

## Compass Access Group Descriptions, Recommended Users, and Training

NOTE: Introductory Compass Navigation training is required of all Compass account holders and is a prerequisite for other Compass training courses. *The online training courses and guides referred to below can be found in the Compass User Training Channel on the Employee tab in Howdy.*

Access Group Name	Group Function Description	Recommended Users	Related Training Materials
G_COMPASS_BASIC	General Compass access forms which include general menus, user preferences and online help. This group is assigned to all Compass account holders.	All Compass Users	Introductory Compass Navigation Classroom training session or training videos in Howdy
G_REGI_1_DEPT_COURSE_OVERRIDE	Enter student registration restriction overrides.	Academic Advisors Academic Support Staff Academic Administrators	Registration Permit Overrides online training guide
G_REGI_ATHLETICS_VIEW	View student athlete information.	Student Athlete Support Staff Financial Aid Staff Business Officers	
G_REGI_CAPP_ADJUSTMENT_VIEW	View substitutions, directed electives, waivers and graduate degree plans which were entered on in TAMU's previous Student Information System. This group also allows users to view student area adjustments (undergraduate substitutions/directed electives & graduate degree plans) which are applied in Compass.	Academic Advisors Academic Administrators	Degree Adjustments online training guide
G_REGI_CAPP_DEG_AUDIT_REVIEW	View degree evaluation results in Administrative Compass. <i>This group <b>does not</b> provide the ability to run degree evaluations and is intended for review of Transfer Admission Foundation Patterns.</i>	Transfer Admission Reviewers without Degree Audit Access	Online Admissions Training Videos
G_REGI_CAPP_DEG_AUDIT_VIEW	Run and view degree evaluations for students in Administrative Compass and in Faculty/Advisor Self-Service Compass. <i>This group provides access to the Advisor Self-Service Options in Howdy for <b>Compass users.</b></i>	Academic Advisors Academic Administrators	The following online training guides: <ul style="list-style-type: none"> <li>• Degree Evaluations in Self-Service</li> <li>• What-If Degree Evaluations in Compass</li> <li>• What-If Degree Evaluations in Self-Service</li> <li>• Application for Degree</li> </ul>

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G_REGI_9999_HOWDY_ADV_ONLY	Run and view degree evaluations for students on the Advisor tab in Howdy. <i>This group provides access to the Advisor Self-Service Options in Howdy for <b>non-Compass users</b>.</i>	Faculty Advisors Academic Administrators Academic Support Staff	The following online training guides: <ul style="list-style-type: none"> <li>Degree Evaluations in Self-Service</li> <li>What-If Degree Evaluations in Self-Service</li> <li>Application for Degree</li> </ul>
G_REGI_CATALOG_SCHED_VIEW	View the university course catalog and class schedule.	Academic Support Staff Academic Administrators	Compass Registration Training online training guide
G_SPAIDEN_3_M_ADDR_TELE	Update student address and telephone.	Academic Advisors Academic Support Staff Business Officers	Online Compass Navigation Training Course – Accessing Student Information (Lesson 7)
G_SPAIDEN_1_Q_ALL	View student address and telephone	Student Workers Academic Support Staff General Support Staff Business Officers	Online Compass Navigation Training Course – Accessing Student Information (Lesson 7)
G_REGI_GEN_COMMENT_UPDATE	Enter and update general comments in Compass.	Academic Advisors Academic Support Staff Academic Administrators Business Officers Student Auxiliary Services Staff	Student Holds and Comments online training guide
G_REGI_GEN_STUDENT_INFO_VIEW	View student curriculum (catalog, major, minors, etc.), holds, and other general student information.	Academic Advisors Academic Support Staff Academic Administrators Business Officers Student Auxiliary Services Staff	The following online training guides: <ul style="list-style-type: none"> <li>Student Holds and Comments</li> <li>FERPA Information</li> <li>Online Compass Navigation Training Course – Accessing Student Information (Lesson 7)</li> </ul>

