enrollment - Rule Type Table page. You can find definitions for the fields and controls later on this page.



Rule Type and **Description**

Enter a Rule Type code (20 character limit) and a Description (30 character limit).

System Data

If a rule type is delivered as system data, this check box is selected and is not available for edit.

Rule Group ID, Search, Rule Group Name, and **Rule Category Name**

A Rule Type must be associated with a single Rule Group. Click the Search button to launch a search using a standard Rules Engine search utility. When you select a Rule Group ID, the Rule Group Name and Rule Category Name are displayed.

APT Usage

Determines how rules of this type relate to an APT Instance. Select from:

- *Validation:* Rules of this type can be associated with an Execution Event and can be used to validate APT entries. A Validation rule type must be associated with at least one academic item type.

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- *Result Calculation:* Rules of this type can be associated with an academic item type on the Result Type component as the default calculation rule for that result type/academic item type combination.
- *APT Status Evaluation:* Rules of this type can be associated with an academic item type on the Rule Type table. Academic Item types associated on the rule type table can be used in APT Status Evaluation rules in the APT Administrative Roster.

See Setting Up Result Types.

Copy This button is available only when you add a new rule type. The copy feature provides a prompt against all rule types defined in the system, including those for which the System Data check box is selected (delivered rule types).

Delete When a rule type is saved successfully, a Delete button is available. Delete is not available for rule types for which the System Data check box is selected.

Associated Academic Item Types

This grid is available only when the APT Usage value is *Validation* or *Evaluation*.

All Select this option to indicate that this rule type can be assigned to any academic item regardless of academic item type. Assign rule types to academic items on the Rules / Results page in the Academic Item Registry component.

Note: This option is not available for APT Status Evaluation

Selected When you select this option, the Academic Item Type field becomes available and you can select the academic item types to which the rule type can be assigned. The Rules / Results page is available in the AIR component only for academic items of the type selected here.

Delivered Rule Types

The following Rule Type definitions are delivered as system data, specifically for use in Program Enrollment Self-Service. These rule types can be used on the My Education Plan and Schedule Builder components.

See "Using Program Enrollment Self-Service Features" (PeopleSoft Campus Solutions 9.2: Self Service)

SSR_ACE - AIR Connector Engine:

This rule type is not tied to a Rules Engine Rule Group definition and does not invoke the Rules Engine, but rather serves as a hook to invoke the AIR Connector Engine API. This API validates a student's

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course choices against the structure or ‘tree’ defined in the Academic Item Registry for a particular planning node.

Image: Program Tree Requirements example

The following example shows the program tree requirements for year one of a program. In this particular case, the Item Type *Stage* is a planning node for this program.

Expand / Collapse	Item Description	Enrollment Category	Item Type	Item ID
⊟	Year 1 - Foundation and Business Core		Stage	00000002139
⊟	¦- B.A. Bus Mgt - Semester 1		Study Period	00000002140
	¦ ¦- ECON 2: Macroeconomic Principles	Mandatory	Course	00000000388
	¦ ¦- and ECON 3: Microeconomic Principles	Mandatory	Course	00000000389
	¦ ¦- and POL SCI 1: Intro to US Govt and Politics	Mandatory	Course	00000000100
	¦ ¦- and Modern European Languages - Intro Level	Electives	Course Group	00000001697
	¦ ¦- or Survey of Modern Math I	Electives	Course	00000002151
⊟	¦- and B.A. Bus Mgt - Semester 2		Study Period	00000002141
	¦ ¦- ECON 198: Special Topics in Economics	Mandatory	Course	00000002152
	¦ ¦- and ECON 1004B: Economic Methods II	Mandatory	Course	00000000446
	¦ ¦- and Social Sciences for Business	Electives	Course Group	00000002210
⊟	¦ ¦- and Business Foundation - Economics Options	Electives	Requirement	00000002153
⊟	¦ ¦ ¦- Economics Year 1 Option List A	Required Electives	Course List	00000001743
	¦ ¦ ¦ ¦- (ECON 1011: Industrial Economics	Required Electives	Course	00000000397
	¦ ¦ ¦ ¦- and SOC 103: Social Problems)	Required Electives	Course	00000000019
	¦ ¦ ¦ ¦- or (ECON 1014: Economics of Social Problems	Required Electives	Course	00000000400
	¦ ¦ ¦ ¦- and SOC 180: World Pop Probs)	Required Electives	Course	00000000171
⊟	¦ ¦ ¦- or Economics Year 1 Option List B	Required Electives	Course List	00000001744
	¦ ¦ ¦ ¦- (ECON 1012: Intntl Political Economy	Required Electives	Course	00000000398
	¦ ¦ ¦ ¦- and POL SCI 101: Introduction to Government)	Required Electives	Course	00000000095
	¦ ¦ ¦ ¦- or (ECON 1013: Public Sector Economics	Required Electives	Course	00000000399
	¦ ¦ ¦ ¦- and POL SCI 105: Intro to World Politics)	Required Electives	Course	00000000097

To satisfy the course requirements for Year 1, students must satisfy the course requirements for each Study Period within the year, Semester 1 and Semester 2 as follows:

- For Semester 1, students must have ECON 2 and ECON 3 and POL SCI 1 and select a course from the Modern Languages Course Group or select Survey of Modern Math.
- For Semester 2, students must have ECON 198 and ECON 1004B and select a course from the Social Sciences Course Group and satisfy the Business Foundation options requirement.
- For Business Foundation options, students must select one pair of courses from List A or List B.
- To satisfy List A or List B student must select a matching pair of courses.

The Air Connector Engine (ACE) process traverses this tree and verifies that each of these requirements – as defined by the AND/OR connectors in AIR – have been met. If all items are not satisfied, an error message is returned.

Currently, ACE can be invoked on the student My Education Plan and Scheduler Builder components. (see Execution Event Rule Types below).

SSR_PE_COURSE_REQ - Course Requisite:

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This rule type is linked to the delivered Rules Engine Rule Group *Academic Progress Tracker Item (version 1.1).* It is associated with delivered COURSE academic item type, but others, including user defined item types can be added. This rule type allows the user to deploy a subset of their rules such as those that check for course requisites.

SSR_PE_ITEM_PRECOND - Academic Item Precondition:

This rule type is also linked to the Rule Group *Academic Progress Tracker Item (version 1.1).* It is associated with the delivered COURSELIST academic item type, but others, including user defined item types can be added. This rule type allows the user to deploy a subset of their rules such as whether a student has meet a condition that is satisfied based on data typically associated with the student, such as a particular Academic Plan or Sub-Plan code.

The following Rule Type definitions are also delivered as system data, and are used to calculate and evaluate results.

- SSR_PE_CALC_RESULTS:
- This rule type is linked to the *Rule Group Academic Progress Tracker Item (version 1.1).* Rules of this type can be used to calculate student results for a specific academic item and result type.
- SSR_PE_EVAL_STATUS:

  This rule type is linked to the *Rule Group Academic Progress Tracker Item (version 1.1).* Rules of this type can be used to evaluate the APT Statuses for an academic item within the student's APT. Only academic item types associated against this rule type can be used in APT Status Evaluation rules in the APT Administrative Roster.

See Program Enrollment Activity Management (PEAM) Documentation in My Oracle Support (ID 1400723.1).

- Using the Rules Engine for Program Enrollment Student Self-Service: System/Example Data
- Using the Rules and Engine for Program Enrollment Calculation and Evaluation: System/Example Data

Related Links

Assigning Rules and Result Types to Academic Items

"Understanding the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)

"Setting Up the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)

Associating Rule Types with Execution Events

Execution Event rule types determine how and when the Rules Engine is invoked in Program Enrollment, by tying rule types to a specific action that a user might take in the delivered User Interface. The PeopleCode event referenced in the Execution Event definition is a pointer to the code that invokes the Rules Engine when the action occurs, such as user a clicking a button in the User Interface. Each event in turn can invoke certain rule types, each of which can be set to active or inactive.

See the Using the Rules Engine for Program Enrollment Student Self-Service: System/Example Data document in My Oracle Support (ID 1400723.1).

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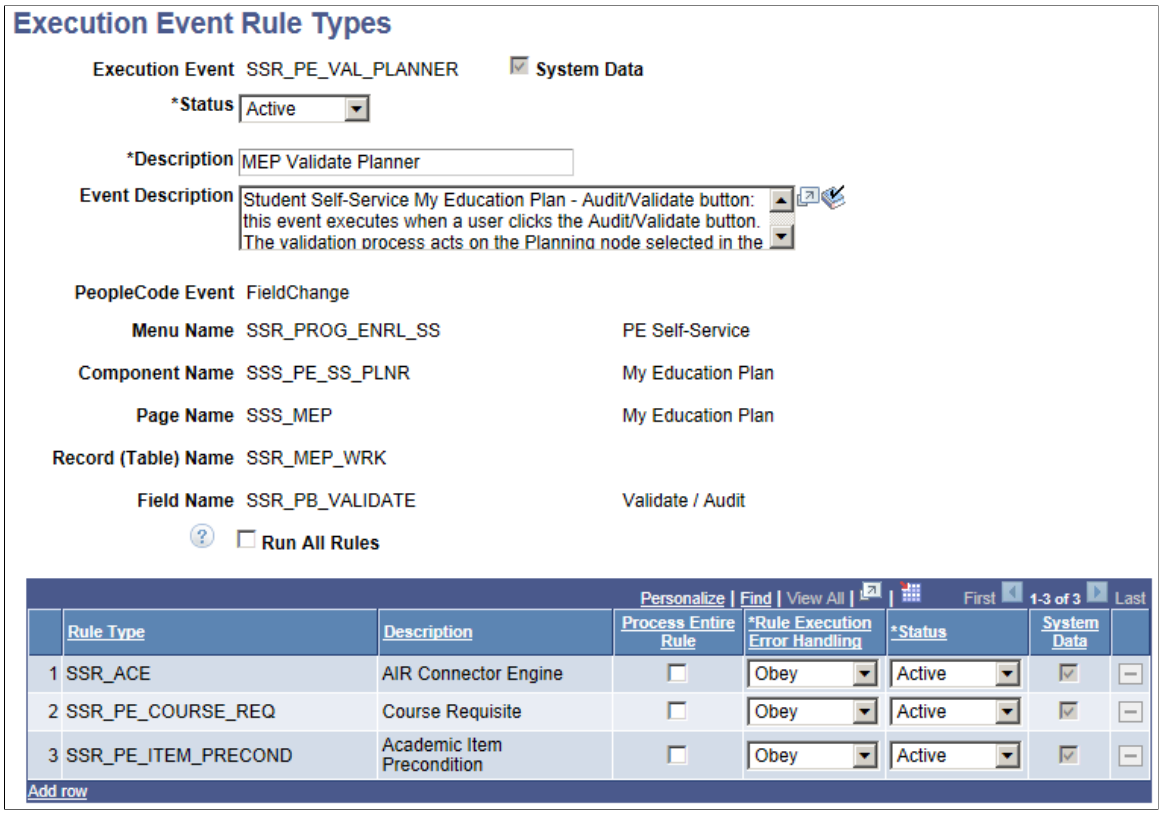
Access the Program Enrollment - Execution Event Rule Types page (Set Up SACR, Product Related, Student Records, Program Enrollment, Execution Event Rule Types).

Image: Program Enrollment - Execution Event Rule Types page

This example illustrates the fields and controls on the Program Enrollment - Execution Event Rule Types page. You can find definitions for the fields and controls later on this page.



System Data

This check box displays for Execution Event Rule Types definitions delivered by Campus Solutions Development. See further information below.

Status

Campus Solutions Development events are delivered as *Inactive.* Events must be *Active* for Rules Engine invocation to occur.

Copy

This button is available only when you add a new execution event. The copy feature provides a prompt against all execution events defined in the system, including those for which the System Data check box is selected. (see below).

Delete

When an execution event is saved successfully, a Delete button is available (Delete is not available for execution events for which the System Data check box is selected).

PeopleCode Event

Select a value: *Field Change, Field Edit, Save Edit,* or *Save Pre-Change.* The event selected here documents where the trigger PeopleCode that invokes the Rules Engine is called from by the component processor. In most cases, and specifically for the

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delivered self-service execution events, the PeopleCode event is *Field Change.*

Menu Name, Component Name, Page Name and **Field Name** — These fields are used to document the actual page/field location where the execution event occurs.

Run All Rules — When this check box is deselected, rule execution stops when the first error is encountered. For example, if a student adds three courses to their planner in self-service and each of those courses has a Course Requisite rule attached to them, and the student fails the first requisite, an error is returned for the first requisite but the other two requisite rules are not checked. If the Run All Rules check box is selected, all three rules are executed.

Rule Types Grid

Use this grid to indicate which types of rules should be executed when the triggering event occurs.

Rule Type — Prompts against the Program Enrollment - Rule Type table.

Process Entire Rule — This check box determines whether the entire rule (of this type) is executed when it is invoked for this event. For example, if a Course Requisite rule requires successful completion of Course A and Course B and the Process Entire Rule check box is selected, the Rules Engine checks to see if both conditions are satisfied and can return the results of both parts of the rule to the User Interface (for example, Course A was not satisfied but Course B was satisfied). Otherwise the Rules Engine executes the rule until the first error condition. Using the same requisite example, processing stops when the Course A component of the rule fails.

Rule Execution Error Handling — Determines whether a rule type is applicable to a certain event and – if it is applicable – whether the user or process can proceed with a task (or system process) if the called rule(s) return errors or failure. Select from:

- *Obey:* If error/failure is returned by the called rule, the user cannot proceed; record would not be processed in a batch process.
- *Warn:* If error/failure is returned by the rule, the system returns a warning message, but the user/process can continue.
- *N/A* (not applicable): Rules of this type are not invoked for this event.

Status — Determines whether a rule type is active for a particular event. If the status is *Inactive,* rules of this type are not executed.

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Delivered Execution Event Type Definitions

The following Execution Event Rule Type definitions are delivered. These events are tied specifically to the My Education Plan and Scheduler Builder components to enable invocation of both Rules Engine based rules and the AIR Connector Engine.

See the Using the Rules Engine for Program Enrollment Student Self-Service: System/Example Data document in My Oracle Support (ID 1400723.1).

Note: The trigger code for these execution events has been added only for the PeopleCode events specified in the definition (FieldChange).

- SSR_PE_UPD_PLANNER - My Education Plan Update Planner

  If active, this event executes when a user clicks the Update Planner button on the student self-service My Education Plan component. The Update Planner button saves any course selection if all validation (including Rules Engine validation) logic is satisfied. Only those rule types with a status of *Active* are executed. The following rule types are tied to this event:

  - SSR_PE_COURSE_REQ - Course Requisite
  - SSR_PE_ITEM_PRECOND - Academic Item Precondition

- SSR_PE_VAL_PLANNER - My Education Plan Validate Planner

  If active, this event executes when a user clicks the Audit/Validate button on the student self-service My Education Plan component. The validation process acts on the Planning node selected in the component. All rules for the planning node and its child items are invoked if they are of a rule type that is valid for this event. Only rule types with an *Active* status are executed. The following rule types are tied to this event:

  - SSR_ACE - AIR Connector Engine
  - SSR_PE_COURSE_REQ - Course Requisite
  - SSR_PE_ITEM_PRECOND - Academic Item Precondition

- SSR_PE_AUD_SCHD - Schedule Builder Audit

  If active, this event executes when a user clicks the Audit button on the student self-service Schedule Builder component. The Audit button invokes validation logic (including Rules Engine Validation) and return messages to the user if error conditions are found. Only those rule types with a status of Active are executed. The following rule types are tied to this event:

  - SSR_ACE - AIR Connector Engine
  - SSR_PE_COURSE_REQ - Course Requisite

- SSR_PE_ENRL_SCHD - Schedule Builder-Enroll in Classes

  If active, this event executes when a user clicks the Enroll in Classes button on the student self-service Schedule Builder component. The Enroll in Classes button saves class selections and invokes validation logic (including Rules Engine Validation) for the current (enrollment) term node and takes

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the user to the next step of the enrollment process. *The rule invocation applies to all APT items for the term node, meaning that any rules attached to non-course items can be invoked.*

- If no errors or warnings are returned, the user is transferred to a confirmation page where they can confirm their class selections before submitting.
- If errors or warnings are returned, the user is first transferred to a results page, where errors and warnings are listed by item.
- If at least one class selection is error free (that is, the associated APT course item or parent item passed validation) a continue button is available and the user can proceed to the confirmation step: *Class selections where the validation for the associated APT course item (or parent items) failed is not included on the confirmation page.*

Only those rule types with a status of Active are executed. The following rule types are tied to this event:

- SSR_ACE - AIR Connector Engine
- SSR_PE_COURSE_REQ - Course Requisite
- SSR_PE_ITEM_PRECOND - Academic Item Precondition

- SSR_PE_ENRL_SCHD_CAL - Schedule Builder Calendar view-Enroll in Classes

  If active, this event executes when a user clicks the Enroll in Classes button on the student self-service Schedule Builder Weekly Calendar view page. Although rule types for this event can be configured differently, the behavior associated with it mimics that for the Schedule Builder Enroll in Classes button (see above). Only those rule types with a status of Active are executed. The following rule types are tied to this event:

  - SSR_ACE - AIR Connector Engine
  - SSR_PE_COURSE_REQ - Course Requisite
  - SSR_PE_ITEM_PRECOND - Academic Item Precondition

Related Links

"Using Program Enrollment Self-Service Features" (PeopleSoft Campus Solutions 9.2: Self Service)
"Understanding the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)
"Setting Up the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)

Setting Up Program Formats

This section provides an overview of program formats and discusses how to define program formats.

Understanding Program Formats

Program Format determines the structure of a Program of Study. In AIR, program format applies specifically to an academic item that has a type of Program of Study (PRG).

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The inherent flexibility of the AIR structure means that different institutions define their program hierarchies in different ways. You must therefore define frameworks to assign to the programs for your particular institution. The system then uses that framework to impose a template on a PRG academic item.

The Program Format:

- Identifies those levels (or nodes) of a program that equate to a year of program (or level, stage).
- Identifies the levels that equate to term (STRM) value for enrollment purposes.
- Provides the basis for a template for building a program of study.

  See Building Programs by Format

Page Used to Set Up Program Formats

Page Name	*Definition Name*	*Navigation*	*Usage*
Program Format	SSR_PROG_FORMAT	Set Up SACR, Product Related, Student Records, Program Enrollment, Program Format, Program Format	Define program formats.

Defining Program Formats

Program Format definitions are created by Institution, with a user defined Format ID. The program format is created by assigning a tree node ID to the academic items that are used to build a program of study. Because this format represents the structure or framework of a program of study, it uses only those academic items that have been identified as Program Format Tree Nodes.

Note: If you built out Program Formats in your environment before January 2012, you must adjust your Program Format definitions after you apply the January 2012 updates. In order to use the APT Activation process, you must enter a Planning Node Item Type value here on the Program Format page. (See the description of the Planning Node Item Type field for further information.)
If you built out Program Formats in your environment before October 2012 using the *add session level property,* you must adjust your Program Format definitions after you apply the October 2012 updates.

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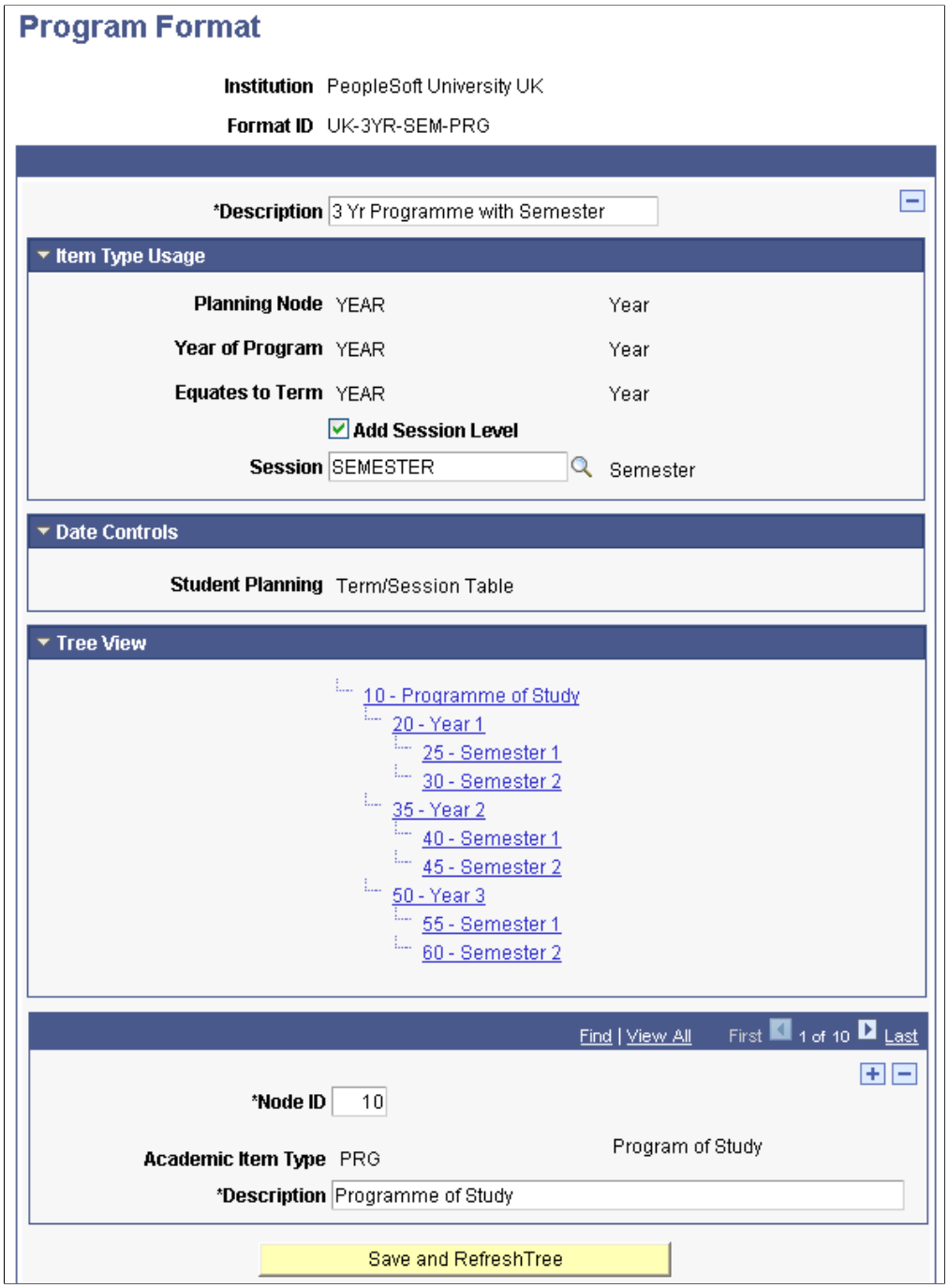
Access the Program Format page (Set Up SACR, Product Related, Student Records, Program Enrollment, Program Format, Program Format).

Image: Program Format page

This example illustrates the fields and controls on the Program Format page. You can find definitions for the fields and controls later on this page.



The Planning Node Item Type, Year of Program Item Type, and Equates to Term Item Type fields all prompt against the Item Type Matrix (SSR_ITEM_CHILD) table for item types for which the Program Format Tree Node check box is selected in the Academic Item setup component.

See Identifying Child Item Types and Syncing Entities

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See Setting Up Academic Item Types

Item Type Usage

Planning Node

Enter a value to indicate which node of the Program Format definition should be used for APT Activation purposes. If, for example, the Planning Node Item Type is Phase, this indicates that a student is allowed to plan and enroll by Phase—the Activate icon is available at the Phase level in APT as the student progresses through a program. If a Planning Node Item Type is not entered, the entire program is available for planning and enrollment.

See Managing APT Items

Year of Program

Enter a value to identify this item type as the one that is used to map to Year Of Program in the Program Format tree, where the program is constructed of a number of units which are completed in a number of years. You cannot select PRG item type for this field.

Equates to Term

Enter a value to indicate that the node is used to map to a Campus Solutions Term (STRM) value for enrollment purposes. This flag is used for Enrollment Cohort purposes. You cannot select PRG item type for this field.

See Setting Up Enrollment Cohorts

See Managing APT Items

Add Session Level

If you select this check box, you are prompted to enter a session academic item. Enrollment cohorts attached to this program format can be mapped to term and session combinations, using the Session field on the Program Enrollment Cohort page.

Note: If you use session level, the Equates to Term Item Type must be mapped to a term and session combination.

See Setting Up Enrollment Cohorts

See Managing APT Items

Session

Enter a value for an academic item type that represents a Campus Solutions Session in your program format. This might be used if you have configured your Campus Solutions Term values to represent an academic year within which Campus Solutions Sessions represent your actual terms, semesters or some other component of an academic year.

Date Controls

The Date Controls setup is used in student self service.

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Student Planning

When you add a new program format definition, you must specify whether Student Planning is controlled by the *Academic Period Table* or the *Term/Session Table.*

Note: When the item type values in the Planning Node and Equates to Term fields are the same, the system sets the Student Planning period value to *Term/Session Table* and grays the field. When these values are not the same, users can select *Academic Period Table* or *Term/Session Table,* but this value cannot be changed after the component is saved.

- *Academic Period Table:* Student planning is subject to the start and end dates of an Academic Period for which the Period Type is *Planning Period.* When you select this option, the Planning Period field is available on the Enrollment Cohort page for those cohorts based on this on this program format.

  See Defining Academic Periods

  See Setting Up Enrollment Cohorts

- *Term/Session Table:* Student planning is subject to the dates in the Display in Self-Service group box on the Term Table page. If the program format includes session level, planning is subject to the dates in the Program Enrollment Controls group box on the Session Table page.

  See "Defining Terms, Sessions, and Session Time Periods" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

Tree View

The tree view provides a tree representation of the node structure that you enter at the Node ID scroll level—see the example page above. Each node in the tree links to the node definition that it represents.

Node ID

Enter a node ID. The lowest Node ID value must have an Academic Item Type value of PRG. Node IDs for successive (child) nodes must increment. For example, a Program Format with three nodes, such as Program, Stage and Study Period could use 10 for Program, and then numbers starting at 1000 for the Stage nodes - for example 1000, 2000 and 3000. The child Study Period nodes could then number within each range (for example 1100, 1200 for Study Periods within the first stage).

Parent Node ID

Enter a parent node ID. The value that you enter here must already exist as a node ID. For example, if you previously added a Node ID of 100 for Academic Item Type PRG, then if you enter a Node ID of 200 for Academic Item Type STAGE, you can assign it a Parent Node ID of 100 to indicate that 200 (STAGE) is a child node of 100 (PRG).

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Academic Item Type

Select an academic item type. This field prompts against a view of the Item Type Matrix table (SSR_ITEM_CHILD) for items that are defined as Program Format Tree Nodes.

See Identifying Child Item Types and Syncing Entities

See Setting Up Academic Item Types

Node IDs that have the same parent node ID must share the same academic item type: the value appears by default in the field and is not available for edit when this is true. For example, if you add Node ID 200 for Academic Item Type STAGE with a Parent Node ID 100 (PRG), then, when you add Node ID 300 with a Parent Node ID of 100, the Academic Item Type of STAGE is automatically assigned to Node ID 300.

Setting Up AIR Administrator Security

It is useful to read this section in the context of these other sections in the document:

- Setting Up Program Formats (earlier in document).
- Setting Up Academic Item Registry Entries, Item Details, and Item Security (later in document).
- Building Programs by Format (later in document).

A Program Format definition provides a framework for building academic requirements in the Academic Item Registry. Program Format provides a template for building programs in a prescribed way, using the Build Program by Format component. This component is the main tool for defining programs of study using academic items that are defined in the Academic Item Registry.

The majority of users will use the Academic Item Registry component primarily to build the content that is compiled into a program of study using the Build Program by Format component. For this reason, the use of Program Format node academic items is restricted in the Academic Item Registry component, so that most users can assign only non-Program Format Tree node items as children of other items. This prevents deviation from authorized program structures.

Exceptions to program formats can be made only by users who are authorized as Academic Item Registry Administrators.

Warning! We recommend that any exceptions be given careful consideration and testing as an exception to an established hierarchy may not be supported in the various processes and user interfaces that use the program format definition for validation and formatting purposes.

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Page Used to Set Up AIR Administrator Security

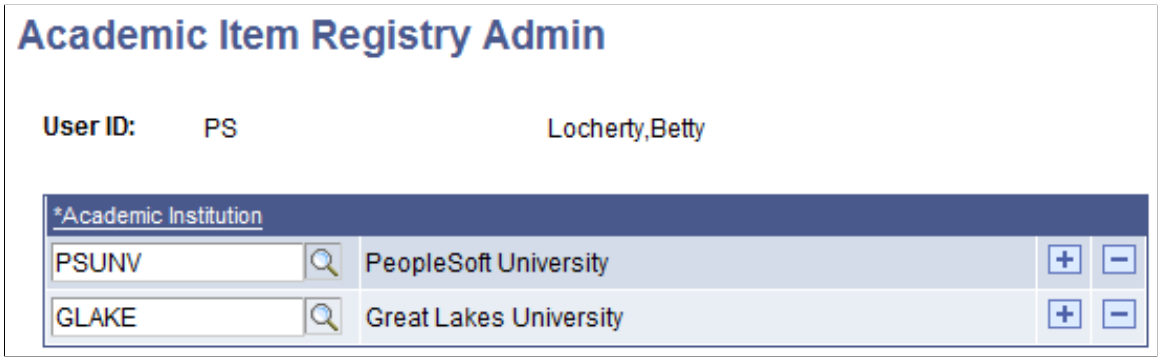
Page Name	*Definition Name*	*Navigation*	*Usage*
Academic Item Registry Admin	SSR_AIR_OPR_SCRTY	Set Up SACR, Secure Student Administration, User ID, Academic Item Registry Admin	Set up AIR administrator security.

Setting Up AIR Administrator Security

Access the Academic Item Registry Admin page (Set Up SACR, Secure Student Administration, User ID, Academic Item Registry Admin).

Image: Academic Item Registry Admin page

This example illustrates the fields and controls on the Academic Item Registry Admin page. You can find definitions for the fields and controls later on this page.



AIR Administrator security is based on User ID.

Academic Institution Select the institution to grant administrator privileges for this user ID.

AIR Administrator privileges apply to the Academic Item Registry component only. When User ID: PS adds child items to an Academic Item in the Academic Item Registry component the prompt shows all authorized child items, including those items identified as Program Format tree nodes.

See Setting Up Program Formats

See Setting Up Academic Item Registry Entries, Item Details, and Item Security

See Building Programs by Format

Setting Up Enrollment Cohorts

This section provides an overview of enrollment cohorts and discusses how to define program enrollment cohorts.

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Understanding Enrollment Cohorts

The AIR feature allows you to define programs without regard to term, using stages or years for example. For enrollment purposes, the requirements that a student must take for a phase, year, or stage (or whatever type of item designation might be used) must be mapped to a Campus Solutions term (STRM). The Enrollment Cohort feature provides this link, attaching a student to a list of terms (beginning at the student's admit term) that follows the outline of the student's program of study. The Enrollment Cohort uses the Program Format definition to produce a term-based enrollment map for a cohort of students (based on admit term) and is assigned to a student on matriculation.

