FD1: Generate Decision Letter

Summary: The Department Coordinator, System Administrator will have SATS generate a decision letter.

Actor: Department Coordinator, System Administrator.

Dependencies: Login.

Precondition:

- The applicant record exists in SATS.
- The faculty member/Department Coordinator have made a decision on the applicant's admission.
- The user is logged into SATS.

Description:

Main Path - The Department Coordinator/ System Administrator generate a decision letter.

1. The Department Coordinator requests SATS to save the application with the decision.
2. SATS will take necessary data i.e. Applicant name, ID, e-mail, decision made and comments, and generate an email letter based on the decision made and sends the email to the student.
3. SATS will also generate a copy of the letter in pdf format.
4. SATS will display a confirmation page.

Alternative:

- If SATS cannot generate a letter, it will issue an error message.
- If SATS cannot email the letter, it will issue an error message.

Post Condition:
 Decision letter is generated, e-mailed and saved.

FD2: Run Pending Report

Summary: A report will display all of the student forms that are in "pending" status and need to be processed by the ISE Department.

Actor: Department Coordinator, Faculty member.

Dependencies: Login.

Precondition:

- The applicant has made a request for the faculty or Department Coordinator to review.
- The user is logged into SATS.

Description:

Main Path

1. The Department Coordinator selects the "pending" forms.
2. SATS retrieves all forms that are marked as "Pending" within SATS.
3. SATS displays all record in two parts:
   a. Applicant ID, Status, assigned faculty members.
   b. Student ID, Student Status, form name, assigned faculty members (if any).

Alternative:

- If there are no pending forms, then the report will be blank.
- If SATS cannot retrieve the "Pending" forms, it will issue an error message.
- If a faculty member runs the "Pending" report, then SATS will display the report in two sections:
   - ✓ The faculty member's assigned applicants with applicant id and status.
   - ✓ The faculty member's assigned students IDs and form names.

Post Condition:
The pending forms report is executed and displayed to the user.

SA1 :Store Applicant Image File

Summary: An image file will be stored in SATS.

Actor: System Administrator

Dependencies: Login.

Precondition:

- The applicant has an existing record in SATS.
- The System Administrator has the document that needs to be stored as image files.
- The System Administrator is logged into SATS.

Description:

Main Path

1. The System Administrator enters the applicant ID.
2. SATS displays the applicant record.
3. The System Administrator selects the image file to be stored.
4. SATS prompts for the location of the image file.
5. The System Administrator specifies the location.
6. The System Administrator requests to save the file.
7. SATS saves the image file for that applicant ID.
8. SATS displays the confirmation page.

Alternative:

- If the applicant ID is not in the SATS database an "invalid applicant" error message is displayed.
- If the path of the image is not specified, is specified incorrectly, a "File Not Found" error message is displayed.
- If SATS cannot save the image an "Error saving file" message is displayed.

Post Condition: SATS stores the image file.

FD3: View Applicant Image File

Summary: An image file will be viewed.

Actor: Department Coordinator, Faculty Member.

Dependencies: Login.

Precondition:

- The applicant has an existing record in SATS.
- The applicant image file exists in SATS.
- The user is logged into SATS.
- The user has selected evaluate application.

Description:

Main Path

1. The user selects the image file they want to view. These files will be displayed as small icons (thumbnails) on the application and will have links to the images.
2. SATS displays the appropriate applicant image file on the screen.

Alternative:

- If SATS has problems displaying the image an "Error Displaying Image" error message is displayed.

Post Condition: SATS displays the image file.

ST1: Request Change in Degree Requirements Form

Summary:
The Student will submit a Change in Degree Requirements form to allow him/her to change the degree requirements

Actor:
Student

Dependencies: Login, Run Pending Reports

Pre-condition:
The Student in logged into SATS
The Student has a record in the database

Description:
Main Path – The Student submits the Change in Degree Requirements form
1. The Student selects the (Change in Degree Requirements) forms
2. SATS display the form
3. SATS will automatically display the following fields:
   - (Address)
   - (Phone Numbers)
   - (E-mail)
4. The Student enters data in the following fields:
   - (Date)
   - (Program)
   - (Request change of specialization in my program from)
   - (Request course substitution)
   - (Other)
   - (Justification/Comments)
5. The Student requests SATS to save the form
6. SATS saves the submitted form as "Pending"
7. SATS displays a confirmation page

Alternative:
- If SATS can not save the form it will issue an error message
- If the Student has the form in the system SATS will populate all the fields of the form
- If the Student click "cancel", SATS will go back to the main menu

Post Condition:
Request Change in Degree Requirements Form is submitted as "pending"

ST2: Request Change of Degree Form

Summary:
The form allows the student to request change of Degree Program

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
The student has a record in SATS
Student is logged into SATS

Description:
Main Path: Student Creation of Change of Degree Program form

1. The Student selects the (Change of Degree Program) form
2. SATS displays the Change of Degree Program form
3. SATS will display the following fields:
   - (Student ID)
   - (Student name)
   - (Address)
   - (Work Phone Number)
   - (Home Phone Number)
   - (E-mail)
4. The Student enters the following fields:
   - (From Program)
   - (With Status)
   - (To Program)
   - (With: Status)
   - (Justification/Comments)
5. The Student requests to save the data
6. SATS saves all entered data
7. SATS marks the form as "Pending"
8. SATS displays a confirmation page

