

Waiving Goal Areas in Transfer Articulation

Purpose: Turning off Goal Area requirements when an EMNTC certifies Goal Area Completion

“When any system college or university has determined that a Minnesota Transfer Curriculum goal area has been completed by a student, the goal area shall be accepted as complete at every receiving system college or university for that student.”¹ This documentation illustrates waiving MnTC Goal Areas, based on MnSCU transfer work. Depending on how your MnTC audit is set up, you will want to use one of the two encoding options listed below. Some schools will need to use a combination of the two options. Program encoders and Transfer encoders will need to agree on the method before beginning.

The process for waiving Goal Areas, based on transfer work, occurs by encoding changes/additions in four places:

- TA tables
- Programs looking for MnTC Areas
- Target and Audit grade tables
- On the student record

OPTION #1

Goal Areas in Separate Requirements

The process sets a condition on the student by using a pseudo course to turn “on” a requirement waiving the Goal Area in a program. This requirement turns “off” the original program requirement for the Goal Area. A subsequent requirement displays courses for each Goal Area.

This process does **not** replace entering the courses on the student in Joe Cool. To identify courses and credits, you need to continue listing individual courses.

STEP 1

TA tables

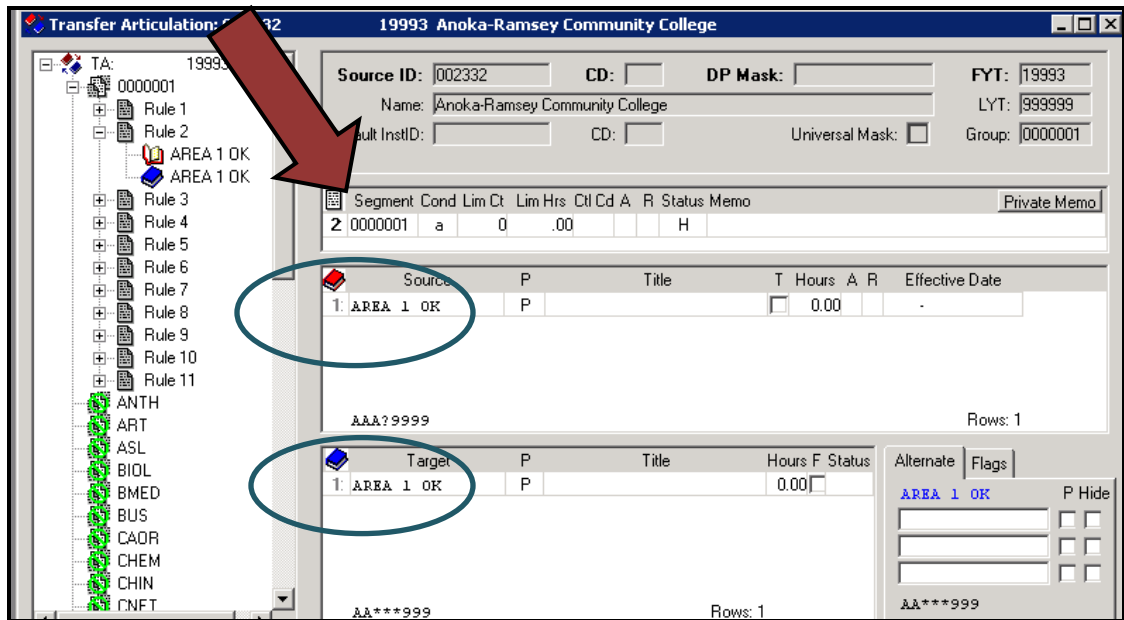
In the **Transfer Articulation Rule** level:

- A. Within Transfer Articulation, open a MnSCU transfer institution, add or open the numeric group. The numeric group is where you set up pseudo processing rules.

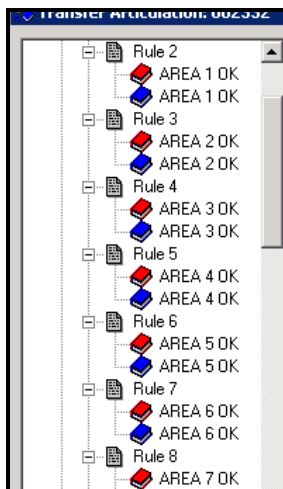
¹ Minnesota State Colleges and University Procedure 3.37.1 Minnesota Transfer Curriculum <http://www.mnscu.edu/board/procedure/337p1.html>

- B. Set a Course condition code. We used the lower case < a >. This condition code is assigned to the Target course after articulation. Remember to add this course condition to your Condition Descriptions (found under the Globe icon). Note: The course condition code used for Goal 1 will also be used for Goals 2-10.
- C. Create a meaningful set of pseudo rules for the Goal area needing to be waived. In the example below, both Source and Target pseudo courses are < Area 1 OK >, with a match control of < P >.

The Target pseudo must be unique. If you are using “AREA 1 OK” as a P or \$ pseudo on any sub-requirement, you will need to use a different Target pseudo.



- D. The TA Rule set-up in Step 1 includes a rule for each Goal Area. Create rules for Goals 2 through 10.



You will need to duplicate the TA rules (Step 1) established for Group “000001” into all MnSCU TA tables.

STEP 2

- A. In the **program**, create a requirement for waiving Goal Area 1. This requirement must be placed before the requirement it is turning off. We used the Goal Area numbering convention with the addition of the letter "X". The requirement is optional, so check the "OP" box.

Program: AA 4906 **First Y/T:** 2011 3 **Last Y/T:** 9999 99
Title: Liberal Arts - Associate of Arts
Web Title:
Program Status: Production **DPMask:** **CIPS:** 240101 **Marker List:**
College: **Major:** **Degree:**
Comments:

Last Modified: Apr 7, 2011 11:59:48 AM By: Dars02

	Requirement Name	Gp 1	Gp 2	O R	O P	Sum. Group	Cross Link	Alt. Catalog	Sort Flag	Report Category	Extend	Calc Group	Calc Flag
2	NO COUNT	*	*	<input type="checkbox"/>	<input checked="" type="checkbox"/>				B				
3	32CHECK			<input type="checkbox"/>	<input type="checkbox"/>								
4	GRADTEXT			<input type="checkbox"/>	<input type="checkbox"/>								
5	60 TOTAL			<input type="checkbox"/>	<input type="checkbox"/>					X			
6	RESIDENCY			<input type="checkbox"/>	<input type="checkbox"/>								
7	ESCALCOND			<input type="checkbox"/>	<input type="checkbox"/>								
8	AREA 1X			<input type="checkbox"/>	<input checked="" type="checkbox"/>								
9	AREA 1	A		<input type="checkbox"/>	<input type="checkbox"/>								

Rows: 41

- B. Double click on requirement AREA 1X to open up the new requirement.

- C. At the requirement level, you are looking for one sub requirement. The title should be the same title as the goal requirement being waived.
- D. Suppress Completion Rules. The Condition Code Assignment should be set to **Y – Assign system when satisfied**; assign a condition code. In the example, we assigned the code < 1 >.

