

**Colleague® Student**

***Release Highlights:  
Student Course Planning***

**Release 17.0/18.0**

**June 30, 2005**

## ***Release Highlights: Student Course Planning***

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# Table of Contents

## 1. Release Highlights

### In This Release

In This Chapter .....	1-1
Overview of Colleague Student e-Advising .....	1-1
New Student Course Planning Optional Module .....	1-2
Enhanced Student Educational Planning Optional Module .....	1-2
New Smart Registration Optional Module .....	1-3
Recommendations for Training Advisors and Students .....	1-3
Software Installation Notes .....	1-4
Pre-Install Instructions .....	1-4
Implementation Instructions .....	1-5
Documentation for Student Course Planning .....	1-6
Enhancements to WebAdvisor — Student Course Planning .....	1-7
Interface between Student Course Planning and Student Educational Planning .....	1-8
Changes to WebAdvisor Forms .....	1-9
New and Updated Setup Forms in Colleague .....	1-10
Running the Populate Course Planning Info (CVSA) Program .....	1-13
Updates to the Student System Web Params (STWP) Form .....	1-16
New Form — Course Planning Web Parameters (CPWP) .....	1-17
Updates to the Web Search Parameters (WSRP) Form .....	1-20
Updates to the Ed Plan Web Parameters (EPWP) .....	1-21
New Form — e-Advising E-mail Web Params (EAWP) .....	1-23
Updates to the Web Academic Program Parameters (WAPP) Form .....	1-25
Updates to the Course Requisites (CREQ) Form .....	1-29
Error Messages .....	1-31
New and Changed HTML Files .....	1-32
New Mnemonics .....	1-34
New Files .....	1-34
New Data Elements .....	1-35

## Table of Contents

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# In This Release

## In This Chapter

This chapter describes the software installation notes, enhancements to WebAdvisor, and the new and updated setup forms in Colleague for the new Student Course Planning optional module in WebAdvisor. This chapter also lists additions to mnemonics, files, and data elements for the release.

## Overview of Colleague Student e-Advising

Colleague Student e-Advising in WebAdvisor is comprised of the following optional modules:

- My Advisees
- Student Educational Planning (enhanced)
- Student Course Planning (new)
- Smart Registration (new)

The e-Advising software updates provide an opportunity for your institution to analyze your advising and registration procedures in view of the new and enhanced features, so that you can create the most effective process for your institution.

Before implementing these updates, your registrar's office and advising office should delineate the various steps your students may currently be using to evaluate student programs, plan courses, and register, along with any related rules or policies your institution uses. As you set up the software and explore the new and enhanced features, your registrar's office and advising office can analyze how you would like students to use the software and how its capabilities might change your steps, rules, or policies.

## **New Student Course Planning Optional Module**

The Student Course Planning module provides students with the capability to plan a set of courses to take for a given academic program, and then to register from that plan. This functionality is integrated with WebAdvisor registration workflows, with the Student Educational Planning module, and with the new Smart Registration module. The focus of the Student Course Planning module is on planning the course work that a student still needs to complete for an academic program.

In WebAdvisor, students can create a Course Planning Worksheet to plan courses to take for the next term or even for their entire academic program. Students can develop a plan to meet the requirements of their programs, and include any electives they intend to take. If curriculum tracks are set up, courses from those tracks default into a worksheet when a student creates the worksheet. Students can search for courses using their own criteria and, if your institution uses the Smart Registration module, students can also search for courses using their program evaluation.

After courses are planned, students can search and register for sections of those courses directly from the Course Planning Worksheet. In addition, students can e-mail their advisors that they have created or made changes to their plan, view the Student Educational Plan approved by their advisor, and run a program evaluation. In WebAdvisor, the Student Course Planning module is called the Plan Courses workflow.

## **Enhanced Student Educational Planning Optional Module**

The Student Educational Planning module allows an advisor to create and modify a Student Educational Plan. Creating a Student Educational Plan involves listing, term by term, all the courses and special services that a student needs in order to complete an educational goal. The focus of the Student Educational Planning module is on the entire educational plan for the student, not just the course work that the student still needs to complete. Students have access to view or print their educational plans, but they cannot create or modify their educational plans.

With the enhancements to Student Educational Planning, advisors can see the courses planned by their advisees and approve these courses, making them part of the student's educational plan. Advisors can also search for courses using specified criteria and, if your institution has Smart Registration, advisors can also search for courses using a program evaluation (course planning wizard).

This functionality is integrated with the new Student Course Planning module and with the new Smart Registration module. For more information, see *Release Highlights: Student Educational Planning Enhancements*, dated June 30, 2005.

### **New Smart Registration Optional Module**

The Smart Registration module provides students with the capability to search for courses and register for course sections using a Degree Audit evaluation based on a student's program of study. This functionality is integrated with WebAdvisor registration workflows, with the enhanced Student Educational Planning module, and with the new Student Course Planning module. This software update requires the use of the Degree Audit optional module.

For more information, see *Release Highlights: Smart Registration* and *Release Highlights: Degree Audit Enhancements*, both dated June 30, 2005.

### **Recommendations for Training Advisors and Students**

Datatel recommends that when training advisors in Colleague Student e-Advising, you begin by introducing them to the Student Course Planning module, and then demonstrate the Student Educational Planning module. This allows advisors to see e-Advising from the student's perspective first, and then learn about the advisor's role in creating student educational plans.