Page Used to Set Up Enrollment Cohorts

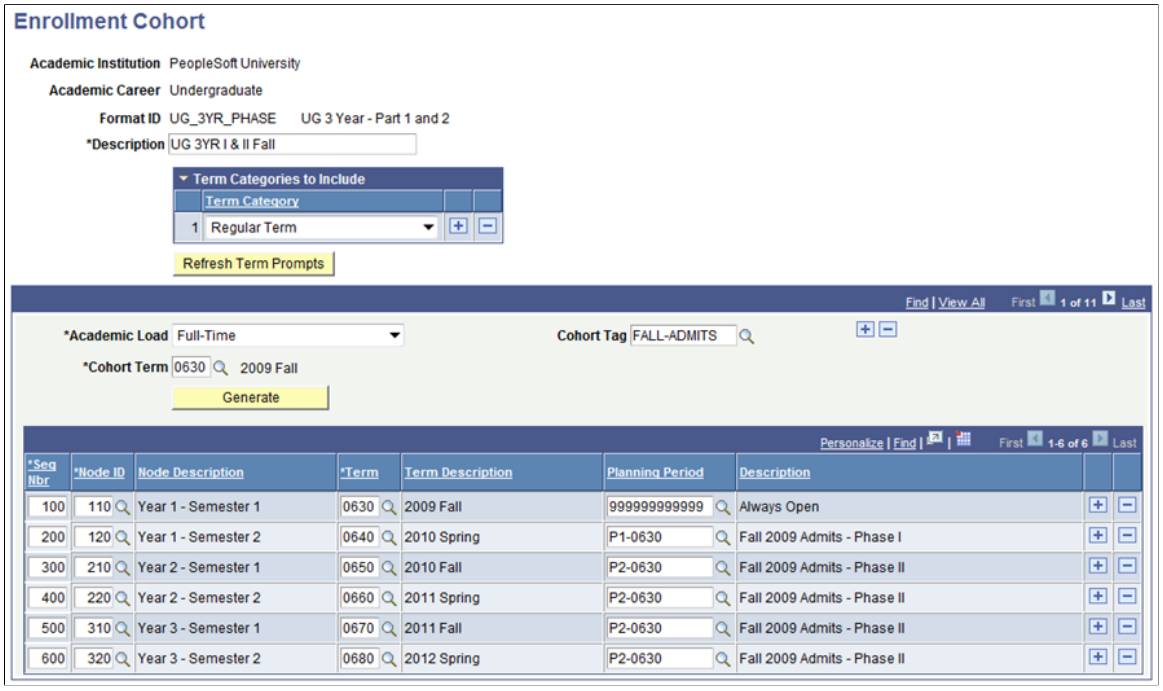
Page Name	*Definition Name*	*Navigation*	*Usage*
Program Enrollment Cohort	SSR_PE_COHORT	Set Up SACR, Foundation Tables, Term Set Up, Enrollment Cohort, Program Enrollment Cohort	Define enrollment cohorts

Defining Enrollment Cohorts

Access the Program Enrollment Cohort page (Set Up SACR, Foundation Tables, Term Set Up, Enrollment Cohort, Program Enrollment Cohort).

Image: Enrollment Cohort page

This example illustrates the fields and controls on the Enrollment Cohort page. You can find definitions for the fields and controls later on this page.



Enrollment Cohort definitions are created by Institution, Career, which enables prompting for term values (because terms are created by Institution and Career) and Program Format ID.

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Term Category

The Term Category values that you select here determine which terms are available for use by the Generate function. See information about the Generate function later in this section.

Academic Load

Enrollment cohorts are assigned by academic load. You must enter at least one Acad Load value. The same enrollment cohort can be used for different academic loads. For example if a 3 year program is completed over six terms, and the requirements for a part-time version of that program can be easily distributed over more terms, for example, twelve, you could use the same enrollment cohort. However, if the enrollment pattern is markedly different depending on a student's approved academic load, it would be more practical to create distinct program formats and enrollment cohorts for each possible academic load configuration.

Cohort Tag

Use this field to assign different versions of the same Academic Load/Cohort Term to different students.

This feature might be used when an institution uses a Term value to represent an academic year, and the terms or semesters that constitute the academic year are represented as sessions on the Session Table. A Cohort Tag could be assigned for each session to which students are admitted.

The values available here are defined on the Academic Cohort Table page for the Institution/Career combination.

See "Defining Academic Cohorts for Program Enrollment" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

Cohort Term

The value that you select here represents the first term of enrollment for this particular cohort. For example a cohort admitted for a 3 year program beginning Fall 2010 would have a Cohort Term equal to the term value Fall 2010, 0670.

Generate

The generate function provides a quick way of assigning term values to a particular program format framework. The process works as follows:

- Selects all Node IDs that are attached to a Program Format ID where the Equates to Term field on the Program Format page indicates that the node will be used to map to a Campus Solutions Term value for enrollment purposes.
- Using the Cohort Term value, selects all Term (STRM) values from the TERM_TBL (using the Institution and Academic Career values). If Term Categories have been entered, the selection is narrowed to include only those terms that meet the criteria.
- The number of terms selected depends on the number of Equates to Term nodes in the Program Format definition.

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- Inserts a row in the grid for each Equates to Term node, where the first node term value equals the Cohort Term value.
- The term value for each subsequent row is the next highest term value from the previously selected list of TERM_TBL. STRM values.
- When no terms match the term categories selected, you receive an error message and the Term grid is not populated. This message (Message Catalog entry 14731, 95) is delivered with a severity of *Error*. If the installation chooses to change this to *Warning* the message is displayed and the grid is populated with the Program Format Tree Nodes.

See Managing APT Items

Seq Nbr (sequence number)

Enter a user defined sequence number for ordering the term rows.

Node ID

Select a node ID to map to a term. The values available are based on the Node IDs that you set up on the Program Format page.

A node can be mapped to one or more terms.

Multiple nodes can be mapped to the same term.

Session

This field is available if the Add Session Level check box is selected and a Session academic item type has been entered on the Program Format page.

Planning Period

This field is available when the Program Format (on which the Enrollment Cohort is based) uses the Academic Period Table for Student Planning Date Controls.

See Setting Up Program Formats

The default value is *Always Open.* To display other values, the system uses the Institution/Career of the enrollment cohort and lists all academic periods with a type of Student Planning for which the academic period end date is greater than the system date.

Setting Up Enrollment Categories for Program Requirements

This section provides an overview of enrollment categories and discusses how to define enrollment categories.

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Understanding Enrollment Categories

Enrollment Categories are user defined codes that determine how academic items (courses or other items) are represented and seeded in a student APT record. In student self-service, Enrollment Category also determines the actions that students can take in relation to an individual course, such as whether can they can add or remove it from their schedule builder or whether they can drop once enrolled.

Page Used to Set Up Enrollment Categories for Program Requirements

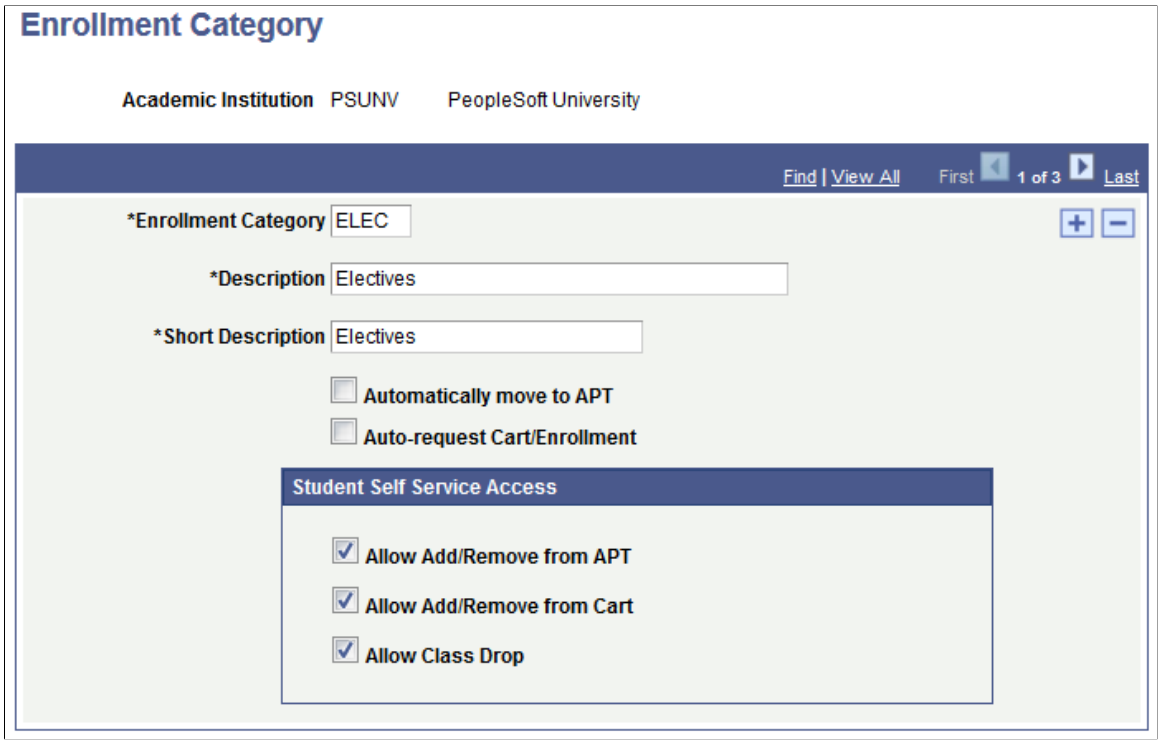
Page Name	*Definition Name*	*Navigation*	*Usage*
Enrollment Category	SSR_ENRL_CAT	Set Up SACR, Product Related, Student Records, Program Enrollment, Enrollment Category, Enrollment Category	Define enrollment categories.

Defining Enrollment Categories

Access the Enrollment Category page ((Set Up SACR, Product Related, Student Records, Program Enrollment, Enrollment Category, Enrollment Category).

Image: Enrollment Category page

This example illustrates the fields and controls on the Enrollment Category page. You can find definitions for the fields and controls later on this page.



Automatically move to APT If you select this check box, academic items with this enrollment category are moved to a student's APT instance during the APT seeding process.

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See Managing APT Items

Auto-request Cart/Enrollment If you select this check box, courses with this enrollment category are available for selection by the process which builds enrollment requests/schedule builder entries for groups of students.

Student Self Service Access Select check boxes to allow students to perform various enrollment functions in Self Service.

See "Using Program Enrollment Self-Service Features" (PeopleSoft Campus Solutions 9.2: Self Service)

Setting Up Result Types

Due to the flexible nature of AIR based program requirements, you must define the level at which you track unit and credit totals for example, and also, the type of data that you want to track at those levels. The Result Types feature provides you with the means to build these student data profiles, to define the type of data to be tracked (for example, Total Enrolled Credits, Total Completed Credits) and the format of that data.

This section discusses how to define result types.

Note: The Result Type design is still being finalized and some components of this feature are planned for the future.

Page Used to Set Up Result Types

Page Name	*Definition Name*	*Navigation*	*Usage*
Result Type	SSR_RESULT_TYPE	Set Up SACR, Product Related, Student Records, Grading, Result Type.	Define result types.

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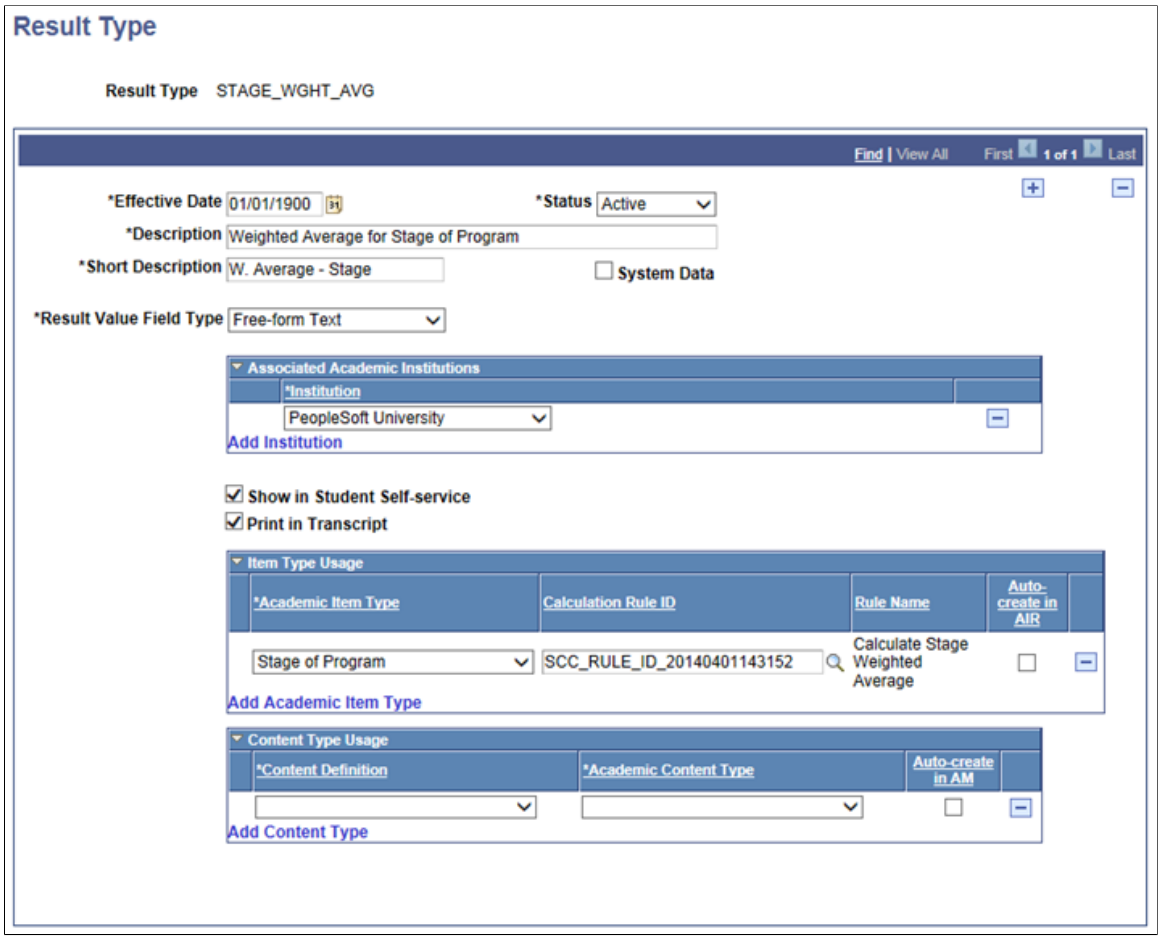
Defining Result Types

Access the Result Type page (Set Up SACR, Product Related, Student Records, Grading, Result Type).

Image: Result Type page

This example illustrates the fields and controls on the Result Type page. You can find definitions for the fields and controls later on this page.



Result Types are defined by Institution.

System Data For future use.

Result Value Field Type Determines which fields are available for entry on the page, and, when the Result Type is applied to an APT attempt, which fields are available for entry in APT.

See Using Item Attributes to Extend AIR Data Elements

Values are:

- *Free-form Text:* A 50 character description field. This is the default value.
- *List of Valid Values:* The Valid values for this Result Type grid becomes available.

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- *Numeric:* The Integer Positions and Decimal Positions fields become available.
- *Result Scale:* Enables the Result Scale field in the Associated Academic Institutions grid. Use the Result Scale table (SSR_RES_MAP_TBL) to define the rules for a set of scores or results for use in Activity Management and for use with a Result Type in APT. The result scale can specify a valid range/format, and map scores/marks to a grade.

  See Setting Up an Activity Management Framework
- *Table Validation:* The Record (Table) Name field becomes available.
- *Translate Table Validation:* The Field Name field becomes available.

Valid values for this Result Type

Available when the Result Value Field Type is *List of Values.*

Result Value: The values that you define here appear in the Result prompt in an APT attempt.

See Managing APT Items

Integer Positions

Available when the Result Value Field Type is *Numeric.*

Controls the number of digits before the decimal for Numeric attribute types.

Decimal Positions

Available when the Result Value Field Type is *Numeric.*

Controls the number of decimal places available for Numeric attribute types.

Record (Table) Name

Available when the Result Value Field Type is *Table Validation.*

Prompts against a view listing all tables where there is:

- A single key or
- Records with two keys where the second key is Effective Date (EFFDT) or
- Records with two keys where the first key is either INSTITUTION or SETID or
- Records with three keys where the first key is either INSTITUTION or SETID and the third is EFFDT.

Field Name

Available when the Result Value Field Type is *Translate Table Validation.*

Prompts against the PSXLATTABLE.

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Updated by Activity Management, Display in Self Service and Print in Transcript fields are planned for future use.

Associated Academic Institutions

Use the Associated Academic Institutions grid to enable a result type for one or more institutions and to assign a result scale if the Result Value Field Type is *Result Scale.* When an Institution and Result Scale combination is defined, the specified result scale is used to validate entries for this result type.

Institution Select an institution.

Result Scale If the Result Value Field Type value is *Result Scale,* the Result Scale field is available and lists all active result scales for this institution.

Default You must select a default result scale if more than one result scale is entered for the same institution. The default is used when a result (for this result type) is manually entered on the Academic Progress Tracker component.

Item Type Usage

Academic Item Type Select the academic item types to which this result type can be attached in AIR.

Calculation Rule ID Select a Calculation Rule ID to be used for the select item type. The prompt returns rules that meet the following criteria:

- The rule must be associated with a rule type for which the APT Usage is *Result Calculation.* Note that rules are associated with a rule type based on their rule group.

  See Setting Up Rules for Program Enrollment

- The rule type must also be attached (again, via the rule group) with the delivered Rule Category *APT Functions.*

  In My Oracle Support (ID 1400723.1), see:

  - Using the Rules Engine for Program Enrollment Student Self-Service: System/Example Data
  - Using the Rules and Engine for Program Enrollment Calculation and Evaluation: System/Example Data

Auto-create in AIR When you select this check box, an AIR Result Type row is created each time that a user adds a new academic item of this type in AIR.

Content Type Usage

Content Definition Currently *Coursework* is the only delivered Content Definition.

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Academic Content Type	Select the academic content type to which this result type can be attached in Activity Management.
Auto-Create in AM	This check box is planned for future use.

See Setting Up Academic Item Registry Entries, Item Details, and Item Security

See Setting Up an Activity Management Framework

Setting Up Academic Item Registry Entries, Item Details, and Item Security

This section provides an overview of AIR entries and discusses how to:

- Access the AIR component: AIR Search.
- Define AIR entries.
- Use item attributes to extend AIR data elements.
- Use item attributes in AIR.
- Assign item attributes to child academic items.
- Define academic item details.
- Assign rules and result types to academic items.
- Maintain AIR rich text fields.
- Define academic item security.
- Manage Special Edits in AIR for COURSE, COURSEGROUP, and COURSELIST Academic Items.
- Use the Academic Item Registry Copy Function.

Understanding AIR Entries

Use the Academic Item Registry (AIR) component (SSR_PE_AIR) to define Academic Item Registry entries, item details, and security.

The Academic Item Registry allows you to define all the various parts of a program offering—courses, lists of courses, milestones, years, stages—and to connect those parts into an overall program template. The data defined in this template is then available to all types of users, from prospective students, applicants, and students, to advisors, faculty, and administrators. Hierarchies are built using parent/child relationships. Within the hierarchies, each item can have its own parameters (for example, total number of credits, minimum result) that define how any child items are used in determining an outcome/result for the item.

Note: To prevent deviation from authorized program structures, most users can assign only non-Program Format Tree node items as children of other items in AIR. Exceptions to program formats can be made only by users who are authorized as Academic Item Registry Administrators.

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See Setting Up AIR Administrator Security

Effective Dates in AIR

The academic item elements (child academic items) of an academic item must have an effective date that is less than or equal to the item itself. For example, you set up 3 COURSE items with the following effective dates:

- Course 1: 01/01/1900
- Course 2: 01/01/2000
- Course 3: Today's date

A STUDYPERIOD item with an effective date of 01/01/1900 can use only Course 1 as a child item.

A STUDYPERIOD item with an effective date of today's date can use all three courses as child items.

Course Academic Items

You can create course academic items here in the AIR component. Alternatively, you can use the SSR_CRSE_AIR batch process in the Create Course Academic Item component to create academic items for multiple courses at the same time. You can then use the AIR component or the Course Academic Item (SSR_CRSECAT_AIR) component to add individual courses as needed.

SeeCreating Academic Items for Courses

Pages Used to Set Up Academic Item Registry Entries, Item Details, and Item Security

Page Name	*Definition Name*	*Navigation*	*Usage*
AIR Search	SSR_AIR_SRCH_MAIN	Curriculum Management, Academic Item Registry, Academic Item Registry (AIR), Search	Access the Academic Item Registry.
Find References	SSR_AIR_SRCH_REFS	Curriculum Management, Academic Item Registry, Academic Item Registry (AIR), Find References	Find out where a particular academic item ID is being used in the Academic Item Registry.
Academic Item Registry	SSR_AIR	Access this page from the AIR Search component.	Define AIR entries.
Item Details	SSR_AIR_DTL	Access this page from the AIR Search component.	Define academic item type details
Element Parameters	SSR_AIR_ENPARM_SEC	Click the Element Parameters link on the Item Details page.	View and update parameters
Rules / Results	SSR_AIR_RULE	Access this page from the AIR Search component.	Assign rules and result types to academic items.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Rich Text Fields	SSR_AIR_DESCR	Access this page from the AIR Search component or: Click the Report Description link on the Academic Item Registry page. Click the Instructions link on the Item Details page. Click the Rule Report Description link on the Rules / Results page.	Maintain AIR Rich Text enabled fields.
Security	SSR_AIR_SCRTY	Access this page from the AIR Search component.	Define academic item security.

Accessing the Academic Item Registry Component - AIR Search

A custom search component is used to access the AIR component (Curriculum Management, Academic Item Registry, Academic Item Registry (AIR)). You can perform targeted searches to retrieve existing items and also use the Find References feature to see whether a particular academic item is referenced by another item. For delivered academic item types, item type specific fields are provided for additional search criteria. The following example shows fields available for item type COURSE.

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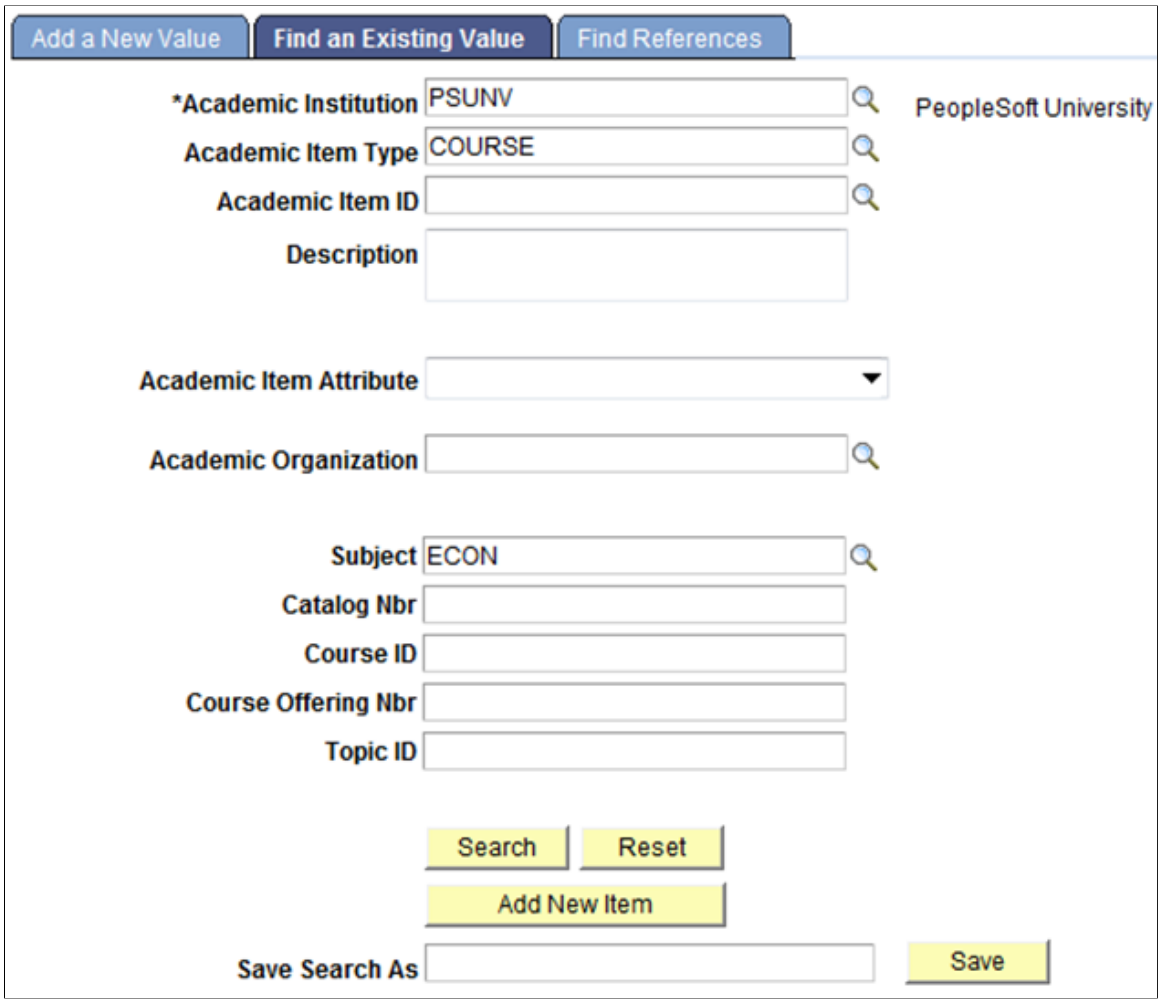
Access the AIR Search page (Curriculum Management, Academic Item Registry, Academic Item Registry (AIR), Search)).

Image: Academic Item Registry Search page

This example illustrates the fields and controls on the Academic Item Registry Search page. You can find definitions for the fields and controls later on this page.



Saved Search	Prompts against saved searches for the user.
Delete	Deletes the saved search selected in the Saved Search field.
Academic Institution	Select the institution value for the search or to add a new academic item.
Academic Item Type	Select the academic item type for the search or to add a new academic item.
Academic Item ID	Select an academic item ID.
Description	Enter all or part of an academic item description. The system uses this value to search against the AIR description field.

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Academic Item Attribute	Enter an academic attribute to search by. The system uses this value to search against academic item attributes attached to academic items.
Academic Organization	Enter an academic organization. The system uses this value to search against the academic organization values attached to academic items.
Format ID and **Available to Assign**	This field and check box are available when the search Academic Item Type value is PRG (Program).
Subject and **Catalog Nbr**	These fields are available when the search Academic Item Type value is COURSE.
Course Group ID	This field is available when the search Academic Item Type value is COURSEGROUP.
Course ID Course Offering Nbr and **Course Topic ID**	These fields are available when the search Academic Item Type value is COURSE.
Course Component	This field is available when the search Academic Item Type is COMPONENT.
Milestone	This field is available when the search Academic Item Type is MILESTONE.
Search	Launches a search against the Academic Item Registry using the specified criteria.
Reset	Clears the search criteria.
Add New Item	Academic items are created by Institution and Academic Item Type. You must enter these values on the search page to add a new item.
Save Search As	Provide a name for the search criteria. The system saves these criteria to the database under the User ID of the user.

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Search Results

Image: Academic Item Registry Search Results example

The system returns a list of academic items matching the search criteria. The results grid can be used to retrieve a selected item in the Academic Item Registry component or to search for references for that item by other academic items.

Personalize | Find | View All | First 1-20 of 73 Last

	Item ID	Description	Find References
1	00000000614	LAW 620: Econ Anly Law	
2	00000000567	ECON 110: International Economics	
3	00000000559	ECON 100: Macroeconomic Analysis	
4	00000000545	ECON 312: Intership Applied Economics	
5	00000000544	ECON 311: Independent Study	
6	00000000543	ECON 310: Directed Readings	
7	00000000542	ECON 230: Government and Economy	
8	00000000541	ECON 224: Health Economics	
9	00000000540	ECON 220: Labor Economics	
10	00000000539	ECON 217: Pol Economy of the Military	

Item ID Click this link to access the Academic Item Registry component.

Find References Click this icon to access the Find References page of the search component.

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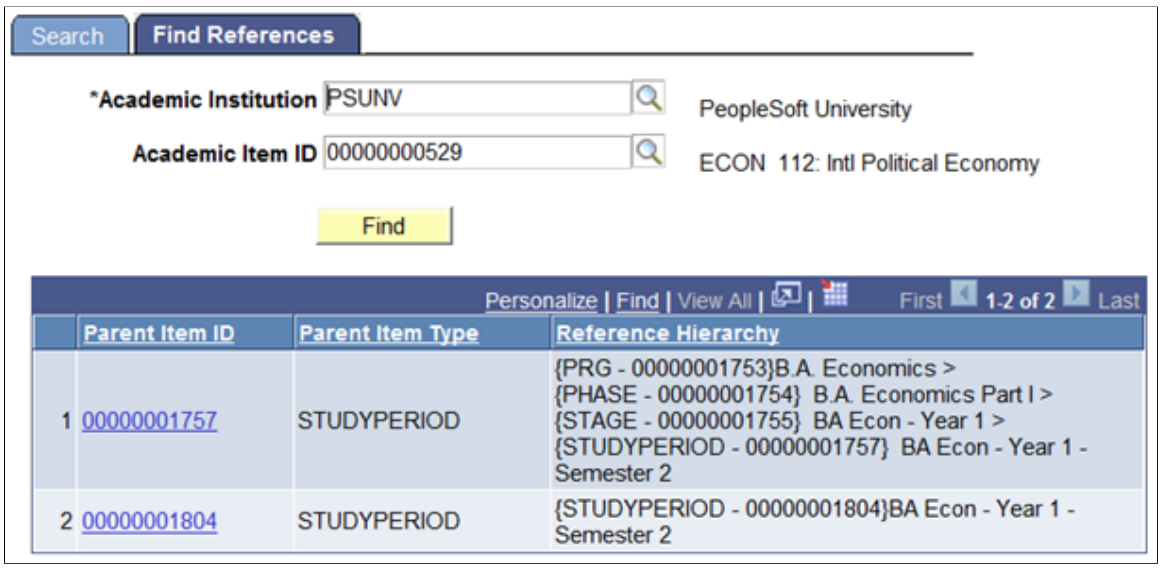
Using the Find References Page

Use the Find References page to find out where a particular academic item ID is being used in the Academic Item Registry.

Image: Academic Item Registry Find References page

This example illustrates the fields and controls on the Academic Item Registry Find References page. You can find definitions for the fields and controls later on this page.



Parent Item ID Click this link to view the AIR item for which the selected item is an immediate child item.

Parent Item Type The Academic Item Type value of the parent item.

Reference Hierarchy Displays a representation of the AIR based *tree* in which the Parent Item ID exists. The system displays the data as follows: {Academic Item Type/Academic Item ID} Academic Item description.

Accessing an Existing Item in the Academic Item Registry

Existing academic items in the AIR component are always retrieved using search results. When an item is retrieved, your page security determines the mode in which you access the component. For example if you have Update/Display access only, you cannot access historical rows. Once you are in the Academic Item Registry component, you can:

- Click OK to save changes and return to the Search component.
- Click Cancel to return to the Search component without saving changes.
- Click Apply to save changes and continue working with the same academic item in the Academic Item Registry component.

