



Remediation Tracking Setup Guide

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This document is published as a baseline guide. Panel shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA Baseline team.

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Overview

Through the Fit/Gap process conducted at a number of campuses, it was determined a modification was required to accommodate the way the campuses need to do remediation tracking and reporting. They need to identify, assess, enforce, track and report remedial coursework for students.

The requirement has to satisfy the Executive Order 665 (EO 665). EO 665 outlines how campuses determine English and Mathematics competency for all students. It also outlines the various ways a student can be exempted from remediation.

It's mandatory for each campus to report to the Chancellor's Office (CO) the English and Mathematics proficiency levels on ERSA and ERSS reports during the academic year. Each campus must also enforce enrollment into remedial courses when necessary. Successful completion of remedial coursework is reported in the "Proficiency One Year Later" report, which is required by the CO.

The current functionality in PeopleSoft does not provide an automated process to identify, evaluate, enforce, track and report remedial coursework. There are manual processes, as well as places to track test scores for ELM and EPT that can exempt a student from remediation. Therefore a customization has been developed to automate the remediation process, which includes new SQRs and the use of delivered functionality.

This setup guide will address the delivered PeopleSoft functionality and tools as well as the customizations that have been done to satisfy CSU requirements.

The steps that will be part of the Remediation process are:

1. CMS SA Baseline will deliver Milestones, Service Indicators and Service Indicator Reason Codes, as well as custom development to the campuses.
2. Each campus will define their own Dynamic Conditions, Enrollment Requirement Groups (Pre-Requisites) and Service Indicator Reason Code instructions. The Service Indicator Reason codes will be used as Enrollment Warning Messages when students enroll using Self-Service on the web.
3. Each campus will attach Enrollment Requirements to the appropriate English and Mathematics courses.
4. Each campus will setup Remediation Identification Criteria, Milestone and Service Indicators assignment criteria, Remediation Drop Exemption, Remediation Time Periods and Course Enrollment/Completion Requirements.
5. Each campus will run the custom Remediation SQR processes to identify, assess, enforce, track and report remedial students.
6. Each campus will run the Proficiency One Year Later report.

1.0 Review of Detailed Requirements

The Baseline Team is working on the remediation modification that will be delivered to all of the campuses. There will be various items (such as Milestones for English and Math) that will be delivered and other values that each campus will need to setup.

The detailed functional requirements will be categorized into the following sections:

1. Setup
 - Delivered by SOSS

- Milestones
 - Service Indicators
 - Service Indicator Reason Codes
- To be completed by Campus
- CSU Criteria Identification
 - CSU EPT/ELM Assignment Codes
 - CSU Remediation Course Enrollment/Completion Criteria
 - CSU Remediation Period Setup
 - CSU Remediation Drop Exemption Page
 - Enrollment Requirement Groups Setup
 - Enrollment Requirement Groups Attached to Courses
 - Dynamic Conditions
 - Service Indicator Security Granted
2. Custom Processes
- CSUSR001 - Calculate ELM/EPT status codes
 - CSUSR002 - Assign Milestones & Service Indicators
 - CSUSR003 - Update Status codes of Current Students
 - CSUSR004 - Drop Remediation Violators
 - CSUSR005 – Milestone Completion
 - CSUSR006 - Track Student Status Report
3. Custom Report
- CSUSR007 – Proficiency On Year Later Report

1.1 Overview of Remediation Process

1.1.1 Considerations

Determine which staff member(s) who will be managing the assessment, enforcement and reporting of remediation. Build the appropriate permission lists and grant the staff the appropriate security to do these functions.

1.1.2 Recommendations

Review the entire process and document before beginning the required setup. SOSS is delivering many of the components and SQRs that are required for the remediation process however each campus must setup other values prior to running processes or doing any reporting. Having an overview of the business process as well as what is delivered and what must be done locally is critical to the success of the remediation process.

2.0 Milestones

Milestones are non-course related requirements. Within the context of remediation, milestones will be used to identify where students are in the remediation process. All designated students will be assigned a milestone for both English and Math; this assignment will be based on the ERS EPT and ELM status codes that will be calculated for each student. Any student who is “Exempted” from remediation will have their English and/or Math Milestones automatically updated to “Completed” status. All other students who are not “exempt” from Remedial course requirements will have their status set to “incomplete” until they satisfy their requirements.

Navigation: Manage Student Records → Manage Academic Records → Setup → Milestone Table

2.1 English Milestones

PEOPLE Soft

Home Worklist Help

Home > Manage Student Records > Manage Academic Records > Setup > Milestone Table [New Window](#)

Milestone Table

Milestone: ENGLISH Test University

1 of 1

*Effective Date: 01/01/1901 *Status: Active

*Description: English Remediation

*Formal Description: English Remediation

Grading Scheme: UGD Undergraduate

Grading Basis: GRD Graded

Attempts Allowed: 1

*Transcript Level: Never Print

*Print Milestone Detail: Never Print

Enter Milestone Levels Here First 1-5 of 5 Last

*Milestone Level	*Description	*Formal Description
1	1 Semester of Eng Remediation	1 Semester of Eng Remediation
2	2 Semesters of Eng Remediation	2 Semesters of Eng Remediation
3	3 Quarters of Eng Remediation	3 Quarters of Eng Remediation
NR	Remediation not Required	Remediation not Required
0	Other Remediation Required	Other Remediation Required

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

2.2 Math Milestones

Milestone Table

Milestone: MATH Test University

*Effective Date: 01/01/1901 *Status: Active

*Description: Math Remediation

*Formal Description: Math Remediation

Grading Scheme: UGD Undergraduate

Grading Basis: GRD Graded

Attempts Allowed: 1

*Transcript Level: Never Print

*Print Milestone Detail: Never Print

*Milestone Level	*Description	*Formal Description
1	1 Semester of Math Remediation	1 Semester of Math Remediation
2	2 Semesters of Mth Remediation	2 Semesters of Mth Remediation
3	3 Quarters of Mth Remediation	3 Quarters of Mth Remediation
NR	Not Required	Not Required
O	Other Remediation Required	Other Remediation Required

2.2.1 Considerations

Two Milestones will be delivered to the campus, one for English and one for Mathematics. These values will be used as part of the process to identify, assess, enforce, track and report remedial coursework. SOSS will deliver these values.

- English Milestones that will be developed by the baseline team and delivered by SOSS:
 - Milestone Level 1** – 1 Semester/Quarter of English Remedial Coursework Required.
 - Milestone Level 2** – 2 Semester/Quarters of English Remedial Coursework Required.
 - Milestone Level 3 (Quarter)** – 3 Quarters of English Remedial Coursework Required.
 - Milestone Level O** – A Remedial Program Consisting of Activities not Described by Codes 1, 2, 3 is Required.
 - Milestone Level NR** – English Remediation Not Required.
- Math Milestones that will be developed by the baseline team and delivered by SOSS:
 - Milestone Level 1** – 1 Semester/Quarter of Math Remedial Coursework Required.
 - Milestone Level 2** – 2 Semesters/Quarters of Math Remedial Coursework Required.
 - Milestone Level 3 (Quarter)** – 3 Quarters of Math Remedial Coursework Required.
 - Milestone Level O** – A Remedial Program Consisting of Activities not Described by Codes 1, 2, 3 is Required.
 - Milestone Level NR** – Math Remediation Not Required.

2.3 Milestone Templates

Navigation: Manage Student Records → Manage Academic Records → Setup → Milestone Template

PEOPLE Soft

Home Worklist Help

Home > Manage Student Records > Manage Academic Records > Setup > Milestone Templates [New Window](#)

Milestone Templates

Academic Institution: Test University Academic Career: Undergraduate
 Academic Program: Academic Plan:

View All 1 of 1

*Effective Date: 01/01/1901 + -
 *Status: Active
 *Description: CSU Remediation Milestones

Templates Detail View All 1 of 2

Milestone Nbr: 10 + -
 *Milestone: ENGLISH
 *Description: English Remediation
 *Formal Description: English Remediation
 Grading Scheme: UGD Undergraduate
 Grading Basis: GRD Graded
 *Transcript Level: Never Print
 *Print Milestone Detail: Never Print
 Attempts Allowed: 1

Done

Milestone Nbr: 20 + -
 *Milestone: MATH
 *Description: Math Remediation
 *Formal Description: Math Remediation
 Grading Scheme: UGD Undergraduate
 Grading Basis: GRD Graded
 *Transcript Level: Never Print
 *Print Milestone Detail: Never Print
 Attempts Allowed: 1

Save Return to Search Add Update/Display Include History Correct History

3.0 Service Indicators

Service Indicators are synonymous with legacy “holds” on a student’s record. The remediation process will utilize four SOSS delivered service indicators with a number of service indicators reason codes for each. Based on the values that will be delivered in the CSU Remediation Assignment Table (Section 6.1 of this setup guide) after processes are run the appropriate students will have specific service indicators with service indicator reasons attached to their record. Students requiring remediation as well as students who have not taken the appropriate tests will be assigned one or more Service Indicators.

