

Evaluation of Transfer Credit

OBJECTIVE: Generating the Evaluation of Transfer Credit for specific populations or one student

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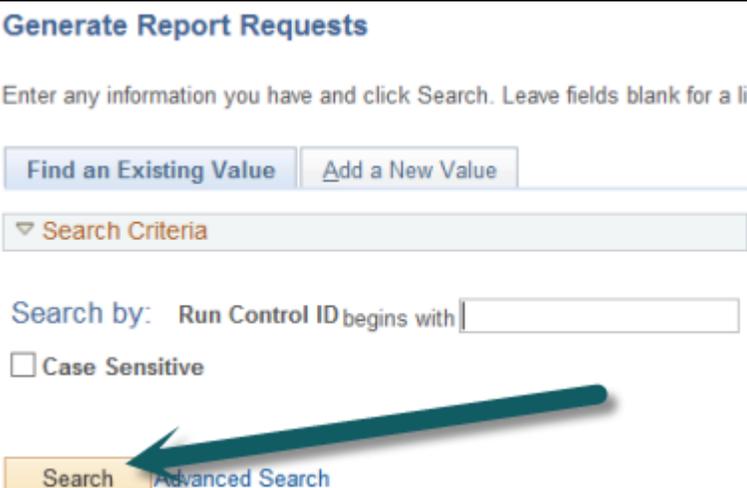
NEED ADDITIONAL INFORMATION?

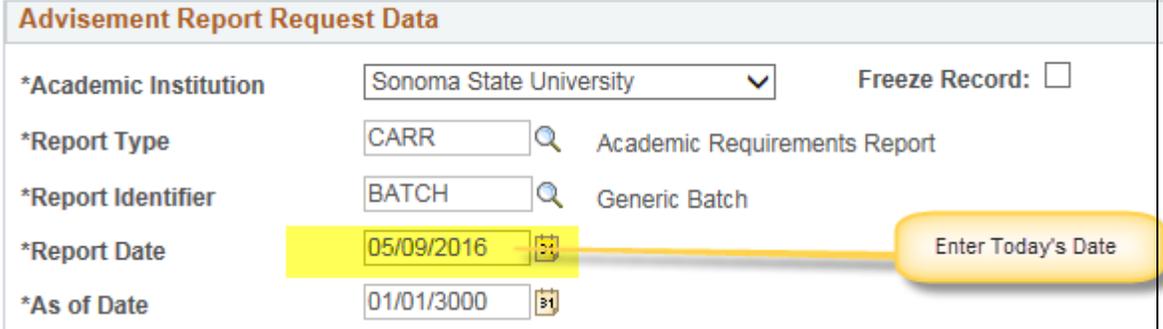
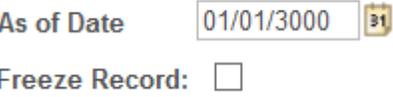
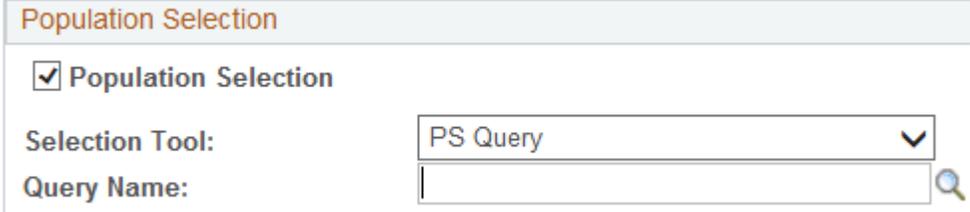
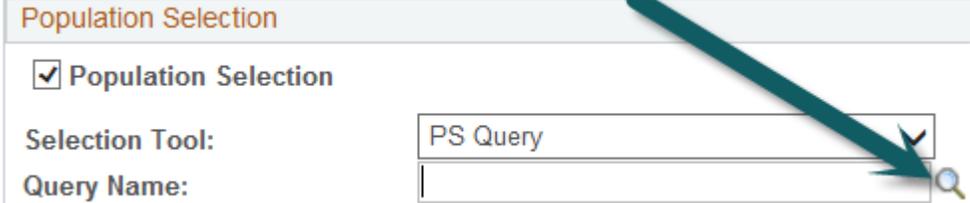
For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/it/cms/contact.html> to locate the **TRANSFER CREDIT FUNCTIONAL LEAD.**

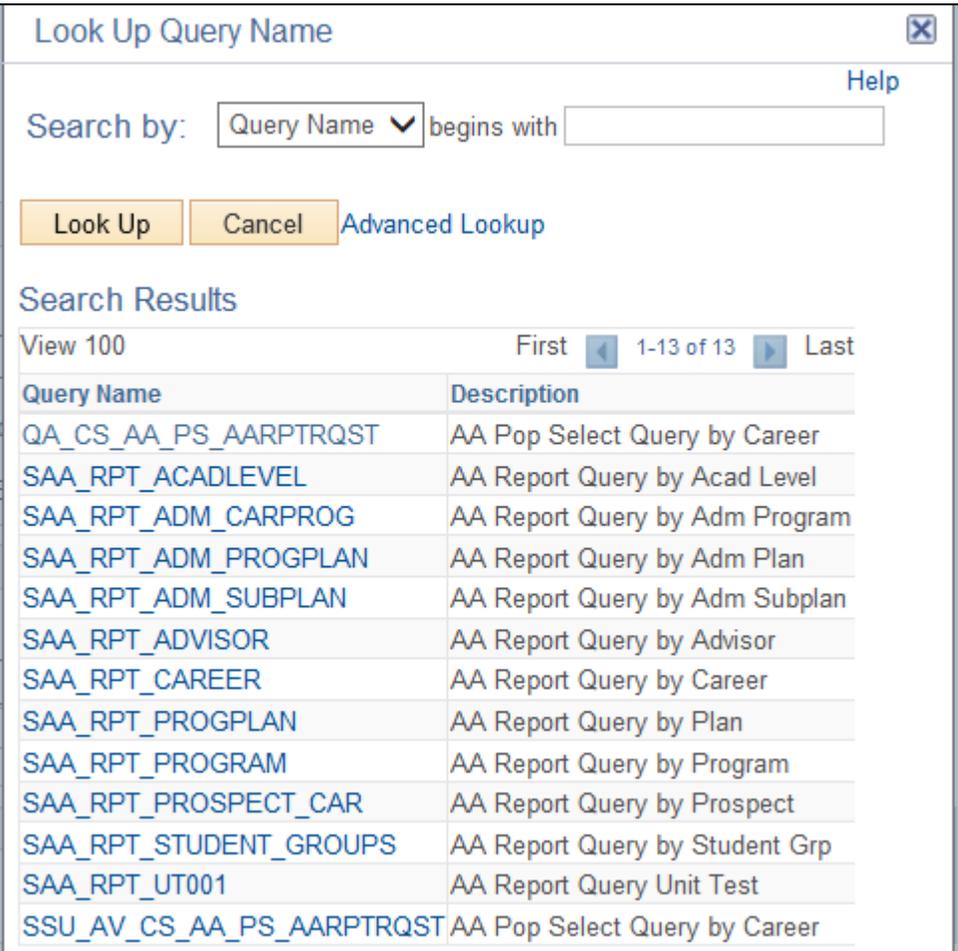
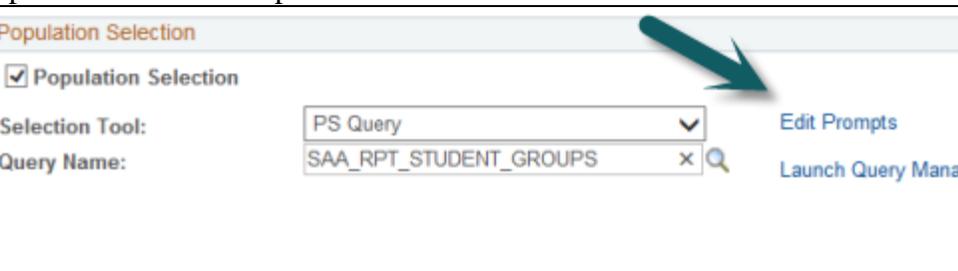
Lesson 1: Batch Generating data for the ETC reports