Alternatives:
- If SATS can not save the form it will issue an error message
- If the Student has the form in the system SATS will populate all the fields of the form
- If the Student click "cancel", SATS will go back to the main menu

Post Condition:
The Change of Degree Program form is pending

ST3: Request Transfer Credit Form

Summary:
A student completes this form to transfer the credit from another institution or GMU Non-Degree Form

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
The Student has an existing record in SATS
The Student is logged into SATS

Description:
1. The Student selects the (Transfer Credit From Another Institution OR GMU Non-Degree) Form
2. SATS will display the following fields:
   - (Student name)
   - (Address)
   - (Phone Number)
   - (Email)
   - (Student ID)
3. The Student fills out the following fields:
   - (Date)
   - (Program)
   - (Credits previously transferred to your program)
   - (Coursework from what institution)
   - (Course Number and title)
   - (Semester and Year)
   - (Grade earned)
   - (Credit hours)
   - (GMU course equivalent)
4. The Student saves the entered data into SATS
5. SATS assigns a status of "Pending" to the student's record for the Transfer Credit Form
6. SATS displays a confirmation page

Alternatives:
   If the data that is entered by the Student is not saved, SATS will display an error message

Post condition:
Transfer Credit Form is pending

ST4: Request Plan of Study Form

Summary:
This form is for the student to fill out Plan of Study form

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
Student record exists in SATS
The user is logged on to SATS

Description:
Main Path: Applicant fills out the Plan of Study Form

1. The Student selects the Plan of Study form
2. SATS displays the Plan of Study Form with the program at the top of the form with the date and student id filled in
3. SATS will display the following fields:
   (Name)
   (Advisor name)
4. The Student enters:
   - (Semester and year into the Semester field for every foundation course(s))
   - (Grade into the Grade field for every foundation course(s))
   - (Semester and year into the Semester field for every core course(s))
   - (Grade into the Grade field for every core course(s))
   - (Electives course no into the Electives Course No field)
   - (Electives course title into the Elective Course Title field)
   - (Semester and year into the Semester field for every elective course(s))
   - (Grade into the Grade field for every elective course(s))
   - <Program – Plan of Study Foundation Courses>
   - <Program- Plan of Study Core Courses>

5. The Student requests to save the data
6. SATS stores all data entered into the fields for the applicant ID
7. SATS assign a status of "Pending" in the applicant's record for the Plan of Study form
8. SATS displays a confirmation page

Alternatives:
- If SATS can not save the data, then SATS will display the error message

- If the Student has the form in the system SATS will populate all the fields of the form
- If the Student click "cancel", SATS will go back to the main menu

Postcondition:
The Plan of Study Form for the program is pending

ST5: Request IS Plan of Study Form

Summary:
All the fields on the IS Plan of Study for MS form is filled out

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
Student record exists in SATS
The user is logged on to SATS

Description:
Inserted <Program – Plan of Study Foundation Courses> if [IS] = True
1. The Foundation Courses for the IS Program are:
   - INFS 501 Discrete & Logical Structures
   - INFS 515 Computer Organization
   - INFS 590 Program Design & Data Structures
   - INFS 310 (Prerequisite to INFS 590)

Inserted <Program – Plan of Study Core Courses> if [IS] = True
2. The Core Courses for the IS Program are:
   - INFS 601 Operating Sys Theory & Prac
   - INFS 612 Data Comm & Dist Processing
   - INFS 614 Database Mgmt Systems
   - INFS 622 Info Sys Analysis & Design
   - INFS 790 Info Sys Policy & Admin Or
   - INFS 798 Research Project

Postcondition:
The IS Plan of Study Form for MS is pending

ST6: Request SWE Plan of Study Form

Summary:
The fields on the SWE Plan of Study Form for MS are filled out

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
The Student record exists in SATS
The user is logged on to SATS

Description:
Inserted at <Program – Plan of Study Foundation Courses> if [SWE] = True
  1. The Foundation Courses for the SWE Program are:
       - CS 112 or INFS 590 Structured Programming
       - CS 211 or INFS 590 Data Structures
       - CS 311 or CS 365 Machine Organization
       - MATH 125 or MATH 305 or INFS 501 Discrete Math

  2. Inserted at <Program – Plan of Study Core Courses> if [SWE] = True
       - SWE 619 Software Construction
       - SWE 620 Software Requirements & Prototype
       - SWE 621 Software Design
       - SWE 623 Formal Methods and Models
       - SWE 625 Software Project Management
       - SWE 626 Software Project Laboratory

Postcondition:
The SWE Plan of Study Form for MS is pending

ST7: Request Self Evaluation Form

Summary:
This form is for the Student to fill out the Self Evaluation form

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
An applicant record exists for the applicant Id in SATS
The user logged in to SATS

Description:
Main Path: The Student fills in the Self Evaluation Form

1. The Student selects the (Self Evaluation) form for [program]
2   SATS displays the Self Evaluation form with the program at the top of the form
3   SATS will display the following fields:
    - (Name)
    - (Previous degree)
    - (Applicant id)
4   The Student enters:
     (course numbers), (grades at institutions), (institution name)
     (description of course content)
     <Program Self Eval>
5   SATS enters the date into the Date field
6   The Student requests to save the data
7. SATS saves all data entered into the fields for the applicant id as "pending"
8. SATS displays a confirmation page