The service indicator reason code instructions will displayed to the students when they are enrolling in classes over the web (see example below). The instruction message will inform them of their remediation status and what they need to do to satisfy their remediation requirements.

3.1 Service Indicator Codes

There will be four service indicators that will be delivered by SOSS. They are EPT, ELM, EBL and RNM.

Navigation: [Manage Student Records](#) → [Manage Academic Records](#) → [Setup](#) → [Service Indicator Tables](#) → [Service Indicator Codes](#)

The screenshot shows the PEOPLE Soft web application interface for setting up Service Indicator Codes. The breadcrumb navigation is: Home > Manage Student Records > Manage Academic Records > Setup > Service Indicator Tables. The page title is "Service Indicator Codes" and "Service Indicator Reasons".

Fields displayed:

- Academic Institution: CSUNR Test University
- Service Indicator Code: ELM
- Effective Date: 01/01/1901
- Status: Active
- Description: Entry Level Math Exam
- Short Description: ELM
- Positive Service Indicator:
- Default Reason: Set No Default
- Service Impact: REM Remedial Course Required
- Term Category: [Dropdown]
- Description: Student is required to take the ELM exam. Contact Admissions and Records Office.

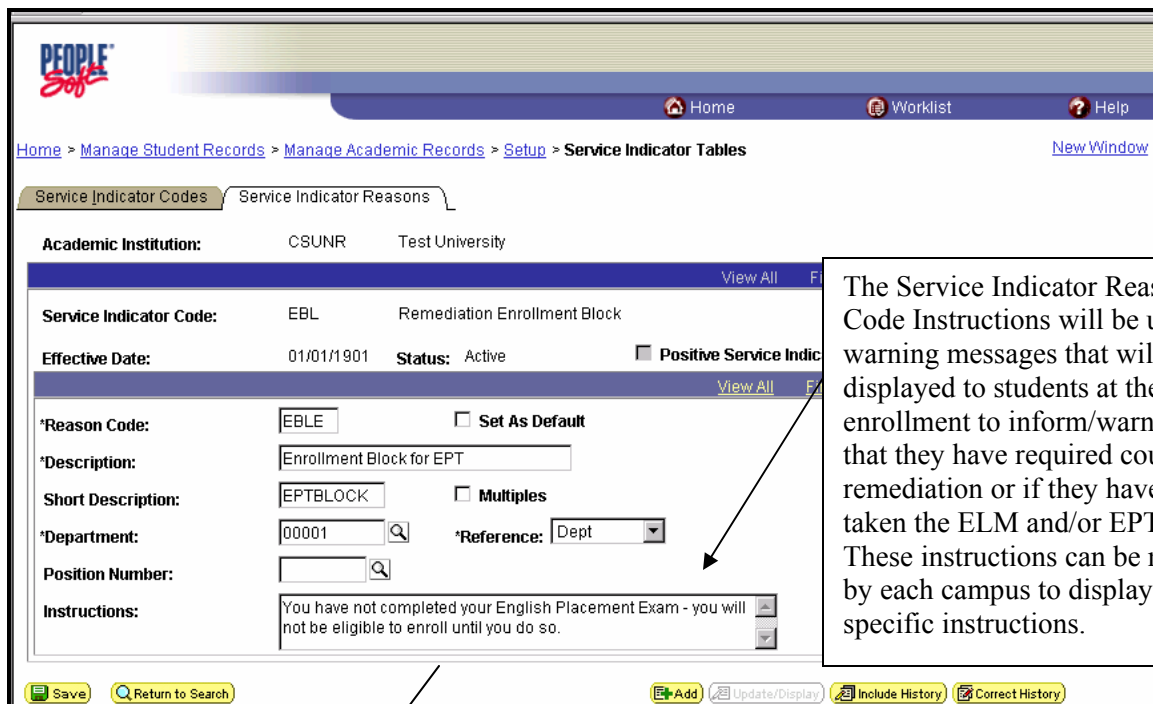
Buttons at the bottom: Save, Return to Search, Add, Update/Display, Include History, Correct History.

3.2 Service Indicator Reasons

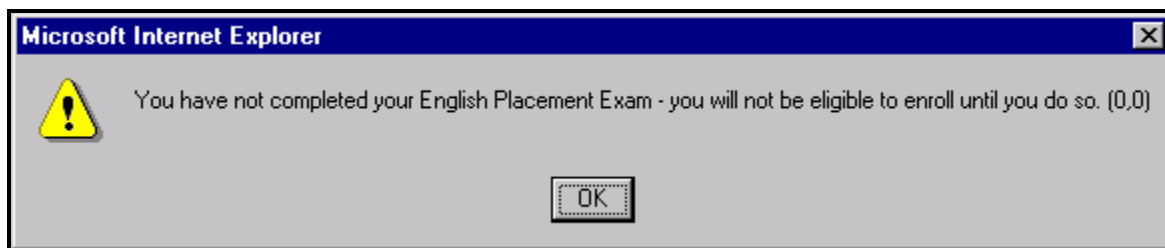
The service indicator reasons will be SOSS maintained and delivered values. It will be the campus' responsibility to enter and maintain the instructions. The Service Indicator codes with their reason codes that will be delivered with the CMS Baseline are listed below:

1. **EPT - English Remediation Required.** Reason codes of: EPT1, EPT2, EPT3 and EPTO.
2. **ELM - Math Remediation Required.** Reason codes of: ELM1, ELM2, ELM3 and ELMO.
3. **EBL – Enrollment Block for EPT and/or ELM status of “U”.** Reason Codes of EBLE and EBLM
4. **RNM – Remediation Not Met.** Reason code of: RNM.

Navigation: Manage Student Records → Manage Academic Records → Setup → Service Indicator Tables → Service Indicator Reasons



This is an example of a message that the student will receive when attempting to register for courses.



3.2.1 Considerations

Only the codes for remediation will be used as part of the warning system in Self Service enrollment, no other codes can be used.

3.2.2 Recommendations

Each campus should change the instructions on the delivered service indicators. The instructions are shown on the web as warning messages for students that require remediation. The campus will need to define the messages they want conveyed to the students.

3.3 Service Indicator Security

Security access needs to be granted to each user who needs to resolve Service Indicators. Security will need to be granted for each Service Indicator and Reason Code combination.

3.3.1 Secure Student Administration Security

Each user that will be working with remediation that needs to monitor and track the remediation process will need to be granted security to each combination of service indicators and reasons.

Navigation: Design Student Administration → Secure Student Administration → User ID → Service Indicator Security

The screenshot displays the 'Service Indicator Security' configuration page. At the top, there is a navigation breadcrumb: Home > Design Student Administration > Secure Student Administration > User ID > Service Indicator Security. Below the breadcrumb, the user ID is 'KOCONNOR' and the academic institution is 'CSUNR Test University'. The main content is a table titled 'Security Settings' with the following columns: Service Indicator Code, Reason, Placement, and Release. Each row represents a specific code and reason combination, with a search icon, a description, and '+' and '-' buttons for configuration. Three ovals are drawn around the table: one around the first two columns (Service Indicator Code and Reason), one around the Reason column, and one around the Placement and Release columns.