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Adding a New Item to the Academic Item Registry

As described in the previous documentation, you add a new item by entering an Institution and Academic Item Type value and clicking Add New Item on the Search page. Once you are in the AIR component, the OK, Cancel, and Apply controls are available.

Defining AIR Entries

AIR entries are created by Institution and Academic Item Type.

The Academic Item Type definition determines which fields are available in the component.

Academic Item Type prompts against the Academic Item Type Definition table (SSR_ITEM_TYPE) for the installation.

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Access the Academic Item Registry page (access this page from the AIR Search component).

Image: Academic Item Registry (PRG) page

Here is an example of the Academic Item Registry page for Academic Item Type: Program of Study.

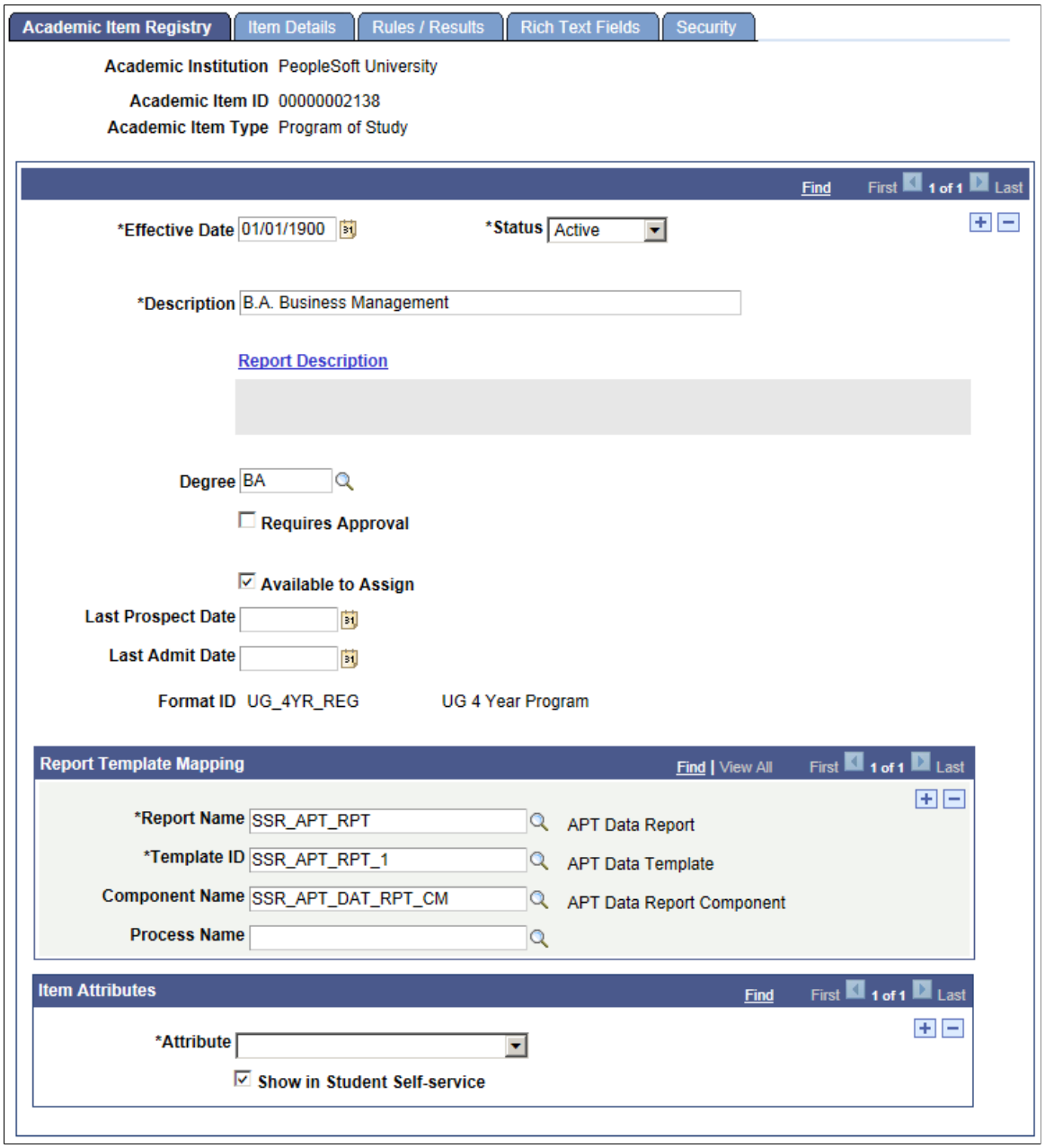

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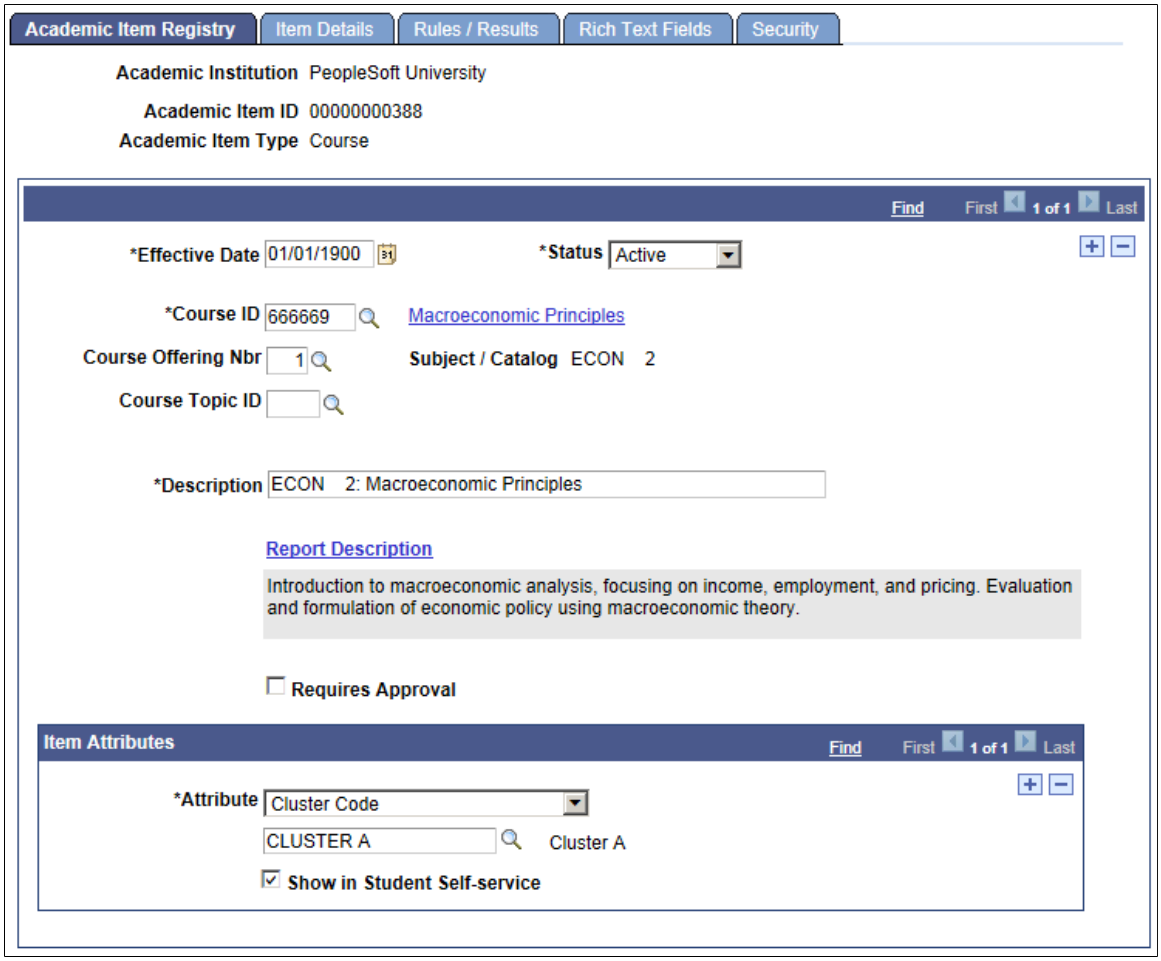
Image: Academic Item Registry (COURSE) page

Here is an example of the Academic Item Registry page for Academic Item Type: Course.



Some fields appear on this page only when a particular extension record is used. You associate extension records with academic item types on the Attributes page (Set Up SACR, Foundation Tables, Academic Structure, Academic Item Type, Attributes).

See Defining Academic Item Type Attributes

The Course ID, Course Offering Nbr, and Course Topic ID fields are available when the extension record SSR_AIR_H_CRSE is used (associated with the delivered item type of COURSE). Course Offering Nbr and Course Topic ID may or may not be required depending on the way that you have configured the extension record for the COURSE academic item type.

Academic Item ID A system generated identifier.

Course ID Click on the related link to access the Course Catalog component for the Course ID. Click OK or Cancel to return to this page.

Course Component This field is available when the extension record SSR_AIR_H_CMPNT is used—you can define components within AIR that can be used as child items of courses.

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Course Group ID	This field is available when the extension record SSR_AIR _H_CGRP is used (associated with the delivered item type of COURSEGROUP). Click on the related link to access the Course Group component for the Course Group ID.
Milestone	This field is available when the extension record SSR_AIR_ H_MLSTN is used (associated with the delivered item type of MILESTONE). Click on the related link to access the Milestone Table component for the Milestone ID.
Report Description	Click this link to move to the Rich Text Fields page of this component where Rich Text Editor features are available for this for this description field. See Maintaining AIR Rich Text Fields
Degree	This field is available if the Degree check box is selected on the Attributes setup page for an academic item type. The Degree attribute is typically used for a Program of Study item that leads to a degree/certificate award. Note: Currently this field is informational only.
Credits	This field is available if the Credits check box is selected on the Attributes setup page for the academic item type. Enter a credit value.
Requires Approval	Note: This check box is planned for future use.
Available to Assign	This check box appears only for Program of Study academic item types. The check box is selected by default, indicating that the program of study can be assigned to students. Clear the check box if you want to build a program but not make it available to be assigned to students.
Last Prospect Date	This field is available only for Program of Study academic item types. Enter the last date that this PRG item can be used for a prospect. Note: Currently this field is informational only.
Last Admit Date	This field is available only for Program of Study academic item types. Enter the last date that this PRG item can be used for an applicant. Note: Currently this field is informational only.
Format ID	This field is available and required only for Program of Study academic item types.
Add to New Activity Registry and **Add to Existing Activity Registry**	When the Academic Item Type is Course, this page displays links to Activity Management. Click the Add to New Activity Registry link to access the Activity Registry component (SSR_AC_REGISTRY) in Add mode and create a new Activity Registry entry.

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Click the Add to Existing Activity Registry link to access the Maintain Course Content Cross Reference component and add the course to an existing Activity Registry entry.

See Setting Up an Activity Management Framework

See Understanding Activity Management

Report Template Mapping

The Report Template Mapping fields appear on the page only for Program item types.

The flexible nature of the Academic Item Registry requires that users have a way to define reports that can interpret and illustrate their user defined program structures. This is particularly important in the area of student results and outcomes, where user defined result types can allow an institution to hold and report student results (grades, scores, credits and so on) and statistics at any point in a program tree. For this reason, we have delivered a self-service component that can be populated with HTML via a Peoplesoft BI Publisher Report Definition. This feature allows users to create a Results page referencing their user defined program structures and result/statistics profile. The AIR Report Template Mapping feature allows users to map a specific BI Report to specific program. The same report can also be shared by different programs with the same program format and result profile.

Currently the Report Template Mapping feature is used solely to attach a user defined BI report definition to the student self-service results component. The steps for associating a report to the self-service results component are:

- In BI Publisher:
  - Create a data source/upload a sample data file.
  - Design and define a report definition.
- In AIR: Associate the report with the self-service Results component using Report Template Mapping.

A sample report has been delivered with the April 2014 updates.

See the following document in My Oracle Support (ID 1400723.1): Using BI Publisher and the XMLP Results Template to Display Students' Results and Outcomes in Program Enrollment Self Service: Sample Template.

See *PeopleTools: BI Publisher for PeopleSoft*

Report Name	Prompts against a view of active BI reports defined with a type of 'XML' (XML File) or 'XMD' (XML Doc Object).
Template ID	Prompts against valid templates for the selected Report Name.
Component Name	Currently prompts against a view that returns components enabled for the program enrollment student self-service XML menu (currently the delivered SSR_APT_DAT_RPT_CM component).
Process Name	Planned for the future.

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Item Attributes

The Item Attributes area is available when a Common Attribute(s) has been associated with an academic item type entity. Associate item attributes and academic item types on the Common Attributes – Record Context page. See the following section “Using Item Attributes to Extend AIR Data Elements”.

Using Item Attributes to Extend AIR Data Elements

The Common Attribute Framework allows you to extend the delivered AIR functionality without customizations, by enabling you to add different types of data elements to your program structures. An item attribute can be associated with one or more academic item types, and after it is linked to an academic item type, that attribute can be assigned to all academic items of that type. You can link to the attribute at the academic item level itself, or when the attribute is added as a child academic item of another academic item.

Note: Any existing academic item attributes (created prior to Additional Features July 2012) must be recreated using the Common Attribute Framework.

The Common Attribute Framework allows you to associate attributes with a functional area by a *Record Context.* Common Attributes have been enabled for the Academic Item Registry at the Academic Item and Child Element levels, each with its own Common Attribute Record Context and Attribute Record.

Academic Item

- Record Context: SSR_AIR_HDR
- Attribute Record: SSR_AIR_ADD

Attributes associated with this Record Context/Attribute Record combination are attached to an academic item and can be assigned on the Academic Item Registry page of the AIR component.

Child Element

- Record Context: SSR_AIR_ELEM
- Attribute Record: SSR_AIR_ELEM_AD

Attributes associated with this Record Context/Attribute Record combination are attached to child academic items (that is, they exist as an attribute of an academic item in the context of a parent academic item) and can be assigned using the Element Attributes link on the Academic Item Elements grid in the AIR component.

See "Understanding Common Attribute Framework" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Defining a Common Attribute" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

Steps for Creating Common Attributes for AIR

To create common attributes for AIR:

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1. Define the attribute using the Common Attribute component (Set Up SACR, Common Definitions, Common Attributes Setup, Common Attribute).
2. Attach that attribute to the Academic Item (SSR_AIR_HDR) and/or Child Element (SSR_AIR_ELEM) Record Contexts (Set Up SACR, Common Definitions, Common Attributes Setup, Record Context).
3. Associate the attribute with one or more Academic Item Entities, using the Entities Association field in the Record Context component. Entity Association controls usage in the AIR component. An attribute without an entity association can be used with any item type.

Note: If you implemented Program Enrollment before April 2013, you must run the processes listed here after you apply the April 2013 updates.

---

4. Item Type Matrix Sync Entities

   Navigate to the Item Type Matrix component (Set Up SACR, Product Related, Student Records, Program Enrollment, Item Type Matrix) and run the SSR_PE_SYNC process. The sync process ensures that the newly added attribute(s) are recognized as valid properties of the designated AIR Entities (or all AIR Entities if specific entities were not specified):

   - Click the Sync Entities button. This initiates the SSR_PE_SYNC process.
   - Check the Process Monitor to ensure that the process completes successfully.

     This process can be scheduled using the process scheduler.

5. Entity Property Sync

   Navigate to the Entity Property Sync page (SACR, System Administration, Entity, Entity Property Sync) and:

   - Click the Sync All Entities button.
   - Check the Process Monitor to ensure that the process completes successfully.

6. Wipe Entity Cache

   Remain on the Entity Property Sync page and:

   - After the Sync All Entity Properties process has completed successfully, click the Wipe Entity Cache button.
   - Check the Process Monitor to ensure that the process completes successfully.

See Identifying Child Item Types and Syncing Entities

See "Defining a Common Attribute" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Setting Up Entity Registry" (PeopleSoft Campus Solutions 9.2: Campus Community)

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Defining Attributes for Academic Items and Child Elements

Note that because attributes each have their own specific Record Context, you must associate attributes that can be used at both levels under each context. For example if the Common Attribute ‘Course Level’ can be assigned to a COURSE academic item and then overridden at the child element level (that is, when the course is a child of another item) you must associate the Course Level attribute to the SSR_AID_HDR record context and the SSR_AIR_ELEM record context. Attributes can be copied from one Common Attribute Framework Record Context to another.

Using Item Attributes in AIR

As explained above:

- The selections that you make in the Entity Associations field in the Record Context component determine which types of academic items those attributes can be applied to in AIR.
- The Attribute Type determines the type of data that you can enter in the Item Attributes grid in AIR.
- An Attribute can be required when associated with a particular record context (the Required check box is selected on the Record Context page in Common Attributes setup). If an attribute associated with the SSR_AIR_HDR context is set to required, the attribute is added automatically when a user creates a new academic item, and a value is required to save the component (if a default has not been assigned in the attribute definition).

  Note: Users must provide a value even if they add a non-required attribute.

- Attributes can also be repeatable if this property is enabled in the Record Context definition (the Repeatable check box is selected on the Record Context page in Common Attributes setup).

See "Defining a Common Attribute" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

However, despite these variations, you always use the same process to add attributes in AIR: select the Attribute and then enter or select a Value–for example, date, text, numeric value, or a code where the code is a member of the List of Values defined for the attribute, a Table value, or XLAT value.

An academic item:

- Can have multiple item attributes, at the academic item level itself or as a child item of another academic item (see Child Academic Items below).

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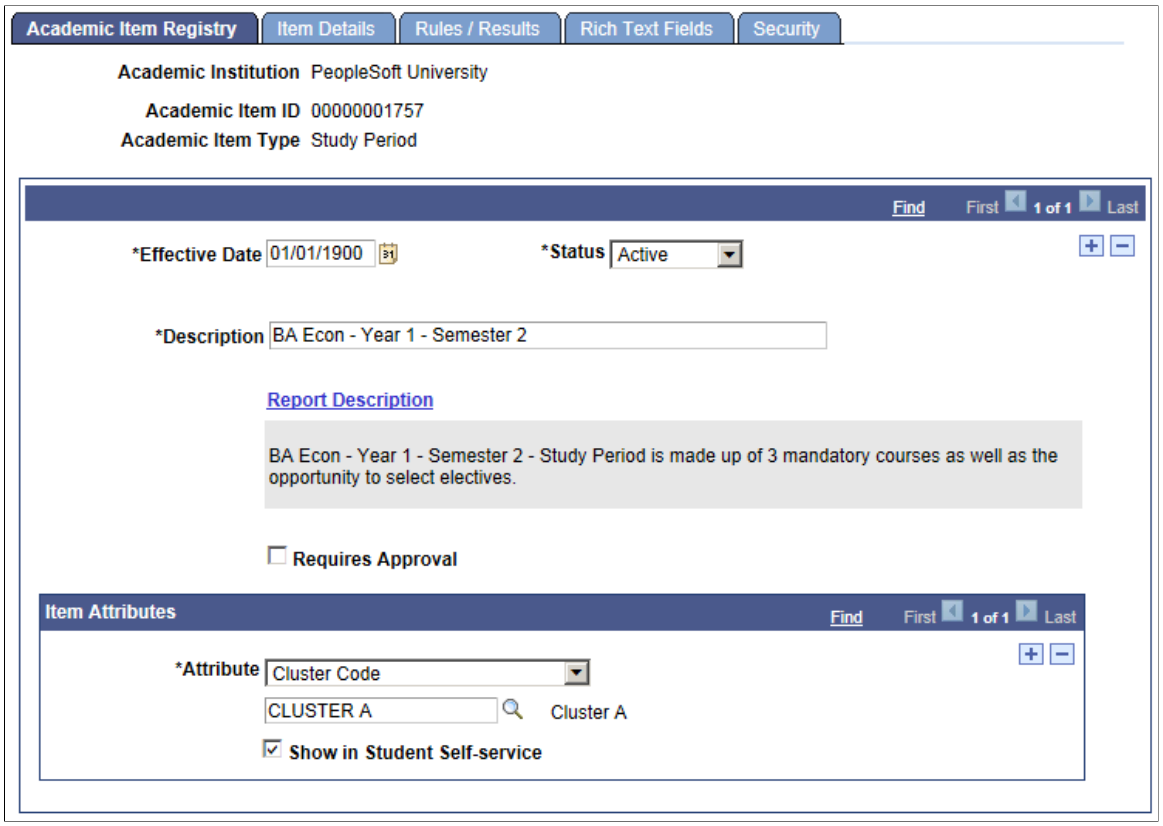
- Can have multiple rows for the same item attribute as long as the attribute Value is different (for example Attribute A, with Value 1, Attribute A with Value 2).

Image: Academic Item Registry page Item Attributes example

When attributes have been assigned to the SSR_AIR_HDR context, the Item Attributes scroll area is available on the Academic Item Registry page.



Attribute	The name of the attribute. This value comes from the description entered for the attribute on the Common Attribute component.
Value	This field changes depending on the type of attribute. This could be a numeric, date, time or text field. Alternatively, the field could prompt against a list of values if one has been defined for the attribute.
Show in Student Self-service	If you select this check box, the attribute is displayed in the filter results in Course Groups component. Wider use of this check box is planned for the future. See Defining Filters

See Setting Up Academic Item Registry Entries, Item Details, and Item Security

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Assigning Item Attributes to Child Academic Items

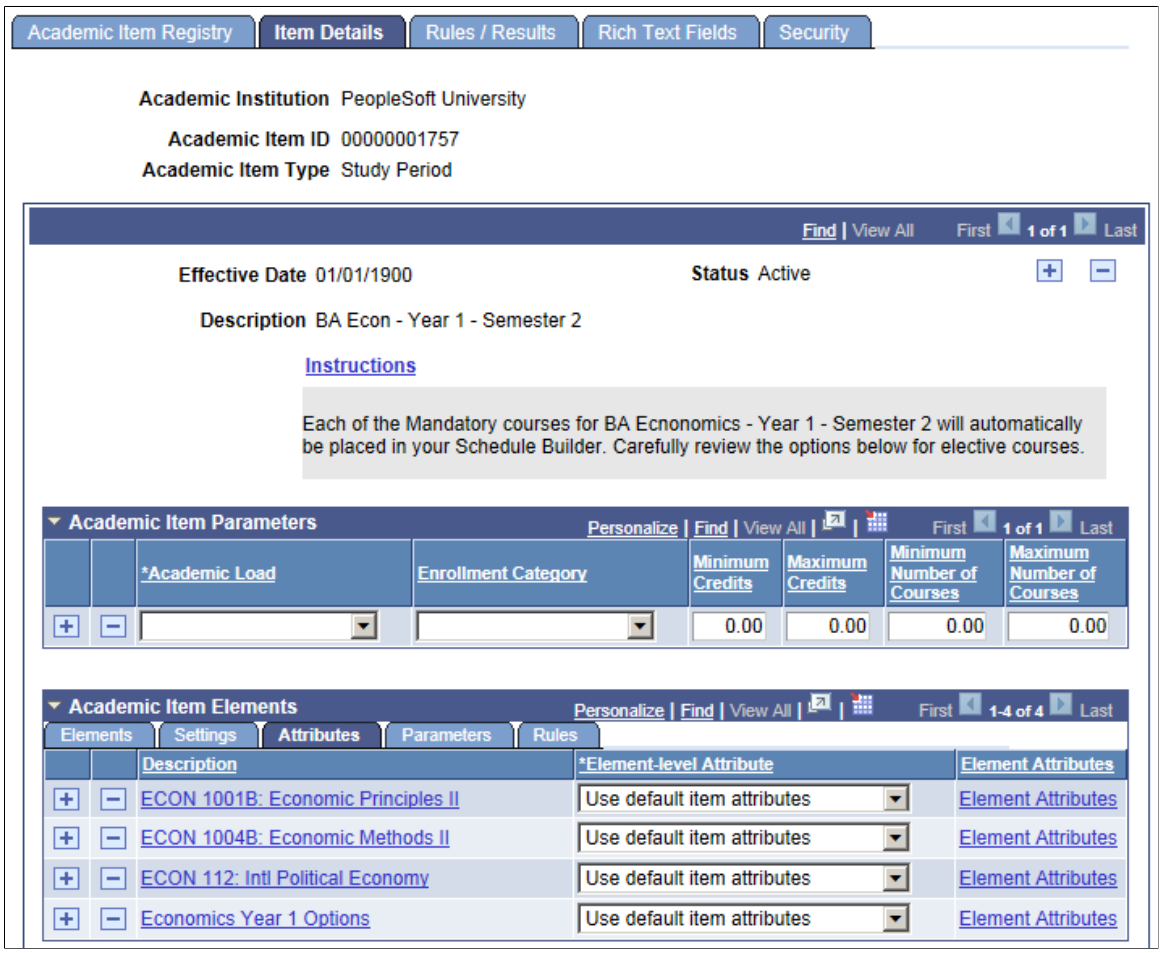
As mentioned previously, item attributes can be assigned to child academic items, allowing you to assign attributes to academic items in the context of a parent item. For example, an item that represents a course CHEM 399 might have a requirement for minimum score, but only when the course is taken at a certain point in certain program (for example, semester 3 of the Nursing program). This could be coded as a numeric attribute (applicable to the COURSE item type) that can be applied to CHEM 399 as a child of the item representing semester 3 of the nursing program.

Note: An element attribute can override or add to any and all attributes attached to that item at the header level.

Access the Element Attributes (SSR_AIR_ENATTR_SEC) page (click the Element Attributes link in the Attributes tab, Academic Item Elements grid on the Item Details page in AIR).

Image: Item Details example page

Here is an example of the AIR Item Details page from which you access the Element Attributes page:



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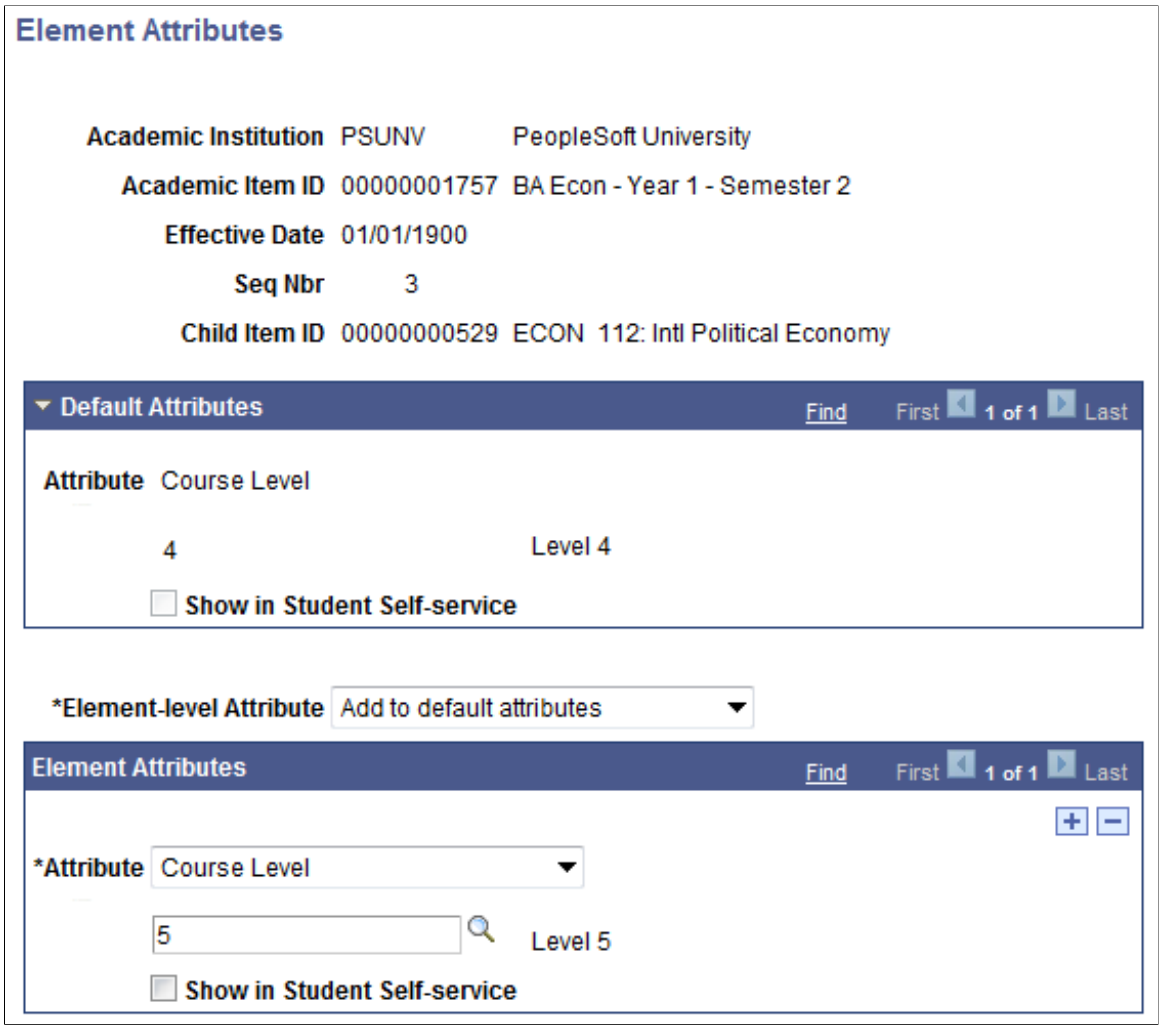
The Element-level Attribute value selected on the Attributes tab carries over to the Element Attributes page but can be changed:

Image: Element Attributes page

This example illustrates the fields and controls on the Element Attributes page. You can find definitions for the fields and controls later on this page.



Default Attributes

All attributes linked to this academic item (ECON 112 in the example) at the item header level are displayed. This attribute is associated with the Record Context SSR_AIR_HDR and stored in the SSR_AIR_ADD table.

Element-level Attribute

The value selected in the Attributes tab (on the Item Details page) appears by default but can be changed. Values are:

- *Use default item attributes:* The user cannot enter new values.
- *Add to default attributes:* The Attribute and Value fields in the Elements Attributes group box are available. Any value that is added is used *in addition to* the default value(s). In the example above, ECON 112 would have two attributes

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when used as child of BA Econ – Year 1 – Semester 2: Level 2 *and* Level 3.

- *Override default attributes:* The Attribute and Value fields are available in the Element Attributes group box. Any value that is added is used *instead of* the default value(s). In the example above, ECON 112 would have an attribute of Level 3 rather than Level 2 when used as child of BA Econ – Year 1 – Semester 2.

See Defining Academic Item Details

Attribute Select an attribute. The values available here are based on the attributes that are associated with the Child Element (SSR_AIR _ELEM) context.

Value This field becomes available when you select an attribute.

For information about the Item Details page, see Defining Academic Item Type Details later in this section.

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Defining Academic Item Details

Access the Item Details page (access this page from the AIR Search component.)

Image: Item Details page (1 of 2)

This example illustrates the fields and controls on the Item Details page (1 of 2). You can find definitions for the fields and controls later on this page.

