



UNIVERSITY OF SOUTHERN CALIFORNIA

Student Information System

APA.D.DTRACK ***Degree Summary and Tracking Display***

OVERVIEW

APA.D.DTRACK (Degree Summary and Tracking Display) is a four-page process that allows you to track a student's progress toward a degree from the time the student initially submits a degree check request to the time the student's degree is posted. A program of study consists of a specific set of curriculum requirements and all students are expected to record their major and/or minor programs of study (POSTs). Reasonable progress toward a student's degree objective is expected.

PROCEDURE

Upon entering the process APA.D.DTRACK, you will be asked if you would like to use ImageViewer to view the submitted documents. Type in a "Y" for Yes or an "N" for No.

Note: ImageViewer may be accessed via www.usc.edu/esd. For help with ImageViewer, please contact ESD Support at (213) 740-05857.

Enter the student's USCID, or Name.

REFERENCE: PAGE 1 of 1

The screenshot displays the USC Student Information System interface within a SecureCRT window. The interface shows a student's record for Trojan, Arnold, with various fields for academic progress, GPA, and tracking. The record is displayed in a table-like format with columns for Term, Date, Post Obj, Major, Docs, Confu, DH, and Minors. The student's USC ID is 9999-0000-22. The record is displayed on page 1 of 4, dated 01/05/2011, version 2.0. The student's name is Trojan, Arnold. The record shows a current term of 20103, dated 12/16/2010, with a post objective of 12 BS, major of ACCT, and documents of NONE. The student's GPA is 3.54, and the handling code is C Cum Laude. The record is displayed in a table-like format with columns for Term, Date, Post Obj, Major, Docs, Confu, DH, and Minors. The student's USC ID is 9999-0000-22. The record is displayed on page 1 of 4, dated 01/05/2011, version 2.0. The student's name is Trojan, Arnold. The record shows a current term of 20103, dated 12/16/2010, with a post objective of 12 BS, major of ACCT, and documents of NONE. The student's GPA is 3.54, and the handling code is C Cum Laude. The record is displayed in a table-like format with columns for Term, Date, Post Obj, Major, Docs, Confu, DH, and Minors. The student's USC ID is 9999-0000-22. The record is displayed on page 1 of 4, dated 01/05/2011, version 2.0. The student's name is Trojan, Arnold. The record shows a current term of 20103, dated 12/16/2010, with a post objective of 12 BS, major of ACCT, and documents of NONE. The student's GPA is 3.54, and the handling code is C Cum Laude.

1. USC ID allows you to enter the student's ten-digit USC ID whose record is to be displayed.

When entering a number, do not type in dashes. For example, "5555667777" should be entered for the identification number "5555-6677-77." If you attempt to access a student's record that does not exist in the system, the following message will display: "Sorry, ALTERNATE-KEY Could NOT Find a Record."

If you do not know the student's USC ID, press the ENTER key to place the cursor at the Name field.

2. NAME allows you to enter the name of the student whose profile record you want to access. The name must be entered with the last name first. However, the last name and the first name do not need to be separated with a comma (.). For example, either "SMITH, MARY" or "SMITHMARY" can be entered for a student with the name "Mary Smith." Once you enter the student's name, one of the following will occur:

If you typed in the student's name exactly as the name is stored on the system AND there is only one student with that name, then the student's record will immediately be displayed.

If only part of the student's name is entered, or if more than one student exists with that name, then a list of names will display. The following options are available to you at this point:

1. Choose the desired student record by entering the number to the left.
2. Page forward by pressing the Enter key.
3. Type an "A" to select all of the records. The command line will read: "N" for next record (allows you to look at next record in select list); "Q" for quit (quits you out of the select list back to process); "CR" for Enter key (allows you to look-up someone outside the select list, but you may enter "N" for next record and go back to your select list).
4. Type "E" for exit to return to the process.

