

Title: Create Listing of Potential Certificate Earners

Location: /Enrollment /Enrollment/Create Listing of Potential Certificate Earners

Purpose: To create a report that shows all students who may be close to completing a certificate, so a list can be sent to Enrollment Services (Darnell P.) to run CAPP and post any earned certificates. This process should be run after grades are posted for a given term.

Description: This program will be used to identify potential certificate completers - the listing will need to be sent to Registrar's Office for Batch Capp and auto award processing.

Quick Summary of the current criteria for the SAS Report:

1. Current Credits earned must be greater than or equal to the total number of credits required to earn that certificate. All possible courses are counted towards Current Credit Earned.
2. Must have completed 3 (dynamically determined the minimum number) or more courses for the certificate (excluding courses that were "tagged" in CAPP setup as electives)
3. Overall GPA must be greater than 2.0
4. Must have an enrollment record (shrtckg) for the selected term.

The fields listed in the report are:

Name	Label
CTLG_TERM	Catalog Term
VID	VID
PIDM	PIDM
Major	Major
Program	Program
SHRLGPA_GPA	SHRLGPA_GPA
STVMAJR_CIPC_CODE	5 Digit Cip Code in Banner
State_CIP_Code	Program of Study – CIP (Field T2002) used for State reporting, which is loaded to STG.StateReportingProgramData into the Data Warehouse
ProgramMajor	Program/Major

Prompts Required:

* Select a Term

Summer 2026



* Enter your Valencia Atlas ID

i.e csimpson25

Enter your Atlas ID and the report will be emailed to you.