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G_REGI_GRADUATION_VIEW	View Application for Graduation and Ceremony attendance information.	Academic Advisors Academic Support Staff Academic Administrators Business Officers Student Auxiliary Services Staff	Application for Degree online training guide
G_REGI_HOLD_UPDATE	Enter and update registration and/or transcript holds.	Academic Advisors Academic Support Staff Academic Administrators Business Officers Student Auxiliary Services Staff	Student Holds and Comments online training guide.
G_REGI_HOLD_VIEW	View registration and/or transcript holds on WOA HOLD. <i>(This group is only needed if the Compass user does not already have access to WOA HOLD through either G_REGI_HOLD_UPDATE and/or G_REGI_GEN_STUDENT_INFO_VIEW)</i>	Business Officers General Support Staff Student Auxiliary Services Staff	Student Holds and Comments online training guide.
G_REGI_PERSON_VIEW	View general data on all persons including address, email, telephone, comments, and directory hold restrictions.	All users	Introductory Compass Navigation – Accessing Student Information (Lesson 7) and FERPA Information online training guide
G_REGI_STU_ACAD_HISTORY_VIEW	View student academic history, including grade and course information.	Academic Advisors Academic Support Staff Academic Administrators Business Officers Student Auxiliary Services Staff	The following online training guides: <ul style="list-style-type: none"> <li>• Student Academic History</li> <li>• FYGE Eligibility</li> <li>• Student Time Status</li> <li>• Cancels, Withdrawals, &amp; Q-drops</li> <li>• Class Schedule Information</li> </ul>
G_REGI_STU_CURRICULUM_UPDATE	Update undergraduate degrees, majors, options and minors.	Academic Advisors Academic Support Staff Academic Administrators	Curriculum Maintenance online training guide

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G_REGI_STU_REGISTRATION_UPDATE	Allows add/drop of student registrations and view of student schedule information.	Academic Advisors Academic Support Staff Academic Administrators	The following online training guides: <ul style="list-style-type: none"> <li>• Student Holds and Comments</li> <li>• Student Registration</li> <li>• Class Schedule Information</li> <li>• Registration Permit Overrides</li> <li>• Class Roster Form SFASLST</li> <li>• Student Time Status</li> </ul>
G_REGI_STU_REGISTRATION_VIEW	View student registration, student holds and class rosters.	Academic Advisors Academic Support Staff Academic Administrators Business Officers Student Auxiliary Services Staff	The following online training guides: <ul style="list-style-type: none"> <li>• Student Holds and Comments</li> <li>• Student Registration</li> <li>• Class Schedule Information</li> <li>• Registration Permit Overrides</li> <li>• Class Roster Form SFASLST</li> <li>• Student Time Status</li> </ul>
G_REGI_SUPP_STU_INFO_VIEW	View student test scores, high school information, previous institutions attended and degrees earned.	Academic Advisors Academic Support Staff Academic Administrators	Online Admissions Training Videos: SOAHSCH, SOAPCOL, SOAPCOQ & SOATEST
G_REGI_STU_WITHDRAW_VIEW	View withdrawal information including effective withdrawal date and comments.	Academic Advisors Academic Support Staff Academic Administrators Business Officers Financial Aid Staff Student Auxiliary Services Staff	Cancels, Withdrawals, and Q-Drops online training guide

