

Train the Trainer Modules: Term Processing

6.12 Tracking Honors and Awards

Setting Up Honors and Awards

To set up honors and awards, use the Honors/Awards Table component and the honors/Awards Rule component.

Honors and awards include internal and external awards that you want to record for students. With honor and award codes and rules, you can create sets of guidelines for every academic career within your institution. You can then use these codes and rules to assign honors and awards to students, either by running the Acad Standing/Honors Awards process (SRPCEASD) through the Academic Standing/Honors and Awards page to evaluate students' honors and awards, or by entering honor/award codes directly onto a student's record through the Honors and Awards page.

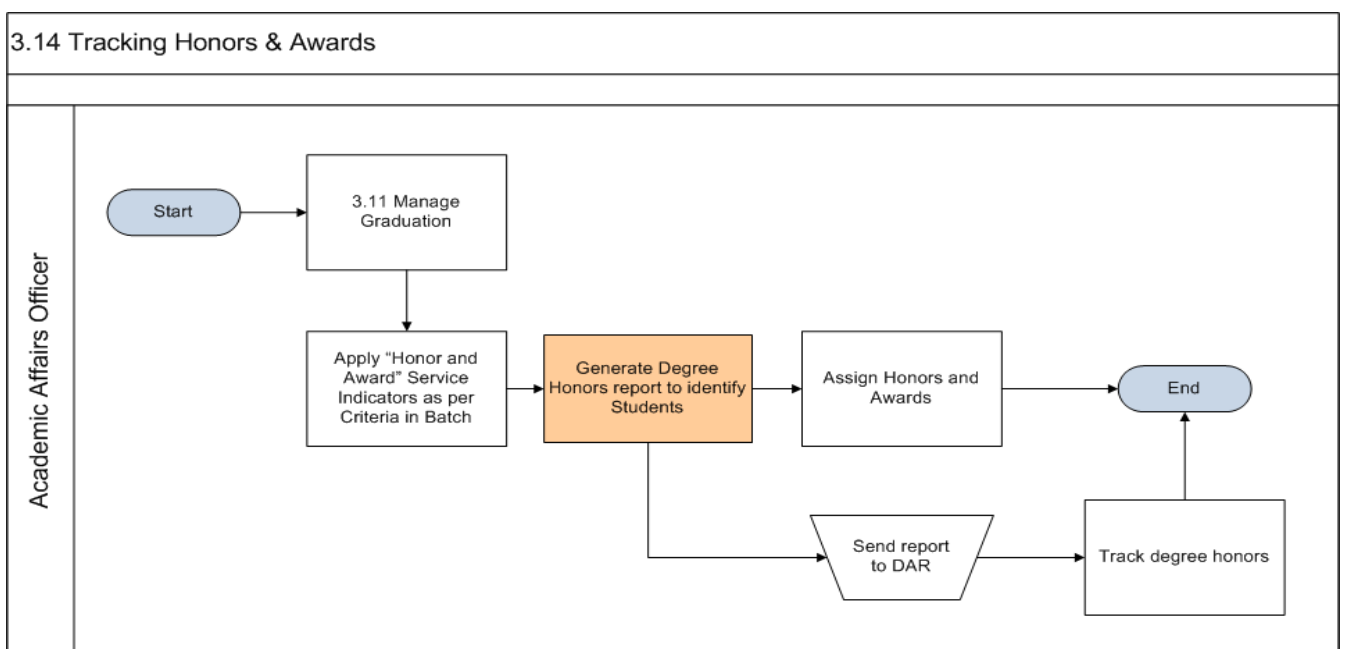
This section discusses how to:

1. Define honor/award codes
2. Define Degree Honors
3. Generate degree honors report to identify students
4. Track Degree Honors
5. Run batch process to assign honors and awards
6. Assign honors and awards

Pages Used to Set Up Honors and Awards

Page Name	Definition Name	Navigation	Usage
Honors/Awards Table	SA_HON_AWRD_TABLE	Set Up SACR, Product Related, Student Records, Student Standing and Awards, Honors/Awards Table, Honors/Awards Table	Define honor and award codes for internal and external awards.

