



CAPP Boot Camp

MBUG Conference 2012

Tupelo, Mississippi

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Presented by

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There are five basic processes needed to complete a successful degree audit:

I. Review of the University Catalog(s)

**II. Develop a Program Library (SMIPROG),
(SMAPROG)**

**III. Develop an Area Library (SMAALIB),
(SMAAREA)**

**IV. Academic History (Transcript information-
Native Banner)**

V. Degree Audit Evaluation (WEB Self Service)

I. Review of the University Catalog(s)

- A. Identify which program you want to setup first. It would be easiest use a program that is strait forward with little conditions.
 - Bachelor of Arts in Political Science (BA POL SCI)
- B. Only program the information about the degree exactly as it is printed in the catalog. You may discover some of the information is not correct; so you may need to get clarification from the academic department chair responsible for the catalog content.
- C. You may also discover that as you begin setup of the programs, changes will be necessary to the contents of the catalog.

H. Develop a Program Library (SMIPROG), (SMAPROG)

- A. As you develop the programs, you will be creating a Program Library as you go (SMIPROG). This listing is sorted alphabetically and uses the same naming convention as you do with the program coding in the SMAPRLE (Program Definition Rules) table.

- B. Use the SMAPROG form to create the Program Requirements. Identify the basic information about the program such as
 - (1) the catalog and term you want to start with;
 - (2) the student level;
 - (3) the course level;
 - (4) the total number of hours required for the degree, number of institutional required hours;
 - (5) the minimum grade—C or D;
 - (6) the minimum program GPA needed to complete the degree;
 - (7) the minimum GPA for the institution.

III. Develop an Area Library (SMAALIB), (SMAAREA)

- A. As you develop the area requirements, you will be creating a Area Library as you go (SMAALIB). This listing is sorted alphabetically and uses a naming convention you establish. As you create the requirements for each degree program, you will need to identify the different “area” requirements as per the program curriculum.
- B. SMAAREA is the form used to create the “area” requirements. It is suggested that the naming convention you use reflects what the area reflects (BAPOLSCIEL—BA Political Science Elective Courses). As you continue to name the different area requirements for the degree, the area names will be sorted alphabetically by groups:
- BAPOLSCIEL – BA Pol Sci Course Elec
 - BAPOLSCIFE – BA Pol Sci Free Electives
 - BAPOLSCIFR – BA Pol Sci Freshman Year
 - BAPOLSCIGN – BA Pol Sci University Gen Core
 - BAPOLSCIJR – BA Pol Sci Junior Year
 - BAPOLSCISO – BA Pol Sci Sophomore Year
 - BAPOLSCISR – BA Pol Sci Senior Year

IV. Academic History (Transcript information-Native Banner)

- A. Consider using the students that are scheduled to graduate in the next graduation period (Fall 2012).
- B. Consider creating the degree programs (SMAPROG) for the semester and year the majority of the undergraduate students started (2008 or 2009).
- C. Record all student course Waivers, Substitutions, etc. on the SMASADJ form in Native Banner. You will want to record the waivers and/or substitutions in the semester that the course was taken to insure proper usage in the degree audit.
- D. Record all transfer courses with their equivalents to insure proper usage in the degree audit. Course equivalents are identified on SHATATC and SHATATR in Native Banner.

V. Degree Audit Evaluation (WEB Self Service)

- A. Click on FACULTY & ADVISORS button in Self Service.
- B. Select the TERM you want to use to generate the audit (Fall 2012 or the next graduating period).
- C. Click on ADVISOR MENU; and then Degree Evaluation. The next screen will ask you to identify the student you want to audit. You can use the student's ID or search by name if you do not have the ID.
- D. The student's information will appear on the screen; degree program, catalog year, level, college/school, degree, major, department. Click on Generate New Evaluation to start the audit. On next screen, make sure the Program button is selected and the catalog year is the current year. This insures that the catalog you are using is the latest one you have in the SMIPROG library.
- E. Degree Evaluation Display Options: (1) General Requirements—looks like the curriculum in our catalog; (2) Detail Requirements—courses required for the degree; (3) Additional Information—courses not used in the degree audit. NOTE: Use the back button to get back to the Options Display.