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## Get Connected

<table>
<thead>
<tr>
<th>Section</th>
<th><strong>Faculty/Staff Cube</strong></th>
<th>Searchable knowledgebase to view how to demos, docs and guides.</th>
</tr>
</thead>
</table>

**Look for this icon in myWSU:**

<table>
<thead>
<tr>
<th>Applications Training</th>
<th>Training and Support</th>
<th>Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services</th>
<th>5800</th>
<th><a href="mailto:training@wichita.edu">training@wichita.edu</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>Passwords, hardware and software support for students, faculty and staff</th>
<th>HELP (4357)</th>
<th><a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></th>
</tr>
</thead>
</table>
Welcome to SCT Banner Curriculum, Advising and Program Planning (CAPP), a comprehensive module which offers flexible student tracking toward degree or award completion. CAPP helps you navigate through sometimes complex and diverse course requirements, giving you the ability to comprehensively track a student’s progress toward a goal. Depending upon your institution, that goal could be a:

- Degree
- Certificate
- Diploma
- Another set of requirements

In the higher education world, this kind of student tracking is often referred to as **degree audit**.

In CAPP, the processes of checking a student’s progress against the requirements to meet a goal is specifically called **compliance**. Compliance processing takes the student's academic information and measures it against the requirements for the student's goal.

CAPP allows faculty advisors more time for advising, rather than spending hours plotting out a student’s progress toward completion of a goal.

“What will it take for me to graduate? Am I on schedule? What if I were to change my major?” These are questions that are commonly asked by students; questions that CAPP can handle for you. CAPP is designed with the student population in mind. Students can obtain quick and accurate information that shows just where they are on their path to completing their goal.
Exercise: How to Run a Degree Evaluation (Compliance)

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1    | Activate the Banner form **SMARQCM**.  
      | The first time SMARQCM is accessed during a Banner session, the Student System Distribution Initialization Form (**SOADEST**) appears.  
      | Click the **Exit** icon to continue to **SMARQCM**.  
      | If an error message displays, click the **OK** button to continue to **SMARQCM**. |
| 2    | Enter the student’s **myWSU** ID in the **ID** box  
      | or  
      | Click the **Search** drop down arrow to search for a **myWSU** ID using the **Person Search** form **SOAIDEN**. |
| 3    | Perform a **Next Block**. |
| 4    | If necessary, perform an **Insert Record**. |
| 5    | Enter an **Evaluation Term** (usually the current term).  
      | **Do not change the values in the remaining fields.** The Degree Evaluation will not run correctly if any remaining fields are changed. |
| 6    | Save the record.  
      | **Continued on next page**
### Exercise: How to Run a Degree Evaluation, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The Compliance Curriculum block displays. Select Options, Copy from Student's Record from the Menu bar.</td>
</tr>
</tbody>
</table>
| 8    | The General Student Summary form displays. Highlight the record with the desired program code. Review the two ways to select a record and choose one:  
   - Click the Select icon.  
   - Double click on the numbers in the From Term box. |
| 9    | The program is entered on the form. Save the record. |
| 10   | Click the Return button. |
| 11   | Save the record. |

*Continued on next page*
### Exercise: How to Run a Degree Evaluation, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Select <strong>Options, Submit for Processing</strong> from the Menu bar. The following box displays, indicating the compliance is running.</td>
</tr>
</tbody>
</table>

![Running Compliance Status](#)  

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>The following box indicates the compliance has been run. Click <strong>OK</strong>.</td>
</tr>
</tbody>
</table>

![Compliance Run Result](#)  

Select **Options, Display Compliance Results** from the Menu bar.
Exercise: How to Rerun a Compliance

1. Activate the Banner form **SMARQCM**.

2. Enter the student’s *myWSU* ID in the **ID** box
   - or
   - Click the **Search** drop down arrow to search for a *myWSU* ID using the **Person Search** form **SOAIDEN**.

3. **While still in the Key Block**, select **Options, Copy Existing Request** from the Menu bar.

4. The following form displays.

   ![Image of SMARQCM form]

   Enter a *compliance number to copy from* (usually this will be 1 – one) in the **Request Number to Copy From** box.