If you try to access the record of a student who does not exist in the system, the following message will be displayed: "Sorry, ALTERNATE-KEY Could NOT Find a Record." At this point, press ENTER and enter a valid name.

3. DATE GRANTED displays the commencement date for the term that a degree was posted.

4. KEY displays degree tracking data for each major. Each number displays a different major pursued.

Progress toward completion of a degree or certificate is tracked and applied to the group as a whole. For example, a student may pursue a double major, such as a BS in Chemistry and Biological Sciences. Consequently, the student would have these two programs of study listed under one KEY#. However, if the student is pursuing a first Bachelor's degree and then a second Bachelor's degree, the BS in Chemistry and the BS in Biological Sciences would be listed under separate keys.

If you enter an asterisk (*) in this field, a summary of all keys will display. To view information particular to a specific key, enter the KEY# in the KEY# field after the "List Completed" message is displayed.

5. POST/MNR displays the numbers that represent the active POSTs (programs of study) and/or minors in which the student is enrolled. For example, if the student is pursuing a Bachelor of Science degree in Mathematics, the POST code "521" would be displayed in this field. If the student is minoring in Biological Sciences, the number "35" would be displayed in this field.

6a. CURR TERM displays the expected term of graduation for the degree-tracking information displayed.

6b. ORIG TERM displays the original expected term of graduation for the degree-tracking information displayed.

7a. CURR DATE displays the date of commencement for the term shown.

7b. ORIG DATE displays the original date of commencement for the term shown.

8. POST displays the student's program of study. The number represents a combination of numbers identifying the student's major, specialty, objective and conferring unit. For example, POST Code 521 represents a Bachelor of Science degree in Mathematics, conferred by the school of Letters, Arts, and Sciences.

9. OBJ displays the completion document earned for the student's program of study. For example, "MS" indicates that a Master of Science degree can be earned. "CRED" indicates that a credential can be earned.

10. MAJOR displays a code that represents the academic major for the program of study in which the student is, or was, enrolled. A major is an organized set of required and elected courses. A single discipline or connected series of disciplines is organized into an academic major. For example, the major code "EDPA" represents the major of Education Policy and Administration, and the major code "BUAD" represents the major of Business Administration.

11. DOCS (Documented Specialty) represents the specialty for the program of study that the student is pursuing which will appear on diplomas and/or transcripts. A specialty is a concentration within a major and is commonly referred to as an "area of specialization," an "option," or an "emphasis."

Note: A non-documented specialty does not appear on a diploma or transcript.

12. CONFU displays the code of the conferring unit for the student's program of study. Every program of study has an administrative unit that confers that document. For example, the School of Business Administration (BUS) confers a Bachelor of Science degree in Business Administration; the College of Letters, Arts, and Sciences (LAS) confers a Bachelor of Arts degree in English. In these examples, the codes "BUS" and "LAS" would be displayed in the SCUnit field.

13. DH indicates whether any departmental honors were awarded for the degree. Many departments use their own criteria for honors and award students accordingly. If departmental honors were awarded, a "Y" will appear in this field.

14. MINORS displays any minors.

15. DOCUATT (Document Units Attempted) displays the total number of units for courses attempted toward the designated program of study. This total includes transfer work.

16. DOCUAVAIL (Document Units Available) displays the total number of units successfully completed and applicable toward a student's program of study. Although course work may be accepted by the University as transfer work or may be offered by the University, the units may not always be accepted toward a degree. For example, students taking remedial courses, such as MATH 040, cannot credit those units toward completion of their degree requirement.

17. DOCGPAU (Document Grade Point Average Units) displays the number of course units that are counted toward the DOCGPA calculation. Each course is assigned a unit value. Letter grades (such as A, B, C, and so forth) and marks of "IX" or "UW" are included in the DOCGPAU total. Marks of CR, NC, P, NP, W, V, and NR do not affect the student's Document Grade Point Average.