Alternatives:
- If SATS can not save the data, then SATS will display the error message
- If Non-Degree Self Evaluation form is selected, then the Self Evaluation form with "Non-Degree" at the top is displayed
- If the [program] self evaluation form is selected, then SATS displays Self-Evaluation form with that program name at the top of the form
- If the Student has the form in the system SATS will populate all the fields of the form
- If the Student click "cancel", SATS will go back to the main menu

Postcondition:
The Self Evaluation Form is pending

ST71A: Request Self Evaluation for EC Certificate (Alternative)

Summary:
Applicant will enter the information on the self-evaluation form for the certificate

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
The user is logged into SATS
The user has a record in SATS

Description:

1. Inserted at <Program Self Eval> if [EC Certificate] is true
    *   (Discrete and Logical Structures for Information Systems course numbers,
    *   grades and institutions)
    *   (Discrete and Logical Structures for Information Systems description of course content)
    *   (Computer Organization course numbers, grades and institutions)
    *   (Computer Organization description of course content)
    *   (Program Design and Data Structures course numbers, grades and institutions)
    *   (Program Design and Data Structures description of course content)
    *   (Operating System Theory and Practice course numbers, grades and
    *   institutions)
    *   (Operating Systems Theory and Practice description of course content)
    *   (Data Communications and Distributed Processing course numbers, grades and institutions)
    *   (Data Communications and Distributed Processing description of course
    *   content)
    *   (Database Management course numbers, grades and institutions)
    *   (Database Management description of course content)

Alternative:
    *   If the EC Self-Evaluation form is selected, then SATS displays Self-Evaluation form with EC at the top of the form

Postcondition:
Self Evaluation form is filled out and is pending

ST72A: Request IS Self Evaluation Form For MS And ND (Alternative)

Summary:
All fields on the MS IS Self Evaluation form are filled out

Actor:
Student

Precondition:
An applicant record exists for the applicant Id in SATS
The user is logged in to SATS

Description:
Main Path: The ISE Student creates the MS IS Self Evaluation

1. Inserted at <Program Self Eval> if [MS IS or ND IS] is true
    * (Discrete and Logical Structures for Information Systems course numbers, grades and institutions)
    * (Discrete and Logical Structures for Information Systems description of course content)
    * (Computer Organization course numbers, grades and institutions)
    * (Computer Organization description of course content)
    * (Program Design and Data Structures course numbers, grades and institutions)
    * (Program Design and Data Structures description of course content)
    * (Pre-requisite High-Level Language course numbers, grades and institutions)
    * (Pre-requisite High-Level Language description of course content)
    * (Business Courses course numbers, grades and institutions for Accounting or Management or Marketing course)
    * (Business Courses description of course content for Accounting or Management or Marketing)

Alternatives:
* If the IS for MS or ND Self-Evaluation form is selected, then SATS displays Self-Evaluation form with SWE for MS or ND at the top of the form

Postcondition:
The IS Self Evaluation Form for MS is pending

ST73A: Request Self Evaluation For SWE Certificate (Alternative)

Summary:
Applicant will enter the information on the self-evaluation form for the certificate in Software Engineering

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
The user is logged into SATS
The applicant has a record in SATS

1. Inserted at <Program Self Eval> if [SE Certificate] is true
   - (Structured Programming course numbers, grades and institutions)
   - (Structured Programming description of course content)
   - (Data Structures course numbers, grades and institutions)
   - (Data Structures description of course content)
   - (Machine Organization course numbers, grades and institutions)
   - (Machine Organization description of course content)
   - (Discrete Math course numbers, grades and institutions)
   - (Discrete Math description of course content)
   - (Work experience summary)

Alternatives:
   - If the SE Self-Evaluation form is selected, then SATS displays Self-Evaluation form with SE at the top of the form

Postcondition:
The Software Engineering self-evaluation form is pending

ST74A: Request Self Evaluation For IE Certificate (Alternative)

Summary:
Applicant will enter the information on the self-evaluation form for the certificate in Information Engineering

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
The user is logged into SATS
The user has a record in SATS

Description:
1 Inserted at <Program Self Eval> if [IE Certificate] is true
- (Discrete and Logical Structures for Information Systems course numbers, grades and institutions)
- (Discrete and Logical Structures for Information Systems description of course content)
- (Computer Organization course numbers, grades and institutions)
- (Computer Organization description of course content)
- (Program Design and Data Structures course numbers, grades and institutions)
- (Program Design and Data Structures descriptions of course content)
- (Operating Systems Theory and Practice course numbers, grades and institutions)
- (Pre-requisite High-Level Language course numbers, grades and institutions)
- (Pre-requisite High-Level Language description of course content)

Alternative:
- If the IE Self-Evaluation form is selected, then SATS displays Self-Evaluation form with IE at the top of the form

Postcondition:
The IE Self-Evaluation form is filled out and is pending

ST75A: Request Self Evaluation IS Security Certificate (Alternative)

Summary:
Applicant will enter the information on the self-evaluation form for the certificate in Information Systems Security

Actor:
Student

Dependencies: Login, Run Pending Reports

Pre-condition:
The user is logged into SATS
The applicant has a record in SATS

Description:
1. Inserted at <Program Self Eval> if [IS Security Certificate] is true
- (Discrete and Logical Structures for Information Systems course numbers, grades and institutions)
- (Discrete and Logical Structures for Information Systems description of course content)
- (Computer Organization course numbers, grades and institutions)
- (Computer Organization description of course content)
- (Program Design and Data Structures course numbers, grades and institutions)
- (Program Design and Data Structures description of course content)
- (Operating Systems Theory and Practice course numbers, grades and institutions)
- (Operating System Theory and Practice description of course content)
- (Data Communications and Distributed Processing course numbers, grades and institutions)
- (Data Communications and Distributed Processing description of course content)
- (Database Management course numbers, grades and institutions)
- (Database Management description of course content)