Navigation: Academic Advisement > Advisement Processes > Generate Report Requests

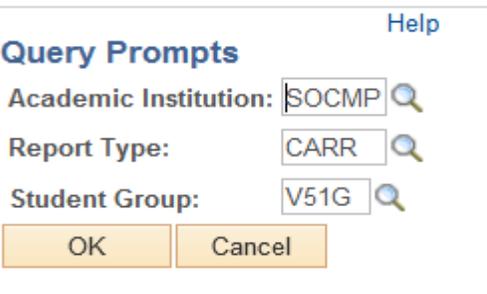
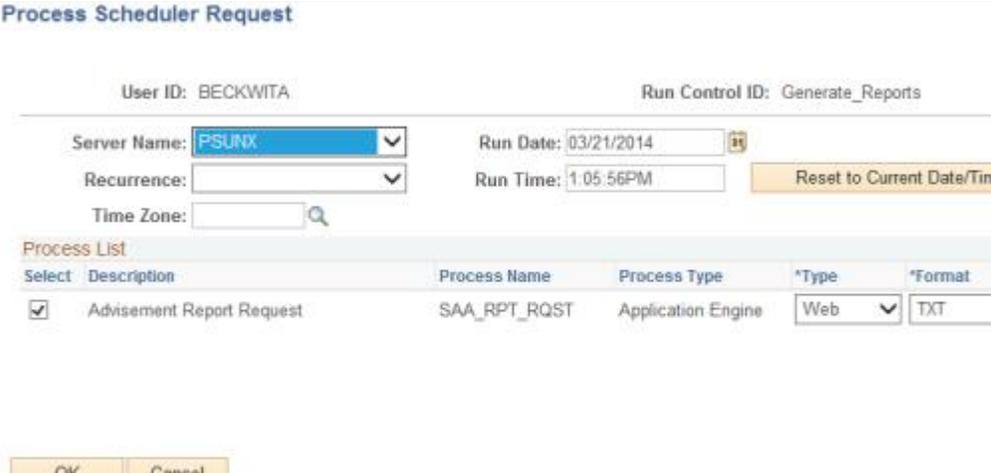
Introduction: The Evaluation of Transfer Credit (ETC) is a report that retrieves data from the ARR. If the ARR is not run first, the ETC will not have any information. You can run the ARR in batches based on Student Groups, Majors, Advisors, or Academic Level.

Step	Action	Screenshot
1	Navigate to Academic Advisement > Advisement Processes > Generate Report Requests and either search for your previously used run control, or go to step 2 to set up a new run control.	
2	If this is your first time running this process, you may need to 'Add a New Value' to have a Run Control ID. Click the Add a new Value tab and type in the name: Generate_Reports (Note: Your Run Control ID name <u>cannot</u> contain spaces) Click ADD	

3	Enter data in the "Advisement Report Request Data" as pictured	
4	Leave the As of Date defaulted to 01/01/3000	
5	In the Population Selection, Change the Selection Tool to PS Query	
6	Click on the magnifying glass next to Query Name	

<p>7</p> <p>What students are you wanting to generate ETC's for?</p> <p>You can select any Query listed, based on what data you are using.</p>	 <p>The screenshot shows a 'Look Up Query Name' dialog box with a search field set to 'Query Name' and a 'Search by:' dropdown. Below the search field are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The 'Search Results' section displays a table with columns 'Query Name' and 'Description'.</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>QA_CS_AA_PS_AARPTRQST</td><td>AA Pop Select Query by Career</td></tr> <tr><td>SAA_RPT_ACADLEVEL</td><td>AA Report Query by Acad Level</td></tr> <tr><td>SAA_RPT_ADM_CARPROG</td><td>AA Report Query by Adm Program</td></tr> <tr><td>SAA_RPT_ADM_PROGPLAN</td><td>AA Report Query by Adm Plan</td></tr> <tr><td>SAA_RPT_ADM_SUBPLAN</td><td>AA Report Query by Adm Subplan</td></tr> <tr><td>SAA_RPT_ADVISOR</td><td>AA Report Query by Advisor</td></tr> <tr><td>SAA_RPT_CAREER</td><td>AA Report Query by Career</td></tr> <tr><td>SAA_RPT_PROGPLAN</td><td>AA Report Query by Plan</td></tr> <tr><td>SAA_RPT_PROGRAM</td><td>AA Report Query by Program</td></tr> <tr><td>SAA_RPT_PROSPECT_CAR</td><td>AA Report Query by Prospect</td></tr> <tr><td>SAA_RPT_STUDENT_GROUPS</td><td>AA Report Query by Student Grp</td></tr> <tr><td>SAA_RPT_UT001</td><td>AA Report Query Unit Test</td></tr> <tr><td>SSU_AV_CS_AA_PS_AARPTRQST</td><td>AA Pop Select Query by Career</td></tr> </tbody> </table>	Query Name	Description	QA_CS_AA_PS_AARPTRQST	AA Pop Select Query by Career	SAA_RPT_ACADLEVEL	AA Report Query by Acad Level	SAA_RPT_ADM_CARPROG	AA Report Query by Adm Program	SAA_RPT_ADM_PROGPLAN	AA Report Query by Adm Plan	SAA_RPT_ADM_SUBPLAN	AA Report Query by Adm Subplan	SAA_RPT_ADVISOR	AA Report Query by Advisor	SAA_RPT_CAREER	AA Report Query by Career	SAA_RPT_PROGPLAN	AA Report Query by Plan	SAA_RPT_PROGRAM	AA Report Query by Program	SAA_RPT_PROSPECT_CAR	AA Report Query by Prospect	SAA_RPT_STUDENT_GROUPS	AA Report Query by Student Grp	SAA_RPT_UT001	AA Report Query Unit Test	SSU_AV_CS_AA_PS_AARPTRQST	AA Pop Select Query by Career
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<p>Examples:</p>	<p>SSU_AV_PROG_PLAN – use this one to run the reports for all students in a Major</p> <p>SAA_RPT_STUDENT_GROUPS – use this one to run all reports for all students in a specific Student Group</p>																												
<p>9</p> <p>Click on the Query Name that is best for your needs</p> <p>Now click on Edit Prompts</p>	 <p>The screenshot shows a 'Population Selection' dialog box. It has a checked 'Population Selection' checkbox. Below it, the 'Selection Tool' is set to 'PS Query' and the 'Query Name' is 'SAA_RPT_STUDENT_GROUPS'. A red arrow points to the 'Edit Prompts' button.</p>																												

