

Bobcat Account (Banner)

Updated Sept 2016, JForell, DHatch

To access the Banner web system from COCC's homepage, click "Employee Login" and select "Bobcat Web Account". If you have any questions, please call the Admissions and Records at 541-383-7500 or x2400 during regular business hours.

Note: Although you have access to personal information (transcripts, addresses) for students registered in your courses, who are not your advisees, COCC requests that you not access personal information about students unless you have an educational need to know; if you have questions about this, please contact Courtney Whetstine, Director of Admissions/Registrar, at 541-383-7299 or cwhetstine@cocc.edu.

Logging in

Enter your User ID (your "820" number) OR your alt-ID assigned by the CAP Center. If you are a first-time student user, your **PIN** is your date of birth (MMDDYY). You will be asked to immediately change your PIN to a more secure number. Your PIN must be between 6 and 15 characters: a combination of letters and numbers, letters only or numbers only. Please note that the system is case sensitive. You will also be asked to enter a security question and answer and to accept the user agreement. In the future, if you forget your PIN, click the "Reset your PIN" link.

After logging in, you will have several different menu options, depending on your classification (Student Services & Financial Aid Menu, Employee Services, Faculty Services, Personal Information, etc.). Read the options under each of these menu items, as you may have access to a wide variety of online services.

Setting a student's advising requirement (aka "clearing")

Note: COCC does not significantly restrict your access to student data though our policies and practices do. Advisors may only set the advising requirement for a student assigned to them.

To set an advising requirement:

- Login to the Bobcat Web Account and then go to "Faculty Services" and "Advisor Menu"
- Select "Advisee List by Term" (enter the current term and "View Advisee List").
- Copy (Control C) the COCC ID number of the student you wish to set, then return to the Advisor Menu and select "Set Advising Requirement" (enter the current term).
- Paste (Control V) the ID number into the field and verify that you have the correct student.
- The next screen allows you to set the expiration date of the advising clearance for up to 4 terms. The text reads, "Select the term for which [your student] will next need advising (currently scheduled for Fall 2013)." See following example.

- In this example, the student would be prohibited from registering for Fall 2013 term without additional advising. Select a term from the drop-down menu that is the next term for which student should have an advising requirement. Use the “ID Selection” at the bottom of the screen to clear advising for another student.

The screenshot shows the Bobcat Web Account interface for Central Oregon Community College. The user is logged in as a Student. The main navigation tabs are Personal Information, Student Services & Financial Aid, Faculty Services, and Employee. The current page is titled "Fall 2013". Below the title, there is a prompt: "Select the next term in which Test Person will require advising before being allowed to register (currently Fall 2013)." A dropdown menu is open, showing options: "OK to register for any term PRIOR to, but not including, Fall 2013", "OK to register for any term PRIOR to, but not including, Fall 2013", "OK to register for any term PRIOR to, but not including, Winter 2014", "OK to register for any term PRIOR to, but not including, Spring 2014", and "OK to register for any term PRIOR to, but not including, Fall 2014". The first option is selected. There are "Submit" and "Cancel" buttons below the dropdown.

To see if an advisee has any remaining pre-registration requirements, view the “Can an advisee register?” page. This is the same page that the student can view in their online account under Registration, entitled “Can I register for credit classes?”

Overrides-definition

Registration Overrides

Override	Course
None	None
Approval for Late Reg	None
Capacity Override	None
Co-requisite Override	None
Departmental Approval	
Approval to Drop	
Duplicate Course Override	
Expanded Options Approval	
Instructor Approval	
Pre-Requisite Override	
Time Conflict Override	

****Please note: Time frames referenced below are in relation to standard classes. For short term classes, please review the Academic Calendar for date deadlines!**

Approval for Late Reg = To be issued:

- Starting with the 3rd week of the term through the 7th week of the term
- \$30 late registration fee will be manually added to student's account by Admissions and Records

Capacity Override = To be issued if:

- The instructor is increasing the maximum capacity for the course
- This override also includes Instructor Approval and Approval for Late Reg

Co-Requisite Override = To be issued if the instructor has agreed to waive all hard co-requisites on a CRN

Departmental Approval = To be issued when Department Approval is required to register - stated on the Class Schedule - Managed in Banner with SSASECT

Approval to Drop = To be issued if the instructor agrees to allow a student to drop a class

- a. For standard classes = This approval is required starting with the Monday of the 8th week of term
And ends the Wednesday (6pm) before finals week
- b. For short term classes = Please review the Academic Calendar for date deadlines

