

## Online Declaration Tool – Set Up Items and Testing Procedures

### **Navigational Paths**

#### Online Declaration Admin

DePaul Reports and Interface → DePaul Academic Advising → Use → Online Declaration Admin

#### Online Declaration eMail Admin

DePaul Reports and Interface → DePaul Academic Advising → Use → Online Declaration Admin eMail Admin

#### Student Access

Student Center → Change Major, Minor, College

### **PART 1: Item administration**

Administration

Select/Confirm Messages

Email Setup


<b>Academic Group</b>	CLA&S	College Liberal Arts&Sciences
<b>Academic Career</b>	Undergrad	
<b>Academic Program</b>	LA&S	Undergraduate LA&S
<b>Academic Plan</b>		
<b>Academic Sub-Plan</b>		
<b>Type</b>		

- The rules you set up will apply only when the selected item has changed
- Example: a student selects the LA&S program when formerly in COMP, the rules for LA&S will apply. If a student selects BA-ENGLISH from BA-PSYCH, the LA&S rules will not apply (because the program did not change for this student).

### **1. Processing and Workflow**

These options determine how the selected item is processed in terms of making the change to the student's program/plan stack

(Section 1) Processing & Workflow

<input type="checkbox"/> <b>Self Service Not Allowed</b>	Allowed unless checked
<input type="checkbox"/> <b>Require Workflow Approval</b>	Audition, interview or other administration action.
<input type="checkbox"/> <b>Requires Concentration</b>	Use for Majors and Minors only.
<input type="checkbox"/> <b>Require Degree Progress Report</b>	Requires Degree Progress Report Validation
<b>Related Intended Academic Plan</b>	<input type="text"/> 

- Self Service Not Allowed
  - When checked, this item will not appear in the list for a student to select
  - Most often used when we know a major/minor/concentration will be phased out but it not yet inactive (since there are students in it)
- Require Workflow Approval
  - If additional criteria must be met that requires administrative approval, this option will be selected
  - If this option is selected, a student's changes will not be processed automatically but sent to a worklist where an authorized administrator will be able to approve/deny them
  - Once they are approved in the worklist, changes will be posted to the student's program/plan stack
  - Partial postings can also happen (i.e. one item is approved but another is still pending from another area)

- Requires Concentration
  - To be defined for majors/minors that are required to have a concentration declared
  - A student will be prompted to select a concentration if they did not while using the tool
  - Proposed changes will not post to student program/plan if concentration is not selected
- Require Degree Progress Report
  - This box will indicate that this item requires some requirements in the DPR to be evaluated before declaration
  - This will typically only be used for Commerce major declarations
- Related Intended Academic Plan
  - Colleges that have a tiered declaration process (i.e. intended or pre- to declared status) are impacted by the new requirement term policy. Changes in these majors should be processed according to the logic below:
    - New intended declaration: student gets a new major requirement term (current term/term of declaration)
    - Intended → declared, same major: requirement term does not change
    - Intended → declared, different major: requirement term is updated to term of declaration
  - This will be used in the cases of Commerce, Education, and Music

## 2. General Requirements

These are general requirements that may need to be checked for program, major, minor or concentration declaration.

(Section 2) General Requirements

Total Credits Earned	Cumulative GPA	Academic Level	Minimum Age
<input type="text" value="12.000"/>	<input type="text" value="2.000"/>	<input type="text" value="Sophomore"/>	<input type="text" value="24"/>

- Total Credits Earned
  - Will check DPU credits only
  - Does not recognize in progress credits
- Cumulative GPA
- Academic Level (Freshman, Sophomore, Junior, Senior)
- Minimum Age
  - Will be used in the case of SNL (24)

## 3. Milestones

This section will check for the presence of milestones on the student's record as a requirement for declaration.

(Section 3) Milestones

Milestone	
1	IL CRT 002

- If more than one milestone is present, all milestones must be completed to pass
- Other, more complicated milestone requirements will be listed as DPR requirements

## 4. Requirement Groups and Requirements

This section evaluates the status of DPR requirements for the eligibility to declare a concentration.