When training students, Datatel recommends that you explain and emphasize the difference between planning and registering. Students should also understand that the Course Planning Worksheet replaces the planning they previously did on paper, and that planning a course does not guarantee that courses will be offered in the terms when students plan them, nor does it guarantee that the student's plan considers prerequisite or co-requisite courses (although actual registration will enforce that). Students should work with their advisors to cover those aspects of planning.

## Software Installation Notes

Table 1-1 lists the software update included in this release.

Unix	Windows
C15391-33_UT_17014_U	C15391-33_UT_17014_W
C12050-56_CORE_17014_U	C12050-56_CORE_17014_W
C09383-78_ST_17014_U	C09383-78_ST_17014_W
C12989-52_ST_17014_U	C12989-52_ST_17014_W
C11439-96_WBST_17014_U	C11439-96_WBST_17014_W
C09377-89_WSCP_17014_U	C09377-89_WSCP_17014_W

**Table 1-1:** Software Updates on this Release



**Note:** For more information on the other optional modules of e-Advising, see the release highlights for those modules and the AnswerNet release summaries for the software updates.

## Pre-Install Instructions

Student Course Planning is a new optional module. To enable ExpressLoad to retrieve and install this software update, you must go to the Remote Account Specifications (UTRA) form and add the “WSCP” module to the ST application REMOTES records for both your INSTALL account and all of your MAIN accounts.

In your INSTALL account, access the UTRA form and bring up the record that defines the INSTALL account. Records defined for INSTALL accounts end with “INS”, so you can enter “...INS” at the LookUp prompt. Where the application and modules are listed, add “WSCP” as a module associated with the ST application. Save this record.

You must also add the WSCP module to the ST application in the REMOTES definition for all your MAIN accounts using the UTRA form as described above.



## Implementation Instructions

**Step 1.** You must run the new conversion utility Populate Course Planning Info (CVSA), unless you have already run it for Student Educational Planning. The CVSA utility populates the new SPLS.APPROVED.FLAG and SPLS.SOURCE fields in the STUDENT.PLAN.STUDIES file. This utility must be run prior to using the Course Planning Worksheet. For further details, see “Running the Populate Course Planning Info (CVSA) Program” on page 1-13.

**Step 2.** The way the parameter settings work on the Web Search Parameters (WSRP) form has changed. If you have not reviewed and changed these settings for use in Student Educational Planning or Smart Registration, you must access the WSRP form and change these settings:

- If the Subjects field is blank and you want all subjects to be available as search criteria on Web forms, do a LookUp using “...” and flag all. Datatel highly recommends that you enter data in this field.
- If the Terms field is blank and you want all terms to be available as search criteria on Web forms, do a LookUp using “...” and flag all. You can enter terms quickly in this way, and then delete any terms you do not want available.
- If the Locations field is blank and you want all locations to be available as search criteria on Web forms, do a LookUp using “...” and flag all. You can enter locations quickly in this way, and then delete any locations you do not want available. If a user does not use locations as a criterion when searching, the search results display all locations listed on the WSRP form (and any sections with blank locations). Formerly, all locations whether listed on the WSRP form or not, (and any sections with blank locations), were displayed.

In addition, three new fields have been added to the WSRP form for search capability: Acad Levels, Course Types, and Departments. Decide on the values you want to enter for these fields. For more information, see “Updates to the Web Search Parameters (WSRP) Form” on page 1-20.

**Step 3.** If your institution did not previously have the Student Educational Planning module, you must set up the Terms and the Course Statuses fields on the Ed Plan Web Parameters (EPWP) form. For more information, see “Setting Up the Student Educational Planning Workflow” in *WebAdvisor Installation and Administration*.

- Step 4.** You should coordinate with your registrar's office and your academic advising office to set up parameters for two new forms (if this has not already been done for Student Educational Planning):
- Course Planning Web Params (CPWP). See page 1-17.
  - e-Advising E-mail Web Params (EAWP). See page 1-23.
- Step 5.** If you have not used the previously released Print Text field on the Course Requisites (CREQ) form, you should consider using it now. (This was released with AnswerNet document 13770.67.) If you have already defined this field for Student Educational Planning or Smart Registration, skip this paragraph. If you want descriptive information (instead of Degree Audit syntax) to be displayed in the prerequisites field on the Course Information and Section Information Web forms, enter data in this field. Because this text will now be visible to students if you use the e-Advising software, your institution should fill in this additional data for courses that have prerequisites. (This data will be stored in the ACAD.REQMTS file, in the ACR.PRINTED.SPEC field.) For further information, see "Updates to the Course Requisites (CREQ) Form" on page 1-29.
- Step 6.** An include code was modified to allow planned courses to be included in an evaluation, and an include code was added to retain former functionality for use on the Web Acad Program Parameters (WAPP) form. You can now specify the include codes that you want students and advisors to have available when running an evaluation on the Web. Also, a new field allows you to change the description of the include codes that are displayed on the Web. For further information, see "Updates to the Web Academic Program Parameters (WAPP) Form" on page 1-25.
- Step 7.** If your institution does not use the Student Educational Planning optional module, you should remove the Advisor-approved Ed Plan option from the Plan Courses (Home) submenu.

## Documentation for Student Course Planning

In addition to these release highlights, this release is accompanied by the following documentation:

- *WebAdvisor Installation and Administration*. This manual has been updated with the detailed procedures and setup for the Plan Courses workflow. This manual is available at [www.datatel.com](http://www.datatel.com).