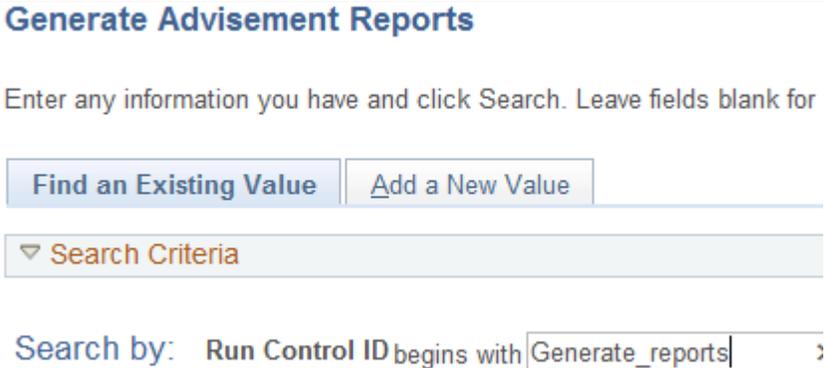
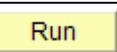
STUDENT RECORDS

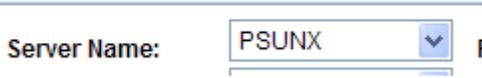
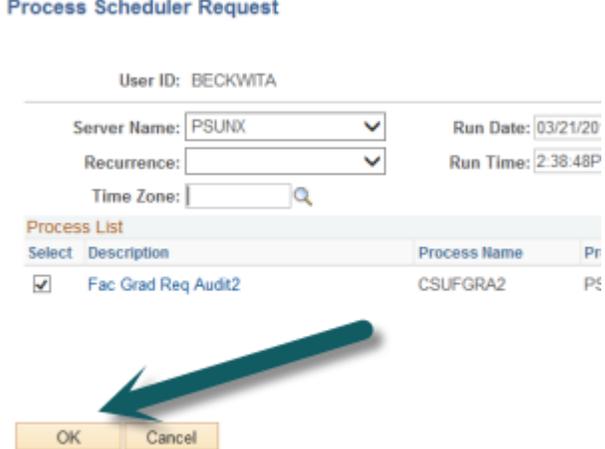
10	In this example, enter in the Student Group and click OK	 <p>Query Prompts</p> <p>Academic Institution: SOCMP</p> <p>Report Type: CARR</p> <p>Student Group: V51G</p> <p>OK Cancel</p>												
11	Click Save													
12	Click Run													
13	Server Name should be PSUNX Click OK	 <p>Process Scheduler Request</p> <p>User ID: BECKWITA Run Control ID: Generate_Reports</p> <p>Server Name: PSUNX Run Date: 03/21/2014</p> <p>Recurrence: Recurrence Run Time: 1:05:56PM</p> <p>Time Zone: Time Zone</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Advisement Report Request</td> <td>SAA_RPT_RQST</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	<input checked="" type="checkbox"/>	Advisement Report Request	SAA_RPT_RQST	Application Engine	Web	TXT
Select	Description	Process Name	Process Type	*Type	*Format									
<input checked="" type="checkbox"/>	Advisement Report Request	SAA_RPT_RQST	Application Engine	Web	TXT									
14	Click on Process Monitor	 <p>Report Manager Process Monitor</p>												
13	You can view the progress of the processing of these Reports	 <table border="1"> <thead> <tr> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Processing</td> <td>N/A</td> <td>Details</td> </tr> </tbody> </table> <p>Note: You cannot move on to Lesson 2 until the Run Status reads "Success" and the Distribution Status read "Posted" This process may take several minutes, up to an hour, depending on how many students are being captured in your query.</p>	Run Status	Distribution Status	Details	Processing	N/A	Details						
Run Status	Distribution Status	Details												
Processing	N/A	Details												

STUDENT RECORDS

Lesson 2: Batch generating reports step 2

Navigation: Academic Advisement > Advisement Processes > Generate Advisement Reports

Step	Action	Screenshot								
1	Search for a Run Control ID to use. You can use the same run control ID we used in Lesson 1. Generate_Reports	 <p>Generate Advisement Reports</p> <p>Enter any information you have and click Search. Leave fields blank for</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Search by: Run Control ID begins with Generate_reports</p>								
2	In Report Type, enter CARR	 <p>*Academic Institution SOCMP</p> <p>*Report Type CARR</p>								
3	In the FROM box, enter today's date and the TO box, enter today's date (unless you ran Lesson 1 on a different date) Report Identifier = BATCH	 <p>Additional Run Control Parameters</p> <table border="1"> <thead> <tr> <th></th> <th>From</th> <th>To</th> <th>Report Identifier</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>03/21/2014</td> <td>03/21/2014</td> <td>BATCH</td> </tr> </tbody> </table>		From	To	Report Identifier	1	03/21/2014	03/21/2014	BATCH
	From	To	Report Identifier							
1	03/21/2014	03/21/2014	BATCH							
4	Click SAVE									
5	Click Run									

