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Student Lifecycle
Management

Base IMG Configuration Settings for Pre- Configured SAP Student Lifecycle Management

(ERP 6 - EHP 3)

31 October 2007

Distribution:Public

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Table of Contents

Summary	2
1. Basic Financial Accounting Settings	3
2. IMG Area: Campus Management → Basic Settings	10
3. IMG Area: Campus Management → Campus Management Master Data → Students.....	11
4. IMG Area: Campus Management → Campus Management Master Data → Academic Calendars	20
5. IMG Area: Campus Management → Campus Management Master Data → Academic Structure.....	24
6. IMG Area: Campus Management → Campus Management Master Data → Educational Background.....	31
7. IMG Area: Campus Management → Campus Management Master Data → Academic Scales	36
8. IMG Area: Campus Management → Campus Management Master Data → Credits.....	40
Appendix: Quick Verification of Base IMG Configuration	41

Summary

This document describes the base configuration settings for SAP Student Lifecycle Management. These settings and values are used throughout the Implementation Accelerator Packages.

The focus is on providing the settings needed for a typical U.S.-based 4-year Undergraduate University, although certain basic settings are also included for Graduate and Continuing Education programs.

Where noted, these settings can be automatically applied to the installation using delivered BC Sets. Alternatively, these settings can be directly entered via the described IMG paths.

There will be additional process-dependent settings that need to be made in the IMG in order to have a fully functional Student Lifecycle Management environment. Those settings are described in separate process-specific implementation cookbooks (e.g. Admissions).

Please note that this represents a work-in-progress. Although this document represents a good-faith, best-effort to standardize and deliver configuration settings for SAP Student Lifecycle Management, it is subject to additions, changes, and deletions. This document does not represent the availability of additional delivered or supported functionality.

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Author Bio

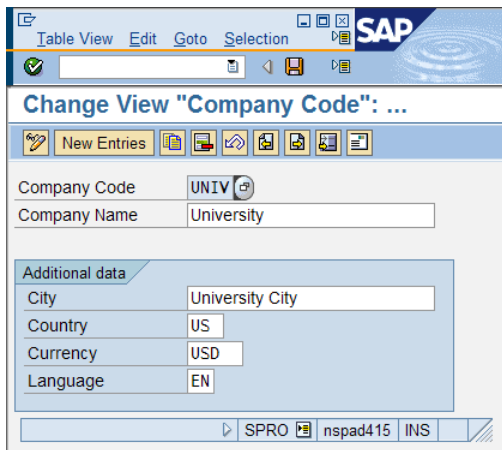
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1. **Basic Financial Accounting Settings**

NOTE: These settings in particular are far from comprehensive. They are meant only to define what is absolutely necessary for the creation of a proper student record and corresponding Student Account in SAP Student Lifecycle Management. More comprehensive IMG settings will be described in a future Student Accounting Configuration Cookbook.

1.1 IMG Path: Enterprise Structure → Definition → Financial Accounting → Edit, Copy, Delete, Check Company Code

First, copy the delivered Company Code of 'US01' to a new Company Code of 'UNIV'. Then, assign the new company code the following attributes:



1.2 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Basic Functions → Application Area

Create the following entry:

Public Administration	X
-----------------------	---

1.3 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Organizational Units → Set Up Company Codes for Contract Accounts Receivable and Payable

NOTE: Before you can save any student records, you must make the following IMG setting in Contract Accounting (because the creation of a Student also creates a Business Partner and a Contract Account).

Create an entry for Company Code 'UNIV'. Check the indicator for 'POA in Stand. CoCode.'

1.4 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Organizational Units → Define Company Code Groups

Create the following entry:

UNIV	University	UNIV
------	------------	------

1.5 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Organizational Units → Assign Company Codes to Company Code Groups

Create the following entry:

UNIV	UNIV
------	------

1.6 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Basic Functions → Contract Accounts → Number Ranges and Contract Account Categories → Define Number Ranges

NOTE: This step is not available via BC Sets.

Create the following Intervals:

EX	100000000000	199999999999		X
ST	001000000000	001999999999	0	

1.7 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Basic Functions → Contract Accounts → Number Ranges and Contract Account Categories → Configure Contract Acct Categories and Assign Number Ranges

Create the following entry:

Public Administration	ST	Student Account			ST	EX		
-----------------------	----	-----------------	--	--	----	----	--	--

1.8 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Basic Functions → Contract Accounts → Contract Account Relationships → Define Contract Account/Business Partner Relationships

Create the following entries:

ST	Student	X
SP	Sponsor	X

1.9 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Basic Functions → Contract Objects → Number Ranges and Contract Object Types → Define Number Ranges

NOTE: This step is not available via BC Sets.

Create the following entries:

10	10000000000000000000	10999999999999999999	0
----	----------------------	----------------------	---

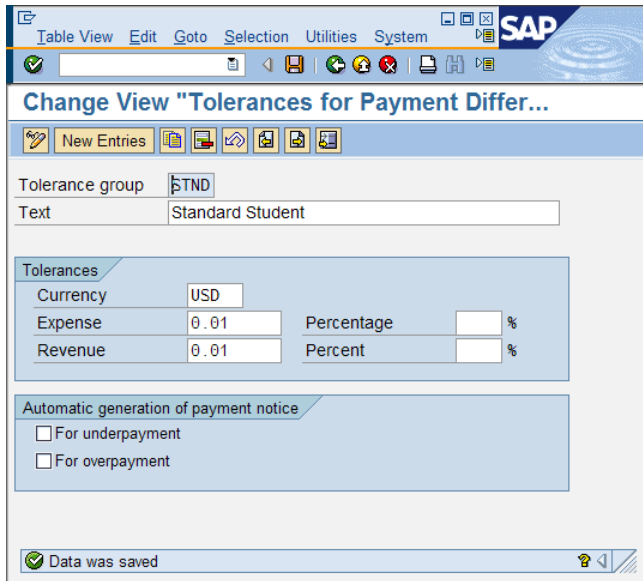
1.10 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Basic Functions → Contract Objects → Number Ranges and Contract Object Types → Create Contract Object Types and Assign Number Ranges

Create the following entries:

TUIT	Tuition	PSDD	10		
------	---------	------	----	--	--

1.11 IMG Path: Financial Accounting → Contract Accounts Receivable and Payable → Basic Functions → Open Item Management → Maintain Tolerance Groups

Create the following Tolerance Group:



1.12 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Basic Settings for Student Contract Accounts → Maintain Contract Object Types to be Created Automatically

Create the following entry:

TUIT	Tuition	Study Data	X		PSDD	CAMPUS: Student Account
------	---------	------------	---	--	------	-------------------------

1.13 IMG Path: Campus Management → Student Accounting → Fees → Posting → Due Date Schedule → Define Due Date Schedules

Create the following entry:

DUE1	SINGLE DUE DATE
------	-----------------

1.14 IMG Path: SAP Netweaver → Application Server → IDoc Interface / Application Link Enabling (ALE) → Basic Settings → Logical Systems → Define Logical System

A logical system needs to be defined to allow certain internal functions (such as Remote Function Calls) to operate. In fact, you will not be able to create a Student Master record without these definitions. Create an entry similar to the following entry:

CMIAP100	Campus Management IAP (client 100)
----------	------------------------------------

1.15 IMG Path: SAP Netweaver → Application Server → IDoc Interface / Application Link Enabling (ALE) → Basic Settings → Logical Systems → Assign Logical System to Client

Here, go to the details behind Client '100', and assign Logical System 'CMIAP100'.