Duplicate Course Override = To be issued when the instructor is allowing a student to register in the same course but different CRN

Expanded Options Approval = Only used by Layla Solar

Instructor Approval = To be issued when:

- a. Instructor Approval is required to register - stated on the Class Schedule - Managed in Banner with SSASECT
- b. First 2 weeks of the term when the instructor is allowing a student from the WL to register and there are open seats
**If there are not open seats in the class – issue the Capacity Override

Pre-Requisite Override = To be issued if the instructor has agreed to waive all hard pre-requisites on a CRN

Time Conflict Override = To be issued when a student has a time overlap between two classes - BOTH instructors must issue this override in order for the student to register

Overrides-How to apply

Completing the following steps gives approval to a student so that they may add the class online, or in-person without a physical signature on a registration add/drop form. (Students **must** follow up by adding the class through their Bobcat Web Account, if possible, or through Admissions and Records).

- Login to Bobcat Web Account.
- Go to “Faculty Services” and then to “Advisor Menu”.
- Click “ID Selection”. Enter student’s ID in the “Student or Advisee ID” box. Note: If you must search by name, for a more successful search, use only the first portion of each name and be sure to click “all” in the “Search Type” field. You must verify that this is the correct student.
- Click “Registration Overrides”.

From the drop down menu, select the type of override.

- Under the Course drop down menu, select the appropriate CRN and click “Submit”.

- Verify that your information is correct and click “Submit” again.
- If successful, the “The registration overrides you entered have been saved successfully” message will appear. If this message does not appear, scroll down to the “Registration Errors” section to verify the problem. Click “Student Information” at the bottom of the page to give approval to additional students.

Important note: The “Student Services & Financial Aid” option in the blue bar at the top of your page is the menu choice from your initial log in – if you choose this option, you will access information about YOU as a student. To access your advisee’s information, always select the “ID Selection” option at the BOTTOM of the page.

View a student’s transcript and placement

(You can also see Course History in GradTracks but it does not display placement.) Note that if you have just worked with a student and now wish to work with a different student, you must return to the Advisor Menu and enter a new ID number to pull up the new student.

- Go to “Faculty Services”
- Go to “Advisor Menu”
- Click “Student Academic Transcript”
- Enter the student’s ID number and click “Submit ID”
- Click “Display Transcript”

Example of scores from a test taken at a different college or university

Student Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [REDACTED]

Testing Requirements	Score	Placement	Date Taken
Imported Test-placed in MTH95	1		18-APR-2013
Imported Test-placed in WR95	1		18-APR-2013

Example of COCC test scores showing the score and the placement

Student Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [REDACTED]

Testing Requirements	Score	Placement	Date Taken
Accuplacer Reading Comprehension	062	ACPL-placed in WR60	15-JUL-2013
Accuplacer Sentence Skills	058	ACPL-placed in WR60	15-JUL-2013
Accuplacer College Math	036	ACPL-placed in MTH105/111/211	15-JUL-2013

Print rosters and wait lists

Go to "Faculty Services"

For class rosters, you may choose "Detail Class List" or "Summary Class List" (shorter version, less detailed information). Select the appropriate CRN. For wait lists, you may choose "Detail Wait List" or "Summary Wait List. Select the appropriate CRN. NOTE: students are listed in alpha order. To determine the appropriate order of your wait list students, choose "Detail Wait List", find the student with the smallest "Registration Sequence" number. They are first on your list. The student with the next lowest number is second, and so on. **Note: For a "wait list" roster with students listed in the order they were added to the wait list, contact your administrative assistant.**

Select "Print" from your Internet browser's "File" menu.

Post Grades

Grades may not be left blank.

Notes: If the student dropped the course after the seventh week, a "W" will appear in the grade box. DO NOT CHANGE THIS GRADE.

If a student chose to audit a class, an "X" will appear in the grade drop down box. DO NOT CHANGE THIS GRADE. If a student has not requested an audit, the grade box will be blank; you must enter one of the

available grades. Grades may not be left blank. If the student told you they would drop the class but they still appear on the roster at the end of the term, they did not drop the class and you must enter a grade even if they did not attend the class.

- Go to “Faculty Services”
- Click “Submit Mid-Term Grades” or “Submit Final Grades”
- Choose the CRN from the drop down menu and click “Submit CRN”
- Select the term from the drop down menu and click “Submit Term”
- Enter the grade from the drop down menu
- Click the “Submit Grades” button when done (click this button throughout this process, as you will be logged after 20 minutes of inactivity and will lose any unsaved entries). Only the first 25 students on your roster will appear on the screen.
- Check your roster for accuracy and missing grades before you submit.
- If you have more than 25 students, click “Submit Grades”, then scroll to the bottom of the page and click on the next set of students.

