



Trip Report: ST Consulting

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Client #: G78

Client name: Grossmont-Cuyamaca Community College District

Consultant: Mike Brubaker

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Client Participants:

Name	Email Address	Phone Number
Rose Monce	rose.monce@gcccd.net	619 660 4237
Stan Moore	stan.moore@gcccd.net	619 644 7539
Beth Appenzeller	beth.appenzeller@gcccd.net	619-660-4302
Nancy Skoglund	nancy.skoglund@gcccd.net	619-644-7010
Mariann Nagel	mariann.nagel@gcccd.net	619-644-7010
John Saric	john.saric@gcccd.net	619 644 7538
Lisa DiBella	lisa.dibella@gcccd.net	619-644-7010
Laith Shammass	laith.shammass@gcccd.net	619 644 7179
Therese Long	therese.long@gcccd.net	619 644 7541
Pat Fleming	pat.fleming@gcccd.net	
Danielle Camacho-Thompson	danielle.camacho@gcccd.net	619 644 7151
Dennis Simms	dennis.simms@gcccd.edu	619 644 7038

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Service Objectives: AC Val Codes & Code files
RGCT-- Reg Control Groups
RGPP-Registration parameters
RSPP-Registration print parameters
RGUS-Registration User Groups & SVM
RUPM-Registration User parameters & override date screens
RGPD---Registration Defaults
RGSD-Registration Session Default
Block Registration
Registration priorities
DREG vs RGVE & RQMM
RG module reports
AC Val Codes
AC Code files
AC Rules
ACPR
GRSC-Grade Scheme-GRDC-Grade Codes
ACLV-Academic level
RYAT-Reporting Years & Terms-ACTM-Academic Terms
Transcript Groupings
AC Process and Reports
Graduation processing
Student Matriculation Data
Transcripts
Pre-Registration Edit
NSMA-Non Schedule meeting attendance
RGSD vs RGCS
Grade change notes
Enrollment Verifications
Notification to instructors of student name change, INC grades, dropping of students in a course section & assigning grades
No-show rosters
Last attended date for specific course sections for veteran students
Rosters
Repeat policies
Academic Renewal Notation & new grade codes
Registration restriction rules
Noncourses-Tech Prep, Credit By exam
Transcript notes
Credit/No Credit Deadline
PROG-Academic programs
CSSC-Course Section Schedule
SBCP-Section Batch Copy
Record locks on the Web
High School courses
NEXT STEPS in preparation for LIVE Sim

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Summary:

Agenda Topic	Outcome
AC Val Codes & Code files	<p>It was determined that HOUSING.STATUSSES will not be utilized whereas WAIT.LIST.STATUSSES codes will not be changed at this time.</p> <p>PETITION.STATUSSES will more than likely be utilized. These codes would probably be 'A-approved', 'D-denied', 'P-pending'.</p> <p>ACTION ITEM: Build these codes in the TEST environment on PTST, if so desired. Will be recorded on student records via STPE when applicable. Will more than likely be used for overload for students registering on the Web.</p>

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RGPP-Registration parameters	<p>It was determined that the 'Print Statement' should be checked to 'Yes' and the 'Print Schedule' field should be checked to 'No' as the Reg statement includes both tuition & fess and a student's schedule. The Quick Entry fields would remain blank. The 'Pay now' field should be checked to 'No' for UG students within any UG Reg control groups whereas the Community Learning Reg control group may need to be checked to 'Yes' if CL Reg clerks are going to act as cashiers. Essentially, when a CL Reg clerk attempts to finish out of the RGN screen, he/she will be taken directly to the CREN screen whereby cash or credit and the appropriate dollar amounts would be entered. These clerks would obviously need to be set-up as cashiers.</p> <p>'Allow pass/fail' and 'Allow Audit' fields should be checked appropriately given GCCCD's needs per each Reg control group. The discussion below sheds some light on how these fields will be checked.</p> <p>In regards to the 'Allow pass/fail' field, it seems clear that it will be checked to 'No'---as students who are wanting to take a course section for 'pass/no pass' must be approved and also have a specific deadline in order to register in this manner. Since there is no way to turn this functionality on or off as of a specific date, students will have to register in-person and not on the Web. It was determined that GCCCD will ask other schools as to how they are handling this particular situation.</p> <p>In regards to auditing, there was some discussion about whether or not students will be able to register for courses in the audit mode either at 'in-person' registration or via the Web. Currently, GCCCD does not register students if they are auditing a course.</p> <p>ACTION ITEM: Build out the RGPP screen per each Reg control group given the discussion above. Determine if students will be able to register for a course section in audit mode and check the 'Allow Audit' field appropriately per each Reg control group. If students are able to register in audit mode, it is understood that these course sections would need to be graded with an 'AU-Audit' grade. This grade code of AU would then need to be built on GRSC-GRDC. Determine how students will register in the 'pass/no pass' mode given the discussion above. Ask other schools how they are handling this scenario and make a decision as to how to check the flag and what the workflow would be.</p>
RSPP-Registration print parameters	<p>ACTION ITEM: Set-up according to GCCCD's needs given the discussion above about the printing situation. Confer with the Business office as to how to set-up the Reg Statement fields-(i.e., summary level, show balance forward, etc.).</p>