1.16 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Basic Settings for Student Contract Accounts → Define Standard Company Code Group for Student Accounts

Create the following entry:

STUDACCT	COCDGRP	UNIV	Default Company Code Group
----------	---------	------	----------------------------

1.17 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Basic Settings for Student Contract Accounts → Define Contract Account Category for Student Accounts

Create the following entry:

CAMPU	STCAC	ST	Student Contract Account Category
-------	-------	----	-----------------------------------

1.18 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Basic Settings for Student Contract Accounts → Define Standard Relationship Between Contract Accounts and Students

Create the following entry:

CAMPU	RCAST	ST	Std Student/Contract Acct Relationship
-------	-------	----	--

1.19 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Basic Settings for Student Contract Accounts → Maintain Payment Methods and Due Date Schedules for Contract Accounts

Maintain the following entry:

Acct determination Edit Goto Utilities SAP

Maintain Payment Method: Detail scr

Applicat. area P Public Administration
Posting area PC12 Payment Method

Function

Inc. Payt Method
Outg. Payt Meth.
Due Date Sched. DUE1

Changes hav... OPQ_PAYMENT_METHOD nspad415 INS

1.20 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Basic Settings for Student Contract Accounts → Define Interest Key, Tolerance Group, and Clearing Category

Create the following entry:

The screenshot shows the SAP transaction 'Maintain Correspondence and Dunning'. The interface includes a menu bar with 'Acct determination', 'Edit', 'Goto', and 'Utilities'. Below the menu bar, there are several icons and a search field. The main area is titled 'Maintain Correspondence and Dunning: ...'. It contains the following fields:

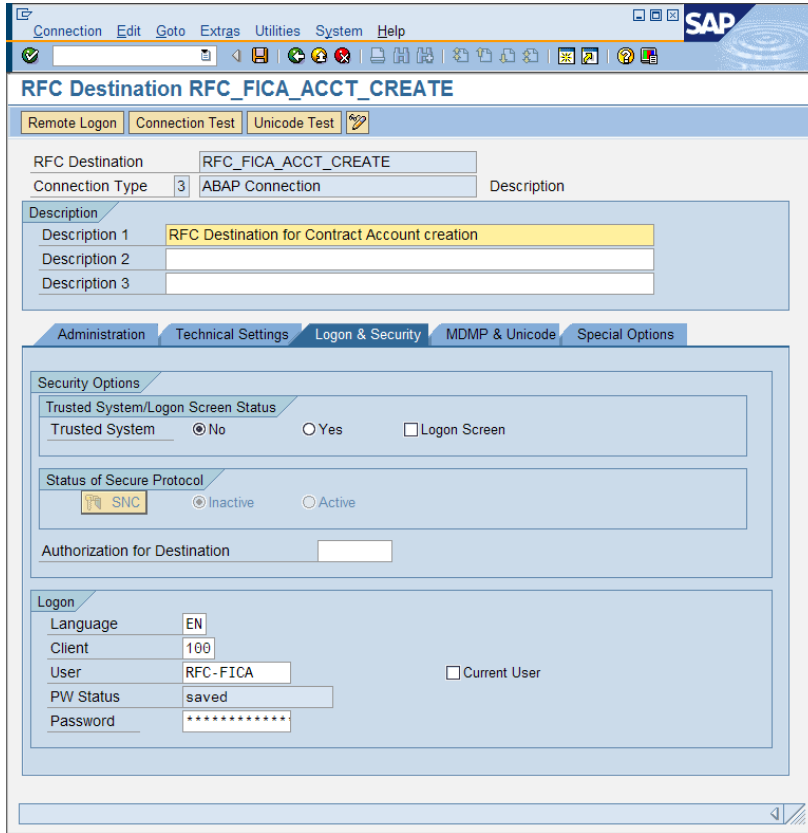
Applicat. area	P	Public Administration
Posting area	PC14	Correspondence and Dunning
Function		
Interest key		
Tolerance group	STND	
Clearing Cat.		

1.21 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Technical Settings for Automatic Creation and Update → Create RFC Destination for Automatic Creation and Update

NOTE: Before this step, you must first create a communications data user (type 'C') in the system for the RFC connection. This user should have the role 'SAP_CM_ACCOUNT_DATA_UPDATE' assigned.

NOTE: This step is not available via BC Sets.

Create the following RFC Destination. Use the User ID and Password for the RFC user you have created:



You should perform a Connection Test after you save the entry.

1.22 IMG Path: Campus Management → Campus Management Master Data → Student Contract Accounts (Student Accounts) → Technical Settings for Automatic Creation and Update → Set RFC Destination for Automatic Creation and Update

Create the following entry:

STUDACCT	UPDRFCDEST	RFC_FICA_ACCT_CREATE
----------	------------	----------------------

2. IMG Area: Campus Management → Basic Settings

2.1 IMG Path: Plan Version Maintenance → Maintain Plan Versions

BC Set: ISHERCM_IAP_PLAN_VERSION

Here, please verify that the following Plan Version exists:

01	Current Plan
----	--------------

2.2 IMG Path: Plan Version Maintenance → Set Active Plan Versions

BC Set: ISHERCM_IAP_PLAN_VERSION

Here, please verify that the following entry exists:

PLOGI	PLOGI	01	Integration Plan Version / Active Plan Version
-------	-------	----	--

Plan Version '01' will be generally assumed to be the active plan throughout.

2.2 IMG Path: Number Range Maintenance → Set Up Number Assignment for All Plan Versions

BC Set: ISHERCM_IAP_PLAN_VERSION

NUMRG	COMP	X	Number assignment for all plan versions
-------	------	---	---

This will ensure that the Object IDs created across all different plan versions will match.

IMG Path: Dialog Control → Technical Settings → Set Search Function

BC Set: ISHERCM_IAP_PLAN_VERSION

Maintain the following entry:

SEARK	LMODE	2	Language for search function
-------	-------	---	------------------------------

3. **IMG Area: Campus Management → Campus Management Master Data → Students**

3.1 **IMG Path: Basic Settings → Define Country of University**

BC Set: ISHERCM_IAP_COUNTRY_CODE

The following entry is made:

GENERAL	COUNTRY	US	ISO Code for Country of University
---------	---------	----	------------------------------------

3.2 **IMG Path: Personal Data → Create Forms of Address**

BC Set: ISHERCM_IAP_FORM_ADDRESS

The following entries should be maintained:

1	Ms.	Ms.	2
2	Mr.	Mr.	1
3	Miss	Miss	2
4	Mrs.	Mrs.	2

These will need to be mapped to appropriate forms of address in the Business Partner configuration. See the IMG Path 'Students as Business Partners'.

3.3 **IMG Path: Student Numbers and Object IDs → Define Method for Student Number Assignment**

BC Set: ISHERCM_IAP_METHOD_NUMBER

The following entries are maintained:

CAMPU	STNAL	N	Student No. Format: 'N' Num., 'A' Alph.
CAMPU	STNLE	9	No. of Digits in Numeric Student Number
CAMPU	STNMT	I	Method of St. No. Assignment (I, E, IE)

These values are chosen to be compatible with external Financial Aid systems, which use 9-digit student identifiers fields. Sigma Systems ProSAM, for example, allows for a second student ID number (in addition to their own primary SSN identifier field). The 9-digit Campus Management student number can then be conveniently stored there.

3.4 IMG Path: Student Numbers and Object IDs → Standard Functions for Assignment of Student Numbers → Define Number Range Intervals for Student Numbers

NOTE: This step is not available via BC Sets.

The following entries are maintained:

CM	000100000000	000199999999	0	
RC	000200000000	000299999999		X
MN	000900000000	000999999999		X

- Interval 'CM' is used for Student Numbers created out of the Student File.
- Interval 'RC' is for Student Numbers created first in CRM Recruitment, which are then subsequently automatically created in the Campus Management system.
- Interval 'MN' is for Student Numbers that are MANUALLY assigned within the Student File by the user. This is used in practice only on very rare occasions.

3.5 IMG Path: Student Numbers and Object IDs → Standard Functions for Assignment of Student Numbers → Define Internal and External Number Ranges

BC Set: ISHERCM_IAP_ASSIGN_NUMBER

The following entries are maintained:

CAMPU	STNEX	MN	External Number Range for Student Nos
CAMPU	STNEXBP	RC	Student Number Determined from BP Number
CAMPU	STNIN	CM	Internal Number Range for Student Nos

3.6 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Activation Switch for Functions

BC Set: ISHERCM_IAP_BP_SWITCH

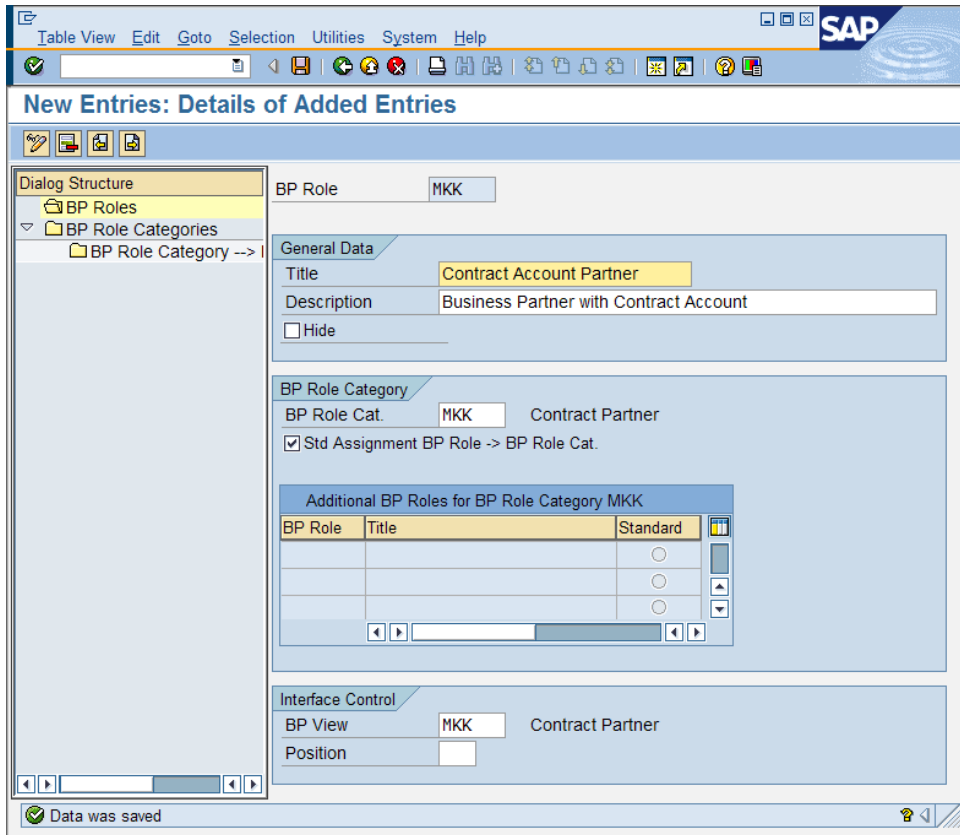
Maintain the following entry:

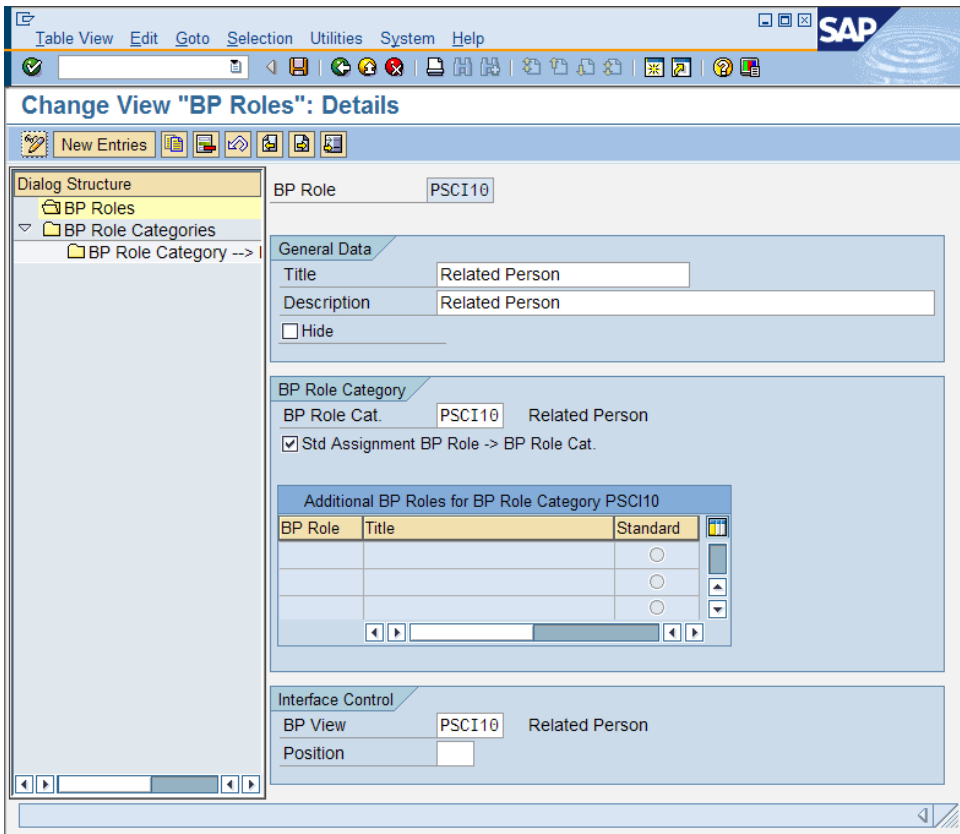
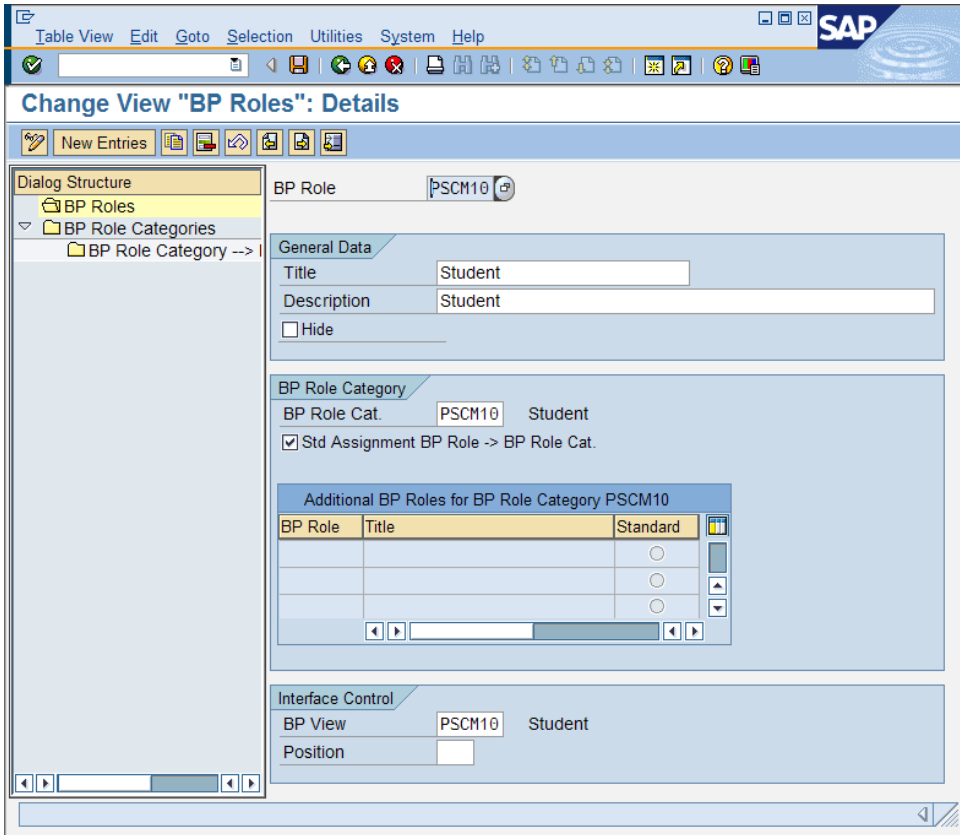
BUT000	X	Time Dependency BP Central Data (Table BUT000)
--------	---	--

3.7 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Business Partner Roles → Define BP Roles

BC Set: ISHERCM_IAP_BP_ROLES

Create the following entries:

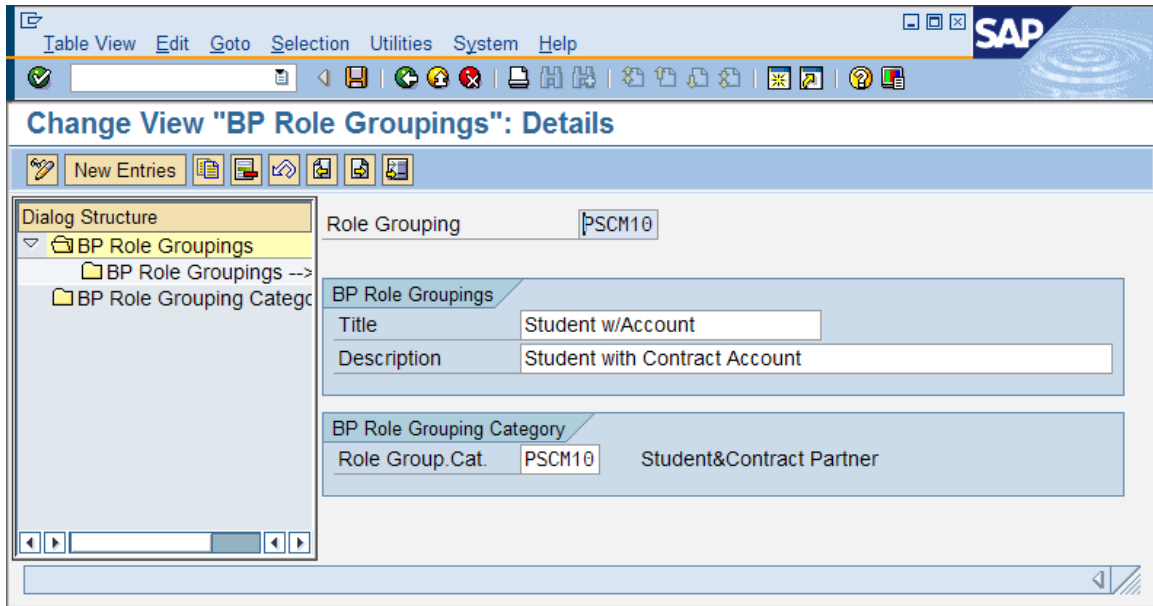




3.8 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Business Partner Roles → Define BP Role Groupings