Email

Send an email to all your assigned advisees

Use Outlook to Send an Email to all your Advisees

You can send a mass email to all of your assigned advisees using an automated distribution list. These lists are updated at least twice each week.

To send a message to your advisees type “AL” followed by your email name into the Outlook “To” field. For example, Peter Casey’s list is ALPCASEY.

Email messages are sent to all advisees who are assigned to you and have active COCC email accounts. Some students still assigned to you may not have active email accounts if they have not taken classes in the last twelve months. To verify their status go to Faculty Web. If students are still active, there will be an "envelope" icon in the right-hand column on the page of View Advisee List by Term. Students without an icon no longer have COCC email accounts and are not included in the adviser's distribution list.

GradTracks

Quick Reference Guide

- **Access to GradTracks:**
 - Logon to your **Bobcat Web Account, Faculty Services** tab, **Advisor Menu**.
 - Click on the **GradTracks for Faculty Advisors** link
- **Name** drop-down displays a list of your advisees. Select an Advisee from the list.
- **Use the Audits tab to generate evaluations towards Program/Certificate requirements.**
 - Select the **Still Needed** Format for a quick display of classes/credits still needed.
 - Select the **Detail Audit** Format for a full list of requirements, advice on courses still needed to meet requirements, and courses applied to requirements.
 - **Audits** : Evaluates student progress towards their declared Program/Certificate for their Catalog Year.

❖ **Note:** If Audit displays **Status = 4235 No existing audit was found for this student** then it is likely an issue with Catalog Year.

You can run a **What-If** audit to review program requirements for catalog years that are eligible (within three years); you must refer to prior catalogs to review program requirements older years that are not available in GradTracks.

- **What-If:** Evaluates student progress for a different Program/Certificate or Catalog Year.
 - ❖ **Note:** What-If Audits are not saved on the system and may be run as many times as desired.
 - ❖ **Note:** GradTracks will audit catalog years 2012-13 and later.
- **Look Ahead:** Enter future courses and verify that they apply towards program/cert completion. Course numbers require 3 digits (i.e. MTH 065, not MTH 65).

➤ **Reading the Audit**

- **Requirements** are listed on the left (requirement name and status)
- **Advice** is listed on the right (Number of credits/classes Still Needed, listing of classes that will meet the requirement, classes that applied to the requirement)
- **Not Applied to this Audit** lists courses that did not apply to the Program/Certificate. If you see transfer credits listed in bulk in this section, please have student contact A&R to request that their transfer credits be articulated one by one.
- **Insufficient** lists failed or audited courses and withdrawals.
- **In-Progress** lists courses currently in progress or future term registration.
- Click on the **FAQ** link for a Transfer Articulation/Grade decoder, troubleshooting guide, FAQ.

If you have questions, concerns, or think a course should be applied differently than is shown: Click on the myprogress@cocc.edu link and send us an email or call the GradTracks Help Line x2121. Be sure to include: Student ID, Major, and Catalog Year

➤ **Demo GradTracks Account—“Test Person”**

Faculty requested access to an account in GradTracks that is safe to show as a demo without confidentiality concerns. To do this, go to the Bobcat Web Account and login using:
User ID = TEST01234
Password= oromeo

Transfer Course Notes (Articulations)

Transfer coursework will be articulated on a course-by-course basis. In GradTracks these courses can be evaluated towards any program by running a **What If** audit.

Continuing students will have the old bulk articulations (i.e. 38 credits applied from college x) until they request a new evaluation. During the evaluation, the transfer coursework will be articulated into individual courses and apply to requirements in GradTracks.

