



Trip Report: ST Consulting

Trip Report #: 799150
Client #: G78
Client name: Grossmont-Cuyamaca Community College District
Consultant: Louise Monast
Dates of service: 11/30/06 - 12/01/06
Delivery method: On-Site

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Service Objectives: Review setup and processing for:
RYAT
Waitlisting
Registration Priorities
End of term Processing
Entry of Tech Prep and Credit by Exam
Web Advisor

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Summary:

Agenda Topic	Outcome
RYAT	Reviewed terms and dates set up in RYAT. Discussed the relationship of drop start and end dates and Date for Drop Grades Required. Updated the test account with the correct dates.
Waitlist	<p>Waitlisting is not available to students except for a short period of time before classes begin. To accommodate this procedure, GCCCD will initially set the waitlist to NO. Since they would like to change the status for only those classes set to start on a given date, they will need to modify the SEC.ALLOW.WAITLIST.FLAG for all those classes. The best way they will be able to do this is to create a savedlist of those classes. Then, once the saved list is created, CONF may be used to change the flag to YES for that group. NB: each time they wish to open up the waitlist, a saved list will be needed.</p> <p>Once they wish to "close" the waitlist, they run IWLF and this prevents new students from being added to the waitlist.</p>
Campus Calendar	<p>As we reviewed RYAT, we looked at the campus calendar. Initially, each campus had its own calendar. However, since both campuses share terms, only one calendar is referenced on ACTM, so each campus needs to share the default calendar.</p> <p>The default calendar is set up on PID2 and does not need to be changed each year. New dates are added to the GCCCD Default calendar each year via CMPC.</p> <p>This default calendar is then referenced on ACTM. Colleague will use the dates on the calendar with the HOL special processing when meeting dates are built.</p>
Registration Priorities	<p>By state requirements, continuing EOPS and DSPS students must register before all other students. To accomplish this, Colleague's registration priority processing will be utilized.</p> <p>Our analysis resulted in a field for DISABILITIES in STUDENT.TERMS. However, GCCCD will need a computed column for EOPS.</p> <p>We discussed creating a second saved list that would include all continuing student. Since it may be likely that some of the EOPS/DSPS students are in this second saved list, GCCCD may use SAAL - Saved List Algebra to remove the EOPS/DSPS students.</p> <p>The third group of students will be new or readmits students. Data from the APPLICATIONS file will be utilized for this group.</p>

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End of term processing	<p>Students who take classes on either the Grossmont or Cuyamaca campus may be eligible for Dean's List or Probation for both campuses. The delivered subroutine to calculate academic standing for CA Community Colleges is based on specs for the district. Consequently, GCCCD must customize it's academic standing.</p> <p>To do so requires that a computed column be created to read the COURSE.SECTIONS file to retrieve the SEC.LOCATION to calculate the student's gpa.</p> <p>If the CACS process runs for each campus, then Colleague will populate the student's record with academic standings for each location. What would be required is that prior to running CACS, the appropriate academic standing rule be associated to the academic level on ALST. NB: Because academic standing is evaluated for the first true occurrence, it means that GCCCD needs two rules for each academic standing with different locations referenced in the rule. By running the process twice, it will be possible to post to the student's record each academic standing. So, the rule needs to be changed for each location.</p> <p>Additionally, GCCCD would like to continue to display "President's List" or "Dean's List" on the transcript. Since the Academic Standing is updated on the student's record, the data is available for display through the customized transcript print subroutine.</p>
Tech Prep and Credit by Exam	<p>We reviewed the documented procedure on recording Tech Prep classes. Because GCCCD wishes to display this on the transcript in the term in which the credits are accepted, using TCEQ to build the equivalencies and EXTS (with detailing to EXTR and TEEV) to record the course is the best option. A unique credit type and status must be associated for Tech Prep (TP) and were created.</p> <p>The same process will be utilized for Credit by Exam with its own credit type and status.</p> <p>By having Tech Prep and Credit By Exam in their own credit type, the customized transcript print subroutine will mark each course as Tech Prep and Credit By Exam as appropriate.</p>
Maximum Positive Attendance	<p>To denote the maximum number of hours that a student may have in positive attendance classes, a field in COURSE.SECTIONS must be used to record this. This can then be used to check what is entered on the student's record.</p>

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Web Advisor	<p>We reviewed the major setup screens for web advisor:</p> <p>RGWP: Registration Parameters control the terms and search criteria for registration. It also controls waitlist information that displays.</p> <p>CSWP: Class Schedule Search parameters are used by students and faculty.</p> <p>GRWP: Grading Web Parameters control how grading will function for faculty.</p> <p>WSRP: Web Search Parameters control what displays on Search for Sections.</p> <p>SPWP: Student Profile Web Parametes control what displays when students go to their profile on the web.</p>
Grade Schemes	<p>Reviewed the grade schemes. Datatel recommends that any grade that does not factor into the student's grade point average be blank on grade value and repeat grade value. The TEST account was updated as a model.</p>

Next Steps:

Next Step	Criticality	Assigned To	Projected Finish	Followup Action	Completed
Define Start of Term Processing and End of Term Processing procedures.	Medium	All	06/01/07		