BC Set: ISHERCM_IAP_BP_ROLES

Create the following entry:



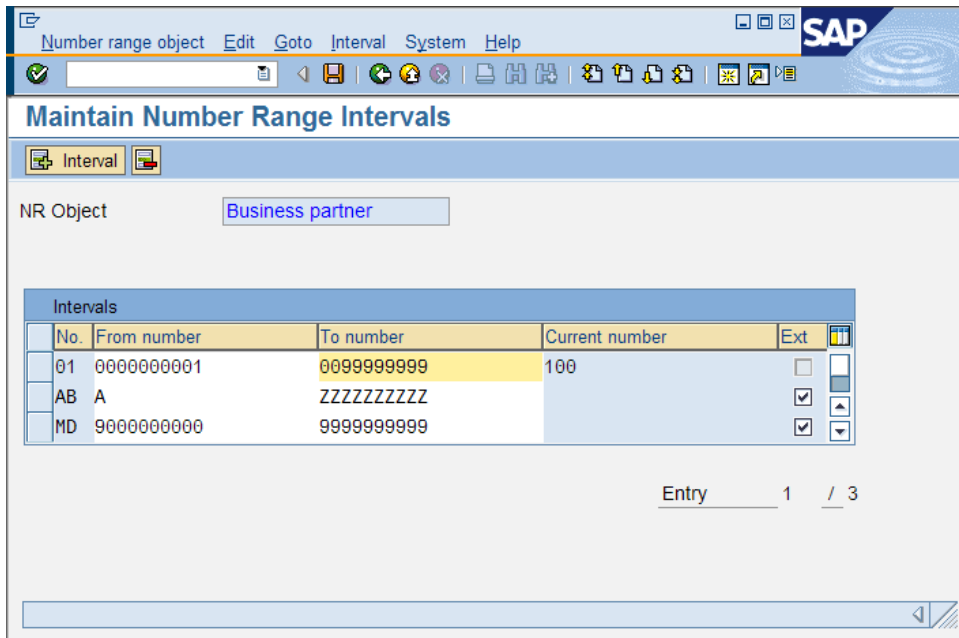
Assign the following BP Roles to this BP Role Grouping:

MKK	Contract Account Partner
PSCM10	Student

3.9 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Number Ranges and Groupings → Define Number Ranges

NOTE: This step is not available via BC Sets.

First, adjust the number range defined for entry '01':



Then, create the following additional intervals:

CM	0100000000	0199999999	0	X
MN	0900000000	0999999999	0	X
RC	0200000000	0299999999	0	X

3.10 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Number Ranges and Groupings → Define Groupings and Assign Number Ranges

BC Set: ISHERCM_IAP_BP_NUMBER

Create the following entries:

CM01	Student (CM)	Student (created in CM)	CM
CM02	Student (CRM)	Student (created in CRM)	RC
CM03	Student (Man.)	Student (Manual number assigned)	MN

3.11 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Business Partner Types → Define Business Partner Types

BC Set: ISHERCM_IAP_BP_BASIC

Create the following entry:

STUD	Student
------	---------

3.12 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Address Determination → Define Address Types

BC Set: ISHERCM_IAP_BP_BASIC

Create the following entries:

BILLING	Billing	Student's Billing Address	X
CAMPUS	Campus Address	Student's Campus Address	X
EMERGENCY	Emergency Add.	Student's Emergency Address	X
HOME	Home Address	Student's Home/Permanent Address	X
PARENT	Parent Address	Student's Parents' Address	X

3.13 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Marital Statuses → Maintain Marital Status

BC Set: ISHERCM_IAP_BP_BASIC

Maintain the following entries:

1	Single
2	Married
3	Widowed
4	Divorced
5	Separated
6	Unknown

3.14 IMG Path: Students as Business Partners → Basic Business Partner Settings → SAP Business Partner → Business Partner → Basic Settings → Identification Numbers → Define Identification Categories

BC Set: ISHERCM_IAP_BP_BASIC

IBS001	Social Security Number	X	
--------	------------------------	---	--

Here we adjust the system entry to indicate that Social Security Numbers should be unique.

3.15 IMG Path: Students as Business Partners → The Business Partner in Student Administration → Student Business Partner Numbers → Define Standard Business Partner Grouping for Students

BC Set: ISHERCM_IAP_BP_STUDADMIN

The following entry should be maintained:

CAMPU	BPGRP	CM01	Std BP Grouping for Students
-------	-------	------	------------------------------

3.16 IMG Path: Students as Business Partners → The Business Partner in Student Administration → Student Business Partner Numbers → BADI: Business Partner in Campus Management

BC Set: ISHERCM_IAP_BP_STUDADMIN

In this simple BADI implementation, we are able to ensure that the Student Number and the Business Partner Number for any given student are always identical. This is assumed to be the case in all other delivered processes. A delivered implementation of this BADI is called 'HRPIQ_ST_BP_EQUAL'. Make sure that it is activated. The BADI implementation contains the following code excerpts within the following methods:

Method	Code block
SET_CUSTOMER_BP_NUMBER	cv_partner = iv_student12.
SET_CUSTOMER_STUDENT_NUMBER	cv_student12 = iv_partner.

Be sure to 'Activate' the BADI implementation.

3.17 IMG Path: Students as Business Partners → The Business Partner in Student Administration → Define Standard Business Partner Type for Students

BC Set: ISHERCM_IAP_BP_STUDADMIN

The following entry should be maintained:

CAMPU	BPTYP	STUD	Std BP Type for Students
-------	-------	------	--------------------------

3.18 IMG Path: Students as Business Partners → The Business Partner in Student Administration → Map Form-of-Address Key Settings

The following mappings should be maintained:

1 Ms.	0001 Ms.
2 Mr.	0002 Mr.
3 Miss	0001 Ms.
4 Mrs.	0001 Ms.

3.19 IMG Path: Students as Business Partners → The Business Partner in Student Administration → Map Marital Status Settings

The following mappings should be maintained:

0 Single	1 Single
1 Marr.	2 Married
2 Wid.	3 Widowed
3 Div.	4 Divorced
4 NM	1 Single
5 Sep.	5 Separated
9 RegCou	2 Married
6 Unknown	6 Unknown

3.20 IMG Path: Student User IDs → Define Structure of Student User IDs

BC Set: ISHERCM_IAP_BP_STUD_USERID

The following entry should be maintained:

STUDENT	USERID	X	Length of SAP User ID (X = Student No.)
---------	--------	---	---

The purpose here is to have the system automatically use the Student Number as the User ID for the student.

4. IMG Area: Campus Management → Campus Management Master Data → Academic Calendars

4.1 IMG Path: Academic Years and Sessions → Define Academic Years

BC Set: ISHERCM_IAP_ACAD_CALENDAR

The following entries should be made:

2003	2003-04
2004	2004-05
2005	2005-06
2006	2006-07
2007	2007-08
2008	2008-09
2009	2009-10
2010	2010-11
2011	2011-12
2012	2012-13

These year codes are utilized in other processes.

4.2 IMG Path: Academic Years and Sessions → Define Session Types

BC Set: ISHERCM_IAP_ACAD_CALENDAR

The following entries should be made:

1	Semester
2	Quarter
3	Trimester
4	Term/Session

These are entered as the most common session types. However, for the follow-on processes, only semesters are accounted for. The other session types are placeholders for future delivered configuration.

4.3 IMG Path: Academic Years and Sessions → Define Academic Sessions
BC Set: ISHERCM_IAP_ACAD_CALENDAR

The following entries should be made:

10	Fall	Semester	10
20	Winter	Term/Session	20
30	Spring	Semester	30
40	Summer	Term/Session	40

Here, we define only the most common sessions used by U.S. universities. The session keys are used throughout many additional processes.