Service Indicator Code	Reason	Placement	Release
EBL	Remediation Enrollment Block	Enrollment Block	
ELM	Entry Level Math Exam	ELM1	
ELM	Entry Level Math Exam	ELM2	
ELM	Entry Level Math Exam	ELM3	
ELM	Entry Level Math Exam	ELMO	
EPT	EPT	EPT1	
EPT	EPT	EPT2	
EPT	EPT	EPT3	
EPT	EPT	EPT0	
RNM	Remediation Not Met	RNM	Remediation Not Met

3.3.2 Steps to granting Service Indicator Security

1. Navigate to Secure Student Administration → User ID → Service Indicator Security.
2. Select or type in the User Id you want to grant the service indicator security to.
3. Click on the magnifying glass in the Service Indicator Code field and select the first service indicator you are going to grant the user.
4. Click on the magnifying glass in the Reason field and select the reason you are going to grant the user.
5. Under most circumstances you will want the user to be able to place and remove the service indicators. To grant them that capability, check both the placement and the release fields.
6. Click on the plus sign to insert another row.
7. Proceed with the above directions until you have added all of the combinations of service indicators and reasons that are needed for remediation. These are marked on the screen shot above.
8. Save the page.
9. Once you have granted all of the service indicator combinations to one user, you can use them as the template for all of the other users that you need to grant the same access. This is done using the User Security Replacement feature under setup. (Refer to the 8.0 Student Security Setup Guide for more detailed instructions on how to do this.)

4.0 Dynamic Conditions

Two Dynamic Conditions will need to be setup for the remediation process, one for English and one for Mathematics. Each condition will have three or more lines associated with it. The connector type of “OR” needs to be used between each Condition Line. These condition lines will reflect each milestone level that can be completed. These Dynamic conditions will be attached to an Enrollment Requirement for both English and Math and used as a pre-requisite for GE Breadth Level courses.

4.1 Setup Dynamic Conditions

Navigation: Design Student Administration → Define Academic Requirements → Setup → Define Dynamic Conditions → Condition Line

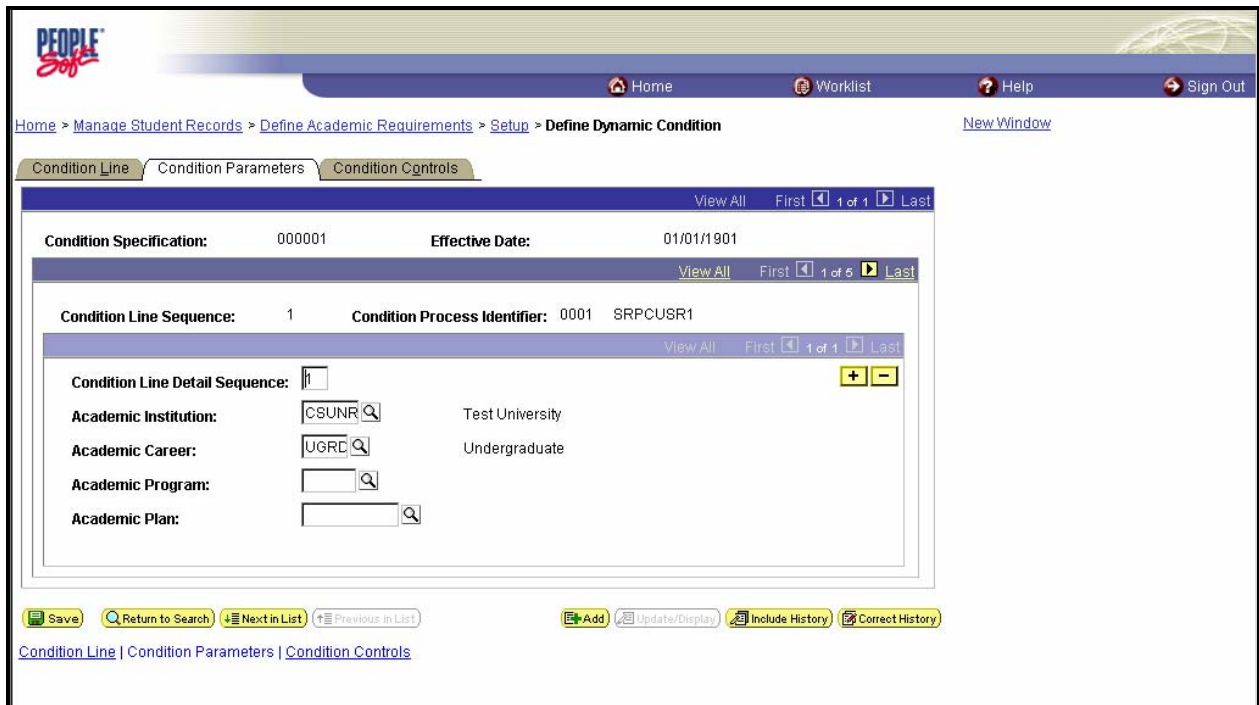
The screenshot displays the 'Define Dynamic Condition' interface in the PEOPLE Soft system. The breadcrumb trail is: Home > Manage Student Records > Define Academic Requirements > Setup > Define Dynamic Condition. The interface includes tabs for 'Condition Line', 'Condition Parameters', and 'Condition Controls'. The 'Condition Line' tab is active, showing the following fields:

- Condition Specification: 000001
- *Effective Date: 01/01/1901
- *Status: Active
- *Description: Eng Remediation
- Short Description: ENG REM
- Long Description: English Remediation Completed
- Connector Type: OR (highlighted with a red circle and callout)
- *Institution: CSUNR
- *Condition Line Sequence: 1
- *Condition Process Type: User Programmable Condition
- Condition Process Identifier: 0001 Milestone Check

At the bottom of the screen, there are navigation buttons: Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, and Correct History. The footer of the application shows the navigation links: Condition Line | Condition Parameters | Condition Controls.

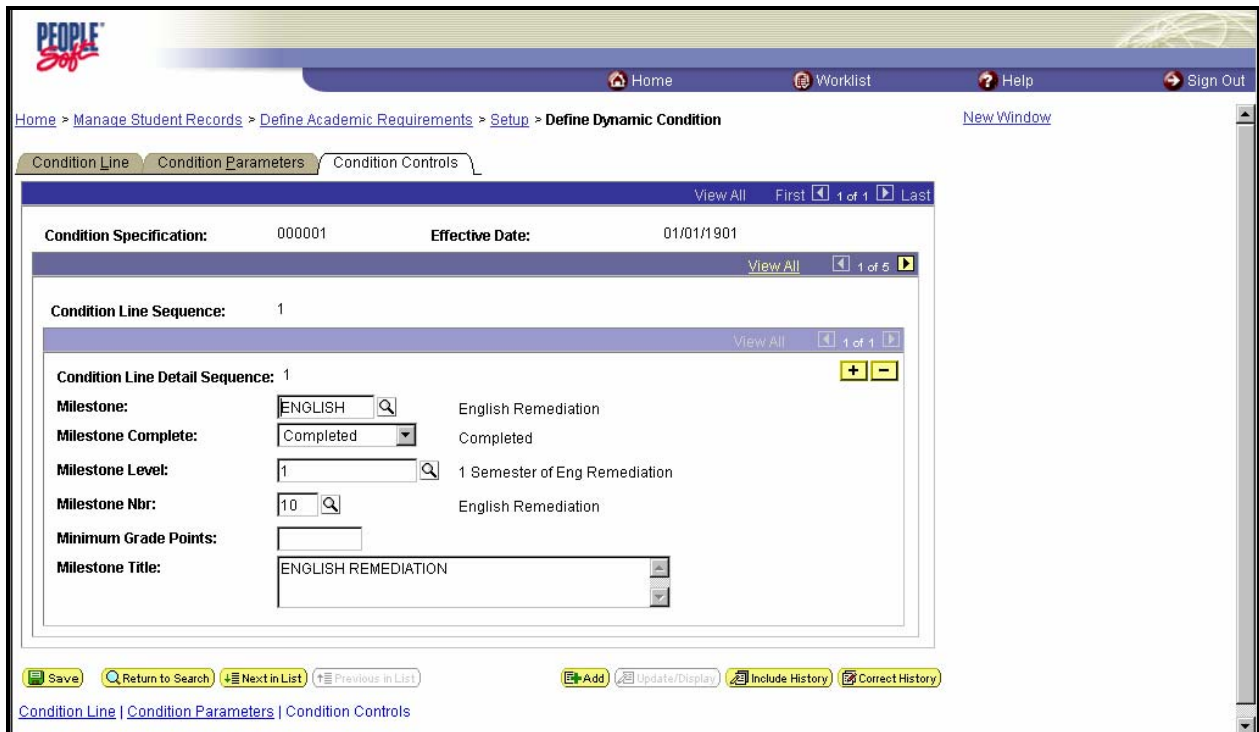
4.2 Setup Condition Parameters

Navigation: Design Student Administration → Define Academic Requirements → Setup → Define Dynamic Conditions → Condition Parameters