The course-by-course articulations will display in GradTracks like this:

Discipline Studies	BI 1XD Topics in Biology	BTR	4.5	Fall 2010
	Satisfied by	BIOL1970 – Univ of Utah		
Electives	PSY 3XX Motivation	B-TR	4.5	Fall 1989
	Satisfied by	PSY384 – SUNY University at Albany		

Articulation Chart

Articulated courses will have both a **Prefix translation** and a **Number translation**:

Prefix translations
COCC prefix PSY, BI, SP, etc
Discipline Studies prefix AL – Arts & Letters SCI – Science SSI – Social Science

TRN – Transfer Course w/out a match at COCC
CTE – Career Technical Education

Number translations
COCC Number 201, 111, etc
Discipline Studies Number 1AD, 2AD, 3DS, 4DS – Arts & Letters 1DS, 2DS, 3DS, 4DS – Non-Lab Science 1XD, 2XD, 3XD, 4XD – Disciplines Studies 1DL, 2DL, 3DL, 4DL – Lab course
Other translations 1XX, 2XX, 3XX, 4XX – Elective 1PE – Health Activity 1XH – Health Course 1US – University Studies program 121TR – Meets requirement of WR 121 OCT, 1CT – Career/Technical courses

Note: 0, 1, 2, 3, 4 indicates level

Transfer Course Grades

Transfer will have both a **Grade** and a **Transfer evaluation**: Examples: BTR, PTRC, C+T

Grade
A, B, C, D, F +/- grades will be used P Pass

Transfer evaluation
TR or T Transfer as graded
TRC Transfer with minimum C grade
TRD Transfer with minimum D grade

Trouble-shooting Guide

Q: My student doesn't have an audit. I keep seeing:

Status = 4235

No existing audit was found for this student.

Run a new audit to view the audit report.

A: GradTracks can generate audits for Catalog Years 2012-13 and later. Students who applied to COCC prior to 2012-13 may use What-If audits to review program requirements for their new default catalog year or subsequent, active catalog years. Refer to catalog form more information. Students choosing to graduate under requirements from prior catalogs must continue to request a new degree evaluation using the Evaluation Request form.

Q: Why is Financial Aid Completion Rate blank?

A: These field only fill if the student has completed a FAFSA for the current aid year.

Q: The Electives requirement shows completed, but the student still needs more elective credits to complete their degree. Why is that?

A: Any program where there is a range of credits for electives (e.g. 24 – 40 credits) shows complete as soon as the minimum has been met. We have added remarks to identify that additional credits may be needed to complete the degree. The range is not a requirement, but rather a guide – some students will not need to reach 24 elective credits to meet the minimum number of credits for the degree.

Q: Old courses are showing in “Not Needed” when they should be used for program/certificate requirements.

A: GradTracks only uses courses that are in the catalog or are identified in Banner as equivalencies. Banner equivalencies for old coursework may be missing, which will result in courses falling into the “Not Needed” area when they should be used for program/certificate requirements. If you find such courses, please submit them to myprogress@cocc.edu. Please include the Student ID, the Major, and the courses that should have applied.

Q: Why are courses transferred from other colleges not showing up in the audit?

A: Students who transferred to COCC from other colleges prior to Fall 2011 had their transfer courses articulated in bulk towards their identified program. You should see the total number of transferred credits in the Not Applied to this Audit section. If you see this, please contact TDE to have credits articulated.

Q: I think a student’s audit is incorrect. What should I do?

A: While we have done everything we could to make sure that the audit is correct, it would have been impossible for us to predict every unique situation or problem. We want to work with you to correct any issues as soon as possible. The first step is to clarify what information you believe is wrong. These are the most common problems and solutions:

- **The student’s major or degree is wrong on the Audit.**

The student will need to request a major change from the CAP Center or the Admissions and Records Office. You should see the new degree and major in GradTracks the day after the major is updated in Banner. Or, you can do a Refresh and click on Process New to see the changes right away.

- **The student Audit for an AAOT degree in a specific major is not requiring the correct major courses.**

There is often coursework recommended for specific majors, which is reflecting in the “advising notes.” However, the requirements for the AAOT degree at COCC are NOT specific to the major.

- **The requirements for the student’s program/certificate are wrong.**

First, check the Audit Planning Year that appears in the Degree block. Check that the catalog year is the same as the catalog you are comparing them to.

If the catalog year is 2012-13 or later and the requirements shown for the program are incorrect, please send an email to myprogress@cocc.edu and be sure to include the student ID, major, and catalog year along with a description of requirements that you believe are in error.

- **A transfer student did not get the correct credit for some transfer courses.**

If courses have been articulated, contact myprogress@cocc.edu.

If the student has bulk articulations displayed in the Not Needed section of the audit (see example below), please ask the student to submit a request for a new transcript evaluation (you can find this web page on the www.cocc.edu/cap/advising, locate Planning Resources on the right and select the Forms and Worksheets link.

0 000 Transfer Credits P 34 Fall 2009

Satisfied by: NO TRANSCRIPT DETAIL - Clackamas Community College