(Section 4) Req Groups and Requirements

Customize   Find			
First 1-7 of 7 Last			
	Academic Adv Data Rule Type	Academic Requirement	Description
1	RQ	000009378	ACC 100/101
2	RQ	000009379	ACC 102
3	RQ	000009380	BLW 201
4	RQ	000009381	ECO 105
5	RQ	000009382	ECO 106
6	RQ	000014452	Introductory Commerce GPA
7	RQG	010344	COMMERCE CORE

- If the “Require Degree Progress Report” box is checked from Section 1, then the items in Section 4 will be evaluated for completion

**5. Prohibited Plans and Subplans**

This section will be used to prevent students from declaring plans or subplans that they are not eligible for based on their current or proposed declarations.

(Section 5) Prohibited Plans and SubPlans

Customize   Find						
First 1-13 of 13 Last						
	Prohibited Item	Description	Table	Academic Item Type		
1	BSC-ACCTHN	BSC-Accountancy Honors	ACAD_PLAN			
2	BSC-ACCTNC	BSC-Accountancy	ACAD_PLAN			
3	BSC-BUS-AD	BSC-Business Administration	ACAD_PLAN			
4	BSC-E-BUSN	BSC-E-Business	ACAD_PLAN			
5	BSC-ECON	BSC-Economics	ACAD_PLAN			
6	BSC-ECON-X	BSC-Economics5yr	ACAD_PLAN			
7	BSC-FINANC	BSC-Finance	ACAD_PLAN			
8	BSC-FINHON	BSC-Finance Honors	ACAD_PLAN			
9	BSC-HSPLDR	BSC-Hospitality Leadership	ACAD_PLAN			
10	BSC-MARKET	BSC-Marketing	ACAD_PLAN			
11	BSC-MGINFO	BSC-Management Info Systems	ACAD_PLAN			
12	BSC-MGMT	BSC-Management	ACAD_PLAN			
13	BSC-REALES	BSC-Real Estate	ACAD_PLAN			

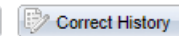
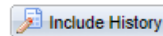
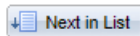
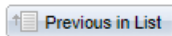
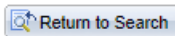
- Should be used to prevent students in major A from also declaring a minor or double major in A
- Also will be used to enforce that any students ICT-ing into Commerce only declare an intended major, and not a fully declared one

Academic Group	CLASS	UGRD Lib Arts & Soc Sci
Academic Career	Undergrad	
Academic Program	CLASS	UGRD Lib Arts & Soc Sci
Academic Plan		
Academic Sub-Plan		
Type		

Please enter the text you wish to appear on selection or confirmation when choosing the specific program, plan or subplan.

Confirmation Text

Selection Text



- Confirmation text appears in the tool after a student has successfully added the item they are attempting to add.
- Selection text appears in the tool when student selects the item for which the selection text is defined.

Academic Group	CLASS	UGRD Lib Arts & Soc Sci
Academic Career	Undergrad	
Academic Program	CLASS	UGRD Lib Arts & Soc Sci
Academic Plan		
Academic Sub-Plan		
Type		

**eMail Recipient Roles**

**eMail Templates**

**On Add/Change Notify:**

College

**On Drop Notify:**

College

**Approval Required**

Approver

Pending

Approved

Denied

- Email defined in Add/Change will receive message when student adds given item.
- Email defined in Drop will receive message when student removes given item.

**IMPORTANT**

- Approver field is a security role created by UR Security which has access to approve pending changes as defined in the tool at navigation: Main Menu > DePaul Reports and Interfaces > DePaul Academic Advising > Use > SS Declaration Approval
- All email communications sent out by the tool need to be created and administered at the navigation: Main Menu > DePaul Reports and Interfaces > DePaul Academic Advising > Use > SS Declaration eMail Admin