4.4 IMG Path: Academic Years and Sessions → Set Up Session Groups
BC Set: ISHERCM_IAP_ACAD_CALENDAR

The following entries should be made:

1	Admissions/Enrollment
2	Course Offerings

For Admissions/Enrollment, the following academic sessions should be assigned:

10	Fall
30	Spring

For Course Offerings, the following academic sessions should be assigned:

10	Fall
20	Winter
30	Spring
40	Summer

4.5 IMG Path: Academic Years and Sessions → Assign Academic Sessions to Academic Years
BC Set: ISHERCM_IAP_ACAD_CALENDAR

The following entries should be made (next page):

2003-04	Fall
2003-04	Winter
2003-04	Spring
2003-04	Summer
2004-05	Fall
2004-05	Winter
2004-05	Spring
2004-05	Summer
2005-06	Fall
2005-06	Winter
2005-06	Spring
2005-06	Summer
2006-07	Fall
2006-07	Winter
2006-07	Spring
2006-07	Summer
2007-08	Fall
2007-08	Winter
2007-08	Spring
2007-08	Summer
2008-09	Fall
2008-09	Winter
2008-09	Spring
2008-09	Summer
2009-10	Fall
2009-10	Winter
2009-10	Spring
2009-10	Summer
2010-11	Fall
2010-11	Winter
2010-11	Spring
2010-11	Summer
2011-12	Fall
2011-12	Winter
2011-12	Spring
2011-12	Summer
2012-13	Fall
2012-13	Winter
2012-13	Spring
2012-13	Summer

4.6 IMG Path: Define Time Limits

BC Set: ISHERCM_IAP_ACAD_CALENDAR

The following entries should be made:

0100	Standard Duration of Academic Session		X
0200	Class Period		
0300	Course Registration (With Priorities)		
ADMA	Admissions Application Deadline		
ADMD	Admission Decision Publication		
APPR	Grading Deadline		
GRAD	Graduation Date		

Note that time limit '0300' is re-labeled here for U.S. terminology. The re-labeling is for convenience only, and is not necessary. The other time limits will all be used in other follow-on processes.

5. IMG Area: Campus Management → Campus Management Master Data → Academic Structure

In this area, we make some basic assumptions about a straightforward, easily-maintainable academic structure. We assume that we have an organization at the highest level (the University), with the next level representing Schools or Colleges. Underneath the Schools and Colleges are Departments.

The Undergraduate Programs are assumed to be offered by the Schools/Colleges, and are also 'generic' in nature. That is to say, that the Program offered would be a single 'Bachelor of Science' Program, rather than a different Program of Study for each possible Major. We assume that within a certain School/College, a new Undergraduate Program is only created for a different Degree objective.

The Graduate Programs are assumed to be more specific in nature, and are offered by the specific Departments. For example, in this case, a Program called 'Masters of Arts in History Program' would be offered by the History Department directly.

For more information about Academic Structures, please refer to the separate 'Academic Structure Cookbook'.

5.1 IMG Path: Organizational Structure → Organizational Management → Basic Settings → Activate Inheritance of Account Assignment Features

BC Set: ISHERCM_IAP_ORG_STRUCTURE

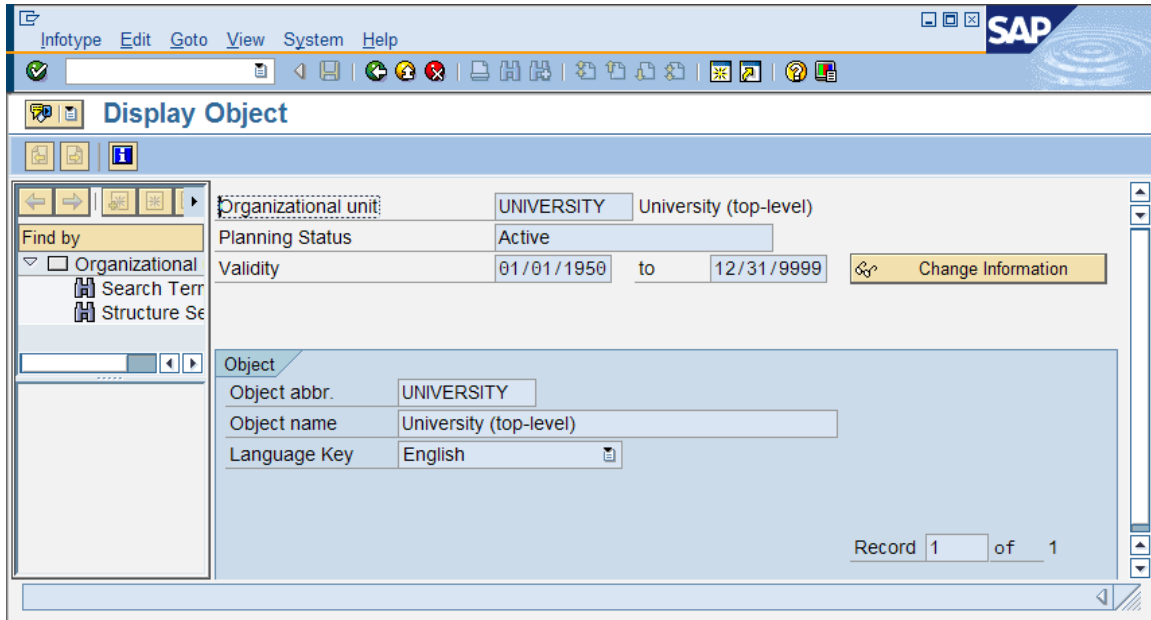
Here, make the following entry:

PPOM	INHS	X	Inheritance of acc. ass. features by positions
------	------	---	--

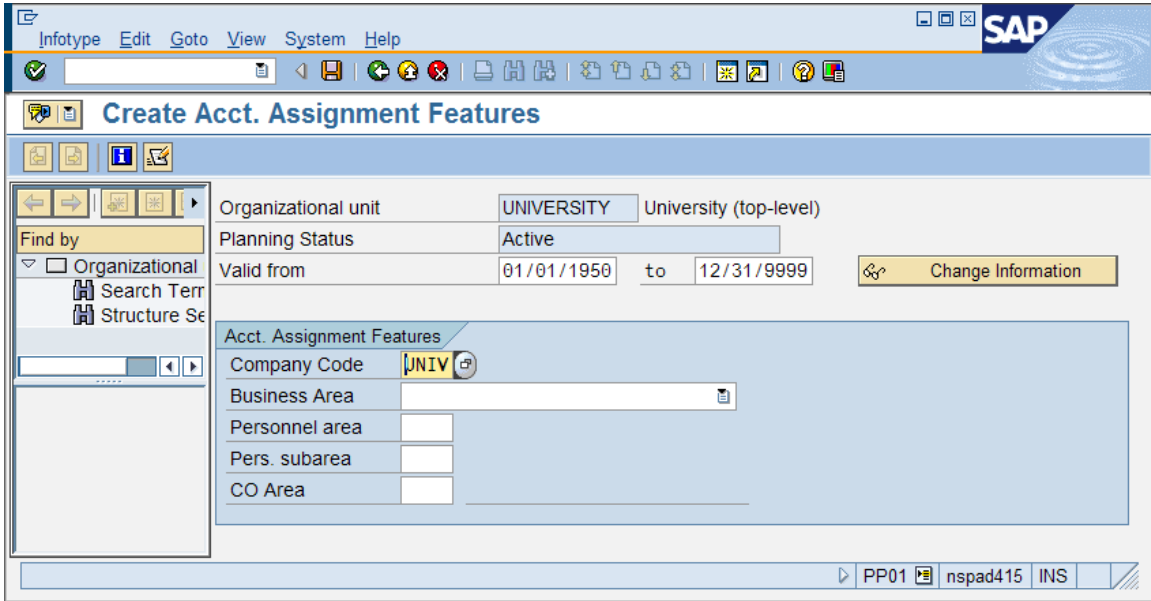
5.2 IMG Path: *Organizational Structure* → *Organizational Management* → *Define Top Organizational Unit*

BC Set: ISHERCM_IAP_ORG_STRUCTURE

Here, you must enter the Object ID of the main organizational unit (i.e. the University). In the delivered template, Object ID '50000050' (abbreviation 'UNIVERSITY') is defined in the following manner. You may re-use this object and rename it appropriately in transaction PP01:



Be sure to also create 'Acct. Assignment Features' for the Organizational Unit. Assign the Company Code created earlier:



5.3 IMG Path: Programs of Study → Define Progress Classifications

BC Set: ISHERCM_IAP_PROG_STUDY

Here, the following entries should be created for Undergraduate processes:

UG1	Freshman
UG2	Sophomore
UG3	Junior
UG4	Senior

5.4 IMG Path: Programs of Study → Create Program Types

BC Set: ISHERCM_IAP_PROG_STUDY

Here, the following entries should be created:

CE	Continuing Education
DR	Doctoral (non-Medical)
GR	Graduate
LW	Law
MD	Medical
NA	Non-Academic
PR	Professional
UG	Undergraduate

Only the 'UG' entry will be further configured initially. The other entries are placeholders for to-be-released IAP functionality. For the Undergraduate program type, the following assignments should be made:

Progression Categories

Academic Honors
Academic Standing
Academic Standing for Financial Aid
Progress Classification
Progress Classification for Financial Aid

Progress Classifications

Freshman	1
Sophomore	2
Junior	3
Senior	4

Academic Standings

EXP	Expelled
GOOD	Good Standing
PROB	Academic Probation
RISK	At-Risk

Academic Standings for Financial Aid

SAP	Satisfactory Academic Progress
NSAP	Non-Satisfactory Progress

Academic Honors

DL	Dean's List
NONE	No Honors

5.5 IMG Path: Module Groups → Set Up Module Group Categories

BC Set: ISHERCM_IAP_MODULE_GROUPS

Here, the following entries should be created:

CONC	Concentration	3
GCON	Graduate Concentration	6
GMAJ	Graduate Major	5
MAJ	Major (UG)	1
MIN	Minor (UG)	2
OPT	Option	4

NOTE: For future use by Audits, it is important to separate Undergraduate from Graduate Majors.