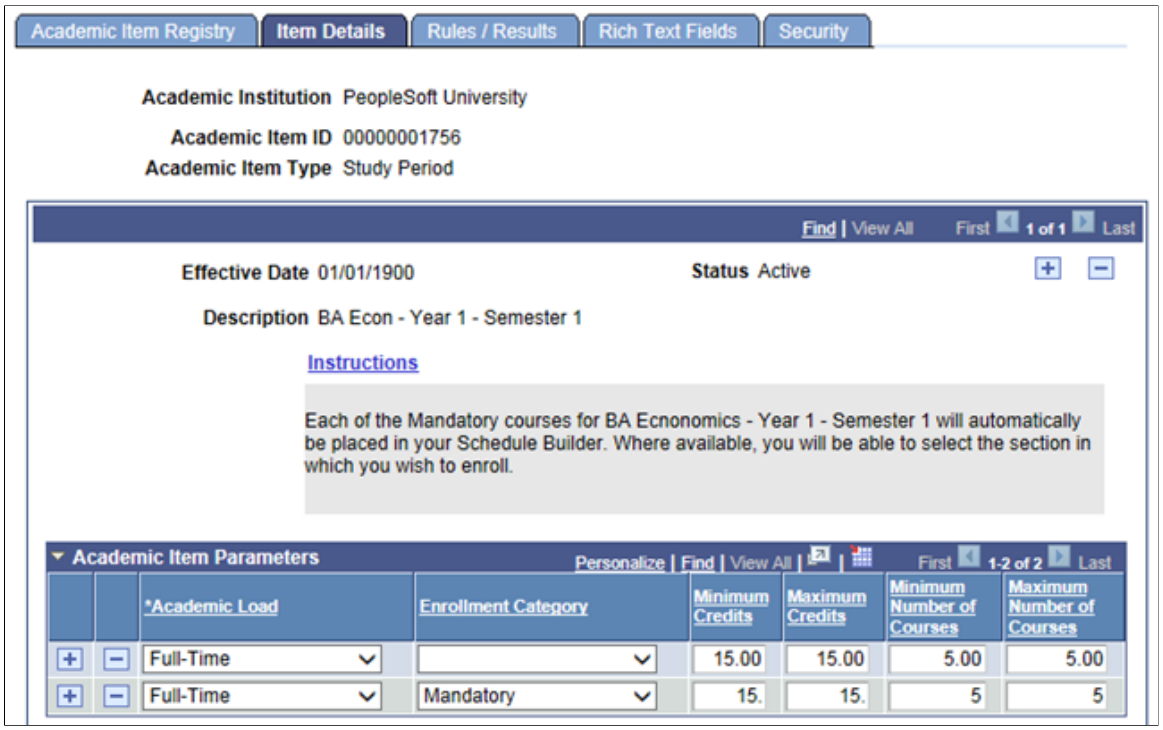

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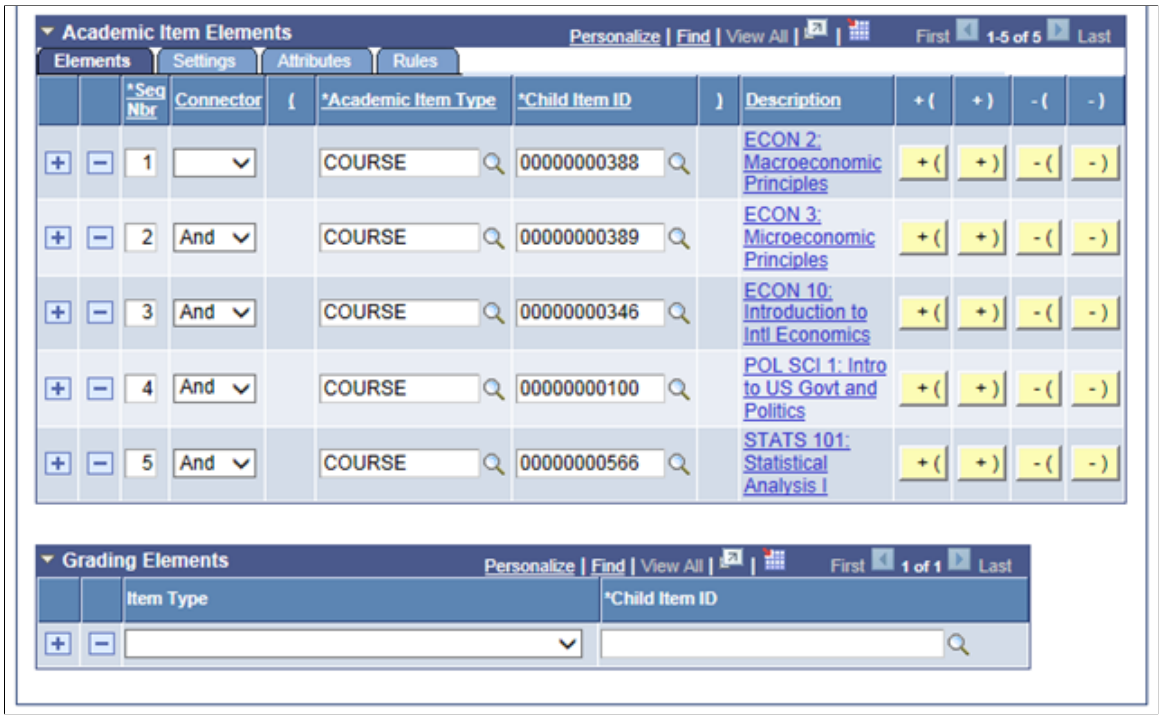
Image: Item Details page (2 of 2)

This example illustrates the fields and controls on the Item Details page (2 of 2). You can find definitions for the fields and controls later on this page.



Instructions

This field is available if the Instructions check box is selected on the Attributes page in Academic Item Type setup. Click the Instructions link to access the AIR Rich Text Fields page and enter instructions for self-service users.

See Maintaining AIR Rich Text Fields

Academic Item Parameters

This grid is available if the Item Parameters check box is selected on the Attributes page in the Academic Item Type setup.

Enter parameter data by load and enrollment category, to be used in Self Service (planned for the future).

Parameters can be overridden at the child item level.

Enrollment Category

When a value is not selected in the Enrollment Category field, the values in the Minimum/Maximum fields represent overall totals. Enrollment Category values are defined on the Enrollment Category (SSR_ENRL_CAT) page.

See Setting Up Enrollment Categories for Program Requirements

Minimal Credits

Enter the minimum credits that a student must achieve for the child items of this item in order to pass the item, if applicable. Note: Currently this field is informational only.

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Maximum Credits Enter the maximum credits allowed for child items of this item, if applicable. Note: Currently this field is informational only.

Minimum Number of Courses Enter the minimum number of child courses that a student must pass in order to pass this item, if applicable. Note: Currently this field is informational only.

Maximum Number of Courses Enter the maximum number of child courses that can be taken for this item, if applicable. Note: Currently this field is informational only.

Academic Item Elements

This grid is available if the Child Academic Items check box is selected on the Attributes setup page for an academic item type.

Academic Item Elements establish the relationship between one academic item and one or more other academic items, where one or more items are connected as *children* of another item. Child elements typically represent all of the items that a student must complete in order to satisfy the requirements for a particular academic item. For example a Program of Study academic item might have a number of child elements that are Year or Stage academic items, and the student might need to successfully complete each of those stages in order to complete the program.

Elements Tab:

Connector This field is available if the Show Connectors check box is selected on the Attributes page for an academic item type. The *And* option is selected by default, except for COURSELIST items—when child COURSE items are added, the Connector default option is *Or*.

Special processing applies when a child item with an academic item type identified as a Program Format Tree Node is used - the child item connector attribute is limited to *And.* An error message is returned on save if the Academic Item Elements grid contains one or more items that are identified as Program Format Tree Nodes and there is one row in which the connector is *Or*.

See Setting Up Academic Item Types

Academic Item Type Select a child academic item type based on the values that you set up in the Item Type Matrix component. Only items identified in the Item Type Matrix as valid child items of this AIR item are available for selection.

See Using the Item Type Matrix

Available values are also dependent on the AIR security of the user. Academic Item Types defined as Program Format tree nodes are excluded from the prompt unless the user has been authorized as an AIR administrator.

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SeenSetting Up AIR Administrator Security

Child Item ID Select a child item ID. The values that are available here are based on the Academic Item ID value (system generated) that appears on the Academic Item Registry page for the academic item type.

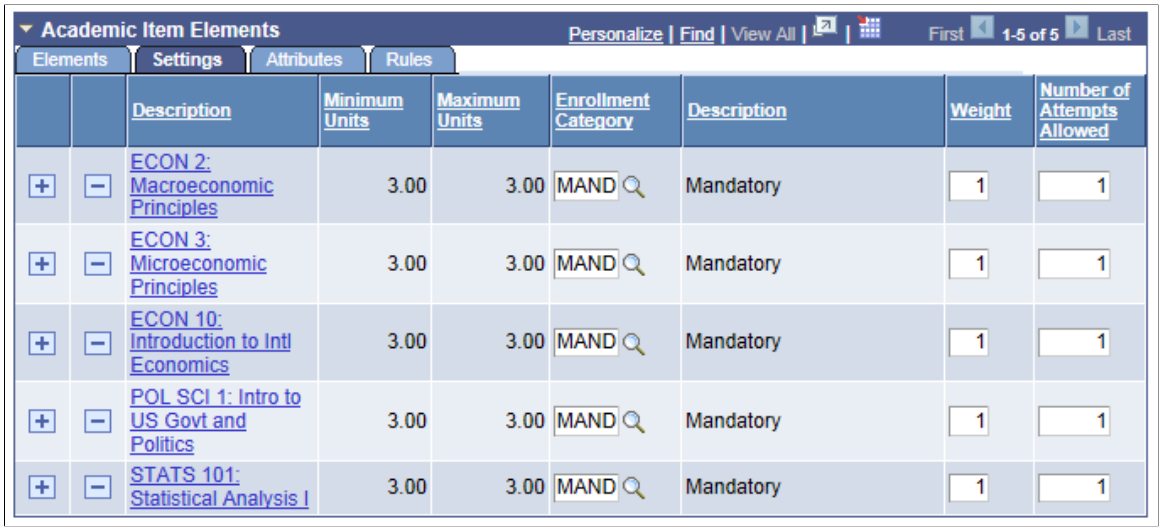
Description Displays the description for the Child Academic Item ID. Click the link to view the item definition for the child item.

Use the Parentheses buttons to add or delete left or right parentheses. Parentheses are used to group items for AND/OR constructs. For example: (course 1 and course 2) or (course 3 and course 4).

Settings Tab:

Image: Item Details page: Settings tab

This example illustrates the fields and controls on the Item Details page: Settings tab. You can find definitions for the fields and controls later on this page.



Academic Item Elements — Personalize | Find | View All | First 1-5 of 5 Last

Elements | Settings | Attributes | Rules

		Description	Minimum Units	Maximum Units	Enrollment Category	Description	Weight	Number of Attempts Allowed
+	−	ECON 2: Macroeconomic Principles	3.00	3.00	MAND	Mandatory	1	1
+	−	ECON 3: Microeconomic Principles	3.00	3.00	MAND	Mandatory	1	1
+	−	ECON 10: Introduction to Intl Economics	3.00	3.00	MAND	Mandatory	1	1
+	−	POL SCI 1: Intro to US Govt and Politics	3.00	3.00	MAND	Mandatory	1	1
+	−	STATS 101: Statistical Analysis I	3.00	3.00	MAND	Mandatory	1	1

In order to show all fields on this tab, the example Settings tab is for a different academic item – Study Period - than the one used in the example of the Elements tab – Stage of Program.

Minimum Units and Maximum Units values are displayed if the child academic item is a Course.

Enrollment Category The Enrollment Category column appears only if the Requires Enrollment Category check box has been selected for the child academic item type.

See Defining Academic Item Type Attributes

Weight Enter a numeric value to determine the weight given to the child item in calculating the overall result/score for an item. The default is 1 and the value can be set to 0. Note: Currently this field is informational only.

Number of Attempts Allowed Enter a numeric value to indicate the maximum number of times that this child element can be attempted for this academic item.

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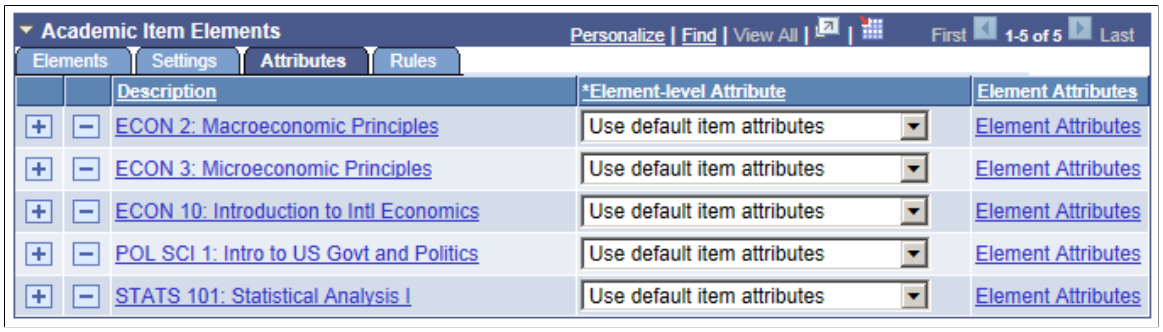
For example, you might indicate that a Course can be attempted only once within a Study Period.

This value is used by the APT Request process when creating new attempts for a planning node.

Attributes Tab:

Image: Item Details page: Attributes tab

This example illustrates the fields and controls on the Item Details page: Attributes tab.



Element-level Attribute

Determines how attributes that are linked to the child element are to be used in the context of the parent item. The values are:

Use default item attributes: Any attributes linked to this element at the item header level apply in the context of the parent. For example if ECON 2 has attribute ‘Level’ with a value of ‘2’, this value applies when the course is used as a child of this item (for example, a semester or study period).

Override default attributes: Any attributes linked to this element at the item header level are to be ignored in favor of attributes that are applied to this item in the context of the parent (see Element Attributes below).

Add to default attributes: Any attributes linked to this element at the item header level are used in addition to Element attributes defined at this level (see Element Attributes below).

Element Attributes

Click this link to access the Element Attributes page to view, override or add attributes.

See Assigning Item Attributes to Child Academic Items

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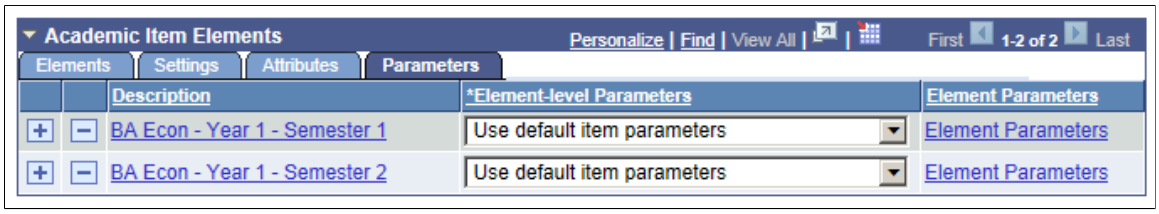
Parameters Tab:

Image: Item Details page: Parameters tab

This example illustrates the fields and controls on the Item Details page: Parameters tab.



This tab is available only if the Item Parameters check box is selected on the Attributes page in the Academic Item Type setup.

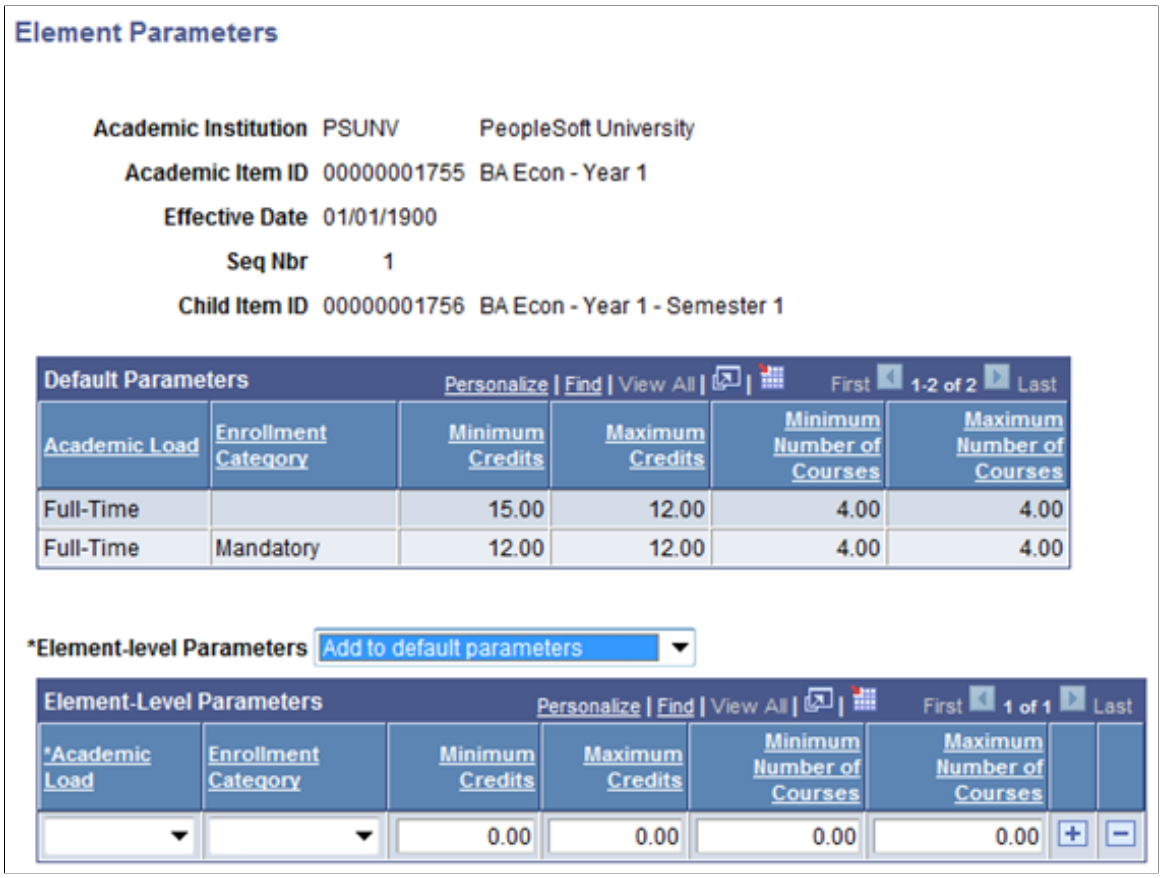
To add to or override the data in the Academic Item Parameters grid, select *Add to default parameters* or *Override default parameters* and then click the Element Parameters link to access the Element Parameters page and update the data.

Viewing and Updating Parameters

Access the Element Parameters page (click the Element Parameters link on the Item Details page).

Image: Element Parameters page

This example illustrates the fields and controls on the Element Parameters page.



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Use the Element Parameters page to view the parameters defined for this item. You can also override the parameters or make additions to them. This allows the overridden (or additional) values to be used for display purposes when an item is accessed in the context of its parent.

Grading Elements

Item Type

Select a grading academic item type. Only those academic item types for which the Grading Item Type check box has been selected on the Attributes setup page are available here.

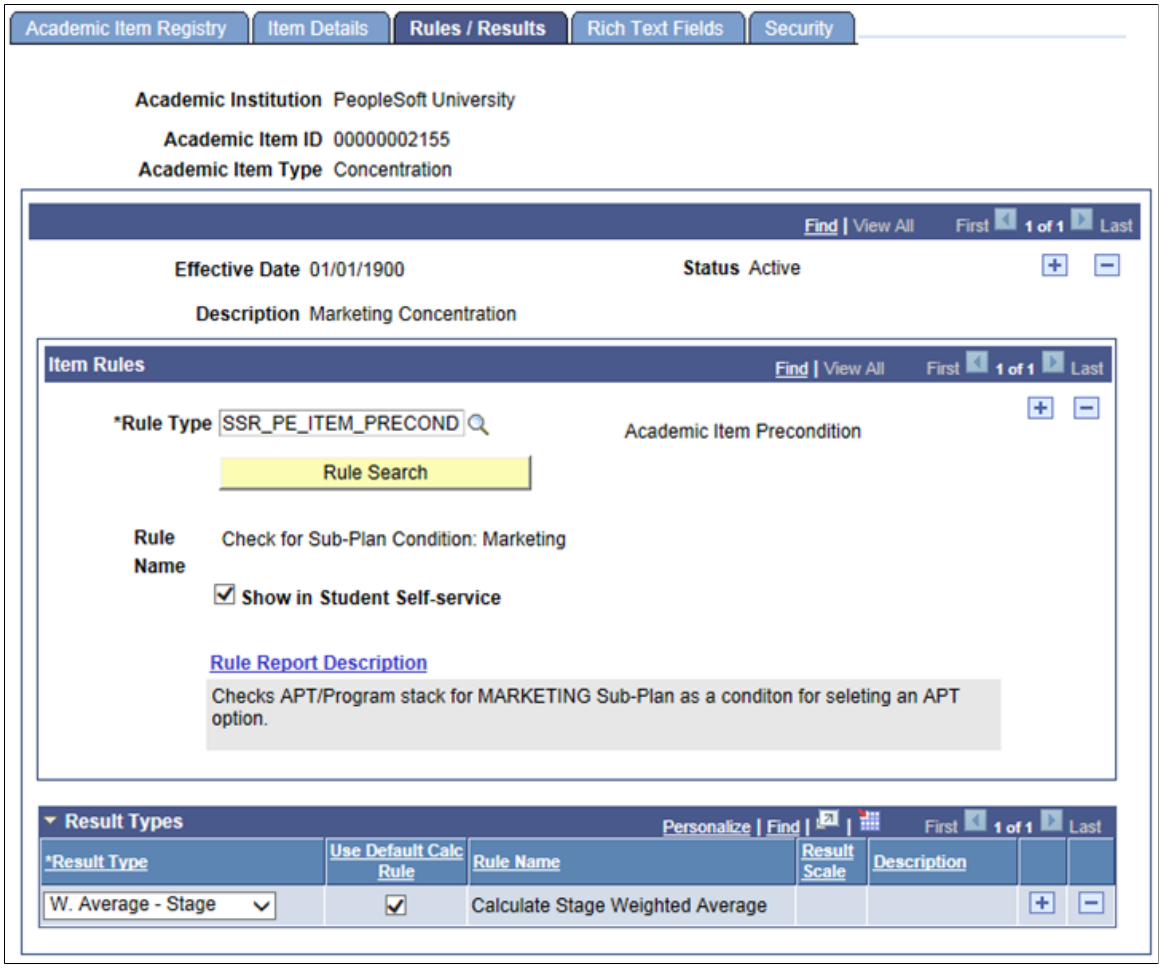
See Defining Academic Item Type Attributes

Assigning Rules and Result Types to Academic Items

Access the Rules / Results page (access this page from the AIR Search component.)

Image: Rules / Results page

This example illustrates the fields and controls on the Rules / Results page. You can find definitions for the fields and controls later on this page.



The Rules / Results page is available if an item is configured to have Rules and/or Result Types attached to it as explained in the following documentation.

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Item Rules

The Item Rules section is available only if the academic item type (of the item) is associated with at least one rule type on the Rule Type Table page.

See Setting Up Rules for Program Enrollment

You can assign multiple rules to an academic item but each rule must be of a different rule type.

The rules that you assign here are available for use in User Interfaces and batch processing.

Rule Type

Select a rule type from those defined on the Program Enrollment - Rule Type Table page.

Rule Search

Click to launch the standard Rules Engine search:

- The Rule Group Name associated with the rule type on the Program Enrollment - Rules Type Table is passed to the search criteria and cannot be changed.
- Rule Category is required.
- Rule Engine Search is used to return rules with the passed group name as well as any criteria that you add.

See "Understanding the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Setting Up the Rules Engine" (PeopleSoft Campus Solutions 9.2: Campus Community)

Show in Student Self-service

When this check box is selected, the Rule Name and associated description appear on the self-service Item Details page.

Rule Report Description

When a rule is returned from the search, the Rules Engine Long Description is used as a default but you can edit it by clicking the Rule Report Description link and accessing the Rich Text fields page.

Result Types

The Result Types grid is available only if the academic item type (of the item) is associated with at least one result type on the Result Type page.

Note: Any result type, for which the Auto-create in AIR check box is selected (by academic item type) on the Result Type setup component, is inserted into the Result Types grid when a new academic item is created. Calculation rules associated to the result type are also inserted in the grid.

Result Type

The result types available here are those attached to the academic item type in the Item Type Usage grid on the Result Type page.

Use Default Calc Rule

If this check box is selected, the default calc rule associated with this item type/result type combination on the Result Type setup component is used and cannot be changed. If the check box is

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deselected, the Rule Name field is available and the prompt can be used to select a valid rule.

See Setting Up Result Types

The result types assigned to an item are moved to APT when the item is added for a student.

See Creating and Managing APT Instances Using the Academic Progress Tracker Component

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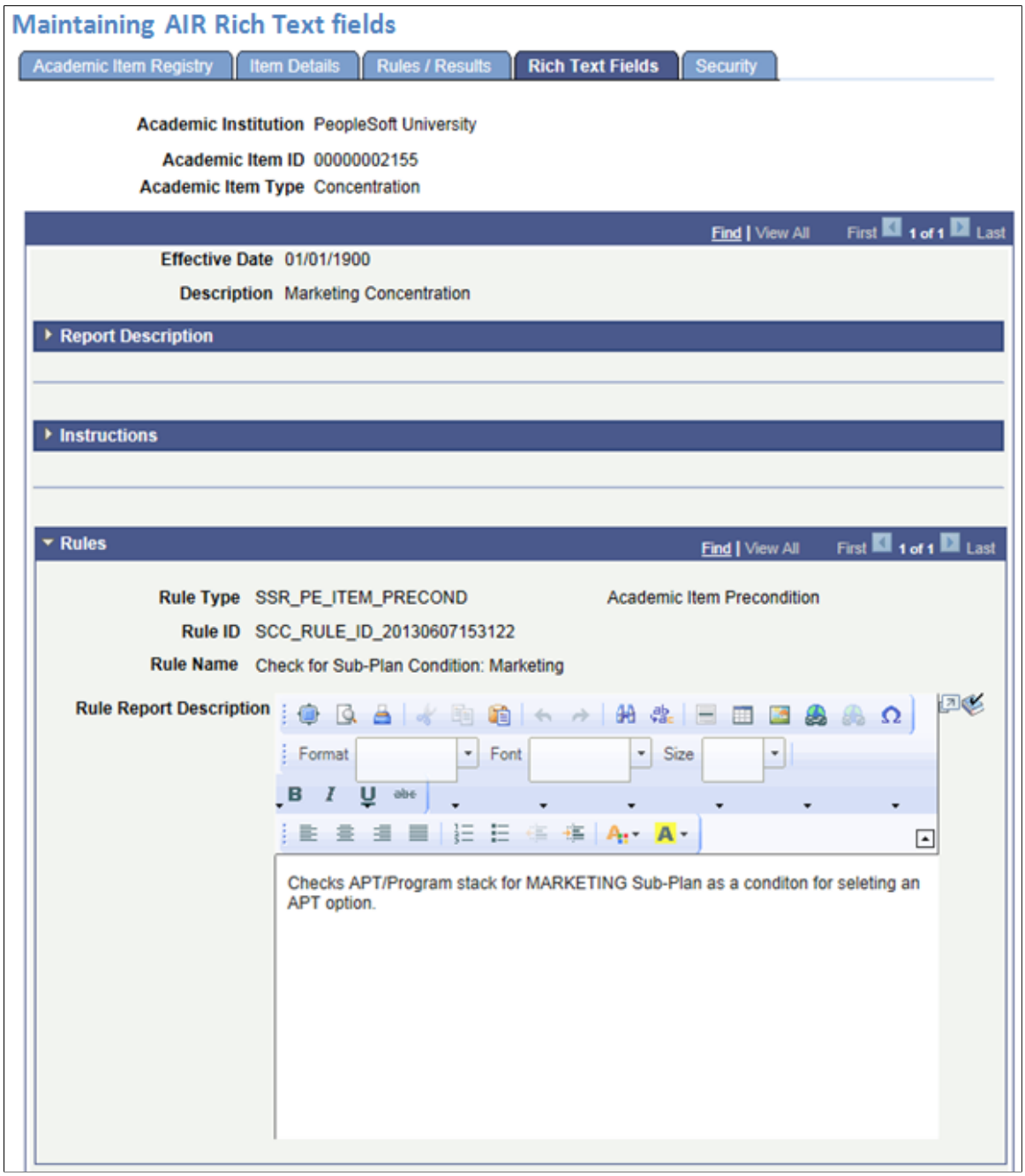
Maintaining AIR Rich Text Fields

Access the Rich Text Fields page (click the Report Description link on the Academic Item Registry page).

Image: Rich Text Fields page

This example illustrates the fields and controls on the Rich Text Fields page.



The Rich Text fields page allows you to maintain all three AIR Rich Text enabled fields in one place. A rich text field is available for Report Description and Instructions. Each Rule associated with this item can also have its own rich text enabled description.

See Defining AIR Entries

See Defining Academic Item Details

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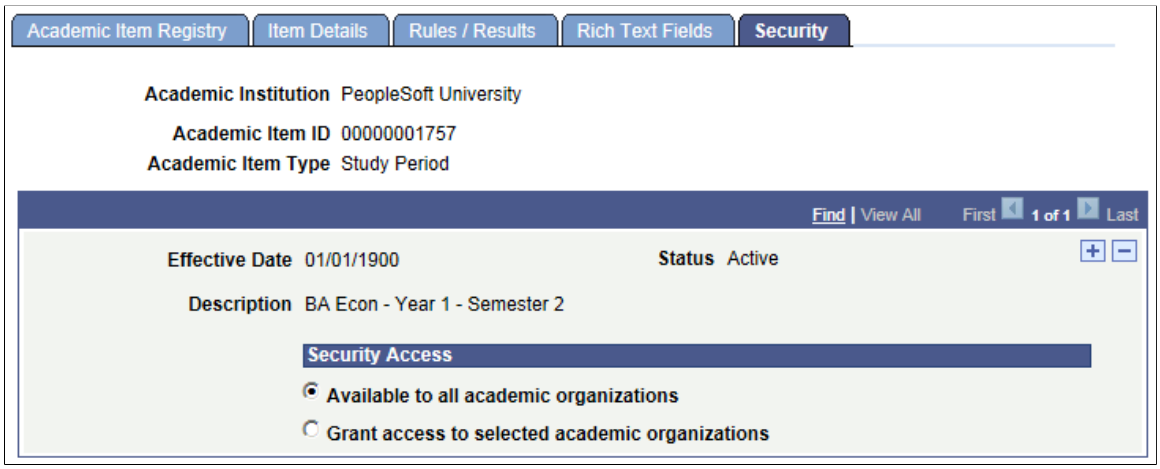
See Assigning Rules and Result Types to Academic Items

Defining Academic Item Security

Access the Security page (Click the Item ID link or Add New Item button on the AIR Search page).

Image: AIR Security page

This example illustrates the fields and controls on the AIR Security page. You can find definitions for the fields and controls later on this page.



Security for AIR Entries

AIR items are secured using the existing User ID based Campus Solutions Academic Organization security. A user's academic organization privileges (as defined under Academic Organization Security (SACR, Security, Secure Student Administration, User ID, Academic Org Security) determine whether a user has update or read only access to a particular academic item.

See "Securing Academic Organizations" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

- Updating or viewing an existing academic item:

  When a user retrieves an AIR entry, the system compares the entries in the AIR security table (SSR_AIR_SCRTY) to the user's academic organization security profile (SCRTY_TBL_ACAD). If the security option is *Grant access to selected academic organizations* and a matching academic organization row is found (or if *Available to all academic organizations* is selected), the user has update access to the item. If no match is found, the user has read only access to the component.