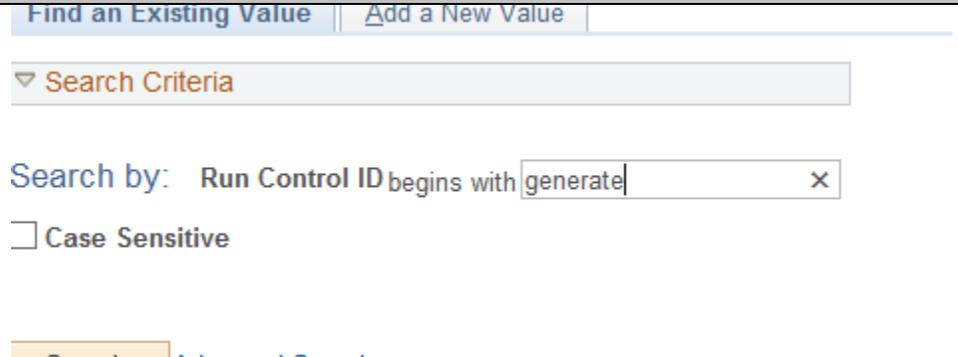
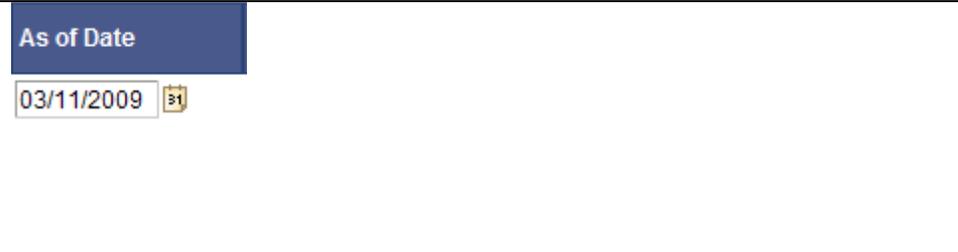
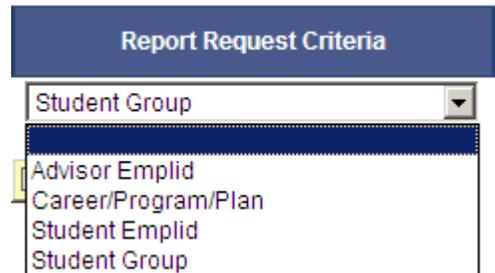
6	On the Process Scheduler Request page, select PSUNX under Server Name	
7	Click OK	
7	Click on the Process Monitor	

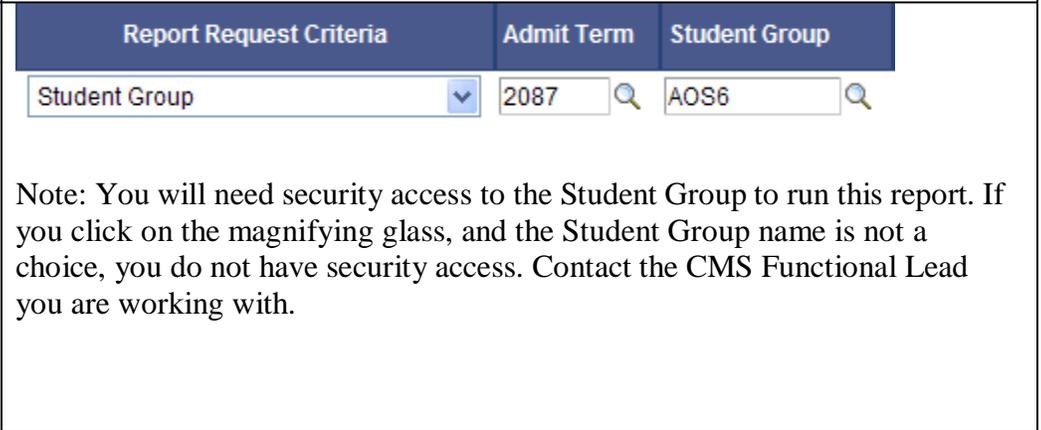
STUDENT RECORDS

8	You can check the Process Monitor at any time to see if your process has completed	<p>Save On Refresh</p> <table border="1"> <thead> <tr> <th colspan="4">Customize Find View All  First 1-2 of 2 Last</th> </tr> <tr> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>03/13/2009 1:02:13PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td>03/13/2009 12:55:08PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Note: You cannot move on to Lesson 3 until the run Status read "Success" and the Distribution Status read "Posted"</p>	Customize Find View All  First 1-2 of 2 Last				Run Date/Time	Run Status	Distribution Status	Details	03/13/2009 1:02:13PM PDT	Success	Posted	Details	03/13/2009 12:55:08PM PDT	Success	Posted	Details
Customize Find View All  First 1-2 of 2 Last																		
Run Date/Time	Run Status	Distribution Status	Details															
03/13/2009 1:02:13PM PDT	Success	Posted	Details															
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9	Note →	This process can take 30 minutes to several hours, depending on how large the student population is that you selected in Lesson 1.																