4.3 Setup Condition Controls

Navigation: Design Student Administration → Define Academic Requirements → Setup → Define Dynamic Conditions → Condition Controls



4.3.1 Define Dynamic Conditions

1. The following values will need to be setup by the campus:

Condition: Condition Process Type: **User Programmable Condition**

Condition Process Identifier: **Milestone Check**

Condition Controls: Condition Line Detail Sequence

Milestone: **English**

Milestone Complete: **Completed**

Milestone Level: **1,2,3, O and NR***

2. The following values will need to be setup by the campus:

Condition: Condition Process Type: **User Programmable Condition**

Condition Process Identifier: **Milestone Check**

Condition Controls: Condition Line Detail Sequence

Milestone: **Math**

Milestone Complete: **Completed**

Milestone Level: **1,2,3, O and NR***

*** The Dynamic Condition of “O” will require two lines. The Milestone Complete Field should be “Completed” for one and “Incomplete” for the other. This is necessary because a student who places into the “O” level is allowed to take the “College Level” course for either English or Math. This requires the Dynamic Condition to reflect both complete and incomplete status.**

5.0 Enrollment Requirement Groups

Enrollment Requirement Groups that are needed for English and Mathematics remediation will need to be setup by the campuses using the Dynamic Conditions setup above as the condition. It is then the responsibility of the campuses to attach these pre-requisites to the appropriate English and Mathematics courses. This must be done prior to processing any enrollments for the term.

5.1 Enrollment Requirement Group for English Courses

Navigation: Manage Student Records → Establish Courses → Setup → Enrollment Requirement Groups → Course Requisite

PEOPLE SofT

Home Worklist Help Sign Out

Home > Manage Student Records > Establish Courses > Setup > Enrollment Requirement Groups [New Window](#)

Course Requisite Requisite Parameters Requisite Detail Requisite Detail Parameters

View All First 1 of 1 Last

Requirement Group: 000005 + -

*Effective Date: 01/01/1901 *Status: Active

*Description: English Remediation

*Short Description: ENG REM Enable Catalog Print

*Long Description: Successful Completion of English Remedial Coursework is required to register for this course.

*Academic Institution: CSUNF Test University

Academic Group:

Subject Area:

Catalog Nbr:

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

[Course Requisite](#) | [Requisite Parameters](#) | [Requisite Detail](#) | [Requisite Detail Parameters](#)

PEOPLE SofT

Home Worklist Help Sign Out

Home > Manage Student Records > Establish Courses > Setup > Enrollment Requirement Groups [New Window](#)

Course Requisite Requisite Parameters Requisite Detail Requisite Detail Parameters

View All First 1 of 1 Last

Requirement Group: 000005 Description: English Remediation

Effective Date: 01/01/1901 Status: Active

Group Line Type View All 1 of 1

*Line: 0010 + -

*Group Line Type: Condition

Academic Institution: Test University

Condition Code: Table entry

Condition Data: 000001 Eng Remediation

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

[Course Requisite](#) | [Requisite Parameters](#) | [Requisite Detail](#) | [Requisite Detail Parameters](#)

5.2 Enrollment Requirement Group for Math Courses

Navigation: Manage Student Records → Establish Courses → Setup → Enrollment Requirement Groups → Course Requisite

PEOPLE Softe

Home Worklist Help Sign Out

Home > Manage Student Records > Establish Courses > Setup > Enrollment Requirement Groups [New Window](#)

Course Requisite Requisite Parameters Requisite Detail Requisite Detail Parameters

View All First 1 of 1 Last

Requirement Group: 000006 + -

*Effective Date: 01/01/1901 *Status: Active

*Description: Math Remediation

*Short Description: Math Remed Enable Catalog Print

*Long Description: Successful Completion of Math Remedial Coursework is required to register for this course.

*Academic Institution: CSUNF Test University

Academic Group:

Subject Area:

Catalog Nbr:

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

[Course Requisite](#) | [Requisite Parameters](#) | [Requisite Detail](#) | [Requisite Detail Parameters](#)

PEOPLE Softe

Home Worklist Help Sign Out

Home > Manage Student Records > Establish Courses > Setup > Enrollment Requirement Groups [New Window](#)

Course Requisite Requisite Parameters Requisite Detail Requisite Detail Parameters

View All First 1 of 1 Last

Requirement Group: 000006 Description: Math Remediation

Effective Date: 01/01/1901 Status: Active

Group Line Type View All 1 of 1 + -

*Line: 0010

*Group Line Type: Condition

Academic Institution: Test University

Condition Code: Table entry

Condition Data: 000002 Math Remediation

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

[Course Requisite](#) | [Requisite Parameters](#) | [Requisite Detail](#) | [Requisite Detail Parameters](#)

6.0 CSU Criteria Identification

There are two new setup pages that each campus will need to complete to identify the criteria used to determine English and Math proficiency/remediation status. The first page is the CSU Criteria Ident 1 Page and the 2nd is the CSU Criteria Ident Page 2.

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU Criteria Identification → CSU Criteria Ident Page 1

PEOPLE Soft

Home Worklist Help

Home > CSU SA Baseline > CSU Student Records > Setup > CSU Criteria Identification [New Window](#)

CSU Criteria Ident Page 1 CSU Criteria Ident Page 2

Academic Institution: CSUNR Test University

Careers View 1 First 1-2 of 2 Last

Academic Career	EPT Status to Populate	ELM Status to Populate		
1 Graduate	N-Not Req	N-Not Req	+	-
2 Postbac	N-Not Req	N-Not Req	+	-

Programs View All First 1 of 1 Last

Academic Program	EPT Status to Populate	ELM Status to Populate		
1 GRAD	N-Not Req	N-Not Req	+	-

Transfer Courses - English View All First 1 of 1 Last

GE Breadth Status	EPT Status to Populate		
1 Completed	T-XmptTran	+	-

Transfer Courses - Math View All First 1 of 1 Last

GE Breadth Status	ELM Status to Populate		
1 Completed	T-Xmpt GE	+	-

Save Return to Search

CSU Criteria Ident Page 1 | CSU Criteria Ident Page 2

6.1 CSU Criteria Ident Page 2

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU Criteria Identification → CSU Criteria Ident Page 2

Academic Institution: CSUNR Test University

Test Exemption Criteria View 9 First 1-24 of 24 Last

	*Primacy Test Date From	Test Date To	*Test	*Component	Minimum Score for Status	EPT Status to Populate	ELM Status to Populate		
1	10		AP	CALAB	3.00		A-Xmpt CB	+	-
2	20		AP	CALBC	3.00		A-Xmpt CB	+	-
3	30		AP	STAT	3.00		A-Xmpt CB	+	-
4	40	01/01/1900	SAT I	MATH1	550.00		M-XmptSAT	+	-
5	50	01/01/1900	SAT II	MATH2	550.00		M-XmptSAT	+	-
6	60	01/01/1900	SAT	MATH	550.00		S-XmptSAT I	+	-
7	70		ACT	MATH	23.00		C-Xmpt AC1	+	-
8	80		ELM	TOTAL	50.00		P-Passed	+	-
9	90		ELM	TOTAL	48.00		O-NQ ELM	+	-
10	100		ELM	TOTAL	45.00		1-NQ Rem1	+	-
11	110		ELM	TOTAL	40.00		2-NQ Rem2	+	-
12	510		AP	ENGLN	3.00		A-Xmpt CB	+	-
13	520	01/01/1994	SAT II	COMP1	600.00		M-XmptSAT	+	-
14	530	04/01/1995	SAT II	COMP1	660.00		M-XmptSAT	+	-
15	540	05/01/1998	SAT II	COMP1	680.00		M-XmptSAT	+	-
16	550	01/01/1900	SATOL	VERB	470.00		S-XmptSAT I	+	-
17	560	03/01/1994	SAT	VERB	470.00		S-XmptSAT I	+	-
18	570	04/01/1995	SAT	VERB	550.00		S-XmptSAT I	+	-
19	580	01/01/1900	ACT	ENGL	22.00		C-Xmpt AC1	+	-
20	590	10/01/1989	ACT	ENGL	24.00		C-Xmpt AC1	+	-
21	600		EPT	TOTAL	151.00		P-Passed	+	-
22	610		EPT	TOTAL	148.00		O-NQ EPT	+	-
23	620		EPT	TOTAL	140.00		1-NQ Rem1	+	-
24	630		EPT	TOTAL	130.00		2-NQ Rem2	+	-

Save Return to Search

6.1.1 Considerations

Please refer to the ERS Data Element Definitions for EPT and ELM. Each DED explains in detail the various levels that students are required to meet in order to establish their EPT and ELM status codes.