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G_REGI_29_UG_DEG_PLAN_TEMPLATE	Provides update access to SWATMPL & SWAADVR Compass forms to update the undergraduate degree plan templates for the Undergraduate Degree Planner as well as to update the advising contact URL which is displayed to students within the degree planner.	This security group is meant to allow the faculty/staff in academic departments and colleges who are responsible for updating the basic degree plan templates. As such access is limited to 2 users per department/college. Users must also have current access to both the Advisor tab in Howdy as well as access to the Undergraduate Adjustment System.	
G_REGI_XXXX_YYYY_GRADE_RPRT*	Provides staff access to the following Compass Reports: PWS_DC_FACULTY_NEED_FINAL_YYYY PWS_DC_NO_FINAL_GRADE_YYYY PWS_FACULTY_NEED_FINAL_YYYY PWS_FACUTLY_NEED_MIDTERM_YYYY PWS_NO_FINAL_GRADE_YYYY	Academic Advisors Academic Support Staff Academic Administrators	
G_REGI_XXXX_YYYY_REG_RPRT*	Provides staff access to the following Compass Reports: PWS_CRS_REG_RESTR_ZZ PWS_CS_FACULTY_NEED_LSA_YYYY PWS_CS_MISS_COURSE_INFO_YYYY SRC_CS_COURSE_AUDIT_YYYY <input type="checkbox"/> SRC_CS_CRS_INFO_SYLLABUS_CV SRC_CS_LSA_COUNTS_ZZ	Academic Advisors Academic Support Staff Academic Administrators	
G_REGI_9XX_ZZZZ_GRADUATION_RPRT*	Provides staff access to the following Compass reports: <input type="checkbox"/> SRC_AL_DEG_CAND_AL_AC <input type="checkbox"/> SRC_AL_DEG_CAND_AL_AC_CSV <input type="checkbox"/> SRC_AL_DEG_CAND_UG_AC <input type="checkbox"/> SRC_AL_FINAL_GRAD_AL <input type="checkbox"/> SRC_AL_FINAL_GRAD_AL_CSV <input type="checkbox"/> SRC_AL_FINAL_GRAD_GR <input type="checkbox"/> SRC_AL_FINAL_GRAD_GR_CSV <input type="checkbox"/> SRC_AL_FINAL_GRAD_UG <input type="checkbox"/> SRC_AL_FINAL_GRAD_UG_CSV <input type="checkbox"/> SRC_CS_DEGCAND_CLEAR_G_ZZ_UG	Academic Advisors Academic Support Staff Academic Administrators	

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G_REGI_XXXX_ZZ_GRADING_RPRT*	Provides HSC staff access to the following Compass reports: <ul style="list-style-type: none"> <li>• PWS_CRS_NEED_MIDTERM_ZZ</li> <li>• PWS_DC_FACULTY_NEED_FINAL_ZZ</li> <li>• PWS_DC_NO_FINAL_GRADE_ZZ</li> <li>• PWS_FACULTY_NEED_FINAL_ZZ</li> <li>• PWS_FACULTY_NEED_MIDTERM_ZZ</li> <li>• PWS_NO_FINAL_GRADE_ZZ</li> </ul>	Academic Advisors Academic Support Staff Academic Administrators	
G_REGI_XXXX_ZZ_REG_RPRT*	Provides HSC staff access to the following Compass reports: <ul style="list-style-type: none"> <li>• PWS_CRS_REG_RESTR_ZZ</li> <li>• PWS_CRS_REQUEST_ZZZZ</li> <li>• PWS_CS_FACULTY_NEED_LSA_ZZZZ</li> <li>• PWS_CS_FACULTY_NEED_LSA_ZZ</li> <li>• PWS_CS_MISS_COURSE_INFO_ZZZZ</li> <li>• PWS_CS_MISS_COURSE_INFO_ZZ</li> <li>• PWS_CS_MISS_EOT_FAC_EVAL_ZZZZ</li> <li>• PWS_CS_MISS_EOT_FAC_EVAL_ZZ</li> <li>• PWS_PREQ_CONFLICT_ZZZZ_CSV</li> <li>• RSC_ATTENDANCE_TRACKING</li> <li>• SRC_CS_COURSE_AUDIT_ZZZZ</li> <li>• SRC_CS_COURSE_AUDIT_ZZ</li> <li>• SRC_CS_CRS_INFO_SYLLABUS_CV</li> <li>• SRC_CS_LSA_COUNTS_ZZ</li> <li>• SRC_CS_SHORT_COURSES</li> <li>• SRC_CS_SHORT_COURSES_CSV</li> </ul>	Academic Advisors Academic Support Staff Academic Administrators	
G_REGI_XXXX_ZZ_GRADUATION_RPRT*	Provides HSC staff access to the following Compass reports: <ul style="list-style-type: none"> <li>• SRC_AL_DEG_CAND_AL_AC</li> <li>• SRC_AL_DEG_CAND_AL_AC_CSV</li> <li>• SRC_AL_FINAL_GRAD_AL</li> <li>• SRC_AL_FINAL_GRAD_AL_CSV</li> <li>• SRC_AL_FINAL_GRAD_ZZ</li> <li>• SRC_AL_FINAL_GRAD_ZZ_CSV</li> </ul>	Academic Advisors Academic Support Staff Academic Administrators	