Requirement Name: AREA 1X **FYT:** 0000 00 **LYT:** 9999 99
Title: GOAL 1: COMMUNICATIONS
Web Title:
Pseudo Name: AREA 1X **Requirement Type:**
Last Modified: Apr 08, 2011 8:46:09 AM **By:** dandrema

Completion Rules

Required Sub-req's: 1 [X - Suppress all]
Required Hours: 0.0 [X - Suppress all]
Required GPA: 0.0
Required Count: 0
Maximum Hours: 999.9

Condition Code Assignment

Assignment Control: Y - Assign system when satisfied
Assign Condition Codes: 1

Matching Rules

Course Condition Codes
Accept 1/2:
Reject 1/2:
Conditional Requirement

- E. Identify this system condition code on your Condition Definitions.

CC	MNSCU	Course/System Condition Code Description
71	0	Course: Goal 10 courses System: Assigned to waived AREA 10X courses to turn off Goal 10 requirement
72	1	Course: Goal 1 courses System: Assigned to waived AREA 1X courses to turn off Goal 1 requirement
73	2	Course: Goal 2 courses System: Assigned to waived AREA 2X courses to turn off Goal 2 requirement
74	3	Course: Goal 3 courses System: Assigned to waived AREA 3X courses to turn off Goal 3 requirement
75	4	Course: Goal 4 courses System: Assigned to waived AREA 4X courses to turn off Goal 4 requirement
76	5	Course: Goal 5 courses System: Assigned to waived AREA 5X courses to turn off Goal 5 requirement
77	6	Course: Goal 6 courses

F. Set the requirement Reporting tab to **G: Hide until met/suppress if not needed**.

Requirement Name: AREA 1X FYT: 0000 00 LYT: 9999 99
 Title: GOAL 1: COMMUNICATIONS
 Web Title:
 Pseudo Name: AREA 1X Requirement Type:
 Last Modified: Apr 08, 2011 8:46:09 AM By: dandrema

Common Reporting Reference/Other Text Limits (X-line) Used By

No List

Not implemented
 S: Eliminate when complete
 H: Hide
 I: Hide unless In Progress
 M: Hide unless match
 Z: Suppress 'NEEDS' summary line
 F: Suppress if not needed
 C: Hide until met
 G: Hide until met/ suppress if not needed
 V: Suppress 'Not/Select From' after met
 N: Suppress when met/Show title, '...'From' when
 Q: Suppress 'Not/Select From'
 X: Suppress when met/Show title when not met

Completion Status:
 In Progress Summary: GPA Variance:
 Laser Table Control: OK 1/2 No 1/2

G. At the sub requirement level, a count of 1 is required. In the alternate view, set the Reporting tab to **T: Only Report Title**.

H. The Title line will appear on the audit when the area is waived, and should be meaningful. We used: "Goal Area 1 completed at another MnSCU institution. Courses and credits included below, and in MnTC total requirement."

I. The A line will be the pseudo course you established in Step 1 (AREA 1 OK).

J. The Matching Rules for Accept must be set to < i > (**Ignore a course with this cc unless coded otherwise**. This is a DARS defined description; you do not have to add it to you list of condition descriptions). The matching rule allows the requirement to accept a pseudo Goal Area course without a grade.

Requirement: AREA 1X 000000

AREA 1X
 Sub 1: 1 0.0

Sub Requirement 1

Required Count: 1 X - Suppress all
 Required Hours: 0.0 X - Suppress all
 Required GPA: 0.0 X - Suppress all
 Maximum Hours: 999.9

Sub-req. ReUse: OR'd Sub-requirement:

Matching Rules

Accept
 i I R
 Reject
 A B C D

Sub-req. ReUse: OR'd Sub-requirement:

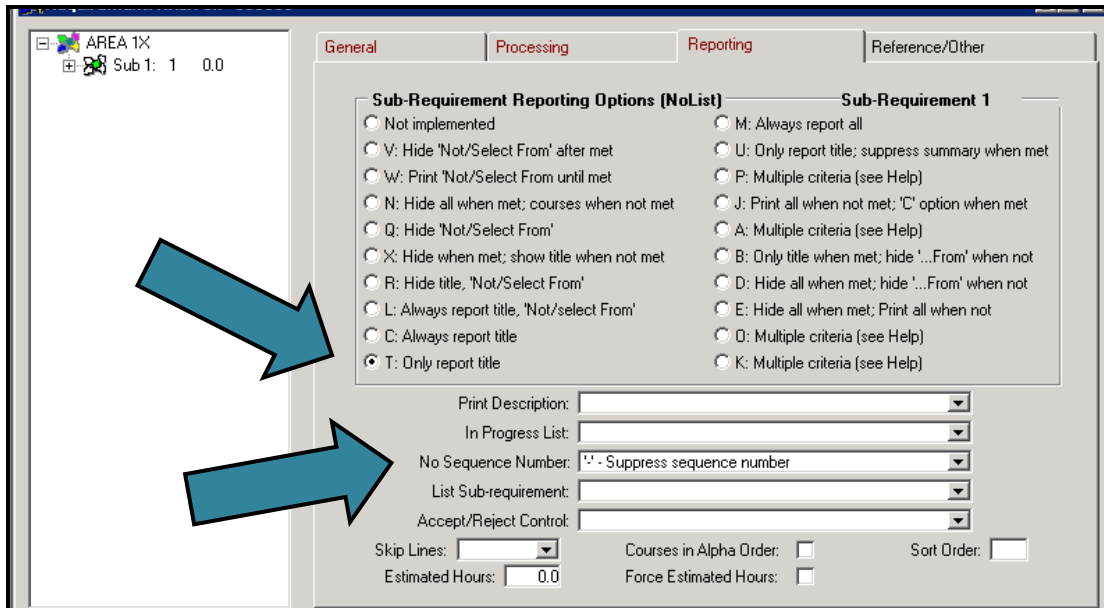
Text OK Cancel

1 *****
 2 Goal Area 1 completed at another MnSCU institution.
 3 Courses and credits included below, and in MnTC

Title Title/OK Notes

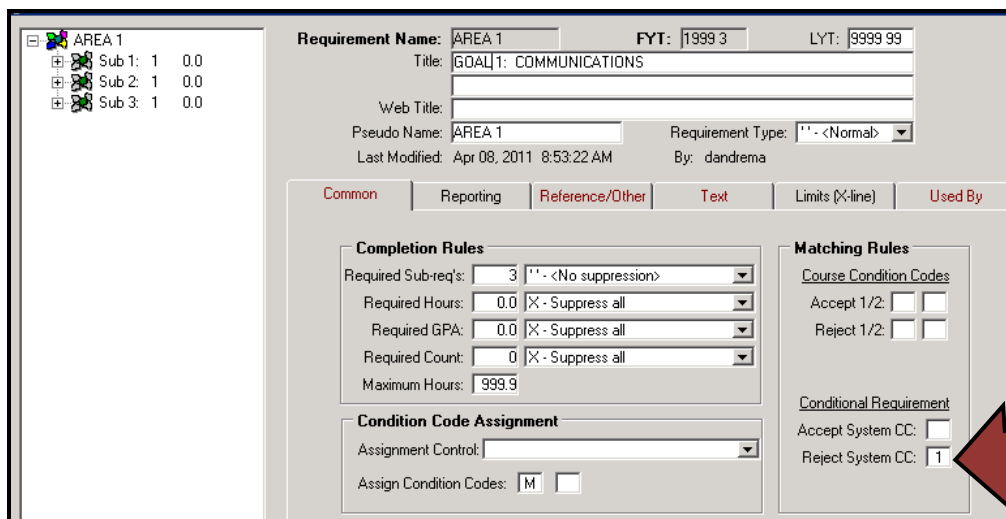
	A	Course	M		CFig	A	R	Effective Date
1	A	AREA 1 OK	\$					

K. In the alternate view on the Requirement Reporting tab, set the NoList option to “**T: Only report title**”, and No Sequence Number to “**‘-’ - Suppress sequence number**”.



