# CAMS® Enterprise

## Registration Module

*Unit4 Education Solutions, Inc.*
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**Abstract**

Prior to moving forward with the activities described in this document, it will be necessary for you to first go through the setup process. If this has not yet been done, refer to the Registration Setup documentation.

Once setup has taken place, CAMS is ready for you to begin the process of registering students and producing rosters, schedules, grades, transcripts and other pertinent reports required in the Registrar's office.

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# Table of Contents

# Student Registration

## Registration Processes (Official/Unofficial)

After all the setup procedures have taken place, you can begin registering your students. CAMS allows for two types of registration, Unofficial (Pre-registration) or Official Registration. The method described for registering students applies to both registration types. It is important however to understand how each registration process functions within CAMS.

## Unofficial Registration (Pre-registration)

Unofficial registration (or Pre-registration) creates a course listing for a student stored in a temporary holding area. Charges are sent to the Billing Batch as part of Pre-register Transactions (a locked batch that cannot be distributed). The student must be authorized by the Billing office before his or her registration can become official. This is the only procedural difference between Unofficial and Official registration (both methods use the same screens).

Students who are unofficially registered can receive tentative class schedules and pre-billing for tuition and fees. They receive the same treatment for enrollment figures and course conflicts as do officially registered students.

Students who are registered unofficially for classes cannot receive grades for those courses nor will unofficial courses show on transcripts. This creates a safety valve ensuring that official status be reached. Once authorization takes place, the student’s billing information is moved from unofficial to official batches (billing must handle actual payment as a separate step). Additionally, authorization creates a “clean” bill and moves the student’s course information from the temporary holding area to the active transcript history.

If a student is dropping all reregistered classes you can delete all classes individually but then you must go into the Pre-Registration Batch and delete all entries relating to this student. Or before you delete the last class you can use the Authorize delete function to completely remove the student’s courses and batch transactions.

## Official Registration

Official registration simply avoids the interim processes of authorization and table transfer. As a student is officially registered, the course information goes directly to transcript records and the billing information to the official billing batch (or, if you selected online registration in the billing mode, directly to the student ledger).

Your institution might favor unofficial or official processes, or use a blend of both. There are certain advantages to the unofficial method. The student might change his or her mind several times and produce a complicated record of add/drop charges during unofficial time spans (over the summer, for instance). When that registration is authorized, CAMS recalculates the billing charges from the final course decisions and removes any add/drop or other charges not in effect. This creates a cleaner billing record.

Remember that the CAMS Manager allows access rights for all registration procedures and can specify which users have unofficial and official registration capabilities.

# Restricted Registration

Students can be restricted from registration in CAMS Enterprise, Student Portal, and Faculty Portal several different ways:

**Applicant Status** (Prospect/Applicant Status reference table) - Use to prevent applicants who have not yet completed the admissions process from registering for classes. For example, if the Applicant has a status of applicant, registration may not be allowed. However, when the admissions process is complete and the student has been accepted or admitted, apply a corresponding Applicant Status that would allow registration. This value is applied in Admissions >Student >Change Student >Admin 2 tab. This restriction applies to CAMS Enterprise, Student Portal, and Faculty Portal.

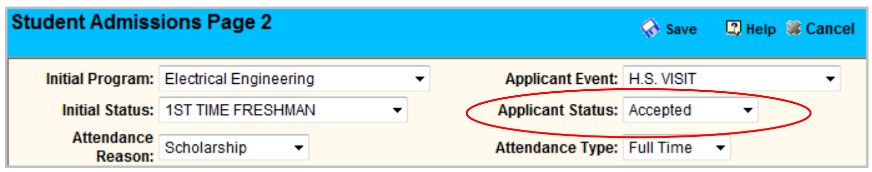



Figure 1: Applicant Status field

**Enrollment Status** (Enrollment Status reference table) - Use to prevent students who have certain Enrollment statuses such as dismissed or withdrawn from registering for classes. This value is applied in the Student Status window accessible from Admissions >Student >Student Status or Registration >Academic >Status. This restriction applies to CAMS Enterprise, Student Portal, and Faculty Portal.

**Academic Status** (Status Code reference table) - Use to prevent students who have certain Academic statuses such as probation from registering for classes. This value is applied in the Student Status window accessible from Admissions >Student >Student Status or Registration >Academic >Status. This restriction applies to CAMS Enterprise, Student Portal, and Faculty Portal.

**Registration Status** (Registration Status reference table) - Use to prevent students who have certain Enrollment statuses from registering for classes. This value is applied in the Student Status window accessible from Admissions >Student >Student Status or Registration >Academic >Status. This restriction applies to CAMS Enterprise, Student Portal, and Faculty Portal.

***Note:*** *The Alert field in Student Status is automatically updated based on the values in Enrollment Status, Academic Status, Registration Status, Institutional SAP, or Governmental SAP. The Academic Alert window displays if this field is set to Yes.*

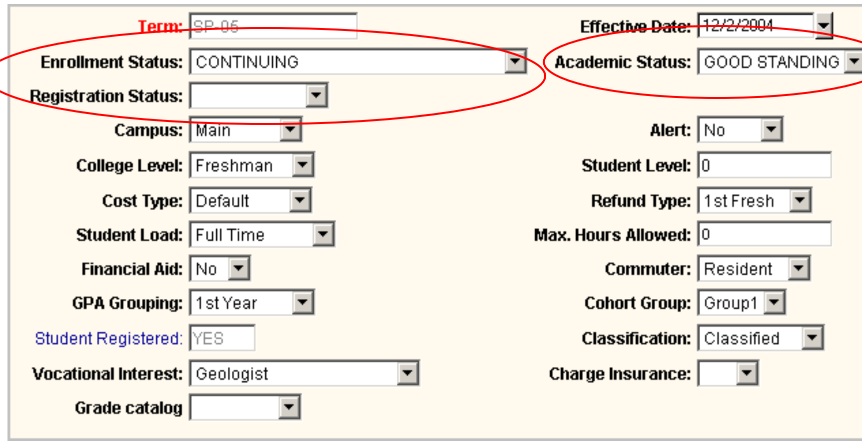



Figure 2: Enrollment, Academic, and Registration Statuses

**Term** (Term Calendar reference table) - Use to prevent students from registering for a future or past term through the Faculty and Student Portals. This restriction is applied when a faculty member or student selects a term when logging in to the portal.

**College Level** - Use to prevent students having a certain college level from registering during a specified date range through the Student Portal. This value is applied (automatically by CAMS based on the number of credits the student has earned) in the Student Status window accessible from Admissions >Student >Student Status or Registration >Academic >Status. This restriction applies to the Student Portal only.

Before registration restrictions can be applied, they must first be set up. All the Status restrictions and the Term restrictions are set in CAMS Manager >Lookup Table Options >Table Maintenance >Reference tables. Each value in the reference tables can be set to prevent or allow registration through a check box.

The College Level restriction is set in Registration >Schedule Registration.

# Schedule Registration

The Schedule Registration functionality is used to restrict online registration during a specific date range based on college level. For example, an institution may wish to open online registration for students who are seniors a week prior to general registration to give them the first opportunity to register for classes they need in order to graduate, thereby restricting online registration to the rest of the student population. College Level is applied (automatically by CAMS based on the number of credits the student has earned) in the Student Status window accessible from Admissions >Student >Student Status or Registration >Academic >Status. If students attempt to register via the Student Portal during a time frame that has not been opened for their college levels, they would receive a message indicating that registration has not been opened.

## Step-By-Step: Schedule Registration, Restrict Online Registration by College Level

From **CAMS Enterprise Home** page, click **Registration >Schedule Registration**. The Schedule Registration page displays.

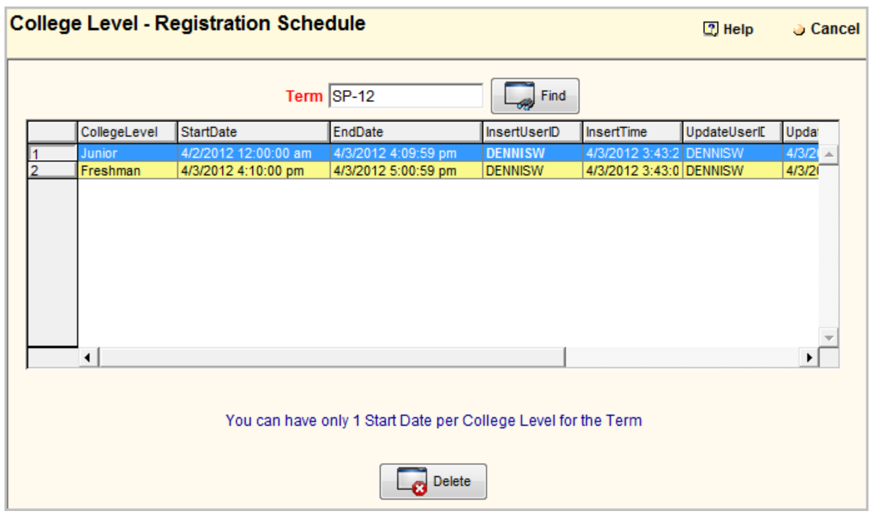



Figure 3: Schedule Registration window

Enter a **Term** and click **Find**. Any existing schedules display.

Right-click in the data grid to add a new college level restriction or double-click to edit an existing one. There can only be one entry per college level.

Enter the **Start Date To Allow Registration** and **Time.**

Enter the **End Date** and **Time**.

***Note:*** *The* ***End Time*** *entered will allow registration THROUGH the last minute of the time entered. For example, if an End Time of 5:00 PM is entered, registration will be allowed through 5:00:59 PM. If your business rules require that registration ends exactly at 5:00 PM (in this example) you would need to enter the End Time of 4:59 PM. The Date and Time is controlled by the SQL Server clock.*

1.

Select the appropriate **College Level**.

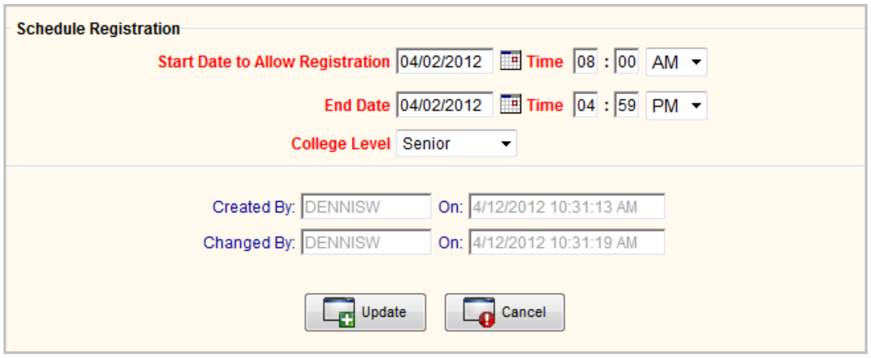



Figure 4: College Level window

Click **Add**. The college level is now restricted.

***Note:*** *If a college level is not entered in this data grid then there is no registration restriction for that level and students with that level will be able to register immediately after the term is opened to registration.*

### Override Schedule Registration

To allow a student to register in an elevated College Level, the Registrar can override the calculated earned credits to college level by manually creating a status record for the term being registered for a student, then manually setting the college level to the elevated level (see page 71 for Step-By-Step instructions to add a status record). This can enable a student to register during a Schedule Registration period during a time set for a college level above the actual calculated college level for the student. A possible scenario would be that a student's earned hours is just short of being elevated (for example, 1/2 of an earned hour) and petitions the Registrar that they should be allowed to register as part of the elevated class.

# Registering Students

## Step-By-Step: Register a Student

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Register (or Unofficial)**. The Registration window opens.

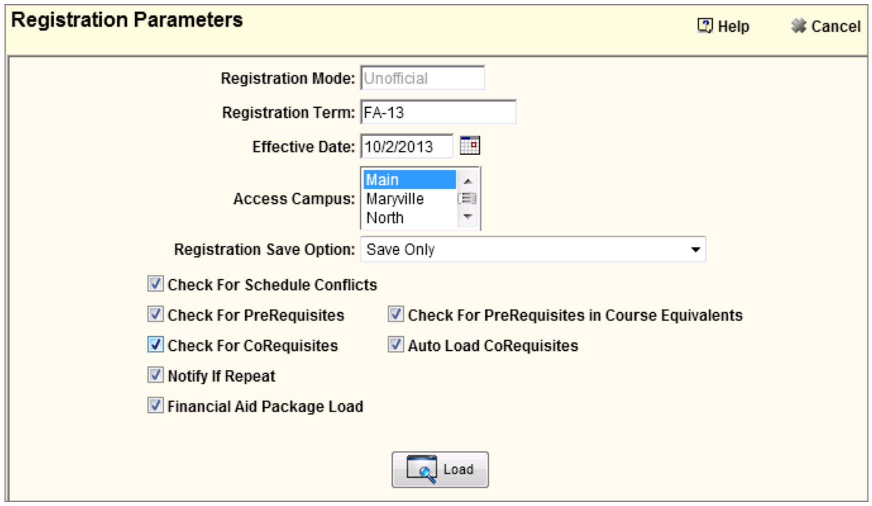



Figure 5: Registration window

Take note of the Registration Mode to ensure that you have accessed the correct one. See **Registration Processes** on page 5 for more detail on Unofficial vs. Official Registration.

Enter the **Registration Term**, the term for which you are registering the student.

Enter an **Effective Date** for the registration. This date plays a key role in determining late registration fees. This date can be pre- or post-dated in order to handle special cases and/or corrections.

To display courses from only specific campuses, highlight one or more **Access Campus** in the selection box.

Select the desired **Registration Save Option**:

- **Save Only.** Simply save the registration without generating any output.
- **Combined Sched/Statement.** Save registration and print a combined Student Schedule and Student Billing Statement.
- **Combined w/Detail Schedules.** Save registration and print a combined Detailed Student Schedule and Student Billing Statement.
- **Condensed by Student w/Waiting List.** Save registration and print a condensed Student Schedule with Waiting List.
- **Standard by Student.** Save and print a Student Schedule.
- **Standard by Student w/Books.** Save registration and print a Student Schedule with required books listed.
- **Condensed by Student.** Save registration and print a condensed Student Schedule.
- **Matrix.** Save and prints a Matrix Schedule

***Note:*** *HTML versions of the above reports are also available for the dropdown. These reports do not use Crystal and can be used if the institution has problems overloading the Crystal RDC engines during heavy reporting periods. These reports are available only from the registration screen and used on a per student basis and have the normal IE file menu allowing the user to print normally. If the file menu bar is not seen they can press the Alt key once to display the bar.*

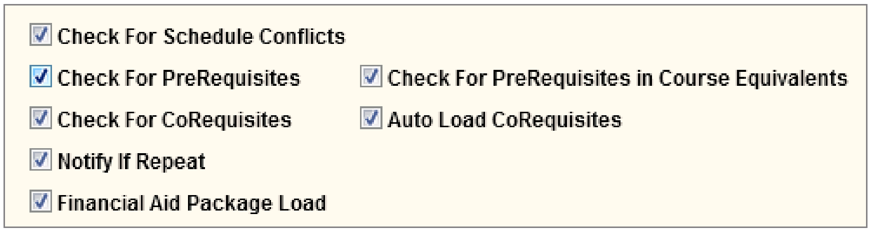



Figure 6: Registration Parameters window

Click the checkbox next to the each of the listed options that you  wish to have applied to your registration process:

- **Check for Schedule Conflicts** – CAMS will check to see if the course being registered conflicts in day and time of other registered courses. If conflict exists, the user has option to override warning and register the student for the class.
- **Check for PreRequisites** – If prerequisites are not met, a warning prompt will appear and the user will have the option to override the warning and register student for the course. Prerequisite courses that are in progress in a previous term at the time of registration are considered as having met the prerequisite requirement.
- **Check for PreRequisites in Course Equivalents** – If "Check PreRequisites" has been selected, this option will appear. Course equivalents are defined in Course Master.

***Note:*** *Selecting **Check for PreRequisites in Course Equivalents** will check two levels deep in PreRequisites. For example: **Painting 201** has a prerequisite of **Painting 101**. **Painting 101** has a course equivalent of **Art 101**. **Art 101** has a course equivalent of **Ceramics 101**. When checking prerequisites in Course Equivalents, either Art 101 or Ceramics 101 will meet the prerequisite requirement for Painting 201 in addition to the actual prerequisite of Painting 101.*

- **Check CoRequisites** – If student is not registered for a corequisite course, a warning prompt will appear, but user will be able to continue with registration of original class. If the student has already met a corequisite in a previous term, a notice will display indicating the corequisite has already been met. A warning prompt will also display when dropping a course that is needed as a corequisite.
- **Auto Load CoRequisites** – If desired, you can let CAMS automatically register any co-requisite courses. If "Check CoRequisites" has been selected, this option will appear.

***Note:*** *If Auto Load CoRequisites is checked then the option to filter courses during registration is removed.*

- **Notify if Repeat** – If the course being registered is a repeat due to one of the following scenarios, a Repeat Notification displays with the appropriate information. Users will have the option to override the warning and register the student for the class based on your institution's policies.
    a) The course being registered, identified by Department, CourseID, and CourseType, has been taken as a curriculum course in any other term for this student.
    b) The course being registered, identified by Department, CourseID, and CourseType, has a transfer course that is marked as equivalent to a Master Course that matches the course being registered.
    c) The course being registered, identified by Department, CourseID, and CourseType, has a master equivalent defined which has been taken in any other term besides the registration term for this student.
- **Check Financial Aid Package Load** – If selected, CAMS will compare the registration load for the student with the Financial Aid Load as designated in the Financial Aid Status Detail form of the Financial Aid Student Maintenance window. If the value in the "Packaged for Load" field does not match the registered student load, a warning prompt will be displayed. Registration will not be prevented.

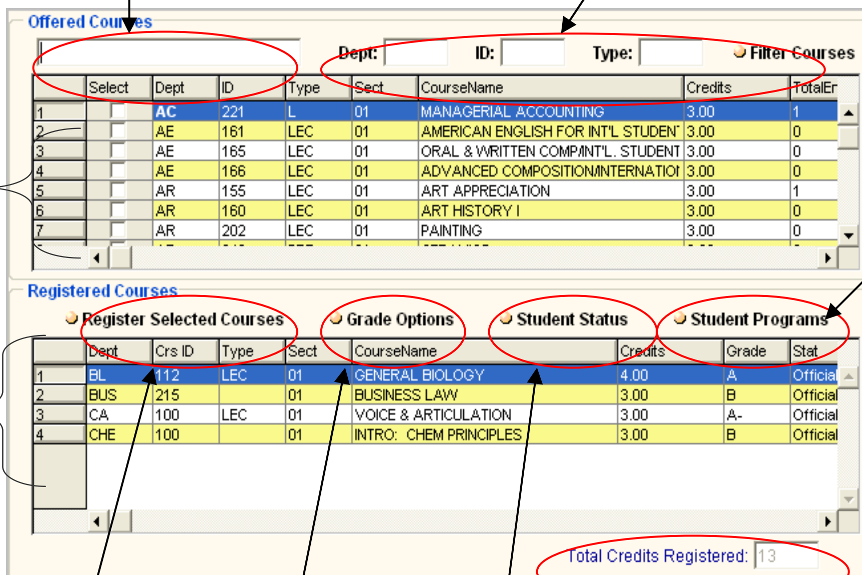
# Registration Form: Quick Reference

Use the Quick Register to add courses directly without sifting through a list.

Use these filtering tools to narrow the group of courses displayed. Simply enter criteria and click Filter Courses.

Place an X in the box correlating to course to be added. Click Filter Courses.

Access the Student Programs form for registering term.




All selected courses will be displayed in the lower half of this form.

Click Register Selected Courses to add 'checked' courses to student schedule (upon saving).

Assign special grading options to selected courses.


Access the Student Status form for specified term without leaving the registration process.

View total credits for which student is registered.

Click the **Load** button to bring up the Register form. (See Diagram of Registration Form.)

Use the Filters in the Courses Offered data grid to view a group of course by Department, ID, and/or Type. This will narrow your selection list, expediting the course selection process.

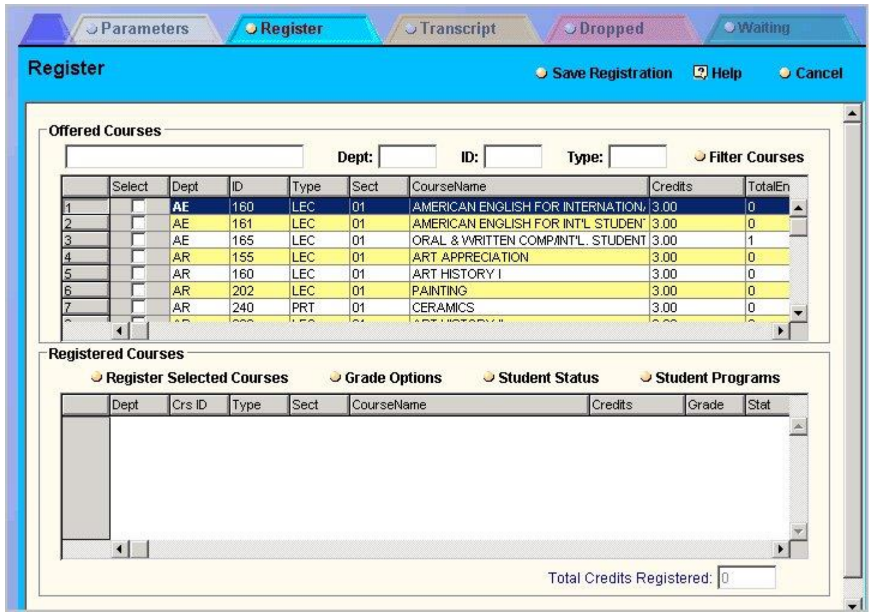



Figure 7: Register Course window

## Course Selection

Classes can be selected using multiple methods:

**Quick Register** To quickly select a course without sifting through the list of available courses, simply enter the course ID in the Quick Register field and press **Enter**. The course information needs to be entered in the format of Dept.ID.Type.Sec. with a period separating each element (Example: AE.161.LEC.01). To enter multiple courses simultaneously, separate each course ID with a semi-colon (Example: AE.161.LEC.01;BIO.201.LEC.01).

***Note:*** *If Type (i.e. LEC) or Section number are not used in your Course ID, it is still necessary to input a period to indicate the end of that particular data section. For example, a course without type would be entered as such: AE.161.01*

*If entering multiple Variable Credit Relative Date courses, only the first course entered will be added as these courses must display additional detail windows where the user must enter additional information.*

**Standard Course Selection** Select one or several courses from the list of available courses. This list can be narrowed down by utilizing the Filter option.

**To select courses from the course list:**

A. (Optional) Filter the course list by Department, ID and/or Type. Supply a value in any of the fields as desired and click Filter Courses. All courses meeting your criteria will be displayed in the Offered Courses list in the upper half of the form.

***Note:*** *If CoRequisites is checked then the option to filter courses during registration is removed.*

B. In the Offered Courses grid (upper half of the form), right-click on the course name to view details about that particular course, such as Faculty assigned to the class, dates and times class will meet.

C. Check the box next to the course(s) for which you wish to register

When all desired courses have been marked, click **Register Selected Courses**. Selected courses will be added to the Registered Courses list in the lower half of the form.

***Note:*** *If a student is already on the waiting list for a specific class, the background color in the Offered Courses grid will be light blue. If you want to now register that student for the course, you will need to over-ride the prompt (about the class being full) and register the student anyway. The student will automatically be removed from the waiting list.*

*When using standard course selection to add Variable Credit or Relative Date courses, after the courses are added to the lower grid, double-click a course in the bottom grid to open an additional detail window to set the variable credits or the starting date. Variable credit courses display an alternate color of green and relative date courses display an alternate color of tan in the lower grid.*

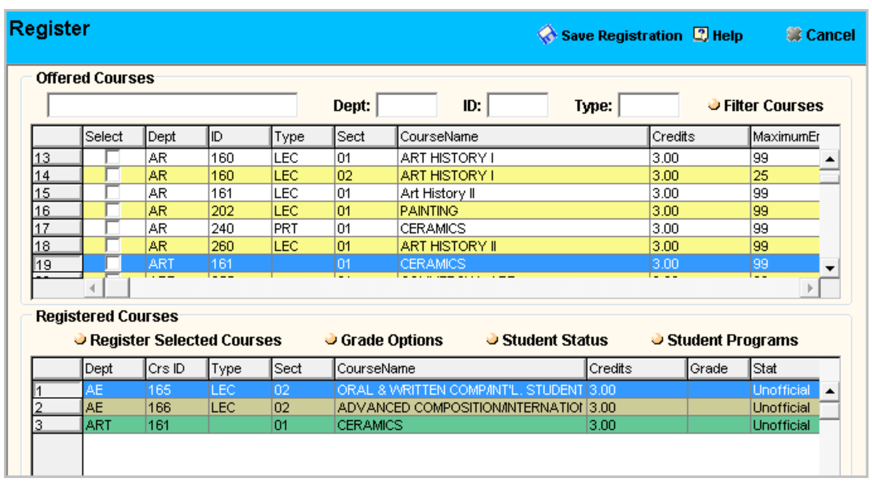



Figure 8: Variable Credit and Relative Date courses

**Double-Click Course Selection** Courses may be added to the lower grid by double-clicking the course in the top grid.

Double-click a Variable Credit course to open a detail window where you may enter the credits, start and end dates, and select the instructor.

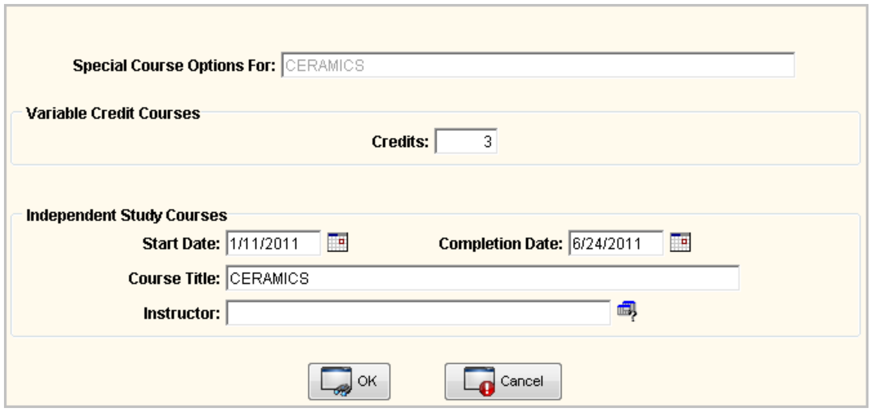



Figure 9: Variable Credit course information

Double-click a Relative Date course to open a detail window where you may enter the starting date for the course. The Completion Date will be calculated and populated automatically by CAMS according to the length of the course that has been set in Tuition & Refunds Refund Group for the course.

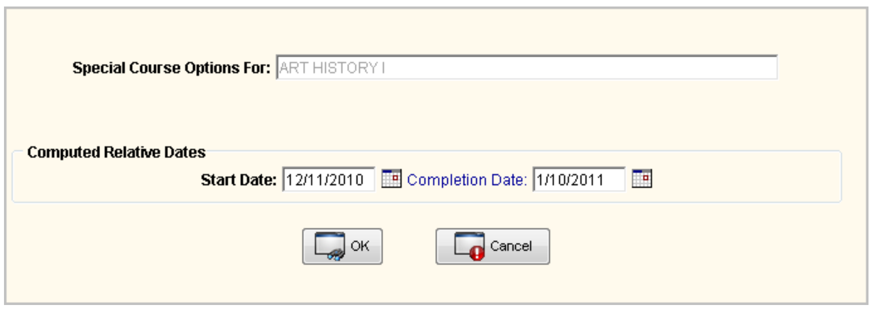



Figure 10: Relative Date course information

### Course Schedule

While registering a student, the class schedule can be viewed from within the **Offered Courses** data grid by highlighting the class and right clicking.

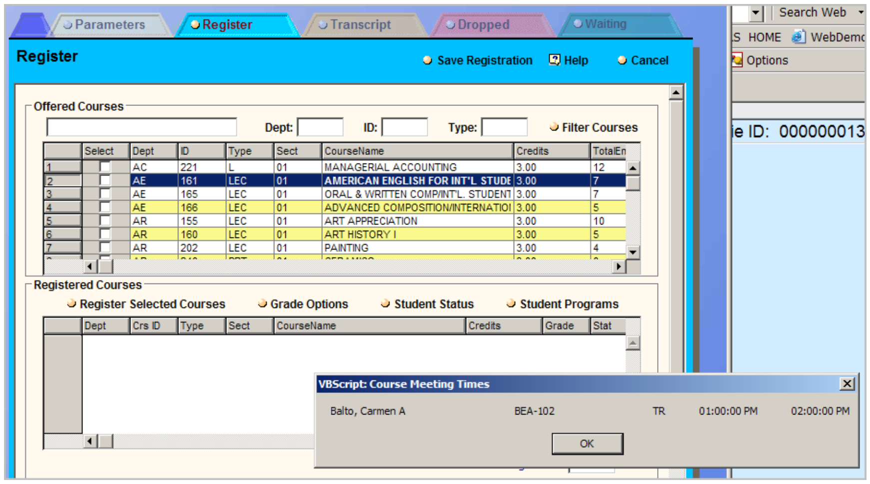


Figure 11: Course Schedule option

The class schedule displays.

### Apply Special Grading

If a course has special grading associated with it, such as Audit, Pass/Fail, Withdrawal, etc., (with the course highlighted in the Registered Selected Courses list) click **Grade Options** and select the proper grade method to be applied.

### Student Status

Click **Student Status** to update any status fields of the Student Status form. This function allows you to maintain the status record without being forced to leave the registration process and can prove to be a helpful tool in ensuring that the correct data has been entered for the student with whom you are working. Changes can be made to the record prior to saving the registration. For instance, if the student will be charged an insurance fee, then the Charge Insurance field must be marked “Yes” prior to saving the registration in order for CAMS to automatically create the transaction.

***Note:*** *If the GPA Grouping is set on the student’s status record that setting will overwrite the setting in the offering when the student is registered.*

### Student Programs

Use the **Student Programs** function to update program information for the registering term.

Five tabs exist in the Registration window. We have already looked at Parameters and Register which are the primary forms used in the registration process. The remaining tabs serve as informational resources and have no required steps in regards to the registration process previously described. They are provided here so that the user is not forced to leave the registration process in order to review particular student data. These tabbed pages are briefly described here:

- **Transcript** – View student's transcript maintenance screen.
- **Dropped** – A listing of all courses dropped by a student.
- **Waiting** – Lists all courses for which a student has been placed on a wait list.