5. Click the **Process Copy** button.

6. Select **Options, Submit for Processing** from the Menu bar. The following box displays, indicating the compliance is running.

   ![Image of submission interface]

   **Running Compliance... Please Wait**
   Status: Waiting for completion.

7. The following box indicates the Compliance has been run. Click **OK**.

   ![Image of compliance result]

   Compliance has been run for this request. No updates or deletes allowed.

Select **Options, Display Compliance Results** from the Menu bar.
### Compliance Results

After running a compliance, select **Options, Display Compliance Results** to view the results.

#### Requirements Block

- If the icon is active in the **Met** column, then the requirements are met for that line.
- If the icon is active in the **Not Met** column, then the requirements have not been met for that line.

<table>
<thead>
<tr>
<th>Requirements Block</th>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Requirements:</td>
<td>![Icon]</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Non-Course Requirements:</td>
<td>![Icon]</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Required Attributes:</td>
<td>![Icon]</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Areas:</td>
<td>![Icon]</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

#### Used and Unused Courses

Clicking on the **Used** and **Unused** icons will display courses used or not used in the compliance.

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Used</th>
<th>Unused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attributes:</td>
<td>![Icon]</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Tests:</td>
<td>![Icon]</td>
<td></td>
</tr>
<tr>
<td>Areas:</td>
<td>![Icon]</td>
<td></td>
</tr>
</tbody>
</table>

![Compliance Results Image](image-url)
Exercise: How to Read a Compliance

These steps show how to read a compliance.

1. After running a compliance, select Options, Display Compliance Results from the Menu bar to view the results.

2. The Compliance Results Inquiry form displays.
   - If both General Requirements and Areas have an icon in the Met column, the student has met all requirements for graduation.
   - It is possible for a student to have all General Requirements met, but not met the Areas.

   ![Compliance Results Inquiry Form](image)

   Click the Met or Not Met icon to the right of General Requirements to view the student's general requirements.

3. General Requirements are displayed including Minimum Program GPA.
   - If a requirement has been met, the text will be blue.
   - If a requirement has not been met, the text will be red.

4. Exit the form.

Continued on next page
Exercise: How to Read a Compliance, Continued

5. Click the **Met** or **Not Met** icon to the right of **Areas** to view the student’s requirements per area.

6. The **Program Area Compliance Summary** form displays.

   The **Met** or **Not Met** icons will indicate whether or not the area requirements have been met.

   Using the **Up Arrow** or **Down Arrow** keys on the keyboard, scroll through the different areas. The **Met** and **Not Met** icons will reflect the progress the student has made for each area.
Exercise: How to Read a Compliance, Continued

7. Highlight an area and click the **Used** icon.

![Used and Unused Icons]

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Used</th>
<th>Unused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attributes:</td>
<td>![Attribute Icon]</td>
<td>![Attribute Icon]</td>
</tr>
<tr>
<td>Tests:</td>
<td>![Test Icon]</td>
<td>![Test Icon]</td>
</tr>
<tr>
<td>Areas:</td>
<td>![Area Icon]</td>
<td>![Area Icon]</td>
</tr>
</tbody>
</table>

8. The classes that are used to satisfy the selected area display.

![Course List Example]

Courses may be listed in more than one area. An example of this may be a double major or when courses are used to satisfy both of the following areas:
- Major required amount of hours
- Minimum major GPA

9. Click the **Return** icon.

10. Click the **Met** or **Not Met** icon on the **General Requirements** line.

![General Requirements Icons]

<table>
<thead>
<tr>
<th>General Requirements:</th>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Requirements:</td>
<td>![Group Icon]</td>
<td>![Group Icon]</td>
</tr>
<tr>
<td>Detail Requirements:</td>
<td>![Detail Icon]</td>
<td>![Detail Icon]</td>
</tr>
</tbody>
</table>

*Continued on next page*
Exercise: How to Read a Compliance, Continued

11 The **General Requirements** for the selected area display. Required credit hours, used credit hours, minimum required GPA and actual GPA display.