5.6 IMG Path: Module Groups → Set Up Module Group Variants

BC Set: ISHERCM_IAP_MODULE_GROUPS

Here, the following entries should be created:

10	1 Major (UG)	C Module Groups
20	2 Majors (UG)	C Module Groups

5.7 IMG Path: Module Groups → Set Up Module Group Variant/Category Assignments

BC Set: ISHERCM_IAP_MODULE_GROUPS

Here, the following entries should be created:

10	1 Major (UG)	1	1	MAJ	Major (UG)	1	
20	2 Majors (UG)	1	1	MAJ	Major (UG)	2	X

5.8 IMG Path: Modules → Set Up Disciplines

BC Set: ISHERCM_IAP_MODULES

Here, an entry is created for each valid CIP code. Due to the volume of available CIP codes, it is recommended to populate this configuration table via a batch load process. An upload program (RHIQ_CIP_CODE_UPLOAD) is available as part of the Implementation Accelerator Packages.

5.9 IMG Path: Modules → Set Up Academic Levels

BC Set: ISHERCM_IAP_MODULES

The following Academic Levels are used:

0	Remedial Level	1
100	100 Level	10
200	200 Level	20
300	300 Level	30
400	400 Level	40
500	500 Level	50
600	600 Level	60
700	700 Level	70

5.10 IMG Path: Modules → Define Categories

BC Set: ISHERCM_IAP_MODULES

The following Module Categories are used:

IND	Independent Study	X
INT	Internship	X
SEM	Seminar	
STD	Standard Course	
THE	Thesis	X
OTH	Other (no Individual Work)	
OTHI	Other (w/ Individual Work)	X

5.11 IMG Path: Modules → Define Repetition Types

BC Set: ISHERCM_IAP_MODULES

The following Repetition Types are used:

STDA	Standard (requires approval)
UNLA	Unlimited Graded (requires approval)
GRBA	Grade-Based (requires approval)
STD	Standard (no approval)
UNL	Unlimited Graded (no approval)
GRB	Grade-Based (no approval)
NONE	Not Allowed

These values are to be used for VSR Course Registration Rules, and also for Appraisal BADI implementations.

5.12 IMG Path: Modules → Define Alternative Assessment Methods for Modules

BC Set: ISHERCM_IAP_MODULES

The following Alternative Assessment Methods are used:

AUD	Audit Course	Grade Allocation Not Possible	X	X
PF	Pass/Fail	Passed/Failed		

These settings allow for follow-up processes related to students who wish to audit courses or take them as Pass/Fail options.

5.13 IMG Path: Business Event Types → Create Delivery Modes

BC Set: ISHERCM_IAP_EVENT_TYPES

The following Delivery Modes are used:

DIST	Distance-learning (scheduled)	Business Event
DISU	Distance-learning (unscheduled)	Time-Independent Event
LAB	Lab session	Business Event
LECT	Lecture (classroom)	Business Event
OTHS	Other (scheduled)	Business Event
OTHU	Other (unscheduled)	Time-Independent Event
REC	Recitation	Business Event
SELF	Self-study	Time-Independent Event

6. IMG Area: Campus Management → Campus Management Master Data → Educational Background

6.1 IMG Path: External Academic Work → External Transcripts → Set Up Transcript Categories

BC Set: ISHERCM_IAP_EXT_TRANS

Here, an important distinction is made to designate the High School that the student graduated from (or is expected to graduate from) vs. other High Schools attended.

The following entries should be made:

HS	High School (grad.)	Highest Status
HS2	High School (other)	Highest Status
UG	Undergraduate	Highest Status

6.2 IMG Path: External Academic Work → External Transcripts → Set Up Transcript Statuses

BC Set: ISHERCM_IAP_EXT_TRANS

The following entries should be made:

FIN	Final	10	X
PREL	Preliminary	5	
SELF	Self-reported	2	
UNK	Unknown	1	

6.3 IMG Path: External Academic Work → External Transcripts → Set Up Academic Sessions of External Organizations

BC Set: ISHERCM_IAP_EXT_TRANS

The following entries should be made:

010	Fall	01/09	31/12
020	Spring	01/01	31/05
030	Summer	01/06	31/08

6.4 IMG Path: External Academic Work → External Transcripts → Set Up Bases for Accomplished Credits

BC Set: ISHERCM_IAP_EXT_TRANS

The following entries should be made:

CRSE	Coursework
XFER	Transfer credit

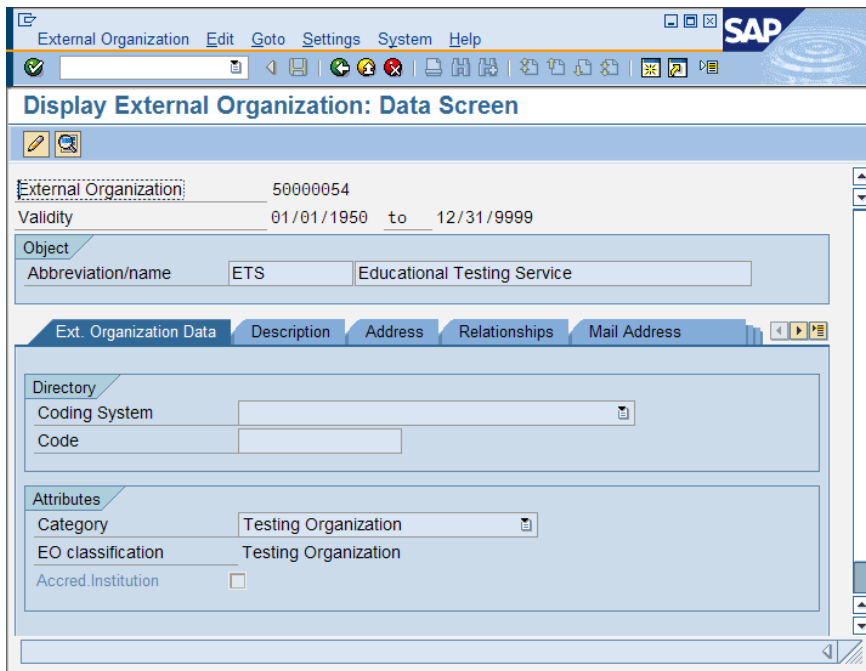
6.5 IMG Path: External Academic Work → External Test Results → Set Up Test Types

BC Set: ISHERCM_IAP_EXT_RESULTS

BEFORE creating these entries, make sure you have performed the following:

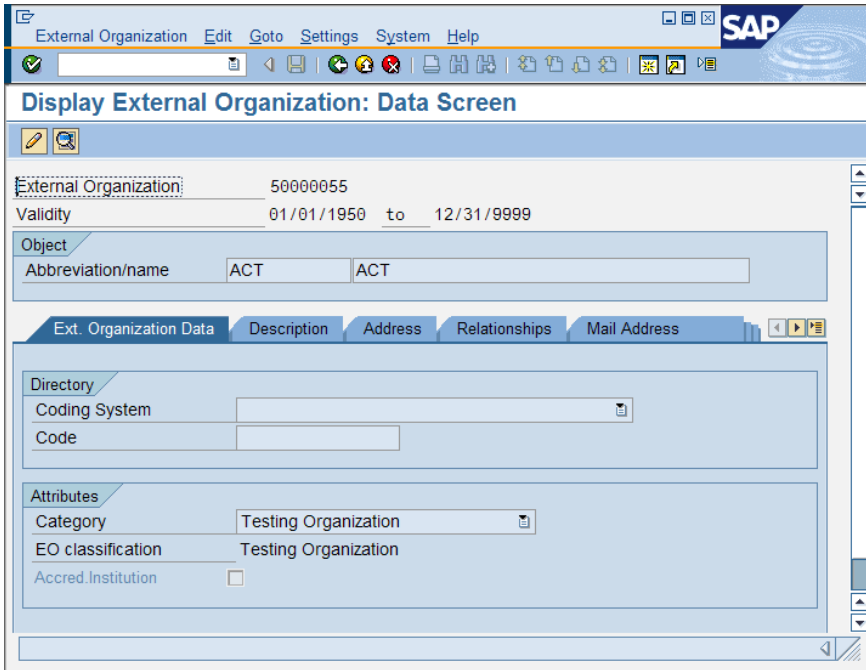
- Configured and created External Organizations (see below)
- Set up Academic Scales (see below)

The following External Organizations should be created (via transaction 'PIQEO') before creating Test Types:



The screenshot shows the SAP 'Display External Organization: Data Screen' for organization 50000054. The validity period is from 01/01/1950 to 12/31/9999. The object name is 'ETS' (Educational Testing Service). The 'Directory' section is empty. The 'Attributes' section shows 'Category' and 'EO classification' both set to 'Testing Organization', and 'Accred. Institution' is unchecked.