## Enhancements to WebAdvisor — Student Course Planning

This release contains the new Student Course Planning optional module that allows students to:

- Create and modify a plan of courses for an academic program using a Course Planning Worksheet.
- Add and remove courses from their worksheet.
- Indicate the planned term for taking courses.
- Plan the number of credits for variable credit courses.
- Search for courses to add to a worksheet using specified criteria.
- Search and register for sections of courses directly from the Course Planning Worksheet.
- E-mail their advisors.
- Run a program evaluation to check their progress in a current program, or run a “what-if” evaluation for another program the student is considering, to see what requirements of that program are met.

If your institution uses the Student Educational Planning optional module, students can also:

- Enter Public Worksheet Notes that are seen by their advisors, as well as enter Private Worksheet Notes that cannot be seen by advisors.
- See which courses have been approved by their advisor.
- View the Student Educational Plans approved by their advisor.
- Receive a message indicating that the advisor removed an approved course from the student’s educational plan. This course is removed from the student’s worksheet.

If your institution uses the Smart Registration optional module, students can also search for and add courses using a program evaluation (the course planning wizard). Your institution may require that students add courses to their worksheet using only the course planning wizard. To set this up, see page 1-17

Before students can use this workflow, the system administrator must set up the parameters used for the Plan Courses workflow. See “New and Updated Setup Forms in Colleague” on page 1-10.

Plan Courses is a complex workflow. Students are encouraged to use Help.

## Interface between Student Course Planning and Student Educational Planning

The Student Course Planning module interfaces with the Student Educational Planning module in the following ways:

- Data is stored in the STUDENT.PLAN.STUDIES and the STUDENT.ED.PLANS files, which are shared between the two modules.
- Advisors can see suggested courses that the student has planned and can approve them.
- Students can see which courses have been approved or removed by their advisors.
- When advisors approve planned courses, students cannot remove them or change the term on their worksheet.
- If students remove a course from their worksheet that was defaulted from a curriculum track, the advisor receives a message in the Student Educational Planning module.
- Students can write public comments that are seen by their advisors on the Student Educational Plan, as well as write private comments that cannot be seen by advisors.

In the Student Educational Planning module, advisors see all of the courses on a student's plan, whether the courses have already been taken, are registered for, or are planned. In the Student Course Planning module, the student sees only planned courses for which the student has not registered.

## Changes to WebAdvisor Forms

The following WebAdvisor forms were revised for this enhancement:

■ **For Students menu.**

- A new section was added: Academic Planning, which includes the new workflow Plan Courses.
- The following workflows were moved under Academic Planning: Program Evaluation and Application for Graduation.
- A new workflow was added under the Communication section: E-mail My Advisor(s).
- The Student Plan Inquiry form is now available from the Plan Courses workflow by using the Advisor-approved Ed Plan option.

■ **Register for sections.** A new option is available on the Register for Sections submenu: Register from my Worksheet. A second option, Register using Course Planning Wizard, is available for use with the Smart Registration module.

## New and Updated Setup Forms in Colleague

This section details how to set up the new Student Course Planning module within Colleague Student. Your institution may have already set up some of these forms for the Student Educational Planning or the Smart Registration optional modules.

**Step 1.** Run the Populate Course Planning Info (CVSA) conversion before using the Student Course Planning module. For more information, see “Running the Populate Course Planning Info (CVSA) Program” on page 1-13.

**Step 2.** The following forms are new or updated for the Plan Courses workflow:

- **Student System Web Params (STWP).** The STWP form allow you to detail to two new forms:
  - Course Planning Web Params (CPWP)
  - e-Advising E-mail Web Params (EAWP)
- **Course Planning Web Parameters (CPWP).** The CPWP form is new and can be used to set up a default curriculum track. Also, this form is used if students are required to add courses to their Course Planning Worksheet using only the course planning wizard. For more information, see “New Form — Course Planning Web Parameters (CPWP)” on page 1-17.
- **Web Search Parameters (WSRP).** The WSRP form has been updated to add new search parameters. For more information, see “Updates to the Web Search Parameters (WSRP) Form” on page 1-20.
- **Ed Plan Web Parameters (EPWP).** The EPWP form has been updated to enter parameters used for the Plan Courses workflow and course planning wizard, in addition to the Student Educational Planning workflow. For more information, see “Updates to the Ed Plan Web Parameters (EPWP)” on page 1-21.
- **e-Advising E-mail Web Params (EAWP).** The EAWP form is new and is used to enter e-mail types for students and faculty for the E-mail Advisor(s) option in the Plan Courses workflow, as well as for the Student Educational Planning and the E-mail My Advisor(s) workflows. For more information, see “New Form — e-Advising E-mail Web Params (EAWP)” on page 1-23.
- **Web Acad Program Parameters (WAPP).** The WAPP form has been updated for changes to include codes. For more information, see “Updates to the Web Academic Program Parameters (WAPP) Form” on page 1-25.
- **Course Requisites (CREQ).** The CREQ form was updated to allow you to set up print text for course prerequisites so that the descriptions are understandable to WebAdvisor users. For more information, see “Procedure for Updating the CREQ Form” on page 1-29. These

descriptions can be viewed on the Course Information and the Section Information forms.

- Step 3.** You can set up courses to default into a Course Planning Worksheet and a Student Educational Plan from a curriculum track for an academic program (or from a general track set up for all students on the CPWP form). To set up curriculum tracks for academic programs, use the Curriculum Track (CUTK) form. For more information on the CUTK form, see *Using Block Registration*.