- Adding a child academic item:

  A user can select any academic item, however the same edit (as explained above) is performed to determine if the child item is accessible (once added to the grid) in update or read-only mode.

- Course Academic Items:

  When a user creates a new course item, the *Grant access to selected academic organizations* option is selected by default and not available for edit. If the user specifies a course offering, the system also displays the relevant academic organization. If the user does not specify a course offering, the system

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retrieves the academic organizations for *all* offerings of the course when the component is saved. Only users with access to the organizations listed on the Security page can maintain the course.

Managing Special Edits in AIR for COURSE, COURSEGROUP, and COURSELIST Academic Items

Academic items with the delivered item type of COURSE, COURSEGROUP, and COURSELIST are subject to a series of edits and restrictions:

- Course Item (Academic Item Type = COURSE):
  - Only one instance of a Course ID/Offer Number/Topic ID combination is allowed in AIR. When a COURSE academic item type is saved, an edit is performed to check for a match on Course ID, Course Offer Nbr, and Topic ID. If you try to create an academic item with the following attributes: Course ID: 007125, Course Offer Nbr: 1 (ECON 198), Course Topic ID: 1, and a match is found, you receive an error message pointing to the existing academic item. The same edit applies for offerings for which no course topics are defined - only one academic item is allowed for the course offering.
  - When a COURSE item is added as a child of another academic item other than COURSELIST (see the following information about COURSELIST items), the COURSE item must have an Enrollment Category.
- Course List Item (Academic Item Type = COURSELIST):
  - Only COURSE item types can be assigned as child items.
  - When a COURSELIST item is added as a child of another academic item the COURSELIST item must have an Enrollment Category.
- Course Group Item (Academic Item Type = COURSEGROUP):

  When a COURSEGROUP item is added as a child of another academic item the COURSEGROUP item must have an Enrollment Category.

Using the Academic Item Registry Copy Function

A copy function is available when you create a new AIR item. This allows you to clone a previously created item of the same type (and all of the related children etc.) and make adjustments to it for another use. For example a generic year 1 or foundation year stage could be defined and then copied and adjusted to suit the needs of different types of programs.

Note that when you copy an item that has child items, the cloned item and the original item share the same child items.

In Add mode on the Academic Item Registry page, the Copy from AIR button is available. Click the button to access a look up page.

Academic Institution	Displays the value of the Institution that you entered when adding the new academic item.

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Academic Item Type Displays the Item Type that you entered for the new academic item.

After you select an item, the data is copied and can be edited.

Course List Copy Function

For Course List academic items, in Add mode, the Copy AA Course List button is available in addition to the Copy from AIR button. If you select the Copy AA Course List option, only those rows in the AA course list that do not have a wild card indicator are copied. Click the button to access a look up page:

- AA Academic structure fields are available for searching, in addition to Course List.
- When an item is selected, all course list rows that do *not* have wild card indicator rows are copied over: that is any row from CLST_DETL_TBL where WILDCARD_ID = Y is excluded.

Creating Academic Items for Courses

Program Enrollment, as delivered, allows you to create academic items that point to a course ID, course offering, course topic, or course offering/topic.

Use the Course Academic Item (SSR_CRSECAT_AIR) component to create academic items for individual courses or the Create Course Academic Item (SSR_RC_CRSEAIR) component batch process to create academic items for multiple courses.

This section discusses how to:

- Create academic items for an individual course.
- View academic item details for courses.
- Create academic items for multiple courses.

Pages Used to Create Academic Items for Courses

Page Name	*Definition Name*	*Navigation*	*Usage*
Course Academic Item	SSR_CRSECAT_AIR	Curriculum Management, Academic Item Registry, Course Academic Item	Create academic items for an individual course.
Course Academic Items Details	SSR_CRSE_AIR_DTL	Click the Details link on the Course Academic Item page.	View course academic item details.
Create Course Academic Item	SSR_RC_CRSEAIR	Curriculum Management, Academic Item Registry, Create Course Academic Item	Create academic items for multiple courses.

Creating Academic Items for an Individual Course

Access the Course Academic Item page (Curriculum Management, Academic Item Registry, Course Academic Item).

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Click the link next to the Course ID to access the Course Catalog (CRSE_CATALOG) component.

See Creating Course Offerings

Effective Date	This is the maximum effective dated row (less than or equal to the system date) for the course from the Course Catalog (the Course Academic Item search page prompts are the same as those for the Course Catalog search page but only the maximum effective dated row is returned).
Course Catalog, Course Offer, Course Catalog Topic, and **Course Offer Topic**	Data appears based on the data in the Course Catalog – for example, if no topic exists in the Course Catalog, the Select check box is not available for edit for the Course Catalog Topic.
Select	Use this check box to indicate that you want to create an academic item for a course, offering, topic, or offering/topic.
Item ID	This link appears if an academic item already exists in the Academic Item Registry component - click the link to access the component. See Setting Up Academic Item Registry Entries, Item Details, and Item Security
Description	View the description for an existing academic item. If no academic item exists, the Course Description appears here by default and you can edit it. **Note:** The Description field for entries under Course Offer and Course Offer Topic is populated with the Subject and Catalog Number values for the offering as well as the Course Description, For example a course with the Description *Intro Spanish,* with an offering with a subject of *SPAN* and a Catalog Number of *100,* appears as *SPAN 100: Intro Spanish.*
Select All and **Clear All**	Click these buttons to select or clear all the check boxes in the Select column.
Create Academic Item	Click this button to create academic items in the AIR component for the course, offering, topic, and offering/topic for which the Select check box is selected. When an academic item is created: • The Item ID link appears here on the Course Academic Item page. • The Course Academic Item link appears on the Offerings page in the Course Catalog component. Click the link to access the Course Academic Item page. See Creating Course Offerings

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Details Click this link to access the Course Academic Item Details page and view a summary of the course academic items that have been created.

Item Attributes

Any attributes that have been defined as required for the Academic Item record context (SSR_AIR_HDR)–the Required check box is selected on the Record Context page in the Common Attribute setup–and associated with the COURSE item type entity (‘AIR Course’) defaults into the Item Attributes scroll area. These attributes cannot be deleted and you must select a value in order to create an academic item.

See Setting Up Academic Item Registry Entries, Item Details, and Item Security

See "Defining a Common Attribute" (PeopleSoft Campus Solutions 9.2: Campus Community)

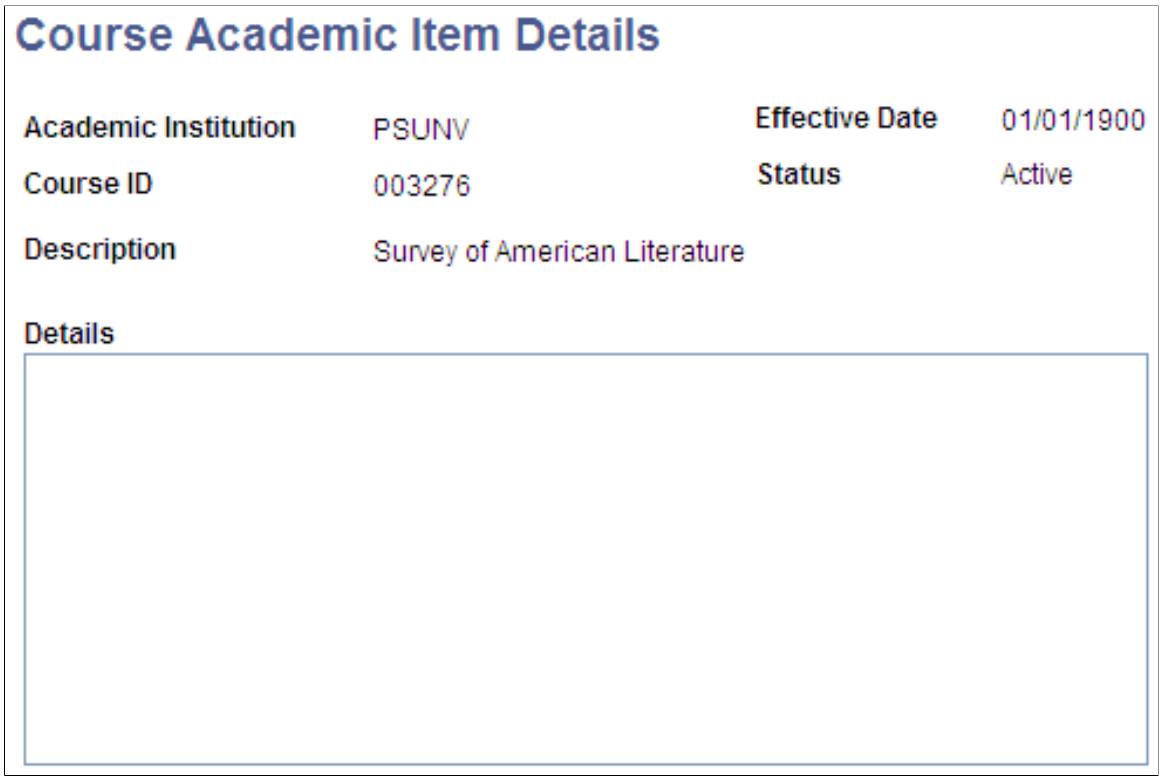
See "Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

Viewing Academic Item Details for Courses

Access the Course Academic Item Details page (click the Details link on the Course Academic Item page).

Image: Course Academic Item Details page

This example illustrates the fields and controls on the Course Academic Item Details page . You can find definitions for the fields and controls later on this page.



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Details

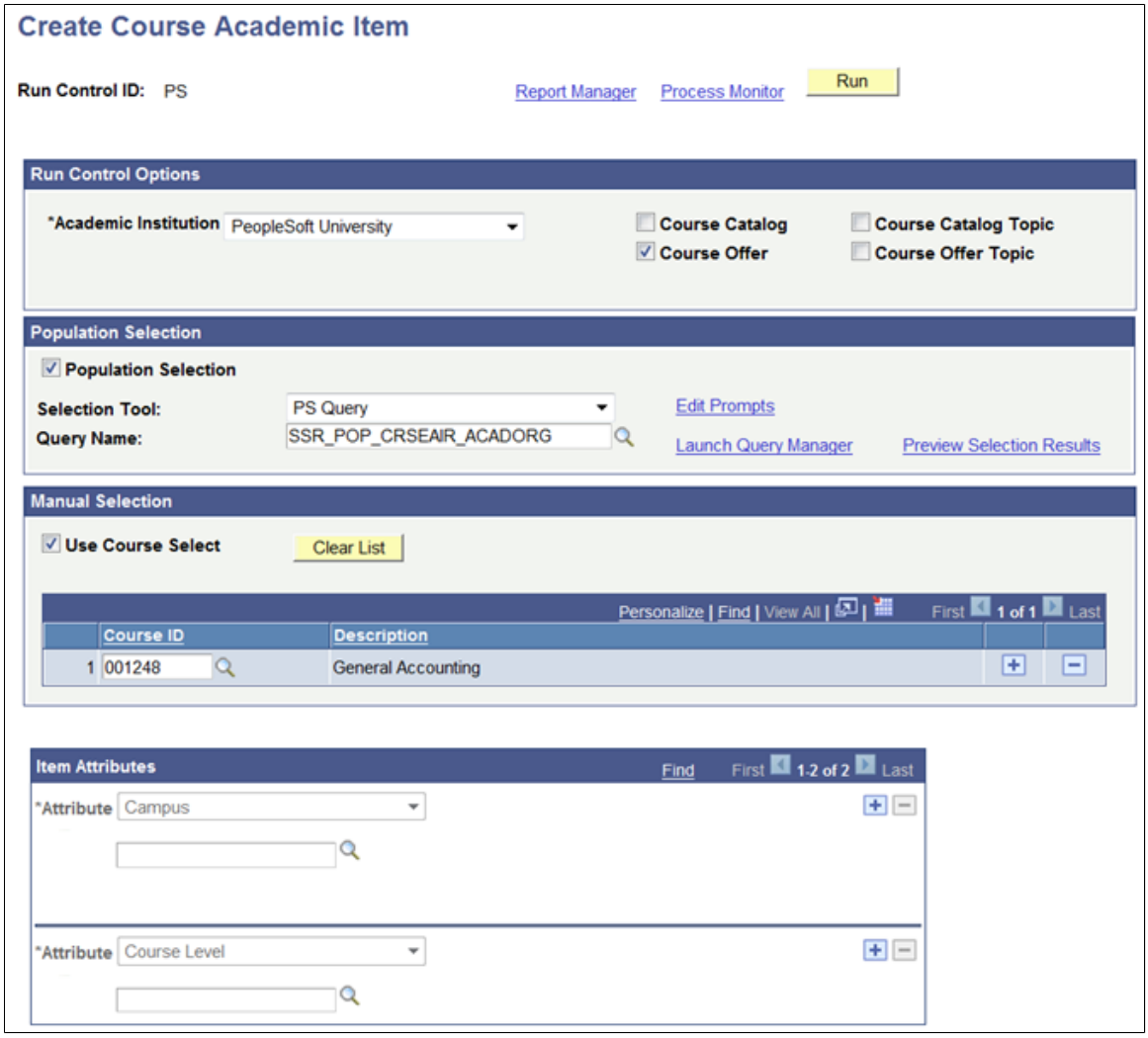
View details of all the academic items that have been created for the course. This is not a stored message and exists for the life of the component or until the Create Academic items button is clicked again.

Creating Academic Items for Multiple Courses

Access the Create Course Academic Item page (Curriculum Management, Academic Item Registry, Create Course Academic Item).

Image: Create Course Academic Item page

This example illustrates the fields and controls on the Create Course Academic Item page. You can find definitions for the fields and controls later on this page.



Run Control Options

Course Catalog

This check box is selected by default. The SSR_CRSE_AIR process creates an academic item for the course for the selected institution.

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Course Catalog Topic If this check box is selected, the process creates an academic item for each course topic that exists for the course ID.

Course Offer If this check box is selected, the process creates an academic item for each course offering that exists for the course ID.

Course Offer Topic If this check box is selected, the process creates an academic item for each course offering and topic combination that exists for the course ID.

Population Selection

The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool to identify IDs for a specific transaction, you must use it.

Select the Population Selection check box to use the Population Selection process to select the courses for which you want to create academic items. When you select this check box, the Selection Tool and Query Name fields become available.

Selection Tool Select *External File* or *PS Query.*

Query Name The following queries are delivered:

- *SSR_POP_CRSEAIR_ACADGROUP:* Select courses by institution and academic group.
- *SSR_POP_CRSEAIR_ACADORG:* Select courses by institution and academic organization.
- *SSR_POP_CRSEAIR_BYDATE:* Select courses by creation date using institution, operator id and date/time when the course was added.
- *SSR_POP_CRSEAIR_SUBJECT:* Select courses by institution and course subject.

If you create queries, you must use the bind record SSR_CRSECAT_BND.

See "Understanding Population Selection" (PeopleSoft Campus Solutions 9.2: Campus Community)

See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community)

Manual Selection

Use Course Select If this check box is selected, you can manually select the courses for which you want to create academic items.

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Clear List Click this button to remove all Course ID rows and clear the Course ID field.

Item Attributes

Any attributes that have been defined in the Common Attribute setup as required for the Academic Item record context (SSR_AIR_HDR) and associated with the COURSE item type entity (‘AIR Course’) default into the Item Attributes scroll area. These attributes cannot be deleted and you must select a value in order to run the process.

See Using Item Attributes to Extend AIR Data Elements

See "Defining a Common Attribute" (PeopleSoft Campus Solutions 9.2: Campus Community)"Associating a Common Attribute to a Record" (PeopleSoft Campus Solutions 9.2: Campus Community)

Running the Create Course Academic Items Process

Run Click to run the SSR_CRSE_AIR process and create course academic items in AIR.

When an academic item is created:

- The Item ID link appears on the Course Academic Item page.
- The Course Academic Item link appears on the Offerings page in the Course Catalog component. Click the link to access the Course Academic Item page.

  See Creating Course Offerings

Building Programs by Format

This section provides an overview of building programs by format and discusses how to:

- Use the Build Program by Format component in Add mode.
- Use the Build Program by Format component in Update/Display mode.

Understanding How to Build Programs by Format

The Academic Item Registry component allows you to create program elements and to establish links between those elements. However, because no intrinsic program hierarchy is built into the structure, you cannot use the component to build a program in ‘top-down’ fashion. That is, the program and its parts cannot be built and assembled in a single task flow. The Build Program by Format component provides this single task flow user experience by using the Program Format structure to establish a framework—and therefore a program hierarchy—upon which you can assemble a program of study. This single task flow streamlines the program building process, allowing you to chart your progress towards completion. When data entry is complete you can easily access a complete view of the program.

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See Setting Up Program Formats

Note: Build Program by Format always obeys the Program format. Therefore, a user cannot insert an unauthorized tree node (even if the user is an AIR administrator).

See Setting Up AIR Administrator Security

The task is accomplished in three steps:

- You provide a Program Format ID.
- The component renders the Program Format Tree structure.
- You follow the tree guideline to build the elements of the program by adding new academic items or using previously built academic items.

All program items are audited against their program format definition when the program academic item is retrieved in the Build Program by Format or Program Template components.

Note: The Build Program by Format component restricts the type of items that can be assigned within a program tree:
When you assign an item to a tree node, you must create or use an academic item of the same type that was used in the program format definition.
Child Items: Only items with an item type that is not defined as a Program format tree node can be assigned as a child to an item that you create or update in this component.

Page Used to Build Programs by Format

Page Name	*Definition Name*	*Navigation*	*Usage*
Build Program by Format	SSR_PROG_BUILDER	Curriculum Management, Academic Item Registry, Build Program by Format, Build Program by Format	Build programs by format.
Build Program by Format (select mode)	SSR_PRG_BLDR_SEL	Click the link for any item type in the tree other than PRG.	Specify how you want to assign the item for the node.

Using the Build Program by Format Component in Add Mode

To build a program by format in Add mode:

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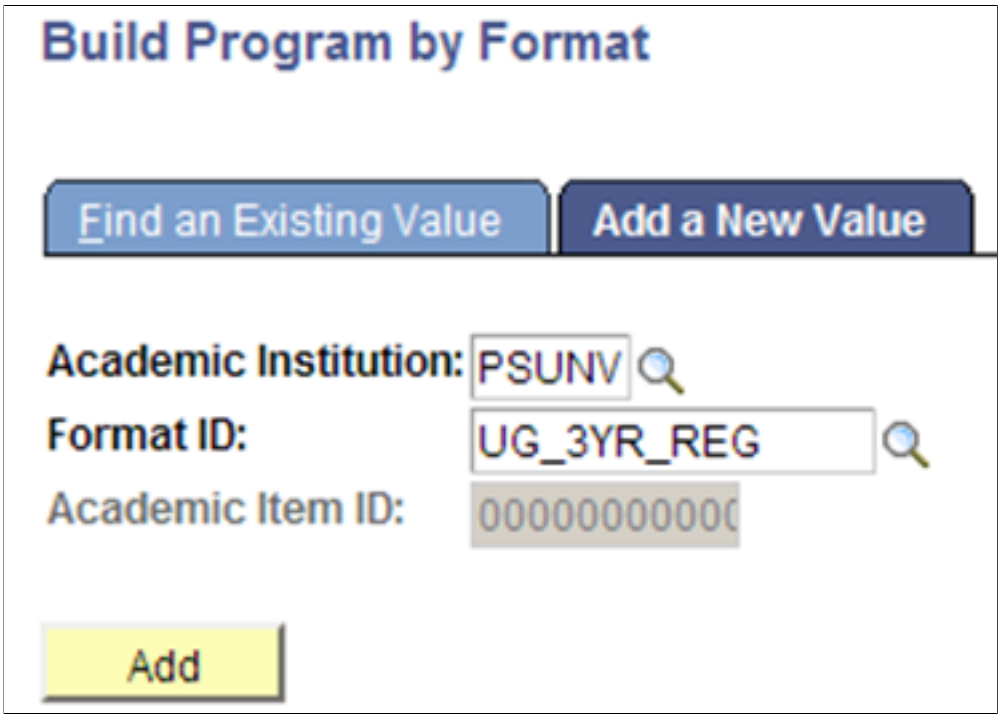
1. Add the program by selecting an Institution and Program Format.

   Image: Build Program by Format step 1 example page

   This example illustrates step 1 in the Build Program by Format (Add mode) process.



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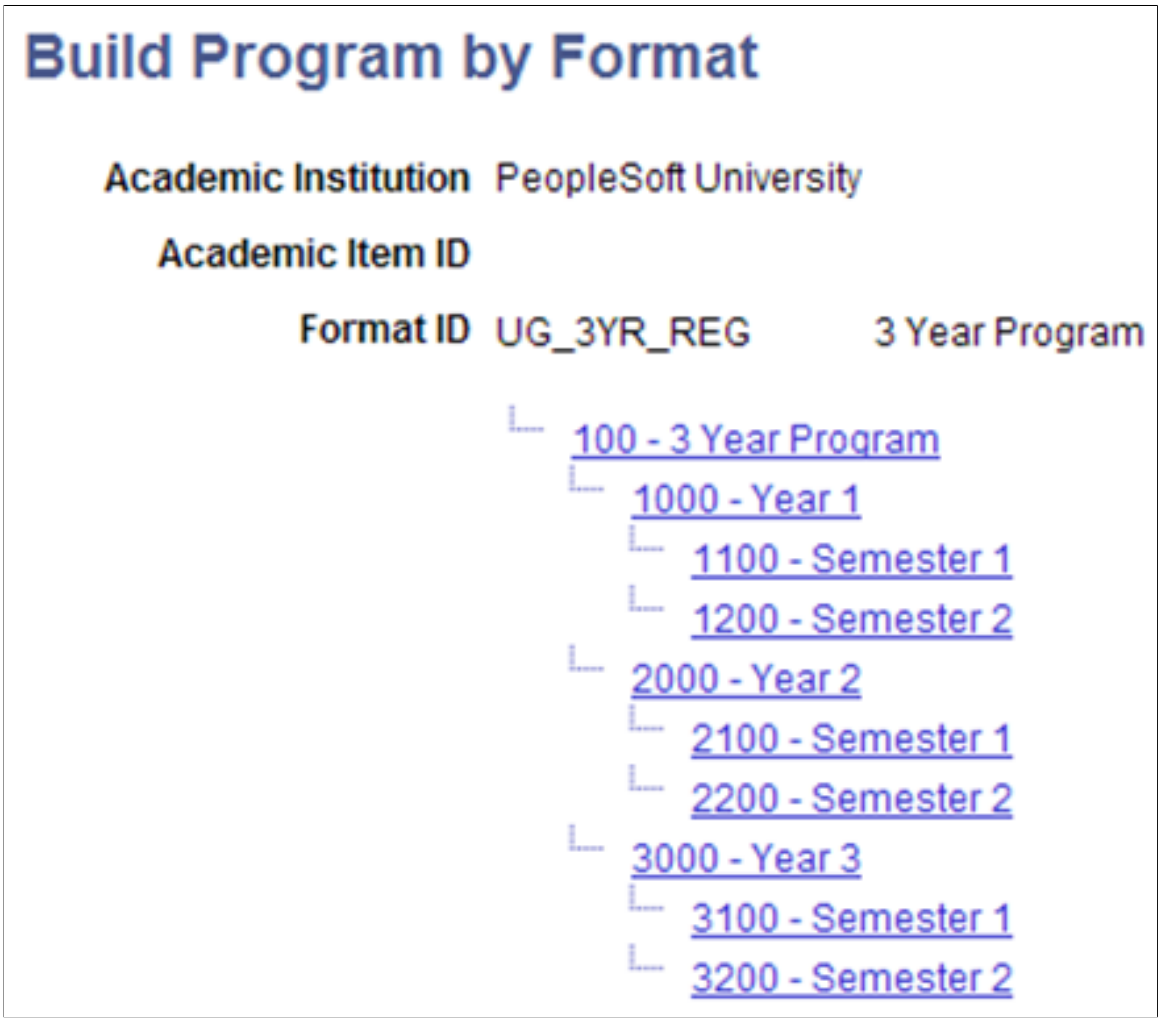
2. The Program Format appears in a Tree view when the component opens:

   Image: Build Program by Format step 2 example page

   This example illustrates step 2 in the Build Program by Format (Add mode) process.



   Each node of the tree is a link/prompt for you to:

   Build a new academic item for the node or

   Associate an existing item with the node or

   Clone an existing item to create a new item for the node.

   You must assemble the program in accordance with the tree structure. Begin at the root (program) node. If you click any other link you receive a message instructing you to assign the item for the Parent node. The message returns the node ID that should be used (in this example it would be 100). This same message is returned if you skip a level in the tree. In this example if you assign the item for node 100, but then click the link for 1100, the error message instructs you to first assign the item for the parent (1000).

3. Program (Node Academic Item Type = PRG):

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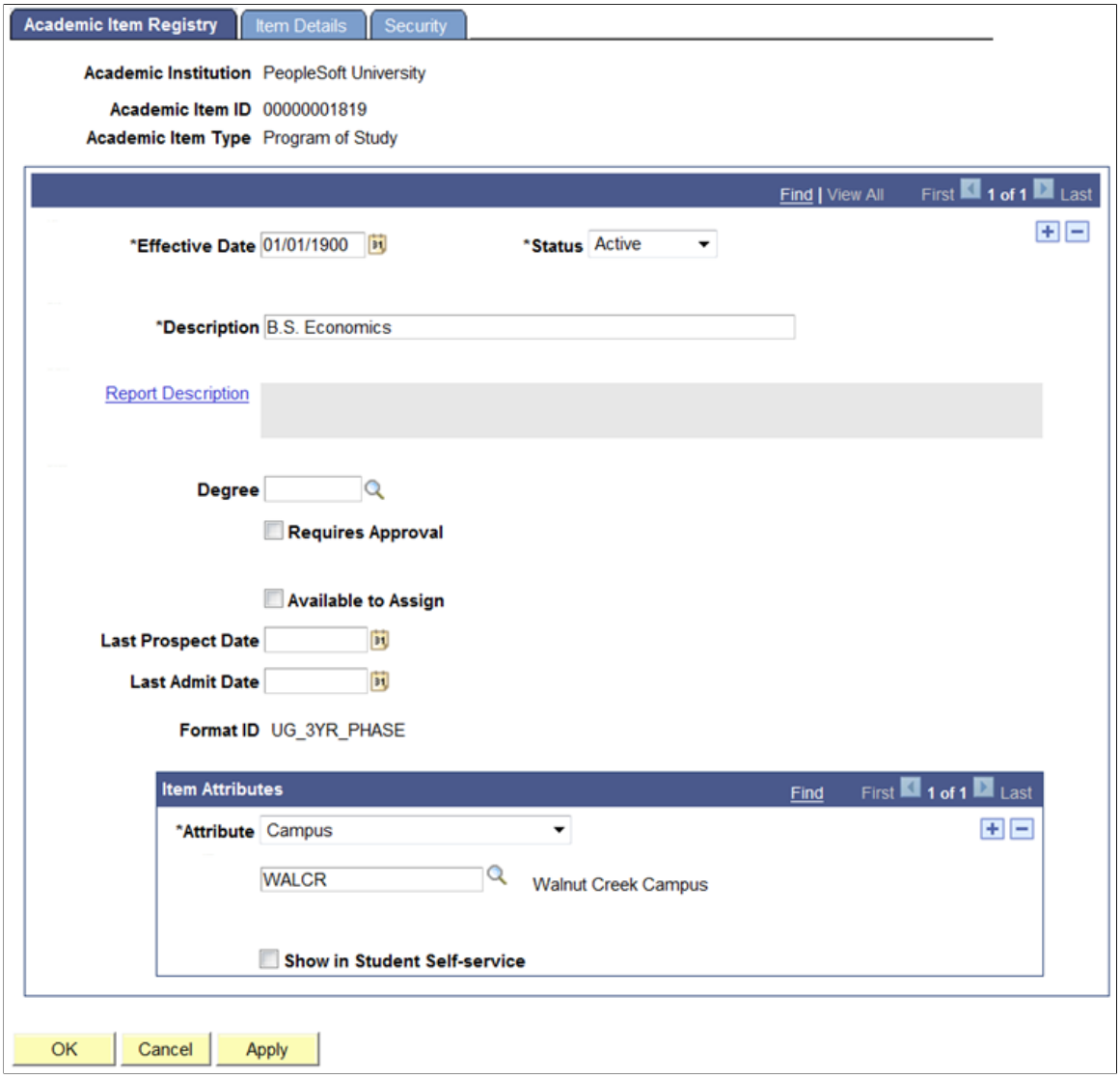
Click the link for the root node that represents the Program of Study: you are transferred to the AIR component where you create a new academic item for the Program node.

Image: Academic Item Registry Program Node example page

This example illustrates step 3 in the Build Program by Format (Add mode) process.



The Institution and Academic Item Type (Program of Study) appear by default and cannot be changed. All of the features of the AIR component are available. You can:

Save and return to the Build Program by Format page by clicking OK.

Discard any changes and return by clicking Cancel.

Save any changes and remain on the AIR component by clicking Apply.

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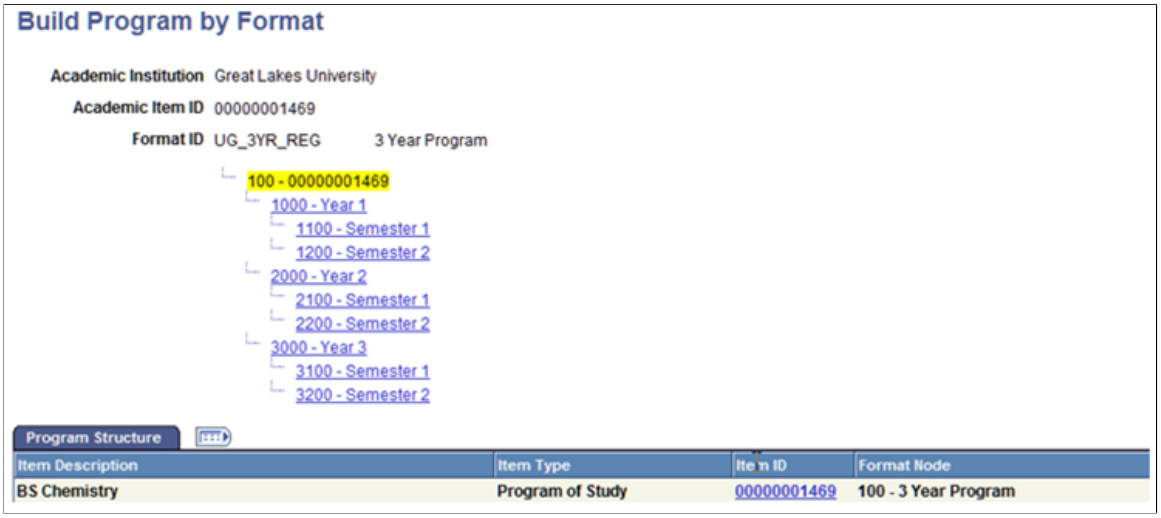
When you click OK, the item is saved, an academic item ID is assigned, and you are returned to the Build Program by Format main page:

Image: Build Program by Format (Add Mode) After AIR Save

This example illustrates the Build Program by Format main page after you save the AIR component.



