

August 2017

COMPASS



ATM | **OFFICE OF GRADUATE AND PROFESSIONAL STUDIES**
TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

<p>STUDENTS</p> <p>– login here –</p>	<p>FACULTY & STAFF</p> <p>– login here –</p>	<p>OGAPS STAFF</p> <p>– login here –</p>
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Presented by: Office of Graduate and Professional Studies

Degree Plan/Processing Requirements

List of Common Issues that OGAPS Processing encounters that prohibit the approval of Degree Plans

These items should be checked prior to Degree Plan submission

Importance of degree plan approval toward completion of degree requirements

- Conferral Date of previous degree (SOAPCOQ/SOAPCOL/SHADGMQ)
- Official Test Scores if Required (SOATEST/Howdy Advisor Dashboard/ SAAACKL for waivers)
- Transfer coursework – Transcript not available in Admissions or not official; non-degree seeking coursework; International transcripts – from an approved institution; time limits (not expired); not used toward previous degree
- Grading Issues – unacceptable grades (grade type or lower than a C) and non-repeatable courses (SHACRSE/SCACRSE)
- Correct Degree/Major/Thesis Option picked in DPSS
- Previously used coursework and committee info (prior to 200921 SMASARA)

Conferral Date of Previous Degree

Go to SOAPCOQ/SOAPCOL to confirm if a previous degree has been conferred by Admissions.

- Previous "Degree Dates" must be entered
- Check with the Office of Admissions to see why no Degree Date entered

Administrative Compass CPRD3: Open > SOAPCOQ [Q]

File Edit Options Block Item Record Query Tools Help

Prior College Summary SOAPCOQ 8.9 (PROD)

ID: [REDACTED]

Prior College	Degree	College	Honor
C03628 Texarkana College	000000 Undeclared		
Degree Date: [REDACTED] Year: [REDACTED]	Attendance Dates: 01-JAN-2007 01-JUL-2008	Transfer Hours: [REDACTED]	Transfer GPA: [REDACTED]
C29269 Texas A&M- <u>Texarkana</u>	BS Bachelor of Science		
Degree Date: <u>20-DEC-2008</u> Year: [REDACTED]	Attendance Dates: 01-JUN-2007 01-DEC-2008	Transfer Hours: [REDACTED]	Transfer GPA: [REDACTED]
C29269 Texas A&M- <u>Texarkana</u>	MS Master of Science		
Degree Date: <u>09-AUG-2010</u> Year: [REDACTED]	Attendance Dates: 01-JUN-2007 01-AUG-2010	Transfer Hours: [REDACTED]	Transfer GPA: [REDACTED]

Official Test Scores

Test Score Information SOATEST 8.13 (PROD)

ID: [REDACTED]

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equip Ind
G03Q	GRE Revised General Quantita	154	27-SEP-2013		TAPE	Test Score Tap
G03V	GRE Revised General Verbal	154	27-SEP-2013		TAPE	Test Score Tap
G03W	GRE Revised General Writing	3.0	27-SEP-2013		TAPE	Test Score Tap
GR01	GRE Verbal Code	410	18-DEC-2008		TAPE	Test Score Tap
GR02	GRE Quantitative Code	580	18-DEC-2008		TAPE	Test Score Tap
GR05	GRE Writing Assessment	4.5	18-DEC-2008		TAPE	Test Score Tap

Application Summary

Application 1 of 2

Entry Term: 201431 Decision: AF Admit Full - Grad Status: D D - Decision Mad Application Date: 26-MAR-2013

Application Number: 2 Admission Type: GR GR - Graduate Session: Outstanding Requirements

Application Preference: Student Type: D D - New First Tim Residence: R R - In-state Resic Full or Part Time:

Priority 1 Program PHD-LA Level GR College LA Campus CS Degree PHD Catalog Term 201431

Field of Study Type: MAJOR Code: HIST Department: HIST

Application Checklist

Admission Request	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
GRTS	29-OCT-2013		Test date 27-SEP-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Generated by System: Yes No Date: 26-MAR-2013

Last Request: Deadline: Checklist Origin: BASELINE Status:

- Must have official Test Scores entered on SOATEST.
- Or official waiver must be entered on SAAACKL.
- Official Test Scores can also be seen on the Advisor Dashboard under the Student Information section.

Transfer Coursework

- To view transfer coursework, login to TAMU Docs/Perceptive Content
- To search for official transcripts, outgoing correspondence, GRAD Apps, etc.
- Issues:
 - Transcript must be available in TAMU Docs
 - Transcript cannot be Non-degree seeking coursework
 - Courses cannot be used for previous degree
 - International transcripts must be from an approved institution
 - Courses must be within time limits (cannot be expired at time of transfer -7 yrs MS/10 yrs PhD)

The screenshot shows the Perceptive Content interface. At the top, there are tabs for 'Documents' and 'Workflow'. Below the tabs is a toolbar with various icons. On the left, there is a 'Views' pane showing a tree structure of folders: 'Documents' (expanded), 'AD - CS - GRAD Apps', 'AD - CS - Other Docs', 'AD - Search by UIN', 'My Recycled Documents', and 'Workflow'. The main area displays a list of documents with a 'Type' column. The first row is highlighted in yellow.