**ALERT! Curriculum tracks default into a Course Planning Worksheet when the worksheet is first created. If changes are made to the curriculum track afterwards, these changes are not automatically updated on the worksheet. When requirements are changed for a program that has a curriculum track, the curriculum track must be manually updated to match, using the CUTK form.**

**Datatel highly recommends that you check the curriculum track for programs periodically to be sure that they still match the program requirements. Otherwise, for example, the curriculum track for a program may say to take BIO\*101 while the program requirement says TAKE BIO\*102. In this instance, when the student creates a Course Planning Worksheet, the student will see BIO\*101 and may plan that course in error.**

- Step 4.** If your institution does not use the Student Educational Planning optional module, you should remove the Advisor-approved Ed Plan option from the Plan Courses (Home) submenu.
- Step 5.** A list of error messages that you may want to customize for your institution is included page 1-31.
- Step 6.** You may want to review the parameters on the Registration Web Parameters (RGWP) form as they affect the selection of courses and sections. For more information, see online help.
- Step 7.** You may want to review the parameters on the following forms as they affect the selection of course sections:
- Transcript Groupings (TRGR)
  - Registration Users (RGUS)
  - Registration Controls (RGCT)

## Release Highlights: In This Release

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For more information, see online help and *Getting Started with Colleague Student*.



## Running the Populate Course Planning Info (CVSA) Program

The Populate Course Planning Info (CVSA) form allows you to run a one-time conversion program against your existing STUDENT.PLAN.STUDIES file to populate two fields: SPLS.APPROVED.FLAG and SPLS.SOURCE. After the initial population of the fields, they will be maintained automatically as follows:

- When a planned course is approved from the Student Educational Planning workflow, the SPLS.APPROVED.FLAG for that STUDENT.PLAN.STUDIES record will be set to Y.
- SPLS.SOURCE will be updated with T (curriculum track) when coming from a curriculum track, A (advisor) when the record was added by an advisor, or S (student) when the record was added by the student.

Because all your pre-existing STUDENT.PLAN.STUDIES records were created by advisors, the CVSA program sets all existing records to have SPLS.APPROVED.FLAG = Y and SPLS.SOURCE = A.

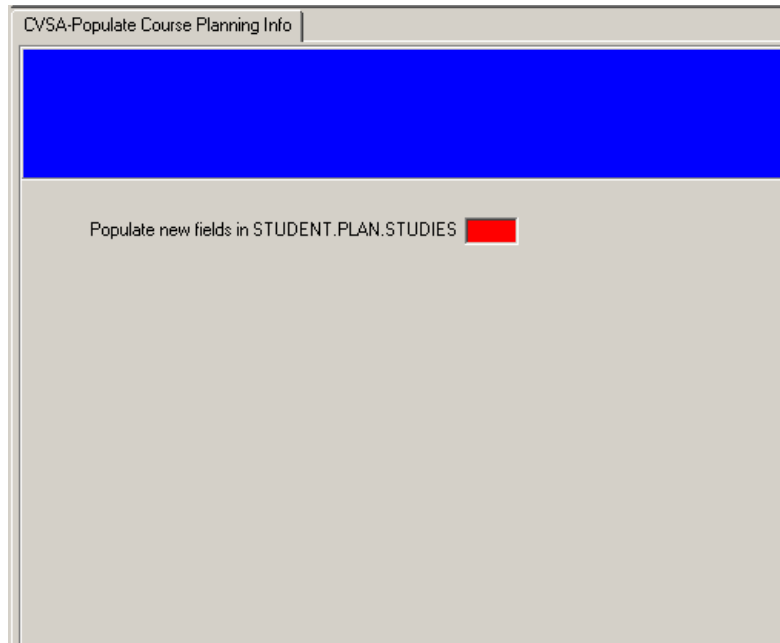
### ***Procedure for Populating the Course Planning Information***



**ALERT! This conversion must be run prior to the first use of the Course Planning Worksheet in the Student Course Planning optional module, in order to mark all pre-existing data in the STUDENT.PLAN.STUDIES file as official, advisor-approved Student Educational Planning data.**

**Students who are allowed access to the Course Planning Worksheet prior to running this conversion will be able to change courses that advisors have approved.**

Running this conversion again or after the first use of the Course Planning Worksheet will cause only STUDENT.PLAN.STUDIES records with a null SPLS.APPROVED.FLAG to be updated. Therefore, no data corruption will occur if the conversion is run again.



**Figure 1-1:** Populate Course Planning Info (CVSA) Form

**Step 1.** Access the Populate Course Planning Info (CVSA) form.

**Step 2.** In the Populate new fields in STUDENT.PLAN.STUDIES field, enter **Y** to confirm that you want to populate the SPLS.APPROVED.FLAG and SPLS.SOURCE fields.

Entering **Y** in this field will run the utility to populate the SPLS.APPROVED.FLAG and SPLS.SOURCE fields in STUDENT.PLAN.STUDIES. Only STUDENT.PLAN.STUDIES records with a null SPLS.APPROVED.FLAG will be updated, as follows:

- SPLS.APPROVED.FLAG will be populated with a value of Y for Yes.
- SPLS.SOURCE will be populated with a value of A for Advisor.

If you do not want to populate the SPLS.APPROVED.FLAG and SPLS.SOURCE fields, enter **N** or cancel from the form.



**Note:** If you have set up rules to prevent students from registering for courses that are not on their official student educational plans, these rules may need to be modified. The course must be on the current Student Educational Plan *and* SPLS.APPROVED.FLAG must be Y (in order to exclude courses that the student has placed on the plan but which have not been approved).

**Step 3.** Finish out of the CVSA form.

## Updates to the Student System Web Params (STWP) Form

This form was modified to add the following new fields:

- **Course Planning Web Params.** Allows you to detail to the new Course Planning Web Params (CPWP) form.
- **E-Mail Types.** Allows you to detail to the new e-Advising E-mail Web Params (EAWP) form.