STEP 3

Open the requirement for Goal 1. Turn off Goal Area 1 using the Reject System CC established in Step 2.



STEP 4

- A. In the **Target Institutional Reference** table, under Grade Definition, add a **condition** grade to indicate a waived course. We used < **WV** >. The Universal to Institution (UI) is set to the condition you set in Step 1 on the TA rule. Our example is T:t [reads as: upper case T, colon, lower case t]. The count is set to 1 (no calc and no credit).

	Type	UI	Grade	A	R	UI	UGrd	Acu	Rcu	GPA	Calc	Crdt	Ct	C1C2UC1UC2	Yr	Trm	Range
1	Condition		WV							.000		1					-
2	Condition									.000		1	2				-
3	Condition		T3							.000	N	Y	1	3			-
4	Condition		T4							.000	N	Y	1	4			-
5	Condition		T5							.000	N	Y	1	5			-
6	Condition									.000			1	X			-
7	Grade		T?							.000	N	N	0				-
8	Grade		TA							4.000	Y	Y	1				-

- B. In the **Audit Grade Table** identify the grade of “WV” on (under the Globe icon) with an add count of 1 and Condg of < **i** >.

22	T3	.000	Y	1								X	R	
23	T4	.000	Y	1								X	R	
24	T5	.000	Y	1								X	R	
25	Z	.000	Y	1								X	R	
26	TWA	.000	Y	Y	1							X	R	
27	NTWA	.000		0								X	R	
28	#	.000		1								X	R	
29	WV	.000		1								X	R	

STEP 5

Activate this system of requirements and condition codes in **Joe Cool**. On the student Academic Record for the transfer school, enter the course which matches the “A” line in Step 1. We used “AREA 1 OK,” with no credit and no grade; check the **P** (pseudo) box.

YR/TM	Course	RCredit	Grade	Title	P	Iflg1
1 2008 1	AREA 1 OK	0.00			<input checked="" type="checkbox"/>	
2 2008 3	BIOL1100	4.00	D	Unifying Concepts in Biology	<input type="checkbox"/>	001
3 2008 3	BUS 2142	3.00	B	Principles of Marketing	<input type="checkbox"/>	001
4 2008 3	ECON2205	3.00	A	Principles of Econ. I	<input type="checkbox"/>	001

When the audit is run, the “AREA 1X” requirement will turn off the “AREA” requirement. A message will be noted on the audit:

```
*****  
Goal Area 1 completed at another MnSCU institution.  
Courses and credits included below, and in MnTC  
total requirement.  
*****
```

Note: You will still need to include the student transcript data in the Joe Cool Student Record.

STEP 6

Once you have completed steps 1-5, test the encoding with additional test students. When the encoding looks and works the way expected for waiving Goal 1, clone the Goal 1 requirement and make modifications for the remaining Goals.

Modifications to the cloned requirement include:

- Changing the Requirement Name
- Changing the Text line
- Changing the A line pseudo Course
- Changing the Assigned Condition Code
- Noting Assigned Condition code on Condition Definitions

Modification to the original Goal Area requirement:

- Adding the Reject System CC

STEP 7

Even though you are waiving a Goal Area based on transfer, you will want to display the courses for the Goal area. In the example below, the program encoding for the Associate in Arts degree includes 3 requirements for each Goal Area. In our example,

Requirement "AREA 1X," based on transfer, waives requirement "AREA 1."
Requirement "AREA 1X" turns off requirement "AREA 1". Requirement "AREA 1X" is optional.

Requirement "AREA 1" is the program requirement for Goal 1.

Requirement "AREA 1 CR" displays transfer and home courses in Goal 1.
Requirement "AREA 1 CR" is optional.

Requirement Name	Grp	Grp	0	0	Sum.	Cross	Alt.	Sort	Report	Extend	Calc	Calc
	1	2	P	P	Group	Link	Catalog	Flag	Category		Group	Flag
8 AREA 1X			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
9 AREA 1	A		<input type="checkbox"/>	<input type="checkbox"/>								
10 AREA 1 CR			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
11 AREA 2X			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
12 AREA 2	B		<input type="checkbox"/>	<input type="checkbox"/>								

A. To create the Goal course display requirement, we cloned the "AREA 1" requirement to "AREA 1 CR." Maintain the same condition codes used in the "AREA 1" requirement. Add "Courses" to the Title.

B. The "AREA 1 CR" requirement Required Sub-req's is set to < 0 >.

Requirement Name: AREA 1 CR FYT: 1999 3 LYT: 9999 99

Title: AREA 1: COMMUNICATIONS Courses

Web Title:

Pseudo Name: AREA 1 CR Requirement Type: '' - <Normal>

Last Modified: Apr 08, 2011 9:07:36 AM By: dandrema

Common Reporting Reference/Other Text Limits (X-line) Used By

Completion Rules

Required Sub-req's: 0 | X - Suppress all

Required Hours: 0.0 | X - Suppress all

Required GPA: 0.0 | X - Suppress all

Required Count: 0 | X - Suppress all

Maximum Hours: 999.9

Condition Code Assignment

Assignment Control:

Assign Condition Codes: M

Matching Rules

Course Condition Codes

Accept 1/2:

Reject 1/2:

Conditional Requirement

Accept System CC:

Reject System CC:

- C. Requirement Reporting should be set to: **M: Hide unless match**.
 Completion Status should be set to: '- - **Suppress completion status**.

Requirement Name: AREA 1 CR FYT: 1999 3 LYT: 9999 99
 Title: AREA 1: COMMUNICATIONS Courses
 Web Title:
 Pseudo Name: AREA 1 CR Requirement Type: '* - <Normal>
 Last Modified: Apr 08, 2011 9:07:36 AM By: dandrema

Common Reporting Reference/Other Text Limits (X-line) Used By

No List

Not implemented
 S: Eliminate when complete
 H: Hide
 I: Hide unless In Progress
 M: Hide unless match
 Z: Suppress 'NEEDS' summary line
 F: Suppress if not needed
 C: Hide until met
 G: Hide until met/ suppress if not needed
 V: Suppress 'Not/Select From' after met
 N: Suppress when met/Show title, '...From' when not
 Q: Suppress 'Not/Select From'
 X: Suppress when met/Show title when not met

Completion Status: '- - Suppress completion status

In Progress Summary: GPA Variance:

Laser Table Control: OK 1/2 No 1/2

- D. In the "AREA 1 CR" requirement, consolidate all Goal 1 accept and reject courses and flags used in the "AREA 1" requirement, into one sub-requirement.