6.1.2 Recommendations

The assignment of the EPT and ELM status codes are assigned in a hierarchical manner (Please refer the ERS EPT and ELM DED). When entering the test criteria, use the Primacy numbers to establish the order of processing for the SQR to follow. **The example above is for display purposes only, please refer to latest ERS DED for further details.**

7.0 CSU EPT/ELM Assignment Codes

The following setup page identifies the Milestone, Milestone Level, Milestone Completion Status, Milestone How Attempted, Service Indicator and Service Indicator Reason Code to assign to a student based on the EPT and ELM status code they have on their record. **Special Note: Do not include the assignment of any Milestones/Service Indicators for the code of "N" in the following setup page.*

7.1 CSU Rem Asg Tbl

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU EPT/ELM Assignment Codes

Home Worklist Help

Home > CSU SA Baseline > CSU Student Records > Setup > CSU EPT/ELM Assignment Codes New Window

Csu Rem Asg Tbl

Academic Institution: CSUNR Test University

EPT Status	ELM Status	Milestone to Add	Milestone Level to add	Milestone Completion Status to assign	Milestone How Attempted	Service Indicator to Add	Service Reason Code to Add		
1	1-NQ Rem1	Math	1	Incomplete		ELM	ELM1	+	-
2	2-NQ Rem2	Math	2	Incomplete		ELM	ELM2	+	-
3	3-NQ Rem3	Math	3	Incomplete		ELM	ELM3	+	-
4	A-Xmpt CB	Math	NR	Completed	Not Req			+	-
5	C-Xmpt AC1	Math	NR	Completed	Not Req			+	-
6	M-XmptSAT	Math	NR	Completed	Not Req			+	-
7	O-NQ ELM	Math	Other	Incomplete		ELM	ELMO	+	-
8	P-Passed	Math	NR	Completed	Not Req			+	-
9	R-Q ComRe	Math	NR	Completed	Exempted			+	-
10	S-XmptSAT1	Math	NR	Completed	Not Req			+	-
11	T-Xmpt GE	Math	NR	Completed	Self Rept			+	-
12	U-Not Xmpt					EBL	EBLM	+	-

13	1-NQ Rem1	English	1	Incomplete		EPT	EPT1	+	-
14	2-NQ Rem2	English	2	Incomplete		EPT	EPT2	+	-
15	3-NQ Rem3	English	3	Incomplete		EPT	EPT3	+	-
16	A-Xmpt CB	English	NR	Completed	Not Req			+	-
17	C-Xmpt AC1	English	NR	Completed	Not Req			+	-
18	M-XmptSAT	English	NR	Completed	Not Req			+	-
19	O-NQ EPT	English	Other	Incomplete		EPT	EPTO	+	-
20	P-Passed	English	NR	Completed	Not Req			+	-
21	R-Prof Dem	English	NR	Completed	Exempted			+	-
22	S-XmptSAT1	English	NR	Completed	Not Req			+	-
23	T-XmptTran	English	NR	Completed	Self Rept			+	-
24	U-Required					EBL	EBLE	+	-

Save
Return to Search

7.1.1 Considerations

This table needs to be setup by the campus. The example above can be followed as the campus loads this table. Any Student who has a status of “U” will be assigned a Service Indicator that will block all enrollment activity EBLE and/or EBLM. Various SQR processes that are included in this modification will populate the fields that are identified on this setup page automatically. ****Special Note: Do not include the assignment of any Milestones/Service Indicators for the code of “N” in the setup page above.***

7.1.2 Recommendations

Pay close attention to detail when setting this table up as the values here will have a direct impact on the student and what type of classes and transactions that they can process.

8.0 CSU Remediation Period

Each campus will need to setup their time periods for remediation. According to EO665, a student has One Year to complete their remedial course requirements. For example, the Admit Term of 2017 (Fall 2001) would require a remediation period of one year and the associated terms (2017, 2023 and 2025) would be populated in this table.

8.1 CSU Rem Period

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU Rem Period

The screenshot displays the 'Remediation Period Setup' page in PeopleSoft. At the top, the navigation path is 'Home > CSU SA Baseline > CSU Student Records > Setup > CSU Remediation Period'. The page title is 'Remediation Period Setup' and the academic institution is 'CSUNR Test University'. Below this, there are two tables. The first table, 'Admit Term', has columns for 'Admit Term' and 'Fall 2003'. The second table, 'Remediation Period', has columns for 'Term', 'Admit Term', and 'Fall 2003'. The first row of the 'Remediation Period' table is circled in red, and a callout box points to it with the text: 'These terms are mapped to the Courses that a student must enroll into and complete during their remediation period.'

Term	Admit Term	Fall 2003
2037	Fall 2003	
2043	Spring 2004	
2045	Summer 2004	

9.0 CSU Remediation Completion

The Remediation Completion setup page plays two important roles in the Remediation process. This setup page will determine which courses are required for a student to enroll in based on their remediation status as well as the units required to complete their assigned Milestone Level and which courses will satisfy the requirement for completion. Each Milestone and Milestone Level should be identified on this setup page in order for various processes to work properly.

9.1 CSU Remediation Completion Table

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU Remediation Completion

Remediation Completion Rules

Academic Institution: CSUNR Test University
 Milestone to Add: English

Milestone Level		View All		First	1 of 6	Last
*Sequence number:	1	Milestone Level:	1	Units:	3.00	+ -

Completion Rule		View All		First	1 of 1	Last
		Grade/Grade Points	Grade w/no GPA			
*Term	*Course ID	Grading Scheme	Grading Basis	Grade Input	Grade Points	
1	000022 English Fundamentals	UGD	CNC	CR	+ -	

Buttons: Save, Return to Search, Next in List, Previous in List, Add, Update/Display

9.1.1 Considerations

The example above is for classes that have a specific grade that would designate that a student has successfully completed their remedial requirement for the class. In this case, “CR” is the only grade for this class that would satisfy a student’s remedial requirement. Please other examples below for different combinations of grading and remediation completion.

PeopleSoft.

Home Worklist Help

Home > CSU SA Baseline > CSU Student Records > Setup > CSU Remediation Completion

Remediation Completion Rules

Academic Institution: CSUNR Test University
Milestone to Add: English

Milestone Level View All First 2 of 8 Last
 *Sequence number: 4 Milestone Level: 1 Units: 3.00 + -

Completion Rule First 1 of 1 Last
 Grade/Grade Points Grade w/no GPA

*Term	*Course ID	Grading Scheme	Grading Basis	Grade Input	Grade Points
1	000022 English Fundamentals	UGD	GRD		3.000 + -

Save Return to Search Next in List Previous in List Add Update/Display

9.1.2 Considerations

The example above is for a class that a grade is given that counts towards GPA. This screen shot shows that to successfully complete the English Milestone Level 1 for 3.0 units, the student can take English Fundamentals and receive a “D” or above. D = 1.0 Grade point X 3.00 Units for the class = 3.00 Grade Points. The student must have 3.00 Grade Points for the class.

PeopleSoft.