When satisfied with course selections, click **Save Registration** to save all entries and changes or **Cancel** to exit without saving changes.

***Note:*** *Do not forget that if this is an Unofficial registration you must have Billing authorize them before they'll be able to enter grades or have the courses listed on transcripts.*

## Add/Drops

To add classes to an existing student schedule, simply go through the same process previously described for Registering a Student. Dropping classes from a student's schedule is performed in the Register form as well.

### Step-By-Step: Drop a Course

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Official or Unofficial**. The Register form opens. (If you enter the Unofficial registration mode you will not be able to change any options for Officially registered courses—you must make these changes through the Official mode.)
2. Highlight the course to be dropped and click **Grade Options** then select **Drop**.

***Note:*** *Add/Drop fees will only be charged under certain circumstances:*

- *If the **CAMS Manager >Configuration >Registration tab >Adm Override Add/Drop** fee is unchecked and the date of the modification is after the **Class Begin Date** in the associated **Refund Group** assigned to the added or dropped class then the Add/Drop fee will be charged anytime a student modifies their current registration (adds or drops classes) . The student must have already registered for classes before this add/drop activity.*
    - *If the Charge Add/Drop by Course checkbox is unchecked then the fee will only be charged once during the add/drop activity. If it is checked then the student will be charged the add/drop fee for each class added or dropped during the add/drop activity.*
- *If the **CAMS Manager >Configuration >Registration tab >Adm Override Add/Drop** fee is checked a dialog box will display that will give the registrar the option to charge the Add/Drop fee. The Add/Drop fee will only be charged if the registrar clicks **Yes** and the date is after the scheduled **Class Begin Date** in the **Refund Group** assigned to the class.*

- *If the Charge Add/Drop by Course checkbox is unchecked then the fee will only be charged once during the add/drop activity. If it is checked then the student will be charged the add/drop fee for each class added or dropped during the add/drop activity and the registrar responds Yes to the dialog box.*

Add/Drop fees will not be charged under certain circumstances:

- *If the* ***CAMS Manager >Configuration >Registration tab >Adm Override Add/Drop*** *fee is unchecked and the date of the modification is before the* ***Class Begin Date*** *in the associated* ***Refund Group*** *assigned to the added or dropped class then the Add/Drop fee will not be charged anytime a student modifies their current registration (adds or drops classes) . The student must have already registered for classes before this add/drop activity.*
- *If the student is registering for the first time for the selected semester then no Add/Drop fee will be charged even if the registration date is after* ***Class Begin Date*** *in the associated* ***Refund Group*** *assigned to any of the registered classes and the Adm Override Add/Drop fee dialog box does not appear or the registrar responds No to the Adm Override Add/Drop fee dialog box.*

A record of all Dropped courses will be retained in the Dropped tab of the Register Window

# Waiting List

If a class is full or has open seats but also has a waiting list you can add a student to the waiting list. There are three ways to add a student to a waiting list:

- During normal registration, class enrollment is unknown
- During normal registration, class is known to be full
- Offering Maintenance

## Step-By-Step: Add to Waiting: Class Enrollment Unknown

When registering a student for a class, as shown in previous sections of this document, you might encounter a class that is full or has open seats but also has a waiting list. You will be prompted with some options.

The Course Waiting List Options displays a not about the class’ current student registration and also the current number of students enrolled for the class and the maximum allowed enrollment for the class.

There are three options to choose from:

- Add Student to Waiting List
- Cancel Adding This Course
- Add Course / Override Waiting List

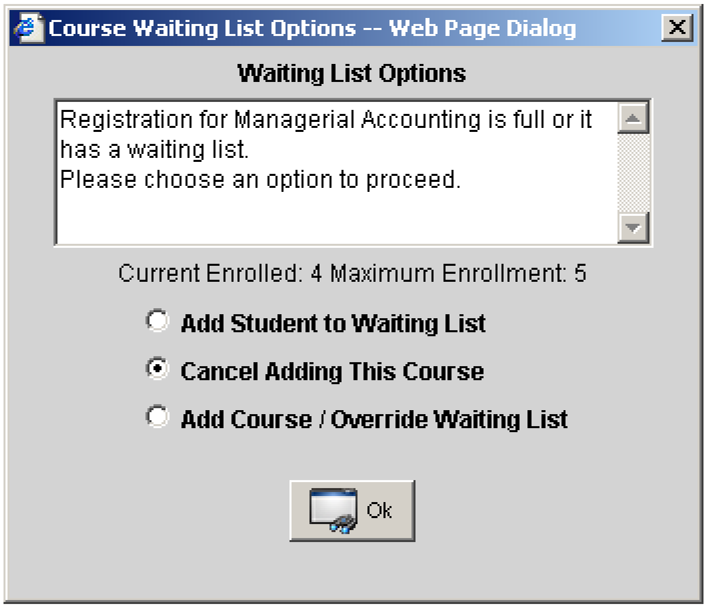



Figure 12: Waiting List Options

Click **Add Student to Waiting List** then click OK to add the student to the waiting list.. You can then go to the Waiting tab and see the courses that the student is on waiting lists for.

Click **Cancel Adding This Course** to not put the student on the waiting list or override the waiting list.

Click **Add Course / Override Waiting List** to register the student for the class to fill an available seat or override the maximum class size limit.

## Step-By-Step: Add to Waiting: Class is Known to be Full

1. When registering a student for a class, as shown in previous sections of this document, you might encounter a class that you know is full. Take note of the Dept, ID, Type and Sect info for the class as seen in the Course Information grid.

| Dept | ID | Type | Sect | CourseName |
|---|---|---|---|---|
| AC | 221 | L | 01 | MANAGERIAL ACCOUNTING |
| AE | 161 | LEC | 01 | AMERICAN ENGLISH FOR INT'L STUDEN' |
| AE | 165 | LEC | 01 | ORAL & WRITTEN COMP/INT'L. STUDENT |

Figure 13: Course Information grid

2. Then click the Waiting tab

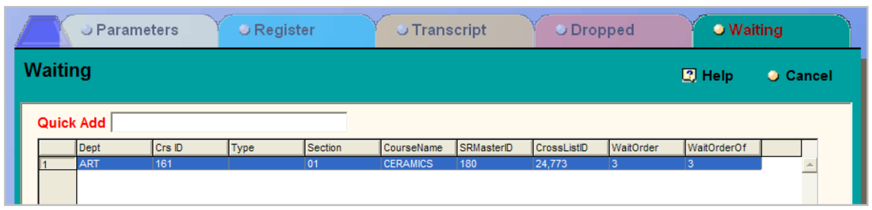



Figure 14: Waiting Tab window

3. In the Quick Add field type in the course information that you noted earlier in the format as shown by the yellow help box above. For example, if you wanted to add the student to Managerial Accounting we see in Figure 13: Course Information grid you would type AC.221.L.01 (Case sensitive) and then hit Enter. The student is now added to the waiting list.
4. In the grid, the student's position on the wait list shows in the WaitOrder, and the total number of students is shown in WaitOrderOf.

***Note:*** *Some classes do not have data in the Type and Sect fields. In the Quick Add field you would enter a period representing that field. Example, AC.221..01. There will always be three periods.*

*If the class is full you can bypass the waiting list and add the student to the course anyway by selecting the **Add Course / Override Waiting List** option.*

## Step-By-Step: Add to Waiting: Offering Maintenance

1. In Offering Maintenance highlight the course you want to add the student to. (Courses that are colored light blue indicate that they have a waiting list.)
2. Click the **WaitingList** tab. You will see a list of students already on the waiting list sorted in the order that they were added to the waiting list (DateIn column). To sort by a different column on this tab, click the column header button).
3. To add the student, right click in the data grid. The Add Student to Waiting List window opens.

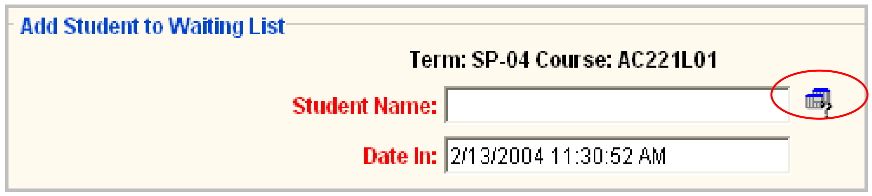



Figure 15: Add Student to Waiting List window

4. Click the **Student Lookup** button and double click on the student. The Student Name field will be populated. Click **Add**.

***Note:*** *To see available courses with waiting lists you can print the report from the Print Offering > Offering Class Selection window.*

# Cross-Listed Courses

When Cross-Listed courses are associated with each other registration works a little differently.

You will need to set up each of the courses that have been cross-listed with the same amount of maximum students. For example, for each of these three cross listed courses of ED 604 LEC, BUS 690 LEC and BUS 430 LEC, each class would get a max enrollment of 20. Then, when a student enrolls in ED 664 LEC the current enrollment of 1 appears in all three classes. This continues to count up no matter which class the student enrolls in until the max of 20 is met. Therefore, the wait list should not start until the max enrollment number of 20 is reached for all the classes combined.

To see how many students are actually enrolled in each class view the class in Course Offering and see the Official and Unofficial Enrollment fields.

### Cross-listed Courses and Waiting Lists

Cross-listed courses may affect whether a class is full. When a student registers for a class that has a cross-listed course and if either the course the student is registering for or the cross-listed course has a waiting list the Waiting List Options dialog box will appear.

To view the waiting list for a specific class highlight the class the student was registering for, then click the **WaitingList** tab in Offering Maintenance.

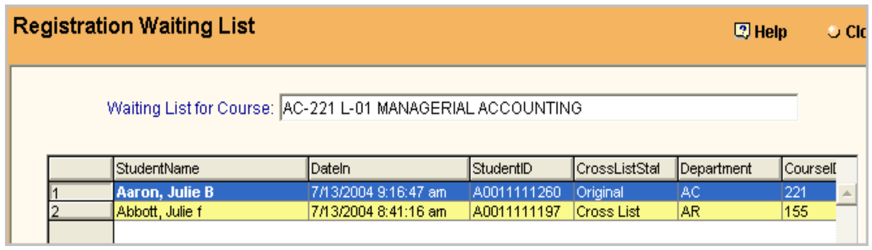



Figure 16: Waiting List Cross-listed Courses

The Registration Waiting List window displays. In the **CrossListStat** field it displays whether the students are on the waiting list from the class the student is registering for (Original) or whether they are from the cross-listed course (Cross List).

## Printing Schedules and Rosters

After registration is complete, two of the most requested outputs of information include the Student Schedule and Class Rosters. While a very standard and simple process in CAMS, we have detailed the steps here for your convenience.

### Step-By-Step: Print a Student Schedule

Student schedules can be printed as part of the registration process as previously described by setting the Save preference in the Parameters form of the Registration window.

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Schedule**. The Print Student Schedule form opens. To print multiple (or single) schedules independent of this registration process,
2. Select appropriate term.

3. Identify whether this print job will be for a Single Student or Multiple Students. Note that when Multiple Students is selected, additional criteria is made available in the lower half of the form. Use these criteria to print schedules for a specific group of students.

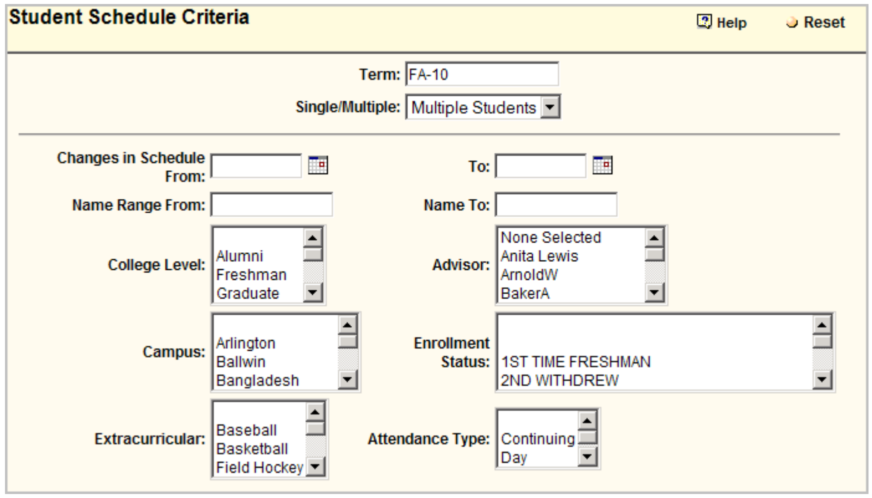



Figure 17: Schedule Criteria window

4. Click the **Reports** tab.
5. Enter into the Message box any note, reminder, etc. that you would like to have appear on the student schedules.
6. Select the desired report format. When choosing **Multiple Students** and either **Condensed by Roster** or **Standard by Roster** reports you may also select a course as criteria required for the report.
7. Click **Print** to view the report.

## Step-By-Step: Print a Class or Attendance Roster

1. From the **CAMS Enterprise Home** page, click **Registration >Offering >Roster >Print Roster**. The Roster page opens.

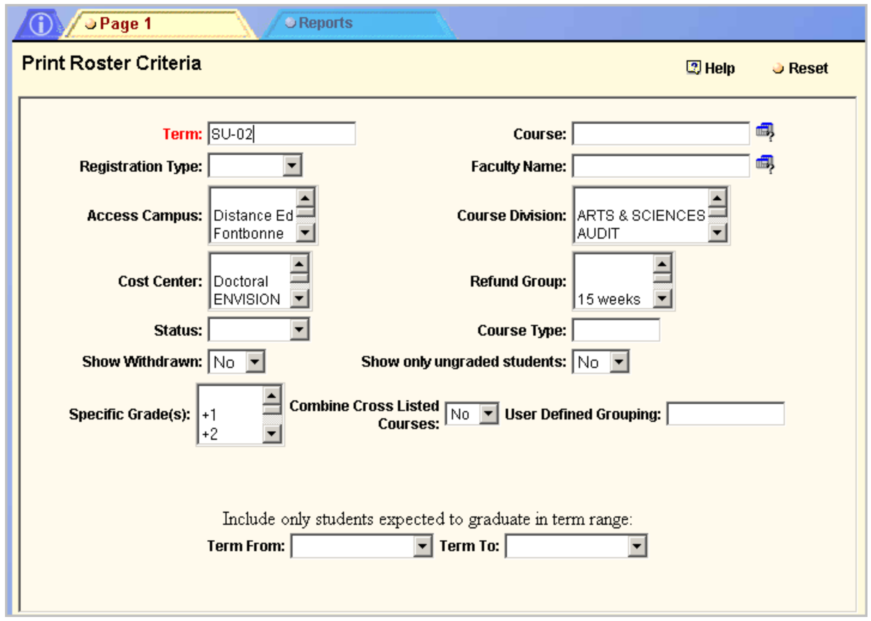



Figure 16: Roster Criteria window

2. Choose the criteria required in order to match the set of records you desire.
3. Click the **Reports** tab.
4. Select the desired report format.
5. Click **Print**.

***Note:*** *Faculty users will only have access to course information, including such functions as roster and grade entry for those courses that they have been designated as an instructor.*

# Block Registration

Block Registration allows CAMS users to register groups of students for multiple courses at once. Sequences can be set up so that students may be registered for the first block sequence in the first term, the next sequence in the next term, and so on. Students can be registered together grouped by Cohort Groups as set in their Student Status record.

Block Registration is Unofficial Registration only. See the Block Registration Setup section in Registration Setup document for step-by-step instructions to set up Block Registration.

## Step-By-Step: Block Register Students

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Block Registration**. The Block Registration Options page opens.

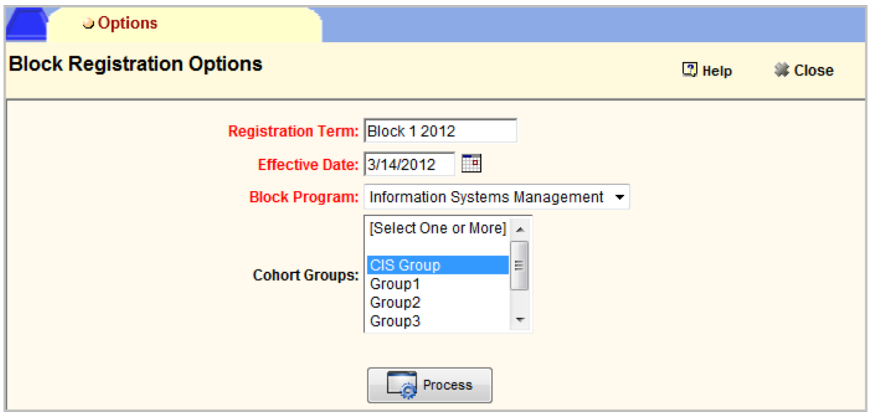



Figure 18: Block Registration Options

2. Enter the **Registration Term** (required).
3. The **Effective Date** (required) defaults to the current date and may be changed by manually entering it or clicking the calendar icon to select the date.
4. Select the **Block Program** (required) that you wish to register. Only students with the selected Block Program set in their Student Status >Student Programs for Term detail **Block Program** and **Block Sequence** fields can be registered for the selected Block Program. See information on Student Programs for Term in the Student Status record on page 76.
5. If desired, select one or more **Cohort Groups** to register. Different groups of students may be grouped together by their **Student Status** record's **Cohort Group**. This can be used to register a single group of students in the term or multiple groups of students in the term for the selected Block Program. It is also an effective way to utilize multiple "sub-terms" with different dates in an academic year registering different groups of students for different terms.

6. Once all selections have been made, click **Process**.
7. If any courses are missing from the selected Term's Offering or if any tuition setup is missing, a message displays listing the missing courses and setup items.

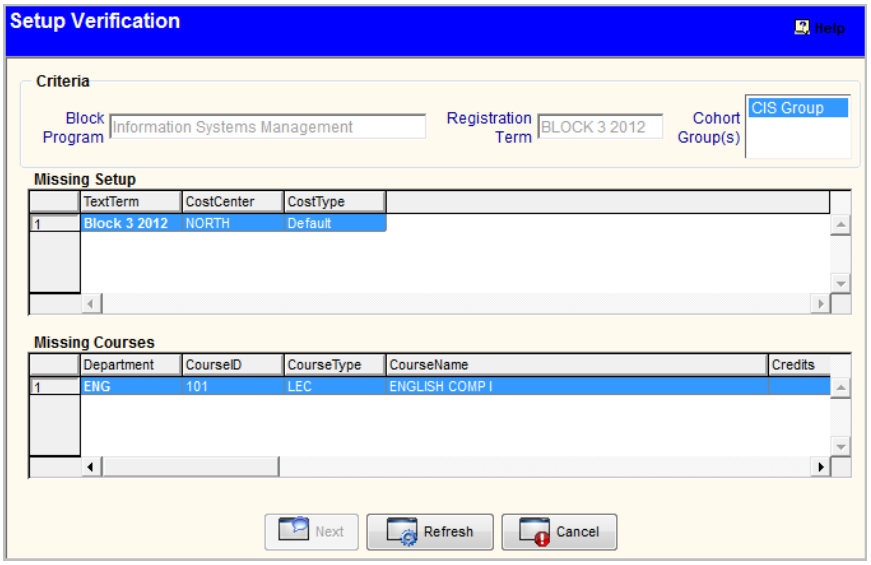



Figure 19: Missing Tuition and Missing Course

8. You must add any missing courses to the Term by copying from Master and correct any missing tuition setup. You can leave the Setup Verification detail window open, make any corrections, then click the **Refresh** button to continue or cancel, make the corrections then start the registration again.

9. The **Semaphore Verification** detail will display any students that have a Registration semaphore lock for the selected registration term in the Missing Setup grid. You can leave the Semaphore Verification detail window open, clear the Registration semaphore, then click the **Refresh** button to continue, cancel then start the registration again after the semaphore has been cleared, or click **Process** to continue registering the students and courses listed in the **To Be Registered** grid.

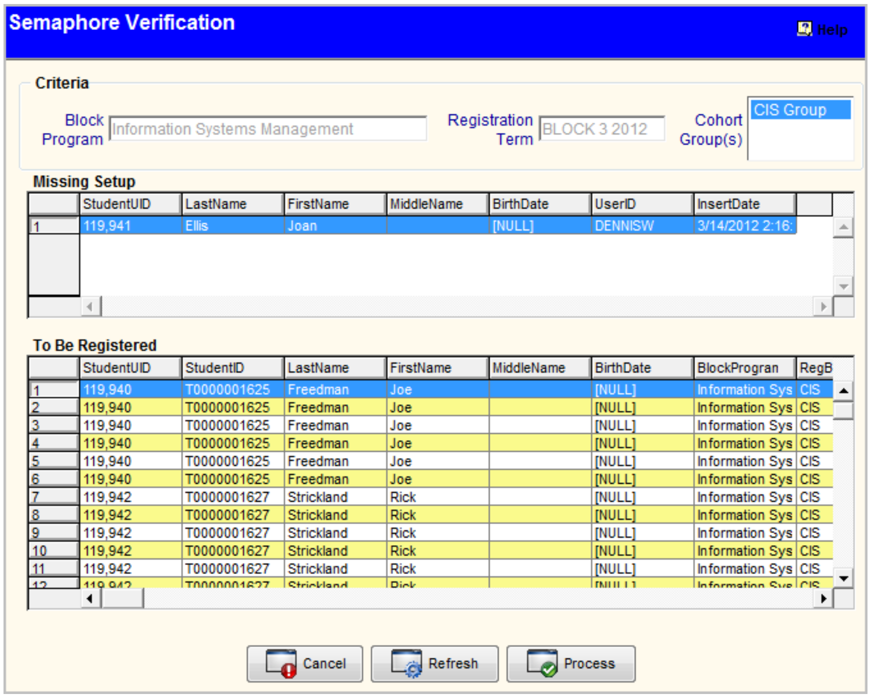



Figure 20: Semaphore Verification

10. Scroll right in the **To Be Registered** grid to view information for the block to be registered.
11. Click **Process** to register the students and courses listed in the **To Be Registered** grid. A pop-up displays confirming the number of Students/Courses.

***Note:*** *The only course validation performed during block registration is course capacity. If sections are available registration will be limited to the capacity of each section until the last section in which any remaining students will be placed. Sections are sorted in ASCII sort order (A through Z, then 1 through 99999).*

12. Click **Yes** to register the students for these courses.
13. The **Finish Registration** window displays listing the students registered.

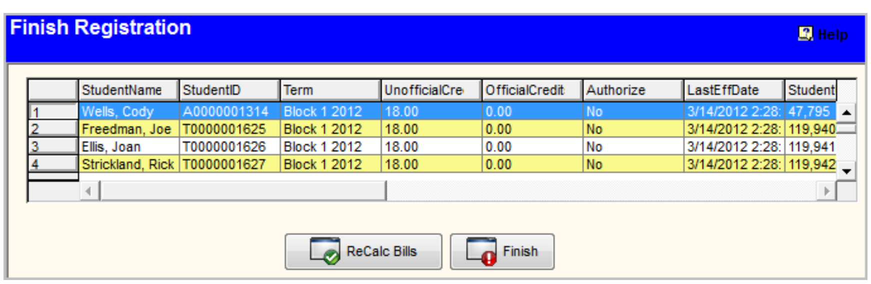



Figure 21: Finish Registration detail

14. Due to the potential number of transactions, tuition-related transactions are not automatically generated. If you wish to generate the tuition transactions for this registration now, click **ReCalc Bills**. Tuition charges will be generated and placed in the Preregistration batch. You may also click **Finish** without generating the transactions, then use the recalculation functionality in **Billing >Authorize** at your convenience.

15. If you choose to generate the transactions now, the recalculation process results displays upon completion. This could take some time depending on the number of transactions for this registration session.

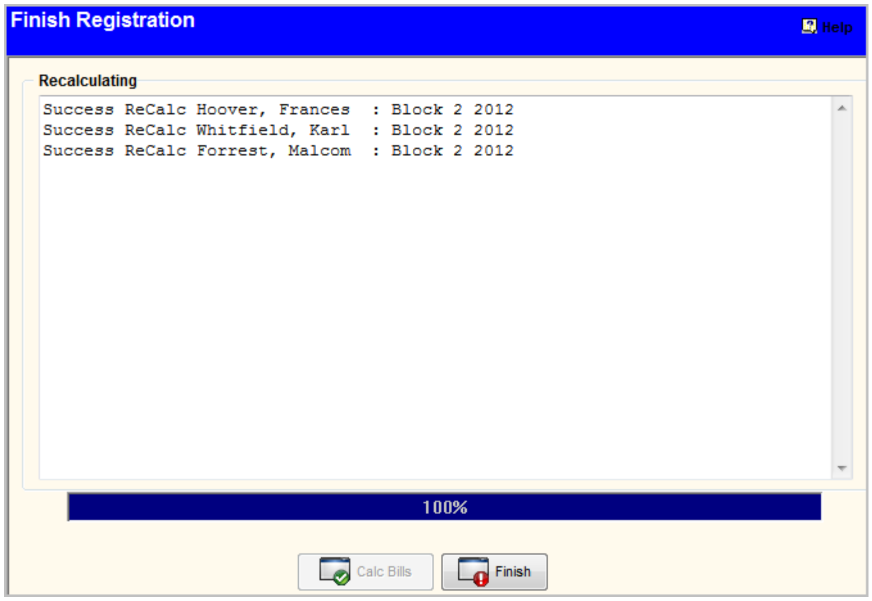
- 


Figure 22: Recalculation complete

16. As Block Registration is Unofficial Registration, the courses must be authorized in Billing >Authorize according to your institutions business practices. Click Finish to complete the registration process and return to the Options tab.

# Mass Student Registration

Mass Student Registration will perform an Unofficial Registration for any number of students for a single course or multiple courses in one process. You can drop multiple students from a course or move multiple students from one course to a different course within the same Term. You can also drop an individual student from one or multiple courses in one process.

## Step-By-Step: Mass Register Students

1. From the **CAMS Enterprise Home** Page, click **Registration >Academic >Mass Student Registration**. The Mass Student Registration opens to the **Registration** tab.

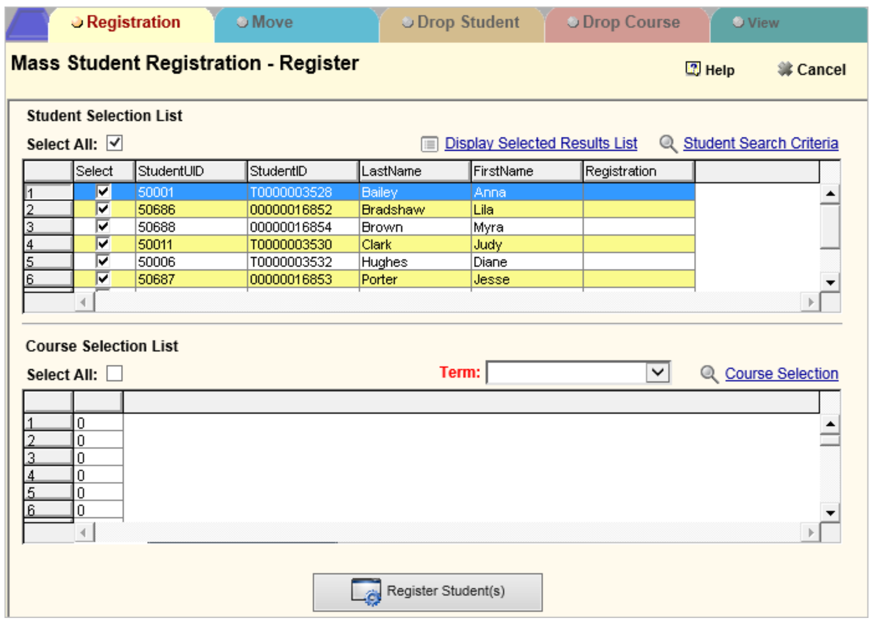



Figure 23: Mass Student Registration

2. Click the **Student Search Criteria** link to open the search window.

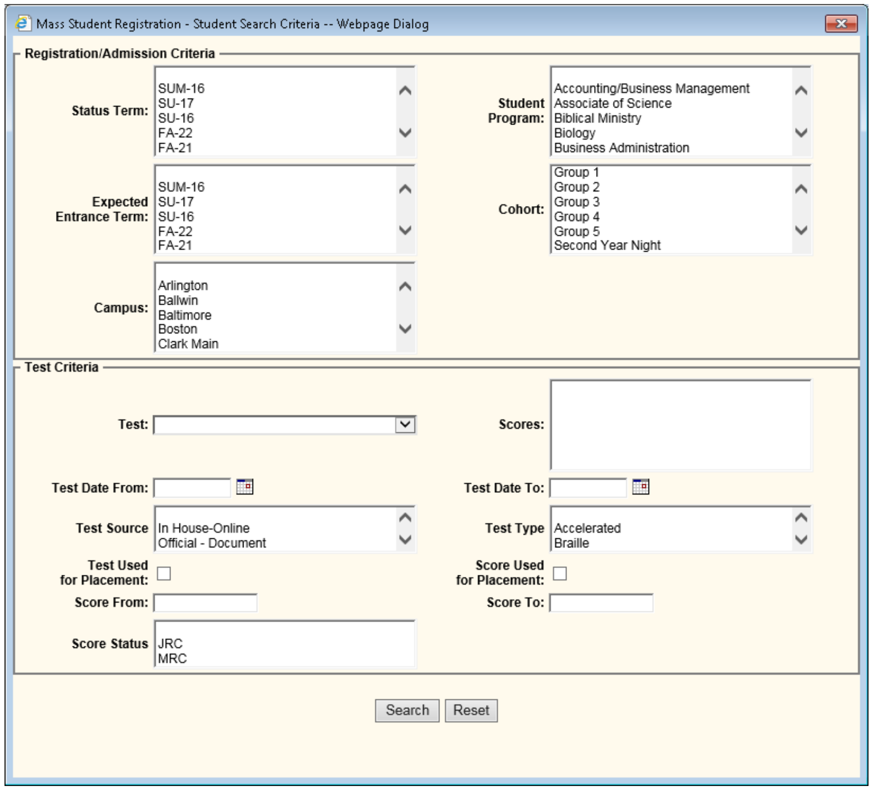


Figure 24: Student Search Criteria

3. Select the criteria required to match the desired set of student records.
4. Click **Search** to find those students and return to the Registration tab or click **Reset** to clear the criteria selections to restart the search. To cancel, click the X in the upper right corner to close the Student Search Criteria window.
5. The students matching the search criteria will display in the **Student Selection List** grid on the **Registration** tab with all rows selected. Select or deselect students as desired.