- E. The sub-requirement is looking for a Required Count of 1.

Requirement: AREA 1 CR 19993

Sub-Requirement 1

Required Count: 1 X - Suppress all

Required Hours: 0.0 X - Suppress all

Required GPA: 0.0 X - Suppress all

Maximum Hours: 999.9

Sub-req. ReUse:

Matching Rules

Accept OR

Reject AND

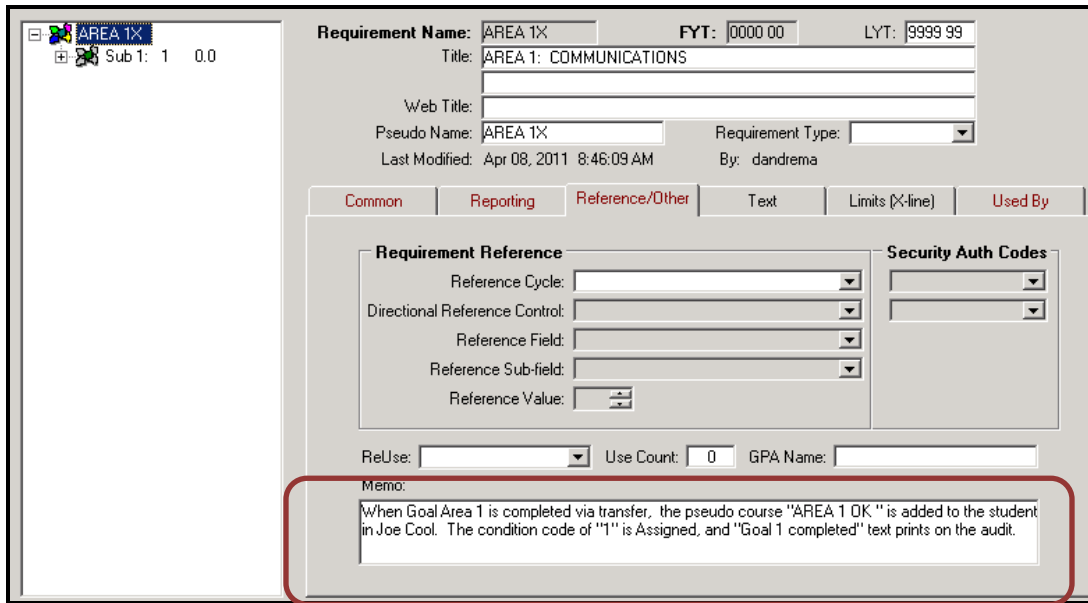
OR'd Sub-requirement:

	Title	Title/OK	Notes
1	R		
2	A ENCL1101		
3	A ENCL1102		
4	A ENCL2243		
5	A ENCL2276		
6	A SPCH1101		
7	A COMP CRS	\$	

AA***999 Rows: 10

F. Note: When a new Goal 1 course is added in curriculum, it must be added to two requirements: "AREA 1" and "AREA 1 CR".

G. Once you have established the three requirements for each Goal area, you may wish to add notes in the Memo fields on the Reference/Other tabs.



Requirement Name: AREA 1X FYT: 0000 00 LYT: 9999 99
Title: AREA 1: COMMUNICATIONS
Web Title:
Pseudo Name: AREA 1X Requirement Type:
Last Modified: Apr 08, 2011 8:46:09 AM By: dandrema

Common Reporting Reference/Other Text Limits (X-line) Used By

Requirement Reference

Reference Cycle: [v]
Directional Reference Control: [v]
Reference Field: [v]
Reference Sub-field: [v]
Reference Value: [v]

Security Auth Codes

ReUse: [v] Use Count: 0 GPA Name: [v]

Memo:
When Goal Area 1 is completed via transfer, the pseudo course "AREA 1 OK" is added to the student in Joe Cool. The condition code of "1" is Assigned, and "Goal 1 completed" text prints on the audit.

Examples of Memos for the three Goal 1 requirements:

AREA 1X Memo: When Goal Area 1 is completed via transfer, the pseudo course "AREA 1 OK" is added to the student in Joe Cool. The condition code of "1" is Assigned, and "Goal 1 completed" text prints on the audit.

AREA 1 Memo: When Goal Area 1 completed in transfer, AREA 1X assigns a system condition code, and AREA 1 is turned off with the Reject System cc of 1.

AREA 1 CR Memo: This requirement is used to display the home and transfer Goal 1 courses. The requirement is accepting the System Condition code of 1, assigned in AREA 1X. When a new Goal 1 course is added in curriculum, it must be added to AREA 1 and AREA 1 CR.

STEP 8

Even though you are waiving a Goal Area based on transfer, you will need to include all the MnTC courses in a requirement looking for total credits.

In the example below, the requirement “MNTC CRED” is looking for MnTC courses.

Requirement Name	Grp 1	Grp 2	O R	P	Sum. Group	Cross Link	Alt. Catalog	Sort Flag	Report Category	Extend	Calc Group
MNTC								F		L	
MNTC CRED	M							E	M		
AA WELLNE	K							E	W		

The sub-requirement will include all MnTC course list requirements and pseudo MnTC courses.

Course	M	Title	T	CLim	CFlg	A	R	Effective Dat
A GOAL 7	L							-
A GOAL 8	L							-
A GOAL 9	L							-
A GOAL 10	L							-
A GOAL 1A	P							-
A GOAL 1B	P							-
A GOAL 1C	P							-

Option #2 Waiving Goal Areas within a Requirement

In the program where a *requirement* is looking for more than one Goal, you will need a different encoding solution to waive Goal Areas **within** a requirement.

DO NOT USE THIS APPROACH IF YOUR PROGRAM FITS THE PATTERN SET UP IN STEP 1-8 ABOVE, WHERE **ONE** REQUIREMENT IS LOOKING FOR **ONE** GOAL.