Type
Letter of Recommendation
US Official College Transcript
US Official College Transcript
Outgoing Correspondence
Outgoing Correspondence
GRAD eApplication
Outgoing Correspondence
Outgoing Correspondence
Letter of Recommendation
Outgoing Correspondence
Letter of Recommendation

Grading Issues

Most common grade issues:

- Unacceptable grade not allowed for degree – Must have grade of A,B,C,S if taken at A&M
- Courses taken in wrong grade mode – taken as graded but should be S/U or vice versa
- Correct term for courses with unacceptable grades if repeating for higher grade
- Courses must be coded as GR level

Course Summary SHACRSE 8.9 (PROD)

ID: Term:

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat
	201511	1	CS	GR	10211	ANTH	602	600	3.000	F	G	<input type="checkbox"/>
	201511	1	CS	GR	20908	HIST	624	600	3.000	F	G	<input type="checkbox"/>
	201511	1	CS	GR	11332	HIST	632	600	3.000	I	G	<input type="checkbox"/>
	201511	1	CS	GR	17053	HIST	685	602	1.000	I	G	<input type="checkbox"/>
	201431	1	CS	GR	20729	HIST	625	600	3.000	B	G	<input type="checkbox"/>
	201431	1	CS	GR	15059	HIST	628	600	3.000	B	G	<input type="checkbox"/>
	201431	1	CS	GR	14488	HIST	631	600	3.000	A	G	<input type="checkbox"/>



Correct term when courses taken & time limits



Courses must be flagged correctly



Please note Grade & Grade Mode

Grading Issues Con't

SCACRSE confirms if course are:

- Repeatable
- Grade Mode
- Level (UG/GR/PR)

Basic Course Information SCACRSE 8.5.3.1 (PROD)

Subject: HIST HIST - History Course: 624 Term: 201721

Course Title: RDG RACE ETHN & MIGRATN

Course Details

From Term: 201331 Copy To Term: 999999

Next block

Basic Course Information SCACRSE 8.5.3.1 (PROD)

Subject: HIST HIST - History Course: 624 Term: 201721

Course Title: RDG RACE ETHN & MIGRATN

Next block

Basic Course Information SCACRSE 8.5.3.1 (PROD)

Subject: HIST HIST - History Course: 624 Term: 201721

Course Title: RDG RACE ETHN & MIGRATN

Grading Mode SCACRSE 8.5.3.1 (PROD)

From Term: 201331 Copy To Term: 999999

Grade Mode	Description	Default	Not Default
G	Letter Grade	<input checked="" type="radio"/>	<input type="radio"/>
S	Satisfactory/Unsatisfactory	<input type="radio"/>	<input checked="" type="radio"/>

Degree/Major/Thesis Option

- Please check that the student has chosen:
 - Correct Degree
 - Correct Major
 - Correct Option (THO/NTO/NGP, etc.)

- Incorrect options chosen can lead to degree plan being returned or courses not being applied in Degree Evaluation – ex. NTO instead of NDE

Texas A&M University
Office of Graduate & Professional Studies Degree Plan

Name: [REDACTED] **Univ. ID:** [REDACTED] **Date:** March 15, 2017

Address: [REDACTED] **Email:** [REDACTED] **Dept:** ECEN

Proposed course of study in partial fulfillment of the degree of MEN, No Thesis & No Final Exam, with a major in ELEN, is submitted for the approval of the Office of Graduate Studies.

Previously Used Coursework

To confirm if courses used on previous TAMU degree:

- Run Degree Evaluation in Howdy and choose “Additional Info” and scroll to “Applied to first degree”

Course Attributes Not Used

Attribute	Subject	Course
Applied to first graduate deg	EPSY	646
Applied to first graduate deg	RPTS	601
Applied to first graduate deg	RPTS	602

SMASARA to access Degrees plans approved prior to Summer 2009

Student Area Adjustments SMASARA 8.4 (PROD)
Confidential

ID: Term: 200921 Student Level: GR
 Area: Z-652G Graduate Degree Plan Catalog: 2008 Course Level: GR

Area Adjustment Tracking SMASARA 8.4 (PROD)

Table: OVERALL OVERALL TRACKING RECORD
 Term: 200921
 User: SCTCVT Activity Date: 21-JUN-2009

Tracking Text	Activity Date
GR MS RPTS THO	21-JUN-2009
RPTS601, 3.0	21-JUN-2009
RPTS602, 3.0	21-JUN-2009
RPTS689, 3.0 SPTP YOUR DEV ANALYSIS	21-JUN-2009
RPTS689, 3.0 SPTP YTH DEV ORG & SERV	21-JUN-2009
RPTS691, 8.0	21-JUN-2009
STAT651, 3.0	21-JUN-2009
STAT652, 3.0	21-JUN-2009
SOCI623, 3.0	21-JUN-2009
EPSY646, 3.0	21-JUN-2009
SOCI667, 3.0	21-JUN-2009

Previously Used Coursework Pre-Compass Con't

SMASARA to
access
Committee
members
prior to
Summer 2009

Student Area Adjustments SMASARA 8.4 (PROD)
Confidential

ID:

Area: **Z-658** Graduate Committee

Term: 200921 Student Level: GR

Catalog: 2008 Course Level: GR

Area Adjustment Tracking SMASARA 8.4 (PROD)

Table: **OVERALL** OVERALL TRACKING RECORD

Term: 200921

User: SCTCVT Activity Date: 21-JUN-2009

Tracking Text	Activity Date
GR MS RPTS THO	27-JUL-2012
315002823 :WATTS, CLIFTON :CHA	27-JUL-2012
202008090 :WITT, PETER A	27-JUL-2012
402002671 :CASTILLO, LINDA G	27-JUL-2012

Questions?

Email us at: ogapsprocessing@tamu.edu

or

Contact your college specific representative at OGAPS