The tree node where the item was assigned is highlighted and inactivated. The Program Structure tab opens and the academic item (and any child items) that was assigned to the node is listed.

If updates are required, use the Item ID link to access the item.

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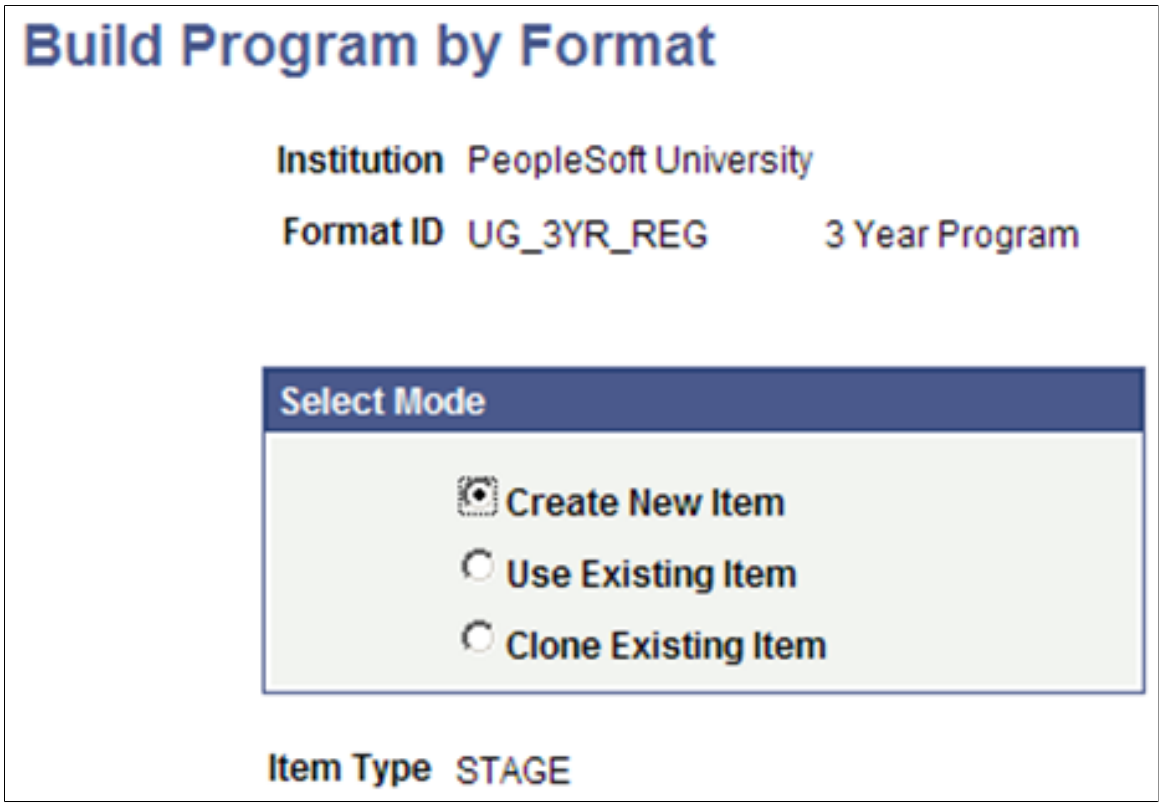
Any Other Item Type (other than PRG) in the Tree

When you click the link for any other item type in the tree, you are transferred to the Build Program by Format - Select Mode (SSR_PRG_BLDR_SEL) page where you specify how you want to assign the item for this node. By default, the Item Type value is the item type of the node and cannot be changed.

Image: Build Program by Format (select mode) page

This example illustrates the fields and controls on the Build Program by Format (select mode) page. You can find definitions for the fields and controls later on this page.



Create New Item When you select this option, you are transferred to the AIR component. Institution and Academic Item Type values appear by default and cannot be changed. After you create the item in AIR and click OK, you are returned to the Build Program by Format main page and the node is inserted in the program structure.

Use Existing Item When you select this option, the Academic Item ID field becomes available (the Item Type value is the item type of the node and cannot be changed). The academic items that are available match the Institution, Item Type, and *Effective Date* of the Program Node. If you select an existing item, you are returned to the Build Program by Format main page and the node is inserted in the program structure.

Clone Existing Item If you select this option, the academic items that are available match the Institution, Item Type, and *Effective Date* of the Program Node. If you select an existing item, you are transferred to the AIR component. The Effective Date is, by

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default, the Effective Date of the Program Node and cannot be changed. After you clone the item, you are returned to the Program by Format main page and the node is inserted in the program structure.

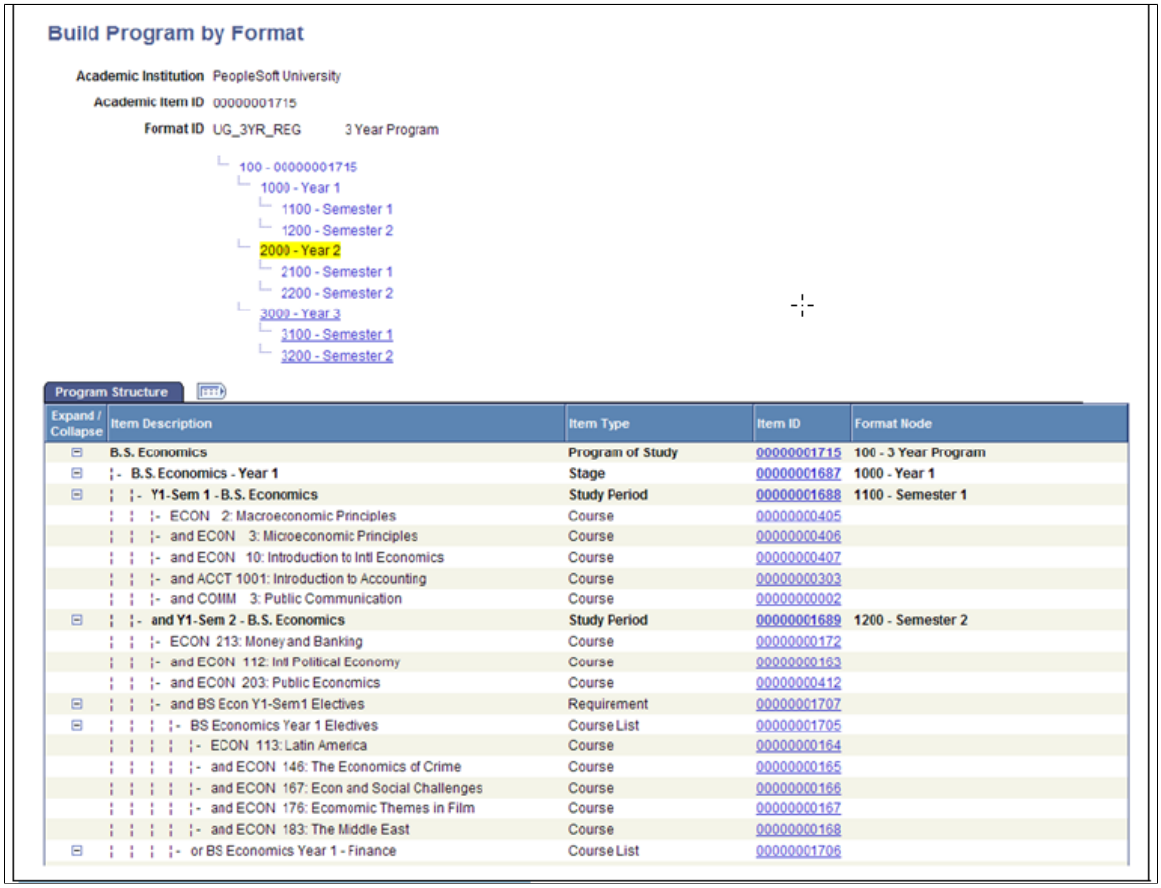
Note that when you copy an item that has child items, the cloned item and the original item share the same child items.

Using the Program Structure Tab

When academic items are assigned to the tree nodes, the program structure is tracked in the Program Structure tab on the Build Program by Format page. The display is updated as academic items are created/assigned to tree nodes. Rows are inserted for each assigned item as well as any child items entered for the item (or child items that were attached to an existing item).

Image: Build Program by Format page (Program Structure tab)

This example illustrates the fields and controls on the Build Program by Format page (Program Structure tab). You can find definitions for the fields and controls later on this page.



Expand/Collapse You can expand or collapse any related child data.

Item ID Click this link to transfer to the AIR component.

Format Node The value that appears here is based on the setup on the Program Format (SSR_PROG_FORMAT) page.

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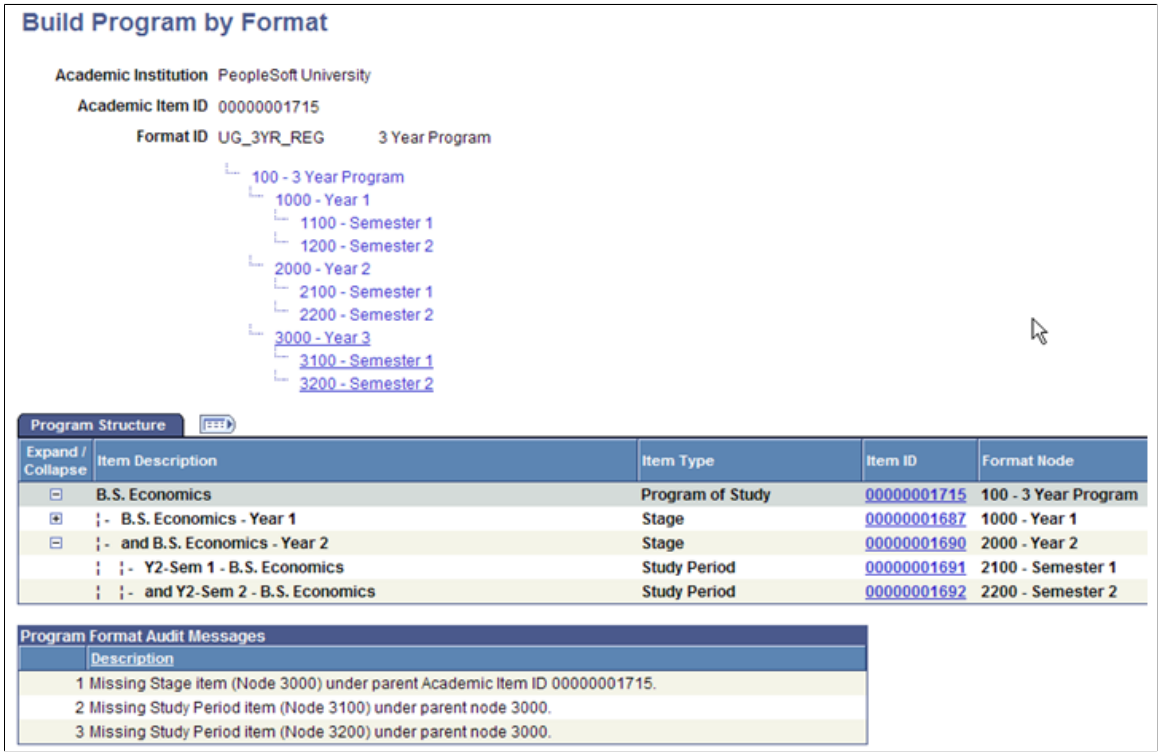
Using the Build Program by Format Component in Update/Display Mode

You can use the Build Program by Format component to retrieve and update an existing program. Items can be assigned to tree nodes and existing items can be maintained. The search record is restricted to academic items with an academic item type of PRG.

Viewing Program Format Audit Messages

Image: Build Program by Format page (Audit Messages)

When you retrieve a program, the Program Format audit is run and missing tree nodes (and missing child nodes) are identified and listed on the page in the Program Format Audit Messages grid:



The audit occurs each time that you retrieve a program using the Build Program by Format component—if a program is left unfinished, the audit messages appear the next time that a program is retrieved.

When an item has not been assigned to a node in a particular branch of a tree, a message is returned in the following format: Missing <Item Type Description> item (Node <Tree node ID of child>) under parent Academic Item ID <Academic Item ID assigned to the PRG node>.

In the example above an academic item has not been assigned for the tree node 3000 – Year 3:

Error message sequence 1 identifies the item type and the ID for the missing node, with a reference to the item ID of the parent program node.

Error messages 2 and 3 (for the missing study periods) refer to the parent only by the node ID, because an academic item has not been assigned.

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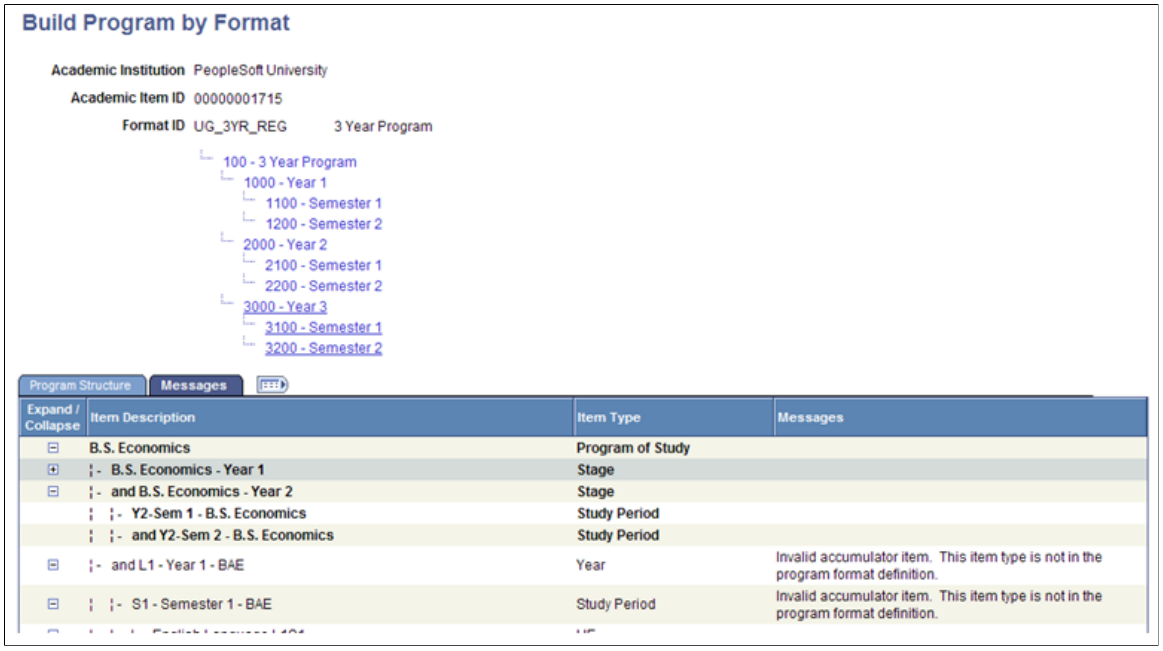
Using the Messages Tab

Select the Build Program by Format page, Messages tab.

Image: Build Program by Format page (Messages tab)

This example illustrates the fields and controls on the Build Program by Format page (Messages tab).



In addition to the program format audit messages, the Build Program by Format component also displays messages when an invalid Program Format Tree Node item has been inserted in a program tree. This could occur if you retrieved an item associated with a tree node in the Academic Item Registry component, because this action is prevented on the Build Program by Format component. The error is detected by the audit process and an error message is displayed on the Errors tab on the Build Program by Format page. When messages are present, the Errors tab appears as the Messages tab.

Messages The message identifies the invalid node. This item type is not attached to a node in the tree branch.

Generating and Viewing Program Templates

This section provides an overview of program templates and discusses how to:

- Generate and view an AIR based program template.
- View the Template – Long page.

Understanding Program Templates

Use the program template to generate and view a program of study (or any other academic item) in its entirety. On the page, the academic item and its children appear in a composed view that displays all the levels within that item. You can use links to view detailed information and make changes at any level in the template.

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Pages Used to Generate and View Program Templates

Page Name	*Definition Name*	*Navigation*	*Usage*
Template	SSR_AIR_TEMPLATE	Curriculum Management, Academic Item Registry, Program Template, Template	Generate and view a program of study or other academic item in its entirety.
Template – Long	SSR_AIR_TMPLT1	Curriculum Management, Academic Item Registry, Program Template, Template – Long	View the long display of the AIR Report description for the selected academic item.

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Generating and Viewing an AIR Based Program Template

Access the Template page (Curriculum Management, Academic Item Registry, Program Template, Template).

Image: Template page

This example illustrates the fields and controls on the Template page. You can find definitions for the fields and controls later on this page.

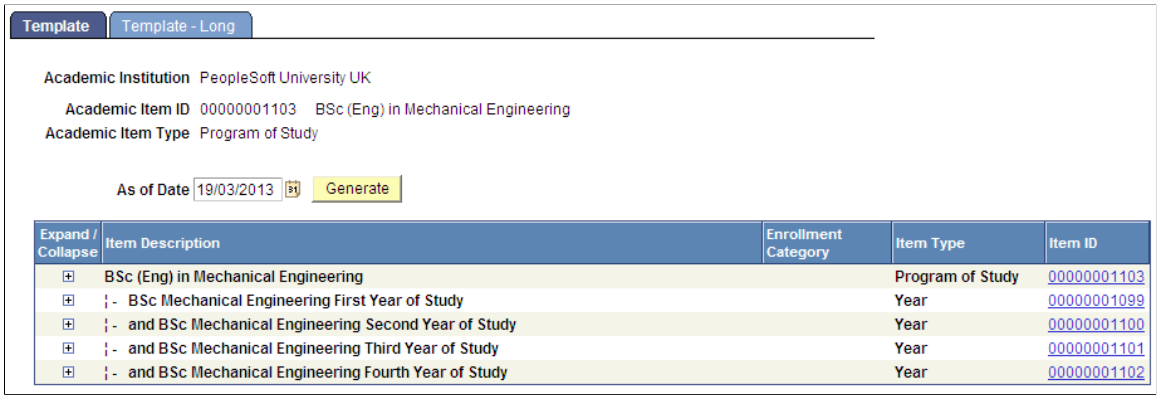
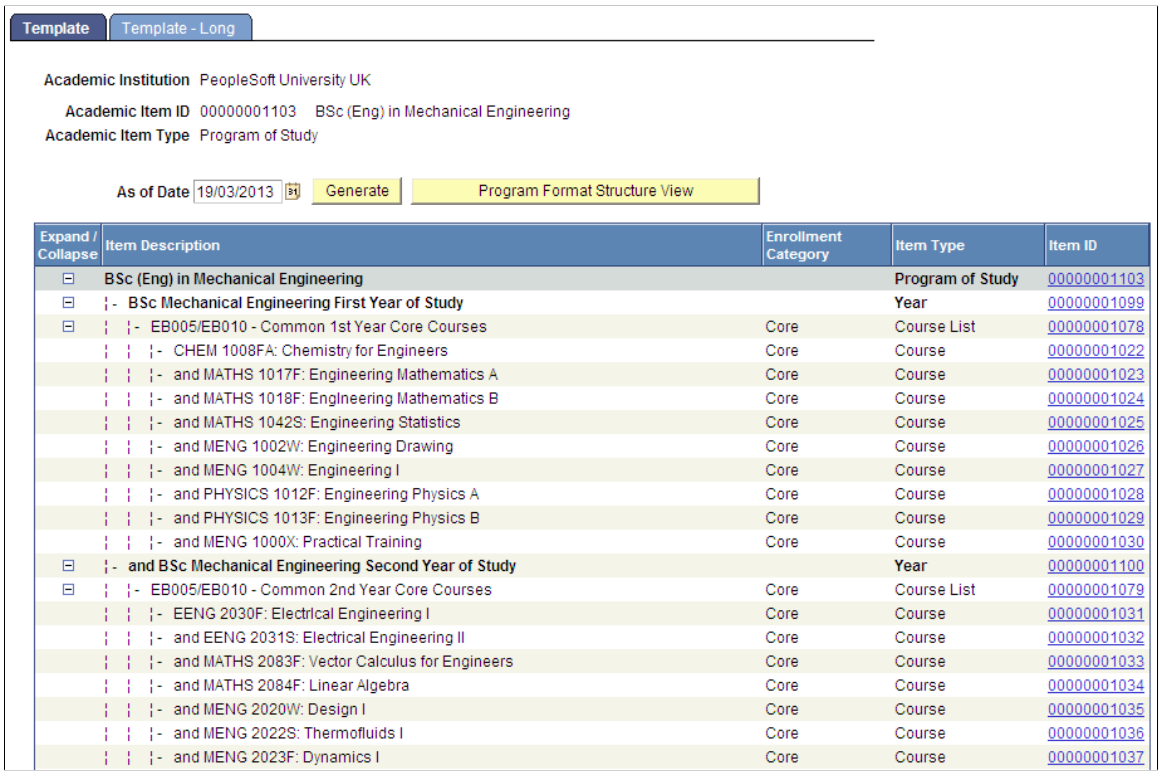


Image: Template page (expanded)

Here is an example of the page with the items expanded:



As of Date The system uses the date that you enter to retrieve the correct effective dated row for the select item and related child items.

Generate Click this button to retrieve the definition for the selected academic item, and all child items attached to it.

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When the template is generated, the item and any related child items are displayed in the collapsed form, as shown in the first page example above. Items can be expanded using the Expand/Collapse button. After an item has been expanded, the Program Format Structure View button becomes available and can be used to collapse all items, as shown in the second page example.

Expand/Collapse Expand or collapse any related child data.

Item Description The Description from the Academic Item header is displayed (SSR_AIR_HDR.DESCR50).

Enrollment Category The description for the Enrollment category of the item (SSR_AIR_ENRL.SSR_ENRL_CAT) is displayed.

Item Type The item type description is displayed for the academic item.

Item ID Click the link to access the Academic Item Registry component for the selected ID. You can make and save changes in that component before you return to the Program Template component.

Note: When a Program item is accessed from the Template view, the Program Format structure is enforced and academic item types that are identified as Program Format Tree Nodes cannot be added or deleted.

See Setting Up Academic Item Types

See Setting Up Program Formats

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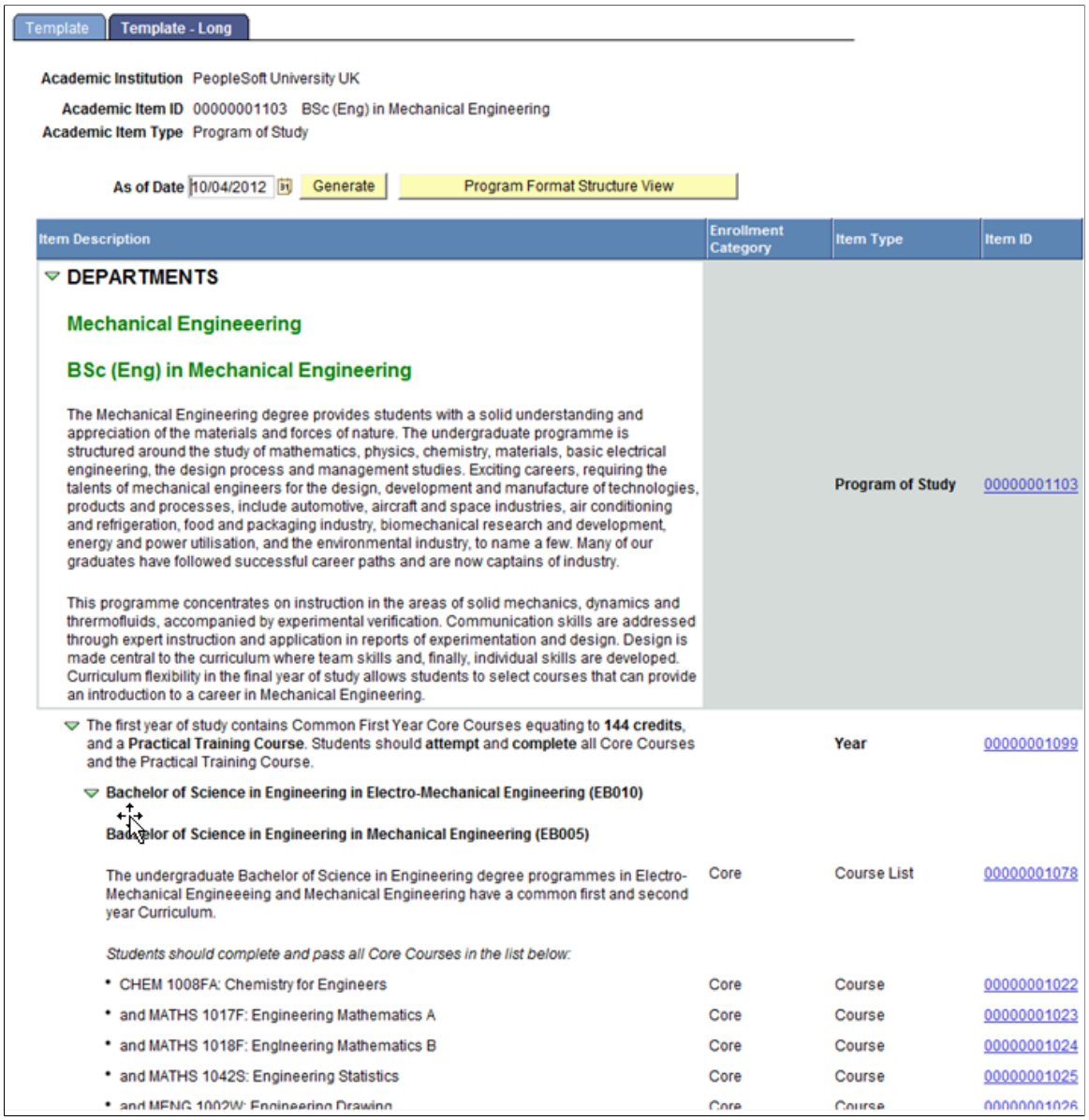
Viewing the Template – Long Page

Access the Template – Long page (Curriculum Management, Academic Item Registry, Program Template, Template – Long).

Image: Template Long page

This example illustrates the fields and controls on the Template Long page.



The Template - Long page includes the long display of the AIR Report description for the selected academic item (that is, the highest item node).

Setting Up Course Groups

This section provides an overview of course groups and discusses how to:

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- Define course groups.
- Define course group details.
- View test output.
- Define filters.
- Copy course groups.

Understanding Course Groups

The AIR feature provides the ability to define simple or complex lists of courses (Course ID, Course Offering, Course Topics), but the structure cannot accommodate the commonly used (in academic requirements) wild card course option, where, for example, the student is instructed to take *one 200 level course from the Economics Department.*

Use the Course Group feature in conjunction with the academic item type COURSEGROUP. A Course Group consists of one of more sets of wild card criteria that can be used to build a loosely defined list of courses.

Pages Used to Set Up Course Groups

Page Name	***Definition Name***	***Navigation***	***Usage***
Course Group Header	SSR_CRS_GRP_HDR	Curriculum Management, Academic Item Registry, Course Groups, Course Group Header	Define course groups.
Course Group Detail	SSR_CRS_GRP_DTL	Curriculum Management, Academic Item Registry, Course Groups, Course Group Detail	Define course group details.
Test Output	SSR_CRS_GRP_OUT	Curriculum Management, Academic Item Registry, Course Groups, Test Output	View test output.
Filters	SSR_CRS_GRP_FILTER	Curriculum Management, Academic Item Registry, Course Groups, Filters	Define a subset of the available Course Group criteria fields as filters for use in student self-service.

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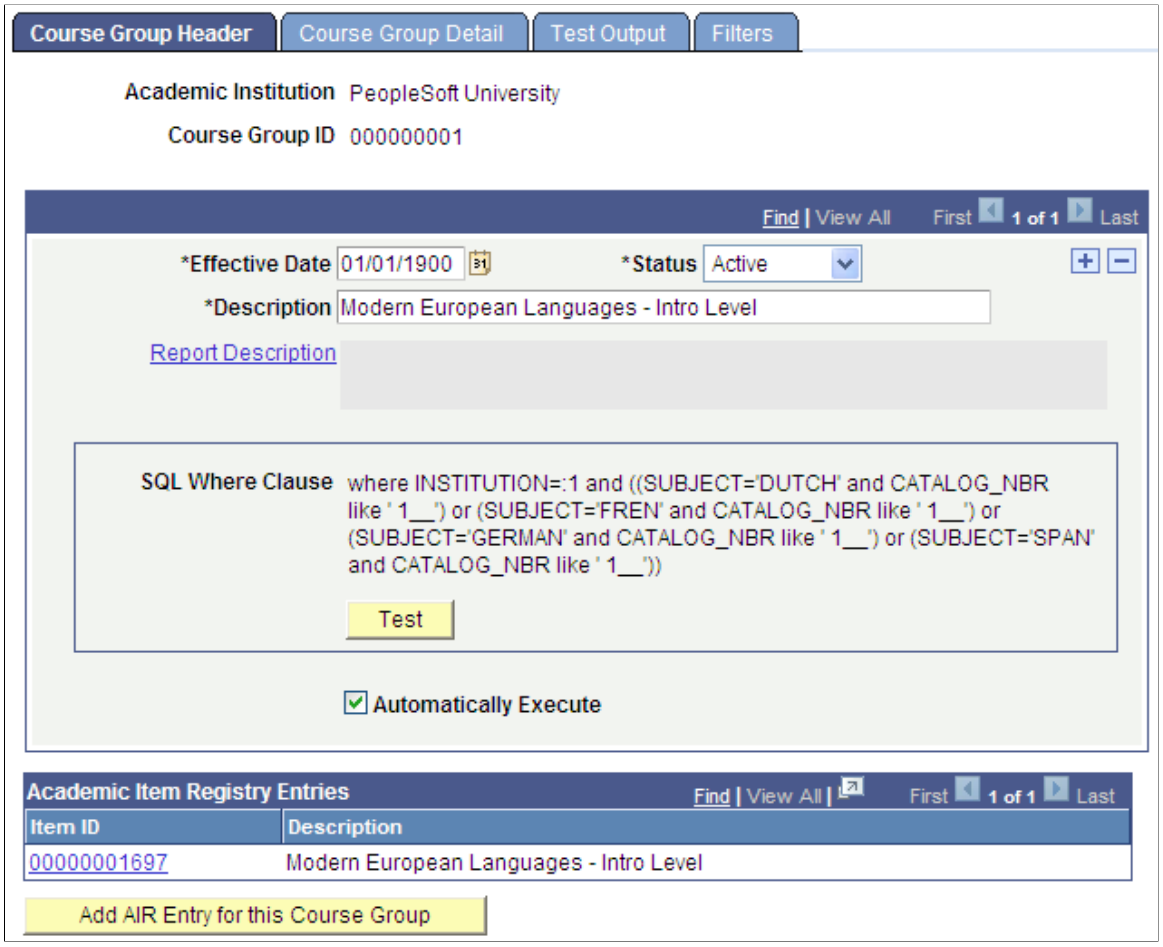
Defining Course Groups

Access the Course Group Header page (Curriculum Management, Academic Item Registry, Course Groups, Course Group Header).

Image: Course Group Header page

This example illustrates the fields and controls on the Course Group Header page. You can find definitions for the fields and controls later on this page.



Course Groups are defined by Institution and a system generated ID number.

Report Description

Click this link to access a new window in which Rich Text Editor features are available. The HTML output for the formatted text appears as display only in the Report Description field.

Automatically Execute

When this check box is selected, the list of courses defined by this Course Group is returned directly to the self-service UI (My Education Plan); otherwise, the results are accessed on a secondary page.