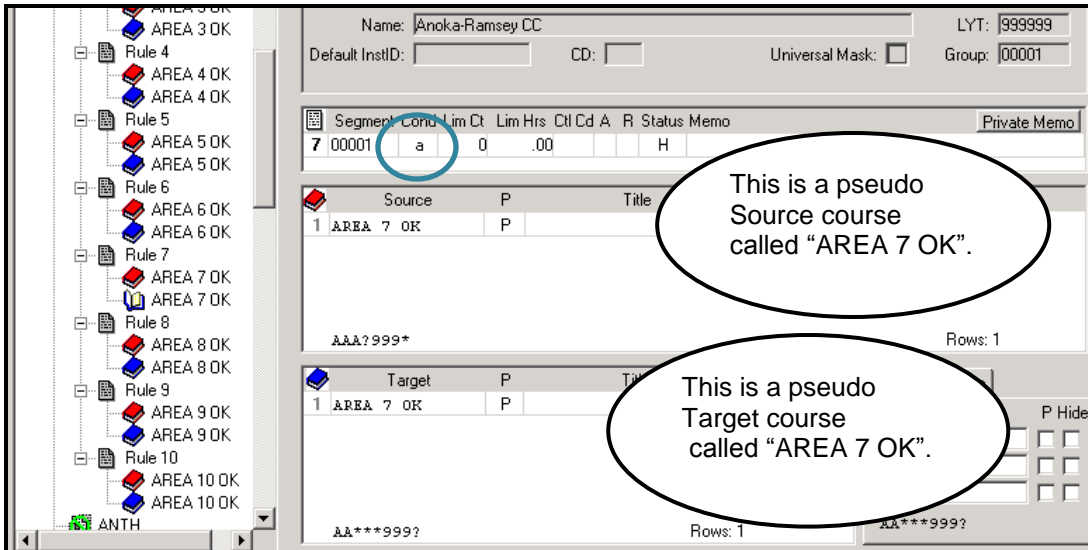
In our example below, the requirement is looking for completion of three sub-requirements (Goal Areas) from Goals 7-10.

Waiving Goal Areas within a Requirement requires a series of sub-requirements for each Goal Area. A sub-requirement looking for a list of Goal Area courses is “**or’d**” with a second sub-requirement displaying a message stating that the Goal Area is completed at another MnSCU institution. A third sub-requirement displaying the Goal Area courses follows the first two sub-requirements. When a Goal Area is completed based on transfer work, a pseudo course **and condition code** is added to the student’s academic record. The pseudo course activates a system condition code, rejecting the first sub-requirement in the series. The “**or’d**” second sub-requirement prints a text message, and the third sub-requirement lists the courses which contribute to the Goal Area. This step-by-step process follows.

STEP 1

TA Tables:

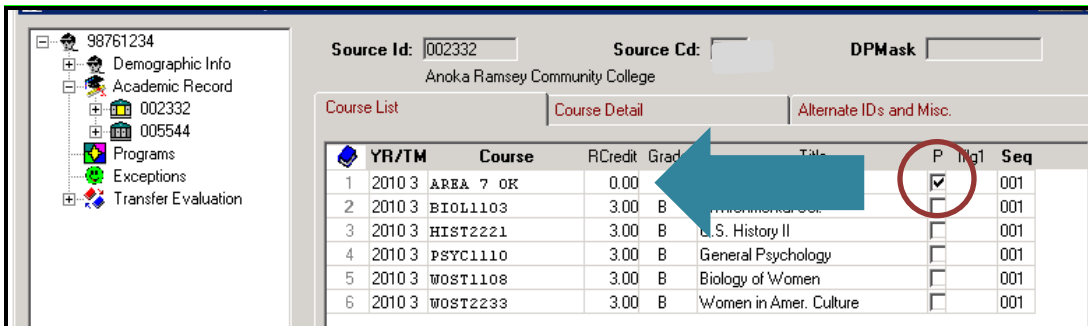
In the rules for the MnSCU source institution, create a rule using Pseudo courses for each of the Goals Areas, 7-10. Add the condition on the pseudo course in the TA tables. If you have Goal Areas 7-10 set up for waiving Goal Area requirements, in Option #1 above, you may use the same courses and condition codes. Each rule has a user-defined course condition code of “**a**”. In the example below, both source and target course for each Goal Area are have the same identity: “AREA 7 OK”, “AREA 8 OK”, “AREA 9 OK”, and “AREA 10 OK”.



The encoding for Joe Cool and the TA tables replicates Steps 1 and 5, in Option #1, above.

Joe Cool:

Add a pseudo course on the student to identify the completion of a Goal Area. In the example below, the course is "AREA 7 OK" and the pseudo course box is checked.



Requirements:

1. Hidden Requirement assigning condition codes

Create a requirement containing condition codes and pseudo courses necessary to turn off specific sub-requirements. The requirement will need to be listed at the top of your program. Our requirement name is “ **MTC CC**”. The requirement is optional.

Requirement Name	Grp 1	Grp 2	O R	O P	Sum Grp	Cross	Alt	Sort	Report Category	Extend	Calc Group	Calc Flag
1 MTC CC												
2 TOTAL-60												
3 AS GOALSD								C				
4 GPA								B				
5 GPA60MED								B	X			
6 EXTRA	*	*						E				
7 TRANSCRIP								E	T			

A. On the Requirement, Required Sub-req's is looking for one required Sub-requirement.

Requirement Name: MTC CC **FYT:** 0000 00 **LYT:**

Title: Optional requirement assigning condition codes for waiving
Web Title: Goal Area 7-10. This requirement No-List is H-Hide

Pseudo Name: MTC CC **Requirement Type:**

Last Modified: May 03, 2011 2:21:12 PM **By:** dandrema

Completion Rules:

- Required Sub-req's: 1
- Required Hours: 0.0
- Required GPA: 0.0
- Required Count: 0
- Maximum Hours: 999.9

Matching Rules:

Course Condition Codes:

- Accept 1/2:
- Reject 1/2:

Conditional Requirement:

B. The requirement Reporting tab is set to **H:Hide**.

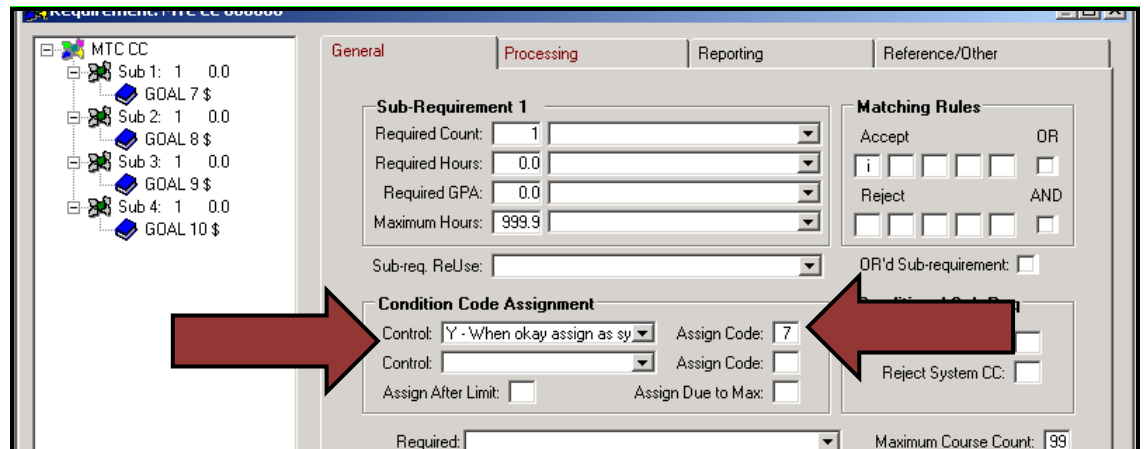
The screenshot shows the configuration for a requirement named 'MTC CC'. The 'Reporting' tab is active, and the 'No List' section has several radio button options. The option 'H: Hide' is selected and circled in red. Other options include 'Not implemented', 'S: Eliminate when complete', 'I: Hide unless in Progress', 'C: Hide until met', 'G: Hide until met/ suppress if not needed', 'V: Suppress 'Not/Select From' after met', and 'N: Suppress when met/Show title, '...From' when no