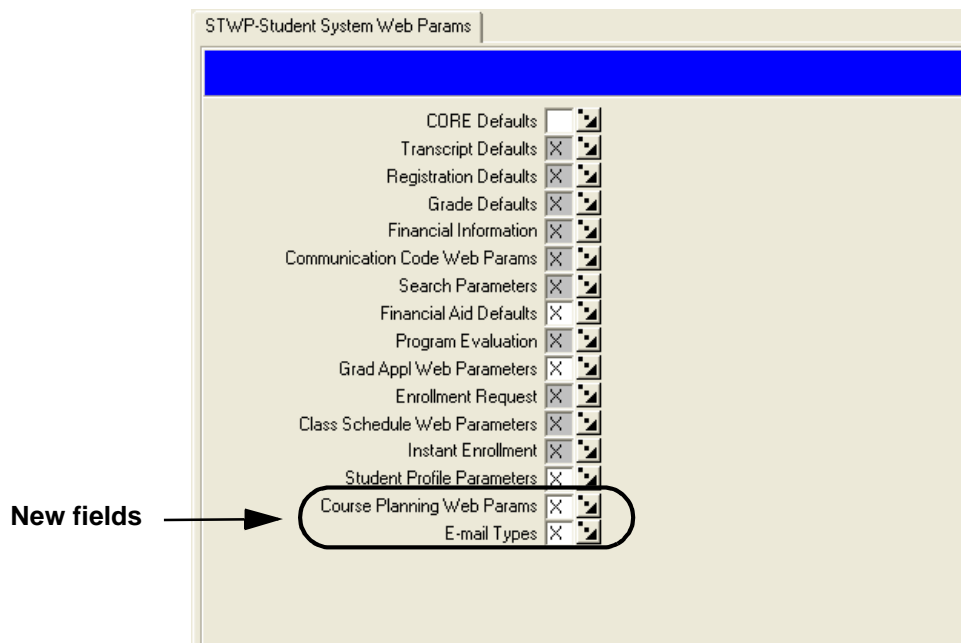


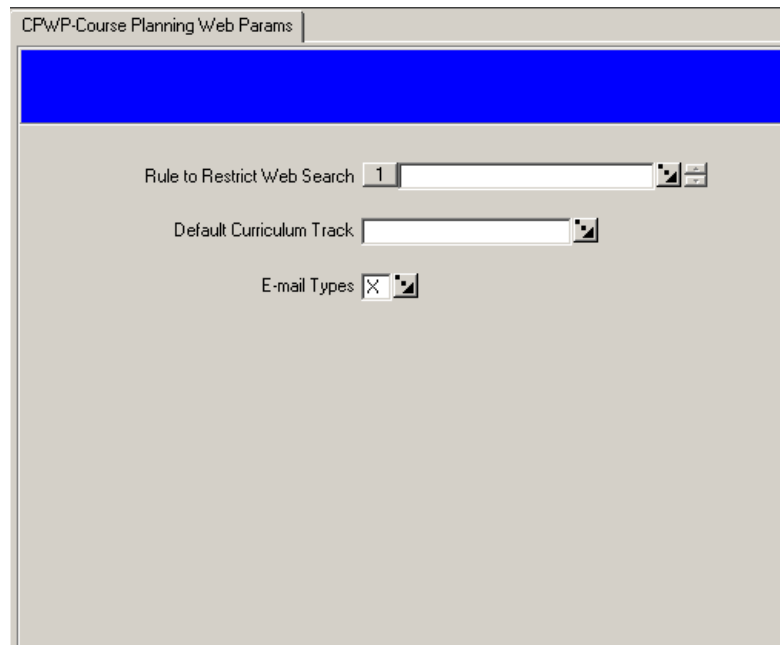
Figure 1-2: Student System Web Params (STWP) Form

## New Form — Course Planning Web Parameters (CPWP)

Use the Course Planning Web Params (CPWP) form to set up parameters used by the Student Course Planning, Student Educational Planning, and Smart Registration modules.

If your institution uses the Smart Registration module, you can use this form to require that students use the course planning wizard when planning courses.

### *Procedure for Setting Up the CPWP Form*



CPWP-Course Planning Web Params

Rule to Restrict Web Search 1

Default Curriculum Track

E-mail Types X

**Figure 1-3:** Course Planning Web Parameters (CPWP) Form

**Step 1.** Access the Course Planning Web Parameters (CPWP) form.

**Step 2.** In the Rule to Restrict Web Search field, enter any rules to be evaluated when a student tries to search for courses. This field is optional.

If any of the rules fail for a student, the student can add courses to a Course Planning Worksheet only by using the course planning wizard. If the student tries to use Catalog Search and Add, the student receives an error message. This means that students can choose only courses that meet the requirements of their academic programs.



**ALERT! Enter rules in this field only if your institution has the Smart Registration optional module.**

You can detail to the Rules Definitions (RLDE) form to define your rules. The PERSON.ID is used by the rule evaluator, so you can use any primary file that has ID as its key.

For example, the following rule will require that students in the BSN.NURS program use the course planning wizard for planning courses. If the student tries to use Catalog Search and Add, the student receives an error message.

Checking	Connector	Criteria	Relation	Right-hand Expression.....
1	WITH	STU.ACTIVE.PROGRAMS	NE	'BSN.NURS'
2				
3				
4				
5				
6				
7				

**Figure 1-4:** Rules Definition (RLDE) Form

Students who pass all the rules are allowed to use either the course planning wizard or Catalog Search and Add. When you are finished with the RLDE form, save to return to the CPWP form.

