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</tbody>
</table>
## BPG - Revision History

<table>
<thead>
<tr>
<th>Document Information</th>
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</thead>
<tbody>
<tr>
<td>Module</td>
<td>Student Records</td>
</tr>
<tr>
<td>Author</td>
<td>Gillian Bailey</td>
</tr>
<tr>
<td>eReference</td>
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<table>
<thead>
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<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
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</thead>
<tbody>
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<td>01/15/2007</td>
<td>Gillian Bailey</td>
<td>1st draft</td>
<td>all</td>
</tr>
<tr>
<td>01/24/2007</td>
<td>Gillian Bailey</td>
<td>addition</td>
<td>12</td>
</tr>
<tr>
<td>01/25/2007</td>
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<td>New screen print examples</td>
<td>all</td>
</tr>
<tr>
<td>11/21/2007</td>
<td>Gillian Bailey</td>
<td>New screens and procedures</td>
<td>all</td>
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</tbody>
</table>
Overview

Cohort Management is a process used to link classes together throughout the registration process. Cohorts are built by the Cohort Managers using the Cohort Groups pages. There are various controls that can be utilized in building cohorts that offer different ways that a cohort, or block of classes, can be set-up and managed. These controls are used to create cohorts for various ASU programs, such as Campus Match or Learning Communities or to simplify the registration process by presenting students with blocks of critical classes.

Cohorts may be built so that they are available to all students or only available to students in a specific career, program, plan, academic level, or student group. Cohorts may also be restricted to only students who have been granted permission to register for the specific cohort or they may be left open to all students who match the appropriate academic criteria for the cohort.

When registering for classes students will be able to view and select from only the class blocks that they are eligible for based on their own academic profile and the enrollment restrictions of the cohort. Students will be able to see those cohorts that require permission to register, and the cohort will be notated as such.

For example, the W. P. Carey School of Business may build several class blocks designed for Freshmen Finance majors. Only students with a program of College of Business, a plan of Finance, and an academic level of freshman, may see and/or register for the cohort. Additional permission may, or may not, be required to register.

If there are no seats available in a cohort, it will not be displayed to the student.

Classes used in cohorts that require permission should not have any additional consent needed, such as department or instructor consent, as the student must already obtain permission to enroll in the cohort.

Classes used in cohorts must all be within the same session.

The classes used in a cohort may each have a different grading basis, but it must be a valid grading basis for the class and it cannot be a student option grading basis. There is no way for a student to specify a grading basis at the time of enrollment in a cohort.

When a class consists of two components, such as a lecture and a lab, both components must be specified in the cohort.

Reserve capacity – once seats are reserved in a class for a cohort, a reserve capacity line is added in the schedule of classes for each cohort. A “placeholder” entry of 1 is also made which indicates when the reserve capacity for the cohort will be lifted. The Reserve Capacity is labeled with the student group and the cohort code as follows:
### Student Records – Cohort Management

**Arizona State University**

#### Basic Data
- **Course ID:** 108144
- **Academic Institution:** Arizona State University
- **Term:** 2008 Spring
- **Subject Area:** MUS
- **Catalog Nbr:** 354

#### Reserve Capacity

<table>
<thead>
<tr>
<th>Reserve Capacity Requirement Group</th>
<th>Start Date</th>
<th>Requirement Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>cohort student group</td>
<td>12/14/2007</td>
<td>Cohort Group: CM00 GODTEST2</td>
</tr>
<tr>
<td>cohort student group</td>
<td>11/08/2007</td>
<td>Cohort Group: CM00 GODTEST2</td>
</tr>
</tbody>
</table>

#### Reserve until date

<table>
<thead>
<tr>
<th>Reserve Capacity Requirement Group</th>
<th>Start Date</th>
<th>Requirement Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>cohort code</td>
<td>12/28/2007</td>
<td>Cohort Group: CM00 CMCOHORT1</td>
</tr>
<tr>
<td>cohort code</td>
<td>11/09/2007</td>
<td>Cohort Group: CM00 CMCOHORT1</td>
</tr>
</tbody>
</table>

### Copyrigh 
2006 – Arizona State University and Cedar Enterprise Solutions, Inc.
Working with the Departments

Once a class becomes a cohort class, seats in that class will be reserved for only those students in the cohort. Because any class across the institution can be put into a cohort it is very important that cohort builders communicate with all of the departments who manage the classes they use in cohorts prior to building the cohorts. It is the responsibility of the cohort builder/manager to confirm with every department which classes can be used in cohorts, how many seats, and when the un-used reserved seats can be released.
Prerequisites and Assumptions

Before you can successfully perform any actions regarding cohorts, it is assumed that each of the following conditions has been met.

