Adding Academic Structure Attributes

Overview

Academic structure attributes can be used to identify values that meet certain criteria and need to be “tagged” for reporting or use in iGPS, i.e. TSAP (Transfer Single Articulation Pathways).

Attributes can be added to various academic structure values in SIS. Currently, attributes can be added to academic programs, academic plans, and academic subplans.

USSS must create the program, plan, and subplan attributes in SIS in the control table (IU_ACAD_ATTRTBL) before they are available to add to academic structure values.

In order to add attributes to values, users must have the SIS role SR Acad Attributes. In order to see the Academic Structure setup table in view only, users must also have SR Registrar 1, 2, or 3.

To view the available attributes, users must have the SIS role SR Registrar 1, 2, or 3. The navigation path to view available attributes is IU Panels > IU Acad Structure Attributes.

This document provides the steps to either add an academic structure attribute or inactivate an existing academic structure attribute for an academic program, academic plan or academic subplan.

Steps

Adding an Attribute

1. Navigate to the setup table for which you want to add an attribute. Currently attributes can be added to programs, plans, or subplans. Navigation path is as follows: Set Up SACR > Foundation Tables > Academic Structure > Academic Program Table (or Academic Plan Table or Academic SubPlan Table).
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2. Enter the institution in the Academic Institution field to be updated.
3. In the appropriate field, enter the Academic Program, Plan or Subplan to be updated.
4. Click Correct History before searching.
5. Click Search.

With the role SR Registrar 1, 2, or 3, users can see the first several tabs as “read only.” The last tab (either Iu Acadprg Attr T, Iu Acadpln Attr T or Iu Acadsbp Attr T depending on your search), is the only tab available to update.

6. If adding an attribute to an…
   - Academic Program, click on the Iu Acadprg Attr T tab.
   - Academic Plan, click on the Iu Acadpln Attr T tab.
   - Academic Subplan, click on the Iu Acadsbp Attr T tab.
7. Enter the effective date of the attribute in the *Eff Date field. This date should reflect when the attribute applies to the academic structure value. Note, this does NOT have to match the effective date of the academic structure value.
8. Enter the status of the attribute (Active or Inactive) from the *Status dropdown.
9. Enter the academic structure attribute value from the *Acad Str Attr dropdown. Note, only currently active values are available in the dropdown.
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10. Click to add another attribute and repeat steps 5 – 7.

11. Click .

Inactivate an Attribute

If you wish to inactivate an existing attribute, leave the active row and add a new row with the same attribute and “inactive” status. To do this, follow the steps below:

**NOTE:** Rows should not be deleted unless they were created in error. Rows should be retained for historical reference.

1. Navigate to the setup table for the academic program, plan, or subplan for which you want to inactivate an existing attribute. Navigation is as follows: Set Up SACR > Foundation Tables > Academic Structure > Academic Program Table (or Academic Plan Table or Academic SubPlan Table).

2. Enter the Academic Institution to be updated.

3. In the appropriate field, enter the program, plan or subplan to be updated.

4. Click Correct History before searching.

5. Click .

6. If inactivating an attribute from an…
   - Academic Program, click on the Iu Acadprg Attr T tab.
   - Academic Plan, click on the Iu Acadpln Attr T tab.
   - Academic Subplan, click on the Iu Acadsbp Attr T tab.

7. Click to add a new row.

8. Enter the effective date of the inactivation in the *Eff Date field.

9. Select Inactive from *Status dropdown.

10. Select the attribute to be inactivated from the *Acad Str Attr dropdown.
11. Click the Save button.