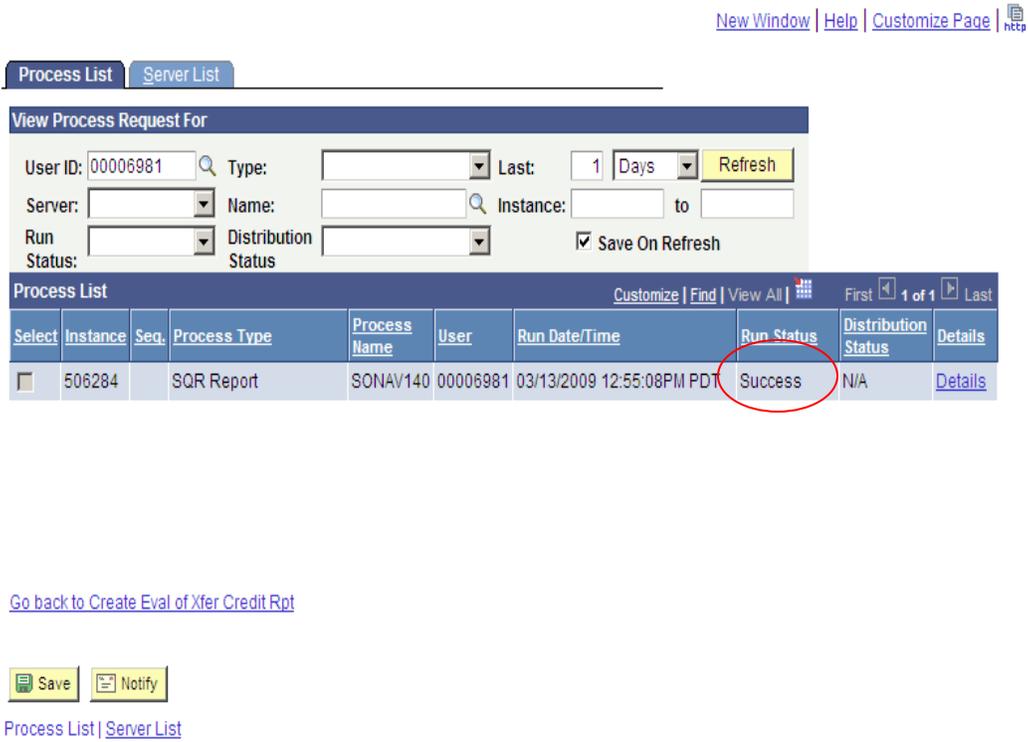
Lesson 3: Eval of TC Reports in batch

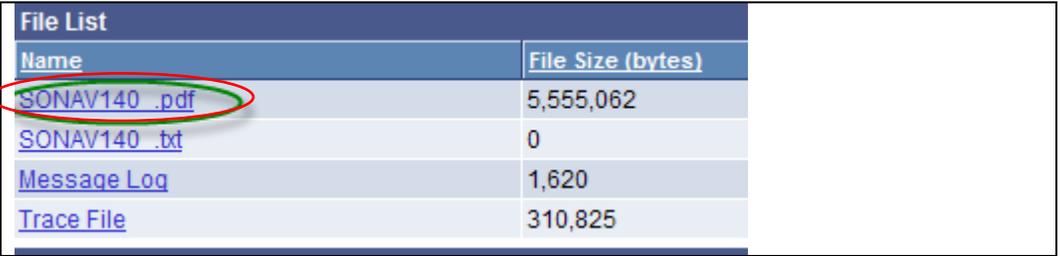
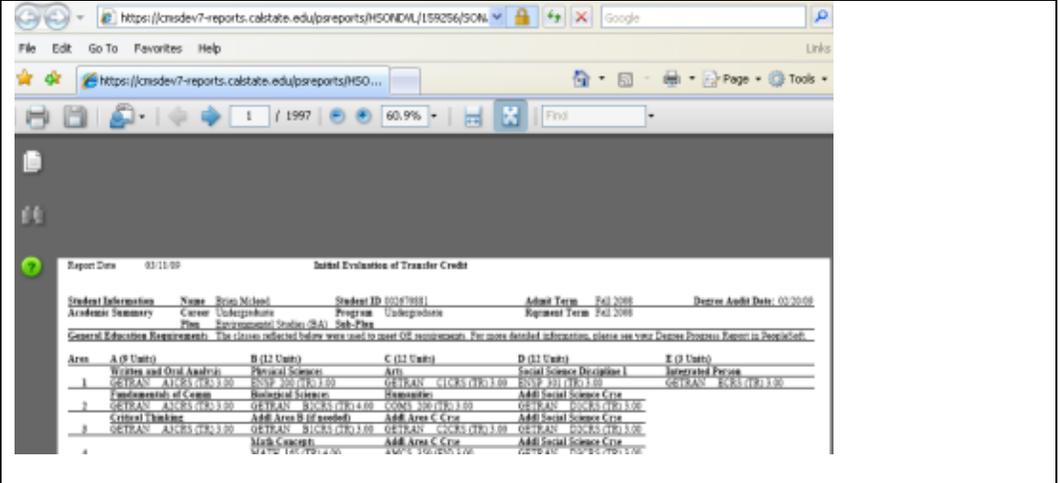
Navigation: SON Customizations > SON Campus Solutions > Advising > Reports > Eval of Transfer Credit Rpt

Step	Action	Screenshot						
1	Search for a Run Control ID to use. You can use the same run control ID we used in Lesson 1. Generate_Reports							
2	Academic Institution: SOCMP							
3	As of Date: Always put in today's date, or you will get old reports that may not be have current GE course data							
4	At this time, only Career/Program/Plan and Student Groups are available to run this report. <table border="1" data-bbox="170 1480 560 1753"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Career/Program/Plan</td> <td>Go to Step 5</td> </tr> <tr> <td>Student Group</td> <td>Go to Step 6</td> </tr> </tbody> </table>	If	Then	Career/Program/Plan	Go to Step 5	Student Group	Go to Step 6	
If	Then							
Career/Program/Plan	Go to Step 5							
Student Group	Go to Step 6							

5	Build your reports using the same criteria used in Lesson 1. For the Career/Program/Plan option please select a Career option, an Academic Program option, an Academic Plan, and Admit Term	 <p>The screenshot shows a 'Report Request Criteria' form with three tabs: 'Report Request Criteria', 'Academic Career', and 'Academic Program'. The 'Report Request Criteria' tab is active, showing a dropdown menu with 'Career/Program/Plan' selected. Below it are two input fields: 'UGRD' and 'UGRD', each with a magnifying glass icon. A second tab set is visible below, with 'Academic Plan' and 'Admit Term' tabs. The 'Academic Plan' tab is active, showing an input field with 'BUS-BS' and a magnifying glass icon. The 'Admit Term' tab is active, showing an input field with '2087' and a magnifying glass icon.</p>
6	To build your reports using Student Groups, select Student Group from the Report Request Criteria, enter the Admit Term, and enter the Student Group name	 <p>The screenshot shows a 'Report Request Criteria' form with three tabs: 'Report Request Criteria', 'Admit Term', and 'Student Group'. The 'Report Request Criteria' tab is active, showing a dropdown menu with 'Student Group' selected. Below it are two input fields: '2087' and 'AOS6', each with a magnifying glass icon.</p> <p>Note: You will need security access to the Student Group to run this report. If you click on the magnifying glass, and the Student Group name is not a choice, you do not have security access. Contact the CMS Functional Lead you are working with.</p>
7	Click Run	 <p>A yellow button labeled 'Run'.</p>
8	On the Process Scheduler Request page, select PSUNX under Server Name	 <p>The screenshot shows a 'Server Name' dropdown menu with 'PSUNX' selected.</p>
9	Click OK	 <p>A yellow button labeled 'OK'.</p>
10	Click on the Process Monitor to view the status of your process	Process Monitor