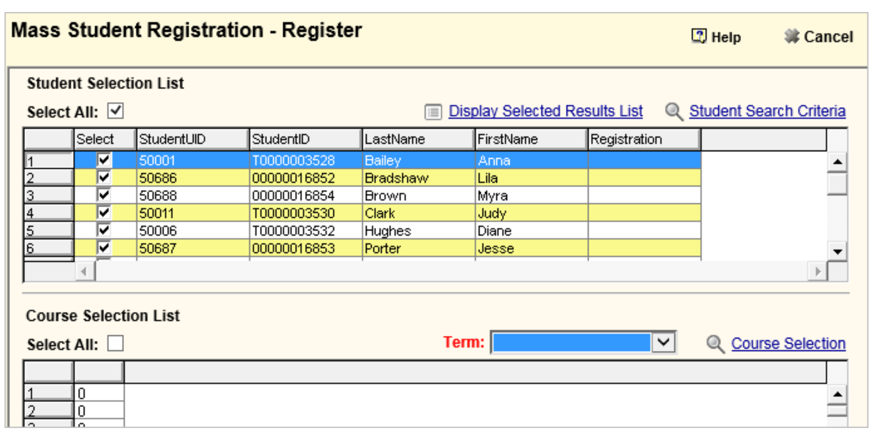


Figure 25: Student Selection List

6. Select a **Term** to open the **Course Selection** window.

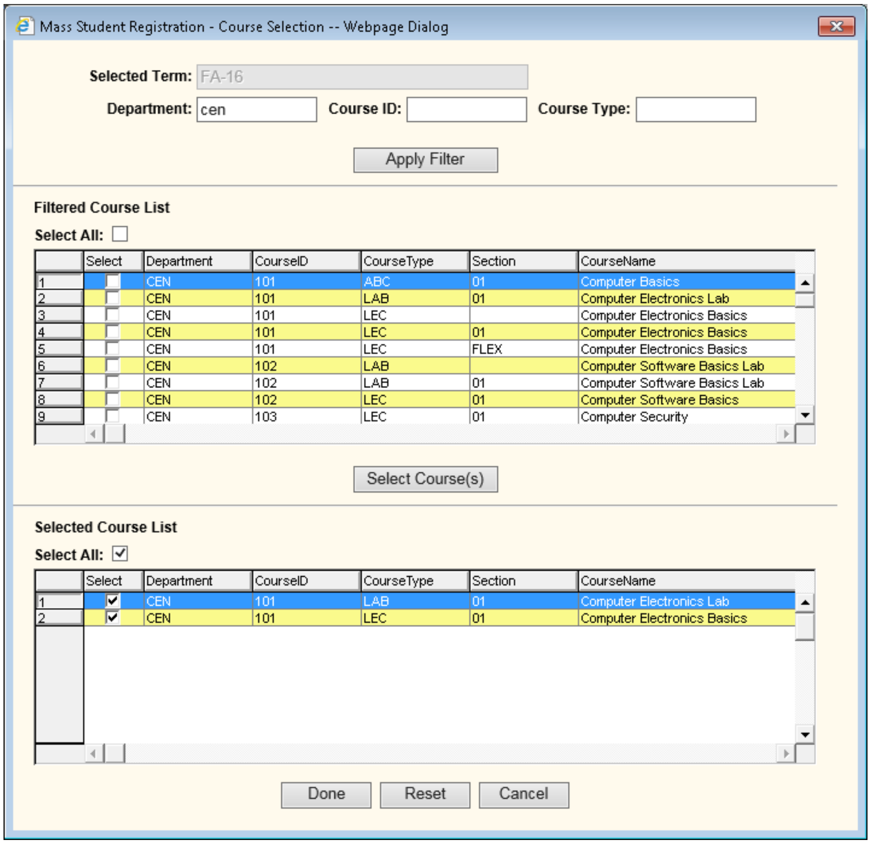


Figure 26: Course Selection

7. Use the filter criteria to search for courses.
8. In the **Filtered Course List** grid, place a check mark next to the courses you wish to register, then click **Select Courses** to move the courses to the **Selected Courses List** grid.
9. Click **Done** to return to the Mass Student Registration window. Click **Reset** to clear the Selected Courses List or click **Cancel** to exit the window without selecting any courses.

10. After selecting the Students and courses, click the **Register Student(s)** button on the **Registration** tab to open the Registration Parameters dialog.

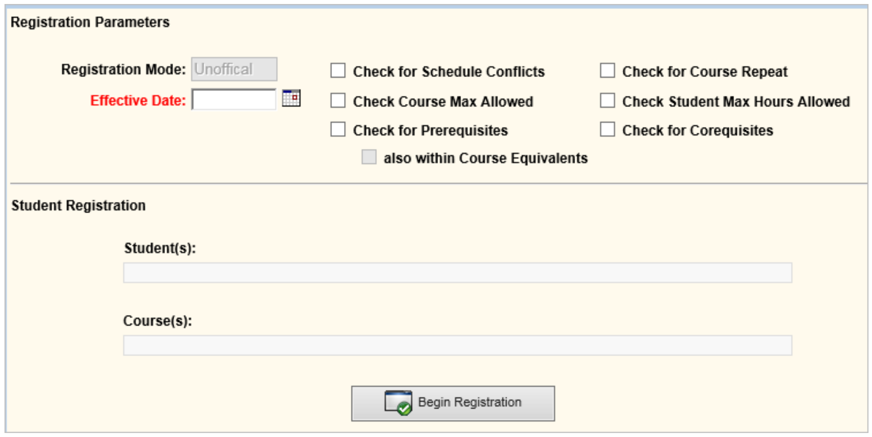



Figure 27: Registration Parameters

11. Enter an **Effective Date** for the registration. This date plays a key role in determining late registration fees. This date can be pre- or post-dated in order to handle special cases and/or corrections.
12. Click the checkbox next to the each of the listed Registration Parameters that you  wish to have applied to your registration process:
    - **Check for Schedule Conflicts** – CAMS will check to see if the course being registered conflicts in day and time with other registered courses. If conflict exists, the user has option to override warning and register the student for the class.
    - **Check Course Max Allowed** – Select this parameter to prevent registering more students in a course than is set Offering Maintenance.
    - **Check for Prerequisites** – CAMS will not register students who have not met the prerequisites. Prerequisite courses that are in progress in a previous term at the time of registration are considered as having met the prerequisite requirement.
        - **also within Course Equivalents -** If "Check Prerequisites" has been selected, this option will be selectable. Course equivalents are defined in Course Master.

***Note:*** *Selecting* ***Check for Prerequisites*** *and* ***also within Course Equivalents*** *will check two levels deep in Prerequisites. For example: Painting 201 has a prerequisite of Painting 101. Painting 101 has a course equivalent of Art 101. Art 101 has a course equivalent of Ceramics 101. When checking prerequisites in Course Equivalents, either Art 101 or Ceramics 101 will meet the prerequisite requirement for Painting 201 in addition to the actual prerequisite of Painting 101.*

- **Check for Course Repeat** – CAMS will check for repeats. If the course being registered is a repeat due to one of the following scenarios, the student will not be registered for the course.
    - The course being registered, identified by Department, CourseID, and CourseType, has been taken as a curriculum course in any other term for this student.
    - The course being registered, identified by Department, CourseID, and CourseType, has a transfer course that is marked as equivalent to a Master Course that matches the course being registered.
    - The course being registered, identified by Department, CourseID, and CourseType, has a master equivalent defined which has been taken in any other term besides the registration term for this student.
- **Check for Student Max Hours Allowed** – CAMS will register students up to but not more hours than is set in their Student Status **Max Hours Allowed** field. For example, if a student's Max Hours Allowed is set at 6 and you register for three courses of 3 hours each, the first two courses will be registered and the last course will not be registered.
- **Check for Corequisites** – If student is not registered for a corequisite course or has not already met a corequisite in a previous term, CAMS will not register the student.

13. To register the selected students, click **Begin Registration**. The Student(s) and Courses bars will display the progress of the registration process.

***Note:*** *When registering a very large amount of students, this process could take some time. It is suggested that you start this process at the end of the day and let it run over night when registering a large quantity of students and courses.*

14. Click **Abort** if you wish to stop the registration. Note that any courses already registered in this step will not be cancelled.
15. When the registration is complete, click the **Registration Complete** button to return to the Registration tab.
16. The **Registration** column in the Student Selection List grid will display either **Success** or **Failure** for each student's registration.
17. Double-click a row in the grid to display a report for that student or click the **Display Selected Results List** link to print a report on all students registered.

## Step-By-Step: Mass Registration Move Students

1. From the **CAMS Enterprise Home** Page, click **Registration >Academic >Mass Student Registration**. The Mass Student Registration opens to the **Registration** tab.
2. Click the **Move** tab.

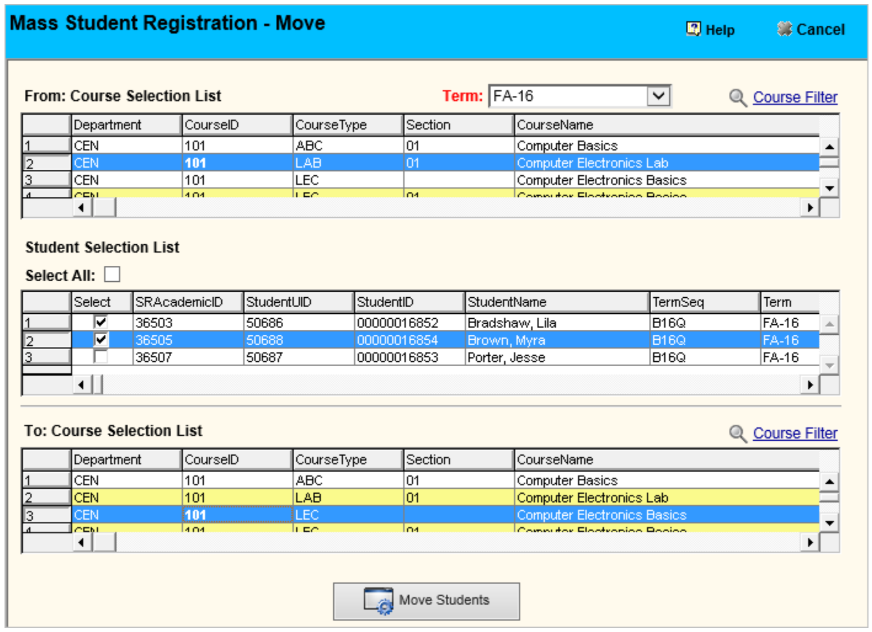



Figure 28: Mass Student Registration - Move

3. Select the **Term** to open and find the course you wish to move students "from" (or click the **Course Filter** link if the Term has already been selected).
4. Highlight the course in the **From: Course Selection List** grid. Students registered in that course will display in the **Student Selection List** grid.
5. Place a check mark in the **Select** column next to each student you wish to move.
6. Click the **Course Filter** link above the **To: Course Selection List** grid to locate the course you wish to move.
7. Highlight the course you wish to move the student(s) "to", then click **Move Students** to move the students to that course.

***Note:*** *CAMS will move the students, update enrollment counts for both courses (old and new), and set the grade catalog on the course in Transcript Maintenance if a grade catalog has been set for the course. No recalculation of tuition is done; students are simply moved from one course to another.*

## Step-By-Step: Mass Registration Drop Students From Unofficial Courses

1. From the **CAMS Enterprise Home** Page, click **Registration >Academic >Mass Student Registration**. The Mass Student Registration opens to the **Registration** tab.
2. Click the **Drop Student** tab.

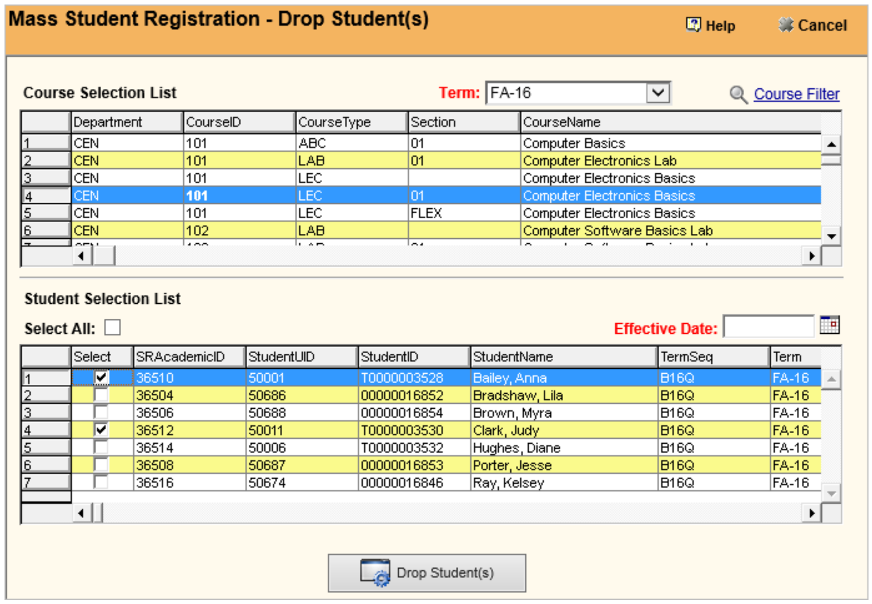



Figure 29: Mass Registration Drop Students

3. Select the **Term** to open and find the course you wish to drop students "from" (or click the **Course Filter** link if the Term has already been selected).
4. Highlight the course in the **Course Selection List** grid. Students registered in that course will display in the **Student Selection List** grid.
5. Select the student(s) you wish to drop from that course.
6. Enter an **Effective Date**, then click **Drop Students** to drop the student(s) from the course and update Billing.

## Step-By-Step: Mass Registration Drop Unofficial Courses

1. From the **CAMS Enterprise Home** Page, click **Registration >Academic >Mass Student Registration**. The Mass Student Registration opens to the **Registration** tab.
2. Click the **Drop Course** tab.

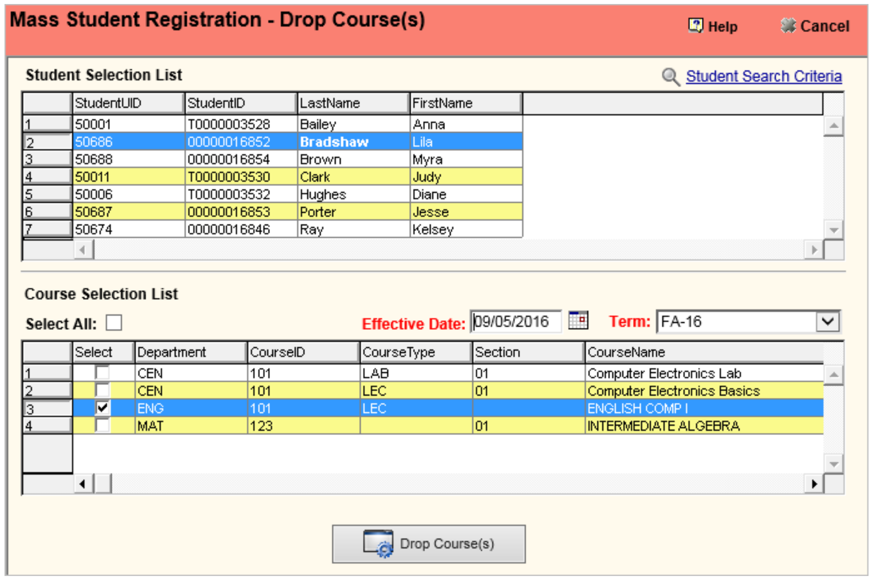



Figure 30: Mass Registration Drop Courses

3. Click the **Student Search Criteria** link to find the student for which you wish to drop courses "from".
4. Select the **Term** in which you wish to drop courses.
5. Highlight the student in the **Student Selection List** grid. Courses that student is registered for will display in the **Course Selection List** grid.
6. Select the course(s) you wish to drop from the highlighted student.
7. Enter an **Effective Date**, then click **Drop Course(s)** to drop the courses and update Billing.

## Step-By-Step: Mass Registration View Registered Students

1. From the **CAMS Enterprise Home** Page, click **Registration >Academic >Mass Student Registration**. The Mass Student Registration opens to the **Registration** tab.
2. To quickly view students and courses registered, click the **View** tab. Note this is a read-only tab.

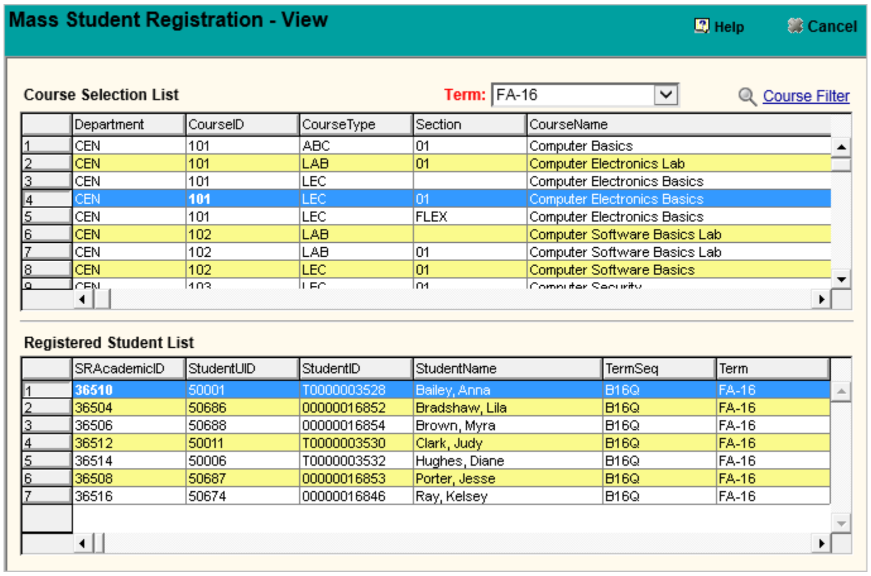



Figure 31: Mass Registration View

3. Select a **Term** to open the Course Filter and locate the course(s) in which you wish to view registration information.
4. Highlight the course in the **Course Selection List** grid to view the registered students in the **Registered Student List** grid.
5. Scroll to the right in either grid to view the same information available in Offering Maintenance for the courses or Transcript Maintenance for the students.

# Student Grades

Student grades can be stored in CAMS not only for course grades, but also for a multitude of course work and exams. These scores are recorded in the Grade Book Entry form. In this section, we will cover Course Grade Entry along with the printing of Grade Cards, Grade Book Entry, and Custom Grades.

## Entering Student Grades

### Step-By-Step: Enter Student Grades

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Grades >Grade Entry**. The Grade Entry form opens.
2. Select the **Term**, whether you are entering **Mid-Term**, **Final** or **Narrative** grade and select the **Course**.

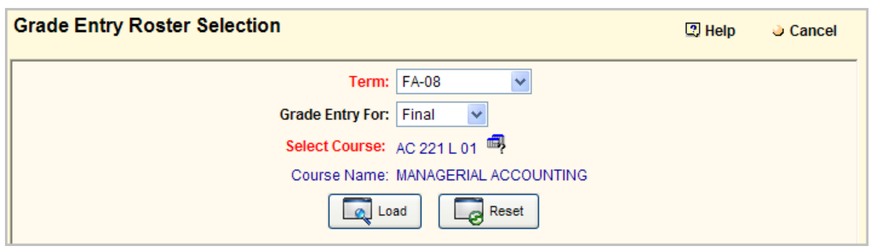



Figure 32: Select Course to Grade

3. Click **Load** to pull up the Course Roster.
4. You may see the student name or exam ID depending on what is set on the course. Enter the Mid-Term, Final, or Narrative grade.

***Note:*** *An unlimited amount of text may be entered in the Narrative grade field.*

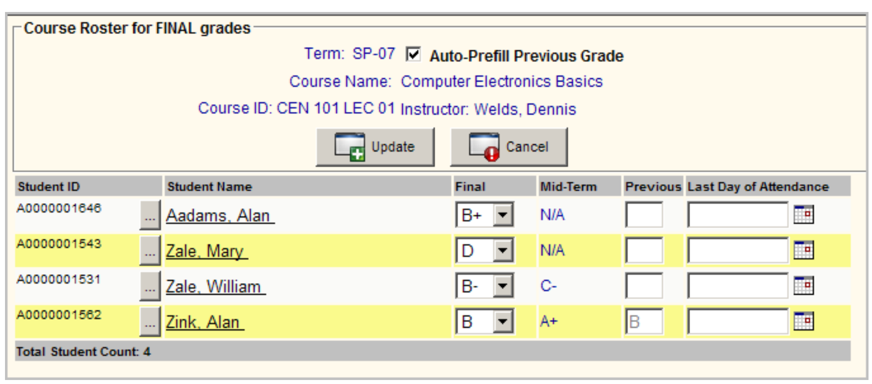



Figure 33: Enter Grades

5. If this is a grade change, enter the Previous Grade if you wish to retain a record of it (i.e. “I” for Incomplete).
6. You may also enter in the **Last Day of Attendance** for each student.
7. When you have reached the last student in the list or are ready to end grade entry, click **Update** to save entries or **Cancel** to exit without saving.

8. A notice will display stating you have to wait until the save is confirmed. Then you may continue to the next class.

***Note:** Changes here that would affect Student Status, such as Student Load will not be reflected in the Student Status until Mass Update Status has been ran from **Tools>Processes>Registration Module >Mass Update Status**.*

# Removing Direct Grade Submit Grades

Once grades have been entered via the Faculty Portal using Direct Grade Submit, the only way they can be resubmitted is by having the grade removed via the Grade Entry screen.

## Step-By-Step: Removing Student Grades

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Grades >Grade Entry**. The Grade Entry form opens.
2. Select the **Term**, whether you are entering **Mid-Term** or **Final** grade and select the **Course**.

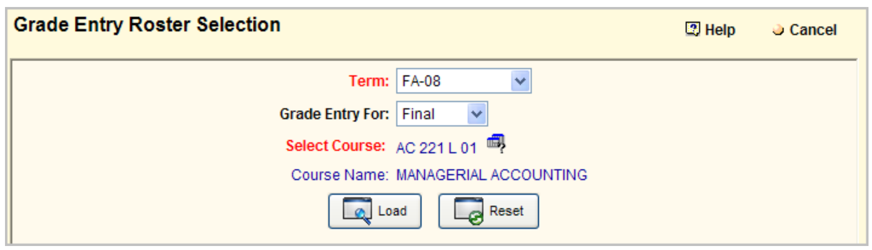



Figure 34: Select Course to Grade

3. Click **Load** to pull up the Course Roster.
4. You may see the student name or exam ID depending on what is set on the course. Enter the Mid-Term, Final, or Narrative grade.

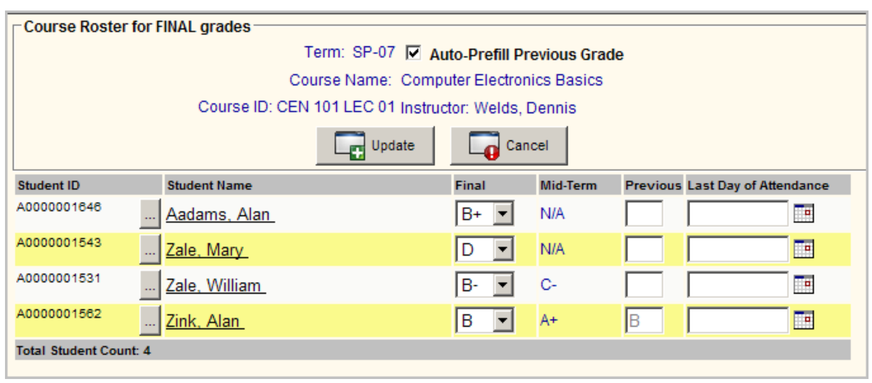



Figure 35: Enter Grades

5. Change the grade to blank.
6. When you have reached the last student in the list or are ready to end grade removal, click **Update** to save entries or **Cancel** to exit without saving. A notice will display stating you have to wait until the save is confirmed.

# Printing Student Grades

Once grades have been entered, multiple reports can be run such as Grade Summary (Grade Distributions, Cumulative and Term GPA lists), Rosters of un-graded students only (to ensure all grades entered for term), and of course Grade Cards.

### Grade Summary

Grade Summaries are administrative reports that your institution runs in order to produce statistical information about courses, professors, and students. It is recommended that access to this screen be reserved for high-level officials.

The report uses CAMS's normal method of criteria matching (to generate a set of records) followed by format selection (to choose the type of report). The following Grade report selections are available:

Grade distributions, student grade lists by cumulative or term GPA, mail merges, etc.

## Step-By-Step: Print Grade Summary Reports

1. Open Grade Summary by clicking **Registration >Reports >Grade Summary**.
2. Choose criteria to match your desired set of records.
3. Click the **Reports** tab.
4. Select the report format.
5. Click **Print**.

***Note:*** *Grade Distribution, One Line Graduation List, and Mail Merge reports ignore the Exclude Category criteria.*

*The Grade Distribution by Instructor report ignores all criteria except **Term** in order to get all classes, all instructors for the term).*

## Step-By-Step: Print Grade Cards

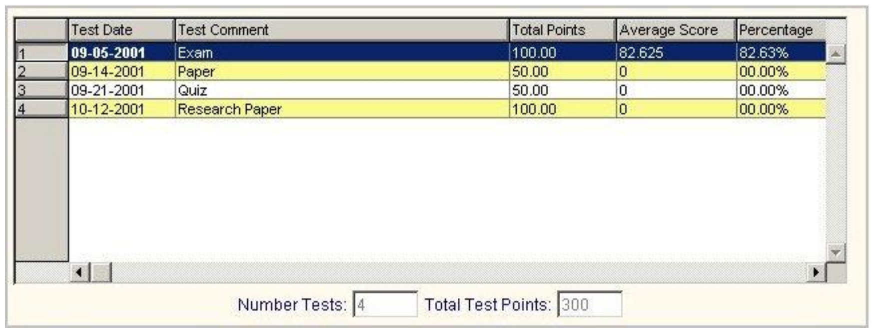
1. From the **CAMS Enterprise Home** page, click **Registration >Reports >Grade Reports >Grade Cards**. The Grade Cards form opens.
2. Select appropriate Term.
3. Designate Student Selection of Single or Multiple.
4. Select GPA Grouping (Optional).
5. If Multiple is selected, the Multi Students tab becomes available for more criteria selection. Click Multi Students tab and select criteria to narrow group of students for whom grade cards will be generated.
6. Click the **Print** tab and identify Grade Type and Report Type.
7. Include any message you wish to have appear on the grade card. (I.e. a reminder for following term’s registration deadlines.)
8. Click **Print**.

# Course Grade Book

The Grade Book is a feature that provides viewing of assignments and exams and their grades that have been recorded via the Faculty Portal or the Course Management Administrative Portal.

## Step-By-Step: View Grade Book

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Grades >Grade Book**. The Grade Book form opens.
2. Select **Term** and **Course** for which assignments are to be viewed.
3. Click **Load** to open the **Course Test List** form. "Tests" is a generic term to CAMS; it can refer to any grading mechanism used for a course (e.g., paper, field trip, etc.).



| | Test Date | Test Comment | Total Points | Average Score | Percentage |
|---|---|---|---|---|---|
| 1 | 09-05-2001 | Exam | 100.00 | 82.625 | 82.63% |
| 2 | 09-14-2001 | Paper | 50.00 | 0 | 00.00% |
| 3 | 09-21-2001 | Quiz | 50.00 | 0 | 00.00% |
| 4 | 10-12-2001 | Research Paper | 100.00 | 0 | 00.00% |

Number Tests: 4 Total Test Points: 300

Figure 36: Grade Book window

4. If tests/assignments already exist for the selected course, they will appear in the data grid. View existing test detail by double-clicking the test.

## Step-By-Step: View Grade Book Entry

1. From the Grade Book **Course Test List**, select the test or assignment by highlighting that record in the data grid then click the **Test Grades** tab. This will open the Grade Book Course Roster.

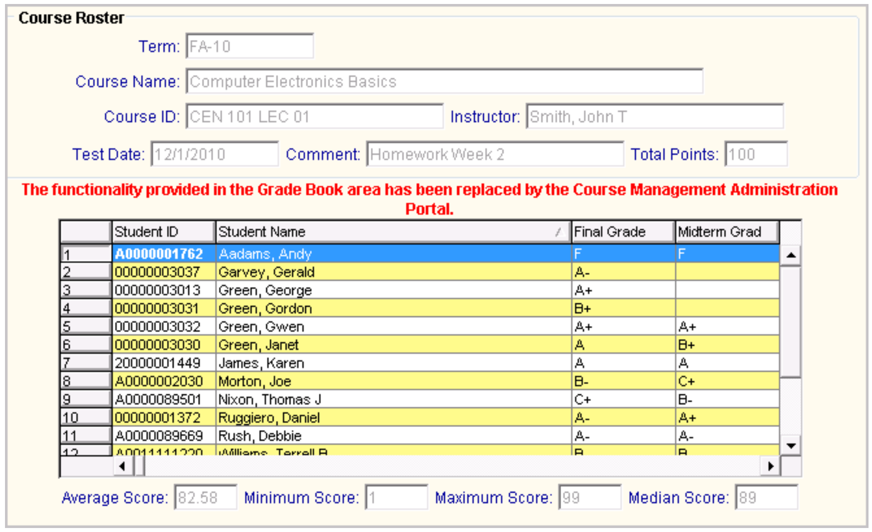



Figure 37: Grade Book Entry window

2. Select the student by double-clicking the name in the data grid. Typically you will begin with the first student in the list (if going in alphabetic order). This will open the Test Grade form for viewing.

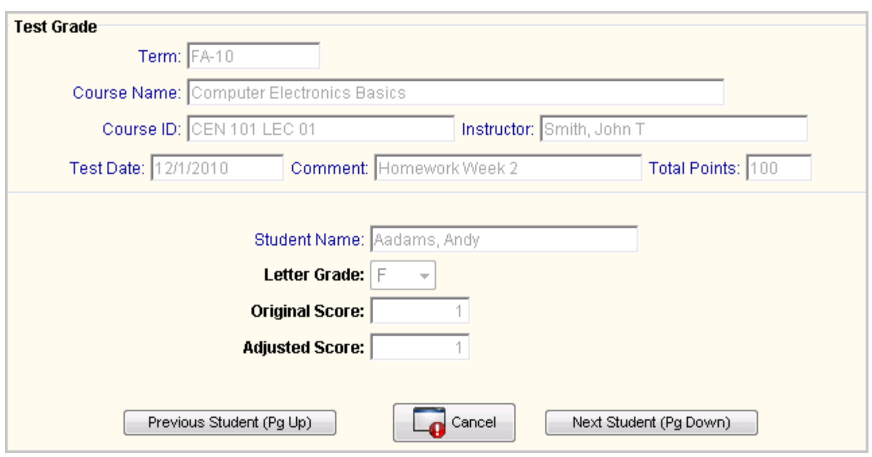



Figure 38: Test Grade window

3. Click **Next Student** to move to the next student in the list, or **Previous Student** to move back in the list.

4. Click **Cancel** to exit the Test Grade detail window.

# Customizing Grades

While detailed information and instructions are provided in the CAMS Manager Module documentation, it is worth noting here that grades can be customized to match your institution's grading policies. You are not bound by the predefined grading system that accompanies CAMS. Course grades in CAMS come with a default value and impact on student records. While many institutions are able to use the predefined values, some find it necessary to deviate from these defaults. In that case, it will be necessary to make adjustments in the Custom Grade Entry form in CAMS Manager. The graphic is shown to provide insight as to the many functions that can be controlled through grade customizing.