- You have attended the On-Line OASIS Navigation Training class and understand the basics of getting around and looking up records in the system.
- Classes to be included in cohorts have been scheduled.
- The student for which you will be performing the permission action must have already been admitted and term activated for the term in which you wish to perform the action.

Other Materials Needed

You may need to refer to the following documents/sources:

- PeopleBooks
Helpful Hints

- If you attempt to navigate to a new page without saving after making changes, you will get a warning window that says “You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.” If you want to save your changes you must select OK. If you do not want to save your changes you must select Cancel. This may seem to be the opposite of what you are used to.
Navigation

This is the path for all processes documented in this Business Process Guide:

ASU Customizations → ASU Student Records → Cohort Student Groups Asgn
→ Cohort Groups

Your menu options may vary based upon your security setup.
Terminology

**Cohort:** A group of classes and/or students linked during the registration process.

As Cohorts are established, matching Student Groups are set-up by the cohort setup process to control access to the cohorts at registration. These Student Groups will use the code ‘CM’ in the student group code to identify them as Cohort Management student groups.

Cohort Codes will be used in creating the student groups that are used to manage the cohort management process. The 10-character Cohort Code will become the Short Description of the student group created for the cohort. The Description for the Cohort becomes the Long Description for the cohort Student Group.

During the Student Cohort Group Permission process, when the student is given permission to register for a cohort, they are automatically put into the student group that is a requirement for registering for the cohort. Students should not be moved in and out of the Cohort Management student groups manually.

**Cohort Code:** This code is established by the cohort manager when the cohort is created. Read the section on Cohort Naming Standards before naming your cohorts.

**Description:** This description field is used to describe the cohort in 30-characters. This description will also be used for the Student Group created for the Cohort.

**Student Group:** The Student Group code is displayed once the student group is created “behind-the-scenes” and uses the naming convention for Cohort Management Student Groups of “CM—”.

**Reserve Capacity/Reserve Until:** Allows cohort managers to specify the number of seats to reserve for the cohort and when to release these seats from the cohort.

**Permission Required:** This checkbox specifies whether or not a student will need to be given permission to enroll in a cohort. If permission is not required, any student who meets the criteria for the cohort may enroll in it.

**Permit Changes:** Three different options are available for controlling registration actions for a cohort.

1. **(0) No Restrictions** – After the initial registration there are no registration restrictions for dropping or swapping classes that are part of the cohort.

2. **(1) No Drops During Add/Drop** – After the initial registration the student is not allowed to drop/swap individual classes that are part of the cohort until the end of the drop/add period. The student is allowed to drop the entire cohort. Used mainly for Campus Match programs.

3. **(2) No Individual Drops** – After the initial registration the student is not allowed to drop/withdraw from any of the classes that make up the cohort at any point during the term. This restriction is used for the Learning Communities programs, where the content of the classes is tied for the entire semester.

**Classes in Cohort Group:** this area allows the cohort manager to specify the actual class sections that will make up the cohort.

Note: Classes in a cohort must all be within the same session.
Naming Standards for Cohort Codes.

Each academic organization that creates student cohort groups should follow the suggested naming conventions (below) when creating cohorts and/or blocks. Naming convention will allow each group to easily set-up and manage their own cohorts. There is no Oasis programming behind the codes used in naming cohorts, but if named consistently the cohorts will be more easily identified, reported on and managed. Oasis will not allow the creation of duplicate cohort codes within each term and career, but you can reuse the cohort codes from one term to another (those from Fall 2007 can be reused in Fall 2008). For ease in identifying your cohorts, it is recommended that you do not reuse cohort codes for different careers.

Cohorts will not roll over to the next like semester, though the classes that make up each cohort will roll.

The Cohort Code should begin with the college code for the college that manages the cohort. In the case of Campus Match programs, that span multiple colleges, the cohort code should begin with ‘CM’.

There are 10 characters available for naming cohorts. Not all available characters need to be used.