Field	Value
External Organization	50000054
Validity	01/01/1950 to 12/31/9999
Object	
Abbreviation/name	ETS Educational Testing Service
Ext. Organization Data	
Description	
Address	
Relationships	
Mail Address	
Directory	
Coding System	
Code	
Attributes	
Category	Testing Organization
EO classification	Testing Organization
Accred. Institution	<input type="checkbox"/>



The following Test Type entries should be made:

ACT	ACT Test	50000055	ACT
GRE	GRE General Test	50000054	
SAT	SAT (Scholastic Aptitude Test)	50000054	SAT
TOEFL-CBT	TOEFL (Computer-based Test)	50000054	TFC
TOEFL-IBT	TOEFL (Internet-based Test)	50000054	TFI
TOEFL-PBT	TOEFL (Paper-based Test)	50000054	TFP

External sub-test types should also be entered for the corresponding Test Types.

ACT:

ENGLISH	English Test	ACT	10
MATH	Mathematics Test	ACT	20
READING	Reading Test	ACT	30
SCIENCE	Science Test	ACT	40
WRITING	Combined English/Writing	ACT	50

GRE:

QUANTITATIVE	Quantitative Section	GRE	20
VERBAL	Verbal Section	GRE	10
WRITING	Analytical Writing Section	GREW	30

SAT:

MATH	Mathematics	SATS	20
VERBAL	Critical Reading	SATS	10
WRITING	Writing	SATS	30

TOEFL-CBT:

LISTENING	Listening	TFS	10
READING	Reading	TFS	30
STRUCT/WRIT	Structure/Writing	TFS	20

TOEFL-IBT:

LISTENING	Listening	TFS	10
READING	Reading	TFS	20
SPEAKING	Speaking	TFS	30
WRITING	Writing	TFS	40

TOEFL-PBT:

LISTENING	Listening Comprehension	TFPS	10
READING	Reading Comprehension	TFPS	30
STRUCT/WRIT	Structure/Written Expression	TFPS	20

6.6 IMG Path: External Academic Work → External Test Results → Set Up Sources of External Test Results

BC Set: ISHERCM_IAP_EXT_RESULTS

The following entries are used:

OFFE	Official electronic result
OFFP	Official paper result
SELF	Self-reported (by student)
UNK	Unknown

6.7 IMG Path: External Academic Work → External Organizations → Set Up Category Classifications

BC Set: ISHERCM_IAP_EXT_ORG

The following entries are needed:

HS	High School
PSEC	University or College
TEST	Testing Organization

NOTE: It is important to set up the External Organization configuration before setting up Test Types, as test types will need external testing organizations.

6.8 IMG Path: External Academic Work → External Organizations → Set Up and Classify External Organization Categories

BC Set: ISHERCM_IAP_EXT_ORG

The following entries should be made:

2YR	2-Year College	University or College
4YR	4-Year College	University or College
PSEC	Post-secondary (unclassified)	University or College
TEST	Testing Organization	Testing Organization
CHAR	Charter High School	High School
CRHS	Correspondence HS	High School
HS	High School (unclassified)	High School
HSA	Home School Association	High School
PBHS	Public High School	High School
PCHS	Private, Catholic HS	High School
PNHS	Private, non-religious HS	High School
PRHS	Private, other religious HS	High School

6.9 IMG Path: External Academic Work → External Organizations → Set Up Coding Systems

BC Set: ISHERCM_IAP_EXT_ORG

The following entries should be made:

CEEB	CEEB High School Code
FICE	FICE code
IPEDS	IPEDS Unit ID

7. IMG Area: Campus Management → Campus Management Master Data → Academic Scales

BC Set:

NOTE: You must set up the Academic Scales BEFORE you can set up Test Types in the system, as each Test Type requires a Scale.

7.1 IMG Path: Set System Scale

BC Set: ISHERCM_IAP_ACADEMIC_SCALES

Create the following entry:

CAMPU	SCLFL	55000	System Scale LL "Lowest Passing Grade"
-------	-------	-------	--

The value of 55,000 (out of a maximum 100,000) was chosen to make grade conversions and GPA values more transparent and easy to calculate, as will be evident with the Academic Scale setup. This value will correspond to the letter grade “D-“, and will also correspond to the GPA value of 0.5.

7.2 IMG Path: Set Academic Scales

BC Set: ISHERCM_IAP_ACADEMIC_SCALES

The following entries should be created. For each of the entries where there is a 'Quality scale', the details are also included below:

+/-	A-F with +/-	Quality scale	0.00					Highest -> Lowest
A-F	A-F (Standard)	Quality scale	0.00					Highest -> Lowest
ACT	ACT Scale	Linear quantity scale	55,000.00	1.0000	36.0000	1.0000		Highest -> Lowest
GPA	GPA Scale (4.0)	Linear quantity scale	50,000.00		5.0000	0.0001		Highest -> Lowest
GRE	GRE Scale	Linear quantity scale	55,000.00	200.0000	800.0000	10.0000		Highest -> Lowest
GREW	GRE Writing	Linear quantity scale	55,000.00		6.0000	0.5000		Highest -> Lowest
SAT	SAT Total	Linear quantity scale	55,000.00	400.0000	1,600.0000	10.0000		Highest -> Lowest
SATS	SAT Sub-score	Linear quantity scale	55,000.00	200.0000	800.0000	10.0000		Highest -> Lowest
TFC	TOEFL CBT Total	Linear quantity scale	55,000.00		300.0000	1.0000		Highest -> Lowest
TFI	TOEFL iBT Total	Linear quantity scale	55,000.00		120.0000	1.0000		Highest -> Lowest
TFP	TOEFL PBT Total	Linear quantity scale	55,000.00	310.0000	677.0000	1.0000		Highest -> Lowest
TFPS	TOEFL Sub (PBT)	Linear quantity scale	55,000.00	31.0000	68.0000	1.0000		Highest -> Lowest
TFS	TOEFL Subscore	Linear quantity scale	55,000.00		30.0000	1.0000		Highest -> Lowest

NOTE: The GPA Scale has a maximum value of 5.0. However, GPA is meant to be calculated on a 4.0 scale, where 4.0 corresponds with the Real Value of 90,000. The 5.0 maximum is defined for future purposes. For test scales, note that the Base Value has been set to 55,000, which indicates that all scores are technically "passing".

NOTE: The SAT Total scale is defined as a maximum score of 1,600. If you wish to include the Writing score in the SAT Total, then adjust this to 2,400.

The scale values for the +/- academic scale are below:

A+	4.33	93,333.33	91,666.67	100000.00
A	4.00	90,000.00	88,333.33	91666.66
A-	3.67	86,666.67	85,000.00	88333.32
B+	3.33	83,333.33	81,666.67	84999.99
B	3.00	80,000.00	78,333.33	81666.66
B-	2.67	76,666.67	75,000.00	78333.32
C+	2.33	73,333.33	71,666.67	74999.99
C	2.00	70,000.00	68,333.33	71666.66
C-	1.67	66,666.67	65,000.00	68333.32
D+	1.33	63,333.33	61,666.67	64999.99
D	1.00	60,000.00	58,333.33	61666.66
D-	0.67	56,666.67	55,000.00	58333.32
F	0.00	50,000.00		54999.99

Note that for this scale, it is simple to compute the Real Values for conversion to the standard scale, because 4.0 = 90000, 3.0 = 80000, 2.0 = 70000, etc. It is assumed here that the plus/minus grades are evenly spaced between the 'whole' letter grades.

