

### **MDP: Updating Scribe/Troubleshooting Audits SOP**

MyDegreePlan (MDP) is the student audit system at Pima Community College. The system is updated annually to reflect the program and course information listed in the college catalog. The system is updated by April 1st of each year to correspond with the publication of the college catalog.

There is a MyDegreePlan User Group (MUG), composed of stakeholders from around the college, which meets monthly to discuss the different features of the system and possible requests to change current information. This group reviews those requests and makes recommendations based on the information provided.

Any updates to MDP require a review by the CQI team and possibly MUG stakeholders. If an update is requested that could be processed via a manual exception, that is the route that will be taken. Unless a change will affect at least 100 students, the MDP systems scribe should not be changed since this reflects the published catalog. Any deviation from the published catalog is required to be seen on the audit via a manual exception and documented in SPACMNT.

#### **Unable to print an audit:**

If an audit is unable to be printed through the student's worksheet, those with access to Transit DAP22 can generate an audit. Sometimes when an audit can not be printed it is due to a special character in the student's name in their banner record.

## Transit [PROD]

[Run Jobs \[PROD\]](#) [Completed Jobs \[PROD\]](#) [Scheduled Jobs \[PROD\]](#) [Saved Jobs \[PROD\]](#) [Sequences \[PROD\]](#)

[PROD] Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor [PROD]  
DAP22 - Generate Audits

Saved job parameters [PROD]  
None

### Selection criteria [PROD]

☒ Student ID ☐ ID file ☐ Enter SQL ☐ Student data [PROD]

Student ID  [ADD STUDENT ID](#)

Student ID	Student name
A01440136	Farruggia, Anthony &

Number of results for selected criteria:  
Click 'Find' for results

[FIND](#)

### Questions

Select audit type \*  
Academic Audit

☐ Create new audit?

Select output \*  
Create PDF file

Select PDF page dimensions \*  
LETTER PORTRAIT - Letter - Por...

Select locale

Select audit report \*  
RPT31-Student View

Custom data filter \*  
STU - Students

☒ Create individual output files for each audit?

☐ Build audit results to allow queries against the database (CPA)?

Select sort

☐ Enable debugging?

[LAUNCH](#)

[SCHEDULE \[PROD\]](#)

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