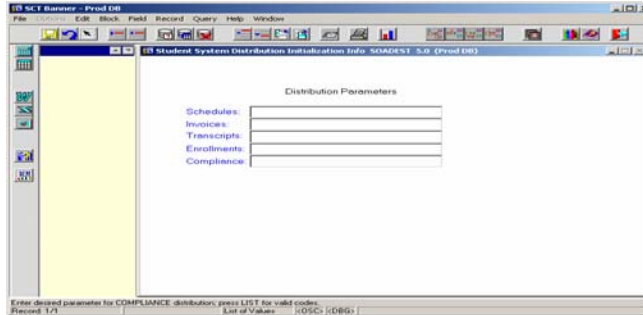


Individual Compliance Report

SMARQCM & SWPCAPP

Enter **SMARQCM** in the Go field

EXIT to by pass the SOADEST form that automatically pre-empts SMARQCM.



Enter a **student Banner ID** beginning with the ampersand (ex: @00XXXXXX)

- If a window appears stating “*Warning: Information about this person is confidential*” press enter or click OK to clear

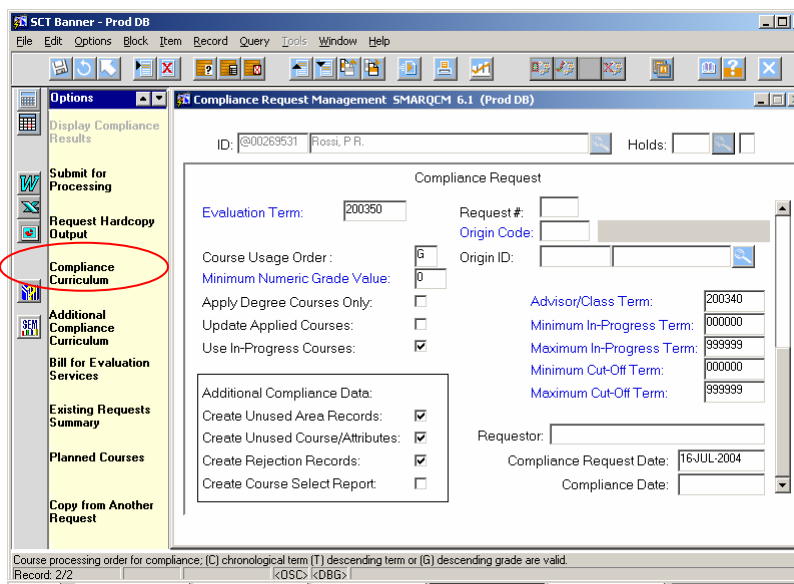
Click **Next Block**

- If a window appears stating ‘*Compliance has been run for this request...*’ press enter to clear

INSERT / RECORD (F6) - to insert a new request record.

YYYYXX (Evaluation Term) – The most recent graded term is the default. However, if the student has attended for 10+ years, the term in which the student began taking classes as an undergraduate student at IUP or the readmission term if the student’s education was interrupted by two or more calendar years, should be entered.

Examples: YYYY10 – Summer of 2001, YYYY40 – Fall of 2001, YYYY50 – Spring of 2002



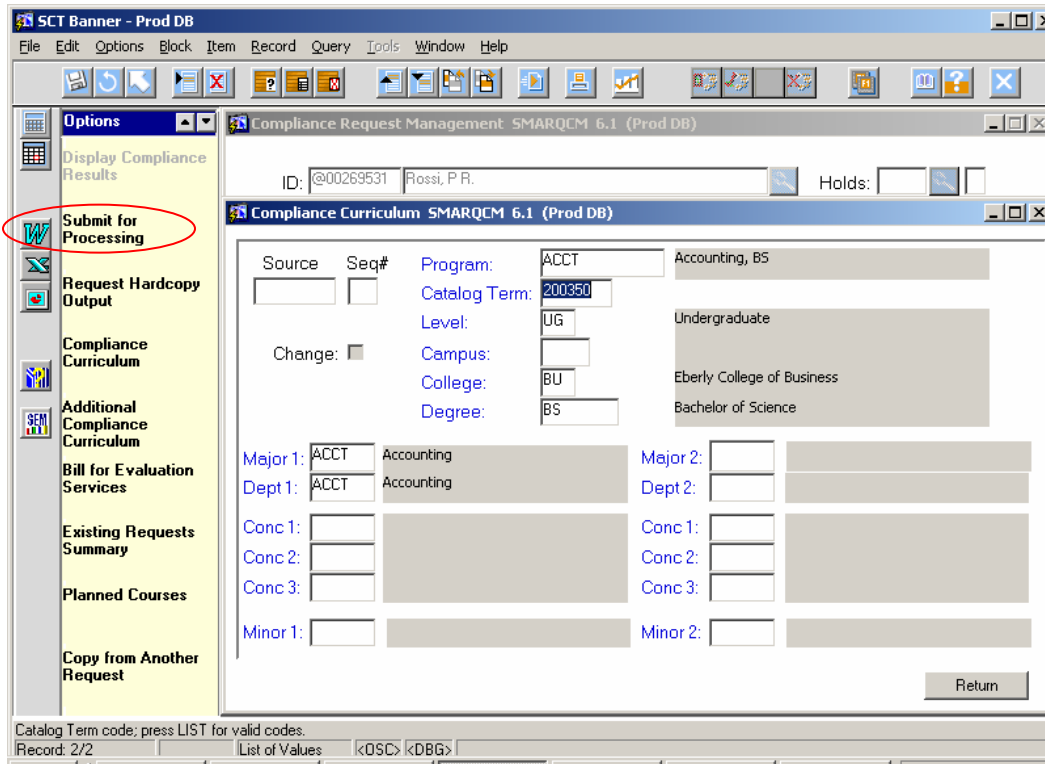
Choose **COMPLIANCE CURRICULUM** from the **Options Box**

Enter the **Program** (ex: ACCT) you wish the student’s academic course work to be evaluated against.