C. The first sub requirement is looking for one course; the acceptable course is the Pseudo course is "AREA 7 OK".

D. The sub-requirement Matching Rule is **< i > (Ignore a course with this cc unless coded otherwise)**.

The screenshot shows the configuration for 'Sub-Requirement 1'. The 'Matching Rules' section has a radio button labeled 'i' selected, which is circled in red and has a red arrow pointing to it. The 'Required Count' is set to 1. Below this, there is a table with a single row: '1 assign system cc with transfer course AREA 7 OK'. At the bottom, there is a table with columns 'A', 'Course', 'M', 'Lim', 'CFlg', 'A', 'R', and 'Effective Date'. The first row contains '1', 'A', 'AREA 7 OK', '\$', and other empty cells. A red arrow points to the 'A' column of this table.

- E. In the alternate view of the first sub-requirement, set the Condition Code Assignment to “Y- When okay assign as system condition code”. We assigned < 7 > for the code.

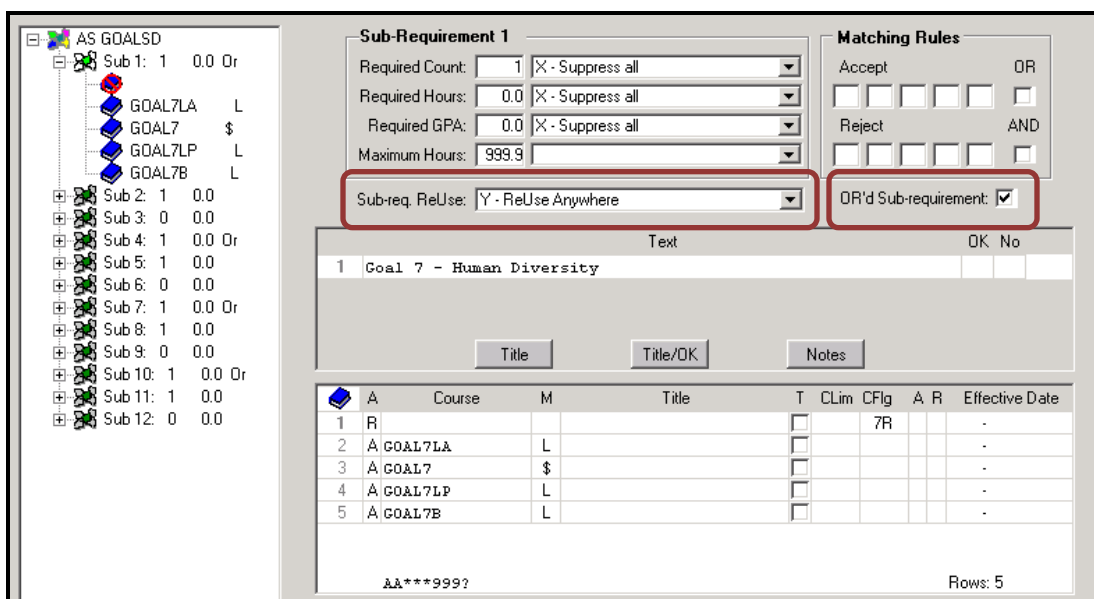


- F. Repeat steps A-C (above) for the remaining Goal Areas, creating sub-requirements with assigned condition codes. (Note these condition codes in Condition Definitions, page 4.)

2. Goals 7-10 Requirement

In the Requirement looking for completion of the 3 Goal Areas, each Goal Area has three sub-requirements.

- A. The first sub-requirement is the list of Goal 7 courses. The sub-requirement ReUse is “ Y – ReUse Anywhere”. The first sub-requirement is OR'd with the subsequent sub-requirement.



B. In the sub-requirement's alternate view, turn off the sub-requirement for Goal 7 by adding the code set in MTC CC for Goal 7 to Conditional Sub-Requirement **Reject System CC**. In our example, this is Reject System CC " 7 ".

The screenshot shows the 'Sub-Requirement 1' configuration window with the 'Processing' tab selected. On the left, a tree view shows the hierarchy: AS GOALSD > Sub 1: 1 0.0 Or > GOAL7LA L > GOAL7 \$ > GOAL7LP L > GOAL7B L. Below this are sub-requirements Sub 2 through Sub 12. The main configuration area includes:

- Sub-Requirement 1**: Required Count (1), Required Hours (0.0), Required GPA (0.0), Maximum Hours (999.9).
- Matching Rules**: Accept (OR), Reject (AND).
- Condition Code Assignment**: Control (Normal Processing), Assign Code (M), Assign After Limit (unchecked), Assign Due to Max (unchecked).
- Conditional Sub-Req**: Accept System CC (unchecked), **Reject System CC (7)** (circled in red).
- Other options**: OR'd Sub-requirement (checked), Maximum Course Count (99), Exclude from Ref Art (unchecked), Limit Top Down (unchecked).

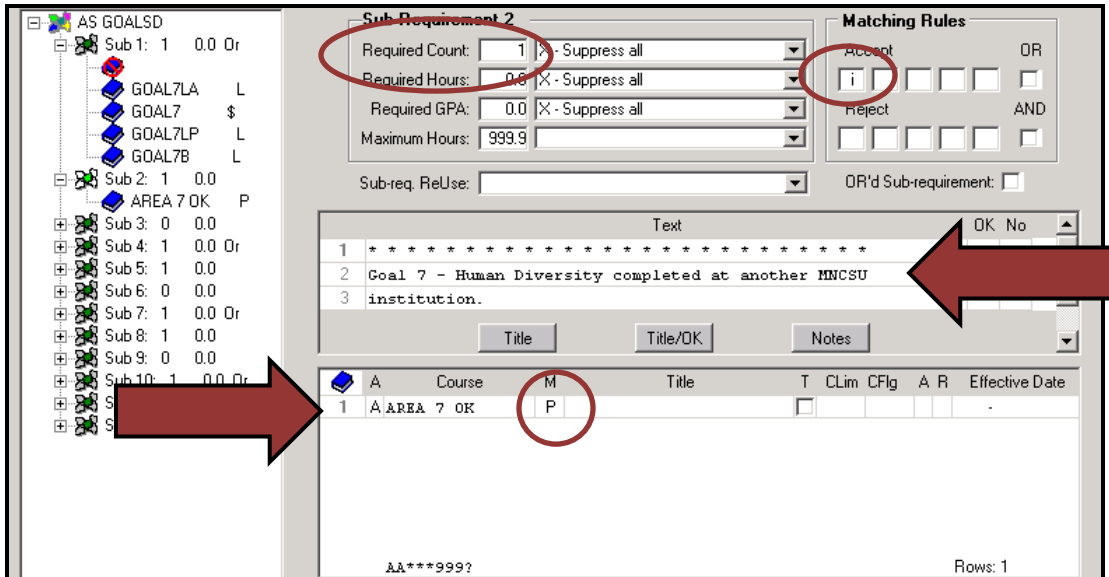
C. On the Reporting tab of the first sub-requirement, set the sub-requirement reporting option to " **V: Hide 'Not/Select From' after met** ". Set No Sequence Number to " **S – Actual reported sub-req. sequence number** ".