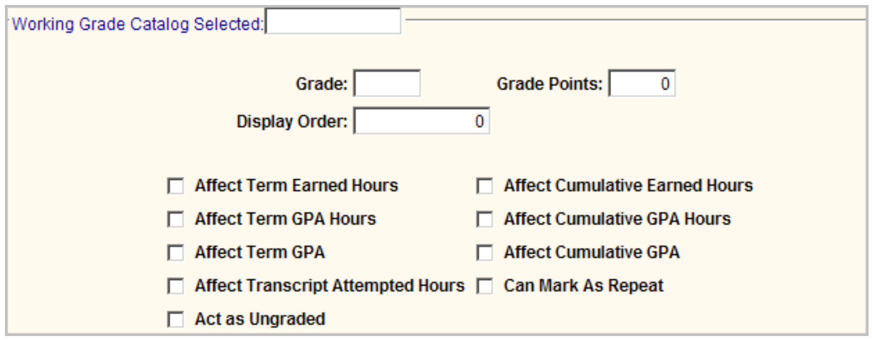



Figure 39: Custom Grades window

# Authorizing Portal Submitted Grades

Faculty members who utilize the Course Management feature of the Faculty Portal can submit their mid-term and final class grades automatically. These grades go to a holding area that allows the registrar to review the grades for completeness, add them to the student's transcript, and allow faculty to resubmit grades if necessary.

## Step-By-Step: Review and Authorize Grades

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Grades >Authorize Portal Grades**. The **Authorize Portal Grades** page displays.

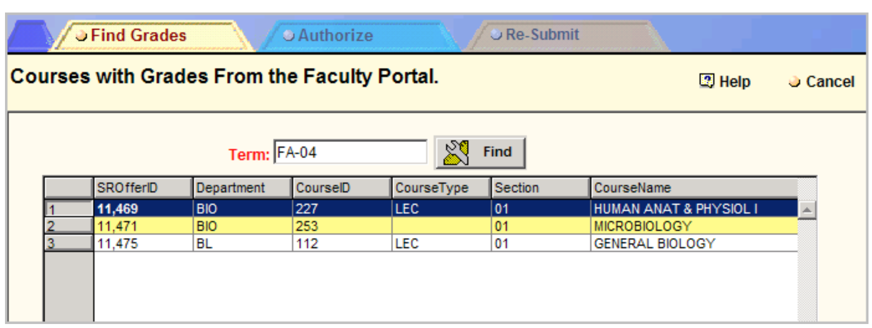



Figure 40: Authorize Portal Grades window

2. Select the term and click **Find**. The list of classes with submitted grades displays.

3. Highlight the class and click the **Authorize** tab.

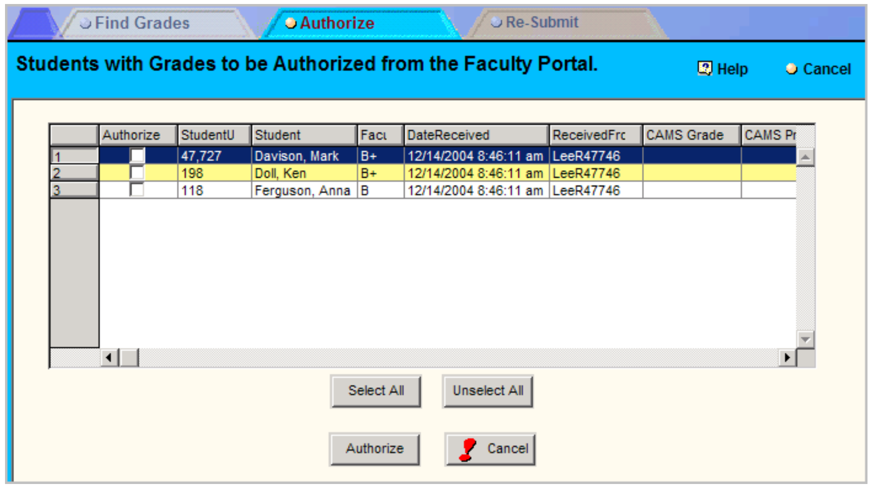



Figure 41: Students with Grades to Be Authorized

4. Select the students whose grades will be authorized by either checking individual **Authorize** checkboxes or click **Select All** to select all the students.
5. Click **Authorize**. Those grades will be submitted to the transcript record.

# Authorizing Grades for Resubmission

Faculty cannot resubmit a grade without prior authorization from the registrar. If the faculty member attempts to resubmit grades they will see a list of all the grades previously submitted but will not have the ability to make modifications.

## Step-By-Step: Authorize a Grade for Resubmission

1. To allow faculty to resubmit the grade click the **Re-Submit** tab.
2. All students who have had their grades authorized for the specific class will display on this list.

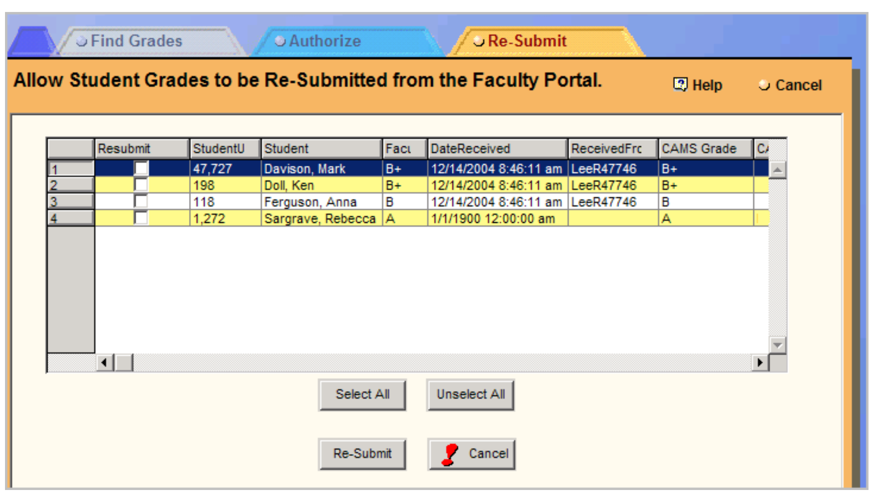



Figure 42: Re-Submit Grades

Select the student to allow grade resubmission and click **Re-Submit**. The student will be removed from the list and the faculty will see that it is available to resubmit from the Faculty Portal.

Once the faculty has resubmitted the grade the student will again appear on the Authorize tab.

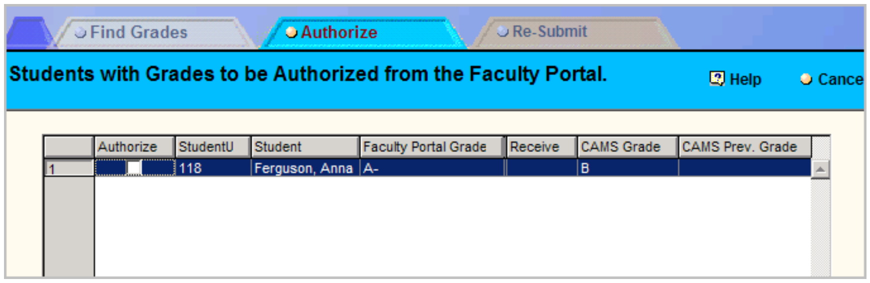



Figure 43: Resubmitted Grade

The resubmitted grade displays in the **Faculty Portal Grade** column. The grade that was previously submitted and authorized is displayed in the **CAMS Grade** column. The CAMS Grade column comes from the Final Grade field on the course in the student's transcript record. The **CAMS Prev. Grade** column displays a grade only when an entry has been made in the Previous Grade field on the course in the student's transcript record (Registration >Academic >Maintenance).

In the example above, this student still has not had the resubmitted grade authorized so technically the final grade for this student is a "B" and that is why it is not displayed in the CAMS Prev. Grade column. It is not yet the previous grade until the newly entered grade has been authorized.

Click **Authorize** to accept this resubmitted grade.

***Note:*** *An email can also be sent to selected individuals notifying them of the grade submissions. This feature is set up through CAMS Manager >CAMS Portal >Portal Config >Faculty Configuration. See CAMS Manager Documentation for detailed instructions.*

# Academic Records and Transcripts

## Maintaining Transcript Records

The Transcript Maintenance form contains all student course records—those completed at your institution as well as those that have been transferred. The information contained here will be displayed on the student transcript. From this location, you can designate certain courses not to show on transcripts as well as grade cards. Here, you can make individual adjustments to a student's record without affecting the overall definition of the course, transfer record, or student status.

Courses are automatically added to Transcript Maintenance upon officially registering (or authorizing) a student, and upon adding a transfer course to the Student Transfer Entry screen. In these cases, the fields are automatically populated upon such processes as registration, grade entry, and transfer course entry. In addition to automatic transfer to the Maintenance form, manual entries can be created as well.

### Step-By-Step: Maintain Transcript Record

1. From the **CAMS Enterprise Home** page, click **Registration > Academic > Maintenance.** The Transcript Maintenance window opens. Double-click an existing course. Again, most fields are automatically populated as described above. Following is a description of how some of the values are obtained:

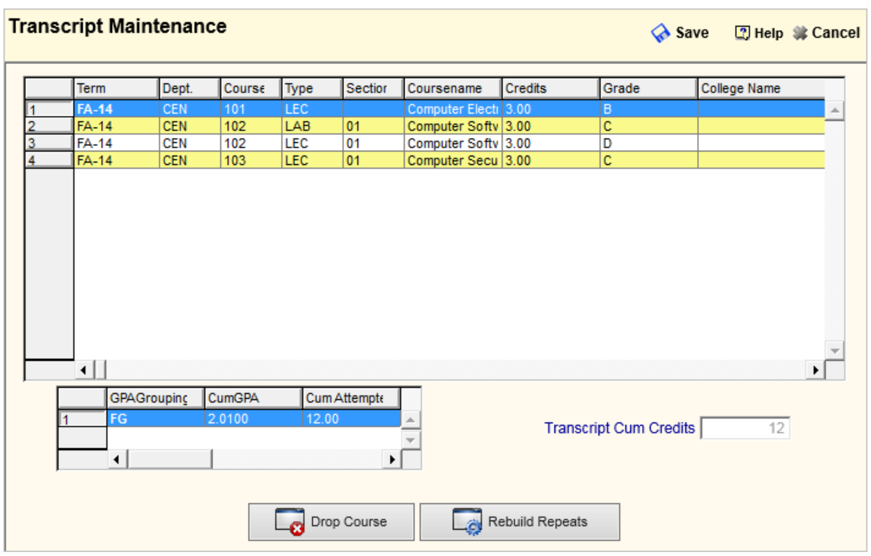



Figure 44: Transcript Maintenance window

Below the main transcript maintenance grid is a small grid that displays the cumulative GPA and the cumulative credits by GPA group. The Transcript Cum Credits are the total credits of classes listed in the grid with a grade that has **Affect Transcript Attempted Hours** marked in a Grade Catalog.

## Page 1:

- **College Name:** Copied from the Student Transfer Entry screen.
- **Department, Course ID, Type, Section, Course Name, Credits, Clock Hours, Instructor:** All copied from course information supplied during entry of Student Transfer Course, or Registration.
- **Category:** (Glossary: AcadCrsType) Enter the appropriate category for the course. Courses coming from Student Transfer Entry will default to “Transfer”; those courses coming from Official Register will default to “Curriculum”. Other choices are Exam, Transient, and Validation.

***Note:*** *Exam, Transient, and Validation categories do not participate in the repeat calculations.*

- **Grade, Previous Grade, Mid-Term:** — Automatically populated upon saving grade entries/changes (Grade Entry Options)
- **Transfer Summary:** — If **Yes**, a new set of options are available:
    - **Term GPA**
    - **Term GPA Hours**
    - **Cumulative GPA**
    - **Cumulative GPA Hours**
- **Grade Catalog** - Select a Grade Catalog to allow a specific course to have its own grade catalog so that course can receive grades that are different than what is assigned to the student in the Student Status Grade Catalog. Grades for this course will be calculated into the overall grade as set in the selected grade catalog for the course. This field can be populated manually or by registering a student for a course with the **Grade Catalog** field populated.

***Note:*** *Only select a specific Grade Catalog for a course if that course's Grade Catalog should be different than the student's default Grade Catalog.*

- **Show on Grade Report:** — Designate whether or not this course should appear on Grade Report. Default is Yes.
- **Show on Official Transcript:** — Designate whether or not this course should appear on Official Transcript. Default is Yes.
- **Show on Advisor Transcript:** — Designate whether or not this course should appear on Advisor’s Transcript. Default is Yes.
- **Repeated Course:** — This field is automatically populated upon the calculation of repeats. If the course has been designated as a repeat, the “flag” will be changed to “Y”.
- **Ignore Automated Repeat Policy:** — Default is “N”, meaning that your institution’s repeat policy will apply to this course. If this is a course that should not be part of the repeat policy, change the value to “Y”. This will mark the course to be excluded from repeat calculations, and thus the “Repeated Course” value will always remain unchanged, unless you manually change it.

- **Affects HOPE GPA:** — Default is "Y". It applies towards the calculation of the GPA for the Hope Scholarship. The GPA is displayed on the **HOPE Double Column** transcript and **Final, HOPE Full Page** grade card.
    - **Inc HOPE Term** and **Inc HOPE Cum** are used in conjunction with Affects Hope GPA. To select one or both of these options Affects Hope GPA must be selected.

***Note:*** *If just Affects Hope GPA is selected then both term and cumulative attempted and earned hours are calculated. Term and cumulative hours are not calculated.*

*If Inc Hope Term and/or Inc Hope Cum are selected then term and/or cumulative hours are also calculated.*

*Inc Hope Term and Inc Hope Cum cannot be selected if Affects Hope GPA is not selected.*

- **SAP Total Hours** – Indicates which course's hours are counted toward the total hours for the student's Primary Program Length (SAP Program Hours in the Major/Minor Reference table).
- **Writing Intensive and Honors** - While these fields don't appear on default CAMS transcripts, you can customize the transcripts to include these fields, which will display when checked on this screen.

### Page 2:

- **Equivalent Course Department, ID, Type:** — Use these fields to link the above information with a course within your institution. This is used in such cases as transfer courses (Note that Curriculum course equivalents are defined in Master Courses. CAMS will look at these links when checking Equivalent courses for prerequisites, repeat calculations (transfer courses only), and degree requirements in the Degree Audit process.
- **Start Date and Completion Date:** — These fields are important primarily for variable credit and independent study courses. Because dates can differ for various students, CAMS offers the ability to track those dates here. Again these dates are populated upon registration of the course in the Independent Study/Variable Credit Course screen.
- **Start Entry Date:** — This is the date that the student was registered for the course and is a manually populated field.
- **Completion Entry Date:** — This is the date that a grade was entered for the course and is a manually populated field.

***Note:*** *Changes here that would affect Student Status, such as Student Load will not be reflected in the Student Status until Mass Update Status has been ran from* ***Tools>Processes>Registration Module >Mass Update Status****.*

# Factors Affecting GPA Calculation

- Courses for which a student registers are assumed to affect their GPA and, consequently, these courses are automatically included in the term and cumulative grade point average.
- If necessary, course can have GPA significance removed from the transcript by one of two methods: 1) deselecting the "Show on Official/Advisor Transcript" option or 2) applying a grade that has no GPA value.
- In the first case, a course from the offering will not participate in the GPA if not shown on the transcript. This is because all transcript computations are made "on-the-fly" and rely on inclusion within the set before they can be effective.
- In the second case, a course can be listed but, because it has acquired a grade with no GPA significance, it will not impact the grade computation. Because of the way in which grades are designated in the Grade Reference table, you can choose whether such a grade, in addition, does or does not participate in attempted or earned hours.
- Transfer courses, by contrast to course offerings, can be listed in the transcript but have an additional "valve" that permits you to turn off their GPA significance. This valve overrides any grade value that might be affixed to these types of courses (even if a grade of "B" is applied to a transfer course, you can remove any GPA significance by deselecting the "Affect Term GPA" and "Affect Overall GPA" checkboxes in the **Student Transfer Entry** form).

# Factors Affecting GPA Grouping

- GPA Grouping is the method CAMS employs to group courses within a similar grade structure and compile their GPA according to a single grade catalog. Typically, an institution will use this feature in order to separate such groupings as undergraduate and graduate courses.
- Course offerings, transfer courses, student statuses, and transcript maintenance can each acquire GPA definitions. Courses will acquire them in order to separate such course distinctions as undergraduate/ graduate as well as others deemed necessary by your institution.
- Student Statuses will acquire GPA definitions for specialty purposes in which a single grouping will be applied to all of that student's classes. Should a student take both undergraduate and graduate courses, but your institution wish all to count toward the undergraduate degree (and be computed on the basis of that groupings grade catalog), then supply an "Undergraduate" GPA Grouping in that student's status screen. This will override all course values and ensure that the entire transcript is produced with a single group (undergraduate in this example).
- One further level of overriding is possible: The GPA grouping value can be changed in the transcript maintenance form. This permits the final level of customization, one that takes place manually for each course altered.

## Step-By-Step: Add or Modify a Course in the Transcript Maintenance Form

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Maintenance**. The Transcript Maintenance form opens. You will see all courses for which the student has been officially registered, or that have been entered as transfer classes.
2. Right-click in the data grid to add a new record or double-click an existing entry to view or make changes. While is very rare that a course is entered in this manner, the ability to do so exists for unique situations. Typical population of this data comes directly from registration of courses and entry of transfer courses.

### If adding a new record

- You will be prompted to select from a list of entry options (Manual entry, copy form Catalog, or copy from Master).
- Complete the required course information then add grades and any additional information as appropriate.

### If modifying an existing record

- Simply make changes to appropriate fields.

***Note:*** *If modifying a course due to the student changing sections of the course, click the search icon to the right of the section field to link the existing course/section to the new section. The new course displays as though the student registered for the new section. This allows the proper unique course identifier to be reflected in the SROffer table, as each section of the same course has its own unique identifier.*

3. Click **Add/Update** to save record or **Cancel** to exit without saving changes.

You may also view (but not add, edit or delete):

- Unofficially registered courses in the **Unofficial Courses** tab.
- Dropped courses in the **Dropped Courses** tab.

***Note:*** *Can Repeat – Indicate whether or not the course can be repeated, meaning that the repeat policy will be ignored and all grades received for this course will be used in academic calculations*

# Printing Transcripts

Transcripts can be printed as Official or Advisor transcripts. In Transcript Maintenance, you can identify certain items to appear on the Advisor's transcript that you do not wish to appear on an Official Transcript. When an Official transcript is printed, CAMS automatically creates a note in the student's notes record.

## Step-By-Step: Print a Student Transcript

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Transcripts >Official Transcript** or **Advisors Transcript**. The Transcripts window opens.

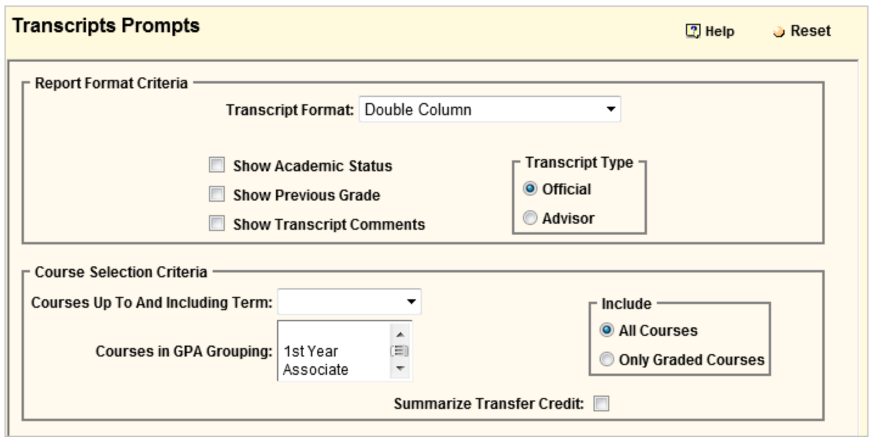



Figure 45: Transcript Prompts

### Set Transcript Report Criteria:

2. On the Transcripts Prompts form (Criteria tab), select the Transcript Format.
3. Designate whether this will be Official or Advisors.
4. Determine which items will show on the transcripts; **Academic Status, Previous Grade, Transcript Comments**.

### Set Course Criteria:

5. Identify up to and including what term courses should be pulled from (Optional)
6. Select GPA Grouping (Optional).
7. Determine whether you will print **All Courses**, or **Only Graded Courses**.
8. If transfer courses are to be summarized on the transcript select the **Summarize Transfer Credit** checkbox.

***Note:*** *Summarizing transfer credits will display a summary of total credits transferred from each college. Individual courses and grades will not be displayed. Credits and GPA will calculate the same whether Summarize Transfer Credit is checked or not.*

9. Click the **Student Selection** tab and select Single or Multiple (Note that by selecting Multiple, additional criteria options become available.).

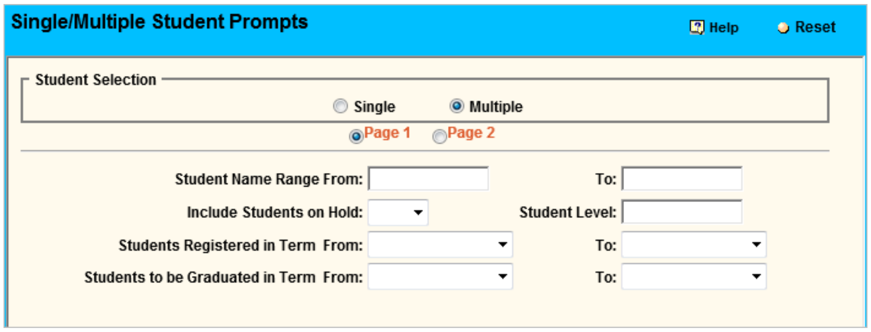



Figure 46: Page 1 Selection Criteria

10. Select student criteria to narrow the group of students for whom transcripts will be printed. There are two pages to the Student Selection tab.

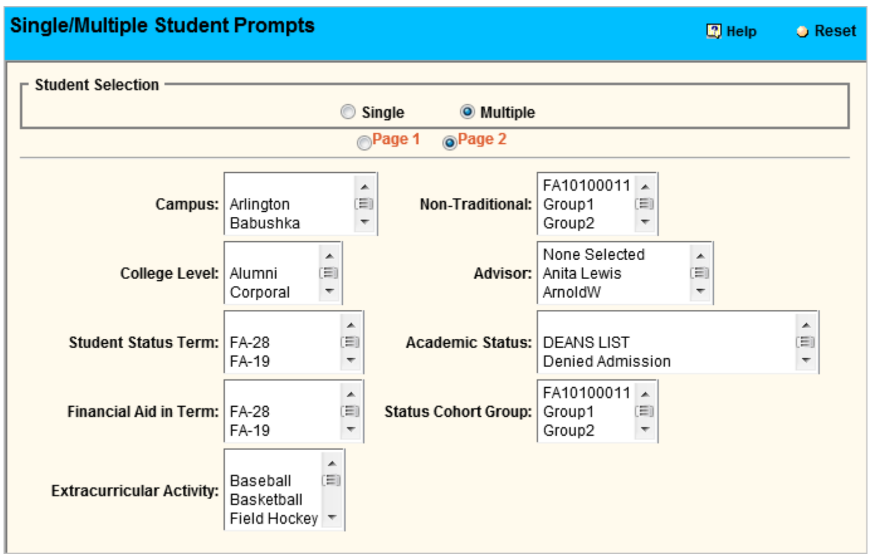



Figure 47: Page 2 Selection Criteria

11. Click the **Print** tab.
12. Select the **Transcript Purpose** (Reference Table: Transcript Purpose). This field is displayed when printing an Official Transcript and will display in a read-only field and note body in the Student Note that is created when an Official Transcript is produced.
    a. If **Single Student** was selected, you can either:
        i. Select an address from the student's available addresses (or enter a completely different name and address, such as that of the requesting institution). Click **Print**.
        ii. Enter the number of Batch Transcript copies to print then click **Add to Batch** to add the record to the Transcript Batch to be printed at a later time. See Transcript Batches on page 55.

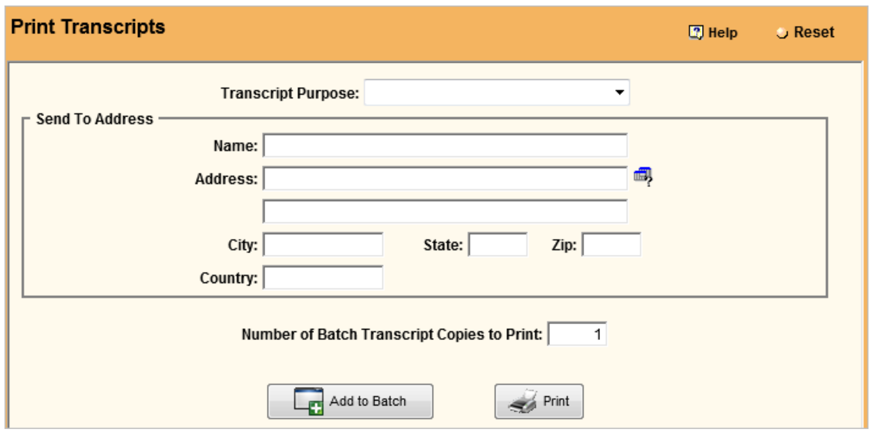



Figure 48: Transcript Print Tab Single Student

    b. If printing transcripts for **Multiple Students**, select the **Address Type** (Glossary: Address Type) then click **Print**.

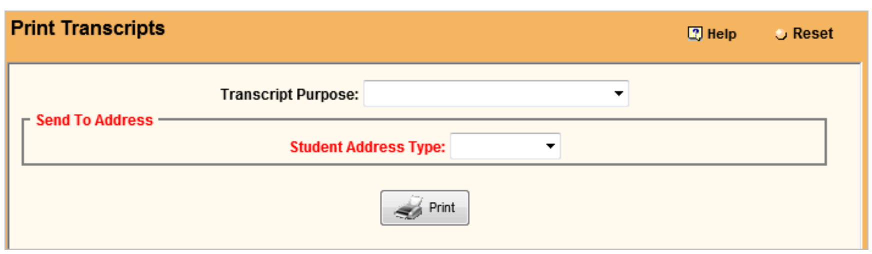



Figure 49: Transcript Print Tab Multiple Students

# Transcript Batches

As previously described, transcripts can be printed for the purpose of distribution to advisors or presentation to another institution (Official Transcript). Along with the ability to determine which transcripts to print and what will appear on those transcripts, you can also add individual transcripts to a Transcript Batch. This process allows you to group multiple, diverse, requests into a single print batch.

# Adding Transcripts to Batch

## Step-By-Step: Add a Transcript to the Batch

1. From the **CAMS Enterprise Home** page, click **Registration > Academic > Transcripts**. You can then select either Official Transcript or Advisors Transcript. The Transcripts window opens.
2. Select the **Transcript Format** and the criteria that should appear on the transcript.

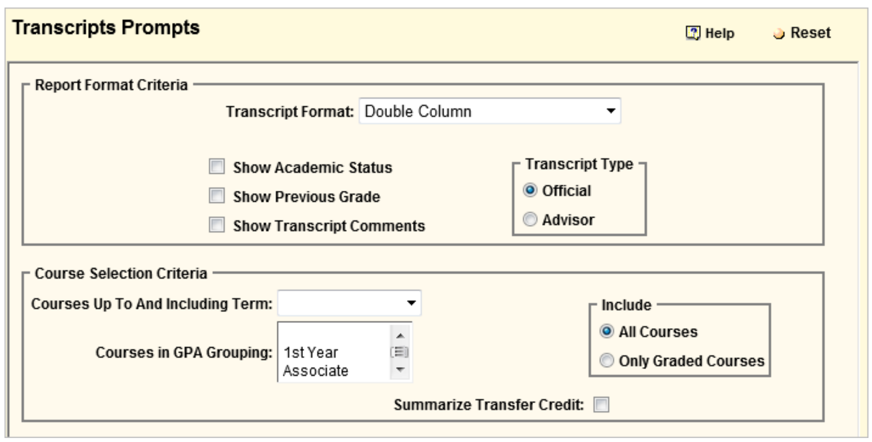



Figure 50: Transcript Criteria window

Click the **Student** tab and then select **Single**. Then click the Find  Student icon next to Student ID to load your student.

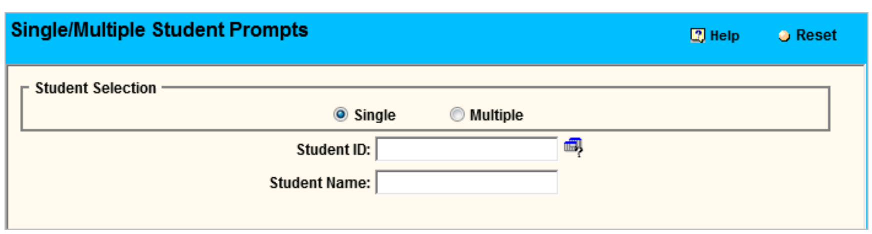



Figure 51: Select Single Student window

Use the Student Lookup Criteria to find the student and then double-click on the student record. The Student Selection tab displays.

Click the **Print** tab.

Click **Add to Batch**. The transcript is added to the batch for printing later.