Alternative:
- If the IS Self-Evaluation form is selected, then SATS displays Self-Evaluation form with IS at the top of the form

Postcondition:
The self evaluation form for Certificate Information System Security is filled out and is pending

ST75A: Request SWE Self Evaluation Form for MS and ND (Alternative)

Summary:
The MS SWE Self Evaluation form is filled out

Actor:
Student

Dependencies: Login, Run Pending Reports

Precondition:
The applicant record exists in SATS
The user is logged in to SATS

Description:
1. Inserted at<Program Self Eval> if [MS SWE or ND SWE] is true
   - (Structured Programming course numbers, grades and institutions)
   - (Structured Programming description of course content)
   - (Data Structures course numbers, grades and institutions)
   - (Data Structures description of course content)
   - (Machine Organization course numbers, grades and institutions)
   - (Machine Organization description of course content)
   - (Discrete Math course numbers, grades and institutions)
   - (Discrete Math description of course content)
   - (Work experience summary)

Alternatives:
   - If the SWE for MS or ND Self-Evaluation form is selected, then SATS displays Self-Evaluation form with SWE for MS or ND at the top of the form

Postcondition:
The MS SWE Self Evaluation form is filled in and is pending

SA2: Create *User*

Summary: Add Information and availability for a new User
Dependency: Login, Create Letter
Actors: System Administrator
Precondition:
- User is System Administrator
- New user is not already defined in system.
- User already login

Description:
1. System Administrator selects "Create New User"
2. SATS display "Set User Profile Form"
3. System Administrator fills in form
   - Last Name
   - First Name
   - Social Security Number
   - Address
   - Home Phone
   - Work Phone
   - Email Address
   - Position
4. System Administrator selects "Submit"
5. SATS will automatically assign a User ID and a default password to the new user and save user information in the database
5. SATS will send out an email to notify the new user.
6. SATS display Confirmation message.

Alternatives:
- System Administrator may select "Cancel" at any time before selecting "Submit", and SATS will redisplay System Administrator Menu.
- If the system finds the User ID existing in the database, the system displays a message "User is already in the system".

Post Condition:
- The new user is defined in the system and ready to use the system

SA3: Find User Profile (Administrator, Coordinator, Faculty, Student)
Summary: User searches the database to find the profile of the Administrator, Coordinator; Faculty member; Student
Dependency: None
Actor: System Administrator
Precondition: User already login.
Flow of Events:
1. SATS displays a "Find User Profile Form"
2. System Administrator enter "User ID" and selects "Submit"
3. SATS searches the database to find the profile with the entered "User ID"
4. SATS displays a "User Profile Form" with information
Alternatives:
- If not Found the System will display a "Not Found Message"

Post Condition:
SATS found "User Profile"

SA4: *Update/Delete User*

Summary: Change a user profile or delete a user from the system
Dependency: Login
Actors: System Administrator
Precondition:
- User already login;
- User profile that needs to be changed or to be removed is defined in system;

Description:
1. System Administrator selects "Update/Delete User Profile"
2. SATS displays a "Find User Profile Form"
3. System Administrator enter "User ID" and selects "Submit"
4. SATS searches the database to find the profile with the entered "User ID"
5. SATS displays a "Set User Profile Form" with information
6. System Administrator will modify user profile information:
   - Last Name
   - First Name
   - Social Security Number
   - Address
   - Home Phone
   - Work Phone
   - Email Address
   - Position
7. System Administrator selects "Submit" button.
8. SATS displays Confirmation Message

Alternatives:
- If system Administrator wants to delete the user profile, he will select "Remove User Profile" button.

- System Administrator may select "Cancel" at any time before selecting "Submit", and SATS will redisplay System Administrator Menu.
- If User is not found in the system, SATS will display an error message.

Post Condition:
- In case of "Delete", the user is no longer defined in the system;
- In case of "Update", the user profile is updated in the system.

SA5: *Create Student Application*

Summary: System Administrator creates student application based on submitted hard copy.
Dependency: Login, Generate Letter
Actors: System Administrator
Precondition:
- User is already login;
- New user is not already defined in system

Description:
1. System Administrator selects "Create Student Application"
2. SATS displays "Student Application Form"
3. System Administrator fills in form and selects "Submit"
4. SATS will create a new user profile accordingly.
5. SATS will send out an email to notify the new user.
6. SATS displays a confirmation page

Alternatives:
- System Administrator may select "Cancel" at any time before selecting "Submit", and SATS will redisplay System Administrator Menu.
- After step 3 if SATS finds the same User ID in the database, STAS will display a message "User is already in the system"

Post Condition:
- The new student application is defined in the system and ready to use

SA6: Modify *Student Application*

Summary: System Administrator will modify student application base on the information provided by student.
Dependency: Login

Actors: System Administrator
Precondition:
- User is already logged in.
- New user is not already defined in system

Description:
1. System Administrator selects "Modify Student Application"
2. SATS displays a "Find Student Application Form"
3. System Administrator fills in "User ID" and selects "Submit"
4. SATS displays a "Set Student Application Form" with information filled in.
5. System Administrator will modify student application and selects "Submit"
6. SATS displays a confirmation page.