See "Using Program Enrollment Self-Service Features" (PeopleSoft Campus Solutions 9.2: Self Service)

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SQL Where Clause	On save, the system connects all of the Course Group Detail lines and generates and displays a SQL where clause using the criteria from each detail row.
Test	Click to initiate a SQL count statement which returns the number of course offering (CRSE_OFFER) rows that meet the criteria in the Course Group Detail line(s): The row count is returned in a modal message, with an option to view the results. To address performance concerns, you receive a warning when over 300 rows are returned, giving you the option to refine the search or continue to view the results.
Add AIR Entry for this Course Group	Click this button to create an academic item for this Course Group definition. The button creates a new item for this course group and transfers the user to the Academic Item Registry component.

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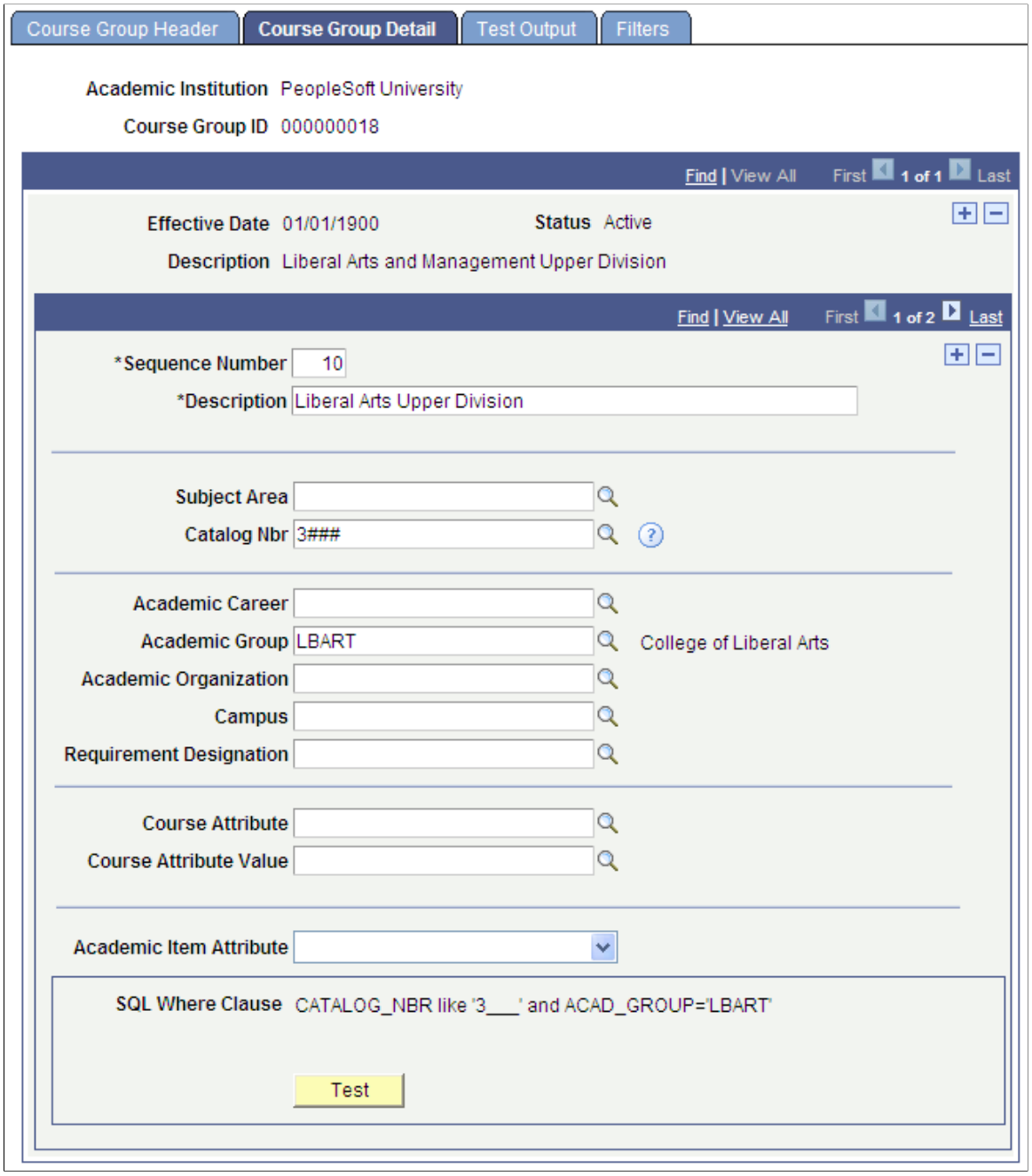
Defining Course Group Details

Access the Course Group Detail page (Curriculum Management, Academic Item Registry, Course Groups, Course Group Detail).

Image: Course Group Detail page

This example illustrates the fields and controls on the Course Group Detail page. You can find definitions for the fields and controls later on this page.



Sequence Number Enter a user defined sequence number.

Description Enter a description for the Group Detail row.

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Catalog Nbr	Enter % to match one or more characters—for example, 20% retrieves all catalog numbers where the first two characters are 2 and 0. Enter _ (underscore) to match a single character. Enter # to match any single numeric character.
Academic Career, Academic Group, Academic Organization, Campus, Requirement Designation, Course Attribute, and **Course Attribute Value**	Enter valid values in these fields to further refine the selection criteria for the Course List against the Course Catalog.
Academic Item Attribute	Enter an academic item attribute to further refine the selection criteria. The system uses this to select criteria against the academic item registry.
Value	When an Attribute is used, you can enter a Value—a prompt is available if the Academic Item Attribute has an Attribute Type of *LOV, Table,* or *Translate.*

Refer to the previous documentation for the Course Group Header page for descriptions of SQL Where Clause and Test.

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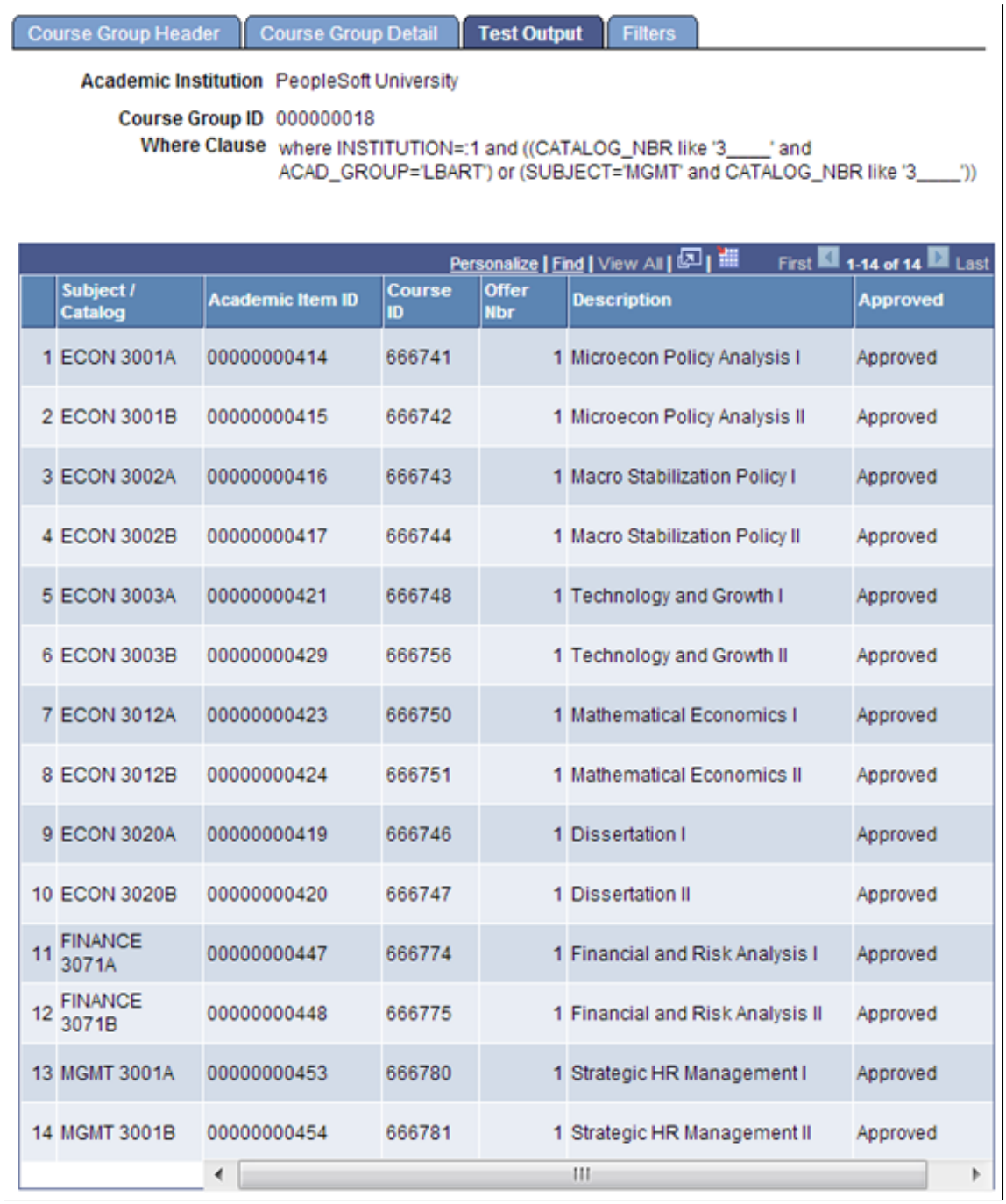
Viewing Test Output

Access the Test Output page (Curriculum Management, Academic Item Registry, Course Groups, Test Output).

Image: Test Output page

This example illustrates the fields and controls on the Test Output page. You can find definitions for the fields and controls later on this page.



	Subject / Catalog	Academic Item ID	Course ID	Offer Nbr	Description	Approved
1	ECON 3001A	00000000414	666741	1	Microecon Policy Analysis I	Approved
2	ECON 3001B	00000000415	666742	1	Microecon Policy Analysis II	Approved
3	ECON 3002A	00000000416	666743	1	Macro Stabilization Policy I	Approved
4	ECON 3002B	00000000417	666744	1	Macro Stabilization Policy II	Approved
5	ECON 3003A	00000000421	666748	1	Technology and Growth I	Approved
6	ECON 3003B	00000000429	666756	1	Technology and Growth II	Approved
7	ECON 3012A	00000000423	666750	1	Mathematical Economics I	Approved
8	ECON 3012B	00000000424	666751	1	Mathematical Economics II	Approved
9	ECON 3020A	00000000419	666746	1	Dissertation I	Approved
10	ECON 3020B	00000000420	666747	1	Dissertation II	Approved
11	FINANCE 3071A	00000000447	666774	1	Financial and Risk Analysis I	Approved
12	FINANCE 3071B	00000000448	666775	1	Financial and Risk Analysis II	Approved
13	MGMT 3001A	00000000453	666780	1	Strategic HR Management I	Approved
14	MGMT 3001B	00000000454	666781	1	Strategic HR Management II	Approved

When you click the Test button on the Course Group Header or Course Group Detail page and click OK to view the results, you are transferred to the Test Output page where the results appear in a grid that you can scroll through (the Tools zoom feature is available).

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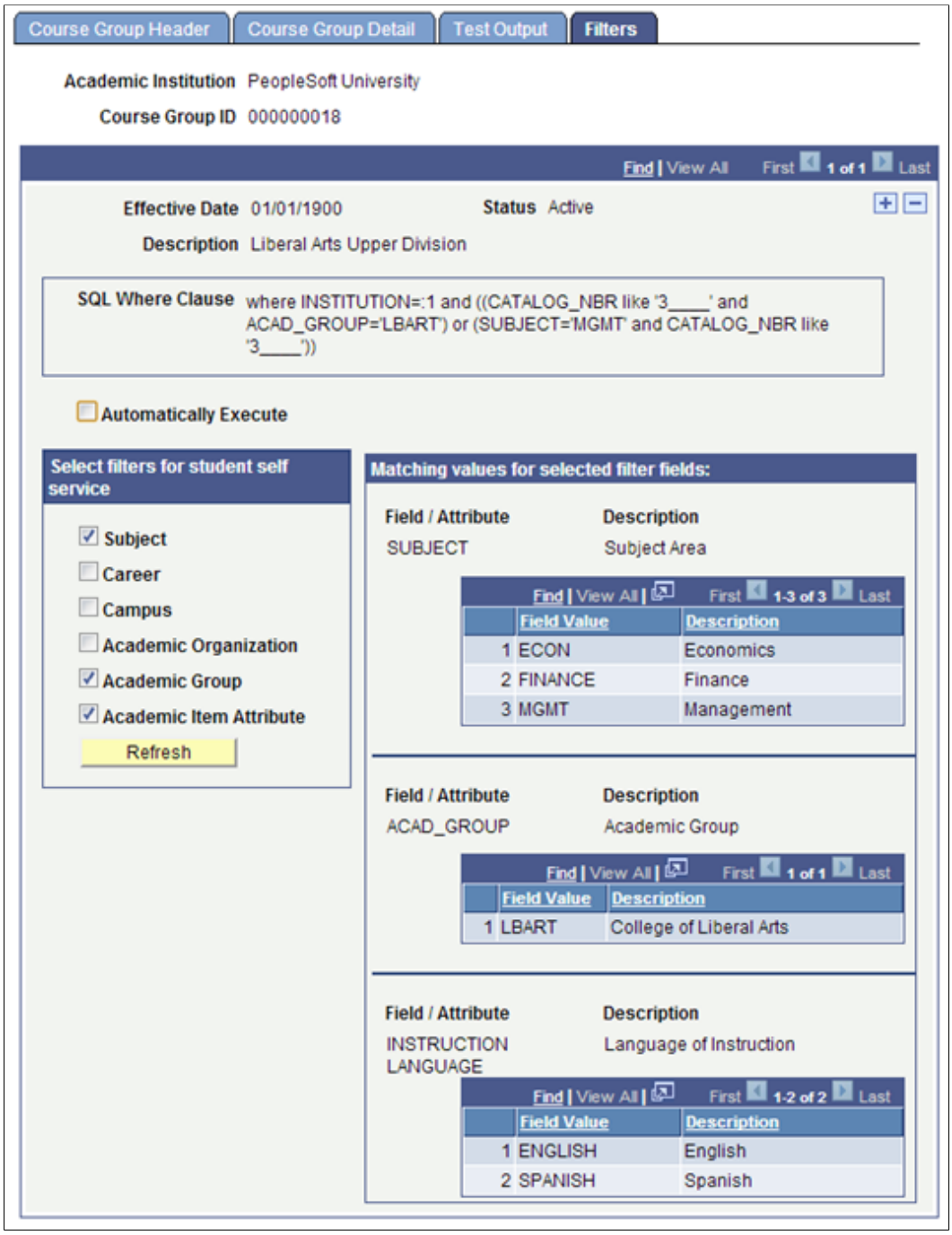
Defining Filters

Access the Filters page (Curriculum Management, Academic Item Registry, Course Groups, Filters).

Image: Filters page

This example illustrates the fields and controls on the Filters page. You can find definitions for the fields and controls later on this page.



Use this page to define a subset of the Course Group criteria fields as filters for use in Student Self Service. Because the filters are to be used only when a course group definition returns a large result set, the *Select filters for student self service* options are available only if the course group is *not* set up to

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automatically return results in the user interface (the Automatically Execute check box is not selected on the Course Group Header page).

Select Filters for student self service

The options are: Subject, Career, Campus, Academic Organization, Academic Group, Academic Item Attribute.

If an option is selected, then when you save or refresh the page, the system creates a list of distinct values (with descriptions) for the filter field, using the entire result set for the Course Group. For example, if the result set for a Course Group is 100 courses and Subject and Academic Group are the filters, then a list of distinct Subject values and Academic Group values are displayed. Because the filter values are saved to the database, use the Refresh button if changes have been made to the filter options or if changes have occurred in the Course Catalog or Academic Item Registry that could have affected the result set.

Matching values for selected filter fields:

For each filter that is selected, a value field is generated with a Field/Attribute, Description format. This format accommodates the use of Common Attribute Framework based attributes. Only those attributes for which the Show in Student Self-service check box is selected on the Academic Item Registry page can be used as filters. For example, if the result set includes three distinct attributes but only one is set to Show in Student Self-service, then only that attribute is displayed in the filter results.

See Using Item Attributes in AIR

See "Using Program Enrollment Self-Service Features" (PeopleSoft Campus Solutions 9.2: Self Service)

Copying Course Groups

When you add a new Course Group, two copy options are available on the Course Group Header page:

Copy AA Course List

Copy an existing Academic Advisement course list that uses a Wild Card indicator. When you select this option, the copy process copies only those rows in the AA course list where the wild card indicator = Y.

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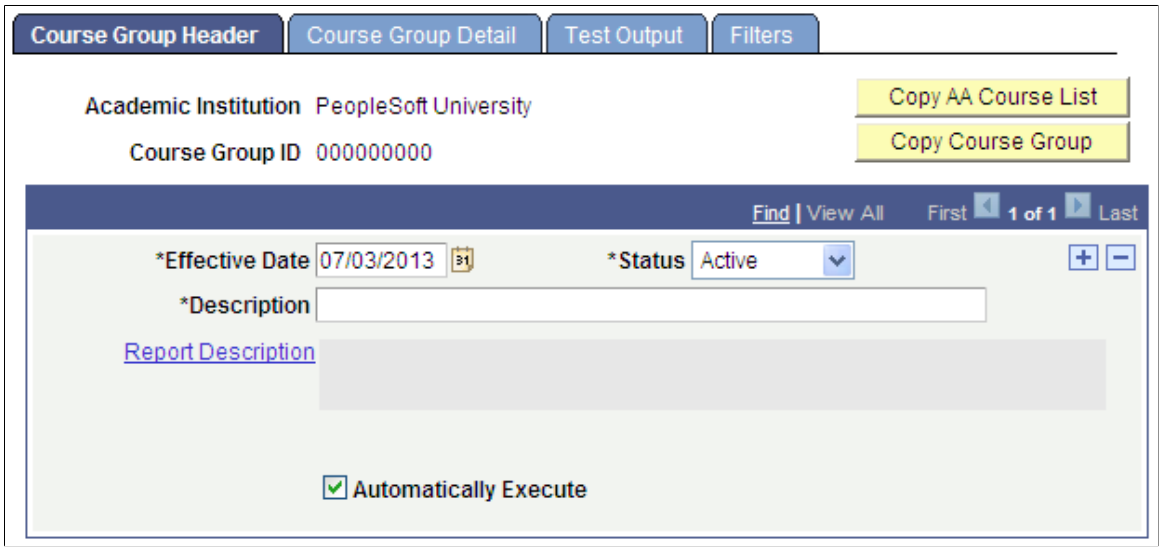
Copy Course Group Copy previously created course groups.

Image: Course Group Header example page

This is an example of the Course Group Header page with the two copy options.



Copy AA Course List When you click the Copy AA Course List button:

- You are transferred to the Copy Academic Advisement Course List look up page.
- You select a Course List for the Institution of the new Course Group.
- The Course List look-up prompts against a view of the Course List Detail table, for Course Lists that have a Wild Card Indicator (CLST_DETL_TBL where WILDCARD_IND = 'Y').
- If the selected Course List has detail rows within it where the wild card indicator = N, those rows are not copied.

Copy Course Group When you click the Copy Course Group button:

- You are transferred to the Copy Course Group look up page.
- You select a Course Group ID from a list of existing Course Groups for the Institution of the new Course Group.
- You are transferred back to the Course Group component and all eligible data is copied. You can then make adjustments as needed.

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Setting Up for the Academic Progress Tracker

The program data that you define in the Academic Item Registry is ultimately stored at the student level in the Academic Progress Tracker (APT). The APT record for a student is keyed by an *instance* which also provides a link to the academic program of the student.

See Understanding the Academic Progress Tracker

This section discusses how to:

- Enable program enrollment.
- Map Campus Solutions academic programs, plans and subplans to AIR based programs of study.

Note: As of April 2012, the option to hold the APT Instance at the Academic Plan level is no longer available. The APT Instance is held at the Academic Program level only.

Pages Used to Set Up for the Academic Progress Tracker

Page Name	*Definition Name*	*Navigation*	*Usage*
Academic Institution 9	SSR_INST_PE	Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table, Academic Institution 9	Enable Program Enrollment.
Program Enrollment Mapping	SSR_PROG_PE	Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Program Enrollment Mapping	Map Campus Solutions academic programs, plans and subplans to AIR based programs of study.

Enabling Program Enrollment

Your institution must enable Program Enrollment at the Academic Structure level in order to define academic program/plan/subplan mapping and to enable the tracking of an *APT instance* on the Admissions and Student Records program stacks.

See "Enabling Program Enrollment and Activity Management Defaults" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

Mapping Campus Solutions Academic Programs, Plans and SubPlans to AIR Based Programs of Study

Admission applications, admission, matriculation, and core student program management continue to use Campus Solutions academic program structures. Institutions that want to use AIR based programs for tracking student programs and enrollment must map the Campus Solutions academic structure attributes of those offerings - the programs, plans, and subplans - to AIR program of study academic items. A mapping table is provided at the Academic Program Table level for this purpose.

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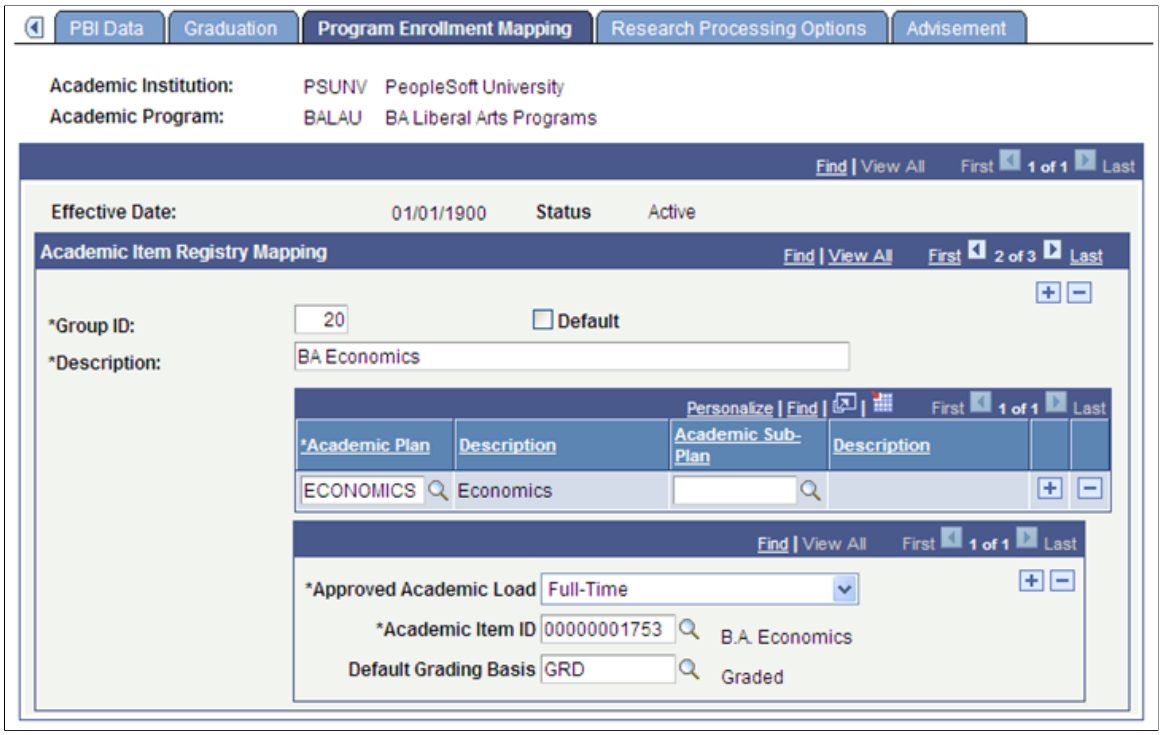
Access the Program Enrollment Mapping page (Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Program Enrollment Mapping).

Image: Program Enrollment Mapping page

This example illustrates the fields and controls on the Program Enrollment Mapping page. You can find definitions for the fields and controls later on this page.



Use this page to create rules that map an academic program and one or more plan combinations to AIR Program of Study academic items.

This page is available only if the Enable Program Enrollment check box is selected on the Academic Institution 9 page.

Academic Item Registry Mapping

Group ID Enter a number to be used as an identifier for a group of plans and subplans.

Default Select this check box to indicate which Group ID is the default. When you select this check box, the Academic Plan/Academic Sub-Plan grid is not available because the default is a catch-all for a program with any unmapped plan/subplan combination.

Academic Plan Enter one or more academic plans per Group ID.

Academic Sub-Plan Enter one or more subplan values associated with the plan. You must enter a new row of Academic Plan for each subplan that you enter.

Approved Academic Load and Academic Item ID Enter at least one Approved Academic Load value and one Academic Item ID value per Group ID.

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Edits

A Plan cannot be used with a null subplan value and an actual subplan value within the same group. A combination like the following is invalid:

Group ID: *10*

- Academic Plan: *PSYCH*
- Academic Sub-Plan: *A1*
- Academic Plan: *PSYCH*
- Academic Sub-Plan: *null*

This mapping combination is not allowed because it is contradictory - with subplan equals *A1* and subplan equals *any plan.* This condition returns an error message for incorrect definition, referencing the group number.

Related Links

"Defining Academic Programs" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)
"Defining Academic Plans" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)
"Defining Academic Subplans" (PeopleSoft Campus Solutions 9.2: Application Fundamentals)

Setting Up APT Action Security

Use the APT Action Security page to determine the actions that a user can select on the APT Administrative Roster page, based on User ID security. For example, a user may be able to add a course academic item to a student's Academic Progress Tracker (APT) but not remove it. Be careful when granting users access to APT actions such as remove items, because a user can remove planning nodes and even the program if no action has been taken on the item or any of its children.

Note: When setting up security for the APT Action *Add Item,* add the parent item as well as the academic item. For example, if you set up an APT Action *Add Item* for *Course* academic item and the course is to be added to a parent semester, you must also set up the APT Action *Add Item* for *Semester* academic item.

If security is not granted for a specific academic item and action, the user cannot select the academic item on the search pages and prompts on the APT Administrative Roster page.

See Managing the APT Administrative Roster

Page Used to Set Up APT Action Security

Page Name	*Definition Name*	*Navigation*	*Usage*
APT Action Security	SSR_APT_ACT_SCRTY	Set Up SACR, Security, Secure Student Administration, User ID, APT Action Security	Secure APT actions for the adding, removal, and substitution of academic items and result entry, calculation and evaluation.

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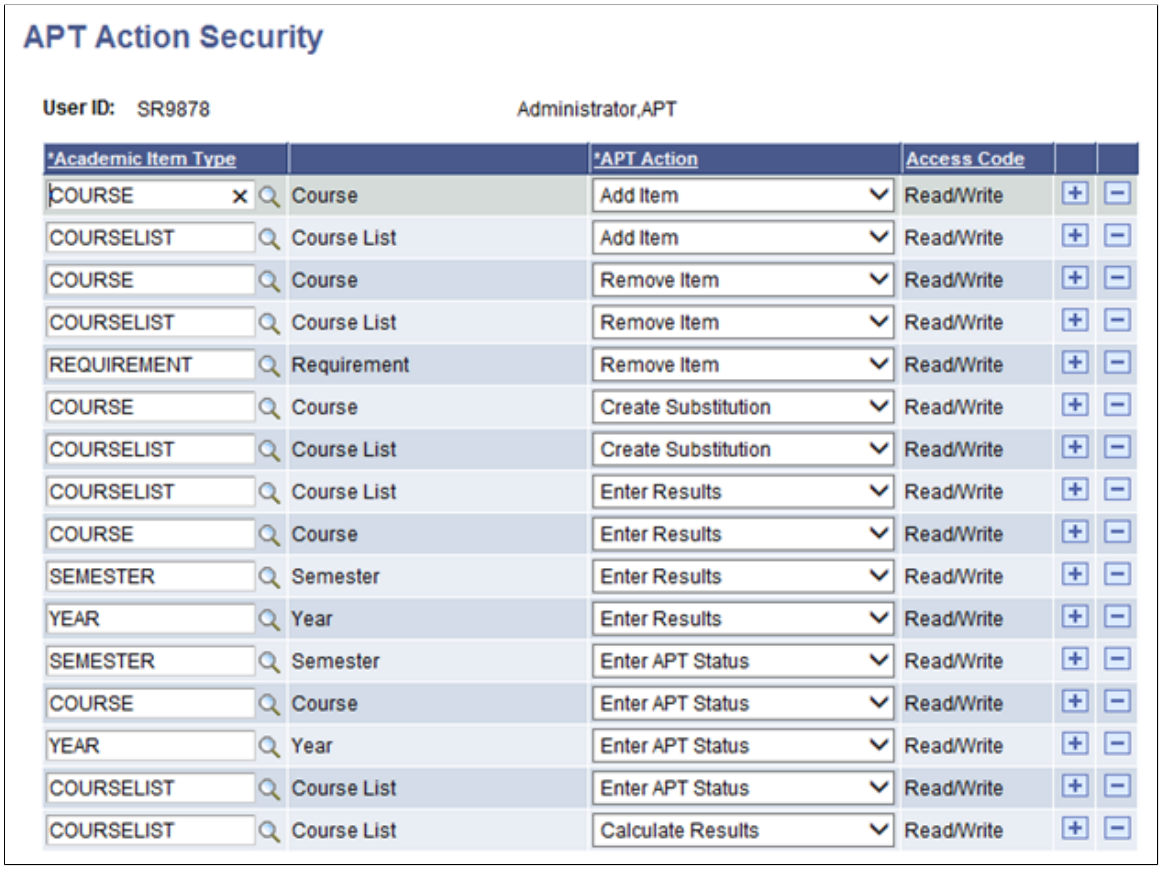
Defining Security for APT Actions

Access the APT Action Security page (Set Up SACR, Security, Secure Student Administration, User ID, APT Action Security).

Image: APT (Academic Progress Tracker) Action Security page

This example illustrates the fields and controls on the APT (Academic Progress Tracker) Action Security page. You can find definitions for the fields and controls later on this page.



APT Action Security

User ID: SR9878 Administrator,APT

*Academic Item Type		*APT Action	Access Code
COURSE	Course	Add Item	Read/Write
COURSELIST	Course List	Add Item	Read/Write
COURSE	Course	Remove Item	Read/Write
COURSELIST	Course List	Remove Item	Read/Write
REQUIREMENT	Requirement	Remove Item	Read/Write
COURSE	Course	Create Substitution	Read/Write
COURSELIST	Course List	Create Substitution	Read/Write
COURSELIST	Course List	Enter Results	Read/Write
COURSE	Course	Enter Results	Read/Write
SEMESTER	Semester	Enter Results	Read/Write
YEAR	Year	Enter Results	Read/Write
SEMESTER	Semester	Enter APT Status	Read/Write
COURSE	Course	Enter APT Status	Read/Write
YEAR	Year	Enter APT Status	Read/Write
COURSELIST	Course List	Enter APT Status	Read/Write
COURSELIST	Course List	Calculate Results	Read/Write

Setting Up APT Reason Codes

Your institution can use the APT Reason Code Table page to set up reason codes to be used in the Academic Item Attempt Results section of the APT Items page. For example, a student may be granted a higher result and compensation due to ill-health or other mitigating circumstances; a result may be excluded due to plagiarism. You can set up reasons to be added to a specific result. A reason code can be stored for each result row in the APT Items page if required. You can also add the reason code when you enter results on the APT Administrative Roster page.