**Step 3.** In the Default Curriculum Track field, enter the ID of a curriculum track to use as a default. This field is optional.

If no curriculum track is set up for an academic program, this default curriculum track will be used to build a Course Planning Worksheet or a Student Educational Plan the first time the student or advisor does course planning for this student program. This default curriculum track would be useful if there are courses that all of your students must take.

You can detail to the Curriculum Track (CUTK) form to define a curriculum track.



**ALERT! You must check the default curriculum track periodically to be sure that it matches requirements. Otherwise, when the student or advisor plans courses, they may plan courses in error.**

**Step 4.** The E-mail Types field allows you to detail to the EAWP form to enter e-mail types to be used by the E-mail Advisor(s) option in the Plan Courses workflow, as well as the Student Educational Planning and the E-mail My Advisor(s) workflows.

For more information, see “New Form — e-Advising E-mail Web Params (EAWP)” on page 1-23.

**Step 5.** Finish out of the CPWP form.

## Updates to the Web Search Parameters (WSRP) Form

The way in which the following fields function has changed:

- Subjects
- Terms (used only in the Search for Sections workflow)

If you leave these fields blank, no subjects or terms will be displayed in drop-down boxes on Web forms. Formerly, all subjects or terms were displayed.

The function of the Location field has also changed. If a user does not use locations as a criterion when searching, the search results display all locations listed on the WSRP form (and any sections with blank locations). Formerly, all locations, whether listed on the WSRP form or not (and any sections with blank locations) were displayed.

In addition, this form was modified to add the following new search parameters:

- Acad Levels
- Course Types
- Departments

The screenshot shows a web form titled "WSRP-Web Search Parameters". It contains several sections, each with a label and three input fields. Each input field has a small arrow icon on its right side, indicating it is a dropdown menu. The sections are: Subjects (with values ACCT Accounting, AG Agriculture, AMHIST American Hist), Terms (with values 04/SP 2004 Spring, 04/SU 2004 Summer, 04/FA 2004 Fall), Locations (with values AL Alexandria, AN Annandale Campus, BLSTN Ballston Campus), Acad Levels (with values CE Continuing Education, UG Undergraduate, GR Graduate), Course Types (with value WRIT Writing Intensive, and two empty fields), and Departments (with values ACCT Accounting Department, ANTH Anthropology, BIOC Biochemistry).

**Figure 1-5:** Web Search Parameters (WSRP) Form

Access the WSRP form to review or set up fields as necessary. For more information, see on-line help.



## Updates to the Ed Plan Web Parameters (EPWP)

The EPWP form has been updated to maintain parameters for the Plan Courses workflow and course planning wizard, in addition to the Student Educational Planning workflow.

The following field was added to this form:

- **E-mail Types.** This field details to the e-Advising E-mail Web Params (EAWP) form.

EPWP-Ed Plan Web Parameters

Advisees Only  No

Terms

1	03/SU	Summer 2003
2	04/SP	2004 Spring
3	04/FA	2004 Fall
4	05/SP	2005 Spring
5	05/FA	2005 Fall
6	06/SP	2006 Spring
7	08/FA	2008 Fall

Course Statuses

1	A	Active
2	EOL	End-of-Life
3	SA	State approved

Show EDPS Data  No

Show Test Data  Yes

E-mail Types

**Figure 1-6:** Ed Plan Web Parameters (EPWP) Form

- Step 1.** Access the Ed Plan Web Parameters (EPWP) form.
- Step 2.** In the Terms field, update terms that may be used for planning. These terms are used only for a Course Planning Worksheet, a Student Educational Plan, or the course planning wizard.
- Step 3.** In the Course Statuses field, update the course statuses to be included when searching for courses. Only courses whose topmost status equals a status in this list will be allowed when searching for courses.

## Release Highlights: In This Release

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If you do not enter any course statuses, then courses with any status will be available. For more information about course statuses, see *Getting Started with Colleague Student*.

**Step 4.** Finish out of the EPWP form.

## New Form — e-Advising E-mail Web Params (EAWP)

Use the e-Advising E-mail Web Params (EAWP) form to enter the student and faculty e-mail types used by the E-mail Advisor(s) option in the Plan Courses workflow, as well as the Student Educational Planning and E-mail My Advisor(s) workflows.

If you leave these fields blank, the e-mail type on the Web Access Core Parameters (ACWP) form is used.



**Note:** If the student or advisor does not have an e-mail type that matches the type entered on the EAWP form, the system checks the ACWP form. If the student or advisor does not have an e-mail type that matches the type entered on the ACWP form, then the first e-mail address on the Name and Address Entry (NAE) form is used.

If you want the faculty e-mail address to match the one on the Class Roster and the Student Profile, then the type specified here needs to match the type on the Web Student Profile Params (SPWP) form.

### Procedure for Setting Up the EAWP Form

EAWP-e-Advising E-mail Web Params	
[Blue Header Bar]	
Student E-mail Type	www
Faculty E-mail Type	PRI Primary

Figure 1-7: e-Advising E-mail Web Params (EAWP) Form

## Release Highlights: In This Release

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- Step 1.** Access the e-Advising E-mail Web Params (EAWP) form.
- Step 2.** In the Student E-mail Type field, enter an e-mail type for your students that will be used to determine which e-mail address to display and to send e-mail for the E-mail Advisor(s) option in the Plan Courses workflow, as well as the E-mail My Advisor(s) and the Student Educational Planning workflows.
- Step 3.** In the Faculty E-mail Type field, enter an e-mail type to be used to determine which faculty e-mail address to display and to send e-mail for the E-mail Advisor(s) option in the Plan Courses workflow, as well as the E-mail My Advisor(s) and the Student Educational Planning workflows.
- Step 4.** Finish out of the EAWP form.