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<p>11</p> <p>Your reports will be ready once the Run Status says "Success"</p> <p>Again, depending on the size of your student group or major, this process can take some time to complete.</p>	 <p>The screenshot shows the 'Process List' tab selected. Under 'View Process Request For', the User ID is 00006981. The 'Process List' table below has a row for instance 506284 with a 'Run Status' of 'Success', which is circled in red. Other columns include Instance, Seq., Process Type (SQR Report), Process Name (SONAV140), User (00006981), Run Date/Time (03/13/2009 12:55:08PM PDT), Distribution Status (N/A), and a 'Details' link.</p>
<p>12</p> <p>Once the Run Status is Success and the Distribution Status is Posted, click on the blue Details link</p>	 <p>This is a close-up of the table row from the previous screenshot. The 'Run Status' is 'Success' and the 'Distribution Status' is 'Posted'. The 'Details' link in the final column is circled in red.</p>
<p>13</p> <p>Click on View Log/Trace</p>	 <p>The screenshot shows an 'Actions' menu with several options: Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' option is circled in red.</p>

<p>14</p>	<p>Click on SONAV140.pdf to retrieve your report(s)</p>	 <table border="1"> <thead> <tr> <th colspan="2">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> </tr> </thead> <tbody> <tr> <td>SONAV140 .pdf</td> <td>5,555,062</td> </tr> <tr> <td>SONAV140 .bt</td> <td>0</td> </tr> <tr> <td>Message Log</td> <td>1,620</td> </tr> <tr> <td>Trace File</td> <td>310,825</td> </tr> </tbody> </table>	File List		Name	File Size (bytes)	SONAV140 .pdf	5,555,062	SONAV140 .bt	0	Message Log	1,620	Trace File	310,825																								
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<p>15</p>	<p>The PDF files will pop out into a different window,(will be one file containing all reports) and are ready to be printed. Note: Most reports will be more than one page per student.</p>	 <p>Report Date: 03/15/09 Initial Evaluation of Transfer Credit</p> <p>Student Information: Name: Brian Mitchell Student ID: 01478881 Admit Term: Fall 2008 Degree Audit Date: 03/20/08 Academic Summary: Career: Undergraduate Program: Undergraduate Repeat Term: Fall 2008 Plan: Supplemental Studies (RAI) Sub-Plan</p> <p>General Education Requirements: The classes reflected below were used to meet GE requirements. For more detailed information, please see your Degree Progress Report in PeopleSoft.</p> <table border="1"> <thead> <tr> <th>Area</th> <th>A (9 Units)</th> <th>B (12 Units)</th> <th>C (12 Units)</th> <th>D (12 Units)</th> <th>E (3 Units)</th> </tr> </thead> <tbody> <tr> <td>Written and Oral Analysis</td> <td>GRTRAN: ALCS 1782 3.00</td> <td>PHYS 202 1.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: ECPS 1781 3.00</td> </tr> <tr> <td>Foundations of Science</td> <td>GRTRAN: ALCS 1782 3.00</td> <td>GRTRAN: BIOL 1783 4.00</td> <td>COMS 100 1783 3.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: ECPS 1781 3.00</td> </tr> <tr> <td>Critical Thinking</td> <td>GRTRAN: ALCS 1782 3.00</td> <td>GRTRAN: BIOL 1783 4.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: ECPS 1781 3.00</td> </tr> <tr> <td>Math Literacy</td> <td>GRTRAN: ALCS 1782 3.00</td> <td>GRTRAN: BIOL 1783 4.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: ECPS 1781 3.00</td> </tr> <tr> <td></td> <td>GRTRAN: ALCS 1782 3.00</td> <td>GRTRAN: BIOL 1783 4.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: C18S 1781 3.00</td> <td>GRTRAN: ECPS 1781 3.00</td> </tr> </tbody> </table>	Area	A (9 Units)	B (12 Units)	C (12 Units)	D (12 Units)	E (3 Units)	Written and Oral Analysis	GRTRAN: ALCS 1782 3.00	PHYS 202 1.00	GRTRAN: C18S 1781 3.00	GRTRAN: C18S 1781 3.00	GRTRAN: ECPS 1781 3.00	Foundations of Science	GRTRAN: ALCS 1782 3.00	GRTRAN: BIOL 1783 4.00	COMS 100 1783 3.00	GRTRAN: C18S 1781 3.00	GRTRAN: ECPS 1781 3.00	Critical Thinking	GRTRAN: ALCS 1782 3.00	GRTRAN: BIOL 1783 4.00	GRTRAN: C18S 1781 3.00	GRTRAN: C18S 1781 3.00	GRTRAN: ECPS 1781 3.00	Math Literacy	GRTRAN: ALCS 1782 3.00	GRTRAN: BIOL 1783 4.00	GRTRAN: C18S 1781 3.00	GRTRAN: C18S 1781 3.00	GRTRAN: ECPS 1781 3.00		GRTRAN: ALCS 1782 3.00	GRTRAN: BIOL 1783 4.00	GRTRAN: C18S 1781 3.00	GRTRAN: C18S 1781 3.00	GRTRAN: ECPS 1781 3.00
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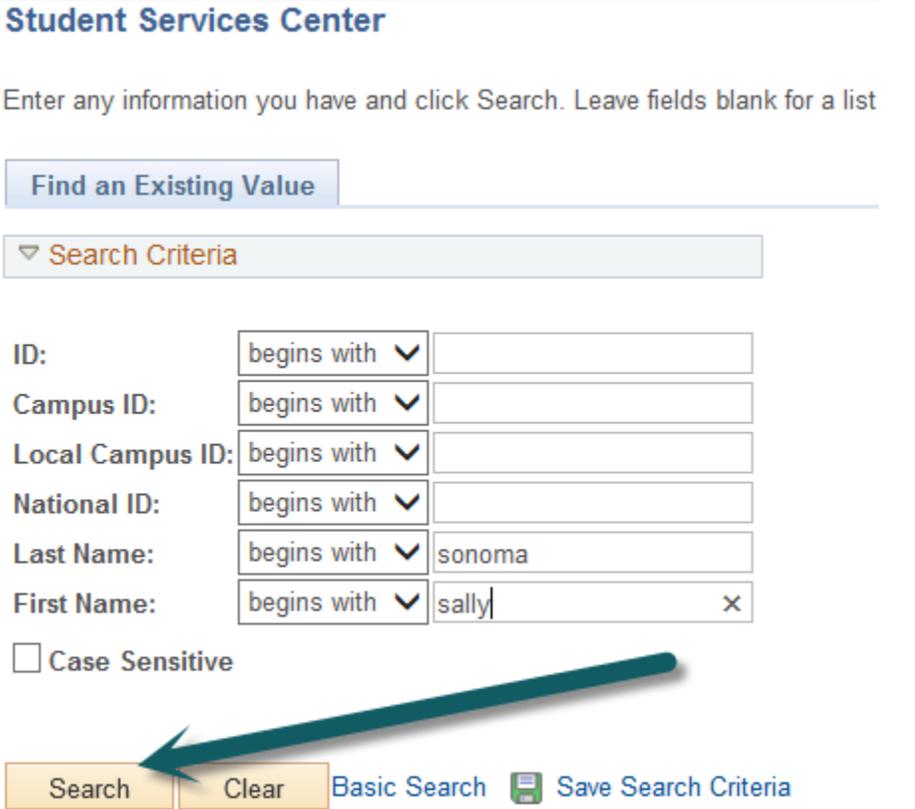
STUDENT RECORDS