Business Process Map



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Defining Honor/Award Codes

Access the Honors/Awards Table page (Set Up SACR, Product Related, Student Records, Student Standing and Awards, Honors/Awards Table, Honors/Awards Table).

Honors/Awards Table

Academic Institution: KSAU KSA Univ. of Health Sciences
Honor/Award: FCDEGH

Honors/Awards Detail		Find View All	First	1 of 1	Last
*Effective Date:	01/01/2001	*Status:	Active		
*Description:	First Class Degree Honors	Short Description:	First Class		
*Internal/External:	Internal				
Grantor:					
Transcript Level:	Degr Prog				
*Formal Description:	First Class Degree Honors				

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Internal/External

Indicate whether the honor or award relates to an external organization or your internal institution.

Grantor

Enter the grantor of the honor or award.

Transcript Level

Select the transcript level on which you want the honor or award to print. Values for this field are delivered with your system as translate values. These translate values can be modified. The delivered values are Degr Prog (degree progress), Not Print, Official, Stdnt Life (student life), and Unofficial.

Defining Degree Honors

Access the Degree Honors Table page (Set Up SACR, Product Related, Student Records, Student Standing and Awards, Degree Honors Table, Degree Honors Table).

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Degree Honors Table

Honors Code: 1 Honors Type: Degree Honors KSA Univ. of Health Sciences

Find View All First 1 of 1 Last	
*Effective Date:	10/01/2001
Status:	Active
*Description:	Graduate Degree Honors
Short Description:	Grad Honor
Formal Description:	Graduate Degree Honors
	<input checked="" type="checkbox"/> Print on Diploma
	<input checked="" type="checkbox"/> Print on Transcript

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Honor Type

The type of honor and where it appears on the transcript.

For example, an honors type of Degree Plan Suffix indicates that the honor appears on the transcript *after* the degree plan.

Honor type choices are Degree Prefix, Degree Suffix, Degree Honors, Degree Plan Prefix, Degree Plan Suffix, Degree Sub-Plan Prefix, and Degree Sub-Plan Suffix. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort.

Status

Select a status for the degree honor. Select Active when adding a new degree honor. Select Inactive only if your institution will no longer use this degree honor.

Formal Description

You can set up your transcript type so that the formal description prints on the diploma and transcript.

Print on Diploma

No programming is tied to this field; use for informational purposes only.

Print on Transcript

Select this check box to display the formal description of the degree honor on the transcript.

Setting Up Service Indicators

Service indicators consist of service impacts and service indicator reasons that make each service indicator unique.

You complete these steps to set up service indicators:

1. Define service impact values on the Service Impact Table page.
2. Define service indicator codes (including attaching service impact values to each service indicator) on the Service Indicator Codes page.
3. Define service indicator reason codes for each service indicator on the Service Indicator Reasons page.

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Setting Up Service Impacts

To set up service impacts, use the Service Impact Table component (SERVICE_TABLE). This section discusses how to define service impact codes.

Page Used to Set Up Service Impacts

Page Name	Definition Name	Navigation	Usage
Service Impact Table	SRVC_IMPACT_TABLE	Set Up SACR, Common Definitions, Service Indicators, Service Impact Table	Define service impact codes to attach to service indicators.

Defining Service Impact Codes

Access the Service Impact Table page (Set Up SACR, Common Definitions, Service Indicators, Service Impact Table).

Service Impact Table

Institution: KSAU KSA Univ. of Health Sciences
Service Impact: FCDGH

Service Impact Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 *Status: Active

*Description: Qualified for first class honors

Short Description: First Class

Basis of Impact: Term Date

Positive Service Impact System Function

To use the PeopleSoft-delivered services that are related to service impacts (such as blocking enrollment), you must set up but never modify the following service impact codes for every institution in your system:

- AENR
- CENR
- ENVER
- IENR

Each of these service impacts is used in a unique way within the system.

Service Impact Details

A service indicator is in effect for as long as its longest service impact. A service impact is in effect from the start date (for date-based business processes, such as requesting a transcript) or start term (for term-based business processes, such as financial aid disbursement). It remains in effect up to and including the end date or through the end term.

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If no end point is defined, the service indicator with that impact remains in effect until it is released manually.

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Basis of Impact

Select the basis by which the system is to disregard this service impact.