Guidelines

- Campus-wide programs, begin the cohort code with the 1-character campus code.
- Campus Match programs – campus code + CM
- Learning communities – campus code + LC
- College programs – college code + department code and/or special program codes
  - Class Blocks – CB
  - Tracking - TR

Examples

<table>
<thead>
<tr>
<th>Tempe Campus - Campus Match</th>
<th>TCMnnnnnnnn</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Campus - Campus Match</td>
<td>WCMnnnnnnnn</td>
</tr>
<tr>
<td>Politechnic Campus - Campus Match</td>
<td>PCMnnnnnnnn</td>
</tr>
<tr>
<td>Downtown Campus - Campus Match</td>
<td>DCMnnnnnnnn</td>
</tr>
<tr>
<td>College of Liberal Arts and Sciences, Learning Communities</td>
<td>LALCnnnnnn</td>
</tr>
<tr>
<td>College of Engineering – Fulton Match</td>
<td>ESFMnnnnnn</td>
</tr>
<tr>
<td>West Campus - Learning Communities</td>
<td>WESTLCnnnnnn</td>
</tr>
<tr>
<td>CLAS - Geographical Sciences Cohorts</td>
<td>LAGEOSnnnn</td>
</tr>
<tr>
<td>All Colleges – College Class Blocks</td>
<td>2-character college code + CB (Class Block) + 6 identifying characters</td>
</tr>
<tr>
<td></td>
<td>Examples: FAMUSCBnnnn</td>
</tr>
<tr>
<td></td>
<td>FATHECBnnnn</td>
</tr>
<tr>
<td>Departmental Programs</td>
<td>2-character college code + Department code +</td>
</tr>
<tr>
<td>Identifying code</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Examples:</td>
<td></td>
</tr>
<tr>
<td>LAENGTR001</td>
<td></td>
</tr>
<tr>
<td>LABIOCB01</td>
<td></td>
</tr>
</tbody>
</table>

The Description for the Cohort can be used as determined by the program. This description will be visible to students when they view cohorts in the schedule of classes.
Cohort Student Groups Asgn (Assignment)

Before any cohorts can be built for a term, the Cohort Student Groups assignment must be set up for the term. This action is part of the set-up performed by the office of the University Registrar every term. This establishes what Student Group code will be used by the cohort management process to manage cohort permissions and enrollments. ASU will use the student group code prefix of ‘CM’ for cohort management.

![Cohort Management: Last Student Group Assigned](image)

- Term: 2007 Fall
- Student Group Prefix: CM
- Last Group Assigned: 0

[Save] [Notify]
Procedure – Cohort Set-up

Add a cohort

**Cohort Setup**

- **Find an Existing Value**
- **Add a New Value**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td></td>
</tr>
<tr>
<td>Academic Career</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td></td>
</tr>
<tr>
<td>Cohort Code</td>
<td></td>
</tr>
</tbody>
</table>

**Path:** ASU Customizations → ASU Student Records → Cohort Groups

**Step 1** Add a New Value

- Select this tab

**Step 2** Academic Institution

- ASU00

**Step 3** Academic Career

- Enter/Select the Academic Career from the drop-down menu

**Step 4** Term

- Select the active Term for the cohort

  - Enter a valid Term or use the **search icon** to search and select from a list of valid terms

**Step 5** Cohort Code

- Enter the cohort code for the cohort you are creating. See the Naming Standards for Cohort Codes.

**Step 6** Add

- Press the **Add** icon to add and save your new cohort
If the cohort code has already been used, a message will display, otherwise you will be taken to the cohort setup screen.

Define Cohort Detail

**Step 1** Description
Use the Description for your cohort. Students will see this value when viewing cohorts.

**Step 2** Reserve Capacity
Enter the number of students to comprise the cohort.

**Step 3** Reserve Until
Enter the Until-Date to reserve seats in the cohort.

Or,
Use the calendar icon to select a date.

**Step 4** Permission Required
Check this box if you want to reserve this cohort for students who have been granted permission to register for it.

**Step 5** Permit Changes
Select the Permit Changes rule to be enforced for this cohort.

**Step 6** Classes in Cohort Group
Add classes to your cohort.

**Step 7** Class number
Enter the class number, or use the icon to search for classes to be included in this cohort.
Step 8 Grading Basis

Specify the Grading basis for the class. This must be a valid option for the course.

Note: Student Option is not a valid option for classes that are part of a cohort, as there is no way for the student to select an option at enrollment.

Step 9 Add more classes

Use the plus sign + to confirm your entry and/or to add additional rows to add more classes for this cohort.

Use the minus sign − to remove rows if needed.