Alternatives:
- System Administrator may select "Cancel" at any time before selecting "Submit", and SATS will redisplay System Administrator Menu.
- If SATS cannot modify student application, it will display an error message.

Post Condition:
- The student application is updated.

SA7: Create/Update Foundation Courses

Summary: System Administrator creates or changes foundation courses for a program.
Dependency: Login
Actors: System Administrator
Precondition: Program already exists.
Description:
1. System Administrator selects "Create/Update Foundation Courses"
2. SATS displays "Create/Update Foundation Courses Menu"
3. System Administrator selects "Create/Update Foundation Courses for SWE"
4. SATS displays an "Set SWSE Foundation Courses Form"
5. System Administrator fills in form and selects "Submit"
6. SATS display a confirmation message.

Alternatives:
- If System Administrator selects "Create/Update Foundation Courses for INFS", SATS will displays an "Set INFS Foundation Courses Form"
- If Foundation Courses information of selected program is already in the database, SATS will display a "Set Foundation Courses Form" with the information.
- System Administrator may select "Cancel" at any time before selecting "Submit", and SATS will redisplay System Administrator Menu.

Post Condition:

The Foundation Courses are created or updated in the system.

FD4: Approve/Reject Academic Status Form

Summary:
A Faculty member Accepts or rejects the student's request to withdraw from a semester or drop a course after the deadline without incurring a grade of "F".

Actors: Faculty Member, Department Coordinator

Pre - Condition:
The Faculty Member/Department Coordinator is logged into SATS
The Form is in the list of "Pending Forms"

Description:
Main Path:
1. The Faculty Member Selects the form for the list of "Pending Forms"
2. SATS displays the form with student data populated in the fields
3. The Faculty Member Selects a "Yes" or a "No" answer for the following Questions
   - (Could this Student arrange for an incomplete in your course?)
   - (Has this student missed any graded work in your course?)
4. Faculty Member Selects an 'A', 'B', 'C', 'D', 'F', or 'Cannot be Determined' for the following question.
   - (Indicate the current grade average for this student)
5. The Faculty Member enters the following information in the form
   - (To your knowledge, when did the student last attend classes?)
   - (Comments)
   - (Instructor name)(or the faculty Member name)
   - (Date) the form was filled out by the faculty Member
6. Faculty Member saves all of the entered data in SATS.
7. SATS marks this form as "Complete"
8. SATS displays a confirmation page.
9. SATS generates a letter to the student who submitted the form

Alternatives:
1. If the faculty member leaves a field blank, SATS displays an error message.
2. If the record is marked "Pending" then a faculty member will be able to retrieve and update the data that he/she entered previously.

Post Condition:
"Change in Academic Status Form" is processed.

FD5: Accept/Reject Taking Courses Elsewhere Form

Summary: Faculty member will accept or reject a student's request to take courses elsewhere.

Actors: Department Coordinator, Student Advisor (faculty member), Associate Dean, (IT&E).

Precondition:
Faculty Member/ Department Coordinator/ Associate Dean logged into the system.
The Form is in the list of "Pending Forms"

Description:
Main Path:
1. Faculty Member selects the form from the list of "Pending Forms"
2. SATS displays the form with the fields populated.
3. Faculty member approves or disapproves the form.
4. Faculty member Enters the faculty ID and Date
5. SATS saves the form
6. SATS marks the form as "Pending"
7. SATS marks the form to be reviewed by Department Coordinator by marking it as "DeptCod"
8. SATS displays the confirmation page.

Alternative:
-
- If the form is reviewed by Department Coordinator, SATS marks it for to be reviewed by Associate Dean by marking it as "AscDean"
- SATS displays the confirmation page
- If the Associate dean completes the review of the form the form is marked as "Complete"
- SATS displays the confirmation page.
- SATS generates an email letter to the student who submitted the form.

Post – Condition:
"Taking Course Elsewhere Form" is processed.

FD6: Approve/Reject Self Evaluation Form

Summary: Department Coordinator Accepts or rejects the courses filled up in the self evaluation form

Actors: Department Coordinator

Precondition:
Department Coordinator is logged into SATS
The form is in the list of pending forms

Description:
Main Path:
1. Department Coordinator selects the form to be reviewed.
2. SATS Displays the form with the student filled data
3. For each course SATS displays an "Accept" or "Reject" checkbox.
4. Department Coordinator selects "Accept" or "Reject" for each course
5. Department Coordinator Submits the form
6. SATS Saves the data into the student Record and Displays the Confirmation Page
7. SATS generates an email letter to the student who submitted the form.

Alternatives:
- If the Department Coordinator leaves any field unmarked SATS displays an error message.

Post – Condition:
"Self Evaluation Form "is processed.

FD7: Accept/Reject Transfer of Credits form

Summary: Student Advisor, Department Coordinator, Associate Dean will accept or reject a student's request to transfer credits from courses taken elsewhere or from GMU non Degree.

Actors: Department Coordinator, Student Advisor (faculty member), Associate Dean, (IT&E).