18. DOCGPTS (Grade Points) displays the total number of unit points that are counted toward the GPA calculation. Grade points are calculated by multiplying the number of units for a course by the number of grade points associated to the grade earned. Grade point values are listed below:

A=4.0	C=2.0
A-=3.7	D=1.0
B+=3.3	D-=0.7
B=3.0	F=0.0
B-=2.7	IX=0.0
C=1.7	UX=0.0
C+=2.3	

For example, a 4-unit course in which a grade of B+ was earned would give the student 13.2 grade points (3.3 x 4). The sum of grade points for all graded courses yields the result displayed in the GPTS field.

19. DOCGPA displays the student's grade point average that will appear on the diploma. The following formula is used to calculate the DOCGPA: $\text{DOCGPA} = \text{DOCGPTS} / \text{DOCGPAU}$

20. HANDLING indicates how the diploma should be delivered. "P" stands for delivery to the Permanent Address listed on page two of the process. "L" stands for the Local Address also listed on page two.

21. COMMENTS? indicates if any comments are listed on page four of the process. If there are comments, a "Y" will appear in the field. If there are no comments, an "N" will appear in the field.

UGRAD: *If the student is an undergraduate, the following fields will be filled in:*

22a. USCUNITS displays the total number of units available for the degree that the student completed at USC (undergraduate units only).

22b. USCGPA displays the student's grade point average earned in courses taken at USC.

22c. TRANGPA displays the student's grade point average earned in courses taken as transfer work.

23. UH indicates whether any university honors were awarded with the degree. University honors are awarded on the basis of the student's grade point average at the time of graduation. Honors awarded are as follows:

N=No Honors
 C=Cum Laude (GPA of 3.5 or better)
 M=Magna Cum Laude (GPA of 3.7 or better)
 S=Summa Cum Laude (GPA of 3.9 or better)

Based on the GPA that is calculated, a code will be entered automatically, provided honors have been earned (The USC GPA must be at least 3.5 and after including transfer work the GPA must be at least 3.5.). For example, if the

student has a 3.65 GPA, including transfer work with at least a 3.5 USC GPA, "C" will be entered in the field. However, this calculation will not be made for graduate programs and certificate-earning programs. They will always have a code of "N."

24. SH Any special honors received by the student are notated here.

25. PROGRESS TRACKING displays a code that indicates the action(s) taken to track the student's progress toward completing a degree. If more than two codes are listed, you will need to page forward in the window to display the remaining codes using the appropriate command functions for your terminal and keyboard. The following list identifies valid progress tracking codes:

A=Activated for Student Progress
 R=Request Received
 C=Credit Check Completed
 U=Credit Check Updated
 D=Attempted to Post - Graduation Deferred
 I=Placed in Inactive Files
 G=Object Completed and Posted
 P=Problem; No Degree Check on File – Historical Code
 Q=Degree Check Prior to Qualifying Exam – Historical Code
 V=Request Voided - Historical Code
 V1=Request Voided - Low Unit Total
 V2=Request Voided - Desired Program of Study Not Declared
 V3=Request Voided - Degree/Major Blank on Request Card
 V4=Request Voided - Expected Degree Date Blank on Card
 V5=Request Voided - Unsigned Application Card
 V6=Request Voided - Second Program of Study Not Declared
 V7=Request Voided - Submitted Too Early
 X1=Removed Due to Administrative Error
 X2=Corrected Award Date
 X3=Corrected Totals Due to Counselor Error
 X4=Corrected Totals Due to Grade Change
 X5=Corrected Program of Study

26. DEG CHG HIST displays historical data when changes are made to a posted degree through the APA.U.DCHANGE process.

27. TRNDT displays the date that the Progress Tracking Code was entered into the student's record. The date is automatically entered by the system.

28. OPER displays the initials of the person who entered the Progress Tracking Code. The initials are automatically entered by the system.