Home Worklist Help

Home > CSU SA Baseline > CSU Student Records > Setup > CSU Remediation Completion [New Window](#)

Remediation Completion Rules

Academic Institution: CSUNR Test University
Milestone to Add: English

Milestone Level View All First 2 of 7 Last
 *Sequence number: 3 Milestone Level: 1 Units: 3.00 + -

Completion Rule First 1 of 1 Last
 Grade/Grade Points Grade w/no GPA

*Term	*Course ID	Grading Scheme	Grading Basis	Grade Input	Grade Points
1	000022 English Fundamentals	UGD	GRD		3.000 + -

Save Return to Search Next in List Previous in List Add Update/Display

Remediation Completion Rules

Academic Institution: CSUNR Test University
Milestone to Add: English

Milestone Level

*Sequence number: 3 Milestone Level: 1 Units: 3.00

Completion Rule

*Term	*Course ID	Grading Scheme	Grading Basis	Use Grade w/no GPA	Grade Input
1	000022 English Fundamentals	UGD	GRD	<input checked="" type="checkbox"/>	No grade lower than D

This is a new tab in on this page and enables campuses who give letter grades other than CR/NC but no GPA for remedial classes, the ability to specify a “No Grade Lower Than”

9.1.3 Considerations

Some campuses have indicated that they give a letter grade for some remedial classes, but do not include that grade in GPA. In these cases, the second tab on this page should be used. In the example above, check the box “Use Grade w/no GPA” and then use the Grade Input field. To complete English Milestone level 1, the student must take English Fundamentals and receive a grade no lower than “D” in order to satisfy this requirement.

PeopleSoft

Home Worklist Help

Home > CSU SA Baseline > CSU Student Records > Setup > CSU Remediation Completion [New Window](#)

Remediation Completion Rules

Academic Institution: CSUNR Test University
Milestone to Add: English

Milestone Level View All First 6 of 8 Last

*Sequence number: 1 Milestone Level: 2 Units: 6.00 + -

Completion Rule First 1-2 of 2 Last

Grade/Grade Points	Grade w/no GPA	*Term	*Course ID	Grading Scheme	Grading Basis	Grade Input	Grade Points
		1	000021 Developmental English	UGD	CNC	CR	+ -
		2	000022 English Fundamentals	UGD	CNC	CR	+ -

Save Return to Search Next in List Previous in List Add Update/Display

9.1.4 Considerations

It is important to note that for any Milestone Levels that require more than one course for the successful completion of the milestone must be linked to the term when the course should be taken. For example, a student who is at English Level 2 needs to take Developmental English in their first term and English Fundamentals in the second term for a total of 6.0 units. The term field on this setup page should reflect when the course should be taken. This functionality will be used as part of the verification process to determine if the student is enrolled in the correct courses for the correct term. In order for the Drop Enrollment Process to work properly, the Term field must be populated. See the examples above for the various Grade setup combinations.

10.0 CSU Remediation Drop Exemption Page

A page has been provided to identify students who are exempted from having their enrollments dropped by the Drop Courses Process (Described in Process Section). This is an optional setup page that will be used in conjunction with the optional Remediation Drop Courses process.

10.1 CSU Remed Exempt from Drop

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU Remediation Completion

The screenshot shows the PEOPLE Soft web application interface. At the top left is the PEOPLE Soft logo. The navigation bar includes Home, Worklist, and Help. The breadcrumb trail is: Home > CSU 9A Baseline > CSU Student Record > Use > CSU Remed Drop Exemption. A "New Window" link is in the top right. The main content area is titled "CSU Remed Exempt from Drop". Below this, it shows "Academic Institution: CSUNR Test University". A table displays the exemption data for three records. The table has columns for *Admit Term, *EmplID, and Exempt from class drop (CSUSR004). Each row includes a checkbox for the exemption status and two buttons (+ and -). At the bottom left, there are "Save" and "Return to Search" buttons.

CSU Remed Exempt from Drop

Academic Institution: CSUNR Test University

View All First 1-3 of 3 Last

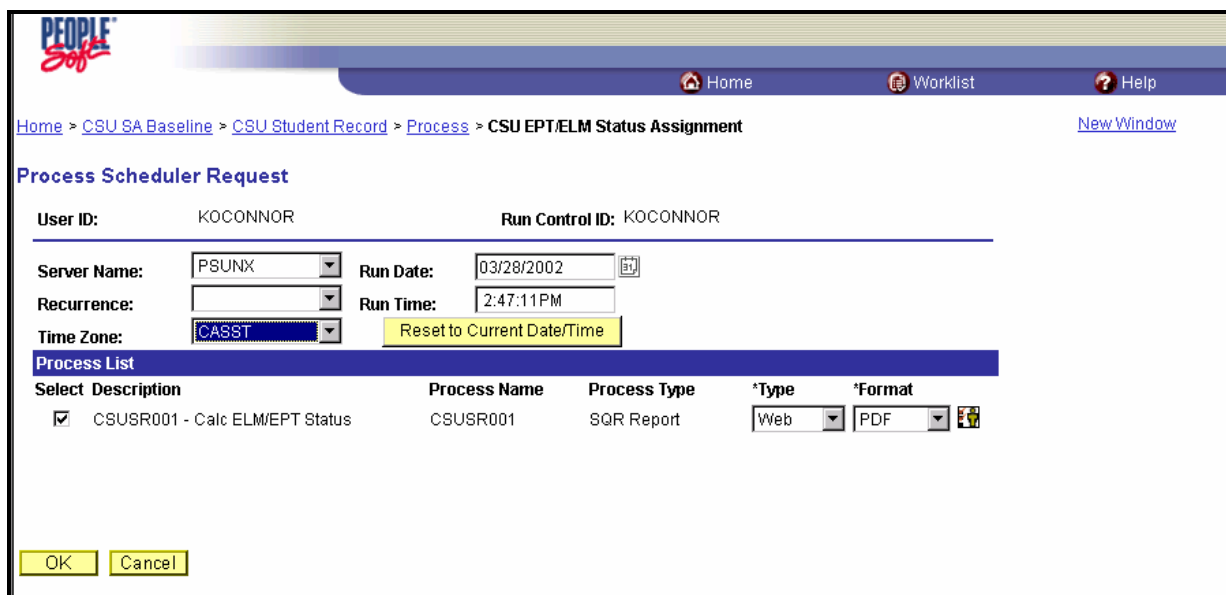
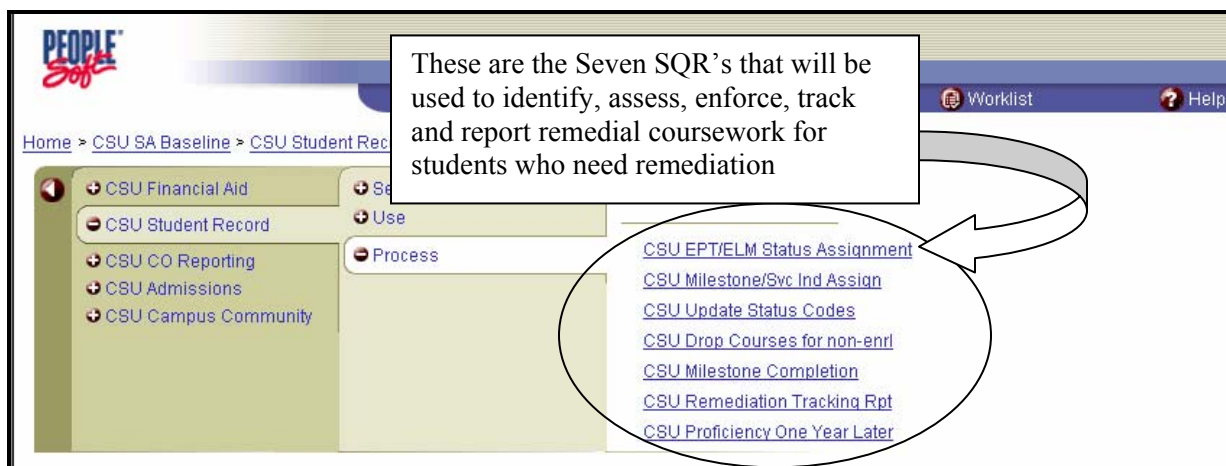
*Admit Term	*EmplID	Exempt from class drop (CSUSR004)		
1 2017	001876557	<input checked="" type="checkbox"/>	+	-
2 2017	001876557	<input checked="" type="checkbox"/>	+	-
3 2017	001876773	<input checked="" type="checkbox"/>	+	-

Save Return to Search

11.0 Remediation Processes

Seven SQR processes were developed and delivered to identify, assess, enforce, track and report remedial coursework for students who need remediation. Each process will use the information that has been setup by the campus and described above.