See Managing APT Items

See Managing the APT Administrative Roster

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Page Used to Set Up APT Reason Codes

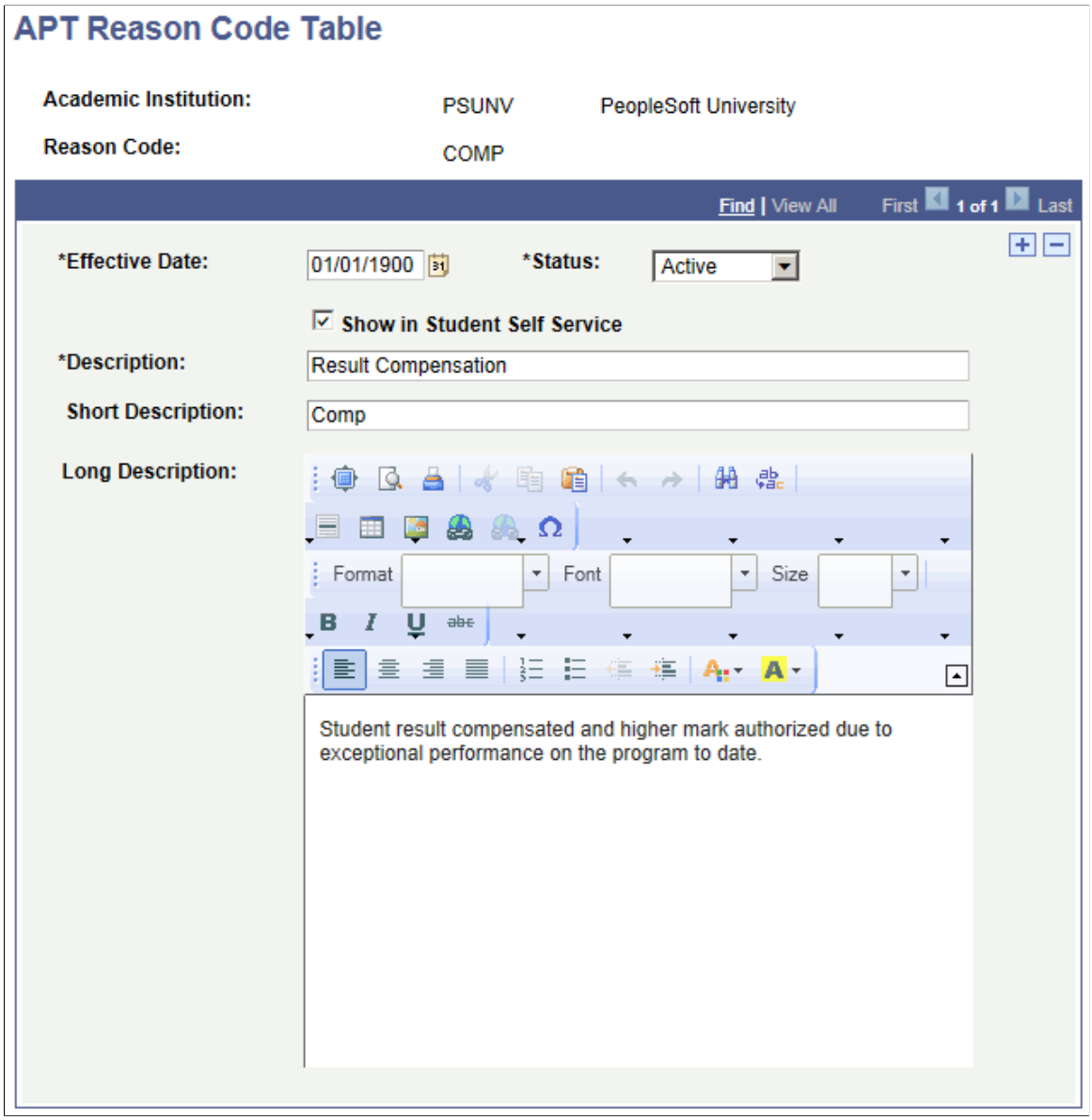
Page Name	*Definition Name*	*Navigation*	*Usage*
APT Reason Code Table	SSR_APT_RSN_TBL	Set Up SACR, Product Related, Student Records, Program Enrollment, APT Reason Code Table	Set up reason codes for Academic Item Attempt Results.

Defining APT Reason Codes

Access the APT Reason Code Table page (Set Up SACR, Product Related, Student Records, Program Enrollment, APT Reason Code Table).

Image: APT Reason Code Table page

This example illustrates the fields and controls on the APT Reason Code Table page.



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Show in Student Self Service Planned for the future.

Using the Common Attribute Framework to Extend Class Associations for Program Enrollment

Bundle 47. Documentation-only update. This section has been updated to include information about setting up Common Attribute Framework to extend class associations for Program Enrollment.

The Common Attribute Framework (CAF) can be used with Program Enrollment Self-Service to associate a student with specific sections of a class. There are two configuration options: Required Match and Filter Default. An example of a Required Match is where a student's attribute value, e.g. Student Language French, matches only those classes with the same value. Filter Default automatically selects classes based on the student's attribute value, but students can deselect the filter and select another student language attribute value (for example, English). Institutions can define the values they want to use within the Common Attribute Framework to be able to associate students with specific classes.

Related Links

Using the Common Attribute Framework to Extend Class Associations

Setting Up Common Attribute Framework to Extend Class Associations for Program Enrollment

1. Add the common attributes you want to use to associate students with specific classes.
   a. Go to Set Up SACR, Common Definitions, Common Attribute Setup, Record Context).
   b. In Record (Table) Name, make sure you select *ACAD_PROG*.

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c. In the Attributes region, specify the common attributes you want to use. The following images show examples of adding Student Language and Student Shift as the common attributes.

Image: Example 1: Adding common attribute "Student Language" to filter classes

This example illustrates adding common attribute "Student Language" to filter classes.

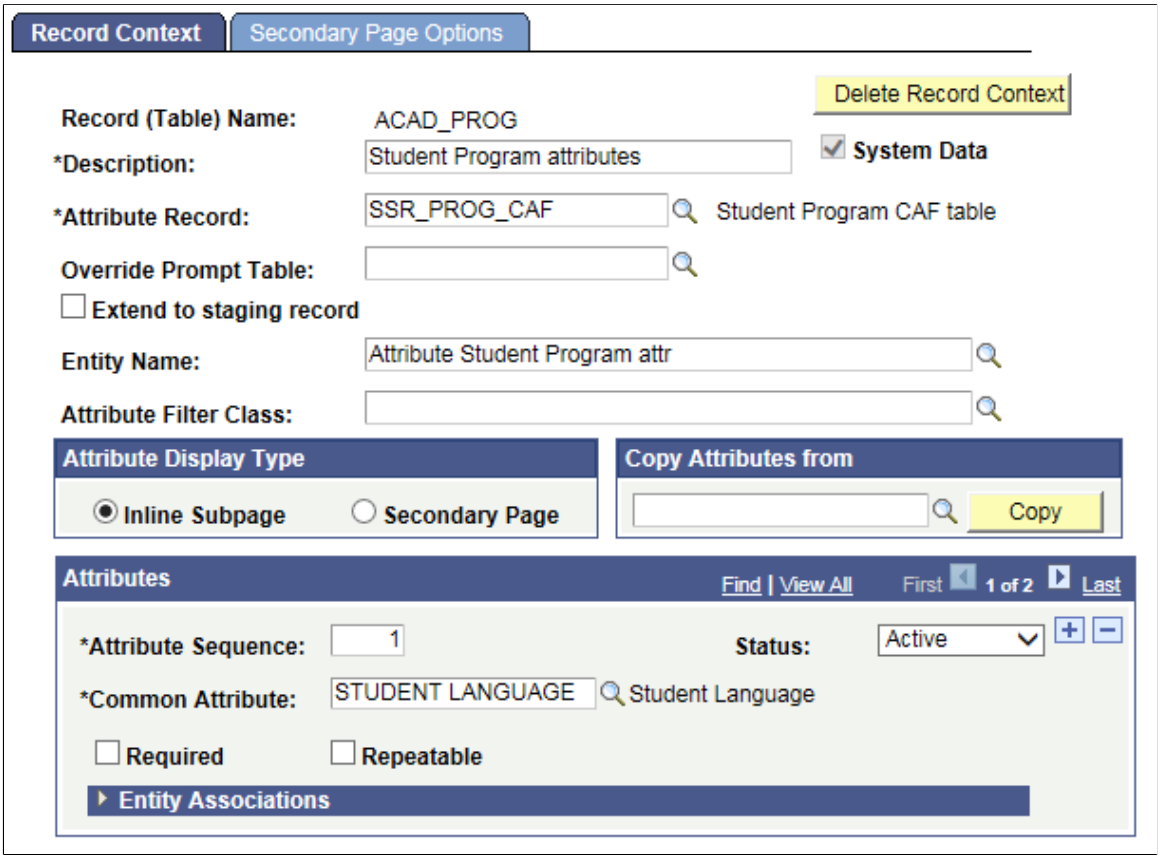

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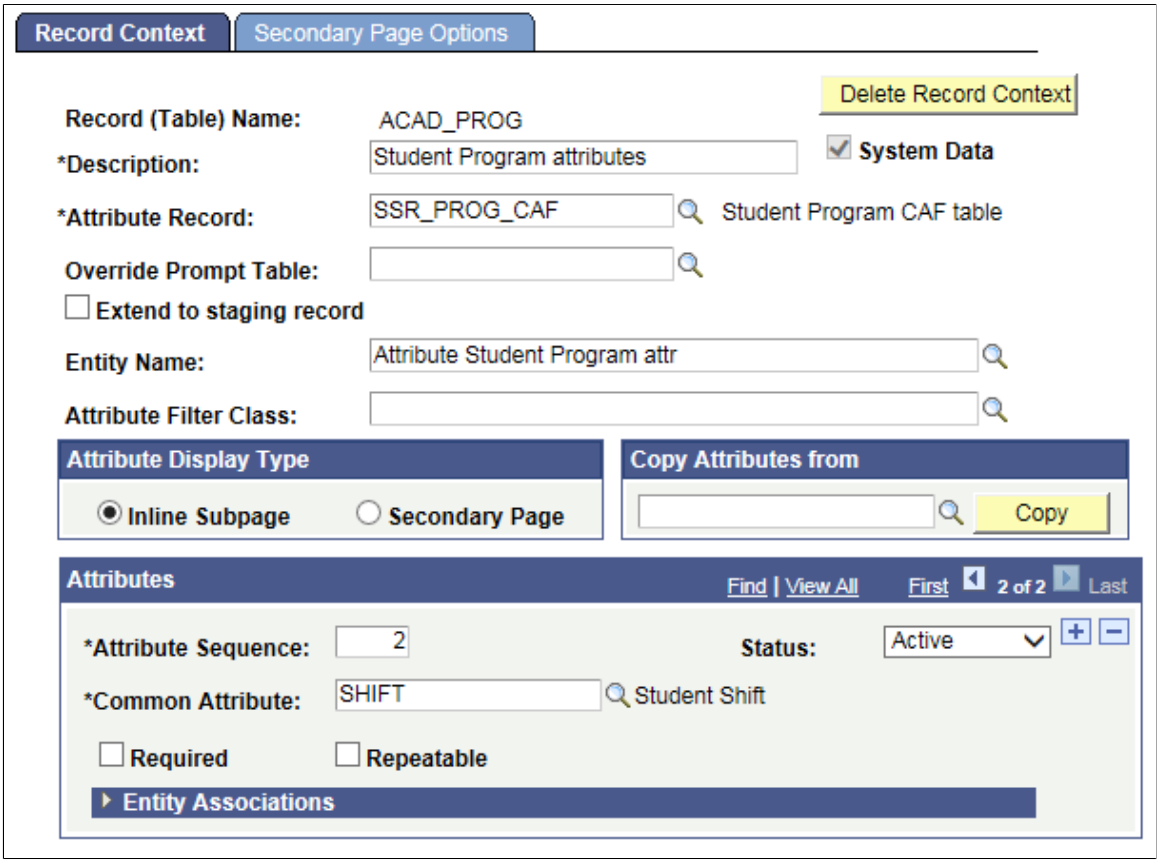
Image: Example 2: Adding common attribute "Shift" to filter classes

This example illustrates adding common attribute "Shift" to filter classes.



d. Click Save.

e. Access the Record Context page again (Set Up SACR, Common Definitions, Common Attribute Setup, Record Context).

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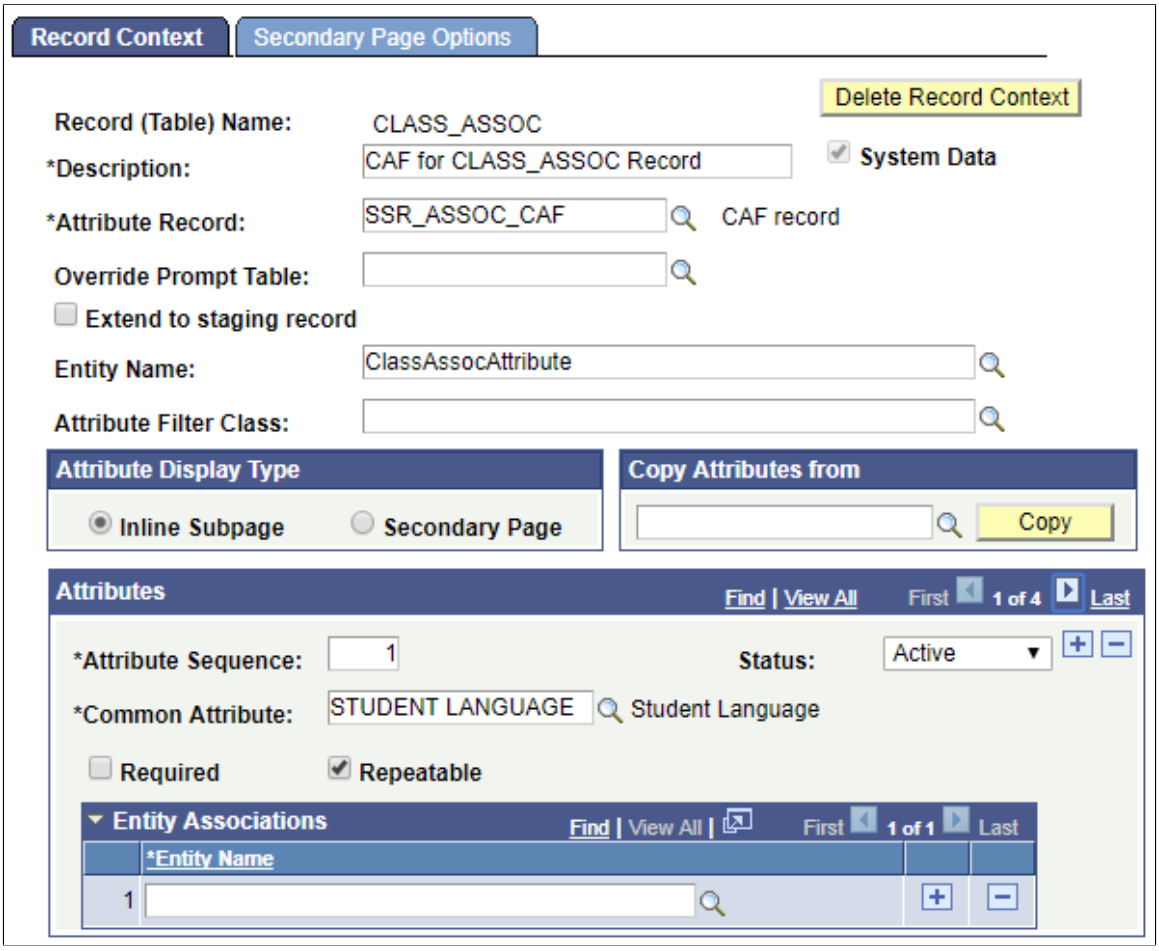
f. In Record (Table) Name, select *CLASS_ASSOC*.

Image: Example 3: Adding common attribute to Record Name CLASS_ASSOC

This illustrates adding a common attribute to Record Name CLASS_ASSOC. You can find definitions for the fields and controls later on this page.



g. Add the same attributes you added to ACAD_PROG so that you can select these attributes on the Associated Class Attributes page (step 3), and then click Save.

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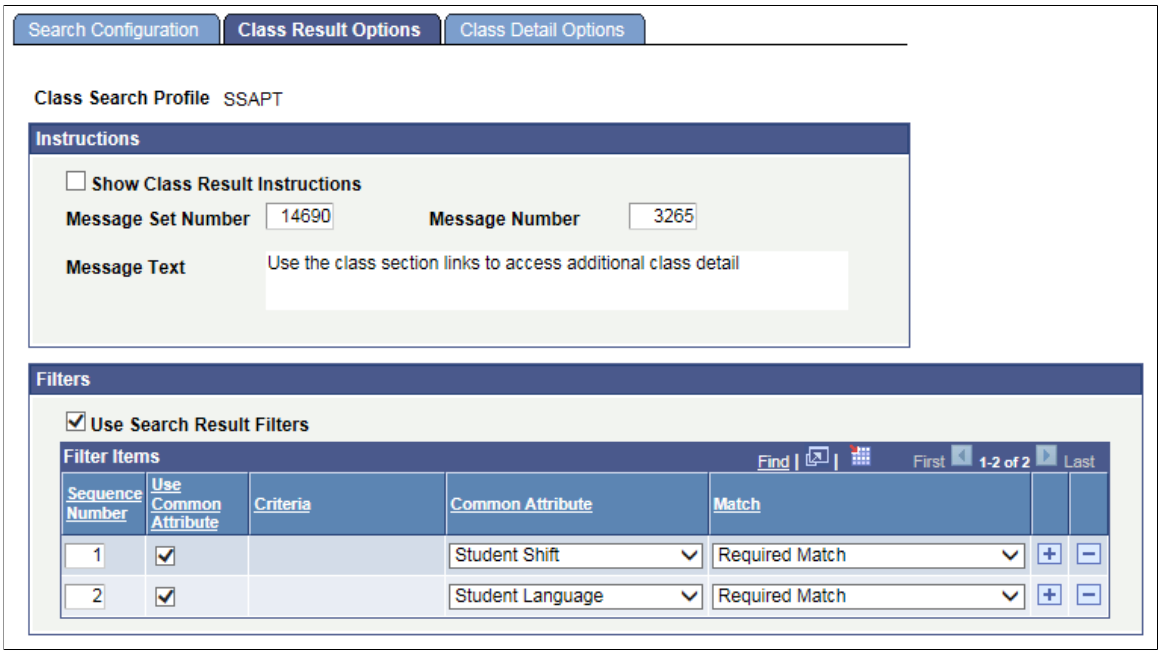
2. Configure class search to use the common attribute.

Image: Configuring class search filters for program enrollment

This example illustrates configuring class search filters for program enrollment.



a. Go to Set Up SACR, Product Related, Student Records, Curriculum Management, Class Search Configuration.

b. In Class Search Profile, click SSAPT.

   This profile allows you to match students to specific classes based on certain filters.

c. Click Class Result Options.

d. In the Filters group box, select *Use Search Filter Results* if there are a number of class attributes so that students can use these as filters when searching for classes.

e. In the Filters group box, select *Use Common Attribute* to add the attributes you created.

f. In the Match column, you can select:

   Required Match, which requires an exact match on the Student Program and Class Association attributes. If there is only one class attribute that matches the Student Program attribute, the class section appears by default in My Schedule Builder. If there are multiple classes that match the Student Program attribute, then all classes are displayed. If you select *Use Search Results Filters* on the Class Result Options page, the student cannot deselect the filter for the attribute that is set as a 'Required Match' in My Schedule Builder. For example, there may be classes taught in French and Flemish. The Student Program attribute is 'Flemish'. In the class table, there are two Flemish courses and one French course. The student cannot deselect the matching language Flemish classes, but can view, and (optionally) select the other French class.

   Filter Default, which does not require a match between the Student Program and Class Association attributes. For example, there may be multiple classes for the attribute Shift (Shift 1, Shift 2, and so on). The Student Program attribute is Shift 2. Because Filter Default does not

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require a match, the attribute for Shift 1 is also displayed and can be selected. Although Shift 2 is selected as the default (because it matches the Student Program value), the student can deselect Shift 2 and then select Shift 1. The classes that appear in the search results are based on the initial default. It is also possible to select both attributes.

For more information about the Class Result Options page, see Defining Class Search Result Options.

3. Link the attribute to classes:

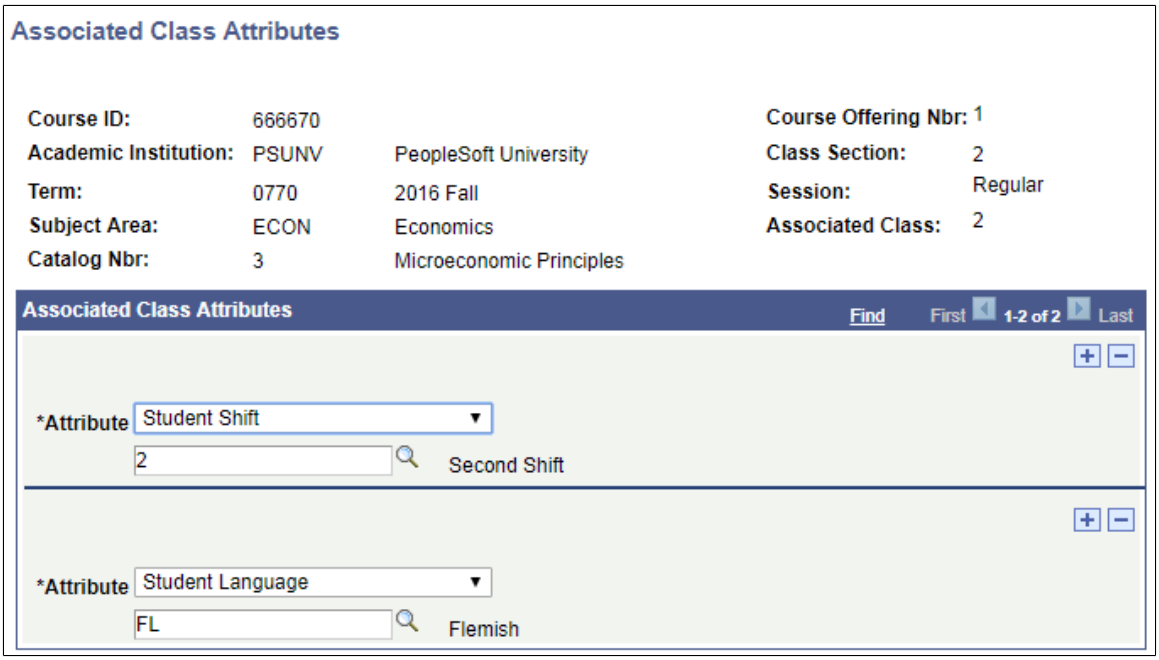
   a. Go to Curriculum Management, Schedule of Classes, Maintain Schedule of Classes.

   b. Click Associated Class Attributes.

   c. From the Associated Class Attributes region, add the attribute and assign a value.

   Image: Linking common attributes to a class

   This illustrates how to linking common attributes to a class.



   d. When you are done adding attributes and assigning values, click OK.

   e. If there are other sections to which you want to link attributes, go to the next section in the list, then repeat steps b to d.

   f. Click Save.

4. Link the attributes and values to the student's Program/Plan record.

   a. Go to Records and Enrollment, Career and Program Information, Student Program/Plan.

   b. Click Additional Information.

   This tab appears when you set up the attribute for the Record Name ACAD_PROG.

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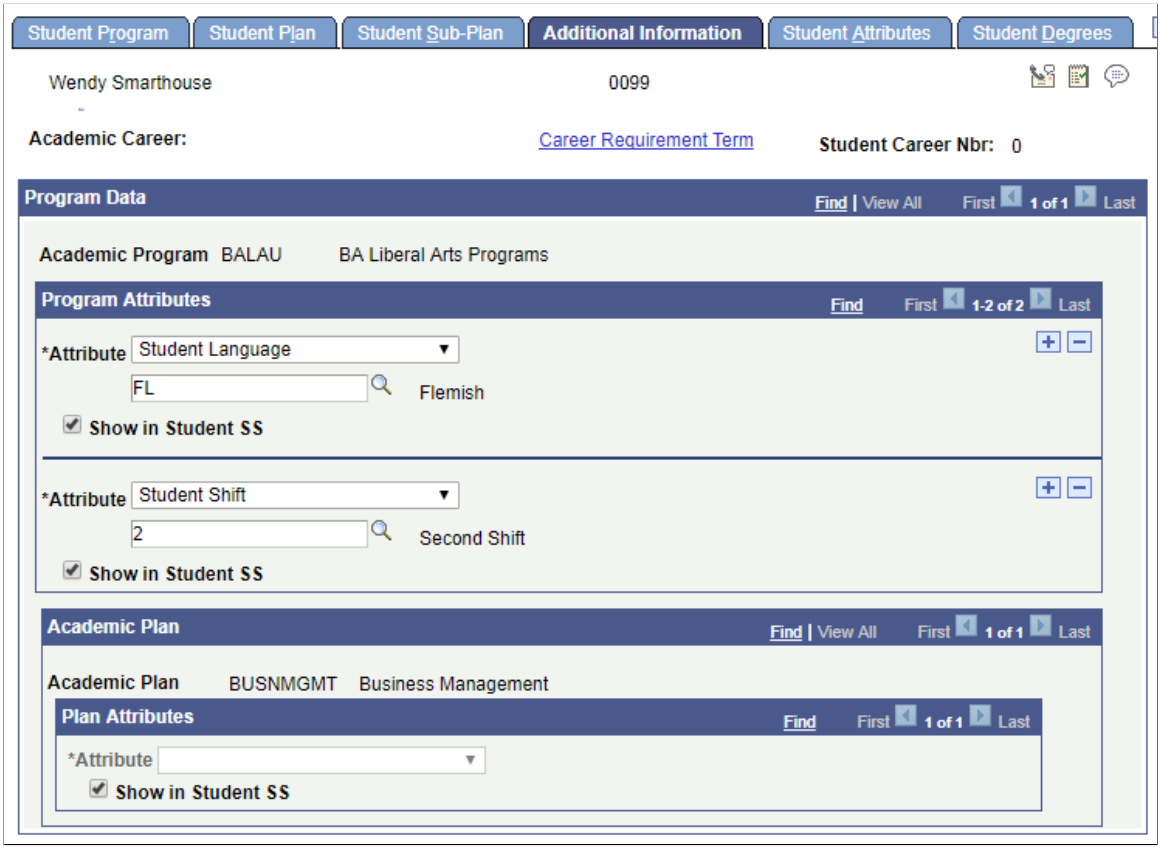
c. In the Program Data region, add a program attribute and assign a value.

d. Make sure you select Show in Student SS.

This example shows program attributes set for Student Shift = 2, and Student Language = FL.

Image: Example of linking common attributes to a student's program plan

This shows an example of linking common attributes to a student's program plan.



To check your setup, log in as a student:

1. Go to Self Service, My Education Plan.
2. Click Build Schedule.

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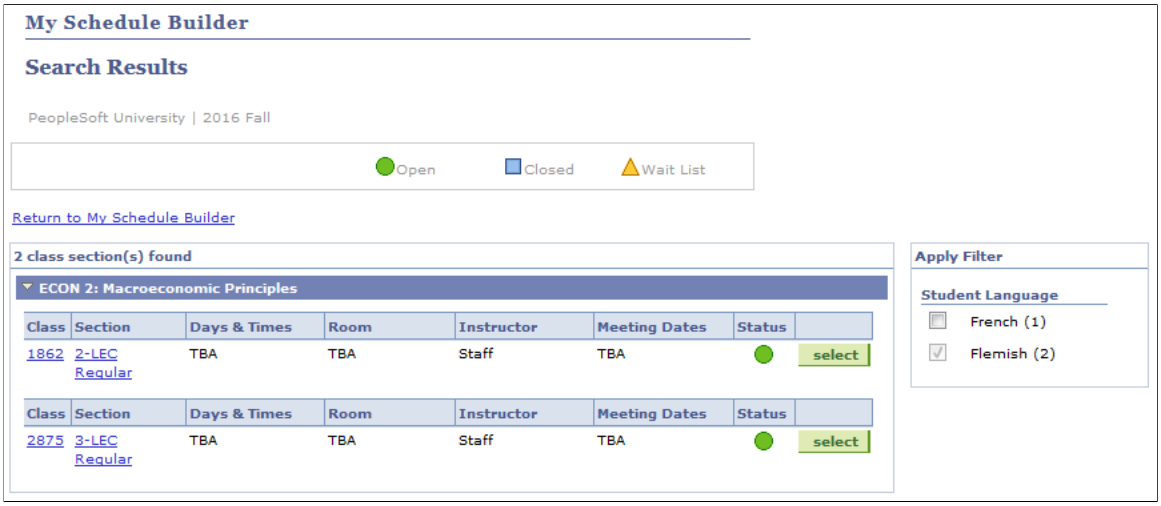
The first example shows classes that have a ‘Required Match’. The student cannot deselect the attribute that is required (Flemish). The classes initially displayed are based on the required attribute.

Image: Example of class search results when filtered by Student Language

This illustrates an example of class search results when filtered by Student Language.

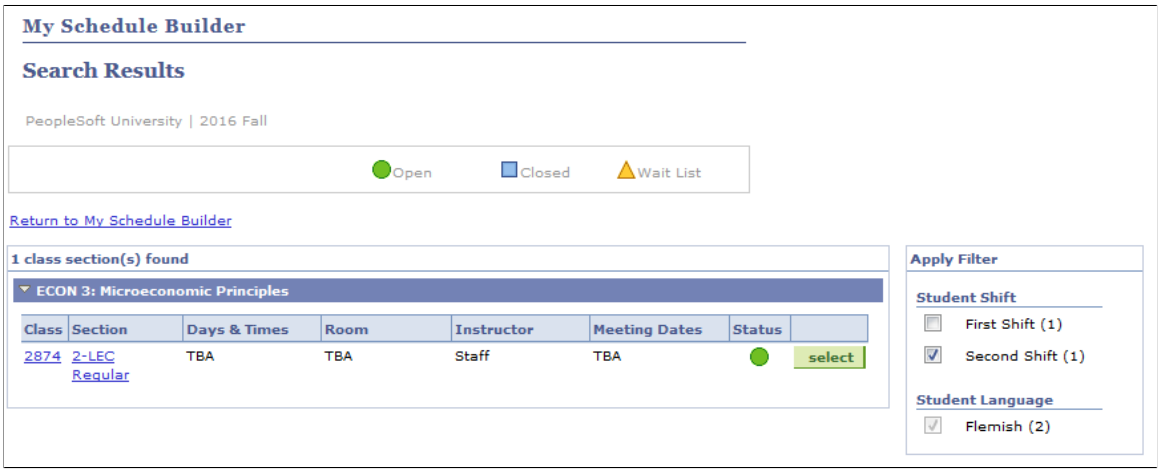


If an attribute is set as ‘Filter Default’ on the Class Result Options page, a match is not required.

In the following example, a student may have a Student Program attribute of Shift with a value of Shift 2. Because this is not a required match, students can deselect the Shift 2 attribute and select Shift 1 or both.

Image: Example of class search results using a default filter

This illustrates an example of class search results using a default filter.



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