Enter Course Requirements for Academic Programs

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Course Requirements Editor | Enter Course Requirements

Classic View: *Program Admin > Programs > Academic Programs > Course Requirements*

Search Terms: Academic Programs

The Course Requirements tool determines the actual courses a student can take to meet the course requirements. If a school requires at least one Culinary Arts Program requirement to be related to Knife Skills, this could be entered on the Course Requirements tool, with the accompanying course numbers.

> In the **Campus.1949 (December2019) Release Pack**, Career Tech Programs were renamed to Academic Programs.

Course requirements force a student to take specific courses.

> Changing courses may affect the interpretation of academic plan requirements. If course numbers are changed, be aware that the Academic Program and the academic planning tools may still reference the original courses.

Academic Program Course Requirements

Wildcard Symbols

Wildcard symbols can be used when entering course numbers for Course Requirements, test codes and state codes on Test Requirements, and when entering courses and tests on Compound Requirements. The examples below use the Course Requirements as the starting place; adapt these situations for the tool for which you are entering values.

Using wildcard symbols can reduce the amount of time spent setting up the requirements. While Campus allows use of several other wildcard search options (noted on the Searching in Campus article), for Academic Planning, only the following an be used:

- % (percent) - matches any 0 (zero) or more characters
- _ (underscore) - matches any 1 character
- [abc] (brackets) - matches any of a, b, or c
- ! (exclamation point) - excludes characters

The table below lists some examples of what occurs when using these wildcard symbols.

Wildcard Option	Course Requirement	Entered Transcripts/ Course Numbers Value	Image	Notes
Percent	Student needs to complete one course from list of courses 0000-0009	000%		This is a simple example, but using the percent option can be adapted to a variety of situations. Instead of using the percent at the end of a value, it could be used in the middle of a value, like 00%0. This returns courses that begin with 00 and end with 0.
Underscore	Student needs to complete one course from list of courses 0000-0009, 0000-0090 or any course that ends with 00.	000_. 00_0, __00		This example returns any courses that end with any value (000_), have any value as the third digit (00_0), and begins with any two values but ends with two zeros (__00).
Brackets	Student needs to complete one course from list of courses 0000-0004.	000[01234]		Using brackets returns a range of possible characters. This option is best when the desired results do not necessarily follow a pattern, Entering 1[123] returns courses that begin with 11, 12, 13, etc.

Wildcard Option	Course Requirement	Entered Transcripts/ Course Numbers Value	Image	Notes
Exclamation Point	Student needs to complete one course from a list of courses, but not a certain course.	1_ _ _ , **!**1003		Using the exclamation does NOT return the value it precedes. In this example, the student is required to take a course in the 1000 range, but NOT course 1003.

Course Requirements Editor

Field	Description
Requirement/Description *Required*	Text entered here displays on the student's Grad Progress tab in the Course Requirements section. This does not have to be the course name (it could be the course name), but rather a district's label of what the student needs to take of that Course Requirement.
Transcript/Course Numbers	This column accepts a list of comma separated course numbers that may contain wildcard symbols (% = zero or many characters; _ = exactly 1 character per underscore). Course numbers entered here are for course numbers **district-wide** (from any school) or any transcripted course numbers that fulfills the requirement.

Reference the above information in the Best Practices section on using wildcard symbols. See the Wildcard Searching information for more guidance on using the wildcard symbols.

This field allows unlimited characters.

Transcript information DOES NOT INCLUDE records from standards-based grades. |

Field	Description
State Code	This column accepts a list of comma separated course numbers that may contain wildcard symbols (% = zero or many characters; _ = exactly 1 character per underscore; [ ] = a range of characters). State codes are entered on the Course Information editor on the Course or Course Master. It can be a numeric value or an alphabetic value.
	Values entered here are for any **district-wide** (from any school) or any transcripted course numbers that fulfills the requirement.
	This field works with the Transcript/Course Number field. When a course requirement is entered, students meet that requirement with either a Transcript/Course Number AND/OR a State Code.
	Reference the above information in the **Best Practices** section on using wildcard symbols. See the Wildcard Searching information for more guidance on using the wildcard symbols.
	This field allows unlimited characters.
	Enter either a State Code or a Transcript/Course Number, or enter both. At least one of the fields needs to populated.
Preview	This link displays an HTML report of course numbers entered in the previous field for ONLY the selected calendar.
Minimum Credits *Required*	This column lists the minimum number of credits the student must receive upon completion of the course requirement. Totals entered here determine if the student is on track. **The entered value MUST be greater than zero.**
	When the student does meet or exceed this value, the Course Plan field displays in green, indicating the student is on track.
Minimum GPA Value	The value entered here is the minimum GPA the student must meet per the courses listed for that course requirement. This is a numeric field that allows up to 7 digits (3 places before decimal point, 4 places after decimal point). The student's course GPA value on the transcript must meet or exceed this value in order to fulfill this requirement.
	When the student does meet or exceed this value, the Course Plan field displays in green, indicating the student is on track.