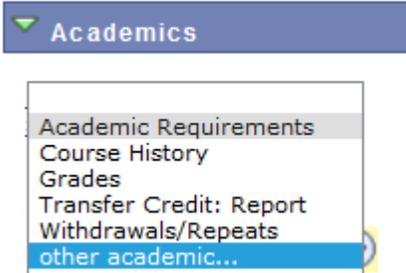
Lesson 4: Eval of TC report for one student

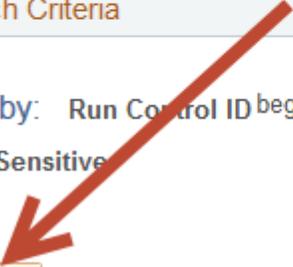
Navigation: Campus Community > Student Services Ctr (Student)

&

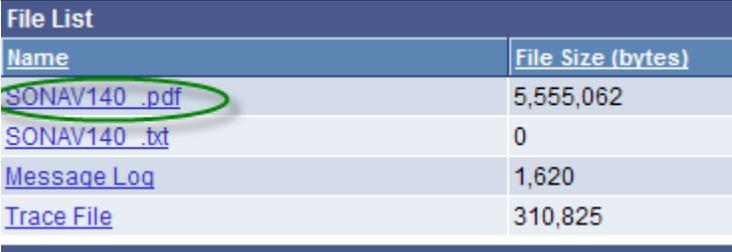
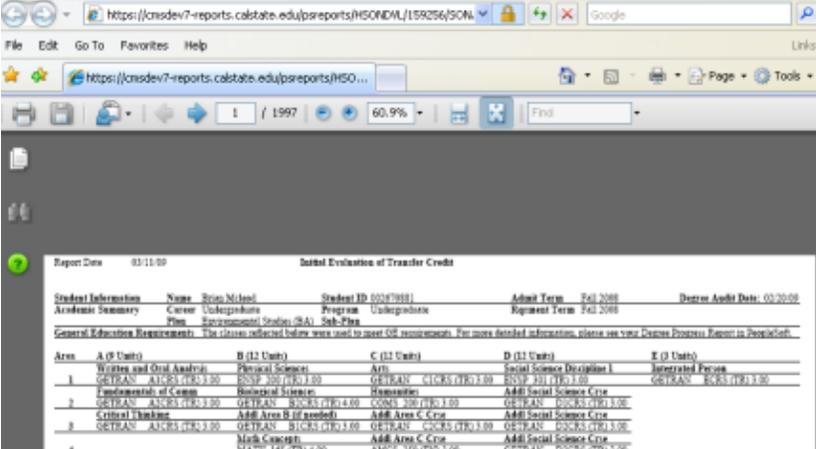
Navigation: SON Customizations > SON Campus Solutions > Advising > Reports > Eval of Transfer Credit Rpt

Step	Action	Screenshot
1	<p>Navigate to the Student Services Center and enter the emplid in the ID field, or search by last name and first name</p> <p>Click Search</p>	

2	Click on “Academic Requirements” under other academic and click the double arrow to run the ARR	
4	You have now generated an ARR for the student.	<p>Note: If a new ARR is not generated, there will be no data, or old data for the Evaluation of Transfer Credit report.</p> 
5	Now navigate to:	SON Customizations > SON Campus Solutions > Advising > Reports > Eval of Transfer Credit Rpt

6	<p>Search for a Run Control ID to use (any you have created will work)</p>	<p>Eval of Transfer Credit Rpt</p> <p>Enter any information you have and click Search. Leave fields blank for a list</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> 
7	Academic Institution: SOCMP	<p>*Academic Institution</p> <p>SOCMP ▼</p>
8	As of Date: Always put in today's date, or you will get old reports that may not be current	<p>As of Date</p> <p>03/11/2009 </p>
9	Report Request Criteria: Select Student Emplid	<p>Report Request Criteria</p> <p>Student Emplid ▼</p>
10	Type in the student's emplid (9 digits)	<p>Student Emplid</p> <p>000111222</p>
11	Click Run	<p>Run</p>
12	On the Process Scheduler Request page, select PSUNX under Server Name	<p>Server Name: PSUNX ▼</p>
13	Click OK	<p>OK</p>
14	Click on the Process Monitor to view the	<p>Process Monitor</p>

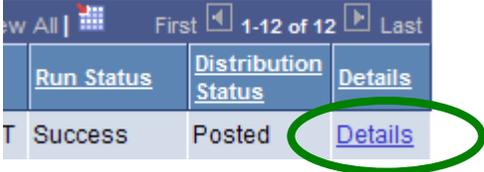
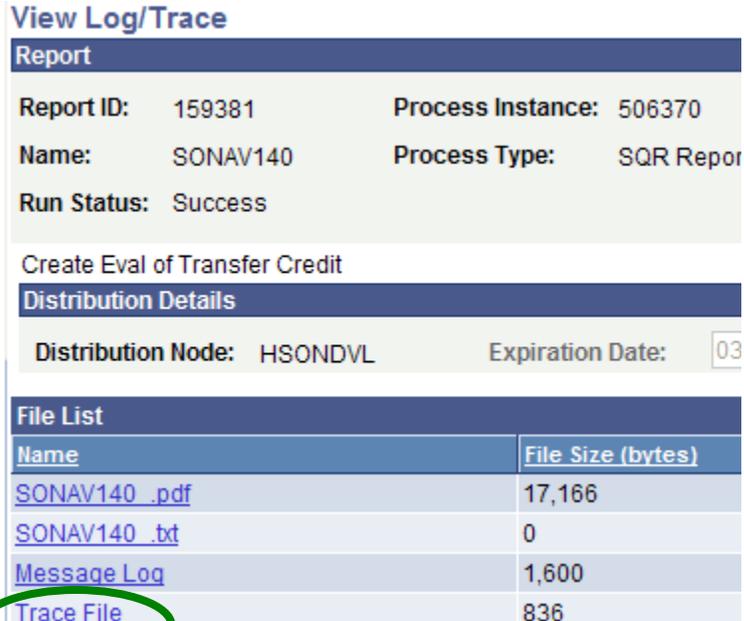
STUDENT RECORDS