Press **Tab** to proceed to the **Catalog Term** field.

Enter the **Catalog Term** or set of **Program Requirements** to be used in this evaluation. The Current Term is the default.

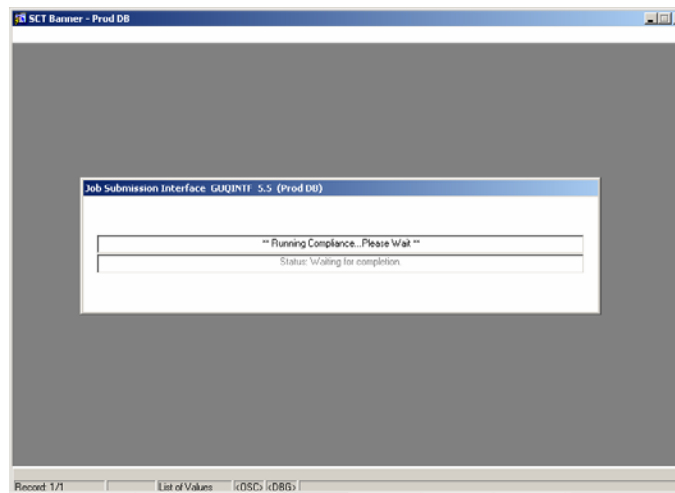
TAB – for program values/qualifiers to populate



If the program reflects a concentration, that concentration area will automatically be picked up. However, if you wish the student's coursework to be evaluated for additional concentration(s) and/or minor(s) enter them in the appropriate field(s).

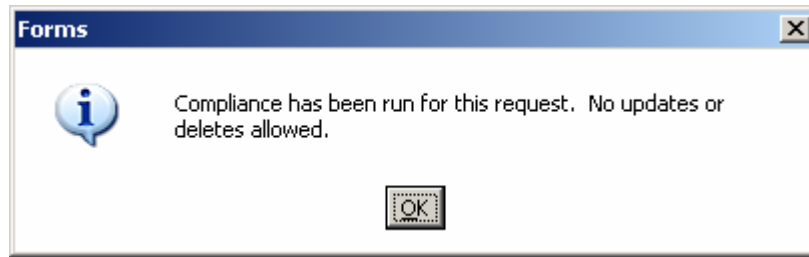
SAVE

Choose **SUBMIT FOR PROCESSING** from the Options Box



***** Be patient. Processing may take a minute or so to complete. *****

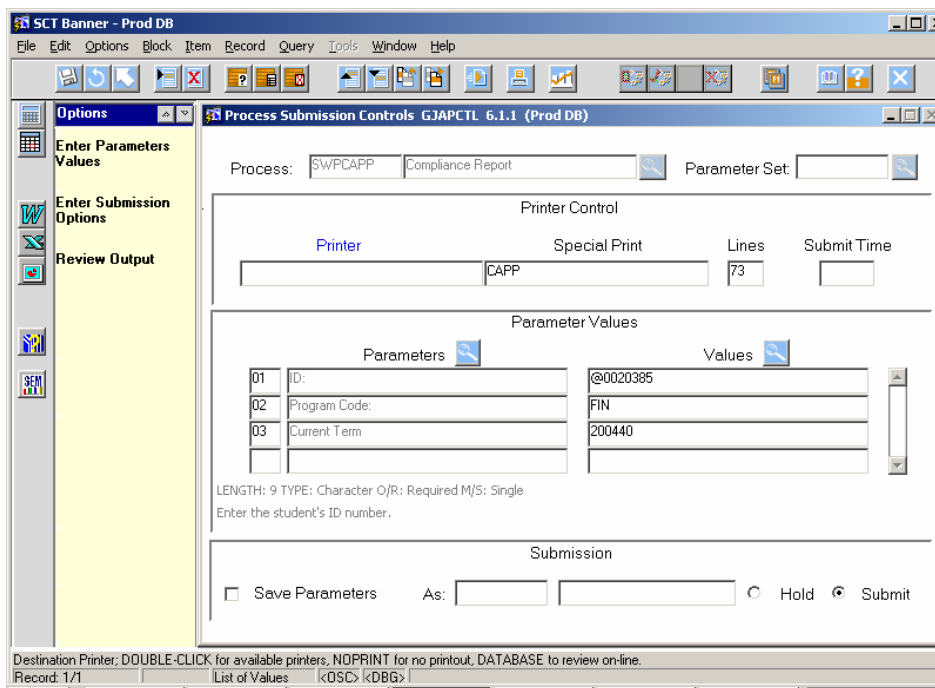
Press **ENTER** to close the pop-up window informing you that the compliance request has been run.



EXIT the form

You may now follow the instructions below to print the degree audit version of the report or proceed to the URSA website to view and/or print the compliance results.

Enter **SWPCAPP** in the GO field



NEXT BLOCK (Control + Page Down)

Enter the **Banner Printer ID** in lowercase designating the printer you wish the report to print to

	Parameters	Values
01	ID:	ID of student
02	Program Code :	Code for which compliance was run
03	Current Term:	Current or most futuristic Registered Term

Next Block

Fill out the screen as shown above

Next Block and SAVE

The report will then print to the designated printer.