29. STUDENT PROGRESS displays a code that indicates completion of specific degree requirements or approval regarding specific exceptions to the Program of Study. If there are more than two codes listed, you will need to page forward in the window using the appropriate commands for your terminal and keyboard. The following lists valid codes and formats:

CODE	DESCRIPTION	FORMAT
FT	Final Typing	None
TH	Thesis Completed	None
DIS	Dissertation Completed	None
COMPX	Comprehensive Exam	None
PROJ	Project Completed	None
DEPTA	Departmental Approval	None
COMPU	Computer Requirement Met	None
CLAFF	Clinical Affliction	None
INTRN	Internship Completed	None
REC1	Recital 1	None
REC2	Recital 2	None
WAVUR	May Apply Limited Standing Units	Units
TIMEX	Extension of Time Through	Term
LOA	Leave of Absence For	Term
UNTRE	Reduced Required Units To	Units
GPARE	Reduced Required GPA to	GPA
WAVTD	Waive 594/794 Registration For	TERM
STATS	Statistical Requirement Met	None
DOC	Date of Candidacy	None

30. RELATED displays information related to the corresponding Student Progress code. Related data can be formatted as terms, GPAs, units, or dates. For example, if a student is granted a leave of absence (Code "LOA"), a term will display indicating the term for which the leave was granted. If a student's grade point average was reduced (Code "GPARE"), the RELATED field will contain a GPA.

31. DATE (Student Progress) displays the completion/approval date for the student progress code.

32. TRNDT displays the date that the student progress information was entered.

33. OPER displays the initials or unique code of the person who keyed the student progress information. The OPER code is automatically entered into the OPER field by the system when the process is updated.

REFERENCE: PAGE 2 of 4

Page two lists the student's local and permanent addresses, along with accompanying phone numbers. The order number, group and preferred method of handling for the diploma is specified. The bottom window details when the student graduated and when the diploma was ordered and sent.

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File Edit View Options Transfer Script Tools Help

APA.D.DTRACK USC Student Information System PG->2 of 4 01/05/2011
 Acad Prog/Advisement Diploma Order Tracking Version 2.0
 Date granted 12/16/2010
 USCID 9999-0000-22 Name Trojan, Arnold Key # 1 of 2

1. Local 2. Permanent

1. Mr. Arnold Trojan 1. Mr. Arnold Trojan
 250. W. Highland Street 250. W. Highland Street
 Los Angeles, CA 90039 Los Angeles, CA 90039

Ph. 213) 666-0202 InvDt Ph. 213) 666-0202 InvDt
 Updated by SISM on 01/30/2009 Updated by SISM on 01/30/2009

3. Order Num 4. Group 5. Handling

20103 16 PL

6. Code	7. Description	8. Tran Date	9. Oper	Order Num	Group
1. DO	Diploma ordered	01/05/2011	AS20	20103	16
2. G	Graduated	12/23/2010	APA1	20103	16
3.					

X=Next Record, Q=Quit, WI#=window, P#=Page

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1. LOCAL displays the student's local address and phone number.

2. PERMANENT displays the student's permanent address and phone number.

3. ORDER NUM displays the term for which the diploma was ordered.

4. GROUP displays how the diploma has been grouped.

5. HANDLING displays how the diploma should be handled. For example in the screen above, "P" stands for send to Permanent address and L stands for send to Local address—which are the same.

6. CODE displays a code that stands for an action taken toward receiving the diploma. Possible codes include: DPU (Diploma picked up); PML (Pickup letter mailed – local); DO (Diploma ordered).