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RGUS-Registration User Groups & SVM	ACTION ITEM: Determine number of Reg User Groups based on override permissions in regards to rules and checks per GCCCD's needs. Populate appropriate Reg control groups within each Reg User group as discussed above (i.e., RGSTMT, SCHD and regular Reg control group). It should be noted that student eligibility rules should be checked to 'No' as Reg clerks do not want to be responsible for overriding other offices' restrictions. A WEB Reg user group is needed as well populated with a WEB Reg control group. SVM records for each Reg clerk should be built as well so as to populate their name within the appropriate Reg User group.
RUPM-Registration User parameters & override date screens	It was determined that RUPM would not be populated at this time as well as overriding date range period screens
RGPD---Registration Defaults	<p>The following set-up was determined---</p> <ul style="list-style-type: none"> Set Audit Credits to 0-Yes Log Reg overrides-Y Allow student course deletes-N <p>Default academic programs---CL.DEFAULT</p> <p>It was determined that a UG.DEFAULT program is not necessary due to the fact that CL students would not be allowed to take a UG course without a specific UG academic program associated to their record. Thus, the course eligibility rule (discussed above) that states that a CL student cannot take a UG course---would prompt the end-user to inform the student to talk with A & R to have an 'actual' UG program associated to their record.</p> <p>ACTION ITEM: Build a CL.DEFAULT academic program on PROG and populate this program on RGPD.</p> <p>Drop Grade Required---'W' was utilized. This will automatically populate a 'W' grade on a course section when a student drops on the Web as of the Drop Grade Required Date (as built on RYAT-ACTM or per each course section on SRGD).</p>
RGSD-Registration Session Default	Reviewed the functionality of the RGSD screen whereby a term can be entered so as to default into the RGN screen OR whereby an end-user can 'trick' the Registration system date per his/her session for late adds or drops.
Block Registration	Reviewed how to set-up and process Block Registration using CSBL, SCBL, STUC/CLST and BRGN. Community Learning may want to use this batch registration process given that rosters of students come in after the course section has taken place.

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<p>Registration priorities</p>	<p>Reviewed how to set-up and process Registration priorities per the ARGP, ARGV and RGRP & SREP screens and the 'Enforce Reg priorities' field on RYAT--ACTM. There was some discussion as to possible customization to make this process work for GCCCD given specific needs. There was also discussion as to how multiple overlapping terms would work with the registration priority functionality (i.e., spring intersession, winter)</p> <p>ACTION ITEM: Do a test of Registration priorities given GCCCD's needs. If the process is not meeting GCCCD's needs, then consider what possible customizations are needed here. Need to determine if multiple overlapping terms will be a reality and if so, what will be its impact on the registration priority functionality.</p>
<p>DREG vs RGVE & RQMM</p>	<p>Reviewed how to deregister students entirely from every course section in a term due to disqualification using DREG. It seems clear that DREG will not be utilized for deregistering students due to non-payment. GCCCD will want to utilize a query/savedlist on DREG to deregister students from all of their course sections in a specific term due to a disqualification standing. In addition, a 'DR-deregistered' code will need to be added to the STUDENT.ACAD.CRED.STATUSES Val code table on VAL. In addition, another code---'DISQ-Disqualified' should be added to the STUDENT.ACAD.CRED.STATUS.REASONS Val code table on VAL.</p> <p>RGVE will more than likely be utilized for deregistering students who have not met a pre-requisite of a course they have registered for in a future term. Example--student is registered for ART-200 in the Fall 2005 term which has a pre-req of ART-100. Student fails the pre-req in Summer 2005. Therefore, the student should be deregistered from ART-200 since he/she did not meet the pre-req. This deregistration of ART-200 will occur by using a PREREQ Reg control group on the RGVE screen. A 'PN-Pre-req not met' code should be added to the STUDENT.ACAD.CRED.STATUS.REASONS Val code table on VAL. It should be noted that RQMM can be utilized as a way in which to find out pre-reqs that have not been met.</p>
<p>RG module reports</p>	<p>Reviewed all of Datatel's delivered RG module reports.</p> <p>ACTION ITEM: Compare current GCCCD's reports to these reports and determine needs.</p>