Precondition:
Faculty Member/ Department Coordinator/ Associate Dean logged into the system.
The Form is in the list of "Pending Forms"

Description:
Main Path:
1. Faculty Member selects the form from the list of "Pending Forms"
2. SATS displays the form with the fields populated.
3. For each member reviewing the form, SATS displays "Accepted" or "Rejected" for each course listed in the form.
4. Fields that will have to be marked by Department Coordinator will be disabled.
5. Faculty member Selects "Accepted" or "Rejected" for each course in the form
6. Faculty member Enters the faculty ID and Date
7. If the Faculty member leaves any field blank, SATS displays an error message.
8. SATS saves the form
9. SATS marks the form as "Pending"
10. SATS marks the form for to be reviewed by Department Coordinator by marking it as "DeptCod"
11. SATS displays the confirmation page.

Alternatives:

- If the Department Coordinator is reviewing the form then fields already marked by the student advisor will be disabled.
- If the Department Coordinator is reviewing the form then the he/she will select "Accepted" or "Rejected" for each course in the form.
- If the Department Coordinator leaves any field blank SATS displays an error message
- Department Coordinator enters the ID and Date.
- SATS saves the form
- SATS marks the form as "Pending"
- SATS marks the form to be reviewed by Associate Dean by marking it as "AscDean".
- If Associate Dean is reviewing the form then he/she enters the ID and Date

- If the Associate Dean leaves any field blank SATS displays an error message
- SATS marks the form as complete and stores the data.
- SATS displays a confirmation page.
- SATS generates an email letter to the student who submitted the form.

FD8: Approve/Reject Admission Application Review Form

Summary: This form is used to Approve or reject an admission application that a person submits.

Actors: Department Coordinator, Faculty Member

Precondition: The application package should be complete with all the applicant's transcripts and recommendations letters already scanned in by the system coordinator.

Description:
Main Path:
1. Faculty Member Enters the Applicant's Id in the "Applicant ID"
2. SATS displays the form with the following field populated.
   - Student's Name
   - Undergraduate Record Consisting of :
     - ✓ Degree
     - ✓ Major
     - ✓ GPA (3.0 min for last 60 hours)
     - ✓ Year
     - ✓ University
   - Graduate Record:
     - ✓ Degree
     - ✓ Major
     - ✓ GPA (3.0 min for last 60 hours)
     - ✓ Year
     - ✓ University
   - Standardized Tests
     - ✓ Quant Score
     - ✓ Analyt Score
     - ✓ Verbal Score
     - ✓ Toefl (575 min)
   - Foundation Courses
     - ✓ Block – Structured Programming Language (CS 112/ INFS 590)
     - ✓ Data Structures/ Algorithms (CS211/INFS 590)

- ✓ Machine Organizational/Assembly Language (CS265 or 365, INFS 501)
- ✓ Discrete Mathematics (MATH 125, 325 or INFS 501)
3. Faculty member fills the following fields for
    - 1st Recommendation
        - ✓ Admit or Provisional or Deferred or Deny or Non-Degree
        - ✓ Comments
        - ✓ Faculty ID
        - ✓ Date

Alternatives:
- If the Department coordinator is reviewing the application form then the following fields have to be filled.
    - ✓ Admit or Provisional or Deferred or Deny or Non-Degree
    - ✓ Comments
    - ✓ Faculty ID
    - ✓ Date
    - ✓ Assigned Advisor
- If the Application is for IS then the following foundation courses are shown
    - ✓ Discrete and Logical Structures for information Systems (INFS 501, CS265)
    - ✓ Computer Organization (INFS 515, CS 365)
    - ✓ Program Design and Data Structures (INFS 590)
    - ✓ Pre – requisite High Level Language. (INFS 310)
    - ✓ Business Courses (1 required from the list : Accounting, Management, Marketing).
- If the Application is for Electronic Commerce Certificate then the following foundation courses are shown
    - ✓ Discrete and Logical Structures for information Systems (INFS 501, CS265)
    - ✓ Computer Organization (INFS 515, CS 365)
    - ✓ Program Design and Data Structures (INFS 590)
    - ✓ Operating Systems Theory and Practice
    - ✓ Data Communications and Distributed processing
    - ✓ Database Management (INFS 614)
- If the Application is for Information Engineering Certificate then the following foundation courses are shown
    - ✓ Discrete and Logical Structures for information Systems (INFS 501, CS265)
    - ✓ Computer Organization (INFS 515, CS 365)
    - ✓ Program Design and Data Structures (INFS 590)
    - ✓ Pre – requisite High Level Language. (INFS 310)
- If the Application is for System Security Certificate then the following foundation courses are shown
    - ✓ Discrete and Logical Structures for information Systems (INFS 501, CS265)

- ✓ Computer Organization (INFS 515, CS 365)
- ✓ Program Design and Data Structures (INFS 590)
- ✓ Operating Systems Theory and Practice (INFS 601)
- ✓ Data Communications and Distributed processing (INFS 612)
- ✓ Database Management (INFS 614)
- If the Application is for Software Engineering Certificate then the following foundation courses are shown
  - ✓ Block – Structured Programming Language (CS 112/ INFS 590)
  - ✓ Data Structures/ Algorithms (CS211/INFS 590)
  - ✓ Machine Organizational/Assembly Language (CS265 or 365, INFS 501)
  - ✓ Discrete Mathematics (MATH 125, 325 or INFS 501