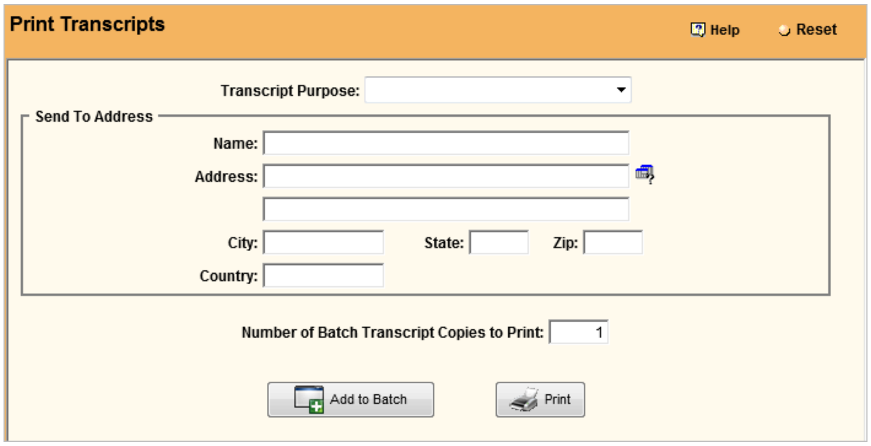



Figure 52: Add to Batch window

***Note:*** *Criteria can be set separately for each transcript added to the batch. You are not bound by global settings. Simply define criteria (Show Academic Status, Previous Grade, Comments, etc.) to be used for each individual prior to adding to the batch. The picture above might look different depending on what Transcript Format you have selected. The Add to Batch button will be there.*

# Printing Batched Transcripts

Once transcripts have been added to the batch, the next step is to print them. The print function is located in the Tools menu.

**Warning: Before batched transcripts can be printed, the correct Active X control must be installed on the local machine running the transcript batch process. The user of the machine must have permissions to download Active X controls. If this is the first time accessing the Batched Transcripts window the message below displays:**

**You do not have all components required to run this page.**

**To install the necessary components, click ONE of the "Install" links below. A new window will open to install the missing components. Please make sure you choose the correct link for your configuration. Installing the wrong control can cause unexpected results. Once the install is complete, you must close the install window, and the Batch Transcript window. You can then select Transcript Batch from the main menu and continue.**

**It is extremely important that the correct version of the ActiveX component is installed.There are two types of controls:**

- **Install For Users WITHOUT Crystal Reports Installed Locally**

  This version of the ActiveX control is for users who do not have any version of Crystal Reports installed on their local computer. Certain Crystal Reports files will be loaded onto the local machine to allow batched transcripts to print. The files that are installed with this version WILL INTERFERE with Crystal Report files that may be already loaded on the local computer. Therefore, it is absolutely necessary that no version of Crystal Reports reside on the local computer. **The interaction of these files may result in a complete failure of all Crystal Reports. The only remedy to accidentally installing these files is a complete rebuild of the local computer.**

- **Install For Users WITH Crystal Reports Installed Locally**

  This version of the ActiveX control is for users who have a copy of Crystal Reports installed on their local computer. The files that are installed with this version DO NOT INTERFERE with the Crystal Report files already on the system. They work in conjunction with existing files. If this version is installed on a local computer that does not have Crystal Reports installed then batched transcripts will not print because all the necessary files do not exist. If this version is accidentally installed on a computer without Crystal Reports you cannot then install the correct version of the ActiveX control. The control checks for existing files and will not overwrite files with the same name.

## Step-By-Step: Printing Batched Transcripts

1. Click **Tools >Processes >Registration Module >Transcript Batches**. The Transcript Batches window opens. The Batch Transcript List displays.

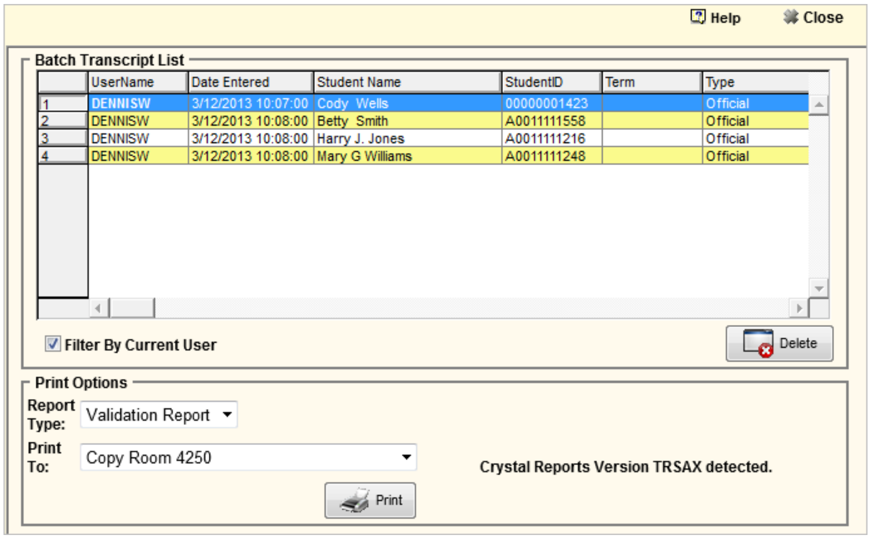



Figure 53: Transcript Batch List window

2. The **Filter By Current User** option is checked by default and will only show/print those transcripts entered by the current user. To view/print all transcripts in the batch de-select the box. If you do not wish to print a particular transcript, highlight that record and then click the **Delete** button to remove individual transcripts from the batch before printing as necessary.
3. In the **Print Options** section **Report Format** field, there are two options:
   - **Validation Report** - Prints a list of all students who are included in the transcript batch. This report also includes the Type of Transcript (Official or Advisor) and the transcript Format.
   - **Transcript Batch** - Prints the transcripts in the batch directly to the designated printer.
4. In the **Print To** field, designate the printer to which transcripts will print.
5. Click the **Print** button. Students who have no transcript courses but are included in the batch will not print. CAMS continues to print transcripts for students that have transcript courses, and then displays a message listing the students that had no transcript printed.

***Note:*** *If special paper is used for transcripts, ensure that the paper is loaded in the printer before clicking the print button.*

The *user will be required to enter a **Database Login (Db UserID** and **Db Password**) to connect to the database to run the transcript batch reports. This connection to the database expires immediately upon completion of printing the batch. This database login can be supplied by the CAMS Manager.*

***Note:*** See the **Managing CAMS Enterprise.pdf** document for database login setup.

Users may get the following popup message after clicking OK:

> **"This Website uses a data provider that may be unsafe. If you trust the website, click OK, otherwise click Cancel."**

*Users should click **OK**. If the user wants to eliminate this message, they can go to (from the IE browser) Tools / Internet Options / Security. Select Trusted sites and click the Sites button. Add the name of the SQL Server.*

***Important:*** *Client workstations used to print Batch Transcripts must have network access to the SQL server over port 1433. The user logged into the workstation must have Read access to the CAMS Enterprise share as listed in the CAMS Enterprise\global.asa file on the following line:*

*Application("BaseSSIPath") = "\\<IIS server name>\<CAMSEnterprise folder name>"A prompt displays after the printing is finished asking whether printed transcripts should be deleted from the transcript batch. Click **Yes** to delete, or **No** to retain the transcripts.*

6. A prompt displays after the printing is finished asking whether printed transcripts should be deleted from the transcript batch. Click **Yes** to delete, or **No** to retain the transcripts.

**Warning: Depending on how many transcripts and how many different formats that are in the Batch List the printing time can be several minutes or longer. DO NOT CLOSE THE WINDOW until you get the message asking if you want to delete the printed transcripts.**

As an indicator that the transcripts are printing you will see that each transcript will be highlighted in the data grid as it is printing.

# Maintaining Transfer Courses

Use the Student Transfer Entry window to record all transfer courses for your student. Here, you will be able to designate the attributes the course will carry within your institution, including impact on academic calculations, appearance on transcripts, and equivalencies with your institution's courses.

CAMS Enterprise also offers the Transcript Summary option when entering student transfer information. Using this selection, you can specify a block of courses with summarized information (credits, term and cumulative GPA and GPA hours, etc.). Then, if further detail is required, you can refer to the contributing institution's transcript.

Transfer courses can be entered in the following manner:

- Manually
- Copy from Course Master
- Auto Load

## Step-By-Step: Add Transfer Courses

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Transfer.** The Student Transfer Entry window opens. A list of existing transfer courses will be displayed in the data grid.

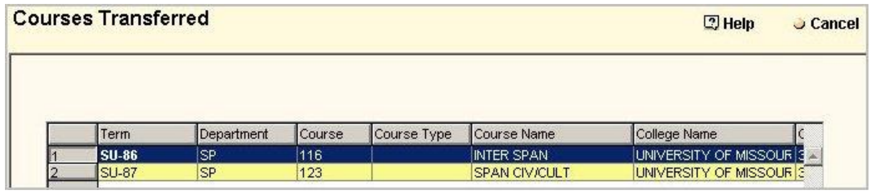



Figure 54: Courses Transferred window

2. Add a new transfer course by right-clicking in the data grid to open the Transfer Course Entry form.

3. A prompt will appear asking if the course is to be copied from the Course Master. Select **Yes** to select the course from the Master Course Lookup, or select **No** to enter the course manually, or to use the auto load course feature. If you choose to use the auto load feature, skip to the Auto Load Courses section for information.

4. In the first page of the Transfer Entry form, enter all pertinent information regarding the course including ID, credits, grades, Hope GPA, etc.

3. Select a **Grade Catalog** to allow this transfer course to have its own grade catalog so that course can receive grades that are different than what is assigned to the student in the Student Status Grade Catalog. Grades for this course will be calculated into the overall grade as set in the selected grade catalog for the course.

***Note:*** *Only select a specific Grade Catalog for a course if that course's Grade Catalog should be different than the student's default Grade Catalog.*

5. Check appropriate boxes to indicate where the course will appear (Grade Report, Transcript) and how it will affect the student's academic record.

6. Click **Page 2** to add additional information including Course Equivalency (if transfer course is equivalent to a course your institution offers).

7. Click **Add** to save entry, click **To Page 1** to return to the first page of the form, or **Cancel** to exit without saving.

After entering transfer courses on a student's account you can now print the list of courses for student verification.

***Note:*** *When looking for repeats, CAMS Enterprise is looking at Department, CourseID and Type that is in the registration history and is not marked to ignore repeats. Whether or not the course is a transfer course is irrelevant. You can still register the course and when grades are calculated, the appropriate repeat policy will be applied, which in this case is to not mark the course as a repeat.*

# Auto Load Transfer Courses

When entering transfer courses for a student, the course information can be easily loaded from an existing list of courses previously entered for the selected college. This transfer course list is automatically created. Whenever a new course is added for a transferring college, CAMS will store the course information, along with the course equivalency from the course master.

This is especially convenient when working with common transfer courses that are equivalent to your institution's course work. See Transfer Course Maintenance for detailed instructions for maintaining these courses.

Once courses are selected for addition to the student record, Course ID, Credits, and Equivalents will be copied to the new record. All other fields will be marked with the default values. The specific data that gets transferred to the new record are as follows:

- Course Name from the previously defined transfer record
- Department from the previously defined transfer record
- Course ID from the previously defined transfer record
- Course Type from the previously defined transfer record
- Section from the previously defined transfer record
- Credits from the previously defined transfer record
- Matching Course Name from the master course list
- Matching Department from the master course list
- Matching Course ID from the master course list
- Matching Course Type from the master course list
- Matching Master unique identifier from the master course list
- LastUpdate using the current system date time
- College Identifier from the college search screen’s selected college
- College Name from the college search screen’s selected college
- Term value from the initial data entry screen
- Student system identifier from the transfer screen
- Registration Status is set to “Official”

## Step-By-Step: Auto Load Transfer Courses

1. From the **CAMS Enterprise Home** page, click **Registration >Academic >Transfer**. The Courses Transferred form opens.
2. Right-click in the data grid to open the detail entry form. A prompt will be displayed asking if you wish to copy a course from the course master.
3. Select "No" to select a course from the transfer course list through.
4. Enter the term to be used for transfer courses to be added.
5. Select college name by clicking on the search icon, and double-click on the desired college. A prompt will be displayed asking if you wish to generate the list of course work for the selected college.

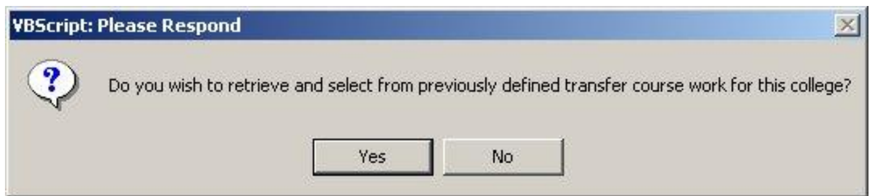



Figure 55: Course Prompt

6. Click "**Yes**" and a list of all previously entered courses for that college will be displayed. If no classes exist, the system will notify you and return you to the detail entry screen for transfer courses.
7. Click **Add Selected**. Course ID, Credits, and Equivalents will be copied to the new record. All other fields will be marked with the default values.
8. Once courses have been added, you will be returned to the student's Transfer Course List in the Courses Transferred window.
9. Each course needs to then be modified to reflect the appropriate attributes for this student (i.e. grade, reporting options, repeat options, etc.).
10. Click **Page 2** to add additional information including Course Equivalency (if transfer course is equivalent to a course your institution offers).

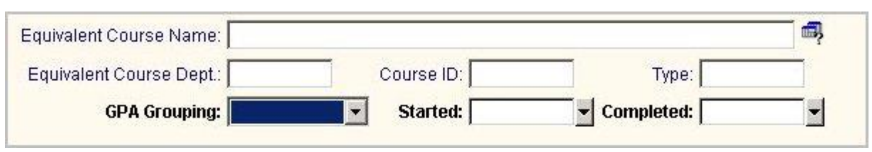



Figure 56: Equivalent Course window

11. Click **Add** to save entry, To Page 1 to return to the first page of the form, or **Cancel** to exit without saving.

# TR Grade

The TR grade allows colleges to input a transfer summary record that can appear on the transcript and will affect GPA. TR grades should only be used when entering a SUMMARY record where the GPA needs to be physically set by the user or in such cases as moving from a quarter system to a term system where the GPA's would not follow the normal GPA Points/GPA Hours formula.

This grade cannot be altered in Custom Grades and was not intended to be used on detail transfer work since typically the detail work has a final grade that tells the system how it would affect the GPA.

When entering grades through Student Transfer Entry or Transcript Maintenance, select **Yes** in the Transfer Summary field. Selecting **Yes** results in different grade attribute options becoming available.

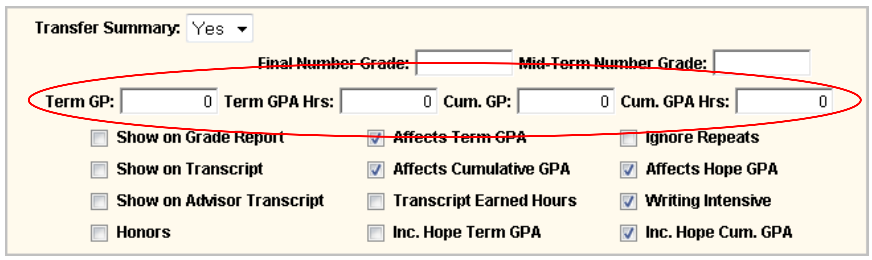



Figure 57: Transfer Term Summary

- **Term GP** – Term PTS to display on the Transcript
- **Term GPA HRS** – Term HRS to display on the Transcript
- **Cum. GP** – CUM PTS to display on the Transcript
- **Cum. GPA Hrs** – CUM HRS to display on the Transcript

***Note: Affects Term GPA** and **Affects Cumulative GPA** must be checked in order to enter points or hours in these fields.*

# Attendance Tracking

The Attendance section of CAMS Enterprise allows you to track daily attendance for your students and to later run reports on attendance records. Attendance can be entered for a specific date or for a range of dates that the class meets.

## Step-By-Step: Enter Student Attendance

1. From the **CAMS Enterprise Home** page, click **Registration >Attendance >Data Entry**. The Student Attendance window opens.
2. Select course for which attendance will be entered. The class roster displays.

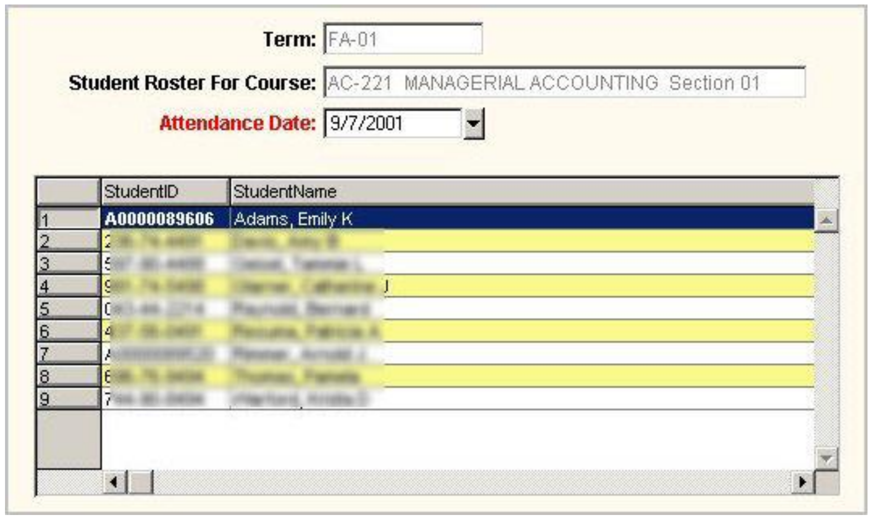



Figure 58: Attendance Entry window

3. Enter the **Attendance Date** and double-click the first name in the list to open the entry form.

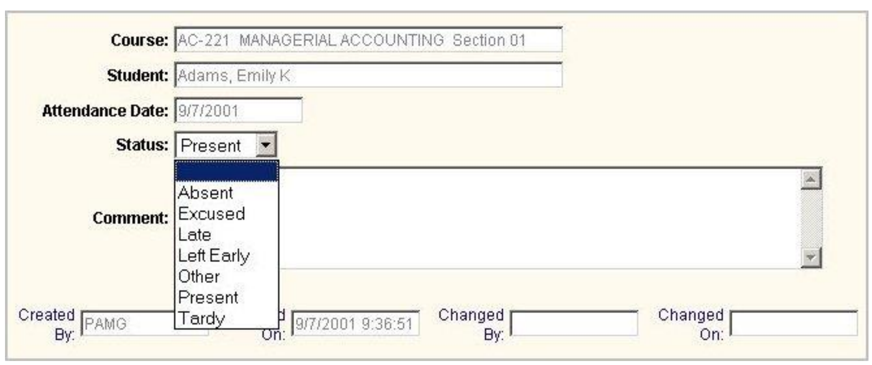



Figure 59: Attendance Entry window

4. Select the appropriate attendance **Status** (Glossary: Attend Status) such as Present, Absent, Tardy, etc.

***Note:*** *Lookup Table Glossary Attend Status entries that have the check box,* ***Exclude From Attendance No Show****, checked will NOT be included in the No Show attendance report. For example the Attend Status entry Present should be excluded where Absent should not be excluded from the No Show attendance report.*

5. Add comments if applicable.
6. Move to the next student on the roster by clicking **Next Student**, or use **Page Down** on your keyboard.
7. When all attendance has been entered, click **Update** to save. You can choose to enter attendance for another date, another course, or finish.

## Step-By-Step: Enter Student Attendance by Date Range

Entering attendance by date range is a quick way to enter attendance for multiple days. This can save instructors time if they forgot to enter attendance for previous class days. The Attendance by Date Range feature allows you to enter up to seven class days of attendance at one time.

1. From the **CAMS Enterprise Home** page, select **Registration >Attendance >Date Range Entry**. The Date Range Attendance Entry screen displays.
2. Select the Offering **Term**, required, if desired, and then click **Find**. A course list matching the criteria selected displays.

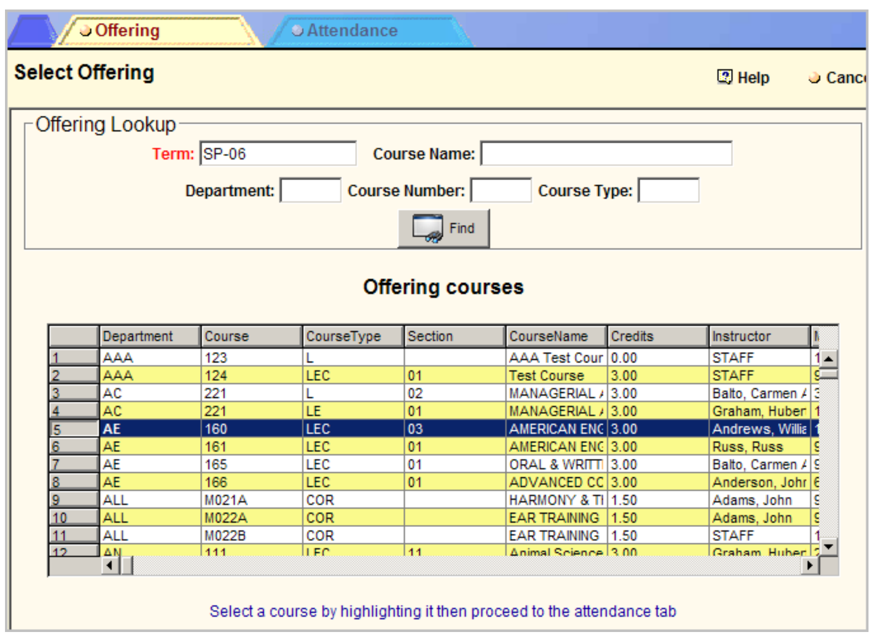



Figure 60: Course Offering for Date Range Attendance

3. Click once to highlight the course for which attendance should be entered and then click the **Attendance** tab. The data grid displays all previously entered course attendance for each student in the selected class.

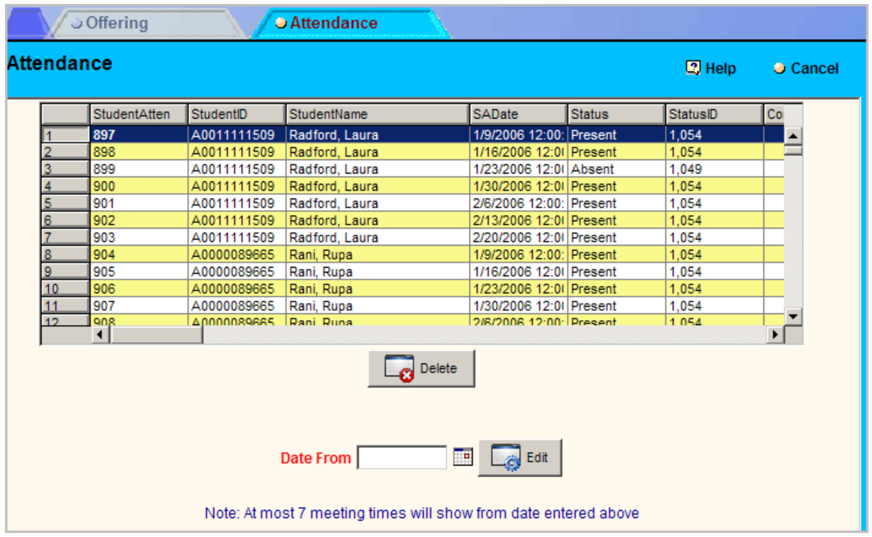



Figure 61: Attendance Data Grid

4. To enter attendance by the date range, enter the starting date in the **Attendance Date From** field. This date field will display up to seven class dates from the date entered. If the date entered is close to the current date only those classes that have been in session up to and including the current date will display.
5. Click **Load**. The Attendance Entry form displays.

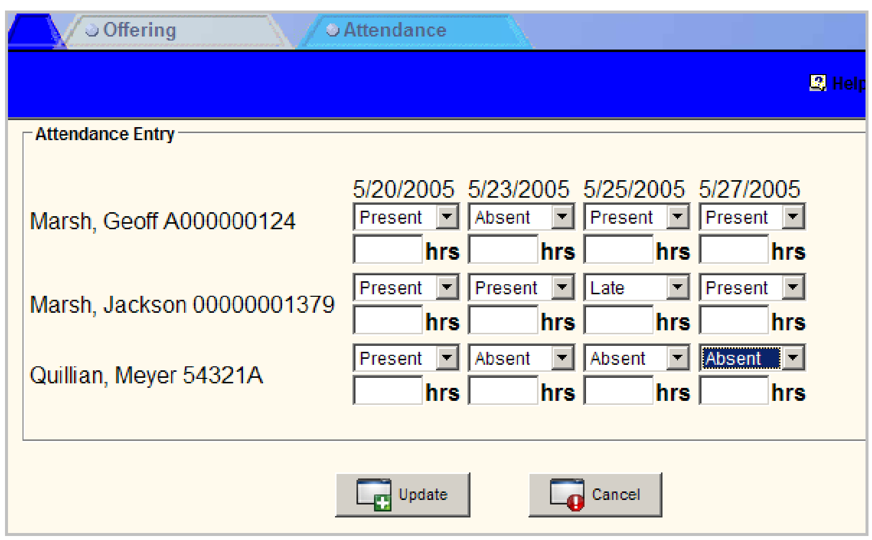



Figure 62: Enter Date Range Attendance

6. Select the appropriate attendance **Status** (Glossary: Attend Status) such as Present, Absent, Tardy, etc. By default all displayed fields are marked as present. This allows the instructor to change only attendance for those few students that are not marked present.

***Note:*** *Lookup Table Glossary Attend Status entries that have the check box,* ***Exclude From Attendance No Show****, checked will NOT be included in the No Show attendance report. For example the Attend Status entry Present should be excluded where Absent should not be excluded from the No Show attendance report.*

7. Click the drop-down arrow next to the attendance value to adjust as necessary and then click **Update** to save the changes or **Cancel** to discard the changes.

   The **hrs** (Hours) fields are for institutions that keep track of how much time a student was in each class.

# Student Degrees

Degree Maintenance can actually begin in the Admissions module, however with limited access only. It is only in the Registration Module that Degrees can be granted. Through Admissions, transfer degrees can be recorded and in-house degrees can be started. If Transfer Degree does not have a value of Yes, then the Degree Earned field will not be visible through Admissions, again, because only the Registrar possesses the authority to grant the degree.

From the **CAMS Enterprise Home** page, click **Registration >Academic >Degrees**. The Student Degree window opens. Select an existing degree to view or right-clicking to enter a new degree.

In this first page of the Student Degree entry form, degree information is stored including anticipated date and term of graduation, transfer school (if applicable). Store up to three majors, minors and cognates. It is in this form that the Graduation Date and Conferred Date are recorded.

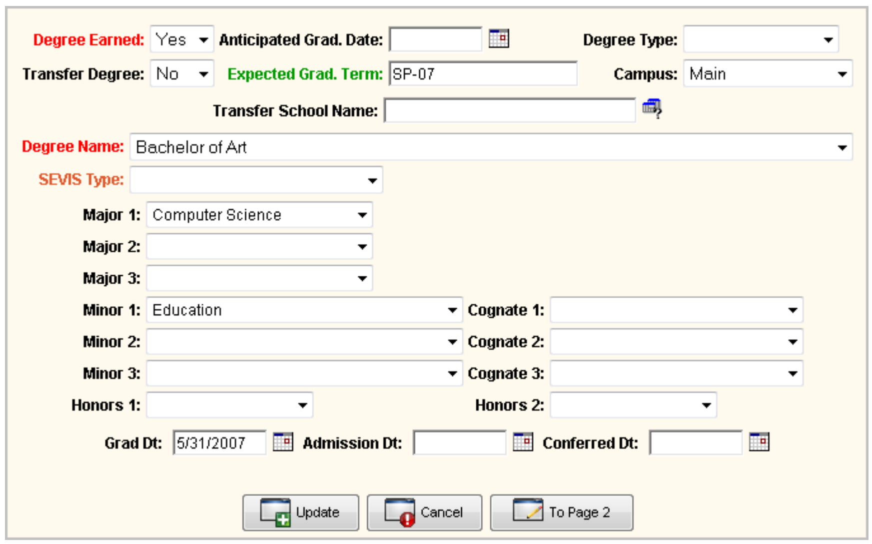



Figure 63: Student Degree window

The second page of the Student Degree entry form is used to store information about the commencement: Date, whether or not the student will be participating in the ceremony, diploma information, etc.

***Note:*** *On page 2, the Diploma First Name and Diploma Last Name are not case sensitive but must be spelled exactly the same as listed on the student's record. The degree record must be saved first before entering the name into these fields.*

The second tab in the Student Degrees Window, **Thesis/Dissertation**, has been provided for the purpose or recording Thesis and Dissertation information including significant dates in the process and committee members.

# NSC Degree Verification

The Degree Verify process will create an export file from CAMS that can be sent to the National Student Clearinghouse for verification of degrees earned.

The process consists of creating a header file, selecting appropriate students based on specific criteria, and exporting the file out of CAMS.

## Step-By-Step: Create Degree Verify Export

1. From the **CAMS Enterprise home** page, go to **Tools >Export >Registration >Degree Verify**, **Header tab**. The Degree Verification page displays.

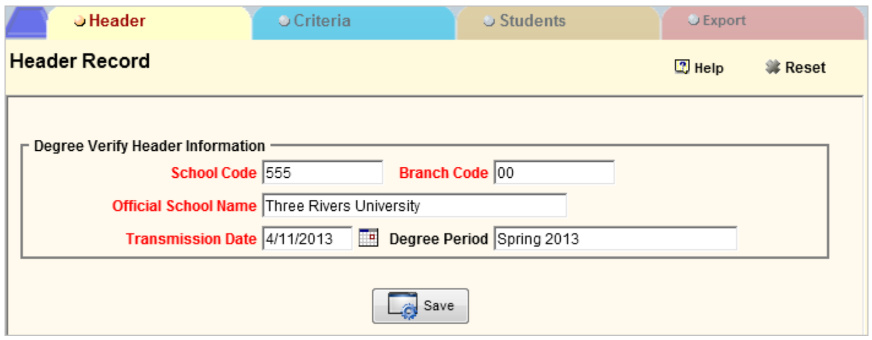



Figure 64: Degree Verification Header Information page

Enter your institution specific information. This information will become your header file. Click **Save** to go to the Criteria tab.

On the **Criteria** tab, enter the values necessary to return the desired list of students.