The screenshot shows the 'Sub-Requirement Reporting Options' window with the 'Reporting' tab selected. The left tree view is the same as in the previous screenshot. The main configuration area includes:

- Sub-Requirement Reporting Options (NoList)**: A list of radio button options. **V: Hide 'Not/Select From' after met** is selected and circled in red.
- Sub-Requirement 1**: A list of radio button options for reporting behavior.
- Print Description**: A dropdown menu.
- In Progress List**: A dropdown menu.
- No Sequence Number**: A dropdown menu set to **S - Actual reported sub-req. sequence number**, circled in red.
- List Sub-requirement**: A dropdown menu.
- Accept/Reject Control**: A dropdown menu.
- Skip Lines**: A dropdown menu.
- Estimated Hours**: A text field set to 0.0.
- Courses in Alpha Order**: A checkbox (unchecked).
- Force Estimated Hours**: A checkbox (unchecked).
- Sort Order**: A dropdown menu.

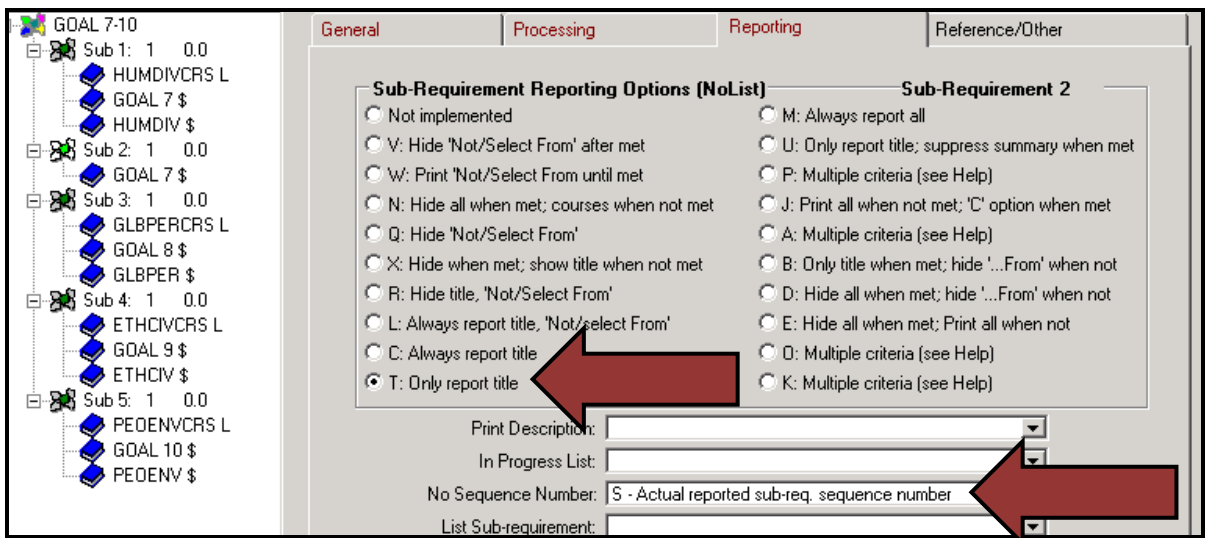
The second sub-requirement displays a message when the Goal area has been completed through transfer.

- A. The second sub-requirement has a required count of “ 1 “. The Matching Rules is set to < i >. The Text line reflects the completed condition: “Goal 7 – Human Diversity completed at another MNCSU institution”. The acceptable course is the pseudo course “AREA 7 OK”.



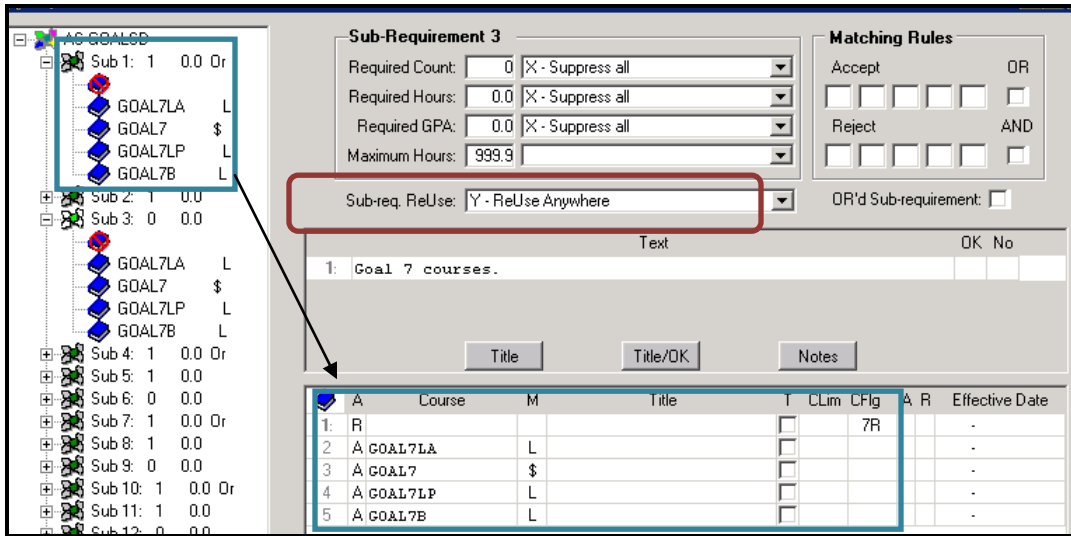
- B. Under the sub-requirement’s reporting tab (alternate view), set the Reporting Option to “T: Only report title.”

To insure that the sub requirements are numbered accurately on the audit, set the No Sequence Number to “S-Actual reported sub-req sequence number” for **all** sub requirements in this requirement.

