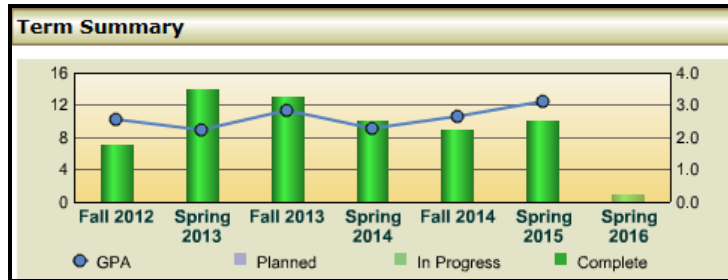


TRANSCRIP requirement for Interactive Audit Annual Maintenance

How to add new or future Academic Year Terms to the TRANSCRIP Requirement to reflect courses in the View Course History in Interactive Audit

The TRANSCRIP requirement creates the Course History (Courses by Term) for Interactive Audit and has a 30 maximum Sub-requirement limit. Each sub-requirement creates term information (Term Summary) for the View Course History.



Therefore, to add the next consecutive academic Year/Terms, the first sub-requirement (Sub 1) will need to be adjusted forward one year (ex. Prior to Fall 2007 needs to be changed to Prior to Fall 2008) and the Effective Date needs to be adjusted to reflect the next year forward (ex. 0000 00 – 2008 1 needs to be changed to 0000 00 – 2009 1).

Requirement: TRANSCRIP 000000

Summary | General | Processing | Reporting | Reference/Other | Courses

Sub-Requirement 1

Required Count: 0
 Required Hours: 0.00
 Required GPA: 0.0
 Maximum Hours: 999.9

Sub-req. ReUse: [Dropdown]

Matching Rules

Accept: [Grid]
 Reject: [Grid]
 OR'd Sub-requirement:

	Title	OK	No
1	Prior to Fall 2008		

Buttons: Title, Title/OK, Notes

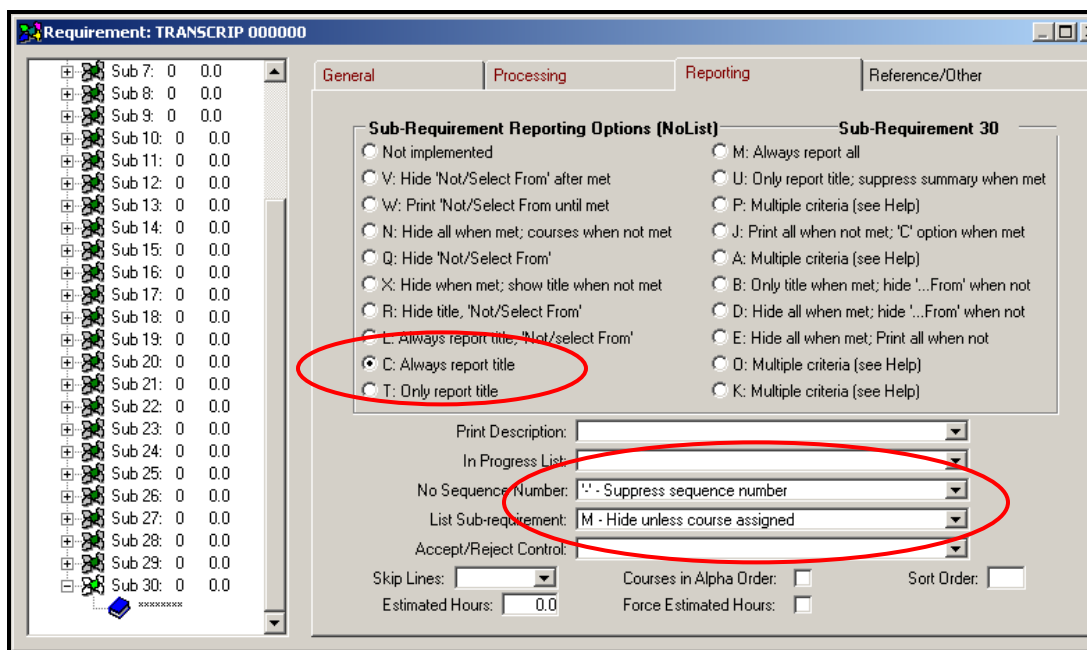
	A	Course	M	Title	T	CLim	CFig	A	R	Effective Date
1	A	*****								0000 00 - 2009 1

AA??9999* Rows: 1

You will then need to delete the following three sub-requirements (in this case, Fall 2007 (Sub 2), Spring 2008 (Sub 3), and Summer 2008 (Sub 4)). Save your new settings. You should now have three fewer sub-requirements, allowing you to add the next Academic Year terms to the end of the list of sub-requirements.

After adding the next Academic Year to your TRANSCRIP Requirement, in each of the newly added sub-requirements, **remember to go the Reporting tab to encode your Reporting Options settings.**

In the following example there are three settings. Example: 1) C: Always report title, 2) '-' – Suppress sequence number, and 3) M – Hide unless course assigned.



(Sample encoding details on the following page)

TRANSCRIP Requirement – (Maximum of 30 Sub-requirements)

	Text	Course	Effective Date
Sub 1	Prior to Fall 2008	*****	0000 00 – 2009 1
Sub 2	Fall 2008	*****	2009 3 – 2009 3
Sub 3	Spring 2009	*****	2009 5 – 2009 5
Sub 4	Summer 2009	*****	2010 1 – 2010 1
Sub 5	Fall 2009	*****	2010 3 – 2010 3
Sub 6	Spring 2010	*****	2010 5 – 2010 5
Sub 7	Summer 2010	*****	2011 1 – 2011 1
Sub 8	Fall 2010	*****	2011 3 – 2011 3
Sub 9	Spring 2011	*****	2011 5 – 2011 5
Sub 10	Summer 2011	*****	2012 1 – 2012 1
Sub 11	Fall 2011	*****	2012 3 – 2012 3
Sub 12	Spring 2012	*****	2012 5 – 2012 5
Sub 13	Summer 2012	*****	2013 1 – 2013 1
Sub 14	Fall 2012	*****	2013 3 – 2013 3
Sub 15	Spring 2013	*****	2013 5 – 2013 5
Sub 16	Summer 2013	*****	2014 1 – 2014 1
Sub 17	Fall 2013	*****	2014 3 – 2014 3
Sub 18	Spring 2014	*****	2014 5 – 2014 5
Sub 19	Summer 2014	*****	2015 1 – 2015 1
Sub 20	Fall 2014	*****	2015 3 – 2015 3
Sub 21	Spring 2015	*****	2015 5 – 2015 5
Sub 22	Summer 2015	*****	2016 1 – 2016 1
Sub 23	Fall 2015	*****	2016 3 – 2016 3
Sub 24	Spring 2016	*****	2016 5 – 2016 5
Sub 25	Summer 2016	*****	2017 1 – 2017 1
Sub 26	Fall 2016	*****	2017 3 – 2017 3
Sub 27	Spring 2017	*****	2017 5 – 2017 5
Sub 28	Summer 2017	*****	2018 1 – 2018 1
Sub 29	Fall 2017	*****	2018 3 – 2018 3
Sub 30	Spring 2018	*****	2018 5 – 2018 5

Revised: 3/9/2017