Field	Description
Evaluate Credits from	This selection is used in the student's Course Plan tab and the Academic Plan Progress Report. The selected credit type determines the credit category where requirement deficiencies exist. When a value is selected in this field, the Limit to Credit Type field displays.
Limit to Credit Type	Indicates from which credit type the totals are counted. • When no value is selected, the course requirements counts all credits earned for the specific course for credit types tied to the Parent Credit Group (assigned on the Program Detail Editor). • When a Credit Type is selected, the course requirement counts all credits earned for the specific course numbers, regardless of the Parent Credit Group (or child credit type).

Field	Description
Priority	When marked, this requirement is given a priority status when a student is assigned this program and needs this course to meet graduation requirements. This priority column is used in the Schedule Wizard when loading course requests. Students who have prioritized requests are placed into requested course sections in a randomized order by grade level, and loaded first. Students who do not have a prioritized request are placed into requested course sections in a randomized order, by grade level, and loaded second. For example. - On the Course Requirements for the Advanced Food Science and Culinary Academic Program, AP Physics is marked as priority. - Colleen Student will be a senior in the next school year and is assigned the Advanced Food Science and Culinary Academic Program. She requests AP Physics as part of her coursework for the next year. - Dean Student will be a senior in the next school year and is assigned the General Requirements Graduation Program. He also requests AP Physics because he did very well in AP Chemistry during his junior year and would like to keep learning. He also requests AP Physics as part of his coursework for the next year. - AP Physics has a maximum seat count of 10. - In addition to Colleen and Dean, there are 8 other students who have also requested AP Physics. - When the Master Scheduler loads course requests for AP Physics, Colleen is placed first into the section roster, along with any other student who is part of the Advanced Food Science and Culinary Academic Program. Dean is placed after the priority students into the section roster, as long as there is still room (the maximum seat count has not been met). Priority may be set for any course requirement, whether a grade level has been selected for fulfillment or not. Once planned courses have been created as course requests, those courses are considered a priority and display in bold on the Request Batch Report. When a program is copied, the priority designation on a course requirement is also copied.

Field	Description
Grade	This field is a suggestion to when a student should complete the course requirement and draws attention to these courses in the student's Course Plan. When this field is populated: When searching for courses in the Course Catalog, an indication of a grade level suggestion displays. And, these courses display in bold. Grade levels are not included when: • They have a sequence of zero. • The Exclude from cumulative GPA/Rank calculations checkbox is marked.
Recommended	When marked, this checkbox turns the course requirement into a suggestion and draws attention to these courses in the student's Course Plan. Recommended course numbers entered in the Transcript/Course Numbers field display in bold in the Course Planner and on the Portal Academic Planning. The course requirement is hidden on the Grad Progress tab and on the Academic Plan Progress report and the message on the Academic Status Report of it being required does not display.
Sequence	Entered numeric value determines the order in which requirements display on reports, on the portal, etc. Requirements without a sequence value display first; when entering requirements, assign a sequence value to all requirements or to no requirements.
Display Alert	This selection is used to display alert messages on the student's Course Plan tab and the Academic Plan Progress Report when requirement deficiencies exist for the selected credit type.
Add Course Requirement Button	Clicking this button adds an additional row to add more course requirements to the Academic Program. There is no limit to the number of course requirements that can be added.

Enter Course Requirements

Ensure the correct Year, School and Calendar is selected in the Campus toolbar.

1. Select the specific Program from the **Academic Programs** tree and expand the options.
2. Select **Course Requirements**. A Course Requirements Detail table appears.
3. Enter the **Requirement Description** for the program.
4. Enter the **Transcript/Course Numbers** for the program.

5. Enter a **State Code** for the requirements.
6. Click the **Preview** link to verify all appropriate courses are added.
7. Enter the **Minimum Credits** for the entered description.
8. Enter the **Minimum GPA Value** the student needs to achieve for this requirement.
9. Select the **Evaluate Credits From** option, and then select the desired Credit Type from the **Limit Credit Type** dropdown, if desired.
10. Mark the **Priority** checkbox, if desired.
11. Select a **Grade level**, if needed.
12. Mark the **Recommended** checkbox, if desired.
13. Enter the **Sequence** value.
14. If desired, select a Credit Type from the **Display Alert** field.
15. Click the **Add Course Requirement** button to add additional course requirements to the Academic Program.
16. Click the **Save** icon when finished.