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G_REGI_XXXX_YYYY_HNR_RPRT*	<p>Provides staff access to the following Compass Reports:</p> <ul style="list-style-type: none"> <li>• PWS_HONOR_COHORT_YYYY_CSV</li> <li>• SGRCHRT_HONX_CHRT_LOAD</li> <li>• SOC_CS_HONR_HCOURS2_CRS</li> <li>• SOC_CS_HONR_HCOURS2_REP</li> <li>• SOC_CS_HONR_HCOURS2_STU</li> </ul> <p><i>This group is not currently available for all departments. Inquire with the Registrar contacts listed below to determine if your department has an existing group for these reports.</i></p>	<p>Academic Advisors Academic Support Staff Academic Administrators</p>	
G_UGDP_CS_C_ZZ_XXX*	<p>Provides college dean staff approval access in the Undergraduate Degree Planner as well as access to the following Compass reports:</p> <ul style="list-style-type: none"> <li>• PWS_DPAP_PROGRESS_RPT_ZZ</li> <li>• PWS_MISS_DPAP_RPT_ZZ</li> <li>• SRC_DEG_PLAN_DPAP</li> </ul>	<p>This security group is meant to allow the faculty/staff in academic college dean's offices who are authorized to approve student degree plans through the Undergraduate Degree Planner in Howdy. Users must also have current access to both the Advisor tab in Howdy as well as access to the Undergraduate Adjustment System.</p>	
G_UGDP_CS_D_YYYY_XXX*	<p>Provides academic department staff approval access in the Undergraduate Degree Planner as well as access to the following Compass reports:</p> <ul style="list-style-type: none"> <li>• PWS_DPAP_PROGRESS_RPT_ZZ</li> <li>• PWS_MISS_DPAP_RPT_ZZ</li> <li>• SRC_DEG_PLAN_DPAP</li> </ul>	<p>This security group is meant to allow the faculty/staff in academic departments who are authorized to approve student degree plans through the Undergraduate Degree Planner in Howdy. Users must also have current access to both the Advisor tab in Howdy as well as access to the Undergraduate Adjustment System.</p>	

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Online Withdrawal Approval group	Provides college deans and their designate access to the online withdrawal approval workflow in Howdy to process students' official requests to withdraw from the University.	This security group is meant to allow academic deans and their designate to process online requests for withdrawals. As such only users authorized to process online withdrawals (OW on the form) by their college dean on the Undergraduate or Graduate/Professional Signature Cards on file in the Office of the Registrar.	
G_REGI_5_DEPT_SECTION_UPDATE	Provides update access to SSASECT & SWASECT Compass forms to enter faculty load, course section enrollment numbers, and section associates.	This security group is meant to allow the faculty/staff in academic departments and colleges who are responsible for course scheduling and/or faculty load reports. As such access is limited to a small number of users per department/college. Approval for this group MUST be routed through the AOC Dean for consideration.	

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