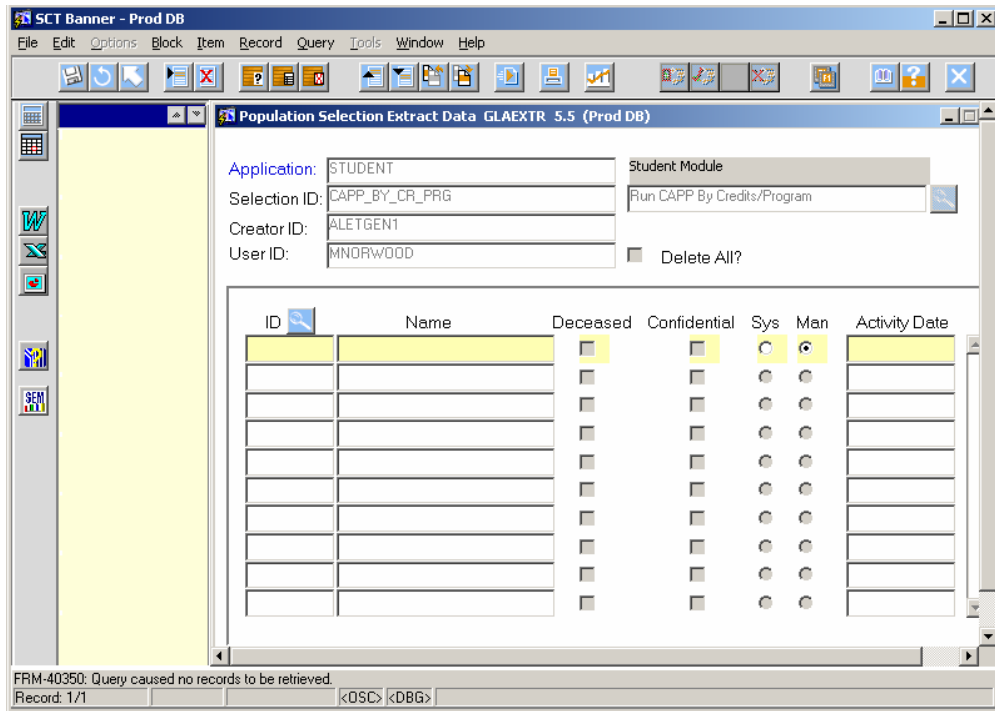


Primary Program, Secondary Program, or Credit Hours

GLAEXTR – SWPPSCR – SWPPCAP

This option enables the user to select all students registered for a particular term who have earned a specified number of credits and are currently enrolled in a particular primary or secondary program, college, level, and/or minor. Custom CAPP Reports may then be printed in batch for each student ID selected.

Enter GLAEXTR in the GO field



Application:	STUDENT	Student Module
Selection ID:	CAPP_BY_CR_PRG	Run CAPP by Credits/Program
Creator ID:	ALETGEN1	
User ID:	YOUR USERNAME (automatically appears)	<input type="checkbox"/> Delete All?

- Fill out the top of the screen as shown above
- **Enter Creator ID before Selection ID**
- **Click next block**
- If a window appears stating “One or more of the persons in this list has confidential information” press enter or click OK to clear
- **Remove unwanted Banner Ids** from the last time this process was run
 - To delete one record: Select the desired record to delete, click the Record menu from above, click Remove, click Save to save the deletion
 - To delete all records: Check the Delete All option before performing a next block (see instructions above, you may have to first rollback in order to perform this selection)
- **Save and Exit**

Check here to delete ALL records, and then click next block. Click yes to confirm deletion of all records.