The Service Indicator remains on the record until you remove it; however, the system will disregard the impact as of the end of the basis of impact that is selected. Each impact must have a basis of impact.

If the business process is term-based, select the Term check box for the system to disregard the impact automatically upon completion of the End Term. The end term is defined on the Add Service Indicator page, which is where you assign the service indicator to an ID.

If the business process is date-based, select the Date check box for the system to disregard the impact automatically upon completion of the End Date. The end date is defined on the Add Service Indicator page, which is where you assign the service indicator to an ID.

If the business process is both term-based and date-based, you can select both check boxes. For example, you might need to restrict enrollment activities for an individual for Fall Term 006 but only once the Drops period has begun, which is two weeks into the term. The Service Indicator code with the appropriate impact is assigned with a Start Term value of Fall Term 006, an End Term value of Fall Term 006, and a Start Date of October 6. Selecting both check boxes would allow this impact to restrict enrollment activities only on or after October 6 and only for Fall Term 006.

Positive Service Impact

Select this check box to indicate that the impact provides a service, as opposed to denying or restricting one.

System Function

Select this check box to identify the service impact as one called by PeopleSoft program logic. For example, you must define the CENR service impact and select this check box for it, for each institution in your system, because it is used by enrollment process logic.

Setting Up Service Indicator Codes and Reasons

To set up service indicator codes and reasons, use the Service Indicator Table component (SERVICE_IND_CD_TBL).

This section discusses how to: create service indicator codes and reasons.

- Create service indicator codes.
- Define and associate service indicator reasons.

Pages Used to Set Up Service Indicator Codes and Reasons

Page Name	Definition Name	Navigation	Usage
Service Indicator Codes	SRVC_IND_CD_TABLE	Set Up SACR, Common Definitions, Service Indicators, Service Indicator Codes	Create service indicator codes for positive and negative service indicators.
Service Indicator Reasons	SRVC_IND_RSN_TABLE	Set Up SACR, Common Definitions, Service Indicators, Service Indicator Codes, Service Indicator Reasons	Define and associate reasons for a service indicator.
Service Indicator Display	SCC_SL_DISP_ROLE	Click the Secure Display by Role link on the Service Indicator Reasons page.	Select roles permitting users with those roles to view the assigned service indicator.

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Creating Service Indicator Codes

Access the Service Indicator Codes page (Set Up SACR, Common Definitions, Service Indicators, Service Indicator Codes).

Service Indicator Codes | **Service Indicator Reasons**

Academic Institution: KSAU KSA Univ. of Health Sciences
Service Indicator Code: FCH Copy

Service Indicator Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 *Status: Active
*Description: First class degree honors
Short Description: First Clss
Default Reason: Set No Default

Attributes

Use with: Person Organization Positive Service Indicator Default Start Term (0000)
 Display Deceased Label Display in Self-Service Default Start Date

Service Indicator Impact Find | View All First 1 of 1 Last

*Service Impact: FCDGH Qualified for frst clas honors
Term Category:
Description:

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Default Reason

Displays the default reason associated with the service indicator.

Note. The system cannot display the default reason until the reason is defined and associated with the service indicator on the Service Indicator Reasons page.

Set No Default

Select this check box to prevent the system from displaying default values in the Service Indicator Reason Code and Department fields on the Service Indicators page.

Person and Organization

Specify the type of IDs to which this service indicator can be assigned.

Select the Person check box to allow assignment to individuals.

Select the Organization check box to allow assignment to organizations.

Select both check boxes to allow assignment to both individuals and organizations.

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Display Deceased Label

Select this check box to display the word *DECEASED* at the top of pages about individuals to whom the indicator is assigned in the future.

Warning! Select the Display Deceased Label check box *only* when creating a death service indicator. Selecting this for any other service indicator could cause the system to apply the deceased label to individuals who are not deceased. If this happens, substantial manual effort might be required to remove the deceased designation from each individual's record.

Positive Service Indicator

Select this check box to indicate that the service indicator identifies a privilege or service to be provided.

For example, if you define a positive service indicator of Conference Guest and associate the service impact of Front of Line, then any person assigned the Conference Guest service indicator should receive front-of-line service at your institution.