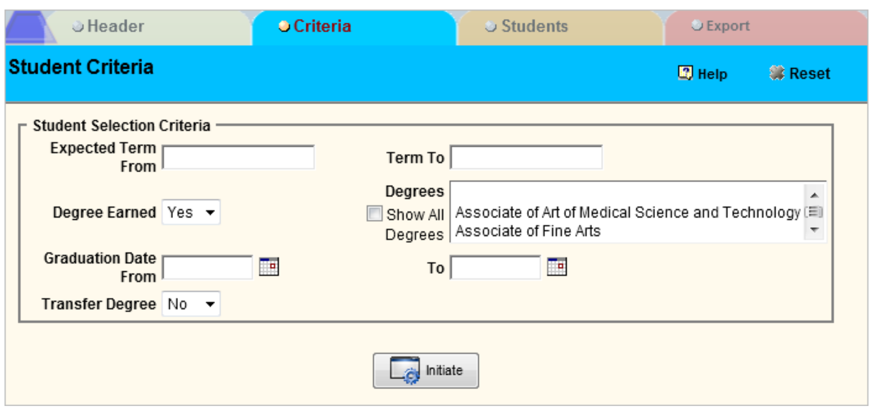



Figure 65: Degree Verification Criteria page

Click **Initiate** which will take you to the Students tab.

If satisfied with the student list, click **Get Degree Verify Data**. CAMS will now collect degree related data for the selected students.

***Note:*** *Each degree in the Earned Degrees reference Lookup Table must have an NSLC Degree Level associated with it in order to populate the Degree Level Indicator in the export file. If any Earned Degree entry does not have an NSLC Degree Level selected in CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables >Earned Degrees, a pop-up will display indicating which degrees are affected. Associate the appropriate NSLC Degree Level with each degree then click* ***Initiate*** *on the Criteria tab to continue.*

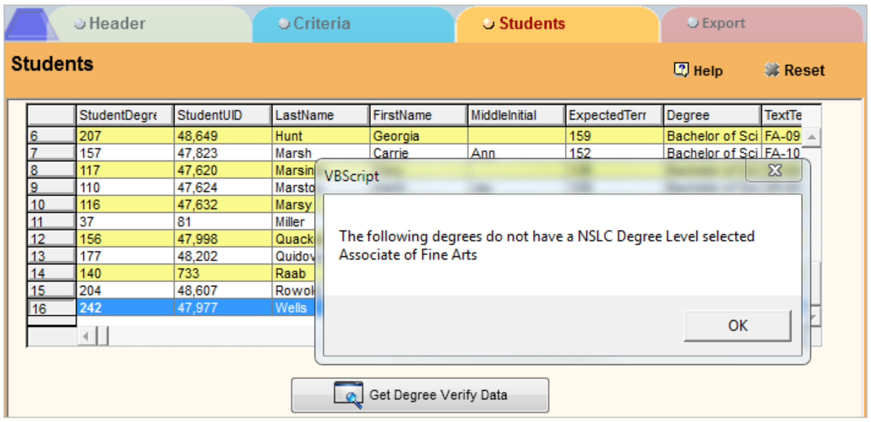



Figure 66: Pop-up listing Degrees with no NSLC Degree Level associated

Click **Export**. The exported file will be stored in the user's export directory as defined in CAMS Manager User Administration.

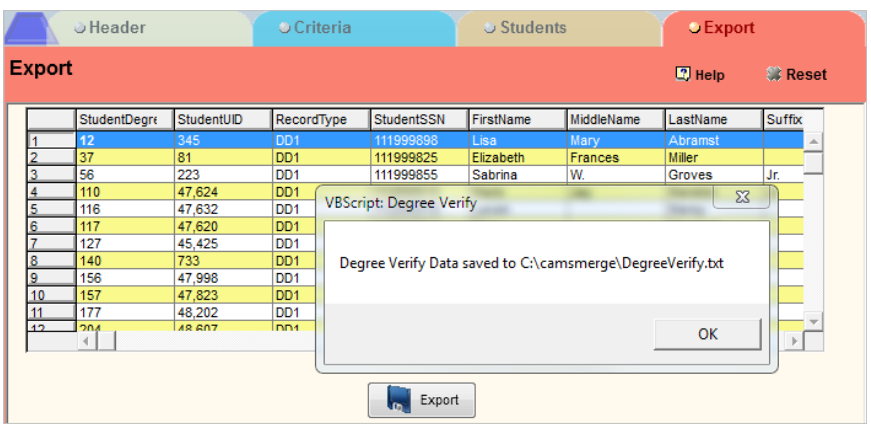



Figure 67: Exported File Dialog

# Student Status

From the **CAMS Enterprise Home** page, click **Registration** >**Academic** >**Status**. The Student Status window opens. From the Student Status window, you will be able to:

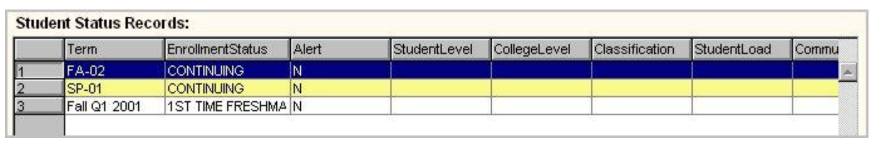
- Manage Student Statuses: Enrollment, Academic, Registration and Set Academic Alerts.
- Track leave of absence and other Transcript Comments.
- Track Student Degree Programs by term.
- Record Extracurricular Activities by term.

The first tab in this window, **Status and Programs**, displays two data grids: Student Status Record and Student Programs for Term. In addition to the data fields, CAMS provides a User Defined button that includes several fields which can capture other data about students. Labels to these fields are configured according to your institution within the CAMS Manager module. See the online help for more details.

The remaining tab, Extra Curricular Activities, is reserved for recording student involvement in particular events or extracurricular activities for a specified term.

## Student Status Records

The Student Status Records are displayed in a list format, one record per term. The records can be created manually by right-clicking in the data grid, but most often are the result of creation through Student Registration.


Student Status Records:

| | Term | EnrollmentStatus | Alert | StudentLevel | CollegeLevel | Classification | StudentLoad | Commu |
|---|---|---|---|---|---|---|---|---|
| 1 | FA-02 | CONTINUING | N | | | | | |
| 2 | SP-01 | CONTINUING | N | | | | | |
| 3 | Fall Q1 2001 | 1ST TIME FRESHMA | N | | | | | |

Figure 68: Student Status window

Upon registering a student for courses, CAMS will automatically create a student status record. This record can be modified directly in the status entry form in the Registration window at the time of registration, or by going to the Status and Programs window as previously described.

The Student Status Entry form is opened by either right-clicking in the data grid (to add new record), or double-clicking a specific record in the list to modify an existing status.

***Note:*** *Upon creating an Admissions record for a student the first Student Status record will be created automatically. It can be edited.*

**Warning: There must be a Student Program for Term for each Student Status record in the upper grid if registration reports are to display accurate results.**

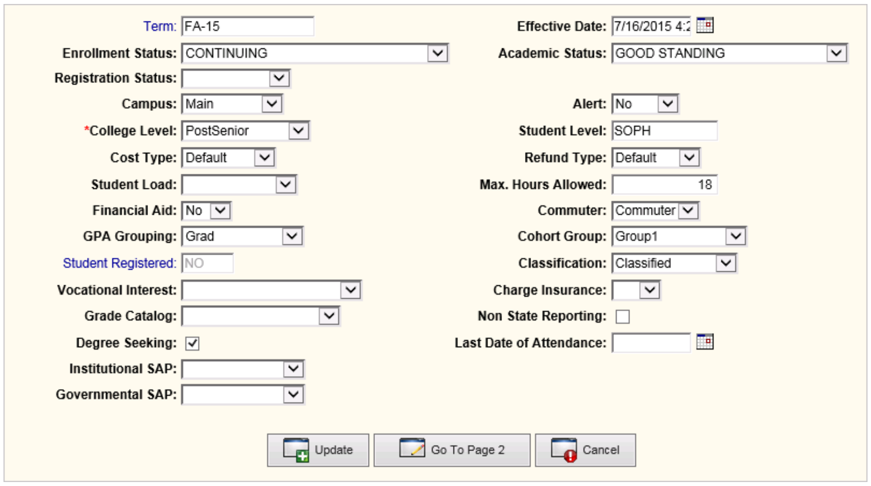



Figure 69: Student Status Entry window

Detailed field descriptions and instructions can be found in CAMS Enterprise Online Help, but here are some important facts you should know about particular field values in Student Status:

**Effective Date** - System supplies the effective date each time the student registers or drops classes resulting in a change to the Student Load.

**Enrollment Status** - Populated during student record creation with value selected in the Initial Status field of the **CAMS Manager >Configuration >General 2** configuration form. When the student registers for a second term, this value is replaced with **Continuing** value. Setting this field may trigger an academic alert if the **Alert** option flag is set to **Yes** in the Enrollment Status reference table. Registration may be restricted in CAMS Enterprise and the Portals if the **Stop Registration** check box has been checked in the Enrollment Status reference table. This status may be automatically set for multiple students using the Status Change process in Tools >Processes >Registration >Status Changes.

***Note:*** *If the Initial Status field of the **CAMS Manager >Configuration >General 2** configuration form has nothing defined, or if the default value is manually changed in the Student Status record, CAMS will NOT automatically update the next Status record with the Continuing Status value.*

**Academic Status** - Condition of the student in relation to the academic progress, for example Probation, Good Standing, etc. Setting this field may trigger an academic alert if the Alert option flag is set to **Yes** in the **Status Code** reference table. Registration may be restricted in CAMS Enterprise and the Portals if the **Stop Registration** check box has been checked in the **Status Code** reference table. Awarding Financial Aid may be prevented if the **Stop Financial Aid** check box has been checked in the **Status Code** reference table. This status may be automatically set for multiple students using the **Status Change** process in Tools >Processes >Registration >Status Changes.

**Registration Status** - Condition of registration. Setting this field may trigger an academic alert if the Alert option flag is set to **Yes** in the **Registration Status** reference table. Registration may be restricted in CAMS Enterprise and the Portals if the **Stop Registration** check box has been checked in the **Registration Status** reference table. This status may be automatically set for multiple students using the **Status Change** process in Tools >Processes >Registration >Status Changes.

**Campus** - Automatically populated based on the Access Campus value in **Admissions >Students >Change Student >Admin 2** tab.

**Cost Type** - Automatically populated with the **Default** Cost Type from CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables tab.

**Refund Type** - Automatically populated based on the Default Refund Type setting in **CAMS Manager >Configuration >Registration** tab.

**Warning: Campus, Cost Type, and Refund Type are critical in calculating tuition and refunds at time of registration. Without the proper entries in these fields, a student could be charged incorrectly.**

**College Level** - can be automatically calculated and updated based on earned hours IF the **Classification** field is populated with a value that has been set to update College Level (see the Registration Setup document for College Level and Reg Classification setup details). Blank classification values will result in the College Level NOT being automatically updated and instead, it will be populated with the existing value from the previous term.

**Student Load** - This value is computed automatically during registration based on the number of credits for which the student registers (or remaining if drops or adds occur) as compared to the full time value present Registration Configuration tab in CAMS Manager. If the student has a program with a full time value designated in Status and Programs tab in the Student Status window, this is the value which is used to compute the student's load. Full Time value in the Status and Programs tab is designated in CAMS Manager in the Major/Minor reference table. This is automatically populated in the Status and Programs tab when the appropriate major is selected.

**Alert** - This field is automatically updated based on the values in Enrollment Status, Academic Status, Registration Status, Institutional SAP, or Governmental SAP. The Academic Alert window displays if this field is set to **Yes**. You cannot manually set this field to Yes or No but you can set it to **Cancel**, which will allow you to retain the original status but not affect future terms and/or prevent registration for the current term or future terms.

**Max. Hours Allowed** – The maximum number of (course credit) hours allowed for which the student may register. A prompt displays during registration if the maximum number of hours are exceeded. Default values may be set in the **MaxAllowedHours** field in the Academic Status (StatusCode) reference table. Null value is ignored (the student status field will not automatically be changed for any status that has a null value). All other values will force this field to be the value of the reference table. This only occurs when actual changes of the **Academic Status** field take place. Once changed, you can overwrite this value in Student Status. Updating records through Tools >Processes >Registration Module >Mass Update Status will also change the Max Allowed Hours value if an academic status value changes. This value can be any whole number plus up to two decimal places.

**Charge Insurance** - If this field is marked 'Yes', a charge will be generated (if present in cost setup) and added to either the Unofficial Registration batch or the Official Registration batch upon saving registration.

**GPA Grouping** - Used to group students into GPA Grouping categories such as Undergraduate, Graduate, etc. This value is displayed on transcripts.

***Note:*** *If the GPA Grouping is set on the student's status record that setting will overwrite the setting in the offering when the student is registered.*

**Cohort Group** - Group of students who take classes together and progress as a group to complete a specific concentration.

**Student Registered** - When a student registers for the specified term, officially or unofficially, this value changes to Yes. If withdrawn from all classes it will change to No. **Grade Catalog** — If left blank, the default grade catalog will apply to the student. However, a specific grade catalog can be set if necessary.

***Note:*** *There is a Grade Catalog field on the Admin 2 tab of the Student's Admission record. This field is only referenced if there is no Student Status record for a particular term that the student has classes for in their maintenance screen.*

This Grade Catalog will carry over to successive terms when copied manually or a student registers for the following term.

**Degree Seeking** - Used to mark students as degree seeking. Can be used with IPEDS reporting.

**Non-State Reporting -** Can be used to mark a student for specialized state reports.

**Last Date of Attendance** - Enter the last date of attendance for the student. This date is used n R2T4 calculations in **Tools >Processes >Financial Aid >R2T4**.

***Note:*** *This field is populated manually and does not copy forward when a new status is created.*

**Institutional SAP** - (Institutional SAP Lookup Table) Institutional Satisfactory Academic Progress can be assigned here. Setting this field may trigger an academic alert if the **Alert** option flag is selected in the **Institutional SAP** settings located at **CAMS Manager >Lookup Table Options >Institutional SAP**. Institutional SAP may be automatically changed for multiple students using the **SAP Status Change** process located at **Tools >Processes >Registration >SAP**.

**Governmental SAP** - (Governmental SAP Lookup Table) Governmental Satisfactory Academic Progress can be assigned here. Setting this field may trigger an academic alert if the **Alert** option flag is selected in the **Governmental SAP** settings located at **CAMS Manager >Lookup Table Options >Governmental SAP**. Governmental SAP may be automatically changed for multiple students using the **SAP Status Change** process located at **Tools >Processes >Registration >SAP**.

**Student Worker** – this check box is for reference only and can be used to indicate the student is a Student Worker.

# Transcript Comments/Leave of Absence

Transcript Comments and Leave of Absence can be used to record reasons for gaps in education on a transcript. For example, if a student skips a semester due to maternity leave, or if a student is called to duty for the Armed Forces, this can be recorded and displayed on a transcript. Transcript comments are not limited to explaining gaps, and can be used for an institution's unique purposes as well. One transcript comment can be recorded in the student's status record for each term. Transcript comments do NOT transfer or copy from one term to the next.

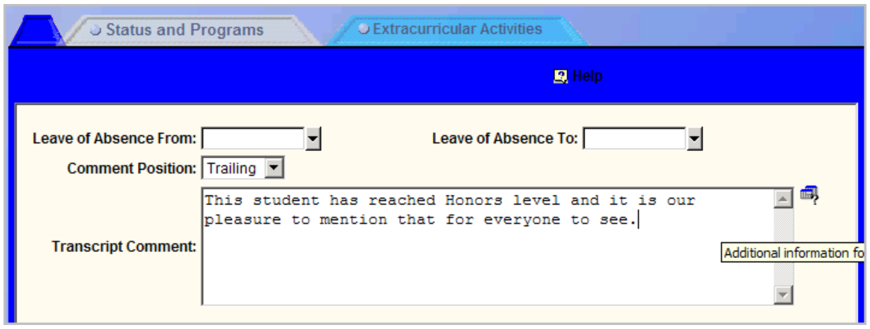



Figure 70: Select Standard Transcript Comments

Using the lookup icon to the right of the Transcript Comment field standard "canned" comments can be quickly entered. The **Comment** reference table contains all the standard statements.

# Student Program for Term

Use the Student Program entry screen to record a student's major and minor degree of study for the specified term. This feature allows you to keep historical records of program changes students may make from term to term. Students can have multiple programs per term, with a different status and advisor for each if necessary. Note that the term is populated based on the correlating Status Record that is highlighted. These values will copy forward from term to term until they are changed. Information for Transcripts is taken from the student's latest Status Record.

***Note****: The term is populated based on the correlating Status Record that is highlighted. Major Degree, Minor Degree, and Advisor values must be marked Active in the corresponding reference tables in order to display for selection.*

*Additional Advisors may be added by adding a blank or duplicate Program.*

The following fields may be populated as appropriate:

**Major Degree** – Major area of study (Major/Minor reference table)

**Minor Degree** – Minor area of study (Major/Minor reference table)

**Student Status** – Student's enrollment status as it pertains specifically to this program.

**SAP Hours** – Satisfactory Academic Progress Hours or Program Length for the selected Major or Minor. These read-only fields are pulled from the Major/Minor Reference table located in CAMS Manager >Lookup Table Options >Table Maintenance. The total registered hours divided by the Program Length is used in the calculation of the percentage completed in the SAP Status Change process (Tools >Processes >Registration >SAP).

**Program Load** – If this field is left blank, the Student Load in the Student Status record will be used in the NSLC Export. If this field is populated, the load set here will be used for this Program in the NSLC Export.

**Effective Date** – If this field is left blank, the Effective Date in the Student Status record will be used in the NSLC Export. If this field is populated, the Effective Date set here will be used for this Program in the NSLC Export.

**Program Start Date** – If this field is left blank, the **Program Begin Date** in the NSLC Export will use the Term Calendar Reference table >**Term Start Date** for the first Term that the Program exists on the Student Status record. Set a date here to override the Term Start Date for this Program in the NSLC Export. Each Program may have a different date set in the Student Status record.

**NSLC Class/Cred** – Student's course of study according to the NSLC. Selection here will be reported in NSLC reporting as the class/credential level. (NSLC Class/Credential Level glossary category).

**Primary Program** – Student's primary program record. Students may have multiple programs attached to a specified term, but only one on program record may be checked as the primary. The **Primary Program** will be used for NSLC reporting to indicate which program record contains the student's **NSLC Class/Cred** value.

**Sequence Number** – This field may be used to indicate the order Majors will appear on Transcripts. Zero is the highest sort order number and will be listed first on Transcripts. If two **Student Program for Term** entries have the same sequence number, the order they were added to the Student Status record will be the order they are listed on Transcripts. The top three Majors will display on Transcripts.

**Catalog** – May record grade catalog specific to this program; however it is not used in grade calculations. Grade catalog used in grade calculations should be defined in the Grade Catalog field in the Student Status entry form.

**Full Time Hours** – May be automatically populated upon selecting the Major Degree value. Full Time Hours can be defined in the Major/Minor reference table, or may be entered manually. This value is used to calculate Student Load in the Student Status Record if the value defined here is different than the default full time hours value set in the Registration Configuration tab in CAMS Manager.

**Advisor** – Select the student's advisor for this term/program from the list.

***Note:*** *The Advisors reference table has an Active checkbox. When checked only those advisors will display in any advisors' drop-down field.*

**Block Program –** Used to designate the Block Registration program for which the student will be registered. The drop-down is populated with all Block Programs that have been set up.

**Block Sequence –** Drop-down list containing all sequences defined for the Block Program selected above.

***Note:*** *Students must have* ***Block Program*** *and* ***Block Sequence*** *populated in order to register using Block Registration.*

**Last Reg. Block Order –** Read-only field automatically populated with the last registered Block Order number. The field defaults to zero for newly created program records. This number will increment with the next Block Order number upon subsequent registration of the next block in the Registration Block Sequence.

See Block Registration on page 26.

**Qualified Flag** – (State Reports Glossary: Qualified flag) – Used in the ASI (Alberta Student Initiative) Report.

**Offered Admission Flag** – (State Reports Glossary: Offered Admissions Flag) – Used in the ASI (Alberta Student Initiative) Report.

**There must be a Student Program for Term for each Student Status record in the upper grid if registration reports are to display accurate results.**

# Extracurricular Activities

As with the Student Program term, the term field in the Extracurricular Activities entry form is also populated based on the Student Status record that is selected prior to moving to this tab. Record term-specific activities you wish to track for your students in this location. You can later use this data in reporting, for instance to pull up a list of all who participated in a particular sport, event, etc.

# Registration Status Change

The **Status Change** process is used to update various statuses for multiple students simultaneously. The status values that can be changed are Enrollment Status, Academic Status, and Registration Status. Rules are defined to capture students meeting specific criteria and the process is run to update the appropriate status for a designated term.

## Step-By-Step: To Define Status Change Rule

1. From the **CAMS Enterprise Home** page click **Tools >Processes >Registration >Status Changes**. The Registration Status Change window opens.
2. Click the **Setup** tab
3. Right-click in the data grid to add a new record.

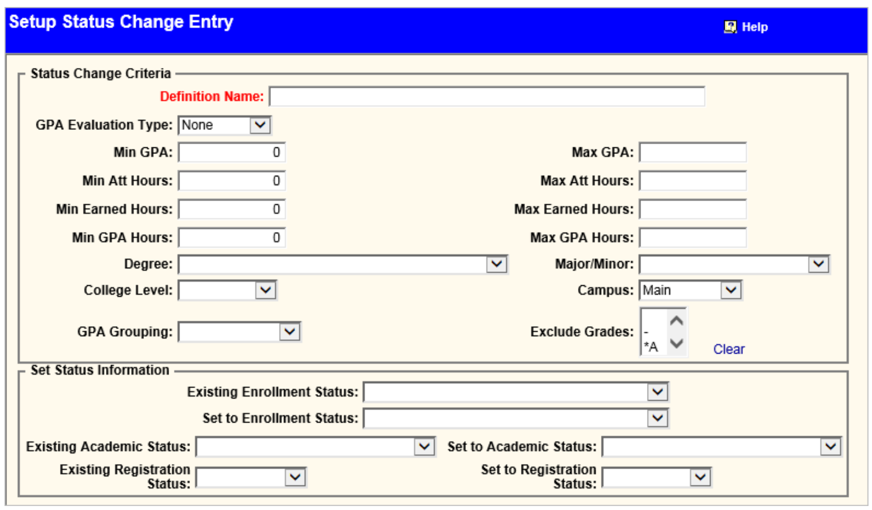



Figure 71: Status Change Setup window

4. Supply Process/Rule in the Definition Name field.
5. Identify the criteria to be used in selecting students.
6. Set "Existing" Status Information by entering statuses to be used in further identifying desired group of students. If you wish to update students regardless of which status they currently have, leave the Existing status fields blank.
7. Set new statuses to be input in the student's record.
8. Click **Add** or **Update** to save record, **Cancel** to exit without saving.

***Note:*** *All criteria fields and status fields do not have to be populated. Only enter data you wish to use in selecting a particular group of students that meet the requirements for a particular status value.*

## Step-By-Step: Process Status Change

1. From the Registration Status Change window, click the **Run** tab.
2. Indicate the **Evaluation Term**, the term from which all the criteria data will be viewed.
3. Supply the **Effective Term**, the term to which the new status value will be applied.
4. The top data grid displays a list of available rules or processes. Select the desired process by double-clicking it. You can run multiple processes in consecutively.

***Note:*** *The processes to be run and the order in which they will be run are displayed in the lower data grid. The order is determined by the order in which the processes are selected in the upper grid.*

5. When all desired processes have been selected, click **Verify**. A list of all students with the previous and new status will display in the Verify tab. You may export or print a report from this tab. Once you are satisfied with the results, click the **Run** tab, then click **Process**. A list of all students processed will display in the Results tab.

**Warning: Once "Process" is selected, the statuses are immediately updated and the process cannot be undone.**

# SAP Status Change

The SAP (Satisfactory Academic Progress) Status Change process is used to assign Institutional SAP and Governmental SAP values to Student Status records based on completion rate percentages and program length percentages as well as other criteria. Reporting is available for the Rate of Completion in the defined Term and the Program Length Percentage that has been completed. Rules are defined to capture students meeting specific criteria and the process is run to update the Institutional and/or Governmental SAP status for a designated Term.

## Step-By-Step: SAP Status Change Criteria Setup

1. From the **CAMS Enterprise Home** page click **Tools >Processes >Registration >SAP**. The **SAP Status** window opens to the **Setup** tab.
2. Right-click in the data grid to add a new record or double-click an existing record to view or modify.

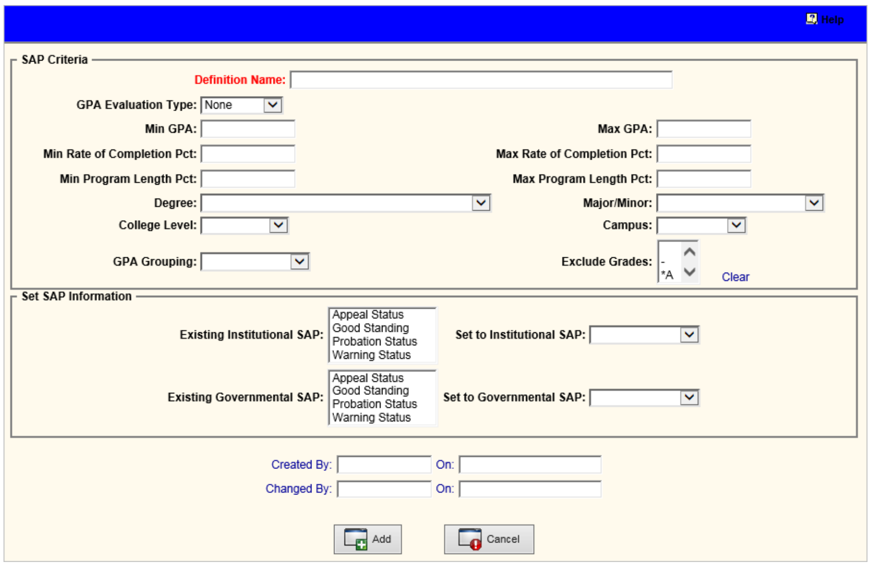



Figure 72: SAP Criteria detail

3. Provide the SAP Change Parameter entry **Definition Name** (required).
4. In the **SAP Criteria** section, identify the criteria for the evaluation term to be used to select students.

***Note:*** *The **Completion Rate Percentage** is calculated by the following formula: Cumulative Earned Hours (up to and including the evaluation Term) divided by Attempted Hours multiplied by 100.*

*The **Program Length Percentage** is calculated by the following formula: Cumulative Total Attempted Hours (up to and including the evaluation Term) divided by Program Length (SAP Program Hours in the Major/Minor Reference table) multiplied by 100.*

5. In the **Set SAP Information** section, select the existing SAP values to look for in the Student Status record for the evaluation term. To evaluate all existing SAP values, including those students with no SAP value set in the evaluation term, do not select any existing SAP values.
6. Select the SAP values to set the Institutional and/or Governmental SAP in the effective term. At least one of these values must be selected to save the entry.
7. Click **Add** or **Update** to save the record or **Cancel** to exit without saving.

## Step-By-Step: SAP Run Processes

SAP processes can be ran for one term by setting the **Evaluation Term** and **Effective Term** as the same term. Or you may evaluate one term to make SAP Status changes in a future term. Note that students must have status records in both the Evaluation Term and Effective Term for evaluation and changes to occur. Multiple processes may be run at once and process sequences can be saved then loaded for future runs.

1. From the **CAMS Enterprise Home** page click **Tools >Processes >Registration >SAP**. Click the **Run** tab.
2. Select the **Evaluation Term**, the term from which all the SAP Criteria and existing SAP values will be viewed.
3. Enter the **Effective Term**, the term to which the new status value will be applied.
4. The top data grid displays a list of available status definition processes. Double-click a row in the top grid to select that process. You can add multiple processes to run consecutively.
5. To remove a process from the bottom grid, highlight that row and click the **Delete** button.
6. To change the sort order of processed in the bottom grid, click the **Sort Order** column of a row then type the desired number. You MUST click another row after changing a number for the change to take effect.
7. Click the **Reorder** button to sort the rows by ascending order.

8. Processes that are frequently ran together can be saved so that the group can be reloaded at a later time. After populating the **Process to Run** grid, enter a name in the **Save As** dialog box then click **Save** to retain the group in the **Load Process** drop-down. Select an entry from the **Load Process** drop-down then click **Load** to quickly reload that process at any time.
9. Processes may be added, removed or renumbered in any saved process. Simply load the process, make the desired changes then click the **Save** button.

***Note:*** *When running multiple processes, each process is executed in consecutive order with the next process evaluating based on any changes the previous process may have made.*

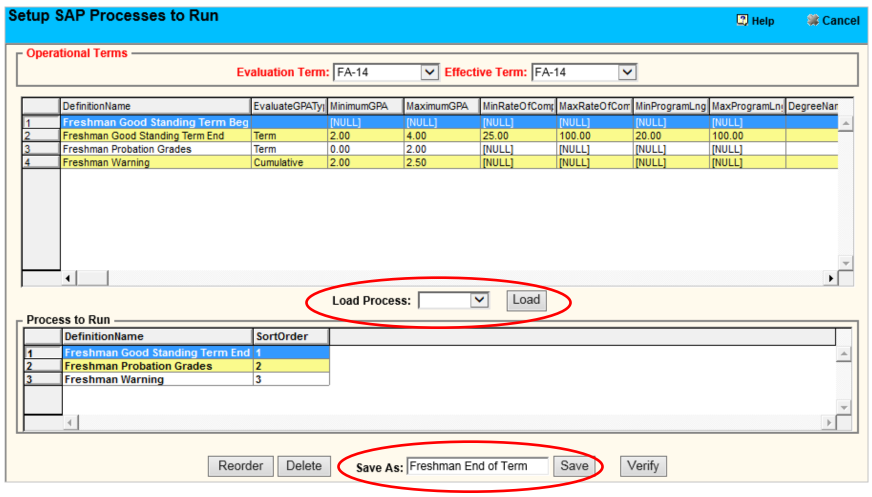



Figure 73: SAP Processes to Run tab

10. Once all desired processes are loaded in the **Process to Run** grid, click **Verify**.
11. A list of all students with a status record in the **Evaluation Term** will display on the **Verify** tab. The first process in the sort order displays in the **Rule** drop-down.
12. You may export or print a report of all students that will have their SAP status changed.
13. When **Evaluation Term** is selected, the grid displays information on the students based on their status before the rule selected is ran. To view how each rule will affect the students select the next rule then scroll to the right to view how the previous rule affected the Institutional and/or Governmental SAP.
14. Select **Effective Term** to view the results after all rules have run.
15. Once you are satisfied with the results, click the **Process** button. The **Results** tab displays the number of records processed.