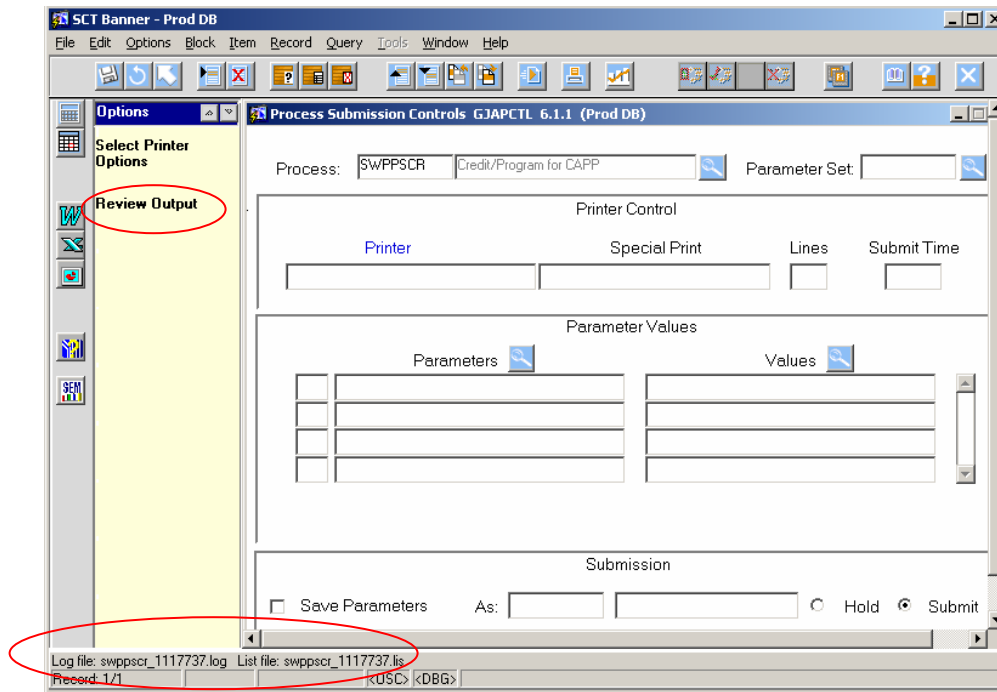
Enter SWPPSCR in the GO field

Form GJAPCTL appears

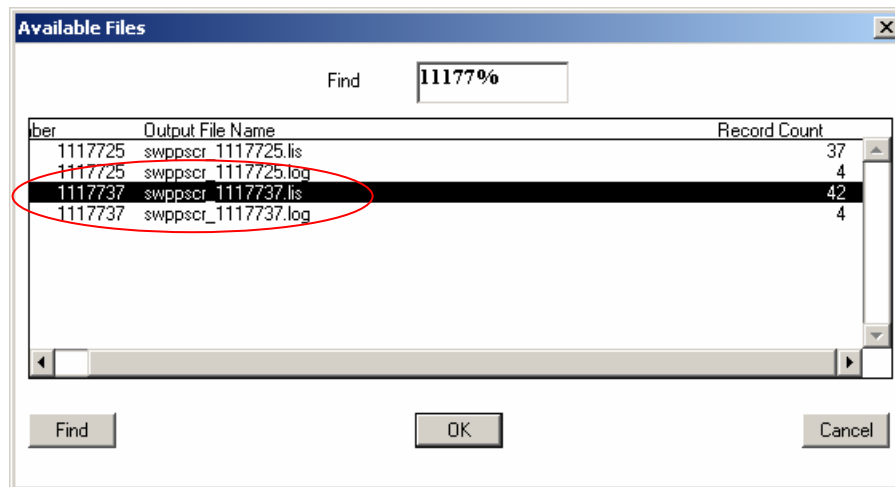
- **Next block** to the printer text box
- **Type DATABASE** in all CAPS in the printer text box, and **next block**
- Enter the parameter values in UPPER CASE (enter the % to display all values for this parameter or use the % as a wildcard, ex. CHEM% defines all program codes beginning with CHEM)

	Parameters	Values
01	Term Code:	(ex. 200240)
02	Minimum Amount of Credits:	(ex. 0 – 999.99)
03	Maximum Amount of Credits:	(ex. 0 – 999.99)
04	Primary Program Code:	(ex. CHEM-BS or %)
05	Secondary Program Code:	(ex. CHEM-BS or %)
06	College Code	(ex. NM or %)
07	Level Code	(UG, GR, or %)
08	Minor Code	(ex. ACCT or %)

- **Next block**
- Check the **Save Parameters** box and **Save**



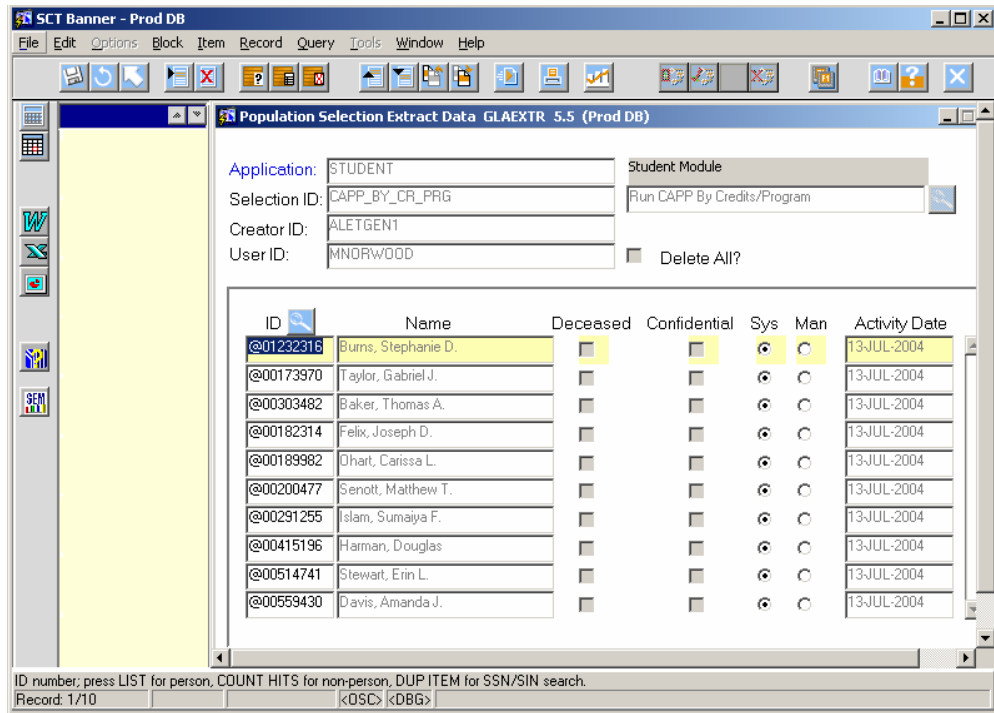
- **Click the Review Output link in the Options Box**
- **Double click** the filename (number) text box (this should show as a .lis file, which lets you know the job was run)