If you are working with associated sections, add your sections as follows:

If the non-enrollment section is an auto-enrollment section, it should not be included.

All classes in a cohort must be within the same session.

If it is one from a set from which the student may choose, both sections should be included.

Step 10 Save your cohort

Use the save icon to save your cohort.
Step 1  Find a class

Enter various criteria to find classes you want to include in the cohort

Find an Existing Cohort

To find an existing cohort

Path:  ASU Customizations → ASU Student Records → Cohort Groups

Step 1  Find an Existing Value

Select this tab

Step 2  Enter search criteria

Enter values to narrow your cohort search

Entering no criteria will bring up all cohorts
Step 3  Select to find an existing cohort

Step 4  Cohorts will display
Step 5 Select the cohort you want to view. If a cohort has multiple Enrollment Restrictions, the cohort will display multiple times. Selecting any of the rows will take you to the cohort setup pages for the selected.

Step 6 View/update Cohort, selecting tabs as desired.
Your menu options may vary based upon your security setup.
Enrollment Restrictions

Whether or not a student can register for a cohort depends on the set-up of the cohort and/or, when specified, the academic profile of the student.

Whether or not Permission is required is set up on the Cohort Setup tab. Restrictions based on the academic profile of the student are set up on the Enrollment Restrictions tab.

If the cohort is set up with **Permission Required**, the student must be granted specific permission to be able to register for the cohort.

If the cohort is setup without **Permission Required**, but does have **Enrollment Restrictions**, then only those students who meet the requirements of the Program, and/or plan, and/or Academic Level specified may register for the cohort.

If the cohort is setup without **Permission Required**, and no **Enrollment Restrictions**, any student may register for the cohort.

Note: once the cohort registration checks are passed, the enrollment requirements of each class that makes up the cohort are still enforced. If the student in ineligible to register for any of the classes, they are prevented from registering for the cohort.

Define Cohort Detail

If you want to limit registration in your cohort based on academic program, plan or academic level select the Enrollment Restrictions tab.
Path: ASU Customizations → ASU Student Records → Cohort Groups → Cohort Setup → Enrollment Restrictions tab

Program/Plan Restrictions

Step 1  Program  enter a valid academic program or use the icon to search and select from a list of ASU Programs

Step 2  Plan  enter a valid academic Plan or use the icon to search and select from a list of ASU Plans

Step 3  Multiple programs/plans  use the plus sign to add additional rows to add multiple programs or plans for this cohort

Use the minus sign to remove rows if needed.

Student Group Restrictions
Step 1  Student Group

Enter/select the Student Group code to limit this cohort.

Step 2  Multiple Student Groups

use the plus sign (+) to add additional rows to add multiple programs or plans for this cohort

Use the minus sign (−) to remove rows if needed.

Academic Level Restrictions

Step 1  Academic Level

Select the academic level, from the drop-down list, to limit this cohort

Step 6  Save

Use the save icon to save your cohort restrictions

Enrollment restrictions are included in the front page cohort selection page. Cohort builders are advised to use restraint adding multiple student groups and other enrollment restrictions to a cohort, as this will cause a single cohort to display many times on the selection page (each group would be applied to each program/placement etc.). For example, the single cohort below has restrictions for 2 programs, 2 academic levels and 2 student groups and so Displays 6 times.

<table>
<thead>
<tr>
<th>ASU00</th>
<th>Undergrad</th>
<th>2081 GDBTEST</th>
<th>GDB test cohort number 5</th>
<th>UGLA</th>
<th>(blank)</th>
<th>Freshman</th>
<th>SRZ0X</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU00</td>
<td>Undergrad</td>
<td>2081 GDBTEST</td>
<td>GDB test cohort number 5</td>
<td>UGLA</td>
<td>(blank)</td>
<td>Freshman</td>
<td>SRZ0Z</td>
</tr>
<tr>
<td>ASU00</td>
<td>Undergrad</td>
<td>2081 GDBTEST</td>
<td>GDB test cohort number 5</td>
<td>UGLA</td>
<td>(blank)</td>
<td>Sophomore</td>
<td>SRZ0X</td>
</tr>
<tr>
<td>ASU00</td>
<td>Undergrad</td>
<td>2081 GDBTEST</td>
<td>GDB test cohort number 5</td>
<td>UGLA</td>
<td>(blank)</td>
<td>Sophomore</td>
<td>SRZ0Z</td>
</tr>
<tr>
<td>ASU00</td>
<td>Undergrad</td>
<td>2081 GDBTEST</td>
<td>GDB test cohort number 5</td>
<td>UGLC</td>
<td>(blank)</td>
<td>Freshman</td>
<td>SRZ0X</td>
</tr>
<tr>
<td>ASU00</td>
<td>Undergrad</td>
<td>2081 GDBTEST</td>
<td>GDB test cohort number 5</td>
<td>UGLC</td>
<td>(blank)</td>
<td>Sophomore</td>
<td>SRZ0Z</td>
</tr>
</tbody>
</table>
Your menu options may vary based upon your security setup.
Procedure – View Cohort