The scale values for the A-F scale are as follows:

A	4.00	90,000.00	85,000.00	100000.00
B	3.00	80,000.00	75,000.00	84999.99
C	2.00	70,000.00	65,000.00	74999.99
D	1.00	60,000.00	55,000.00	64999.99
F	0.00	50,000.00		54999.99

Again, note the simplicity of the value conversions here. The assumption here is that grades will round up instead of down. For example, if a student receives two equally-weighted grades for a course (one 'A' and one 'B'), and the system needs to calculate a single letter grade as a result, the calculated average Real Value will be 85,000, which will be reported as an 'A'.

7.3 IMG Path: Define Standard Scales

BC Set: ISHERCM_IAP_ACADEMIC_SCALES

The following entries should be created:

CAMPU	SCLCQ		Standard Int. Qualification Scale (CQ)
CAMPU	SCLEQ		Standard Ext. Qualification Scale (EQ)
CAMPU	SCLRC		Standard Rule Container Scale (RC)
CAMPU	SCLSI	GPA	Standard GPA Scale
CAMPU	SCLSM	A-F	Standard Module Scale (SM)
CAMPU	SCLSU	+/-	Standard (Ext.) Subject Scale (SU)
CAMPU	SCLTS	GPA	Standard External Grade Scale

NOTE: If you use a plus/minus grading scale for most of your courses, set the value of the entry CAMPU/SCLSM to '+/-'.

8. IMG Area: Campus Management → Campus Management Master Data → Credits

BEFORE setting up Credits, you must first define an appropriate Unit of Measure in the IMG path *SAP Netweaver → General Settings → Check Units of Measurement*. Here, you should create the following entry:

The screenshot shows the SAP 'Change Units of Measurement of Dimension (no dimensions): Details' dialog box. The 'Int. meas. unit' is set to 'CRH'. The 'Display' section includes 'Commercial' (CRH), 'Technical' (CRH), 'Decimal places' (2), and 'float. point exp.' (empty). The 'Measurement unit text' section includes 'Credits Hours' and 'Credit Hrs'. The 'Conversion' section includes 'Numerator' (1), 'Denominator' (1), 'Exponent' (0), 'Additive constant' (0.000000), 'Decimal pl. rounding' (empty), and 'Unit of meas. family' (empty). The 'ALE/EDI' section includes 'ISO code' (empty) and 'Primary code' (unchecked). The 'Application Parameters' section includes 'Commercial meas. unit' (checked) and 'Value-based commt' (unchecked).

Once that is complete, you can continue with the setup of Credits.

8.1 IMG Path: Setup Credit Types

BC Set: ISHERCM_IAP_CREDITS

The following entry should be made:

CRH	Credit Hours
-----	--------------

8.2 IMG Path: Define Credit Type for Internal Academic Work

BC Set: ISHERCM_IAP_CREDITS

The following entry should be made:

CAMPU	CPUNT	CRH	CT for Internal Acad. Work
-------	-------	-----	----------------------------

Appendix: Quick Verification of Base IMG Configuration

At this point, with some final setup, you should be able to perform the following functions:

A1: Create a basic Student Master Record (not all Infotypes) with an associated Student Account

Create a simple test Student Master Record with transaction 'PIQST00'. Create a very simple record without addresses. Once the Student Master Record is saved, verify that the Contract Account was created properly by using the function Account Data (Shift + F12).

A2: Create an Academic Program:

First, you need to create a Session Variant in the IMG Path: ***Campus Management → Campus Management Processes → Admission, Registration, and De-Registration → Basic Settings → Define Session Variants***

Create the following entry:

UG	Undergrad. Sessions	Admissions/Enrollment	Academic Session
----	---------------------	-----------------------	------------------

Next, use transaction 'PIQ_ACSTRUC' to create a test Program of Study:

The screenshot shows the SAP 'Display Program of Study: Data Screen' for program 50000081. The validity period is from 01/01/1950 to 12/31/9999. The object is 'UNASSIGNED' with the name 'Unassigned Program (Test)'. The 'Program Data' tab is active, showing the following fields:

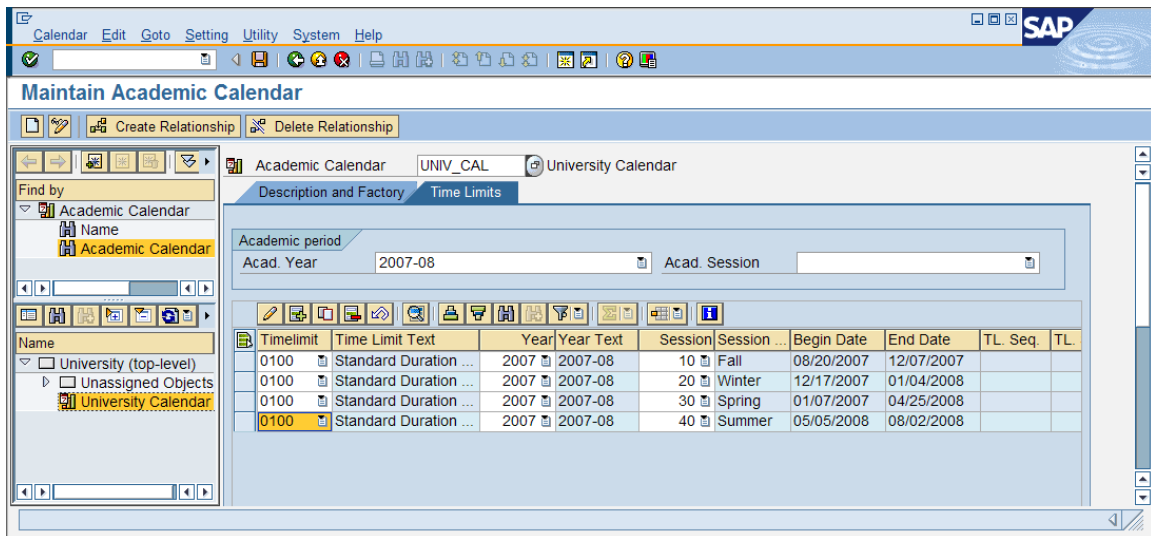
Program Plan	
Program Type	UG Undergraduate
Session Variant	UG Undergrad. Sessions
Module Group Variant	10 1 Major (UG)

On the right, the 'Full/Part-Time' section has three radio buttons: 'Full Time', 'Part Time', and 'Full/Part-Time' (which is selected).

Below these are fields for 'Program Duration' and 'Max. Prog. Duration', both set to 0, with 'Time Unit' dropdowns.

At the bottom, there are two unchecked checkboxes: 'Admission Restricted' and 'Use Assessment Process'.

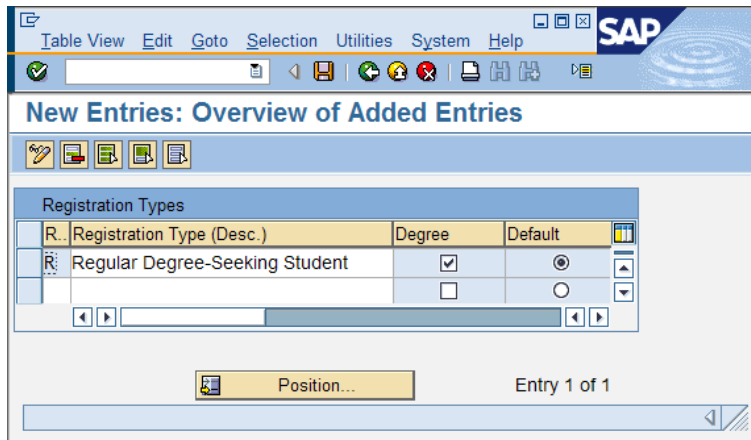
A3: Create an Academic Calendar and assign it to your Highest-level Organizational Unit:



A4: Register the Student in the Academic Program

First, you must create a default Registration Type via the IMG Path: **Campus Management → Campus Management Processes → Admission, Registration, and De-Registration → Basic Settings → Set Up Registration Types**

Create the following entry:



Then, you should be able to successfully create a Registration record for your Test Student into your Test Program of Study:

Registration for		
Student:	100000002	Test2, Student
Program of study	UNASSIGNED	Unassigned Program (Test)
Organizational unit	UNASSIGNED	Unassigned Objects

Period		
Academic Year	2007-08	
Academic Session	Fall	
Valid From	08/20/2007	to 12/07/2007

Registration Data		
Registration Status	Attending	
<input checked="" type="radio"/> Main Program	<input type="radio"/> Addit'l program	
Registration Type	Regular Degree-Seeking Stud...	
Classification		
Length of study	0	Sessions
<input type="checkbox"/> Part-Time Study		
Registered On	01/24/2007	

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