## Updates to the Web Academic Program Parameters (WAPP) Form

The following field was modified on this form:

- **Incl Code.** This field was modified to be multi-valued and associated with the new Description field. In the Incl Code field, you can now enter the include codes you want users to be able to select when running an evaluation on the Web.

Include Codes were modified in the following ways:

- Include Code of “A” was modified and is now defined as “All: all activity, including planned courses and preregistered.”
- A new Include Code of “R” was added. This code is defined as “Registered/Preregistered: Only activity which is complete, already in progress, or preregistered.” (This was formerly the definition of the Include Code of “A.”)

The following field was added to this form:

- **Description.** This field allows you to enter a description of an Include Code that Web users will understand. This description will be displayed to students and advisors when they run a Degree Audit evaluation on the Web.

### Procedure for Updating the Web Academic Program Parameters

Acad Programs	1	ACCG2	Accounting II
	2	ACT.170	Act Testing Major 170
	3	ACT.240	ACT import testing major 240
	4	ACT.340	Act Testing the Tape, Major C
	5	ADMF	Admissions Funding Test for E

Catalogs	1	97-98 1997-1998
	2	
	3	
	4	
	5	

Include Cd	Description	Cutoff Dt
1 R	Registered/Preregistered only - no planned courses	05/24/05
2 A	All (includes planned)	

Format: 1 Single-column Report  
Related Courses Policy: T Together  
Always show extra courses: No  
Ignored Statuses: 1

Figure 1-8: Web Acad Program Parameters (WAPP) Form

**Step 1.** Access the Web Acad Program Parameters (WAPP) Form.

**Step 2.** In the Incl Code field, enter the include codes that will be available for users to select.

You may enter any of the Degree Audit include codes in this field. Enter only the include codes that you want students and advisors to use when running an evaluation on the Web. The first value in the list will be the default.

This code tells Colleague which courses to include based on the course's completion date. Any courses/credits not included by this code are not applied to the program.

Valid values are:

- **C – Complete.** Only activity (courses/credits) that are already complete.
- **I – In Progress.** Only activity that is either complete or already in progress.
- **R – Registered/Preregistered.** Only activity that is complete, already in progress, or preregistered. (Planned courses will not be included, because no registration has occurred.)
- **A – All.** All activity, including planned courses and preregistered courses that have not yet started.
- **D – Date.** You must enter a cutoff date if you choose this include code. Only activity that is, or is anticipated to be, complete by that date applies. You can enter the “Cutoff Date” field only if the include code is set to “D.”

A course that is not selected due to the setting of this code appears in the report in the “Other Courses” (unapplied) section. If the course could otherwise have been applied to a specific requirement, it is considered “related” to that requirement and might also be printed as a “related” course, depending on the setting of the “Related Courses” parameter.



**Note:** If you change the allowed include codes for WebAdvisor, you should also review Help for the Program Evaluation (WDEA) Web form (WBSTS10) to make sure Help does not refer to an include code that your institution is not using.

**Step 3.** In the Description field, you can overwrite the default description with a description that you would like your WebAdvisor users to see associated with this Include Code.

**Step 4.** If you entered the Include Code of “D,” enter the evaluation’s cutoff date in the Cutoff Dt field. This date determines how much of the student’s coursework the evaluation can apply to the program. Any academic activity that has not been completed by the cutoff date is not applied toward the program.

## Release Highlights: In This Release

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You can enter either a date or a term in this field. If you enter a term, Colleague uses the term's end date.



**Note:** Using a date prior to today does not guarantee a true snapshot of what the evaluation would have looked like on that date. This is because full historical data on the program and student is not always available. For example, if you use a cutoff date of 30 days ago, Colleague uses only courses that the student completed by that date.

However, Colleague does not always know what the student's grades were 30 days ago, nor does it know which exceptions had been granted to the student at that point in time, or what changes may have been made to the program itself since then. The requirement specifications, grades, and exceptions used will always be those currently on file.

**Step 5.** Finish out of the WAPP form.



## Updates to the Course Requisites (CREQ) Form



**Note:** The updates to this form were released with AnswerNet document 13770.67.

This form was modified to add the following field:

- Print Text

This field allows you to enter a text description of the prerequisites for a course. This information can be viewed on the Course Information and the Section Information Web forms.

### *Procedure for Updating the CREQ Form*

The screenshot shows the 'CREQ-Course Requisites' form for course 'BIO\*444' in 'Molecular Biology' with a status of 'Active'. The form is organized into several sections:

- Prerequisites:** Three numbered text input fields (1, 2, 3) with up and down arrow buttons to the right.
- Print Text:** Two numbered text input fields (1, 2) with a small icon and up/down arrow buttons to the right.
- Corequisite Course:** Three numbered text input fields (1, 2, 3) next to a 'Required' column containing three red checkboxes with up/down arrow buttons.
- Corequisite Noncourse:** Three numbered text input fields (1, 2, 3) next to a 'Required' column containing three red checkboxes with up/down arrow buttons.

**Figure 1-9:** Course Requisites (CREQ) Form

**Step 1.** Access the Course Requisites (CREQ) form.

**Step 2.** At the Course Lookup, enter the course for which you want to review the prerequisites to determine if you want to enter Print Text.

## **Release Highlights: In This Release**

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**Step 3.** The prerequisite syntax for the course(s) defaults into the Print Text field. If needed, enter a description of the course prerequisites that will be understandable for a WebAdvisor user.