Display in Self-Service

If your institution has licensed PeopleSoft Campus Self Service, you can select this check box to cause the service indicator to appear on self-service pages.

Default Start Term (0000)

Select this check box to set the Start Term to 0000 (Begin Service Indicator Term) when this service indicator is assigned.

Default Start Date

Select this check box to set the Start Date to <today's date> (current system date) when this service indicator is assigned.

Service Impact

Enter the service that is either restricted or provided by this service indicator.

Term Category

Select the single term category for which the service impact is valid.

Note:- This value is provided for informational purposes for consideration by administrative users. Delivered processes do not consider term categories.

If you do not specify a term category, the service impact should be considered valid for all terms defined for the service indicator with which it is associated.

Values for this field are delivered with your system as translate values. You can modify these translate values.

Description

Enter comments to further describe or identify the service impact as it relates to this service indicator.

Defining and Associating Service Indicator Reasons

Access the Service Indicator Reasons page (Set Up SACR, Common Definitions, Service Indicators, Service Indicator Codes, Service Indicator Reasons).

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Service Indicator Codes		Service Indicator Reasons	
Academic Institution:	KSAU	KSA Univ. of Health Sciences	
Service Indicator Reasons Find View All First 1 of 1 Last			
Service Indicator Code:	FCH	First class degree honors	
Effective Date:	01/01/2001	Status:	Active <input checked="" type="checkbox"/> Positive Service Indicator
Reason Details Find View All First 1 of 1 Last			
*Reason Code:	FCH01	<input type="checkbox"/> Set As Default	Secure Display by Role
*Description:	CGPA grater than equal to 4.75		
Short Description:	First Clss		
*Department:	DAR	*Reference:	Dept
Position Number:			
Description:	Qualified for first class honors		

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Positive Service Indicator

If the service indicator identifies a privilege or service to be provided (as opposed to denied or restricted), the system displays this check box as selected.

Reason Code

Enter a code for the service indicator reason that you are creating.

Set As Default

Select this check box to associate this reason with the service indicator. You can select only one default reason for each service indicator.

When you save the page, the system displays this reason next to the Default Reason field label on the Service Indicators Codes page. When you assign the service indicator on the Service Indicator Data 1 page, the system displays this reason as the default reason unless the Set No Default check box next to the Default Reason field on the Service Indicators Codes page is selected. In this case, no default reason appears.

Secure Display by Role

Click to access the Service Indicator Display page, where you can select roles to permit only users with those roles to view the assigned service indicator. Users without one of the specified roles are not able to view the assigned service indicator whether accessing the page through the icon or through the administrative menus.

Department

Enter the department at your institution that is responsible for this service indicator.

Reference

Select the type of entity that identified the need for this service indicator. Values are Department, Department and Instructor, and Department Bill # and Instructions.

Values for this field are delivered with your system as translate values. You can modify these translate values.

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Position Number

Enter the ID of the person or office that identified the need for this service impact.

Description

Enter comments or instructions to further describe or define this service indicator reason, or to identify what an individual must do to qualify for the removal of a negative service indicator.

The text that you enter here appears as the instructions for this hold on the Holds page in PeopleSoft Enterprise Campus Self Service.

➤ Setup Academic Honors and Awards Codes

Following are the brief summary of steps that you required to setup academic honors and awards codes :

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

N/A

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Set Up SACR>Product Related> Student Records>Student Standing and Awards>Honors/Awards Table>Honors/Awards Table
3. Enter Academic Institution information and click 'Search'. This will display the search results. If no search result is displayed, please modify the search parameters. OR Click on the "Add a New Value" tab, enter Academic Institution and Honor/Award. Then click "Add" to open the page.
4. Enter all mandatory fields like (Effective Date, Description, Internal/External).
5. Click "Save".

➤ Setup Degree Honors and Awards Codes

Following are the brief summary of steps that you required to setup degree honors and awards codes :

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

N/A

Summary of Steps

1. Go to page: Set Up SACR>Product Related> Student Records>Student Standing and Awards> Degree Honors Table
2. Enter Academic Institution information and click 'Search'. This will display the search results. If no search result is displayed, please modify the search parameters. OR Click on the "Add a New Value" tab, enter Academic Institution, Honors type and Honors Code. Then click "Add" to open the page.
3. Enter all mandatory fields' (Effective date, Status and Description)
4. Click "Save". This will degree and award code in the system.