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AC Code files

The following codes are considered complete at this time and no additions or modification are needed---

The following codes were added in the TEST environment---

HONORS-'H-Honors' for use in graduation processing-built on HONR

NOTE.CODES---Added 'AR-Academic Renewal' for use on STNT or STNC so as to record on a student's record per course section or per term. Built on NOTC. See 'grading' and 'transcript' note code agenda items below for other note codes that are needed. Also may need a note code for veterans as well.

RESTRICTIONS-Added ADMHD, CSHR, HSCC, ROP (may not be needed), DISQ, SUSP, REAP, SUSP, INTL, RESD, HONR, LIBR There were generally coded with office codes associated to them for security reasons. Determine if other offices/dept's are needing additional restriction codes and build on REST.

STUDENT.TYPES-Confer with Business office to determine if student types will be used for billing purposes. It still is unclear as to whether AB540 will be a student type OR a residency status.

TRANSCRIPT.GROUPINGS-UG-Undergraduate. It is still unclear how many transcript groupings GCCCD will have. There was some discussion as to having a grouping for Grossmont, Cuyamaca and Community Learning and a combination of one or more of these. More discussion needs to take place in order to determine these groupings.

The following codes are considered not needed---

CLASSES
ENROLL.STATUSES
HIATUS.CODES
WITHDRAW.REASONS

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ACPR	<p>Reviewed the ACPR screen and it was determined that no data need to be entered here unless the petition functionality will be utilized. If so, GCCCD may want to populate an 'A-approved' default status so as to automatically default into the STPE screen when recording a student petition.</p> <p>ACTION ITEM: Determine if the petition functionality will be utilized and if a default petition status is necessary, then populate 'A-approved' on ACPR since most petitions would typically be approved.</p>
GRSC-Grade Scheme-GRDC-Grade Codes	<p>Reviewed all of the grade codes associated to the UG grade scheme and made changes where necessary. There was still some discussion as to whether or not the IP grade is still needed. It should be noted that all grades (old and current) should be populated on the grade scheme for conversion purposes, but will more than likely, old grades will not be utilized in future grading. In addition, it seems clear that a customized repeat grade usage policy needs to be built considering GCCCD's needs</p> <p>ACTION ITEM: Determine if the IP grade will be utilized in future grading. Confirm all grade codes set-up in the TEST environment. Build a customized grade repeat usage policy</p>
ACLV-Academic level	<p>Reviewed the ACLV screen and populated according to GCCCD's needs. A default academic program of Comm Lrng should be populated on the CL level so as to provide a placeholder academic program for UG students taking CL courses, so as to give them CL credit. No such default academic program is needed for the UG program as CL students would need to go through the Admissions process to receive an actual 'UG' type academic program. It is clear that a CL.DEFAULT program needs to be built on PROG.</p> <p>ACTION ITEM: Build a CL.DEFAULT academic program on PROG and populate on the CL academic level on ACLV.</p>