# IPEDS

## IPEDS Compliant Setup

IPEDS (**I**ntegrated **P**ostsecondary **E**ducation **D**ata **S**ystem) reports contain demographic information about your student body, including race, ethnicity, age, origin, program completion, and high school statistics. Prior to running the IPEDS Compliant reports for the first time, it is necessary to setup and map your data to the data that is required by IPEDS.

### Step-By-Step: IPEDS Mapping

1. From the **CAMS Enterprise Home** page, click **Registration >Reports >Statistics >IPEDS Compliant Setup**. The IPEDS Mapping form opens.

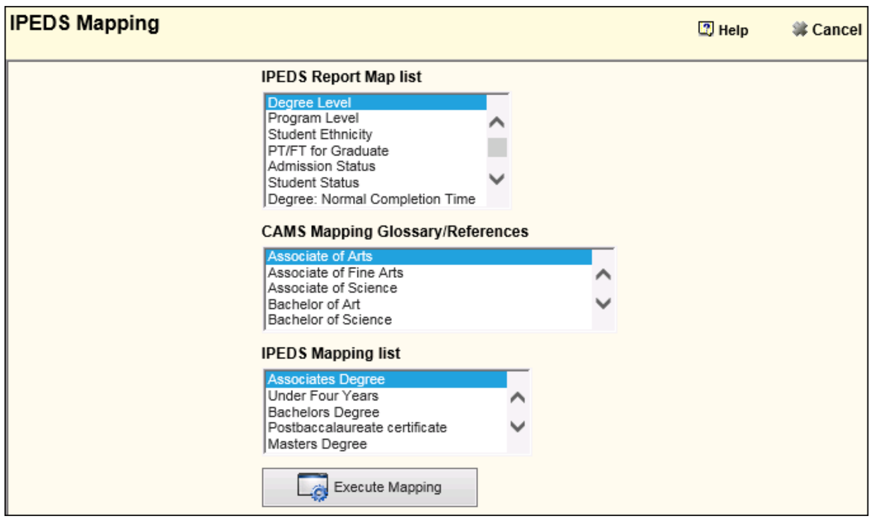



Figure 74: IPEDS Mapping

2. Select the first group in the IPEDS Report Map list; the CAMS Mapping Glossary/References and the IPEDS Mapping list will update with the corresponding information from CAMS and the IPEDS groups. See the IPEDS mapping table below.
3. The CAMS Mapping Glossary/References list pulls directly from your data and allows you to now map your group names to the names used by IPEDS.
4. Select **Execute Mapping** after each item is selected for mapping..
5. Repeat this process for each of the groups listed in the IPEDS Report Map List.

| IPEDS Report Map list | CAMS Mapping Glossary/References |
|---|---|
| Degree Level | Reference: Earned Degrees |
| Program Level | Reference: GPA Groups |
| Student Ethnicity | Glossary: Origins |
| PT/FT for Graduate | Glossary: StudentLoad |
| Admission Status | Glossary: Student Type |
| Student Status | Reference: Prospect/Applicant Status |
| Degree Normal Completion Time | Reference: Earned Degrees |
| Program Normal Completion Time | Reference: Programs |
| Faculty Ethnicity | Reference: Faculty Ethnicity Type |
| Faculty Academic Rank | Glossary: Ranking |
| Financial Aid: In-District | Reference: Cost Type |
| Financial Aid: In-State | Glossary: State Codes |
| Room Type: Housing | Glossary: RoomTypeGroups |
| Finance: Required Fees | TransDocs IPEDS Category |
| Faculty FT/PT | Glossary: Faculty Hire Status |
| Faculty Medical/Non Medical | Glossary: Departments |
| Financial Aid Type | Award Reference |
| Prospect Admission Status | Reference: Prospect/Applicant Status |
| Prospect Attendance Type | Glossary: Attendance Type |

## Step-By-Step: IPEDS CIP Code Setup

Some IPEDS reports require that student statistics be grouped by CIP (**C**lassification of **I**nstructional **P**rogram) code. This is determined by a student's choice of instructional program, or major. The CIP Code field can be populated in the Major/Minor Reference Table. The **IPEDS Setup** tab is for informational purposes only.

1. From the **CAMS Enterprise Home** page, click **CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables** tab. Select the **Major/Minor** table; you will now see a data grid displaying a list of your Majors and Minors.
2. Double-click the record to which you would like to add a CIP code, add the CIP code and click **Update**.

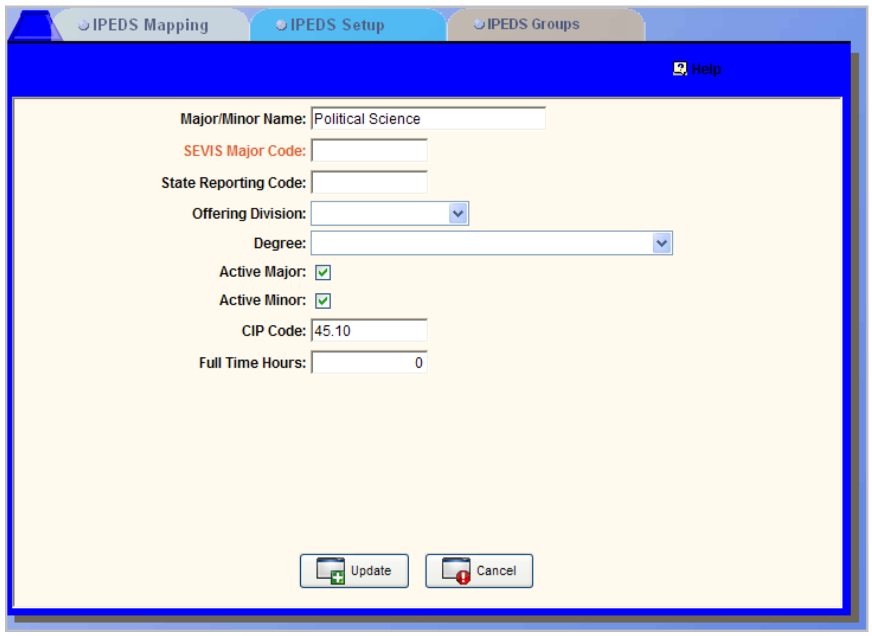



Figure 75: IPEDS Setup Detail

## Step-By-Step: IPEDS Groups

Each year groups of students are created for long term statistical studies. IPEDS refers to these groups as Cohorts. Since CAMS uses the term Cohort for other purposes, CAMS refers to these groups as "Student Groups". Before creating a new Student Group, it is recommended that you preview the group dates before finalizing the group.

1. From the **CAMS Enterprise Home** page, click **Registration >Reports >Statistics >IPEDS Compliant Setup.** Select the IPEDS Group Tab.
2. Enter your desired IPEDS Start and End Dates.
3. Click on the **Preview IPEDS Group** button. A preview for the time frame selected will display in the crystal reports viewer.

4. If the returned data meets your needs, click on the **Set New Group** button and a new permanent IPEDS Student Group will be established.

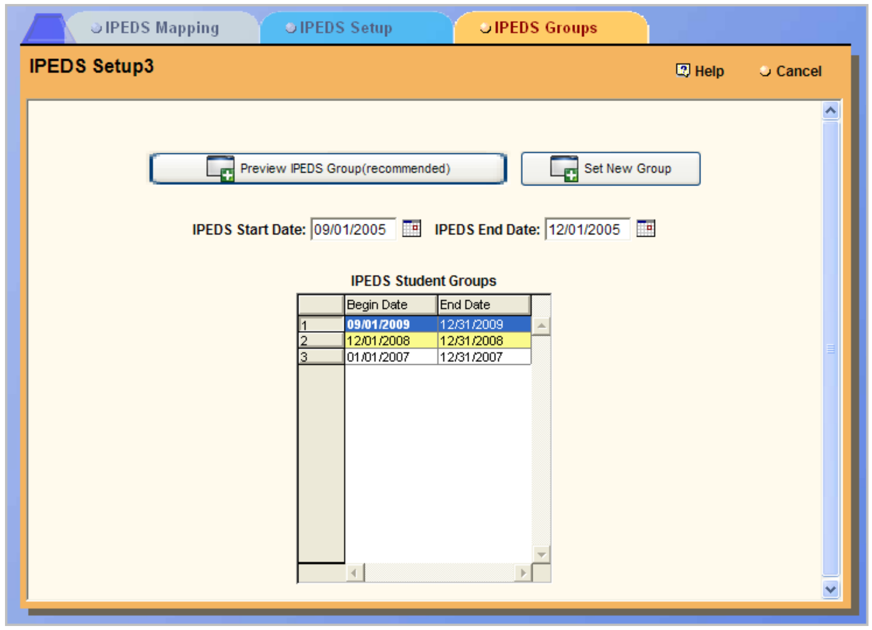



Figure 76: IPEDS Group Setup

# IPEDS Compliant Reports

Prior to running IPEDS Compliant Reports, it is necessary to setup and map your institutions data to the data required by IPEDS. This process is described in the IPEDS Compliant Setup documentation. While the reports in this section will not complete your IPEDS requirements, the reports in this section are based on the IPEDS forms and will be helpful in gathering data for IPEDS reporting.

## Step-By-Step: Produce IPEDS Compliant Reports

1. From the **CAMS Enterprise Home** page, click **Registration >Reports >Statistics >IPEDS Compliant Reports**.
2. On the Criteria tab, select the appropriate IPEDS Student Group or manually enter the desired date range.
3. Click the **Reports** tab.
4. Select the desired report format and click **Print**.

***Note:*** *When selecting the "12-month Enrollment" report, audit data is also saved to the CAMS User's defined Document Directory. This CSV (comma separated values) file contains a student-by-student breakdown for each student included in the report's counts.*

# IPEDS Data

IPEDS (**I**ntegrated **P**ostsecondary **E**ducation **D**ata **S**ystem) reports contain demographic information about your student body including race, ethnicity, age, origin, program completion, and high school statistics. Prior to running the IPEDS reports, it is first necessary to generate the data set that will be used in the reports.

Since the IPEDS reports are generated on-the-fly, you must first generate the data, and then access the IPEDS Reports screen to construct the report.

## Step-By-Step: Generate IPEDS Data

1. From the **CAMS Enterprise Home** page, click **Registration >Reports >Statistics >Generate IPEDS Data**. The IPEDS Options form opens
2. Supply the desired Term range.
3. Indicate whether or not to include Completely Withdrawn Students in your data.
4. Click the **Start** tab. The top of the form will show the term range and number of students in the most recent generation.
5. Click **Generate** to produce the most current record set.

The next step is to move to the IPEDS BYOR Reports to produce your reports.

# IPEDS Reports

Prior to running IPEDS reports, it is first necessary to generate the data that will be used in the reports. This process is described in Generate IPEDS Data.

## Step-By-Step: Produce IPEDS Reports

1. From the **CAMS Enterprise Home** page, click **Registration >Reports >Statistics >IPEDS Reports**. The section at the top of this form will show the last time that IPEDS data was generated.
2. Supply appropriate criteria in the first three pages of the IPEDS BYOR Reports window to obtain desired student data in your reports.
3. Click the **Reports** tab.
4. Select the desired report format and click **Print**.

# Non-Traditional Registration Process

The non-traditional functionality is designed to provide a means in which courses and students can be processed in a date-driven rather than term-driven manner. Students are grouped together in various cohorts. Course sequences can be defined so that they are easily added to an offering designed for specific cohort groups. The student's academic path can be preset and quickly applied. In addition, Transcripts, Student Schedules, and Grade Cards can be produced for non-traditional students, displaying records chronologically by date rather than term.  Prior using the non-traditional registration process, it is necessary to set up the functionality.  See the Registration Setup document for details.

## Non-Traditional Registration

Students should be registered through Unofficial Registration. Use the Official Registration only when dropping and withdrawing students from cohort courses. When the procedure to generate tuition transactions takes place, charges will be generated for Unofficial Courses only. Part of this process will also change the registration status from Unofficial to Official.

### Step-By-Step: Register Cohort Students

1. Open the **Unofficial Cohort Registration** window by clicking **Registration >Non-Traditional >Registration >Unofficial**.
2. Select the Cohort Group you wish to register. Student belonging to this group will appear in the Students data grid with the courses for which they are to be registered. Any courses previously assigned to the Cohort Offering which have not yet been registered will be listed.

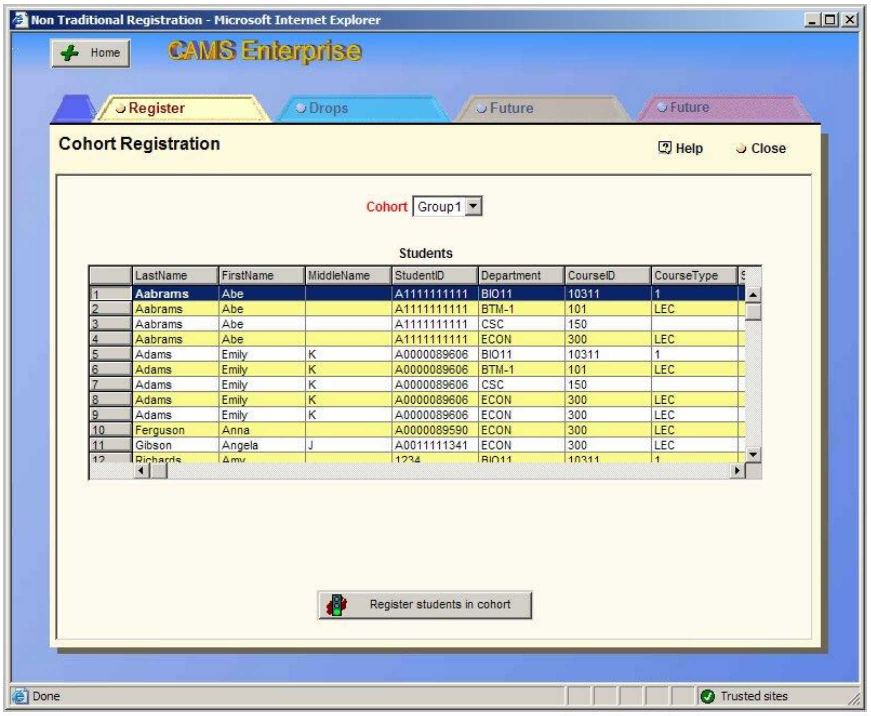



Figure 77: Cohort Registration

3. Click **Register Students in Cohort**. A prompt displays confirming the registration is complete.

## Step-By-Step: Drop Officially Registered Cohort Students

1. Open the **Official Registration** window by clicking **Registration >Non-Traditional >Registration >Official**.
2. Click the **Drops** tab.
3. Select the **Cohort** group in which the student who is dropping the course belongs.

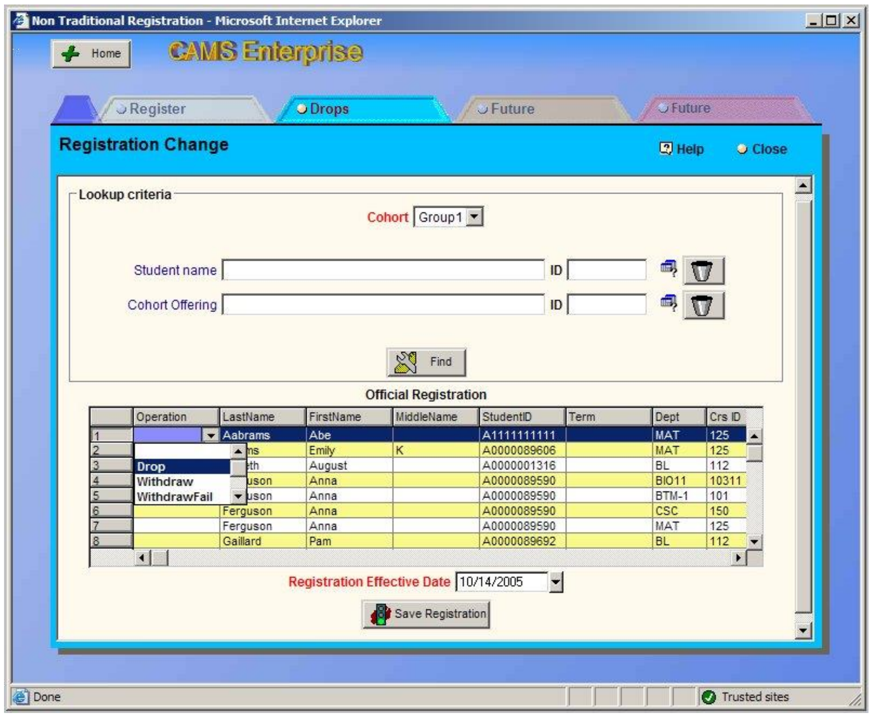



Figure 78: Cohort Registration Drop

4. If desired, use the search criteria to select a specific **Student Name** or a specific course from the **Cohort Offering**.
5. Click **Find**. The **Official Registration** data grid displays those students and courses matching the criteria selected.
6. Use the **Operation** drop-down list next to the appropriate student name to indicate whether the action taken will be **Drop**, **Withdraw**, or **Withdraw Fail** (Withdraw with a grade of F).
7. Enter **Registration Effective Date**. This will be used in refund calculations.
8. Click **Save Registration**. If refunds are applicable, the transactions will be generated in the Cohort Registration Batch.

***Note:*** *Charges for cohort tuition are not immediately entered into the Billing Batch. Because the cohort can be registered for courses long into the future, the generation of transactions is created using a time specific stored procedure. See Cohort Tuition Generation.*

# Cohort Tuition Generation

Generation of tuition charges for non-traditional students registering through Cohort Registration are created upon the execution of a stored procedure that allows institutions to determine when charges should be applied to a student's account. The process is based on the Course Start date and allows you to set the period prior to the start of class in which the charges should be generated. **Charges are generated for Unofficial courses only.** In addition to generating these charges, the registration status will be updated from Unofficial to Official for all classes falling within the set criteria.

Cohort Registration can pre-register students for months and years in the future, as deemed appropriate by your institution. However, applying charges for those future courses is not always desired. Thus by utilizing the stored procedure, you can control this process.

Actual tuition fee amounts are defined in the Cohort Reference table. The process of auto generating charges consists of first creating a very simple SQL script to run the stored procedure, and then setting up the script as a Job in Microsoft SQL Server.

## Step-By-Step: Create SQL Script from Stored Procedure

1. In **Microsoft SQL Server Enterprise Manager**, locate the **Stored Procedures** menu item in the CAMS Enterprise Database.
2. Locate **CAMS_NonTraditionalRegistrationCharges**. Highlight the file name only, right-click and select **Copy**. You are copying the file label, not the actual file.
3. Open SQL Query Analyzer by clicking **Tools >SQL Query Analyzer**.
4. In the Query window, type "exec", add a space, and then paste the previously copied file name so that the line looks as follows:

   **exec CAMS_NonTraditionalRegistrationCharges**
5. Save the file.

## Step-By-Step: Create Job to Run Stored Procedure

1. Jobs can be set up in Microsoft SQL Server to automatically run this procedure at designated time intervals. Access Jobs in the **CAMS Enterprise database folder >Management >SQL Server Agent >Jobs**.
2. Follow the application software for setting up a new job. You may wish to set the schedule so that the job runs on a daily basis.

# Non-Traditional Transcript Maintenance

The non-traditional registration process allows for the registering of students in cohort groups for courses that are date driven rather than term driven. When students within a given cohort group are registered, their courses will appear in the Non-Traditional tab of the Transcript Maintenance window.

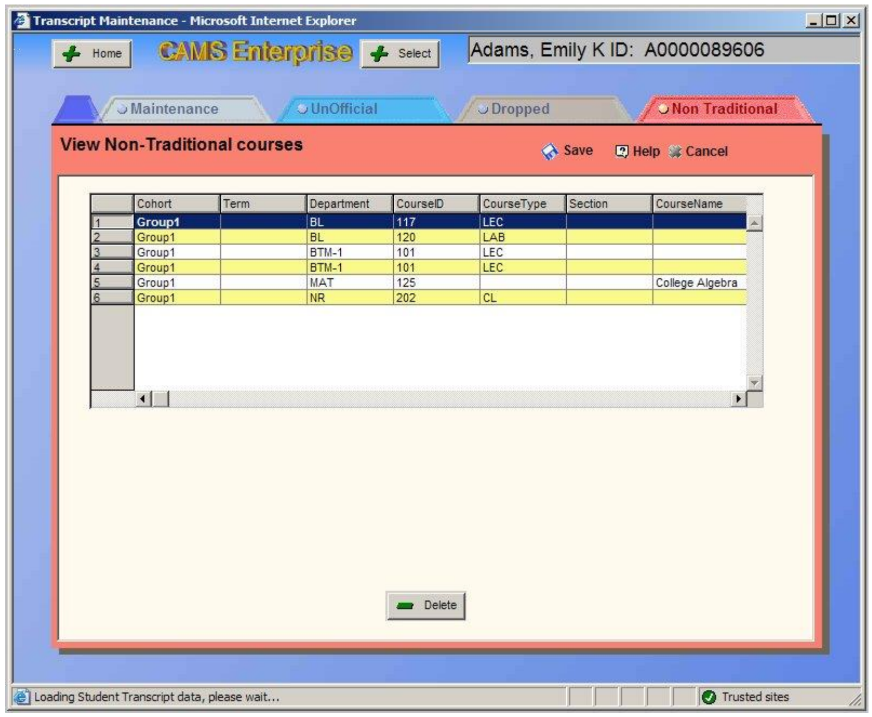



Figure 79: Cohort Transcript Maintenance Non-Traditional tab

The course attributes are the same as those described in Maintaining Transcript Courses with the following exceptions:

- **Registration Status** This field should be used only when adding a new course to the maintenance record for Traditional Students only. Allow CAMS to automatically update the registration status at the time the Cohort Tuition Generation process is run.
- **Ignore Repeat Policy** Non-Traditional courses are not included in the repeat policy process. Courses taken from Cohort Offering must be manually marked if they are considered to be a repeated course.

***Note:*** *Traditional Students (not part of a cohort registration) taking a non-traditional course from the Cohort Offering must have that course entered directly into this location of their Transcript Maintenance record.*

# Non-Traditional Attendance

Non-Traditional Attendance can be taken by cohort group and for each class. Additionally, the number of hours attended can also be kept track of.

## Step-By-Step: Taking Non-Traditional Attendance

1. From the CAMS Enterprise Home page, click Registration >Non-Traditional >Registration >Attendance. The Attendance screen displays.
2. Select the Cohort and any additional criteria to list the class(es) you want to take attendance for and click **Find**.

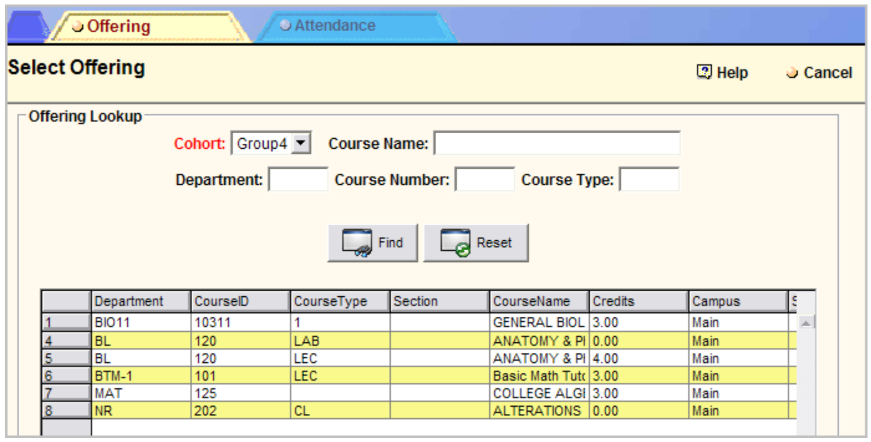



Figure 80: Non-Traditional Attendance

Highlight the desired course and click the **Attendance** tab.

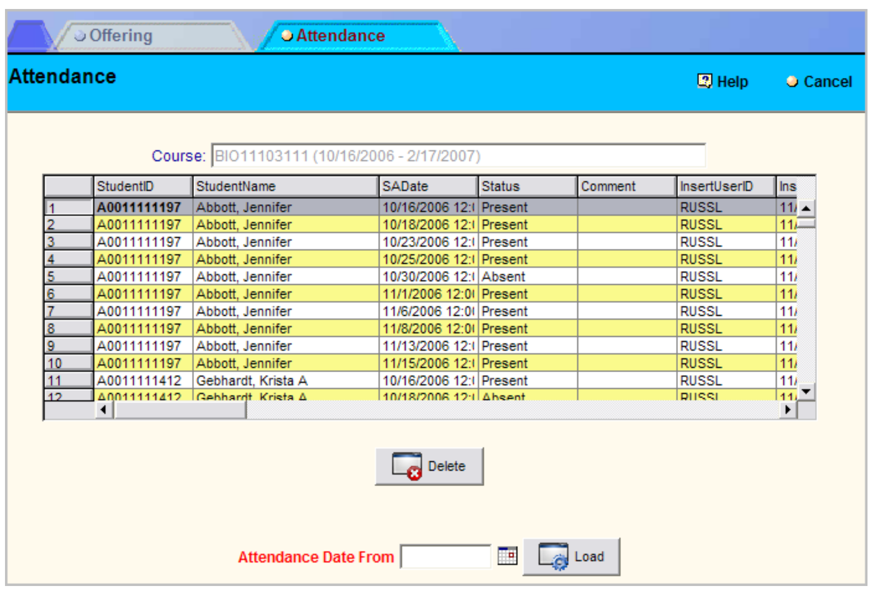



Figure 81: Attendance Screen

The data grid displays the current attendance that has been taken for this class. You can delete any incorrect attendance by highlighting the record and clicking **Delete**.

Enter an **Attendance Date From** and click **Load**. This will display up to 7 class meeting dates that are on or after the date entered but are not past the current date. This means that you cannot take attendance for a class that has not met yet. This will allow an instructor to enter up to 7 class meetings of attendance at one time.

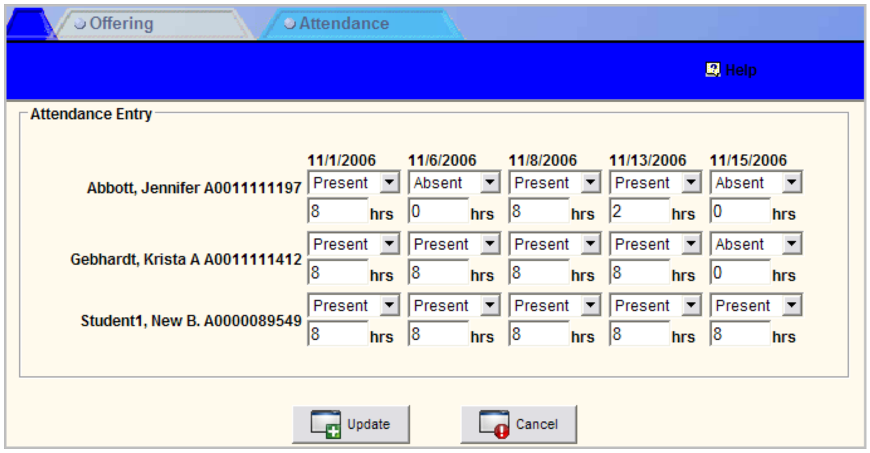



Figure 82: Enter Attendance

In the example in Figure 82 above the Attendance Date From was 11/01/2006 and the current date of this example was 11/16/2006. So even though there were additional course meetings the attendance screen will only display classes that have already met, which is why only five class meeting dates are displayed.

Each student will be listed and by default the attendance is set as Present and the hours fields are blank.

Adjust the attendance for students that are not present, enter any hours, if necessary, and click **Update**. If the hours field is left blank a zero will be entered after the update. The hours fields is numeric only.

To enter attendance for another class, click the **Offering** tab and select the next class.

# SPEEDE

Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) allows electronic data interchange for student transcripts. CAMS Enterprise can export and import SPEEDE XML data files and automatically create a new student with their transfer college transcript information or update an existing student's record.

## SPEEDE Export

### Step-By-Step: Create a SPEEDE Export

1. From the **CAMS Enterprise Home** page, click **Tools >Export >Registration >Speede College Transcript**. The **Speede Export College Transcript** page displays.

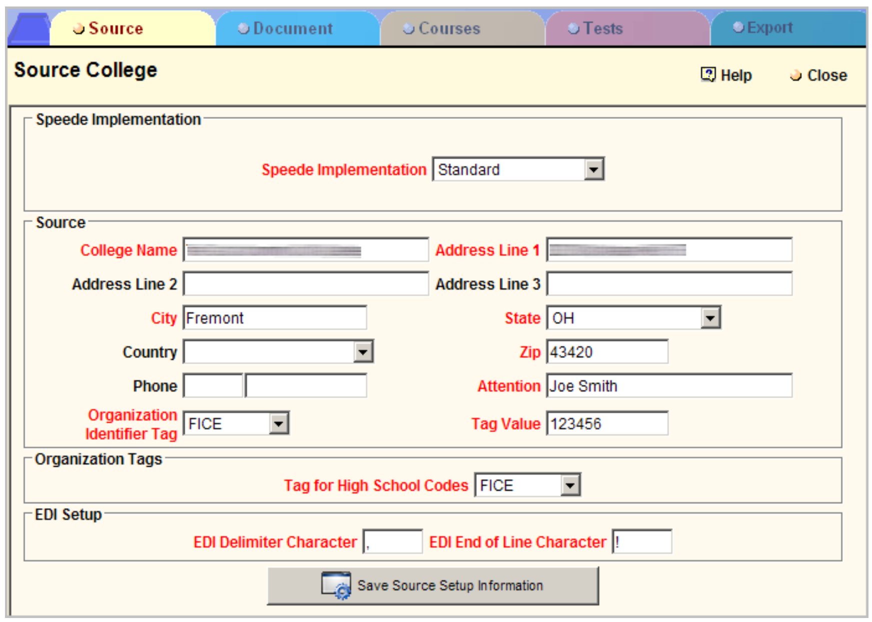



Figure 83: SPEEDE Source Tab

Data for each tab can be saved and that data is permanently associated with the student displayed at the top of the screen. If another copy of this student's electronic transcript is to be sent, you do not need to click any save button unless some option has changed on that tab.

The **Source** tab contains the information of the college that is producing the SPEEDE export file. The **Organization identifier tag** identifies where the **Tag value** originates from.

2. Enter your institution's information including all required fields. If any information on this page was changed, click **Save source setup information** to retain the data in these fields, otherwise click the **Document** tab.