SA8: Name: Create New Degree Program
Summary: System Administrator creates degree program(s).
Dependency: Include Login use case
Actors:
System Administrator
Preconditions:
1. System administrator has logged into SATS.
2. System administrator is authorized to create new degree program(s).
Description:
1. System administrator clicks on an "CREATE" button to add a new degree program from the system administrator menu.
2. On the create degree program form, system administrator inputs the following fields:
   - Program Name
   - Degree
   - Program Start Date
   - Program End Date
   - TOEFL Score Requirement if any
   - GRE Quantitative Score Guidelines if any
   - GRE Analytical Score Guidelines if any
   - GRE Verbal Score Guidelines if any
   - GMAT Verbal Score Guidelines if any
   - GMAT Analytical Score Guidelines if any
   - GPA Guidelines
   - Program Status (Active or Inactive)
3. System Administrator clicks on a "SUBMIT" button to save the input in SATS.
4. SATS displays a conformation page after storing the data in SATS.
Alternatives:
   - After a submit button is pressed, SATS will display error message(s) if any required field(s) is missing.
   - If SATS is down and can't store the entered data, it will show an error message.
Post condition:
   - A new degree program is created.

SA9: Update Existing Degree Program
Summary: System Administrator updates existing degree program(s).
Dependency: Include Login use case
Actors:
System Administrator
Preconditions:
3. System administrator has logged into SATS.
4. System administrator is authorized to create new degree program(s) and update existing degree program(s).
Description:
1. System administrator selects the existing program which needs to be updated from the system administrator menu.
2. System administrator clicks on an "UPDATE" button to modify the exiting program.
3. SATS displays information of the existing degree program which is as follows:
   - Program Name
   - Degree
   - Program Start Date
   - Program End Date
   - TOEFL Score Requirement if any
   - GRE Quantitative Score Guidelines if any
   - GRE Analytical Score Guidelines if any
   - GRE Verbal Score Guidelines if any
   - GMAT Verbal Score Guidelines if any
   - GMAT Analytical Score Guidelines if any
   - GPA Guidelines
   - Program Status (Active or Inactive)
4. System administrator modifies any necessary fields of the form.
5. System Administrator clicks on a "SUBMIT" button to save the input in SATS.
6. SATS displays a conformation page after storing the data in SATS.
Alternatives:
- After a submit button is pressed, SATS will display error message(s) if any required field(s) is missing.
- If SATS is down and can't store the entered data, it will show an error message.

Post condition:
- Existing degree program(s) is modified.

SA10: Create Guidelines for Standardized Tests
Summary: System administrator creates guidelines for GRE, GMAT, and TOEFL.
Dependency: Included Login use case
Actors:
System Administrator
Preconditions:
5. System administrator has logged into SATS.
6. System administrator is authorized to create guidelines for GRE, GMAT, and TOEFL.

Description:
1. System administrator clicks on a "CREATE" button to create or update guidelines for standardized tests from the system administrator menu.
   - System administrator selects GRE from the drop down menu and clicks on a "PROCEED" button.
2. On the guidelines for GRE form, system administrator enters the following fields:
   - Program Name
   - GRE Quantitative Score Guidelines
   - GRE Analytical Score Guidelines
   - GRE Verbal Score Guidelines
   - Date Submitted
3. System Administrator clicks on a "SUBMIT" button to save the input in SATS.
4. SATS displays a conformation page after storing the data in SATS.

Alternatives:
- If system administrator selects GMAT from the drop down menu and clicks on a "PROCEED" button, the following procedure is as follows:
  - On the guidelines for GMAT form, system administrator enters the following fields:
    - Program Name
    - GMAT Analytical Score Guidelines
    - GMAT Verbal Score Guidelines
    - Date Submitted
  - The step 4 and 5 of the description are repeated
- If system administrator selects TOEFL from the drop down menu and clicks on a "PROCEED" button, the following procedure is as follows:

- On the guidelines for TOEFL form, system administrator verifies and enters the following fields:
  - Program Name
  - TOEFL Score Requirement
  - Date Submitted
  - The step 4 and 5 of the description are repeated
- After a submit button is pressed, SATS will display error message(s) if any required field(s) is missing.
- If SATS is down and can't store the entered data, it will show an error message.

Post condition:
- New guidelines for TOFEL, GRE and GMAT are created.

SA11: Update Guidelines for Standardized Tests
Summary: System administrator modifies guidelines for GRE, GMAT, and TOEFL.
Dependency: Included Login use case
Actors:
System Administrator
Preconditions:
- System administrator has logged into SATS.
- System administrator is authorized to modify guidelines for GRE, GMAT, and TOEFL.

Description:
1. System administrator clicks on an "UPDATE" button to update guidelines for standardized tests from the system administrator menu.
   - System administrator selects GRE from the drop down menu and clicks on a "PROCEED" button.
2. On the existing guidelines for GRE form, system administrator verifies and modify the following fields if changed:
   - Program Name
   - GRE Quantitative Score Guidelines
   - GRE Analytical Score Guidelines
   - GRE Verbal Score Guidelines
   - Date Submitted
3. System Administrator clicks on a "SUBMIT" button to save the input in SATS.
4. SATS displays a conformation page after storing the data in SATS.