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➤ Add Honors and Awards Service Indicators

Following are the brief summary of steps that you required to add honors and awards service indicators:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

N/A

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Main menu > Set Up SACR > Common Definitions > Service Indicators > Service Indicator Table
3. To create new Service Indicator click on "Add a New Value" tab.
4. Enter following information to create new service indicator (**Institution:** Name of institution, **Service indicator cd:** service indicator code)
5. Click on "Add" button , it will take you to main page of Service Indicator Table.
6. Enter all required/mandatory fields like (Effective date, description, service impact).
7. Create service indicator reason on "Reasons" tab
8. Click on "Save" button to save the new service indicator

➤ Update Honors and Awards Service Indicators

Following are the brief summary of steps that you required to update honors and awards service awards:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

N/A

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Main menu > Set Up SACR > Common Definitions > Service Indicators > Service Indicator Table
3. Enter search information (**Academic Institution**).
4. After passing relevant search information, main page of Service indicator Table will be opened.
5. Update the information according to your requirement and then click "Save" button to save the changes.

➤ Query for Eligible Students for Academic Honor and Awards

Following are the brief summary of steps that you required to query for eligible students for academic honor and awards:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

1. Students should be enrolled and term history tables should be accessible

Summary of Steps

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1. Login to system using your credentials
2. **Go to page:** Main Menu > Reporting Tools > Query > Query Viewer
3. In search by "Query Name" enter "KS_QRY_HONOURS_AND_REWARDS" and click on search button.
4. It will display eligible students for degree honors/award.

➤ Track Degree Honors

Following are the brief summary of steps that you required to track degree honors:
(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following pre-requisites must be fulfilled before entering Degree honors.

1. Degree Honor/Awards is already setup in the system.

Summary of Steps

1. Login to system using your credentials (username & password)
2. **Go to page:** Main Menu > Records and Enrollment > Graduation > Student Degrees > Degree Honors
3. On the "Find an Existing Value" tab, add information (**ID** etc), click "Search" to open the page.
4. Degree Honors Tab will appear, enter honors code information here.
5. Click "Save". This will update student degree honors information the system.

➤ Run batch process to assign honors and awards

Following are the brief summary of steps that you required to run batch process to assign honors and awards:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following pre-requisites must be fulfilled before assigning honors and awards.

1. Student is already setup in the system.
2. Academic Honor/Awards is already defined in the system.

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Menu > Campus Community > Service Indicators (Student) > Mass Assign
3. Create or enter the "Run Control ID" to configure the batch process for honors and awards
4. Providing following information to save/run this batch process:
5. Selection Tool: Select value "PS Query"
6. Query Name: " KS_QRY_HONOURS_AND_REWARDS "
7. Institution: Select the institution name "KSAU"
8. Service Indicator Code: Select the service indicator code that you want to assign to the population selected by the above query

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9. Reason: Select the service indicator reason (Why this service indicator need assigned to the selected population)
10. Start Term: Select the start term of students
11. End Term: Select the end term of students
12. Department ID: Select the department ID that are owner to assign these service indicator
13. After providing the all required details click on "Save" button
14. To run the save process click on "RUN" button
15. To view the process status click on "Process Monitor" link
16. After successfully execution of this process the system automatically assign the selected service indicator to all the population selected by the query report

➤ Assign Honors and Awards Manually

Following are the brief summary of steps that you required to assign honors and awards manually:

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following pre-requisites must be fulfilled before assigning honors and awards.

1. Student is already setup/enrolled in the system.
2. Academic Honor/Awards is already defined in the system.

Summary of Steps

1. Login to system using your credentials (username & password)
2. **Go to page:**Main Menu > Records and Enrollment > Graduation > Honors and Awards
3. On the "Find an Existing Value" tab, enter student ID and click "Search" to open the "Honors and Awards" page for this specific student
4. Enter all required/mandatory fields like (Internal/External type, Academic Institution and Honor/Award).
5. Click "Save". This will update student honors and awards type in the system.