View existing Cohort

To find an existing cohort

Path:  ASU Customizations → ASU Student Records → Cohort Groups

Step 1  Find an Existing Value  Select this tab
Step 2  Enter search criteria  Enter values to narrow your cohort search
Entering no criteria will bring up all cohorts

Asu Cohort Perm
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Academic Institution: begins with ASU00
Academic Career: = Undergraduate
Term: begins with 2077
Cohort Code: begins with
Description: contains campus match
Academic Program: begins with
Academic Plan: begins with
Academic Level: =

[Case Sensitive]

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value

Step 3  Select  Search  Select to find an existing cohort

Your menu options may vary based upon your security setup.
Step 4  Cohorts will display

Step 5  Select the cohort you want to view

If a cohort has multiple Enrollment Restrictions, the cohort will display multiple times. Selecting any of the rows will take you to the cohort setup pages for the selected.

Your menu options may vary based upon your security setup.
Step 6  View Cohort, selecting tabs as desired

Important Note: Once Students have enrolled in a cohort the class information cannot be changed.

Your menu options may vary based upon your security setup.
Procedure - Grant Student Cohort Permissions

Cohorts may be set up with both academic restrictions and/or require individual permission to register.

Students must be granted permission for specific cohorts when permission is required. There is no limit to the number of cohort permissions a student may have at one time.

If a cohort has enrollment restrictions, the student still must meet those restrictions even if they have been given permission to enroll in the cohort.

Individual course requirements are still in effect for all classes, and student must meet all of them to enroll in the cohort.

To give a student permission to register for a cohort/class block, the Grant Student Permission component is used.

Path: ASU Customizations → ASU Student Records → Cohort Groups → Find an Existing Value → Student Cohort Permission tab

Retrieve Cohort

Step 1  find Cohort
Use the search criteria to find the cohort you want to work with
See View Existing Cohort

Step 2  Select Student Cohort Permission tab
Step 3  enter EmplID of student

Enter the EmplID of the student you want to give cohort permission to.

Note: If you need to add a new row for another student permission, click the plus sign icon \( + \) to add another row.

If you do not know the EmplID you may use the search feature to find the student.

Click on the search icon \( \) by the EmplID field and use the student search criteria to find your student.

Step 4  enter Permission Expire Date

Enter the date that the permission will expire.

Or,

Use the calendar icon \( \) to select a date.

Step 5  Save your permission

Use the save icon \( \) to save your entry.

To add more permissions, for more students, for the selected cohort, use the plus sign icon \( + \) to add more rows.
When the student uses the permission to register for the class the **Permission Used Date** will be populated.

To remove the permission from a student, use the minus sign `−` to delete the permission.
Procedure – Cohort Roster

The cohort roster provides a list of students who are enrolled in the cohort. This list includes students who have dropped the cohort – indicated by the presence of an Enrollment Drop Date.

Cohort Spaces available = Reserve Capacity – total students enrolled in the cohort – unused/unexpired permissions

Your menu options may vary based upon your security setup.
Procedure – Delete Cohort

If a cohort is no longer needed it can be deleted using the **Delete Cohort Groups** option. No students can be enrolled in the cohort and all classes must be deleted from the cohort before it can be deleted.

**Path:** ASU Customizations → ASU Student Records → Delete Cohort Groups

Only cohorts with no classes will be offered for deletion on the Cohort Delete page.

Select any cohorts for deletion and click Delete Selected Cohort. There is no user security to ensure whose cohort you are deleting, so be sure to verify your selection before you select Delete.
Results

Using this Business Process Guide, you should be able to obtain the following results:

 ✓ Establish cohort management for the term (Registrar's office)
 ✓ Set up a cohort with multiple classes
 ✓ Set enrollment restrictions on a cohort
 ✓ View existing cohorts
 ✓ Grant permission to students to register to register for a cohort