Alternatives:
- If system administrator selects GMAT from the drop down menu and clicks on a "PROCEED" button, the following procedure is as follows:
  - On the existing guidelines for GMAT form, system administrator verifies and modifies the following fields if changed:
    - Program Name
    - GMAT Analytical Score Guidelines

- GMAT Verbal Score Guidelines
- Date Submitted
- The step 4 and 5 of the description are repeated
- If system administrator selects TOEFL from the drop down menu and clicks on a "PROCEED" button, the following procedure is as follows:
  - On the existing guidelines for TOEFL form, system administrator verifies and modifies the following fields if changed:
    - Program Name
    - TOEFL Score Requirement
    - Date Submitted
    - The step 4 and 5 of the description are repeated
- After a submit button is pressed, SATS will display error message(s) if any required field(s) is missing.
- If SATS is down and can't store the entered data, it will show an error message.

Post condition:
- Existing guidelines for TOFEL, GRE and GMAT are updated.

ST8: Request Change Academic Status
Summary: Student requesting to withdraw from the semester or dropping a course after the official deadline must complete academic status request form
Dependency: Include Login and Pending Report use case
Actors:
Student
Preconditions:
- Student has logged into SATS.
- Student has an existing record in SATS.

Description:
1. Student selects an academic status request form from the student menu.
2. SATS automatically displays the student's name, social security number, date submitted, street address, phone, and major.
3. Student fills out the last two fields of the form: course(s)/section to drop and academic status.
4. Student clicks on a "SUBMIT" button to store the inputs into SATS if the form is completed electronically.
5. SATS automatically marks the status of the form as "Pending".
6. SATS displays a confirmation page.

Alternatives:
- Student can cancel the request and go back the student menu after clicking on a "CANCLE" button.

- If the form has any missing fields including course(s)/section to drop and academic status, SATS will display error message(s) on the screen.
- If SATS can't store the student data, it will display an error message.

Post condition:
- Student successfully submits the request to change academic status.
- The form is in pending.

ST9: Request to Take Course Elsewhere
Summary: Student requests to take course elsewhere
Dependency: Include Login and Pending Report use case
Actors:
Student
Preconditions:
- Student has logged into SATS.
- Student has an existing record in SATS

Description:
1. Student selects a GMU request to take course elsewhere form from the student menu.
2. SATS automatically displays the student's name, phone, street address, e-mail, ID #, degree, major, and other required fields of the form.
3. Student fills out the following required fields of the form:
    - Date Submitted
    - Institution where course will be take
    - City/ State for the institution
    - Semester
    - Year
    - Total Credits to be Attempted
    - Course Number, Name, # credits at institution
    - GMU Equivalent
    - Source of Equivalency
4. Student clicks on a "SUBMIT" button to store the inputs into SATS.
5. SATS marks the status of the form as "Pending".
6. SATS displays a confirmation page.

Alternatives:
- Student can cancel the request and go back the student menu after clicking on a "CANCLE" button.
- If the form has any missing required fields, SATS will display error message(s) on the screen.
- If SATS is down and can't store the student data, it will display an error message.

Post condition:
- Student successfully submits the request to take a course elsewhere.
- The form is in pending.

GE1: Login
Summary: SATS validates user ID and password
Dependency: none
Actors:
Student
System Administrator
Department Coordinator
Department Chairman
Faculty Member
Preconditions: User is in a login page, and User is an authorized user.
Description:
1. Student enters user ID and password, and hits "Login".
2. SATS validates user ID and password.
3. If user ID and password are correct, SATS will display student menu.

Alternatives:
- After confirming correct user ID and password,
  - SATS will display faculty menu if user is faculty member.
  - SATS will display coordinator menu if user is department coordinator.
  - SATS will display chairman menu if user is department chairman.
  - SATS will display administrator menu if user is system administrator.
- If entered user ID or password is incorrect, SATS will display a login page with an invalid password message on the bottom of the page.
- If user continually fails to login three times, SATS will display an invalid user message.
- Steps to obtain a password for authorized user forgetting the password:
  1. If user clicks on a "FORGET PASSWORD" button of a login page, SATS displays login information request form.
  2. User enters the user's e-mail address and click on a "SUBMIT" button.
     - SATS will automatically send student's ID and password to the student's e-mail account if the user is student.
     - SATS will automatically send faculty's ID and password to the faculty's e-mail account if the user is faculty member.
     - SATS will automatically send coordinator's ID and password to the coordinator's e-mail account if the user is department coordinator.
     - SATS will automatically send chairman's ID and password to the chairman's e-mail account if the user is department chairman.

- SATS will automatically send student's ID and password to the student's e-mail account if the user is system administrator.

Post condition: Authorized user has successfully logged into SATS.

SA12: Update Student Information

Summary: Student updates personal information on the student information form.

Dependency: Include Login use case

Actors:

Student

Preconditions:

7. Student has logged into SATS.
8. Student has an existing record created by department coordinator in SATS

Description:

1. Student clicks on an "UPDATE PERSONAL INFORMATION" button from the student menu.
2. SATS automatically displays the student's name, social security number, degree, and major on the student information form.
3. Student verifies the existing records on the student information form in the following fields:
   - Name
   - Social Security Number
   - Address
   - Phone number
   - E-mail Address
   - Degree
   - Major
4. Student modifies the address, phone number, and e-mail address on the form if those information needs to be updated.
5. Student clicks on a "SUBMIT" button to save the input in SATS.
6. SATS displays a confirmation page.

Alternatives:

- After a "SUBMIT" button is pressed, SATS will display error message(s) for the following two reasons:
  - Any required field(s) is missing.
  - E-mail address is not in an appropriate format.
- If SATS is down and can't store the student data, it will require student to fill out correct information again after showing the error message(s).

Post condition: Student successfully updates the personal information in SATS.