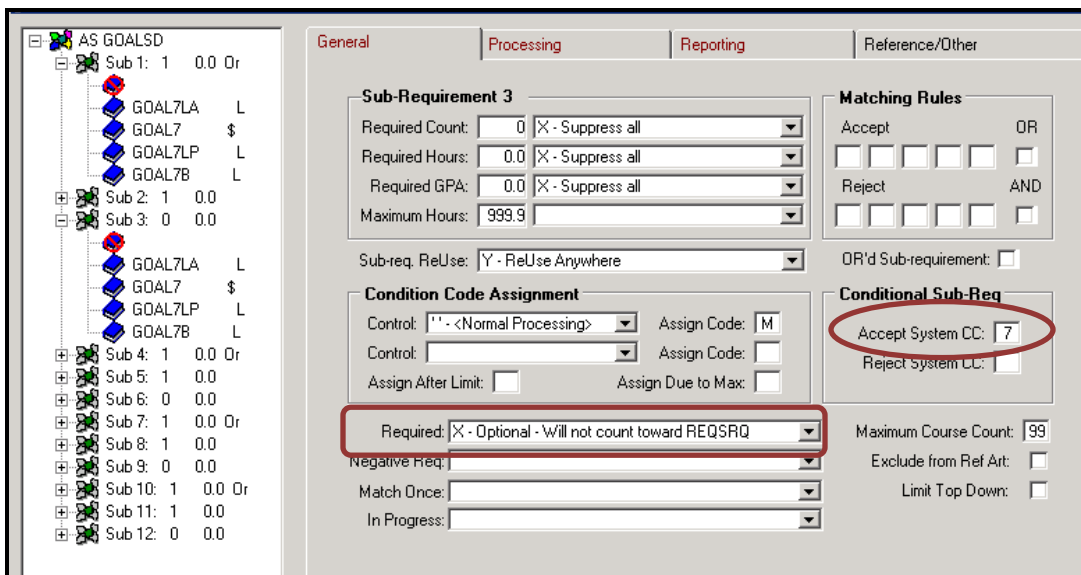


The third sub-requirement in the Goal area series displays the courses for the Goal area.

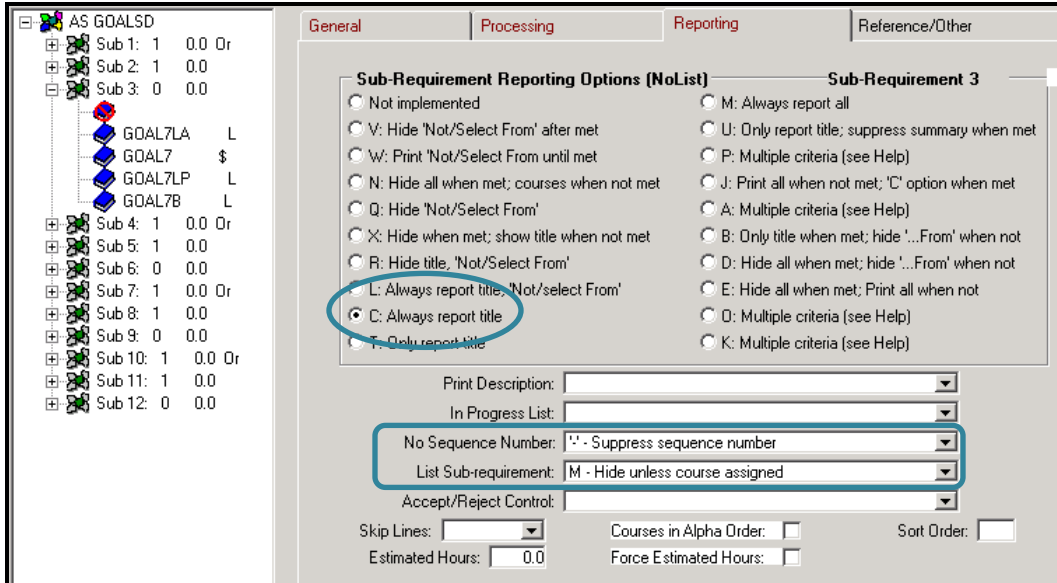
- A. In our example, all of the R-Reject and A-Accept courses and flags listed on the first sub-requirement are included on the third sub-requirement.
- B. The sub-requirement ReUse is “Y – ReUse Anywhere”. The sub-requirement Text is: “Goal 7 courses”.



- C. On the alternate view of the third sub-requirement, the sub-requirement is set to “X- Optional – Will not count toward REQSQR”. The sub-requirement is accepting the system condition code “7”.



D. On the Reporting tab of third sub-requirement, Sub-Requirement Reporting Options NoList is “ **C: Always report title** “. No Sequence Number is “ **-** - **Suppress sequence number**”, and List Sub-requirement is: “ **M – Hide unless course assigned.**”



Test the series of three sub-requirements. When the three sub-requirements work as expected, **duplicate the process for the remaining Goal areas.**

Audit view: In the audit view below, Goals 7 and 9 are completed based on transfer. The courses (home and transfer) for Goals 7 and 9 are displayed.

```

NO      MnTC - General Ed Goal Areas for AS Degrees
      Must have courses from Goals 7 - 10 Goal Areas

+ 1) * * * * *
      Goal 7 - Human Diversity completed at another MNCSU
      institution.
      * * * * *

      Goal 7 courses.
      F 09 HUMAT120      3.0 TB      Women in Amer. Culture
                                ANOKARAM: WOST2233
                                >>MATCHED AS: GOAL7
      F 09 PHIL1440      3.0 C      test home 7 & 9
      F 09 PSYC1445      3.0 TB      General Psychology
                                ANOKARAM: PSYC1110
                                >>MATCHED AS: GOAL7
      F 09 TRANT119      3.0 TB      Biology of Women
                                ANOKARAM: WOST1108
                                >>MATCHED AS: GOAL7

- 2) Goal 8 - Global Perspective
      SELECT FROM: ART 1403 CHIN1404 ECON1420 GEOG1470,
      GEOG1475 SPAN2401 LANG2402 SPAN2402(THROUGH W 10
      SPAN2403(S 10 OR AFTER) HIST1403,1421,1424
      PHIL1405,1435 SOCS1400 ANTH1100,1200,2202
      ART 1121,1122 ECON2202 ENGL2235,2361,2362
      FREN2211,2212 GEOG1110,2242 GLST1121,1500,1510
      HIST1101,1102,1110,1111,1112,1113,1500 HUM 1105,
      HUM 1120,1134,2230,2236,2281,2293,2295 HUMA1403
      MUSC1103,1116 PHIL1111,2224,2240 PLSC1101,2202,
      PLSC2204 PSCI2204,2206 SOCI1110 NTC SPAN1101,
      SPAN1102,2201,2202,2211,2212 SPCH2205

+ 3) * * * * *
      Goal 9 - Ethical & Civic Responsibility completed at
      another MnSCU institution.
      * * * * *

      Goal 9 courses
      F 09 PHIL1440      3.0 C      test home 7 & 9
      F 09 POLS1460      3.0 C      test 9
      F 09 TRANT118      3.0 TB      U.S. History II
                                ANOKARAM: HIST2221
                                >>MATCHED AS: GOAL9

- 4) Goal 10 - People & the Environment
      SELECT FROM: BIOL1411,1430,1431 ECON1430(THROUGH F 07
      ANTH2201 BIOL1101,1107,1108,1111,1112,1120,1161,
      BIOL2010,2252,2254 CHEM1122 ENGL2230,2239
      GEOG2241 NSCI1103,2203 PHIL2220 PHYS1101
      PSYC1107,2226 SFP 1100 SPAN1120
  
```

Updated: 5-9-11