Navigation: CSU Student Record → Process → CSU Run Remediation Process



11.1 Running the Custom CSU Remediation SQRs

11.1.1 CSUSR001 - Calculate ELM/EPT

1. The first process you need to run is the SQR process to calculate initial values for ELM and EPT status fields.

- This process will assign ERS EPT and ELM status codes to the student's record based on the CSU Criteria Identification Setup Page outlined above. (The ERS ELM and EPT codes will automatically populate on the student's record on their Application Data page when this process is run.)
- This process can be run on a regular basis to assign status codes for any new students.
- This process will evaluate students with the admit term identified in the Run Control and will evaluate anyone who has not been evaluated previously, or any student who has a 1, 2, 3 or U EPT or ELM status. Any student who has been "exempted" by a previous run of the process will not be re-evaluated. These students will be evaluated prior to matriculation.
- Enter the CSU Application Year to be used for Populating the CSU_ADM_AP_DATA record for the student
- If your campus does not use "Self Reported" test scores to determine remedial status, check the box on the run control to exclude these tests.

The screenshot shows the PeopleSoft interface for the 'EPT/ELM Status Assignment' process. The breadcrumb trail is: Home > CSU SA Baseline > CSU Student Records > Process > CSU EPT/ELM Status Ass. The page title is 'EPT/ELM Status Assignment'. The Run Control ID is 'KOCONNOR'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The form fields are:

- *Academic Institution: CSUNR (dropdown), Test University
- *Term: 2037 (dropdown), Fall 2003
- *CSU Application Year: 2004-05 (dropdown)
- Exclude self-reported test data

 A callout box with a black border and white background points to the 'Term' field, containing the text: 'Specify the student's Admit Term for this run of the process.'

11.1.2 CSUSR002 - Assign Milestones and Service Indicators

- Run the SQR process to assign Milestones and Service Indicators to each student who had their EPT and ELM status codes evaluated by the first process and has been matriculated.
- This process will assign Milestones, Milestone Levels, Milestone Completion Status, How Attempted and Service Indicators based on the ERS EPT and ELM status code on the student's record.
- All students will be assigned a milestone for both EPT and ELM unless otherwise indicated in the setup table (ie., Students with a "U" status may not be assigned a Milestone until they have a valid status code).
- All English Milestone's will be given a Milestone number of "10" and all Math Milestone's will be given a Milestone number of "20". These values are hard coded to avoid any incorrect numbering of Milestones.
- Any student who is "Exempted" from remediation will have their Milestones automatically updated to "Completed" status based on the ELM/EPT assignment code setup table.

6. Students needing remediation as well as those students who need to take the ELM and/or EPT placement tests will be assigned a Service Indicator. All of the data that will be populated on the student's record will be based on the setup pages highlighted above.
7. Transfer students who self-report courses that exempt them from remediation will be assigned a Milestone How Attempted status of "Self Reported". This status will update to "Transfer Course" when the official transcript arrives and the student is given actual transfer credit for taking the course elsewhere.

PeopleSoft.

Home Worklist Help

Home > CSU SA Baseline > CSU Student Records > Process > CSU Milestone/Svc Ind Assign [New Window](#)

Milestone/Service Indicator Assignment

Run Control ID: KOCONNOR [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution: CSUNR Test University

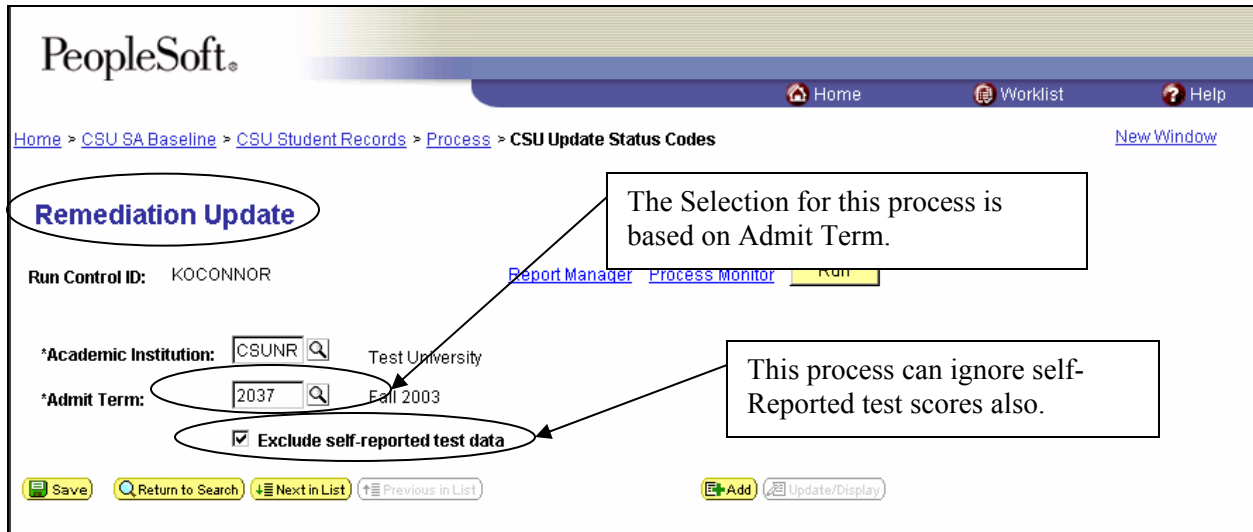
*Admit Term: 2037 Fall 2003

The Selection for this process is based on Admit Term.

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

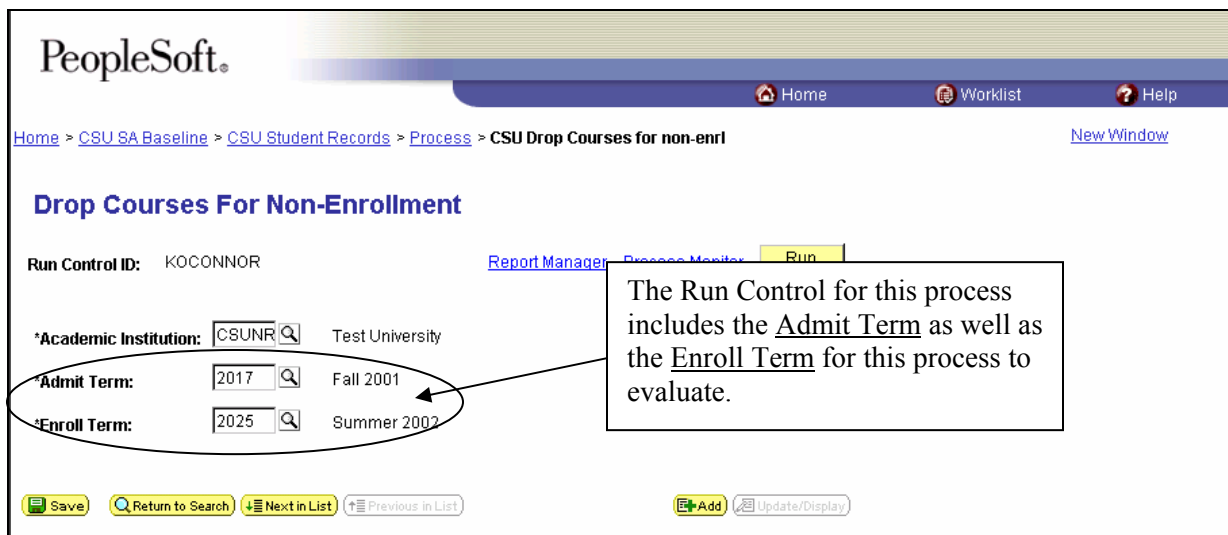
11.1.3 CSUSR003 - Update Status of Current Students

1. Run the CSUSR003 process to assess the current status of students and update their records as necessary.
2. Run the SQR process to update ELM and EPT status codes, and Milestones and Service Indicators if required.
3. This process will update the student's ERS ELM and EPT status codes if applicable, Milestones and Service indicators as additional materials (such as test scores or transcripts) arrive on campus.
4. This process can be run at any time and will only evaluate and update those students who have been matriculated and evaluated by a prior process.
5. The process does not re-evaluate students who have been exempted in a previous process.
6. This process will also ignore "Self Reported" test scores.