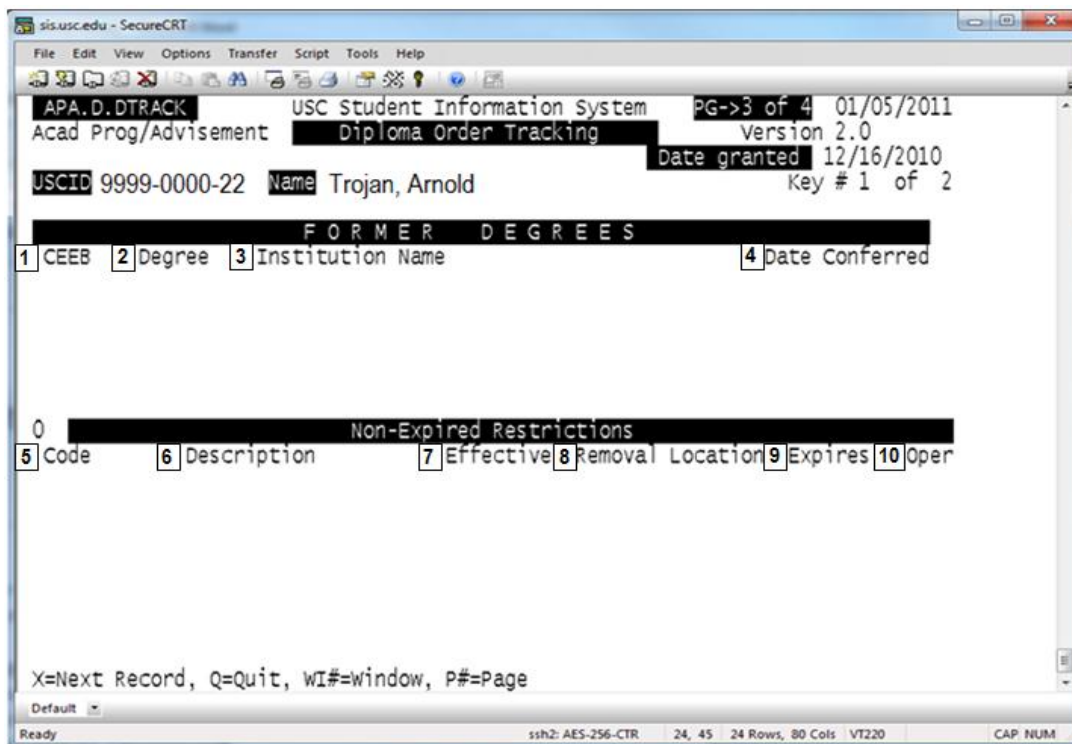
7. DESCRIPTION displays the actions taken toward receiving the diploma. Each description is preceded by a code.

8. TRAN DATE displays the date of the transaction.

9. OPER displays the initials of the person who updated the student's progress toward the receiving the diploma.

REFERENCE: PAGE 3 of 4

Page three lists any former degrees and non-expired restrictions on the student's account.

**FORMER DEGREES**

1. CEEB displays the College Entrance Exam Board Number for the school which the student holds a degree from.

2. DEGREE displays the degree obtained by the student from the listed school.

3. INSTITUTION NAME displays the name of the school from which the student holds a degree.

4. DATE CONFERRED displays the date the student was conferred.

NON-EXPIRED RESTRICTIONS

5. CODE displays the bursar's code for the non-expired restriction.

6. DESCRIPTION provides a brief detail of the restriction.

7. EFFECTIVE displays the date which the restriction became effective.

8. REMOVAL LOCATION indicates the building and room number that the student should go to in order to remove the restriction.

9. EXPIRES indicates when the restriction is set to expire.

10. OPER displays the operator initials of the USC employee who put the restriction on the student's record.

REFERENCE: PAGE 4 of 4

Any comments pertaining to the student's progress toward his/her degree, notated in the Comments field on page one, will be found here on page four.

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APA.D.DTRACK USC Student Information Systems PG->4 of 4 01/05/2011

Acad Prog/Advisement Degree Summary and Tracking Date Granted 12/16/2010

USCID 9999000022 Name Trojan, Arnold Key # 1 of 2

COMMENT

X=Next Record, Q=Quit, WI#=window, P#=Page

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