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RYAT-Reporting Years & Terms-ACTM-Academic Terms	<p>Reviewed the RYAT-ACTM screens and populated registration date ranges (pre-reg, reg., add, drop, drop grade req'd date) for a specific term to be utilized for upcoming LIVE Sim.</p> <p>Discussed the fact that a campus calendar needs to be added to each term and should be a calendar that covers the entire reporting year.</p> <p>More information about setting up a possible term for Comm Learning is needed.</p> <p>There was some discussion as to whether a Winter term or a Spring intersession term is needed.</p> <p>There was also discussion as to how short-term classes that do not adhere to the term dates set-up on RYAT-ACTM would work in tandem with Registration. It seems clear that there is a subroutine that could be utilized to populate these special dates per each course section on the SRGD screen.</p> <p>And finally, there was further discussion about how to record a new student with a start term and a start date on SHAP given that the student may want to register for a course section that begins before the student is actually a student (due to his start date). The workaround is to initially not record a start term, save and update and then go back and enter the start term, so the student inherits today's date and not the 'start term' start date. This is well documented as of the last trip report. In addition, GCCCD may want to record the start term on STAL.</p> <p>ACTION ITEM: Confirm set-up of dates and calendar on RYAT-ACTM for the term that will be utilized for LIVE Sim that is associated to the course sections that will be utilized. Determine additional term codes as discussed above. Confer with IT about the subroutine that will be utilized to populate specific course section's SRGD screen.</p>
Transcript Groupings	<p>Reviewed the fields that need to be populated on TRGR. As indicated above, there was some discussion as to how many transcript groupings are needed.</p> <p>ACTION ITEM: Determine number of transcript groupings and their appropriate codes and set-up and build according to GCCCD's needs.</p>
AC Process and Reports	<p>Reviewed all of the AC module process and reports in regards to Grading, Student Standings, Graduation, Transcripts and NSC processing.</p>

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<p>Graduation processing</p>	<p>It was determined that a code of PRHON would be utilized to record preliminary honors on a student record via SGRD. GADJ could then be used to adjust (remove this code from the record). Then, the rule on ALGH would be changed to give the honors code'. Once this is done, GRHU could be run to populate the real graduation code-HONR. This is to aid in creating an honors list prior to the commencement ceremony before final graded have been issued and to account for real honors once all grades have been entered at the end of the term.</p>
<p>Student Matriculation Data</p>	<p>Student Matriculation data at GCCCD is defined as special needs, orientation services, aptitude assessments, career planning/interest assessment, etc. These are typically scannable assessment tests that will more than likely be uploaded into Colleague directly into the appropriate fields. It is still unclear as to how this process will occur and what fields will be populated. Stan and the Counseling Dep't are working through this issue and should come up with a resolution.</p> <p>ACTION ITEM: Determine the best solution to import the data that is considered important student matriculation data, considering where the data will be populated given Stan's and the Counseling Center's needs.</p>
<p>Transcripts</p>	<p>Reviewed how to process official transcripts via RQSS, TRRQ and STRQ and unofficial transcripts via TRAN. There was some discussion as to how to know which 2 transcripts are free given that IGETC and Rush transcripts are not considered part of the first two. A change in policy may be in order here to make the process smoother for the end-user-meaning that no matter what the type, the first two are considered the first two.</p> <p>There was also some discussion as to how to process SDSU EDI transcripts. It seems there needs to be a customization to the transcript web from to take this issue into account.</p> <p>ACTION ITEM: Confer with those that can change the policy about the first two transcripts really being the first two regardless of the type so as to aid in transcript processing. Customize the transcript web form so as to be able to process SDSU EDI transcripts.</p>
<p>Pre-Registration Edit</p>	<p>GCCCD defines a pre-registration edit as a double-checking procedure of the course section schedule. If information is found to be wrong, it is corrected before it is available for the general public. In order for GCCCD to duplicate this process, a query will need to be built to account for all the fields that need to be checked for data. It should be noted that if meeting dates and times are found to be blank, the RSMD process van be run to fill these in.</p> <p>ACTION ITEM: Confer with IT to build a query given the discussion above.</p>