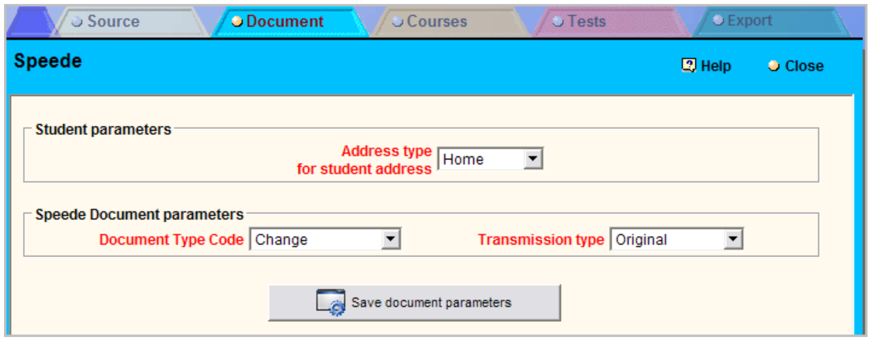



Figure 84: SPEEDE Document Tab

The **Document** tab specifies which active address (type) of the student to send with the electronic transcript and the SPEEDE document parameters.

3. Enter the required parameters. If any information on this page was changed click **Save document parameters** to retain the data in these fields otherwise click the **Courses** tab.

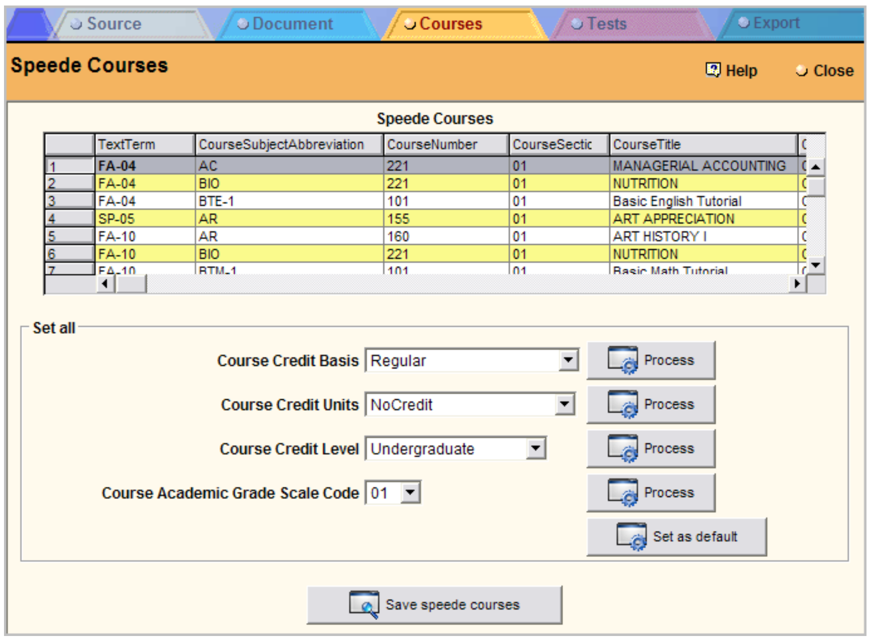



Figure 85: SPEEDE Courses Tab

The **Courses** tab displays all the courses that are displayed on the Official transcript for the student.

4. Four fields need to be set for the courses to be accepted for the SPEEDE export:

   - Course Credit Basis
   - Course Credit Units
   - Course Credit Level
   - Course Academic Grade Scale Code.

5. You can set each individual course to the correct settings by double clicking on the course and selecting the options or you can mass set all courses using the **Process** button for each field.

***Note:*** *If the fields are already set to the correct options you do not need to run the processes. If you made changes then click* ***Set as default*** *and this will be the default for all new exports*

6. Update courses if necessary. If any of the courses were updated or changes to the process options were made click **Save SPEEDE Courses** to retain the data in these fields otherwise click the **Tests** tab.

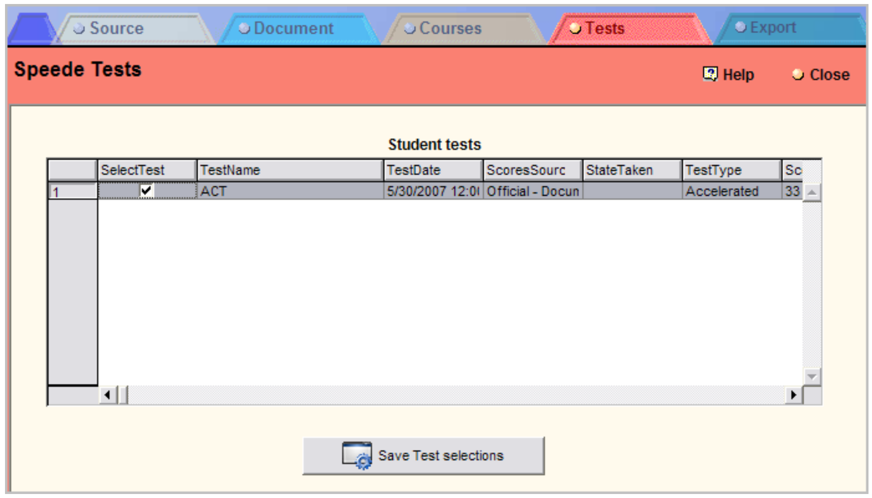



Figure 86: SPEEDE Tests Tab

The **Tests** tab displays all the student's tests, such as ACT, SAT, TOEFL, etc.

7. Select the tests that will be included in the SPEEDE export. If any of the tests were selected click **Save Test selections** to retain the selections otherwise click the **Export** tab.

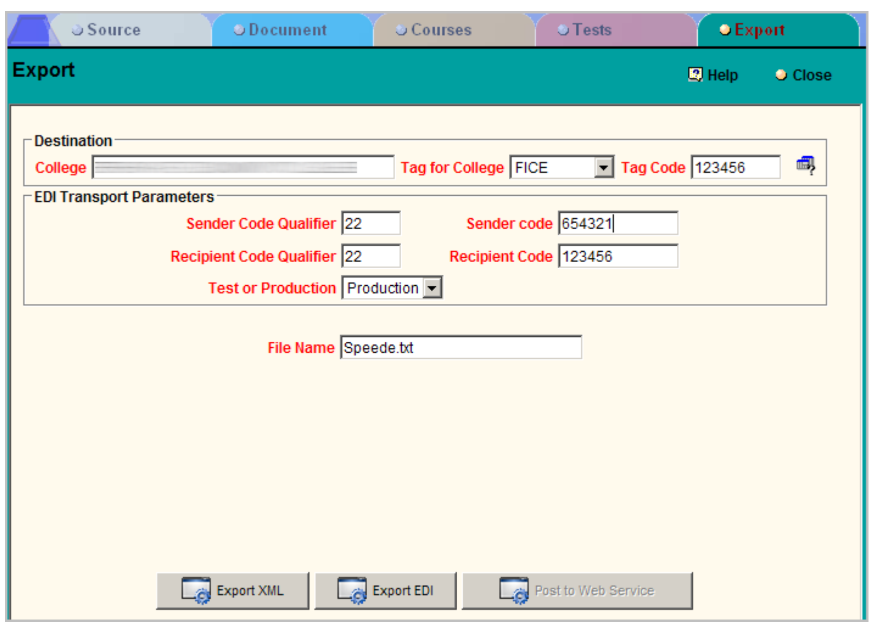



Figure 87: SPEEDE Export Tab

The **Export** tab allows you to specify which college the SPEEDE export is destined for. The college must be listed in CAMS.

8. Select the college.
9. Enter the export file name. The SPEEDE export file will be placed in your CAMS Enterprise export directory specified on your user account. Typically, this is C:\CAMSMerge.
10. Click **Export** to export the file or **Close** to cancel the export.

***Note:*** *The following CAMS Manager >Lookup Table Options >Table Maintenance tables have SPEEDE fields that need to be filled in before an export will succeed:*

*State Codes (Glossary) – ISO Code*

*Major/Minor (Reference) – CIP Codes*

*Earned Degree (Reference) – ISO Code (Academic Degree Code)*

*In CAMS Manager >Lookup Table Options >Test Score Table Setup there is a field called Label Code that must be filled in before an export that is exporting tests will succeed.*

*Earned Degrees must have the Expected Grad. Term field populated in Registration >Academic >Degrees.*

*If you want the CIP codes to go with the individual classes you can enter them in the offering maintenance screen.*

# SPEEDE Import

## Step-By-Step: Create a SPEEDE Import

11. From the CAMS Enterprise Home page, click Tools >Import >Registration >Speede College Transcript. The Speede Import College Transcript Document Source tab displays.

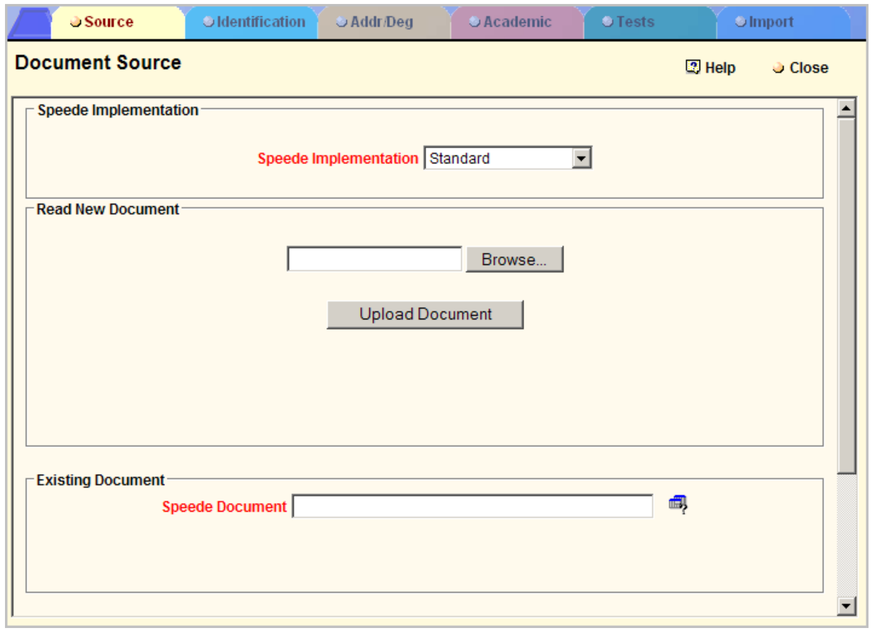



Figure 88: SPEEDE Source Tab

CAMS Enterprise can import SPEEDE XML or EDI document export files and automatically create a new student account.

12. Select the type of **Speede Implementation** your institution uses: Standard or Ohio Implementation are the current types supported.

    To select  a document you can either browse to a new document to import or reopen an existing imported document.

## Import New Document

1. Click **Browse** and navigate to the location of the new document import file. You can use either local drives or UNC locations.
2. Click **Upload Document**.

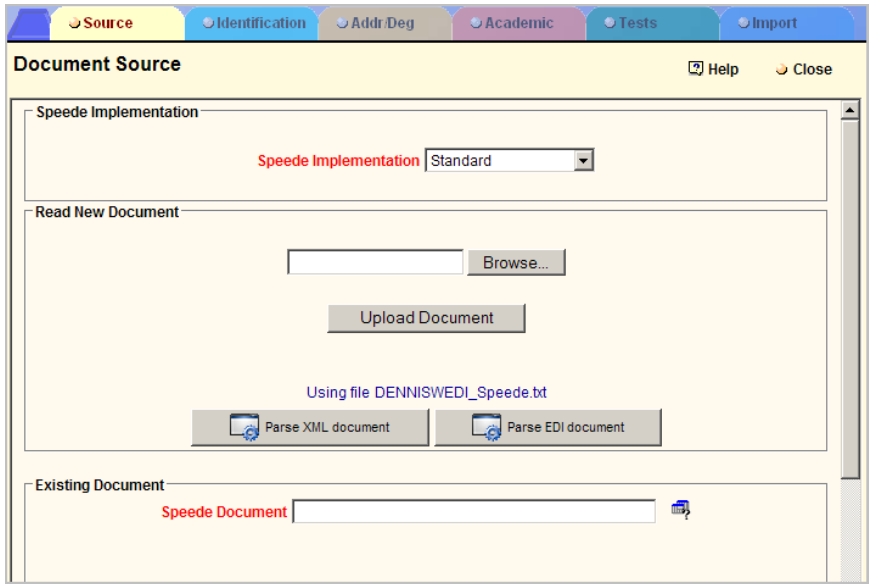



Figure 89: Parse document

3. Click **Parse XML document** or **Parse EDI document** to load the transcript into the import process.
4. Scroll down to view the students in the document. Highlight a student name in the grid and click **Select Working Student**. If importing an XML document with multiple students you can work with each student individually before importing via the Import tab, or you can import one individual student.

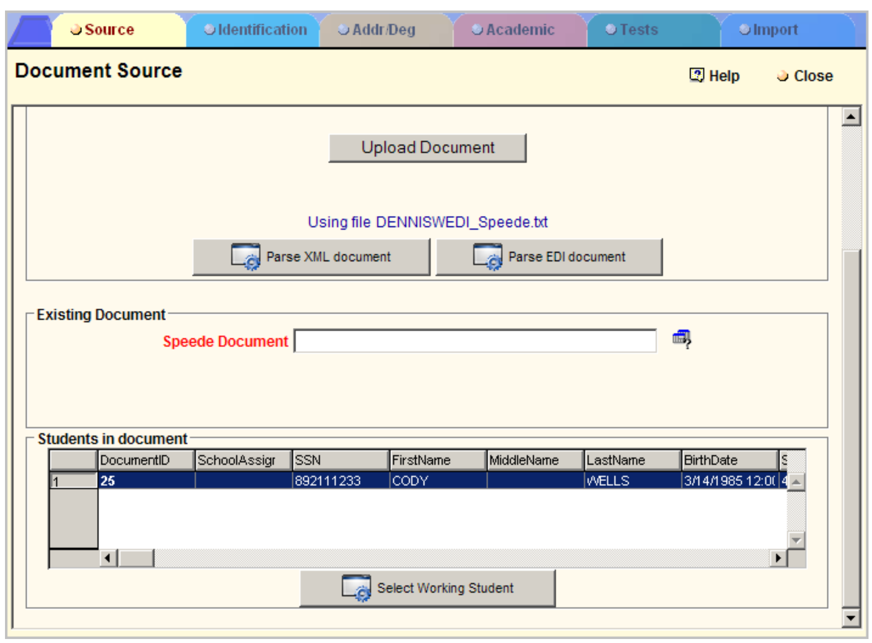



Figure 90: Select Working Student

## Import Existing Document

5. Click the Search icon to the right of the Speede Document field.

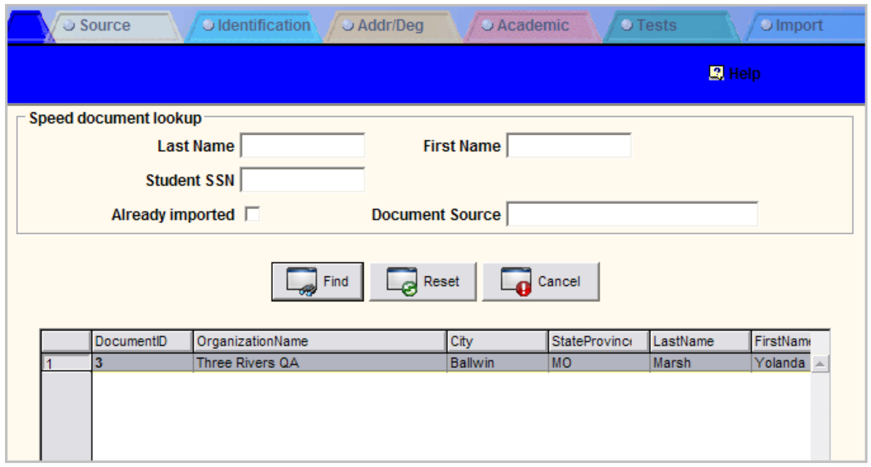



Figure 91: Search for Existing SPEEDE Document

You can use any combination of fields to find existing documents. If you check the **Already Imported** field your search will only return those documents. The document source field is the institution the transcript originates from.

6. Click **Find** and then double click on the document you want to open.
7. Click **Load Document** to load the transcript into the import process.

   Once the transcript is loaded you will be able to define specific items that will be imported.

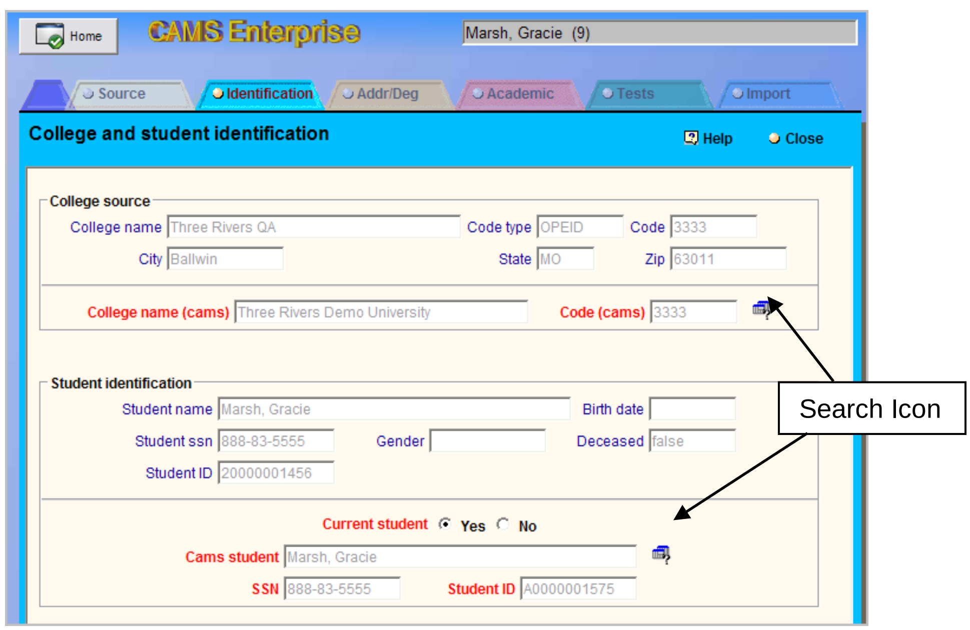



Figure 92: SPEEDE Identification Tab

The **Identification** tab displays the college that the transcript originated from. If the Code field matches a college code field existing in CAMS Enterprise then the lower section of the College Source area will be filled in. If there is not an existing entry you can search for one in CAMS Enterprise. It is recommeded that you first create the matching college and then link to it.

The **Student Identification** section displays the student information that will be imported from the document. If the student currently exists in CAMS Enterprise using the SSN to match then the Current Student option will be set to Yes and the student related fields will be linked to that student. If this student does not exist then No will be selected and if you continue CAMS Enterprise will create a new student account automatically. If the student does exist but doesn't match SSN then you can use the search function to locate and link the student manually to the document.

The number next to the student's name at the top right of the screen is the document ID.

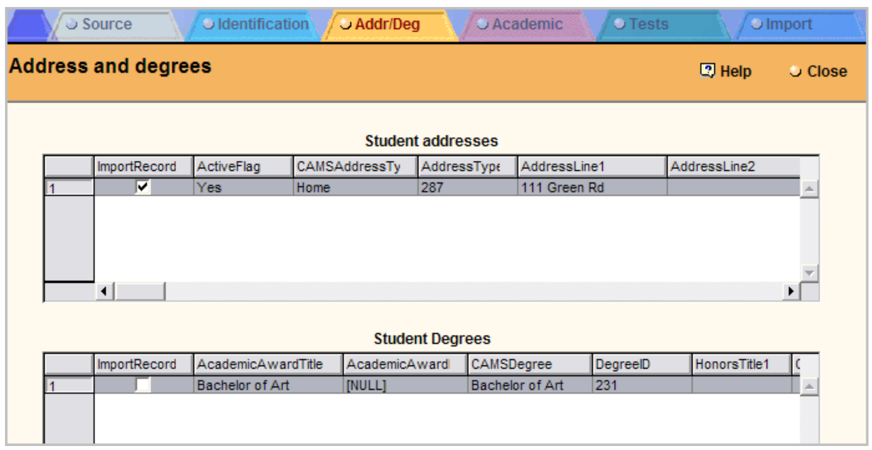



Figure 93: SPEEDE Address / Degree Tab

The **Address and Degrees** tab allows the option to import the student address and degree. By default CAMS Enterprise uses the Home address type to identify the address.

8. Double-click the student address to select or deselect the address for importing. You can choose to mark the address as active or inactive and change the address type. Additionally, if the State/Province field doesn't match an existing CAMS Enterprise entry you can select the matching state/province. You can do the same for the Country field.

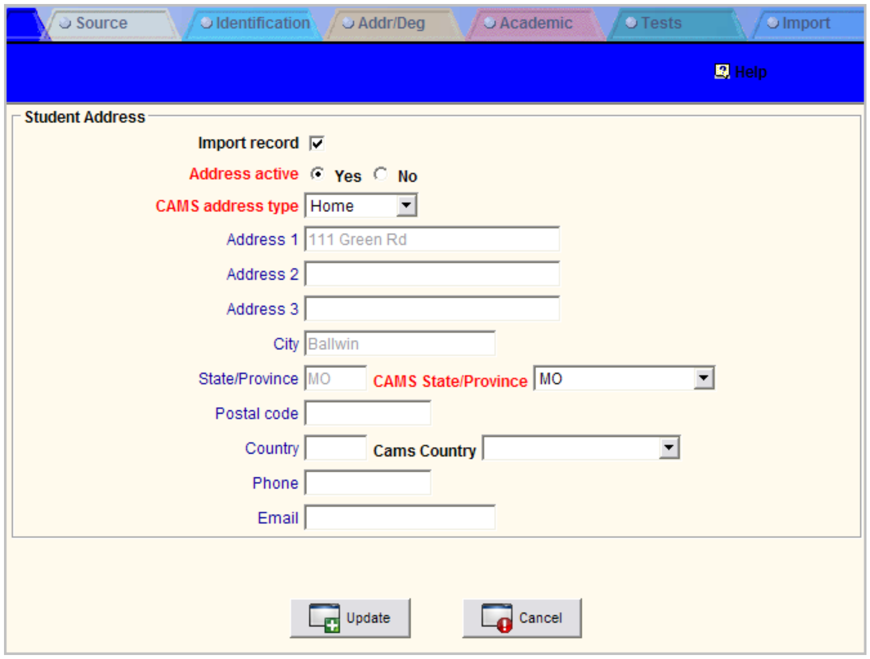



Figure 94: Edit Student Address

9. Click **Update** to save the changes or **Cancel** to return to the Address and Degrees screen.
10. If you want to import the degree double click the degree record to open it and then select the Import record checkbox.

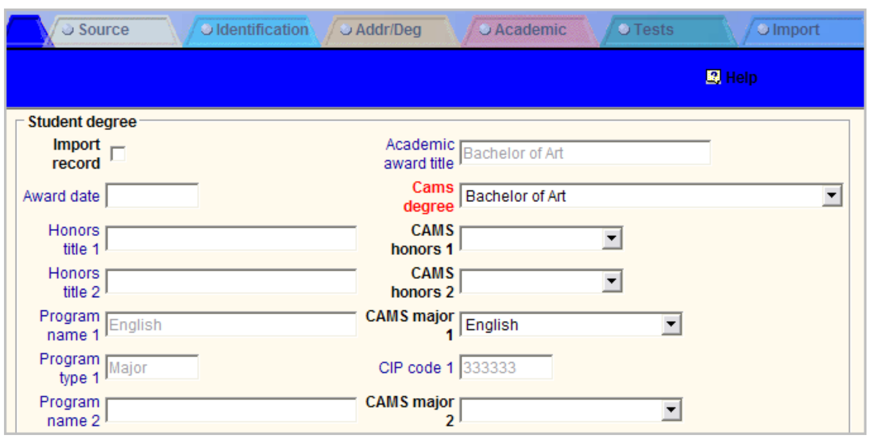



Figure 95: Import Student Degree

11. Click **Update** to save the changes or **Cancel** to return to the Address and Degrees screen.

12. Click the **Academic** tab.

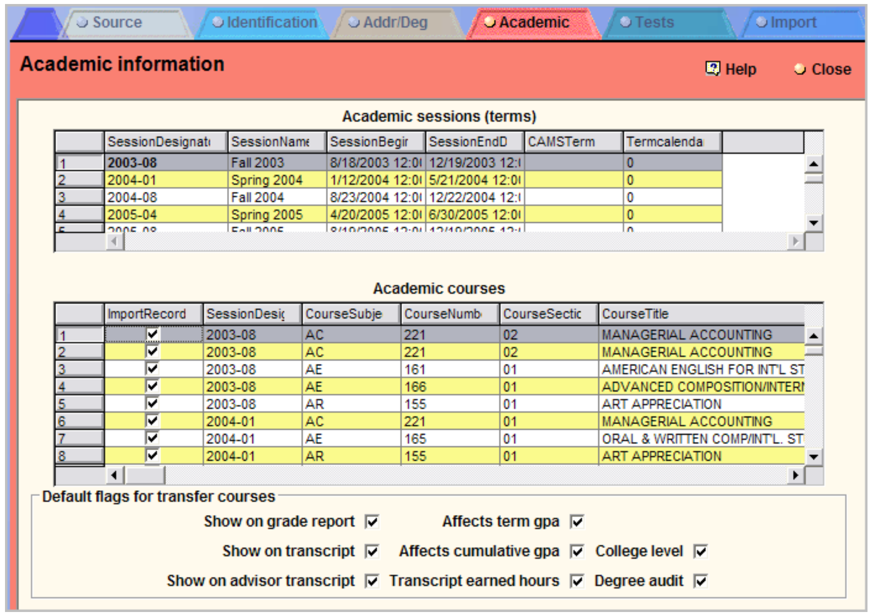



Figure 96: SPEEDE Academic Tab

The Academic tab displays the terms and courses that are on the electronic transcript. You will need to equate the transcript terms to CAMS Enterprise terms so the import will create status records for the student.

13. Double-click on the first Academic sessions (terms) record to edit it.

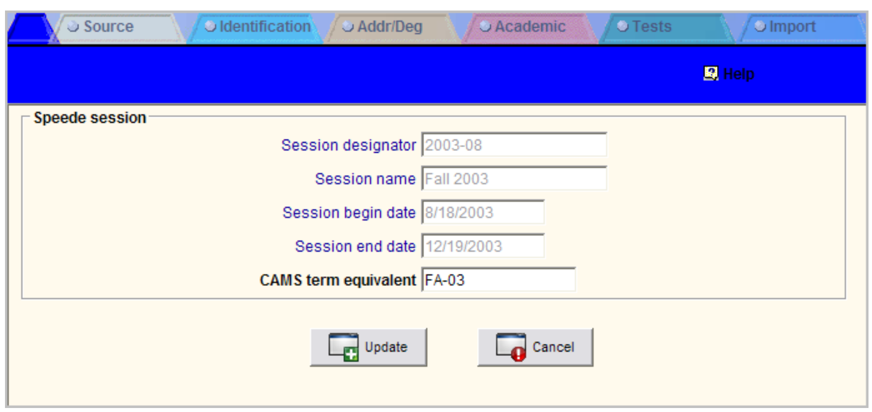



Figure 97: SPEEDE Equate Terms

14. In the **CAMS term equivalent** field enter the equivalent CAMS Enterprise term that matches the term specified in the Session name field. Click **Update**. You will need to do this for every term that is being imported in the list.
15. Select the **Default flags for transfer courses** options that will be set for each imported transfer class.

16. Click the **Tests** tab.

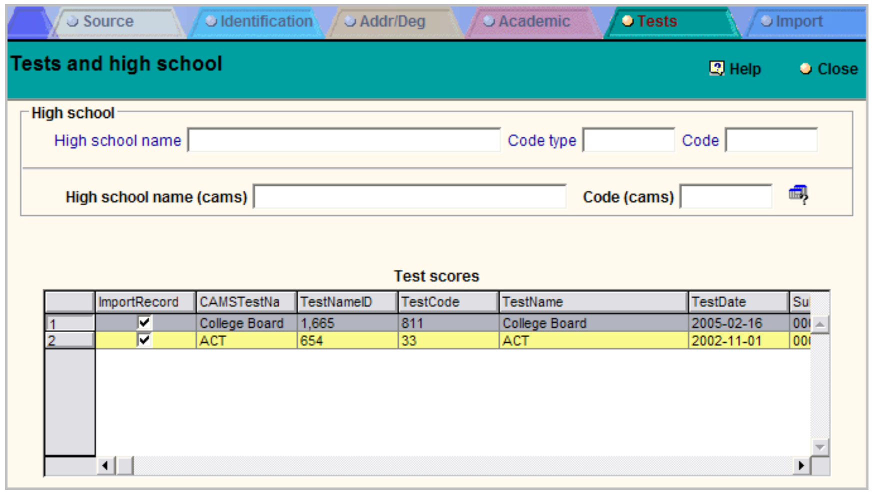



Figure 98: SPEEDE High School and Tests

17. If the **High school name** field is populated and the Code field matches the high school code in CAMS Enterprise then the **High school name (cams)** field will automatically be filled in other wise you will have to select a matching high school.
18. To select test scores to import double click on a test.

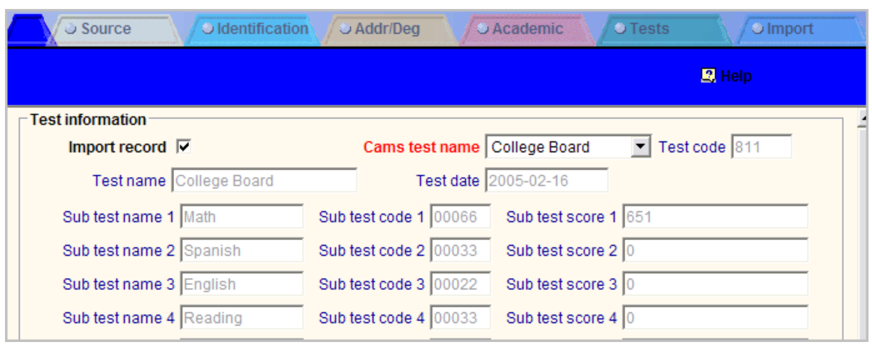



Figure 99: SPEEDE Test Import

19. Select the Import record checkbox to import this test.
20. You will need to tell CAMS Enterprise which CAMS Enterprise test is equivalent to the imported test. Select the corresponding CAMS Enterprise test in the **CAMS test name** field. Click **Update**.
21. Click the **Import** tab and then **Import** to import the student's transcript.

# Index