<p>15</p>	<p>status of your process Your report will be ready once the Run Status says "Success" and the Distribution Status says Posted. Click on Details</p>																															
<p>16</p>	<p>Click on SONAV140.pdf to retrieve your report</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> </tr> </thead> <tbody> <tr> <td>SONAV140.pdf</td> <td>5,555,062</td> </tr> <tr> <td>SONAV140.txt</td> <td>0</td> </tr> <tr> <td>Message Log</td> <td>1,620</td> </tr> <tr> <td>Trace File</td> <td>310,825</td> </tr> </tbody> </table>	Name	File Size (bytes)	SONAV140.pdf	5,555,062	SONAV140.txt	0	Message Log	1,620	Trace File	310,825																				
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<p>17</p>	<p>The PDF file will pop out into a different window and is ready to print <i>Note: Most reports will be more than one page per student.</i></p>	 <p>Report Date: 03/11/09 Detail Evaluation of Transfer Credit</p> <p>Student Information: Name: Brian Nikolai, Student ID: 00247889, Admit Term: Fall 2008, Degree Audit Date: 03/20/09 Academic Summary: Career: Undergraduate, Program: Undergraduate, Equipment Term: Fall 2008 General Education Requirements: The classes indicated below were used to meet GE requirements. For more detailed information, please see your Degree Progress Report in PeopleSoft.</p> <table border="1"> <thead> <tr> <th>Area</th> <th>A (9 Units)</th> <th>B (12 Units)</th> <th>C (12 Units)</th> <th>D (12 Units)</th> <th>E (9 Units)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WRTN and Oral Analyt</td> <td>Physical Science</td> <td>Art</td> <td>Social Science (Discipline)</td> <td>Integrated Person</td> </tr> <tr> <td>2</td> <td>Fundamentals of Comm</td> <td>Historical Science</td> <td>Humanities</td> <td>Add Social Science Crse</td> <td></td> </tr> <tr> <td>3</td> <td>Critical Thinking</td> <td>Add Area B (if needed)</td> <td>Add Area C Crse</td> <td>Add Social Science Crse</td> <td></td> </tr> <tr> <td>4</td> <td>Math Calculus</td> <td>Add Area C Crse</td> <td>Add Social Science Crse</td> <td></td> <td></td> </tr> </tbody> </table>	Area	A (9 Units)	B (12 Units)	C (12 Units)	D (12 Units)	E (9 Units)	1	WRTN and Oral Analyt	Physical Science	Art	Social Science (Discipline)	Integrated Person	2	Fundamentals of Comm	Historical Science	Humanities	Add Social Science Crse		3	Critical Thinking	Add Area B (if needed)	Add Area C Crse	Add Social Science Crse		4	Math Calculus	Add Area C Crse	Add Social Science Crse		
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STUDENT RECORDS

Lesson 5: Troubleshooting

Reading the Error report – Each time you run the Evaluation of Transfer Credit report, there will be an error report that can help you determine which students did not receive a report

Step	Action	Screenshot
1	<p>In Lesson 3, you learned that you click on the “Details” link in the Process Monitor to pick up your ETC reports.</p> <p>This is also the place to go to pick up your Error report (Trace file)</p> <p>Click on “Details”</p>	
2	<p>Click on “Trace File”</p> <p>The Trace File is your error report.</p>	

3	The report will have a summary of:	Total Number of Records Processed = This is the number of students that were in your request Number of Records in Error = The Number of students that did not receive an ETC report Number of Records without Error = The number of students that did receive an ETC report which was the .pdf file
4	The report will list all emplids that did NOT receive a report	By Program: UGRD Plan CHEM-BS AdmTerm 2087 Selecting emplids for Major CHEM-BS Transfer Credit in Degree Audit not found for 002747711 Transfer Credit in Degree Audit not found for 002780601 Transfer Credit in Degree Audit not found for 002785099
5	Note: This report will <u>only</u> run for Transfer Students. See FAQ's below if you did not receive a report for a student.	

FAQ'S:

Question: I ran the process for a student, but when I checked the Process Monitor, there wasn't a .pdf file available. Why is it missing?

Answer: The Evaluation of Transfer Credit may be missing if the student is not a Transfer Student. The report will not run for native students that are on the 51 unit GE pattern?

Question: How do I check to see if the student is a Transfer Student?

Answer: Transfer students are identified by being in the "VTRG" Student Group, which means they are on the 48 unit GE Transfer pattern.

To check this:

- 1) Run an ARR for the student.
- 2) Midway down the report, you should see this text:

UNDERGRADUATE 48 UNIT (TRANSFER) GENERAL EDUCATION PATTERN (RG700)
 UNITS: Required 48.00 Taken 49.00 Needed 0.00

STUDENT RECORDS

- 3) If you do not see this line of text, then the student is not in the VTRG Student Group, and therefore not identified by PeopleSoft as a transfer student. The Evaluation of Transfer Credit checks for “RG700”. Students that are on the 51 unit GE pattern will not receive a report.

Question: I ran an ARR to check to see if the student was a Transfer Student, but I got this message instead of the regular ARR.

Current Academic Objective		Current Academic Summary	
		Requirement (Catalog) Term	
Career:		Report Date:	03/20/2009
Program:		Last Term Registered:	
		Academic Standing:	
Expected Grad Term:		Overall GPA:	
Graduation Status:	Not Applied	Sonoma GPA:	
Printer Friendly Page			
Important Information			
Only regularly enrolled students seeking a Bachelors Degree will display Degree Audit results. This does not include Extended Education students.			

Answer: Students that receive this message on their ARR may not be currently enrolled in a degree-seeking program. The ETC will not generate for non UGRD students.

Lesson 6: Security

This lesson is for CMS Functional leads only

Note that any staff member attempting run the Generate Report Requests from Lessons 1 and 2 will need row level security access as follows:

Set up SACR: Security > Secure Student Administration > User ID > Advisement Report Security

User will need access to report type = CARR.