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<p>NSMA-Non Schedule meeting attendance</p>	<p>It seems clear that GCCCD will need to produce a customized Web form using the NSMA screen as a guideline, so faculty can record positive attendance for their course section via the Web.</p> <p>ACTION ITEM: Create a customized NSMA Web form for faculty.</p>
<p>RGSD vs RGCS</p>	<p>Reviewed when RGSD should be utilized (trick the reg system date and use RGN) in cases of billing differentials (i.e., late adds, late drops, refunds, reinstatement, etc.) and when RGCS should be utilized (changes to a course section that do not affect billing).</p>
<p>Grade change notes</p>	<p>GCCCD wants the ability to record notes when certain grade changes occur such as 'instructor error' or 'petition'. These codes can be built on NOTC and can be recorded on any grading screen by detailing into the grade itself.</p> <p>ACTION ITEM: Build out grading note codes on NOTC given the discussion above.</p>
<p>Enrollment Verifications</p>	<p>It has yet to be determined if Colleague's enrollment verification functionality will be utilized or not simply because it does not provide the capability to select one or more terms on the verification report itself, rather it provides all terms. Reviewed all of the typical items and where these items can be found on screens (i.e., STRS, STAC, SACP)---that GCCCD uses to create an enrollment verification.</p> <p>ACTION ITEM: Determine if GCCCD will utilize Colleague's enrollment verification functionality.</p>
<p>Notification to instructors of student name change, INC grades, dropping of students in a course section & assigning grades</p>	<p>Will more than likely will want to use the Communications Management module for the student name change procedure, dropping of students in a course section & assigning grades..</p> <p>In addition, GCCCD wants the ability to notify instructors when students are fast approaching their expiration date for INC grades. This process may change since an expiration date is required when entering an incomplete grade on the web provided the faulty member records the correct exp date. Colleague will automatically update the grade to the appropriate grade through its translation process indicated on the 'incomplete' grade codes on GRDC.</p> <p>ACTION ITEM: Confer with the Datatel Comm Mgmt Consultant about the student name change procedure, dropping of students in a course section and assigning grades.</p>

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<p>No-show rosters</p>	<p>Currently, GCCCD provides instructors a no-show roster so they can determine if all drops have been processed correctly by A & R. This process will more than likely change if GCCCD can find a customized way on the Web whereby faculty can drop their own students and thus reconcile that all on the 'actual' roster are correct. Therefore, grading of actual students in class can occur.</p> <p>ACTION ITEM: Customize the roster web from so as to provide a way in which faculty can drop their own students from their course section.</p>
<p>Last attended date for specific course sections for veteran students</p>	<p>The last date of attendance can be recorded via SRGC per student per course section.</p> <p>It should be noted that veterans should drop in-person so that a Reg clerk can utilize the SRGC screen. Otherwise, the Web reg form will need to be customized in order for a veteran student to record his/her last date of attendance.</p> <p>POSSIBLE ACTION ITEM: Customize the web registration form for veteran students so as to provide them a field to enter last date of attendance per a course section.</p>
<p>Rosters</p>	<p>Reviewed all of Colleague's current rosters---SROS-section roster, GROS-grade roster, SGRR-scannable grade request roster that will more than likely meet all of GCCCD's needs---keeping in mind that the Web rosters of this nature will alleviate some of the roster printing that is currently being done. Student information can also be gathered on the Web as well via the roster avenue.</p>
<p>Repeat policies</p>	<p>It is still unclear as to how GCCCD will execute all of the repeat policies given Grossmont and Cuyamaca's and the district needs. Each repeat policy needs to be built on RPOL and associated to their appropriate courses. It does seem clear however, that if a Grossmont course is the same as a Cuyamaca course, that an equate should be done so as to calculate repeats correctly. In terms of repeats at other colleges, as long as these course were 'equivolated' to a Grossmont or Cuyamaca actual course, repeats will work. Calculating a GPA correctly will work in Colleague due to the set-up of grade codes.</p>
<p>Academic Renewal Notation & new grade codes</p>	<p>In order to grant academic renewal term, GCCCD can add a notation on STNT per term. This note will need to be added to the NOTC screen for use on the STNT screen. In addition, new grade codes need to be created---A*, B*, etc. that will essentially wipe out the GPA by saying 'no' to 'incl in compl creds' , 'incl in GPA creds' on GRDC for each of these grade codes. Essentially, an A grade will turn into a A* grade and will be recorded via FGID per a course section per student.</p>