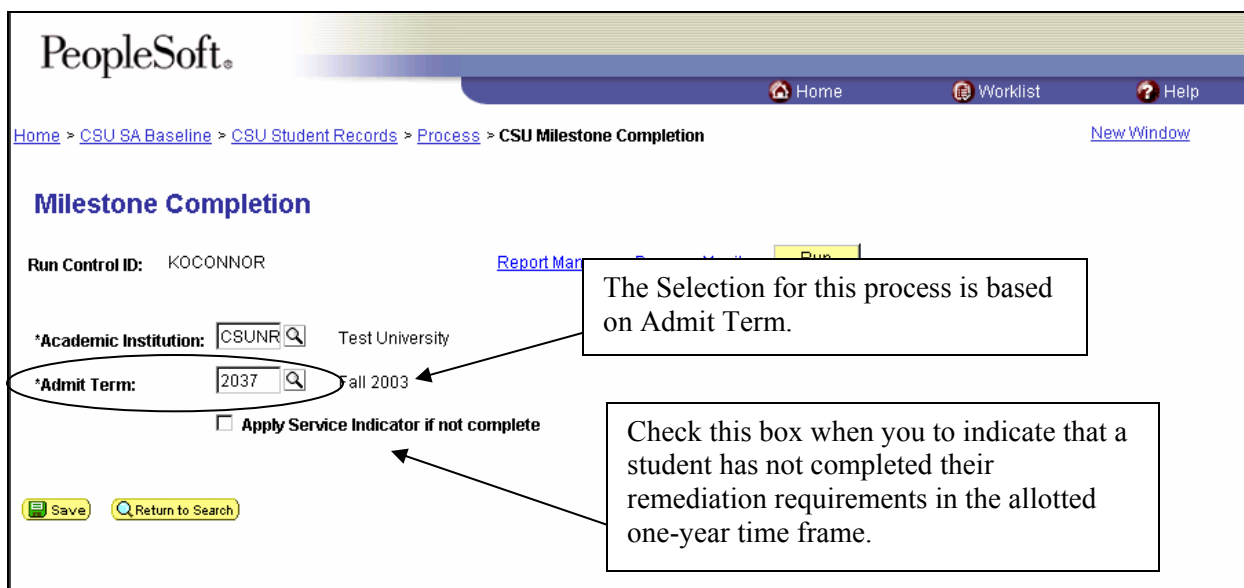
11.1.4 CSUSR004 - CSU Drop Remediation Violators (Optional Process)

1. The CSUSR004 process flags students who have not registered for or dropped any required course(s).
2. This process should be run daily during registration and add/drop periods.
3. A Block Enrollment request is generated for all students who were selected by this process. Run the Mass Enrollment process using the Enrollment Request ID that is generated by the SQR process to drop courses for the selected students.



11.1.5 CSUSR005 – CSU Milestone Completion

1. Run the CSUSR005 SQR process to determine if a student’s remediation requirements were completed by successfully completing the identified courses in the setup page above or if they have received transfer credit from another institution to complete the requirement.
2. This process can be run at any time, but most likely it should be run after grades are posted for a given term.
3. The process will update a student’s Milestones and Service indicators based on the successful completion of the required courses for their milestone level.
4. If the student does not complete their Remediation Requirements, a Special Service Indicator will be placed onto their record that will indicate that the student has not completed their remediation requirements in the one-year period required by EO 665. *Note: Only check the Special Service Indicator checkbox on when you are running this process after the Remediation Period has ended.



11.1.6 CSUSR006 - Track Student Status

1. A SQR will generate a list of students who have not completed their remediation requirements.
2. This process can be run at any time during the year.
3. The report will include the EmplID, Name, Milestones, Milestone Levels, number of units required and number of units completed for each milestone.

The screenshot shows the PeopleSoft interface for the CSU Remediation Tracking Report. At the top left is the PeopleSoft logo. A blue navigation bar contains 'Home' and 'Worklist' icons. Below the bar is a breadcrumb trail: 'Home > CSU SA Baseline > CSU Student Records > Process > CSU Remediation Tracking Rpt'. A 'New W' link is visible at the end of the trail. The main heading is 'Remediation Tracking Report'. Below this, the 'Run Control ID' is 'KOCONNOR'. To the right are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Two search fields are present: '*Academic Institution:' with 'CSUNR' and 'Test University', and '*Admit Term:' with '2037' and 'Fall 2003'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

11.1.7 CSUSR007 - Proficiency One Year Later

1. Run the SQR process to extract data for the “Proficiency One Year Later” report to be submitted to the Chancellor’s Office.
2. The Year of completion, Term of completion and whether the student was eligible to enroll are required to be reported back to the CO.
3. Each campus will receive a file extract from the CO. This file will be partially completed and will contain information for those students were identified on the ERS report one-year prior. That file will be completed by this process and be re-submitted to the CO by the campus.
4. The Input Path and Output Path and file names are required to successfully run this process.

PeopleSoft.

Home Worklist Help

Home > CSU SA Baseline > CSU Student Records > Process > CSU Proficiency One Year Later [New Window](#)

Proficiency One Year Later

Run Control ID: KOCONNOR [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution: Test University

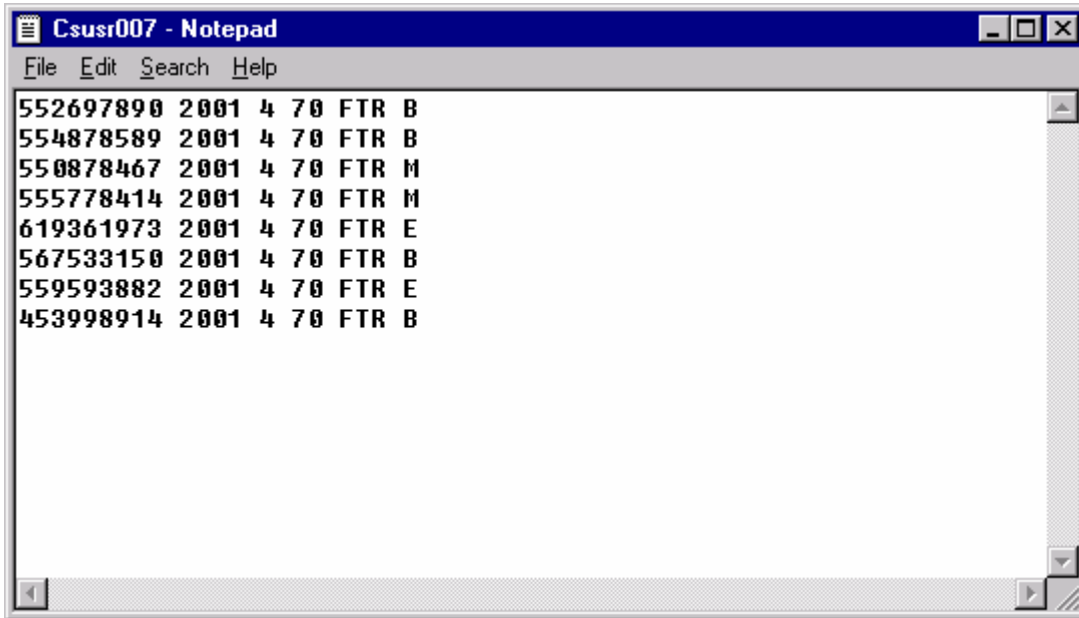
*Admit Term: Fall 2003

File Setup

Input File	Path: <input type="text" value="C:\WINNT\Profiles\koconnor\Desktop"/>	Name: <input type="text" value="Csusr007.bt"/>
Output File	Path: <input type="text" value="C:\TEMP\'"/>	Name: <input type="text" value="CSUSR007.bt"/>

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

This is what the Proficiency One Year Later partial file looks like that comes from the CO with the students who were identified as needing remediation. This



This is what the file looks like after CSUSR007 is run – notice that the year, term and if the student was eligible to enroll columns have been populated by the process (CSUSR007). This is the file that will be submitted to the CO as the Proficiency One Year later report. (This screen shot is for display/example purposes only and may not reflect actual data.)