![General Requirements Table]

12 Exit the form.

13 Click the **Met** or **Not Met** icon on the **Detail Requirements** line.

![Detail Requirements Table]

14 The **Course/Attribute Attachment Results** form displays.

The first set of records indicates which courses are required for the area selected. A rule may also be listed, such as WSU GPA. *If the record has a checkmark in the **Met** column, the student has fulfilled the requirement.*

![Course/Attribute Attachment Results Table]

The middle set of records indicates the amount of credit hours and number of courses used to fulfill the requirement.

15 Exit the **SMIAOUT** form.

*Continued on next page*
Exercise: How to Read a Compliance, Continued

16. Click the **Used** icon to the right of **Courses**.

17. The **Courses Used by Area/Group** form displays. This list indicates which areas a single course counts towards.

Scroll to the right to view the areas each course counts towards.

18. Click the **Return** button.

19. Exit the form to return to the **SMARQCM** form.
| Section D |
|------------------|------------------|
| **Targets**     | Target assigns a specific course to a specific area (which has that specific course as a requirement). |
| **Waivers**     | Waive is used to remove the need to fulfill the requirement, but not the hours. |
| **Example:**    | Phil 385 waived in FA/H areas because the student took EN 310 which had similar course content. |
| **Substitutions** | Substitution is when another course is used to fulfill a requirement of a specific course. |
| **Example:**    | Math 210 is substituted for the requirement of Math 144. |
|                  | It is not possible to target, substitute or waive a course into a range requirement. |

**Transfer Courses**

If a transfer course has a WSU equivalency course number of 2000, 4000, 6000, or 8000, it is counted as an elective.

Contact Sally Fiscus for assistance with these courses.
Exercise: Making Adjustments using Waivers

This exercise shows how to make adjustments using Waivers.

To perform a Waiver, you will need to know the following:
- Student’s myWSU ID
- Subject and course to waive
- Area in which the waived course is located

1. From the General Menu, activate the Banner form SMASADJ.
2. Enter the student’s ID in the ID box.
3. Enter 000000 (6 zeros) in the Term box and press Enter or Tab.

   ![Banner form SMASADJ screenshot]

   **Navigation**
   - Target Courses: 0
   - Substitutions: 0
   - Waivers: 0
   - All Tracking: 0

4. Perform a Next Block.

   **If prompted:**
   - Click the Add button to add your student’s ID to the Student Library.
   - Save the record.
   - Click the Return button.
   - Exit the Library form.

5. Click the Waive icon.

Continued on next page
### Exercise: Making Adjustments using Waivers, Continued

6. The **Waivers** block displays.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Attribute</th>
<th>Area</th>
<th>Group</th>
<th>Action</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the following information:

- Subject and course to waive
- Area in which the waived course is located
- Enter **WAV** in Action box

---

7. **Save** the record.

8. Exit the form.

9. Rerun the compliance.
## Exercise: Making Adjustments using Substitutions

This exercise shows how to make adjustments using Substitutions.

To perform a Substitution, you will need to know the following:
- Student’s *myWSU* ID
- Subject and course to substitute
- Area to substitute course into

### Instructions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the General Menu, activate the Banner form <strong>SMASADJ</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the student’s ID in the <strong>ID</strong> box.</td>
</tr>
<tr>
<td>3</td>
<td>Enter <strong>000000</strong> (6 zeros) in the <strong>Term</strong> box and press <strong>Enter</strong> or <strong>Tab</strong>.</td>
</tr>
</tbody>
</table>
| 4    | Perform a **Next Block**.  
- If prompted:  
  - Click the **Add** button to add your student’s ID to the Student Library.  
  - **Save** the record.  
  - Click the **Return** button.  
  - Exit the Library form. |
| 5    | Click the **Substitutions** icon. |

*Continued on next page*
6  The **Substitutions** block displays.

Enter the following information:

- Subject and course requirement
  (Including attribute if the course is an transfer elective)
- Course to substitute in for requirement
- Area to substitute into
- Enter **SUB** in Action box

If the area has a GPA requirement, you will need to perform another substitution for the GPA area.

7  **Save** the record.

8  Click the **Return** button.

9  Rerun the compliance.