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Registration restriction rules	<p>GCCCD wants the ability to restrict students from taking certain courses (i.e., honors courses or course that require auditions). This can be done by coding students with a restriction on a student's PERC screen such as 'H-honors' or 'AUD-auditions' and then writing a rule and placing it on the appropriate courses and/or sections. The rule would look something like-WITH PST.ACTIVE.RESTRICTIONS EQ 'H'.</p>
Noncourses-Tech Prep, Credit By exam	<p>Reviewed how to set-up Noncourses via NONC and their appropriate equivalencies per NONE. Also reviewed how to record a noncourse and an equivalency per the student record via NCRS-NEQV. May want to record 'Tech Prep' or 'Credit by Exam' per course section per student via the STNC screen in the 'printed' comments field. Otherwise, distinct CBE or tech prep courses can be built as 'dummy' courses on CRSE and 'equivolated' to a noncourse via the NONE screen. NCWS provides a listing of all of a student's Noncourses. Discusses how to build two different French exams (Noncourses)-one where the student scores a 3 and receives FREN-220 and FREN-250 for 8 units and the other french exam whereby a student receives a score of 4 or 5 and receives FREN-221 and FREN-251 for 8 units. In other words, the score determines which French exam the student receives so as to populate the correct equivalencies.</p> <p>ACTION ITEM" Will also want to equate these 'dummy' course as described above to the actual courses via EQCD for purposes of repeat checking.</p>
Transcript notes	<p>GCCCD wants the ability to record certain transcript notes (i.e., Phi Theta Kappa, licenses, nursing requirements met, grade forgiveness and leave of absences) on the transcript. This can be accomplished by creating note codes on NOTC and then recording these notes on a student record via STNC or STNT. These note codes would then need to be added to the transcript print subroutine as they currently do not come over in any of Datatel's delivered transcript print subroutines.</p> <p>ACTION ITEM: Build out additional note codes given discussion above as well as modify the transcript print subroutine to bring over these note codes to the transcript.</p>
Credit/No Credit Deadline	<p>Currently, Colleague has no date range period on RYAT-ACTM that would account for a student being able to change or not change their course section from credit to no-credit or vice versa. This process would have to be done manually at this point.</p> <p>ACTION ITEM: More discussion needs to take place to fully implement a desired solution-one that is not manual in nature.</p>
PROG-Academic programs	<p>Reviewed all of the fields necessary in order to create an academic program. Explained program start date, catalog years (built on CTLG), major field, months to complete and how this automatically calculates a student's anticipated grad date.</p>

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CSSC-Course Section Schedule	<p>Reviewed how to run a course sections schedule via CSSC. Reviewed how to create a schedule using location. There still is some question as to whether the schedule will be a district schedule or per location. This report may need customization.</p> <p>ACTION ITEM: Determine schedule needs.</p> <p>POSSIBLE ACTION ITEM: Confer with IT to customize CSSC and its output depending on GCCCD's needs</p>
SBCP-Section Batch Copy	<p>It was discovered that when rolling over short-term classes that have an associated term with it, that the start and end dates of the short-term sections were the actual term's start and end dates and therefore, not what they should be. Clean-up of these dates will need to occur before producing a schedule.</p> <p>ACTION ITEM: Clean up short-term class section start and end dates after rollover process has occurred.</p>
Record locks on the Web	<p>GCCCD is concerned that there will be record locks when students are trying to add or drop the same course section at the same time. Will need to test this scenario out in our upcoming LIVE Sim.</p> <p>ACTION ITEM: Create a student scenario to account for this testing item.</p> <p>Waitllising functionality</p> <p>It has yet to be determined how waitlisting will be handled by GCCCD.</p> <p>ACTION ITEM: Discuss the possibilities with the Steering Committee and once a decision has been made, create student scenarios for LIVE Sim testing.</p>
High School courses	<p>Currently, GCCCD records when a certain course is high school credit. For conversion purposes, the text that is currently on these courses 'taken for high school credit' should be mapped to the 'printed comments' field on STNC per course. In addition, these courses, should have a credit type of 'HS-high school' which indicates 'inclu in attempt creds-no, incl in compl creds-no, inclu in GPA creds-no (this HS credit type was set up on CTYP).</p>

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NEXT STEPS in preparation for LIVE Sim

Review all past trip reports and complete all ACTION ITEMS. Prepare course sections for registration---section caps, waitlisting fields, Reg restriction rules, repeat policies, pre-reqs and co-reqs, etc.

Set-up rules and parameter screens that dovetail with registration processing -RYAT-ACTM, RGCT, RGUS, RGPP, RSPP, PDEF, student load rules, student, course and completion eligibility rules, etc.

Create student scenarios that test all of the course section information as described above by utilizing STAC if necessary to create course history.

Create a spreadsheet of student scenarios or file for each student scenario that has columns like---item to be tested, outcome/expectation, troubleshooting screens/areas.

Create scenarios to test everything both positively and negatively.