**Step 4.** Finish out of the CREQ form.

## Error Messages

Table 1-2 lists some of the error messages that are displayed in the Plan Courses workflow and that can be customized by your institution, if needed.

Error Message Number	Error Message Text	Used by
WA327	Too many results.  LONG: Too many results have been found. Only the first \1 can be displayed. You can narrow your results by selecting Narrow my Search and clicking Submit.	WBSTS040 WBSTS036K
WA335	has prerequisites	
WA336	has corequisites	
WA337	has requisites	
WA338	The modifications you submitted on \1 at \2 have been made.	WBSTS039
WSEP055	Advisor approved	WBSTS039 WBSTS044 WBSTS045
WSEP60	First, please confirm the program for which you are planning.	WBSTS047 WBSTS049
WSEP061	Your advisor has removed \1 from your student ed plan.	WBSTS044 WBSTS045 WBSTS039
WSEP072	Track	WBSTS039 WBSTS044 WBSTS045
WESP076	You must use the Course planning wizard in order to add courses.  LONG: You must use the Course planning wizard in order to add courses to your plan.	WBSTS039
WSEP079	Please select the program for which you are planning:	WBSTS036

**Table 1-2:** Error Messages

## New and Changed HTML Files

The following HTML files are new or modified for this release.

Directory	HTML File	Description
st	stmenu.html	For Students menu
	stsrorex.html	Register for Sections submenu
	stplanmenu.html	Plan Courses (Home) submenu
	stwinr.html	Register and pay for Continuing Education Classes
	stwmep.html	Advisor-approved ed plan (Select a Program)
	stwsepi001a.html	My Approved Educational Plan
	stwsepi001b.html	Student Plan Inquiry
	stwdea.html	Program Evaluation (prompt for program)
	stwbsts11.html	Prompt for catalog
	stwbsts036.html	Select a Program
	stwtls.html	Manage My Waitlist
	stwests04b.html	Section Selection Results
	stwests04c.html	Register and Drop Sections
	stwbsts018.html	Application for graduation (confirmation form)
	stwesti001.html	Registration Results
	stwbsts051.html	Create/Add to Worksheet (Program Confirmation)
	stwbsts039.html	Modify My Course Worksheet
	stwbsts040.html	Catalog Search Results
	stwbsts044.html	Register from My Worksheet
	stwbsts045.html	Course Planning Worksheet
stwbsts050.html	Register from My Worksheet (Program Confirmation)	
stwbsts053.html	Course Planning Wizard (Program Confirmation)	

**Table 1-3:** New or Modified HTML Files for WebAdvisor

Directory	HTML File	Description
st (cont'd)	stwmw1.html	Modify My Course Worksheet (Program Confirmation)
	stwpgm.html	View Worksheet (Program Confirmation)
	stweml.html	E-mail my Advisor(s)
help	wscp1.html	Select a Program
	wscp2.html	Course Planning Worksheet
	wscp3.html	Catalog Search and Add
	wscp4.html	Catalog Search Results
	wscp6.html	Program Confirmation (View Worksheet)
	wscp7.html	Program Confirmation (Register)
	wscp8.html	Program Confirmation (Create/Add to Worksheet)
	wscp9.html	Program Confirmation (Modify My Course Worksheet)
	wscp10.html	Program Confirmation (Course Planning Wizard)
	wscp11.html	Register from My Worksheet
	wscp12.html	Modify My Course Worksheet
	weml.html	E-mail my Advisor(s)
	wscpfaq.html	Course Planning FAQs

**Table 1-3:** New or Modified HTML Files for WebAdvisor (cont'd)



**Note:** See the following documents for more information about HTML pages:

- *WebAdvisor Release Highlights*, dated June 30, 2005
- *WebAdvisor Installation and Administration*, Appendix B

## New Mnemonics

Table 1-4 lists the new mnemonics contained in this release.

Mnemonic	Form Title
CVSA	Populate Course Planning Info
CPWP	Course Planning Web Parameters
EAWP	e-Advising E-mail Web Params

**Table 1-4:** New Mnemonics

## New Files

Table 1-5 lists the new file contained in this release.

File	Description
COURSE.PLAN.NOTIFY	<p>Provides information that is used to notify students and advisors of courses removed from STUDENT.PLAN.STUDIES.</p> <p>Advisors are notified if a student removes a course that was added by the curriculum track. Students are notified if an advisor removes an approved course.</p>

**Table 1-5:** New File

## New Data Elements

Table 1-6 lists the new data elements contained in this release.

File	Data Element
STUDENT.ED.PLANS	SEP.ADVISOR.CHANGE.DATE SEP.CHANGE.TIME SEP.STUDENT.COMMENTS STUDENT.PRIVATE.COMMENTS
STUDENT.PLAN.STUDIES	SPLS.ACAD.REQMT.BLOCK SPLS.APPROVED.FLAG SPLS.CHANGE.TIME SPLS.CRED SPLS.GROUP.SEQUENCE SPLS.SOURCE SPLS.STUDENT.ACAD.CRED SPLS.TERM.CHANGED.FLAG STUDENT.PLAN.STUDIES.ADDDATE STUDENT.PLAN.STUDIES.ADDOPR STUDENT.PLAN.STUDIES.CHGDATE STUDENT.PLAN.STUDIES.CHGOPR
STWEB.DEFAULTS	STWEB.FACULTY.EMAIL.TYPE STWEB.STUDENT.EMAIL.TYPE STWEB.EVAL.INCLUDE.CODE

**Table 1-6:** New Data Elements

**Release Highlights: In This Release**

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