- **Be sure the sequence number matches the .lis file**
- The .lis file displays how many records were pulled in this population; it also shows an exception report of any records that were not added to the population selection because they already exist in it

Click the exit button **twice** to leave this form

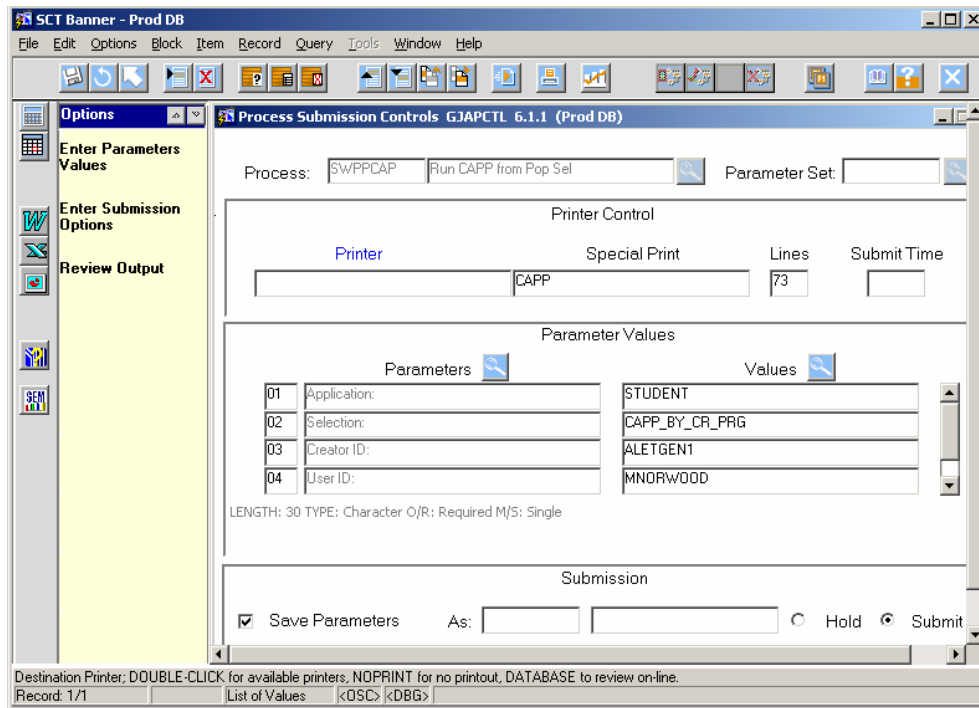
Enter GLAEXTR in the GO field



Application:	STUDENT	Student Module
Selection ID:	CAPP_BY_CR_PRG	Run CAPP by Credits/Program
Creator ID:	ALETGEN1	
User ID:	YOUR USERNAME (automatically appears)	<input type="checkbox"/> Delete All?

- Fill out the top of the screen as shown above
- **Enter Creator ID before Selection ID**
- **Click next block**
- **Remove unwanted Banner IDs** from the last time this process was run
 - To delete one record: Select the desired record to delete, click the Record menu from above, click Remove, click Save to save the deletion
- **Exit**

Enter SWPPCAP in the GO field



- **Next block**
- **Enter** the Banner printer ID to which you wish to print the report
- Verify that the Special Print box has the value CAPP
- **Next block**
- **Enter** the parameter values in UPPER CASE:

	Parameters	Values
01	Application:	STUDENT
02	Selection:	CAPP_BY_CR_PRG
03	Creator ID:	ALETGEN1
04	User ID:	Your Banner Username

- **Next block**
- Check the **Save Parameters** box and **Save**
- The report should begin to print to the designated printer